CITY OF LAWNDALE
AGENDA OF THE LAWNDALE
CITY COUNCIL REGULAR MEETING

Monday, December 15, 2025, 6:30 PM
Council Chambers
14717 Burin Ave
Lawndale, CA 90260

Any person who wishes to address the City Council regarding any item listed on this agenda or any other matter that is within its subject matter jurisdiction is invited, but not required, to fill out a Public Meeting Speaker Card and submit it to the City Clerk prior to the oral communications portion of the meeting. The purpose of the card is to ensure that the speaker's name is correctly recorded in the meeting minutes and, where appropriate, to provide contact information for staff follow-up.

How to observe the Meeting:
To maximize public safety while maintaining transparency and public access, members of the public may now attend the meeting in person. The meeting will also continue to be available for viewing on YouTube "Lawndale CityTV", the City TV Website, and Lawndale Community Cable Television on Spectrum and Frontier Channel 3.

Copies of this agenda are available prior to the meeting in the Lawndale City Hall foyer or on the City website. Interested parties may contact the City Clerk's Department at (310) 973-3213 for clarification regarding any individual agenda item."

This Agenda is subject to revision up to 72 hours before the meeting.

A. CALL TO ORDER AND ROLL CALL

B. CEREMONIALS (Flag Salute and Inspiration)

C. PUBLIC SAFETY REPORT

1. Los Angeles County Sheriff's Department Update

D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

E. COMMENTS FROM COUNCIL

F. CONSENT CALENDAR

Items 2 through 6 will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

2. Motion to read by title only and waive further reading of all ordinances listed on the Agenda

— Recommendation: that the City Council read by title only and waive further reading of all ordinances listed on the agenda.

3. Accounts Payable Register

— Recommendation: Staff recommends that City Council adopts Resolution No. CC-2512-057 authorizing the payment of certain claims and demands in the amount of $1,168,006.19

4. Minutes of the Lawndale City Council Regular Meeting - December 1, 2025

— Recommendation: that the City Council approve the minutes.

5. Minutes of the Lawndale City Council Special Meeting December 3, 2025

— Recommendation: that the City Council approve the minutes.

6. City Manager Agreement and Release

— Recommendation: that the City Council receive and file the attached Separation Agreement and General Release.

G. PUBLIC HEARING

7. Approval of CDBG Projects

— Recommendation: that the City Council 1.) Conduct a public hearing; 2.) Adopt the FY 2026-27 budget for the CDBG program; and 3.) Adopt Resolution No. CC-2512-058, approving the City's participation in the FY 2026-27 CDBG Program.

H. ADMINISTRATION

8. Annual Reorganization of the City Council

— Recommendation: that the City Council appoint one of its members to serve as Mayor Pro Tem for a term beginning on January 1, 2026, and ending on December 31, 2026.

9. Adoption of a City Policy Authorizing the Use of Electronic Signatures

— Recommendation: that the City Council 1.) Adopt Resolution No. CC-2512-060 establishing a City policy authorizing the use of an electronic signature in lieu of a written signature on a document in which a signature is required; or 2.) Provide staff with alternate direction.

10. Appointment to Vacancy on the SBWIB Lawndale Business Private Sector Seat

— Recommendation: that the City Council 1.) Re-affirm the SBWIB's nomination for appointment of Mr. Carlos Ferreira, owner of King of Wings, as the City of Lawndale representative on the SBWIB Business Private Sector seat, to fill the current vacant seat until expiration on June 30, 2026, and a new four (4) year term beginning July 1, 2026 to June 30, 2030; or 2.) Provide further direction to staff.

11. Discussion of E-Bike Urgency Ordinance

— Recommendation: that the City Council review recently adopted e-bike regulations that other cities have enacted and give direction to City Staff to pursue one of the following three options: Option 1) Pursue an urgency ordinance, as E-bikes constitute an immediate danger and threat to public safety; Option 2) Pursue a regular ordinance, as E-bikes have the potential to be a greater threat to public safety than previously thought; or Option 3) Leave existing ordinances regarding E-bikes as they are, including maintaining current enforcement levels.

12. South Bay Regional Housing Trust by the South Bay Cities Council of Governments Board of Directors

— Recommendation: that the City Council 1) Discuss SBCCOG's request and receive their presentation; or 2) Approve joining the South Bay Regional Housing Trust (SBRHT) and authorize the Mayor to execute the Joint Powers Agreement (JPA), which would help fund the development and construction of affordable housing in the South Bay; or 3) Provide further direction to staff.

13. Recommendation to Continue to Use Everbridge as the Citywide Emergency Notification System

— Recommendation: that the City Council authorize the City Manager to execute the Renewal Quote for One-Year between the City of Lawndale and Everbridge.

14. Notice of Completion for FY 2023-24 Street Rehabilitation and FY 2024-25 Sidewalk Replacement Project

— Recommendation: that the City Council 1) Accept the project completion by Sequel Contractors, Inc., for the FY 2023-24 Street Rehabilitation and FY 2024-25 Sidewalk Replacement Project; 2) Authorize staff to file the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk's Office for the FY 2023-24 Street Rehabilitation and FY 2024-25 Sidewalk replacement Project; and 3) Authorize staff to release the retention in the amount of $104,265.84 for the FY 2023-24 Street Rehabilitation and FY 2024-25 Sidewalk Replacement Project.

I. CITY MANAGER REPORT

J. ITEMS FROM CITY COUNCILMEMBERS

15. Report of Attendance at Meetings

K. CLOSED SESSION

16. Conference with Legal Counsel – Potential Litigation

— The City Council will conduct a closed session pursuant to Government Code Section 54956.9(d)(2), to confer with legal counsel regarding a significant exposure to litigation, the facts and circumstances of which are not known to the potential plaintiff: one (1) case.

17. Public Employee Appointment

The City Council will conduct a closed session, pursuant to Government Code section 54957(b), regarding the appointment of an Interim City Manager.

18. Public Employee Appointment

The City Council will conduct a closed session, pursuant to Government Code section 54957(b), regarding the appointment of a City Manager.

L. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, January 5, 2026, in the Lawndale City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

It is the intention of the City of Lawndale to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact the City Clerk Department (310) 973-3213 prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodation to attend or participate in meetings on a regular basis.

I hereby certify under penalty of perjury under the laws of the State of California that the agenda for the regular meeting of the City Council to be held on Monday, December 15, 2025, was posted no less than 72 hours prior to the meeting.

/s/ Yvette Palomo
Yvette Palomo, Assistant City Clerk

Date Posted: December 11, 2025

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: December 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Vanesa Alvarez, Administrative Assistant

SUBJECT: **Los Angeles County Sheriff's Department Update**

No supporting documentation was forwarded to the City Clerk Department for this item.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	December 15, 2025
TO:	Honorable Mayor and City Council
FROM:	Dr. Sean M. Moore, City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant
SUBJECT:	**Motion to read by title only and waive further reading of all ordinances listed on the Agenda**

RECOMMENDATION

Staff recommends that the City Council read by title only and waive further reading of all ordinances listed on the agenda.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: December 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Hrant Manuelian, Finance Director/City Treasurer

SUBJECT: **Accounts Payable Register**

RECOMMENDATION

Staff recommends that City Council adopts Resolution No. CC-2512-057 authorizing the payment of certain claims and demands in the amount of $1,168,006.19.

Attachments

A. CC-2512-057 - AP Resolution - Dec. 15, 2025.pdf

ATTACHMENT A

RESOLUTION NO. CC-2512-057

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA AUTHORIZING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF $1,168,006.19

THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the Director of Finance, as certified below, hereby attests to the accuracy of these demands and to the availability of funds for the payment thereof.

SECTION 2. That the following claims and demands have been audited as required by law, and that appropriations for these claims and demands are included in the annual budget as approved by the City Council.

SECTION 3. That the claims and demands paid by check numbers 208462 through 208527 for the aggregate total of $1,168,006.19 are hereby authorized.

Effective Date: December 15th, 2025

Approved by:

Hrant Manuelian, Director of Finance

Gregory M. Murphy, City Attorney

PASSED, APPROVED AND ADOPTED this 15th day of December 2025.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2512-057 at a regular meeting of said Council held on the 15th day of December 2025, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Bernadette Suarez					
Sirley Cuevas					
Francisco M. Talavera					

_____

Erica Harbison, City Clerk

City of Lawndale
Summary of Audited Claims and Demands

Claims and Demands Paid By Check:

	Check Number		
Check Date	Beginning	Ending	Aggregate Total
11/26/2025	208462	208493	153,497.83
12/2/2025	208494	208494	54,800.00
12/4/2025	208495	208527	959,708.36
	Total Checks		**1,168,006.19**

Claims and Demands Paid By Electronic ACH Transfer:

Date	Name of Payee	Description	Amount
	Total ACH Payments		**0.00**

Total Audited Claims and Demands Paid	**1,168,006.19**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 11/26/2025
Time: 8:12 am

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208462	11/26/2025	Printed		8357	4LEAF INC.	CDD PERMIT TECHNICIAN SVCS -	10,993.50
208463	11/26/2025	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	17,960.02
208464	11/26/2025	Printed		7052	AMALEA JOY FISHER, LLC	INSTRUCTOR FEES - SENIOR	795.00
208465	11/26/2025	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	MONTHLY PEST CONTROL-	58.00
208466	11/26/2025	Printed		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	971.70
208467	11/26/2025	Printed		0372C	AT & T	PHONE CHARGES	1,155.65
208468	11/26/2025	Printed		8164	BLUE VIOLET NETWORKS	SERVICE FOR 3RD FLOOR CAMERAS	600.00
208469	11/26/2025	Printed		8698	BRITLEX PROPERTIES LLC	CONS & DEMO DEPOSIT REFUND	4,000.00
208470	11/26/2025	Printed		8697	CORRALEE CLARK-SCHREINER	PLANNING DEPOSIT REFUND	2,455.50
208471	11/26/2025	Printed		8238	DOERSCHEL & ASSOCIATES, LLC	SYSTEM INTEGRATION CONSULTING	2,000.00
208472	11/26/2025	Printed		8250	EMCOR SERVICES MESA ENERGY	HVAC SERVICE - CSD	1,000.00
208473	11/26/2025	Printed		8696	EVANGELINA ERSKIN	SHOP LOCAL HOME IMPROV. REBATE	500.00
208474	11/26/2025	Printed		1288	EWING IRRIGATION PRODUCTS INC	IRRIGATION REPAIR PARTS -	577.81
208475	11/26/2025	Printed		8546	GENERAL CODE	LMC SUPPLEMENT # 3	769.00
208476	11/26/2025	Printed		0441	GOLDEN STATE WATER CO.	WATER USAGE SERVICES	34,152.71
208477	11/26/2025	Printed		8557	VICTORIA MENDOZA	PERMIT FEE REFUND	581.84
208478	11/26/2025	Printed		7890	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES - FIN	295.55
208479	11/26/2025	Printed		8518	PACIFIC TIRE OF LAWNDALE	TIRE REPAIR VEH#520 - MSD	20.00
208480	11/26/2025	Printed		8098	REECE PLUMBING	PLUMBING PARTS - CREDIT	8.51
208481	11/26/2025	Printed		8699	JIMMY ROCA	PLANNING DEPOSIT REFUND	1,577.75
208482	11/26/2025	Printed		0615A	SCA OF CA, LLC	STREET SWEEPING & DEBRIS	29,224.45
208483	11/26/2025	Printed		1071	SHOETERIA INC.	WORK BOOTS FOR PWD CREW -	796.57
208484	11/26/2025	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	126.61
208485	11/26/2025	Printed		8177	SOUTHWEST PATROL, INC.	ARMED SECURITY SERVICES	26,400.00
208486	11/26/2025	Printed		0849	THE SAFEMART OF SO CAL INC	3 KEYS - BULLETIN BOARD @	13.26
208487	11/26/2025	Printed		8120	TUCKER TOURS, LLC	TRAVEL CLUB - MOWTOWN	6,370.00
208488	11/26/2025	Printed		3672-ASD	U.S. BANK	CREDIT CARD PAYMENT	648.03
208489	11/26/2025	Printed		3672-CMD	U.S. BANK	CREDIT CARD PAYMENT	1,152.32
208490	11/26/2025	Printed		3672-MSD	U.S. BANK	CREDIT CARD PAYMENT	2,086.27
208491	11/26/2025	Printed		0469	U.S. POSTAL SERVICE	MAILING - LAWNDALIAN WINTER &	5,472.90
208492	11/26/2025	Printed		7768	UNITED SITE SERVICES	PORTABLE RESTROOM RENTAL	103.31
208493	11/26/2025	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	631.57
			Total Checks: 32			**Checks Total (excluding void checks):**	**153,497.83**
			Total Payments: 32			**Bank Total (excluding void checks):**	**153,497.83**
			Total Payments: 32			**Grand Total (excluding void checks):**	**153,497.83**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208494	12/02/2025	Printed		0444	SPCA LA	EMERGENCY SERVICES - SEP. 2024	54,800.00
			Total Checks: 1			**Checks Total (excluding void checks):**	**54,800.00**
			Total Payments: 1			**Bank Total (excluding void checks):**	**54,800.00**
			Total Payments: 1			**Grand Total (excluding void checks):**	**54,800.00**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208495	12/04/2025	Printed		1541	ALESHIRE & WYNDER, LLP	LEGAL SERVICES - OCT. 2025	12,107.90
208496	12/04/2025	Printed		8209	ATHANS ICE HOUSE	ANGEL TREE LIGHTING 2025	10,335.94
208497	12/04/2025	Printed		7785	BERICOM DESIGN	NETWORK MAINTENANCE & SUPPORT	13,999.92
208498	12/04/2025	Printed		7836	BUCKNAM INFRASTRUCTURE GROUP	PAVEMENT MGMT - OCT. 2025	10,689.25
208499	12/04/2025	Printed		7766	BURKE, WILLIAMS &	LEGAL SERVICES - OCT. 2025	54,653.51
208500	12/04/2025	Printed		7889	CHARTER COMMUNICATIONS	INTERNET SERVICES	1,008.61
208501	12/04/2025	Printed		7818	CHILL ENTERTAINMENT	POP-UP SKATING RINK - ANGEL	3,299.50
208502	12/04/2025	Printed		0182	CITY OF LAWNDALE PETTY CASH	PETTY CASH REIMBURSEMENT	455.21
208503	12/04/2025	Printed		0190	COLONIAL LIFE & ACCIDENTS, INC	DEC. 2025-INS PRE-TAX/POST TAX	3,295.06
208504	12/04/2025	Printed		7934A	COMPUTERSHARE CORPORATE TRUST	TRUSTEE FEE- LAWNDALE	2,500.00
208505	12/04/2025	Printed		0216	DELTA DENTAL	DEC. 2025 DENTAL PREMIUM	2,634.42
208506	12/04/2025	Printed		0389	DELTA DENTAL INSURANCE COMPANY	DEC. 2025 DENTAL PREMIUM	259.28
208507	12/04/2025	Printed		6636	FRONTIER COMMUNICATIONS	FAX LINE & INTERNET FOR PWD	280.43
208508	12/04/2025	Printed		8150	HEALTH AND HUMAN RESOURCE	DEC. 2025 EMPLOYEE ASSIST.	74.52
208509	12/04/2025	Printed		8399	INNOVATIVE LIGHT DESIGNS	HOLIDAY LIGHTS FOR ANGEL TREE	3,271.00
208510	12/04/2025	Printed		7958	JUST DANCE COMPANY, LLC	INSTRUCTOR FEES - GYMNASTICS	3,612.50
208511	12/04/2025	Printed		0308	LOS ANGELES COUNTY	PUBLIC SAFETY SERVICES -	661,420.15
208512	12/04/2025	Printed		7940	MARIPOSA LANDSCAPES, INC	TREE TRIMMING - OCT. 2025 -	84,402.36
208513	12/04/2025	Printed		7940	MARIPOSA LANDSCAPES, INC	LANDSCAPE MAINTENANCE SERVICES	37,089.07
208514	12/04/2025	Printed		5560	MITSUBISHI ELECTRIC US, INC	ELEVATOR MAINTENANCE SERVICES	1,232.92
208515	12/04/2025	Printed		5216	POWERSTRIDE BATTERY	BATTERY FOR VEH# 503	146.70
208516	12/04/2025	Printed		6123	PRUDENTIAL OVERALL SUPPLY	WEEKLY COVERALL CHARGES	656.69
208517	12/04/2025	Printed		5895	RICOH USA INC	LEASE CHARGES FOR COPIERS -	1,760.84
208518	12/04/2025	Printed		7827	SA ASSOCIATES	CONSTRUCTION INSPECTION SVCS -	25,534.50
208519	12/04/2025	Printed		3431	SOUTH BAY CO-OP	DONATION - MAYOR PULLEN- MILES	300.00
208520	12/04/2025	Printed		3431	SOUTH BAY CO-OP	DONATION - MAYOR PRO TEM	200.00
208521	12/04/2025	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	1,066.25
208522	12/04/2025	Printed		0444	SPCA LA	ANIMAL SHELTERING SERVICES -	13,800.00
208523	12/04/2025	Printed		2002	THE STANDARD, UNIT 22	LIFE,AD&D,LTD INSURANCE PREM -	1,690.32
208524	12/04/2025	Printed		7821	TRENCH SHORING COMPANY	ASPHALT COLD PATCH	937.50
208525	12/04/2025	Printed		3672-FLEET	U.S. BANK VOYAGER FLEET SYS	FLEET SERVICES-FUEL	4,372.98
208526	12/04/2025	Printed		3672-FIN	U.S. BANK	CREDIT CARD PAYMENT	1,235.99
208527	12/04/2025	Printed		0479	VISION SERVICE PLAN	VISION PREMIUM DEC. 2025	1,385.04
			Total Checks: 33			**Checks Total (excluding void checks):**	**959,708.36**
			Total Payments: 33			**Bank Total (excluding void checks):**	**959,708.36**
			Total Payments: 33			**Grand Total (excluding void checks):**	**959,708.36**

Council Meeting 12/15/2025
Details of US Bank Credit Card Charges & Petty Cash Expenses

Vendor# 3672- ASD

Date	Vendor	Description	Amount
8/26/2025	FS Controlio	Employee Relations Software	39.95
9/3/2025	Amazon Marketplace	Usb Video Capture Card, Audio Video Converter Grabber For RCA To USB - Convert VHS	14.35
9/19/2025	FS Controlio	Employee Relations Software	39.95
9/22/2025	FS Controlio	Empployee Relation Software - Refund	(39.95)
9/23/2025	Careers In Government	Job Post - Associate Planner	295.00
9/24/2025	Corner Bakery	Refreshments For Customer Service Training 9/24/25	298.73
Check Date 11/26/2025; Check# 208488			**$ 648.03**

Vendor# 3672- CMD

Date	Vendor	Description	Amount
10/6/2025	Kasai Teriyaki - Lawndale	Pre-Council Mtg Meals - 5 Electeds and 6 Staff Meals and One Refreshment	186.94
10/9/2025	Click Send	Street Sweeping Notification APP - Recharge the APP	20.00
10/20/2025	League of California Cities	LCC City Mgr Conference Registration - Sean Moore - February 10-13,2026 Conference Prepaid - will be cancelled	775.00
10/20/2025	Kasai Teriyaki - Lawndale	Pre-Council Mtg Meals - 4 Electeds and 6 Staff Meals and One Refreshment	170.38
Check Date 11/26/2025; Check# 208489			**$ 1,152.32**

Vendor# 3672- MSD

Date	Vendor	Description	Amount
9/24/2025	Lightning express	Car wash for MSD Fleet veh # 522 emp 1560	16.00
9/26/2025	Lightning express	Car wash for MSD Fleet veh # 522 emp 1560	16.00
9/29/2025	Twins Cleaners	Table cloth cleaning	27.81
9/29/2025	Lightning express	Car wash for MSD Fleet veh # 508 emp 1309	9.00
10/1/2025	USPS	Shipping back printer for Parking printer	31.40
10/1/2025	Lightning express	Car Wash for MSD fleet veh #519 emp 1160	13.00
10/1/2025	Sprouts	Fruit and Cheese tray sandwich for coffee with cop	197.94
10/7/2025	Lightning express	Car Wash for MSD fleet veh #522 emp 1560	16.00
10/8/2025	Target	Swiffer for MSD office supplies for cleaning	28.81
10/8/2025	Lightning express	Car wash for msd fleet veh # 520 emp 1561	9.00

10/8/2025	Home Depot	Gift card for beautification home awards	100.00
10/9/2025	Costco	Cultery,Cups,Wipes,Plates for MSD staff	129.09
10/10/2025	Lightning express	Car wash for MSD Fleet veh # 522 emp 1560	16.00
10/10/2025	Cabuto test only	Smog test for msd fleet veh #510 emp Giancarlo	61.80
10/14/2025	Costco	Candy bags for beautification - Halloween Haunt	269.88
10/20/2025	Target	Chips ahoy, chips for Emergency Preparedness meeting with the public (LHMP)	23.06
10/20/2025	5. 11	Waterproof boots for MSD staff (R. Lua)	397.80
11/6/2025	LAX Equipment	Light tower for Flags - Field of Honor	704.00
10/21/2025	Target	Water and snacks for MSD Workshop. Sean requested Michael to host workshop for the community	19.68
Check Date 11/26/2025; Check# 208490			**$ 2,086.27**

Vendor# 3672- FIN

Date	Vendor	Description	Amount
10/22/2025	National Pen Co. LLC	Pens for Holiday Party 2025 giveaways	184.19
10/29/2025	Imprint.com	Custom printed golf balls for Holiday Party 2025 giveaways	248.76
10/31/2025	4Imprint, Inc	Leather writing pads for Holiday Party 2025 giveaways	673.49
11/1/2025	ChatBase	AI Chatbox for Lawndale website (monthly subscription testing - cancelled on 11/04/25)	40.00
11/5/2025	Imprint.com	Latex Balloons for Holiday Party 2025	27.14
11/20/2025	AC Pro	HVAC filters for City Hall	20.49
11/20/2025	The Home Depot	Mop heads for City Facilities	41.92
Check Date 12/04/2025; Check# 208526			**$ 1,235.99**

Petty Cash

Vendor# 0182 - City of Lawndale Petty Cash

Date	Employee	Description	Amount
6/26/2025	Minter, Jason	Screws For Chair Repair	17.10
7/15/2025	Lua, Robert	Car Wash	16.00
7/22/2025	Shin, Yoon Ah	Emergency Prep Training Snacks	45.54
7/24/2025	Hernandez, Jose	Car Wash	9.00
8/12/2025	Berisha, Bekim	Adapter For Projector- Community Center	15.46
8/21/2025	Hernandez, Jose	Car Wash	9.00
8/27/2025	Lopez, Francisco	Tire Repair	25.00
9/6/2025	Reginaldo, Rhodora	Money Bags For Cash Deposit	7.94
9/14/2025	Reyes, Michael	Special Assignment / Code Enforcement	20.29
9/16/2025	Lua, Robert	Freezer Bags For Home Raid	1.66

9/17/2025	Moore, Sean	SBCCOG Lunch Meeting 9/17/25	35.00
9/24/2025	Williams, Gregory	Pliers & Ties Code Enforcement	6.54
10/2/2025	Hernandez, Jose	Car Wash	9.00
10/7/2025	Gutierez, Adrian	LA County Recorder - SOI NOE Filing Fee	76.75
10/15/2025	Moore, Sean	SBCCOG Lunch Meeting 10/15/25	35.00
10/31/2025	Yoshinaga, Eric	Sodas for Haunted House Props	5.93
11/20/2025	Hernandez, Jose	BL Code Enforcement	120.00
Check Date 12/04/2025; Check# 208502			**$ 455.21**

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	December 15, 2025
TO:	Honorable Mayor and City Council
FROM:	Dr. Sean M. Moore, City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant Yvette Palomo, Assistant City Clerk
SUBJECT:	**Minutes of the Lawndale City Council Regular Meeting - December 1, 2025**

RECOMMENDATION

Staff recommends that the City Council approve the minutes.

Attachments

Draft Minutes 12-01-25.pdf

ATTACHMENT A

DRAFT MINUTES
LAWNDALE CITY COUNCIL REGULAR MEETING
SUCCESSOR AGENCY REGULAR MEETING
December 1, 2025

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:32 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Pat Kearney, Councilmember Bernadette Suarez, Councilmember Francisco M. Talavera, Councilmember Sirley Cuevas arrived at 6:59 p.m.

Other Participants: City Manager Dr. Sean M. Moore, City Attorney Gregory M. Murphy, City Clerk Erica Harbison, Assistant City Clerk Yvette Palomo, Deputy City Manager/Director of Human Resources Raylette Felton, Los Angeles County Sheriff's Department Captain Nicole Palomino, Los Angeles County Fire Department Battalion Chief Manuel Carreon, Municipal Services Director Michael Reyes, Community Services Director Jason Minter, Public Works Director Luis (Lucho) Rodriguez, Community Development Director Peter Kann

B. CEREMONIALS (Flag Salute and Inspiration)

Mayor Pro Tem Kearney led the flag salute. Pastor Gregory Guich of Hawthorne Community Church provided the inspiration.

C. PUBLIC SAFETY REPORT

1. Los Angeles County Sheriff's Department Update

Captain Palomino summarized the recent law enforcement activities and invited the community to attend the Angel Tree Lighting on Friday, December 5, 2025, at 4:00 p.m. at the Lawndale Civic Center.

2. Los Angeles County Fire Department Update

Battalion Chief Carreon summarized the recent fire department activities.

D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

Kaitlin Coulter, Library Manager, announced the library's upcoming events.

Andrew Blackney, Resident, announced that the South Bay Cities Council of Governments (SBCCOG) Transportation Subcommittee is holding a meeting on December 8, 2025, regarding the Metro projects.

Deena Sopko, Resident, thanked City Manager Dr. Moore for his service, commented on his accessibility, professionalism, and commitment to improving the City and wished him well in his future endeavors.

Annette Owens, Resident, thanked City Manager Dr. Moore for his service and for his advocacy in opposing the Metro C line (Green) Project, and commented on the need for improved bus service and protected bus lanes.

Pam London, Former Resident, submitted an electronic public comment regarding the City Manager's commitment to the City and on open code enforcement cases.

E. COMMENTS FROM COUNCIL

Councilmember Talavera thanked everyone that attended tonight's meeting, thanked Library Manager Coulter for the library updates, Resident Blackney for the information about the upcoming SBCCOG Transportation Subcommittee meeting, and thanked Resident Sopko and Resident Owens for their remarks in appreciation of City Manager Dr. Moore.

Councilmember Suarez thanked everyone that attended tonight's meeting and the resident who submitted an electronic public comment, emphasized the value of public input and accountability, and asked whether the City's position letter to Metro can be forwarded to the SBCCOG.

City Attorney Murphy responded that the City's position letter to Metro can be forwarded to the SBCCOG with the Mayor's or City Manager's signature.

Mayor Pro Tem Kearney thanked everyone that attended tonight's meeting and commented in support of bus-focused alternatives or a no-build option on the Metro C Line (Green) project.

Mayor Pullen-Miles thanked everyone that attended tonight's meeting, thanked Library Manager Coulter for the library updates and thanked Resident Sopko and Resident Owens for their remarks in appreciation of City Manager Dr. Moore.

F. CONSENT CALENDAR

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Talavera to approve Consent Calendar Items No. F.3. through G.8. The motion passed by a vote of 4-1, with Councilmember Cuevas absent.

3. Motion to read by title only and waive further reading of all ordinances listed on the Agenda

— Recommendation: that the City Council read by title only and waive further reading of all ordinances listed on the agenda.

4. Accounts Payable Register

— Recommendation: Staff recommends that City Council adopts Resolution No. CC-2512-056 authorizing the payment of certain claims and demands in the amount of $368,435.94.

5. Minutes of the Lawndale City Council Regular Meeting - November 17, 2025

— Recommendation: that the City Council approve the minutes.

6. Plant a Tree Memorial Program for Youth - Guidelines

— Recommendation: that the City Council approve the updated guidelines for the program.

7. South Bay Workforce Investment Board Quarterly Summary Report

— Recommendation: that the City Council receive and file the report.

G. CONSENT CALENDAR

8. Minutes of the Successor Agency Meeting, June 16, 2025

— Recommendation: that the Successor Agency approve the minutes.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Talavera to approve Consent Calendar Items No. F.3 through G.8. The motion passed by a vote of 4-1, with Councilmember Cuevas absent.

H. ADMINISTRATION

9. Consideration of the Recognized Payment Obligation Schedule (ROPS) 26-27 and the Administrative Budget for Fiscal Year 2026-2027

— Recommendation: that the Successor Agency 1.) Approve and direct staff to submit to the Los Angeles County Oversight Board and California Department of Finance the ROPS 26-27 and Administrative Budget FY 2026-27; and 2.) Authorize staff to make any changes requested by the California Department of Finance.

Community Development Director Kann presented the staff report.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Talavera to approve and direct staff to submit to the Los Angeles County Oversight Board and California Department of Finance the ROPS 26-27 and Administrative Budget FY 2026-27 and authorize staff to make any changes requested by the California Department of Finance. The motion passed by a vote of 4-1, with Councilmember Cuevas absent.

I. ADMINISTRATION

10. Approve Second Amendment to Street Sweeping Services Agreement

— Recommendation: that the City Council 1.) Approve the Second Amendment to the street sweeping services agreement, extending the contract for one year – from January 1, 2026 through December 31, 2026 at an additional cost of $22,047, resulting in a new annual agreement cost of $389,503; and 2.) Authorize an additional appropriation of $11,022 to the FY2025-26 budget to cover the increased costs.

Public Works Director Rodriguez presented the staff report.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Talavera to approve the Second Amendment to the street sweeping services agreement, extending the contract for one year – from January 1, 2026 through December 31, 2026 at an additional cost of $22,047, resulting in a new annual agreement cost of $389,503, and authorize an additional appropriation of $11,022 to the FY2025-26 budget to cover the increased costs. The motion passed by a vote of 4-1, with Councilmember Cuevas absent.

11. Approve the Third Amendment to Contract Services Agreement for Public Works and City Hall Facility Needs Project

— Recommendation: that the City Council approve the Third Amendment to the agreement for the Public Works and City Hall Facility Needs Project. The extended term of the agreement will have a new expiration date of June 30, 2026, at no increase to the current project cost.

Public Works Director Rodriguez presented the staff report.

A motion was made by Councilmember Talavera and seconded by Mayor Pro Tem Kearney to approve the Third Amendment to the agreement for the Public Works and City Hall Facility Needs Project. The extended term of the agreement will have a new expiration date of June 30, 2026, at no increase to the current project cost. The motion passed by a vote of 4-1, with Councilmember Cuevas absent.

12. Direction for Request for Proposal - Community Development Department's Building and Safety Services

— Recommendation: that the City Council 1.) Authorize staff to move forward with the RFP process; or 2.) Provide further direction to staff.

Community Development Director Kann presented the staff report.

In response to Councilmember Suarez's questions, City Manager Dr. Moore responded that Los Angeles County will discontinue building and safety services and cannot extend support, commented that the City will transition to third-party providers, staff will look into adding City staff to provide building and safety services and staff will contact the SBCCOG regarding thei planning services offer.

Councilmember Talavera stated that he would prefer the City to hire staff to assume the duties on a permanent basis.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Suarez to authorize staff to move forward with the RFP process. The motion passed by a vote of 5-0.

13. Appropriate Additional Funding for FY 23/24 Street Rehabilitation and FY 24/25 Sidewalk Replacement Project

— Recommendation: that the City Council 1.) Authorize the appropriation of funds in the amount of $17,000.00 to the FY 2023-24 Street Rehabilitation and FY 2024-25 Sidewalk Replacement Project; and 2.) Approve the Contract Amendment with Sequel Contractors, Inc. to increase it by $17,000.

Public Works Director Rodriguez presented the staff report.

In response to Mayor Pro Tem Kearney’s questions, Public Works Director Rodriguez responded that the funding saved by designing the project in-house was used for additional streets in the project and confirmed that the surplus funding will be placed back into next year’s project.

A motion was made by Councilmember Cuevas and seconded by Councilmember Talavera to authorize the appropriation of funds in the amount of $17,000.00 to the FY 2023-24 Street Rehabilitation and FY 2024-25 Sidewalk Replacement Project, and approve the Contract Amendment with Sequel Contractors, Inc. to increase it by $17,000. The motion passed by a vote of 5-0.

J. CITY MANAGER REPORT

City Manager Dr. Moore deferred his time to Community Services Director Minter.

Community Services Director Minter invited the community to attend the Angel Tree Lighting on Friday, December 5, 2025, at 4:00 p.m. at the Lawndale Civic Center.

City Manager Dr. Moore thanked the Mayor, City Council, staff, and community for their support, highlighted achievements during his tenure, announced that he has accepted a position with another City, and expressed gratitude for the opportunity to serve Lawndale as the City Manager.

K. ITEMS FROM CITY COUNCILMEMBERS

14. Report of Attendance at Meetings

Councilmember Talavera thanked everyone that attended tonight's meeting and for the opportunity to allow him to serve as a Councilmember, attended an Independence Day Celebration Ad Hoc Subcommittee meeting, a Senior Luncheon and a Thanksgiving Senior Lunch, wishes that everyone had a good Thanksgiving holiday, congratulated City Manager Dr. Moore on his new appointment and thanked him for his support.

Councilmember Suarez attended a SBCCOG Board of Directors meeting and SBCCOG Volunteer Recognition Dinner, offered supportive advice to City Manager Dr. Moore, and wished him well in his next position.

Councilmember Cuevas attended an Independence Day Celebration Ad Hoc Subcommittee meeting and thanked City Manager Dr. Moore for his service, wished him success in his next role, and commented on the importance of equality among Councilmembers and the Mayor.

Mayor Pro Tem Kearney reflected on working with City Manager Dr. Moore, expressed appreciation for their professional relationship and wishing him well in his new City.

Mayor Pullen-Miles attended a Senior Luncheon, thanked City Manager Dr. Moore for his commitment and dedication to the Lawndale community, commented on his service as both Community Development Director and City Manager. Mayor Pullen-Miles recognized City Manager Dr. Moore's hard work, and commended his accomplishments and leadership, wishing him success in his next role.

L. CLOSED SESSION

15. Conference with Legal Counsel – Anticipated Litigation

— The City Council will conduct a closed session pursuant to Government Code section 54956.9(d)(4), to discuss the potential initiation of litigation: one (1) case.

16. Conference with Legal Counsel – Potential Litigation

— The City Council will conduct a closed session pursuant to Government Code Section 54956.9(d)(2), to confer with legal counsel regarding a significant exposure to litigation, the facts and circumstances of which are not known to the potential plaintiff: two (2) cases.

17. Public Employee Appointment

The City Council will conduct a closed session, pursuant to Government Code section 54957(b), regarding the appointment of a City Manager.

City Attorney Murphy read the aforementioned Closed Session matters by title only.

The City Council convened into closed session at 7:26 p.m.

The City Council reconvened from closed session at 8:22 p.m.

City Attorney Murphy reported that there was no reportable action for Agenda Item No. L. 15 Conference with Legal Counsel – Anticipated Litigation.

City Attorney Murphy reported that there was no reportable action for one of the items under L.16. Conference with Legal Counsel – Potential Litigation, and for the other case, direction was given on a 4-1 vote, with Councilmember Suarez voting no, to authorize the Mayor to execute the contract that would resolve the matter, if certain terms were approved and if that is done to bring the matter back on the Consent Calendar in two weeks as a receive and file and for public availability of the document.

City Attorney Murphy reported that there was no reportable action for item L.17. - Public Employee Appointment.

M. ADJOURNMENT

There being no further business to conduct, Mayor Pullen-Miles adjourned the meeting at 8:24 p.m. in memory of Joe E. Castillo, grandfather of Councilmember Suarez, who passed away at the age of 93.

_____
Robert Pullen-Miles, Mayor

_____
Erica Harbison, City Clerk
Approved: December 15, 2025

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	December 15, 2025
TO:	Honorable Mayor and City Council
FROM:	Dr. Sean M. Moore, City Manager
PREPARED BY:	Yvette Palomo, Assistant City Clerk Vanesa Alvarez, Administrative Assistant
SUBJECT:	**Minutes of the Lawndale City Council Special Meeting December 3, 2025**

RECOMMENDATION

Staff recommends that the City Council approve the minutes.

Attachments

Draft 12-3-25 Spec Meeting Minutes

ATTACHMENT A

DRAFT MINUTES
LAWNDALE CITY COUNCIL SPECIAL MEETING
December 3, 2025

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:31 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Pat Kearney, Councilmember Francisco M. Talavera, Councilmember Sirley Cuevas

Councilmembers Absent: Councilmember Bernadette Suarez

Other Participants: City Manager Dr. Sean M. Moore, City Clerk Erica Harbison, Assistant City Clerk Yvette Palomo, Deputy City Manager/Director of Human Resources Raylette Felton, Executive Assistant Diane Parsley

B. CEREMONIALS (Flag Salute)

Councilmember Cuevas led the flag salute.

C. PRESENTATIONS

1. Time Capsule Opening

— Opening of the City of Lawndale Time Capsule last dedicated in December 2000.

Mayor Pullen-Miles presented the Opening of the City of Lawndale Time Capsule, originally dedicated in December 2000, and introduced a video of the time capsule event held in December 2000.

Mayor Pullen-Miles thanked staff and the contractor for their efforts in locating and removing the time capsule.

Public Works staff opened the time capsule.

The Mayor, City Councilmembers, and City Clerk Harbison took turns presenting the items contained in the time capsule.

Mayor Pullen-Miles presented the items on display that will be placed in the time capsule for reopening in 2050 and invited the public to view the items at the display table.

Mayor Pullen-Miles thanked former City Clerk Paula Hartwill and former Councilmember Rhonda Hofmann Gorman for attending.

D. ADJOURNMENT

There being no further business to conduct, Mayor Pullen-Miles invited all in attendance to a reception in the lobby and adjourned the meeting at 7:07 p.m.

_____
Robert Pullen-Miles, Mayor

_____
Erica Harbison, City Clerk
Approved: December 15, 2025

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	December 15, 2025
TO:	Honorable Mayor and City Council
FROM:	Gregory M. Murphy, City Attorney
PREPARED BY:	Gregory M. Murphy, City Attorney Raylette Felton, Deputy City Manager/Director of Human Resources
SUBJECT:	**City Manager Agreement and Release**

BACKGROUND

On November 6, 2025, City Manager Sean Moore announced to the City Council that he would be leaving to take another position. This is considered a voluntary resignation from City employment under Mr. Moore's employment agreement, which otherwise would run until February 21, 2028. The City Council accepted Mr. Moore's resignation and as provided by the employment agreement determined that the 45-day notice period for departure would mean Mr. Moore's last day with the City of Lawndale is on December 22, 2025.

STAFF REVIEW

On December 1, 2025, the City Council gave direction to the City Attorney and Mayor, in closed session, to negotiate and execute a separation agreement with Moore on certain defined terms. The terms were kept confidential, but the direction was publicly reported after the closed session ended. It is not uncommon for high-ranking executives separating from a municipality to do so through a separation agreement.

The attached fully executed and enforceable agreement is being presented for City Council to receive and file and for public review. Pursuant to the terms of the agreement, Mr. Moore receives a specified amount of compensation in exchange for a waiver of claims against the City. This resolution shows good faith by both parties and a desire that the relationship be ended in a positive and mutually acceptable manner.

LEGAL REVIEW

N/A

FISCAL IMPACT

There is no fiscal impact to receiving and filing this agreement. Pursuant to the terms of the agreement, Mr. Moore will receive the amount of $70,000.

RECOMMENDATION

It is recommended that City Council receive and file the attached Separation Agreement and General Release.

Attachments

Attachment A - Separation Agreement and General Release.pdf

ATTACHMENT A

SEPARATION AGREEMENT
AND GENERAL RELEASE

The parties to this Separation Agreement and General Release ("Agreement") are Sean Moore ("Moore"), an individual, and the City of Lawndale, California, a municipal corporation ("City").

RECITALS

A. Since February 22, 2022, Moore has been employed by the City as its City Manager pursuant to an employment agreement and amendment, the "City Manager Employment Agreement between City of Lawndale and Sean M. Moore," and the subsequent "Amendment to the City Manager Employment Agreement between the City of Lawndale and Sean M. Moore," both collectively referred to herein as the "Employment Agreement";

B. The Employment Agreement remains in effect for a term of six (6) years, from February 22, 2022 to February 21, 2028, and may be terminated without cause at any time by either party;

C. The Employment Agreement also states that Moore may voluntarily resign from City employment with a minimum forty-five (45) days' notice to the City, unless the parties agree otherwise;

D. On November 6, 2025, Moore informed the City that he intends to voluntarily resign from City employment, and had tentatively accepted an offer of employment with another employer;

E. The City has accepted Moore's voluntary resignation from employment and intends by this Agreement to effectuate certain terms of his separation from the City effective December 22, 2025, and;

G. Both the City and Moore, upon mutual consent and agreement, desire to terminate the Employment Agreement in light of Moore's notification to voluntarily resign, and resolve issues of any kind between them, including all disputes of every kind or nature arising out of or related to Moore's employment with the City, and Moore hereby desires to settle, release, discharge, and terminate each, every, any, and all claims, demands, controversies, causes of action, damages, rights, and liabilities whatsoever of the City, if any, to Moore. Neither the City nor Moore admits any wrongdoing, and this Agreement is in no way an admission of liability by any party or that any allegations made by any party against another party have merit.

TERMS AND SETTLEMENT

1. CONSIDERATION

In consideration for the mutual promises contained in this Agreement, City and Moore agree as follows:

1.1 Moore agrees that his signature on this Agreement shall be deemed an irrevocable and voluntary resignation of his employment effective December 22, 2025, and constitute a termination of the Employment Agreement without cause effective that same date ("Effective Date").

1.2 The City shall provide Moore with a lump sum payment of seventy-thousand dollars and no cents ($70,000). This payment shall be in the form of a single check made payable to Moore within ten (10) calendar days from December 22, 2025.

1.3 Moore acknowledges and agrees that, as a material term of, and in consideration for entering, this Agreement that he shall hold harmless and indemnify the City from and against any claims, costs, and expenses, including payroll taxes, tax deficiencies, penalties, and interest incurred in connection with any investigation, challenge, levy, or assessment by the Internal Revenue Service, the California State Franchise Tax Board, or any other taxing authority of any state, locality, or country with respect to the non-payment of taxes of the lump sum payment described in paragraph 1.2. Moore also agrees to promptly notify City of any action or notice served upon him by any taxing authority so as to afford City the opportunity to address the matter.

1.4 Moore acknowledges and agrees that the lump sum payment described in paragraph 1.2 shall constitute the entire amount of monetary consideration provided to him under the Agreement. Moore further understands and agrees that he has received all unpaid wages, due to him as of his separation date.

1.5 Moore and City shall pay their own attorneys' fees, expenses and costs incurred in connection with all disputes arising out of, relating to or connected with Moore's employment and the negotiation and preparation of this Agreement.

2. WAIVER AND RELEASE OF CLAIMS

2.1 Moore agrees that the release of claims includes all claims or disputes of every kind or nature arising from or related to Moore's employment with the City and the resignation of his employment and termination of the Employment Agreement that may exist as of the Effective Date, including but not limited to: common law, statutory or tort claims for breach of implied or express contract or covenant, promissory estoppel, personal injury, negligence, wrongful termination, violation of public policy, defamation, invasion of privacy, fraud, misrepresentation, emotional distress, attorney's fees; claims related to or arising from any pension or retirement benefits; claims of harassment, retaliation or discrimination based on any legally protected status or criteria; claims under California Labor and Government Codes; claims based upon the California Constitution; claims based on any federal, state or other governmental statute, regulation or ordinance; and any and all other potential claims arising from Moore's employment with the City which may lawfully be waived pursuant to the Agreement ("Released Claims").

2.2 Moore expressly acknowledges and agrees that the Released Claims against the City, each of its departments, as well as each of its past, present, or future officers, directors, employees, officials, agents, representatives, and attorneys in their official capacities, as well as the City's assignees, successors, benefit plans, trusts, and fiduciaries are forever barred by the

Agreement.

2.3 This general release is not intended to bar any claims that, by law, may not be waived.

3. UNKNOWN CLAIMS

Moore agrees and intends that the foregoing release shall be construed broadly and apply to all claims, charges, actions, suits, demands, obligations, damages, injuries, liabilities, losses, and causes of action of every character, nature, kind or description, known or unknown, and suspected or unsuspected that he may have against the City, its officers, agents, employees, former employees, or representatives that may exist as of the Effective Date.

Moore expressly acknowledges that he is aware of the existence of California Civil Code § 1542 and its meaning and effect. Moore expressly acknowledges that he has read and understands the following provision of that section which provides:

> "A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS THAT THE CREDITOR OR RELEASING PARTY DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE AND THAT, IF KNOWN BY HIM OR HER, WOULD HAVE MATERIALLY AFFECTED HIM OR HER SETTLEMENT WITH THE DEBTOR OR RELEASED PARTY."

Moore expressly waives and releases any right to benefits that he may have under California Civil Code § 1542 to the fullest extent he may do so lawfully. Moore further acknowledges that he may later discover facts different from or in addition to those facts now known to him or believed by him to be true with respect to any or all of the matters covered by the Agreement, and that the Agreement nevertheless shall remain in full and complete force and effect.

4. WAIVER OF ADDITIONAL CLAIMS

Moore hereby waives any provisions of state or federal law that might require a more detailed specification of the claims being released pursuant to the provisions of Sections 2, 3, and 4 above.

5. REPRESENTATIONS AND WARRANTIES

Each of the parties to this Agreement represents and warrants to, and agrees with each other party, as follows:

5.1 Advice of Counsel: Each party has received or is aware of his or its right to receive independent legal advice from its attorney(s) with respect to the advisability of making the settlement provided for herein, with respect to the advisability of executing this Agreement, and with respect to the meaning of California Civil Code § 1542. Moore is aware of and has been advised of his right to a reasonable amount of time of at least five (5) business days to consult

with an attorney prior to the execution of this Agreement, but he may, in the exercise of his own discretion, sign or reject this Agreement at any time prior to the expiration of the five (5) business days.

5.2 No Fraud in Inducement: No party (nor any officer, agent, employee, representative, or attorney of or for any party) has made any statement or representation, or failed to make any statement or representation, to any other party regarding any fact relied upon in entering into this Agreement, and neither party relies upon any statement, representation, omission, or promise of any other party (or of any officer, agent, employee, representative, or attorney of or for any party) in executing this Agreement, or in making the settlement provided for herein, except as expressly stated in this Agreement. Each term of this Agreement is contractual and not merely a recital.

5.3 Independent Investigation: Each party to this Agreement has made such investigation of the facts pertaining to this settlement and this Agreement and all the matters pertaining thereto, as it deems necessary.

5.4 Comprehension and Authority: Each party or responsible officer thereof has read this Agreement and understands the contents hereof. Any of the employees and/or representatives executing this Agreement on behalf of the City are empowered to do so and hereby bind the City.

5.5 Mistake Waived: In entering into this Agreement and the settlement provided for herein, each party assumes the risk of any misrepresentation, concealment, or mistake. If any party should subsequently discover that any fact relied upon by it in entering into this Agreement was untrue, or that any fact was concealed from it, or that its understanding of the facts or of the law was incorrect, such party shall not be entitled to any relief in connection therewith, including without limitation on the generality of the foregoing any alleged right or claim to set aside or rescind this Agreement. This Agreement is intended to be and is final and binding between the parties, regardless of any claims of misrepresentation, promise made without the intent to perform, concealment of fact, mistake of fact or law, or any other circumstance whatsoever.

5.6 Later Discovery: Each party is aware that it/she may hereafter discover claims or facts in addition to or different from those it now knows or believes to be true with respect to the matters related herein. Nevertheless, it is the intention of the parties to fully, finally, and forever settle and release all such matters, and all claims relative thereto, which do now exist, may exist, or have previously existed between Moore and the City. In furtherance of such intention, the releases given by Moore and the City herein shall be and remain in effect as full and complete mutual releases of all such matters, notwithstanding the discovery or existence of any additional or different claims or facts relative thereto.

5.7 Ownership of Claims: Moore represents and warrants as a material term of this Agreement that he has not heretofore assigned, transferred, released, granted, or purported to assign, transfer, release, or grant, any of the claims disposed of by this Agreement. In executing this Agreement, Moore further warrants and represents that none of the claims released by him hereunder will in the future be assigned, conveyed, or transferred in any fashion to any other person and/or entity.

5.8 Future Cooperation: The parties will execute all such further and additional documents as shall be reasonable, convenient, necessary, or desirable to carry out the provisions of this Agreement.

5.9 Non-Disparagement: Moore and the City agree not to disparage the other party, and the other party's attorneys, directors, managers, partners, employees, agents and affiliates, in any manner likely to be harmful to them or their professional or personal reputation; provided that both parties may respond accurately and fully to any question, inquiry or request for information when required by legal process. The City's obligations under this section are limited to City officials, employees, representatives or agents who have the lawful authority to speak on behalf of the City.

6. MISCELLANEOUS

6.1 No Admission: Nothing contained herein shall be construed as an admission by the parties of any liability of any kind. Each of the parties hereto denies any liability in connection with any claim and intends hereby solely to avoid litigation and buy its peace.

6.2 Governing Law: This Agreement has been executed and delivered within the State of California, and the rights and obligations of the parties shall be construed and enforced in accordance with, and governed by, the laws of the State of California.

6.3 Full Integration: This Agreement is the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous oral and written agreements and discussions. This Agreement may be amended only by a further agreement in writing, signed by the parties.

6.4 Continuing Benefit: This Agreement is binding upon and shall inure to the benefit of the parties, their respective agents, employees, representatives, officers, attorneys, insurers, assigns, heirs, and successors in interest.

6.5 Joint Drafting: Each party has cooperated in the drafting and preparation of this Agreement and no party shall be deemed to have been the drafter of this Agreement. Hence, the Agreement shall be construed within its fair meaning, and not against any party.

6.6 Attorneys' Fees: In the event of litigation asserting a breach of this Agreement, the prevailing party or parties shall be entitled to costs, including reasonable attorneys' fees.

6.7 Severability: In the event that any term, covenant, condition, provision, or agreement contained in this Agreement is held to be invalid or void by any court of competent jurisdiction, the invalidity of any such term, covenant, condition, provision, or agreement shall in no way affect any other term, covenant, condition, provision, or agreement and the remainder of this Agreement shall still be in full force and effect.

6.8 Titles: The titles included in this Agreement are for reference only and are not part of the terms of this Agreement, nor do they in any way modify the terms of this Agreement.

6.9 Counterparts: This Agreement may be executed in counterparts, and when each party has signed and delivered at least one such counterpart, each counterpart shall be deemed an original, and, when taken together with other signed counterparts, shall constitute one Agreement, which shall be binding upon and effective as to all parties.

6.10 Notice: Any and all notices given to any party under this Agreement shall be given as provided in this paragraph. All notices given to either party shall be made by certified or registered United States mail, or personal delivery, at the noticing party's discretion, and addressed to the parties as set forth below. Notices shall be deemed, for all purposes, to have been given on the date of personal service or three consecutive calendar days following deposit of the same in the United States mail.

As to Moore: Sean M. Moore
[address on record with the City]

As to City: City of Lawndale
City Manager's Office
14717 Burin Ave.
Lawndale, CA 90260

WHEREFORE, the parties hereto have had the opportunity to consult with their respective attorneys, read all of the foregoing, understand the same, and agree to all of the provisions contained herein.

DATED: 12/4/25

SEAN M. MOORE

By: _____
Sean M. Moore

DATED: 12/5/25

CITY OF LAWNDALE

By: _____
Robert Pullen-Miles, Mayor

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	December 15, 2025
TO:	Honorable Mayor and City Council
FROM:	Dr. Sean M. Moore, City Manager
PREPARED BY:	Peter Kann, Community Development Director Jose Hernandez, Associate Planner
SUBJECT:	**Approval of CDBG Projects**

BACKGROUND

The 1974 Housing and Urban Development Act established the Community Development Block Grant (CDBG) program in order to allocate Federal funds for State and local use. The use of these funds is restricted to programs that assist low and moderate-income persons. A secondary objective is to prevent and eliminate slum and blight conditions within a community.

The City of Lawndale is a participant in the Los Angeles Urban County CDBG program, and receives an annual allocation of CDBG funds from the Los Angeles County Development Authority (LACDA). The current estimate for the new CDBG allocation for FY 2026-2027 is $226,724. This estimate is based on current CDBG funding levels and is consistent with the amount of funding the City has received over the last several years. This proposed CDBG allocation is a planning estimate only; LACDA will release final appropriations in spring 2026. The City's final CDBG allocation is generally within five to ten percent (5%-10%) of the estimate provided.

There are a number of other requirements for CDBG programs. CDBG funds may only be spent in those areas of the City determined to be block grant eligible (See Attachment C). The public must be given the opportunity to comment on the proposed budget (See Attachment B, Public Hearing Notice). Notices of a public hearing were posted at City Hall on December 1, 2025 and published in the *Daily Breeze*, pursuant to the applicable public noticing requirements.

Lastly, the maximum amount of CDBG monies that the City may devote to public service projects is 15% of its new year allocation (approximately $34,008) and no single public service activity may be funded for less than $10,000.

The recommended CDBG expenditures for FY 2026-27 are consistent with the requirements listed above. The City's FY 2026-27 proposed program of projects and funding levels must be submitted to the LACDA no later than February 1, 2026. The project has been submitted to LACDA before the deadline.

STAFF REVIEW

As described previously, each year the LACDA provides a planning estimate of new CDBG funds that will be made available to the City. The proposed budget retains existing programs and provides sufficient funding for critical projects. The proposed funding strategy is as follows:

Senior Activities Program: The amount to be allocated for senior activities will be the maximum percentage (15%) allowed for public service programs. An estimated $34,008 will be used to continue the existing Senior Activities Nutrition Program.

Street Resurfacing Projects: The proposed resurfacing projects include the following streets:

Street Name:	From:	To:	PCI:	Estimated:
Eastwood Avenue	154th Street	Cul-de-Sac	~56	$
Total				$ 226,724

These projects will consist of street improvements, including cold mill variable depth of existing asphalt pavement, installation of new asphalt - asphalt rubber hot mix (ARHM), saw cutting and removal and reconstruction of PCC curb & gutters, reconstruction of curb ramps, reconstruction of driveway approaches, reconstruction of sidewalk, adjusting utility covers to grade, and pavement striping. Any allocated CDBG funds not utilized (contingency funds) are rolled over to the following fiscal year and applied toward roadway projects.

ENVIRONMENTAL REVIEW

The proposed funding allocations is not considered to be a project under CEQA. The item is exempt from California Environmental Quality Act review process because the proposed item is not a project. Under CEQA a "project" an activity that is a discretionary action by a governmental agency and will either have a direct or reasonably foreseeable indirect impact on the environment. Therefore, CEQA does not apply.

COMMISSION REVIEW

Planning Commission review for this project is not required.

LEGAL REVIEW

The City Attorney has reviewed Resolution No CC-2512-058 and approved it as to form.

FISCAL IMPACT

Funding is for the FY 2026-27 budget year and will be incorporated into the City's budget as that budget is prepared. Additionally, CDBG funds awarded to the City will offset direct fiscal impacts to the City's General Fund.

RECOMMENDATION

It is recommended that the City Council:

1. Conduct a public hearing;
2. Adopt the FY 2026-27 budget for the CDBG program; and
3. Adopt Resolution No. CC-2512-058, approving the City's participation in the FY 2026-27 CDBG Program.

Attachments

Attachment A - RESO CC-2512-058 _ CDBG FY 26-27.pdf

Attachment B _ Public Notice.pdf

Attachment C _ CDBG Map.pdf

RESOLUTION NO. CC-2512-058

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA APPROVING THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL YEAR 2026-2027

WHEREAS, on August 22, 1974, the President of the United States signed into law the Housing and Community Act of 1974 (Act); and

WHEREAS, the primary goals of Title I of the Act are the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate-income; and

WHEREAS, for the past 50 years the City of Lawndale (City) has participated in the Community Development Block Grant (CDBG) Program which was established under the Act; and

WHEREAS, the City has received a planning estimate that $226,724 in CDBG funds will be available to the City for the 2026-2027 Fiscal Year; and

WHEREAS, the City has posted information regarding the Community Development Block Grant Program as required by law and, after notice duly given as required by law, held a public hearing on December 15, 2025 to consider approving the City's proposed Community Development Block Grant Program for fiscal year 2026-2027, and evidence was heard and presented from all persons interested in affecting said proposal, from all persons protesting the same and from members of the City staff, and the City Council has reviewed, analyzed and studied said proposal.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The CDBG projects, FY 2026-2027 funding allocations, as listed in the CDBG Funding Chart for FY 2026-2027 as set forth on Exhibit A attached hereto and incorporated herein are hereby approved as the City's CDBG Program for Fiscal Year 2026-2027.

SECTION 2. That the Mayor and/or City Manager are authorized and directed to submit the City's proposed 2026-2027 planning documents to the Los Angeles County Development Authority (LACDA) setting forth the City's proposed projects and funding allocations. Should minor adjustments to the allocations vary from the figures contained herein and/or any amounts remaining unspent at the close of the preceding fiscal year, the City Manager is authorized to adjust funding to the approved eligible activities as necessary.

SECTION 3. That the Mayor and/or City Manager are authorized to execute all necessary contracts and agreements with the Los Angeles County Development Authority (LACDA) and

with each approved recipient/subrecipient of the CDBG program, together with any changes therein which may be approved by the City Manager.

SECTION 4. This Resolution shall take effect from and after the date of passage and adoption.

PASSED, APPROVED AND ADOPTED this 15th day of December 2025

_____
Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erika Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council duly introduced the foregoing Resolution No. CC-2512-058 at its regular meeting held on the 15th day of December, 2025, and duly approved and adopted said resolution at its regular meeting held on the 15th day of December, 2025, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Bernadette Suarez					
Sirley Cuevas					
Francisco M. Talavera					

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

EXHIBIT A
CDBG FUNDING CHART FOR FY 2026-2027

<table>
<tr><th>Project Title</th><th>Allocated CDBG Funds</th><th>Unallocated CDBG Funds(Prior Year) and Leveraged Funds</th><th>Total</th></tr>
<tr><td>Senior Activities (Max. 15%)
Nutrition</td><td>$ 34,008</td><td>N/A</td><td>$ 34,008</td></tr>
<tr><td>Street Projects

*CBDG FY 25/26 Highlighted in Gray

<table>
<tr><th>Street Name:</th><th>From:</th><th>To:</th><th>PCI:</th><th>Estimated:</th></tr>
<tr><td>Eastwood Avenue</td><td>154th Street</td><td>Cul de sac</td><td>~56</td><td>$</td></tr>
<tr><td colspan="4">Total</td><td>$226,724</td></tr>
</table>
</td><td>$ 192,716</td><td>$ N/A</td><td>$192,716</td></tr>
<tr><td>TOTAL</td><td>$226,724</td><td><b>$ N/A</td><td>$226,724</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
</table>

ATTACHMENT B

PUBLIC NOTICE
CITY OF LAWNDALE
City Council Meeting

Notice is hereby given that at 6:30 p.m. on Monday, December 15, 2025, the Lawndale City Council will hold a public hearing in the City Council Chambers located at 14717 Burin Avenue, Lawndale, CA to review the following proposal:

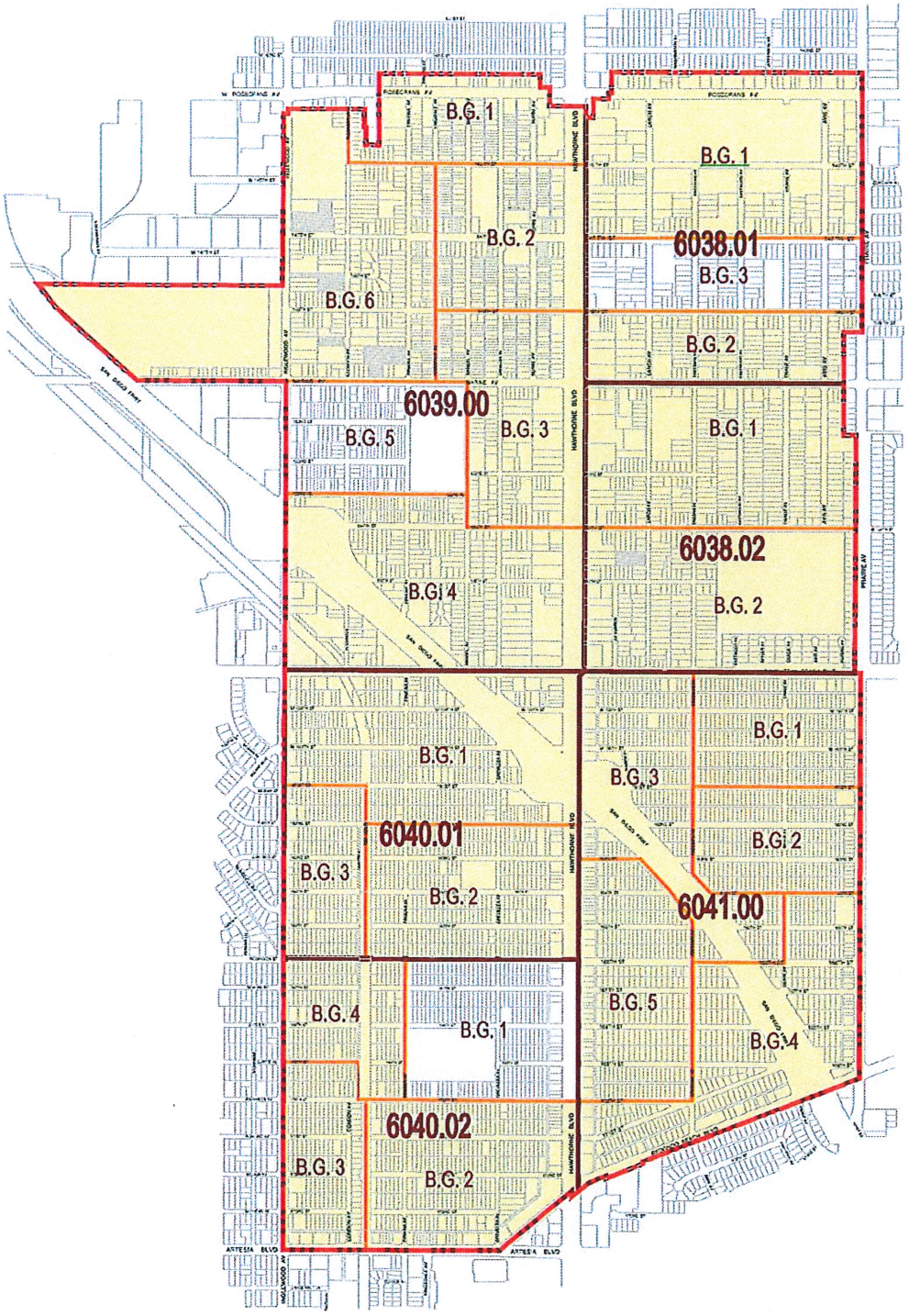
PROJECT SELECTION FOR THE 2026-2027 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM YEAR.

The City of Lawndale is soliciting public input to consider the expenditure of funds to be received as a result of the 1974 Housing and Community Development Act. The public is encouraged to attend and suggest needs and priorities for possible funding during the 2026-2027 (51st) program year beginning July 1, 2025. Initial estimates are that Lawndale will be allocated approximately $226,724 for this Program Year. These are restricted funds to be used to assist low and moderate income persons, or to remove slum and blight conditions. A maximum of 15% of the annual allocation may be used for public service projects. A draft program will be presented for the City Council to consider. Current programs include: Senior Activities and Street Improvements.

Those wishing to comment on this item may do so in person at the public hearing, or by submitting written comments to pkann@Lawndale.ca.gov by 5:30 p.m., December 15, 2025. You may contact Peter Kann, Community Development Director, for further information regarding this matter at (310) 973-3231.

Daily Breeze
Published: 12/5/25

ATTACHMENT C



CDBG - LOW AND MODERATE INCOME AREA MAP
2010 CENSUS AREAS
(As of July 1, 2014)

LEGEND:

- CITY BOUNDARY
- LOW AND MODERATE INCOME BLOCK GROUPS
- CENSUS TRACT
- BLOCK GROUP

N W E S

0 ft. 800 ft. 1,600 ft.
scale

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: December 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Vanesa Alvarez, Administrative Assistant
Yvette Palomo, Assistant City Clerk

SUBJECT: **Annual Reorganization of the City Council**

BACKGROUND

Since 1982, Lawndale has had a Mayor who is directly elected by the voters and a Mayor Pro Tem who is selected by the City Council. It is the City Council's policy that the office of Mayor Pro Tem be rotated to such an extent as possible among the members of the City Council and that the Mayor Pro Tem shall serve a term of one year or until a successor is appointed. (LMC Sec. 2.04.080).

On December 16, 2024, the City Council nominated and approved Councilmember Pat Kearney as Mayor Pro Tem for a one-year term to begin on January 1, 2025, and set to expire on December 31, 2025.

STAFF REVIEW

As stated above, it is the City Council's policy to appoint members in rotation. Therefore, the City Council should be mindful of the recent history of office holders, which is as follows:

2021 Pat Kearney
2022 Rhonda Hofmann Gorman
2023 Sirley Cuevas
2024 Bernadette Suarez
2025 Pat Kearney

It is also notable that the City Council Meeting Procedures specify the seating arrangement on the dais, with each Councilmember's seat determined annually based on the selection of the Mayor Pro Tem. The arrangement suggests that the City Councilmember seated on the Mayor's left-hand side is next in line to be Mayor Pro Tem.

The municipal code establishes a term of one year for the office of Mayor Pro Tem. Staff recommends that the City Council select one of its members to serve as Mayor Pro Tem beginning on January 1, 2026, and ending on December 31, 2026.

The selection of Lawndale's Mayor Pro Tem begins with the Mayor calling for nominations from the floor. Nominations do not require a second. If City Councilmembers nominate more than one person, the City Council should then vote on each nominee individually and in the order nominated. Each City Councilmember may vote for only one nominee.

LEGAL REVIEW

The City Attorney has reviewed and approved this staff report.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council appoint one of its members to serve as Mayor Pro Tem for a term beginning on January 1, 2026, and ending on December 31, 2026.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: December 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Yvette Palomo, Assistant City Clerk

SUBJECT: **Adoption of a City Policy Authorizing the Use of Electronic Signatures**

BACKGROUND

The use of electronic signatures on legally binding documents has become increasingly prevalent. The benefits of allowing electronic signatures include reduced time, paper, and cost associated with transmitting and approving physical documents. Additional benefits include improved customer service and convenience to those performing transactions with the City, and an easily accessible audit trail of when documents are modified and signed. This policy will authorize the use of electronic signatures on City of Lawndale documents while allowing the City to strike a balance between flexibility and the need for signature security and integrity.

STAFF REVIEW

Staff is increasingly asked to execute contracts electronically; however, are unable to do so without a policy from the City Council authorizing electronic signatures. Electronic signature services that meet the Secretary of State's standards for "digital signatures" in Title 2, Division 7, Chapter 10, of the California Code of Regulations, may in accordance with Government Code section 16.5, be used for government communications and transactions. This action would establish a City policy in compliance with Government Code Section 16.5.

If the City elects to use an electronic signature, that electronic signature shall have the same force and effect as the use of a manual signature if and only if it embodies all of the following attributes:

1. It is unique to the person using it.
2. It is capable of verification.
3. It is under the sole control of the person using it.
4. It is linked to data in such a manner that if the data is changed, the digital signature is invalidated.
5. It conforms to regulations adopted by the Secretary of State.

The City Manager, or their designee, shall determine acceptable technologies and vendors consistent with industry best practices to ensure the security and integrity of the data and the signature.

Staff has attached the City policy, Authorizing the Use of Electronic Signatures (Attachment A), that defines the use of electronic signatures in detail.

LEGAL REVIEW

The City Attorney has reviewed this staff report and Resolution No. CC-2512-060, and approved the resolution as to form.

FISCAL IMPACT

There are no fiscal implications associated with authorizing electronic signatures. However, signatures will require secure authentication by using an electronic signature service such as Docusign. If City Council authorizes electronic signatures, staff will explore costs and options further.

RECOMMENDATION

Staff recommends that the City Council 1.) Adopt Resolution No. CC-2512-060 establishing a City policy authorizing the use of an electronic signature in lieu of a written signature on a document in which a signature is required; or 2.) Provide staff with alternate direction.

Attachments

Attachment A Council Policy Authorizing the Use of Electronic Signatures.pdf

Attachment B Resolution CC-2512-060 Authorizing Electronic Signatures.pdf

ATTACHMENT A

COUNCIL POLICY

SUBJECT:	**POLICY NO.:** 107-25	**DATE ADOPTED:**
Authorizing the Use of Electronic Signatures	**AUTHORITY:** Resolution No. CC-2512-060	12/15/25

PURPOSE:

1. Purpose

The purpose of this policy is to establish guidelines and standards for the use and acceptance of an approved electronic signature, in lieu of a written signature, on documents in which a signature is required or used, which complies with the requirements of Government Code Section 16.5 and this policy. This policy does not supersede laws that specifically require a written signature, nor does it limit the right or option to conduct the transaction on paper or in non-electronic form and the right to have documents provided on paper.

This electronic signature policy permits the City of Lawndale ("City") to use electronic signatures in lieu of manual signatures, when permitted by law. This policy establishes when an electronic signature may replace a manual signature. In such situations, affixing an electronic signature to the document in a manner consistent with this policy shall satisfy the City's requirements for signing a document.

2. Background

Electronic signatures are becoming common and promote efficiency. An electronic signature contains who signed an electronic document, the processes they followed to do it and their intent to act based on that agreement. Docusign, Adobe Sign, and HelloSign are examples of Electronic Signature Service Providers.

3. Legal Authority

This policy is consistent with the law and other City policies.

4. Definitions

1. Electronic signature: an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. It is a digital form of a wet signature that is legally binding.

2. Manual signature: an original wet signature applied to a document.

3. Security procedure: a procedure employed to verify that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record.

4. Digitally Signed Communication: a message that has been processed by an acceptable technology, pursuant to 2 CCR§ 22003, in such a manner that ties the message to the signer.

POLICY:

a. Use and Acceptance of Electronic Signatures:

The City encourages the use of electronic signatures in internal and external activities, documents, and transactions when feasible and permitted by law. To the extent permitted by law, the city accepts electronic signatures as legally binding.

Electronic signature services that meet the Secretary of State's standards for "digital signatures" in Title 2, Division 7, Chapter 10, of the California Code of Regulations, may in accordance with Government Code section 16.5, be used for all government communications and transactions.

i. Each department will cooperate with all City Manager Administrative and City Council Policies when using electronic signatures.

ii. Electronic Signature Service Providers shall be approved by the City Manager with the recommendation of the Information Technology Manager as set forth in ***section e.*** below.

iii. The City Manager may require the use of manual or electronic signatures at their discretion.

iv. Nothing in this policy shall require the City to use or permit the use of electronic signatures when a wet/manual signature is required.

v. If the City elects to use an electronic signature, that electronic signature shall have the same force and effect as the use of a manual signature if it embodies all the following attributes:
   A. It is unique to the person using it.
   B. It is capable of verification.
   C. It is under the sole control of the person using it.
   D. It is linked to data in such a manner that if the data is changed, the electronic signature is invalidated.
   E. It conforms to regulations adopted by the Secretary of State.

vi. For agreements, all parties must agree to conduct the transaction by electronic means, when using electronic signatures.

vii. Contracts signed by electronic signature must specifically state that the parties to the contract agree to execution by electronic means. The following provision is to be included in all agreements when using electronic signatures:

Counterparts. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy has been signed by both parties. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart. The parties hereby expressly agree to the use of electronic signatures, which shall be deemed to have the same effect as an original signature. This Agreement and any amendment will be considered executed when the signature page of a party is delivered by facsimile or other electronic transmission.

b. Prohibited Use:
The use of electronic signatures is prohibited on documents subject to the Uniform Commercial Code, certain transactions related to car purchases, licensing of vehicles, certain telephone transactions, certain insurance and group disability policies, tenant notices, bank deposit agreements, letters of credit, investment securities, any secured transactions (i.e. financing documents), EFT agreements, and any other transactions where an electronic signature is prohibited by the California Uniform Electronic Transactions Act.

Document Type	Electronic Signature Acceptable?	Notes
Memos, correspondence, forms, and documents intended for use within the city or with outside agencies.	Yes	Electronic Signature is recommended/Must maintain proper signing authority.
Contracts/Agreements	Yes	Electronic Signature is recommended/Must maintain proper signing authority.
Legislative Documents (Resolutions/Ordinances/ Minutes/Public Hearing Notices)	Yes	Electronic Signature is recommended/Must maintain proper signing authority.
Documents requiring notarization or other witness, including real estate transactions	No	Wet/Manual signature required.
Certain transactions listed in Civil Code 1633.3 where electronic records and electronic signatures may not be used.	No	Wet/Manual signature required.

City staff must be mindful of any restrictions outlined in this document. If there is a question about the legal use of electronic signatures, please consult the City Attorney.

c. Signing Authority Limited to the City's Purchasing Policy and/or Purchasing Limits:
Signing authority for purchasing limits should be in accordance with the City's adopted purchasing policy limits found in the City Council Policy Manual.

d. Storage and Archiving Electronically Signed Documents:
All electronically signed documents must be stored and retained according to the City of Lawndale's adopted Records Retention Schedule found in the City Council Policy Manual.

If a document exists only electronically, steps should be taken to ensure that a fixed version of the final document is stored in the City's electronic filing system. The Departments should work with the City Clerk's Department in developing an electronic filing system in a manner that is consistent with the City's document retention policy and any applicable laws.

e. Responsibility:
The City Manager, or their designee, shall determine acceptable technologies and vendors consistent with industry best practices to ensure the security and integrity of the data and the signature. Periodic reviews will be implemented for appropriateness and continued applicability of electronic signatures.

All City users of electronic signature technology shall conform to the rules set forth in the City's Electronic Signature Policy.

References:
Per the Unified Electronic Transaction Act (Civil Code sections 1633.1 *et seq*.), a signature may not be denied legal effect or enforceability solely because it is in electronic form. See Civ. Code, § 1633.7(a). If a law requires a signature, an electronic signature satisfies the law. See Civ. Code, § 1633.7(d).

An electronic signature is attributable to a person if it was the act of the person. See Civ. Code, § 1633.9(a). The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic signature was attributable. (*Id*.)

For transactions in or affecting interstate or foreign commerce, the City must comply with the federal Electronic Records and Signatures in Commerce Act (15 U.S.C. § 7001 et seq.) and its implementing regulations, including 27 CFR 73.11.

See also Government Code section 16.5, authorizing use of digital signatures for all public agency transactions where the technology used for the digital signature conforms with 2 Cal. Code Regs. section 22000 et seq.

ATTACHMENT B

RESOLUTION NO. CC-2512-060

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA ESTABLISHING A POLICY AUTHORIZING ELECTONIC SIGNATURES

WHEREAS, the use of electronic signatures on legally binding documents has become increasingly prevalent; and

WHEREAS, electronic signature services that meet the Secretary of State's standards for "digital signatures" in Title 2, Division 7, Chapter 10, of the California Code of Regulations, may in accordance with Government Code section 16.5, be used for government communications and transactions; and

WHEREAS, City staff has increasingly been asked to execute contracts electronically; however, are unable to do so without a policy from the City Council authorizing electronic signatures; and

WHEREAS, the benefits of allowing electronic signatures include reduced time, paper, and cost associated with transmitting and approving physical documents; and

WHEREAS, this policy applies to all employees of the City of Lawndale and governs all uses of electronic signatures and electronic records used to conduct the official business of the City of Lawndale.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, does hereby establish and adopt the policy to authorize the use of an electronic signature in lieu of a written signature on a document in which a signature is required attached hereto as Exhibit A.

PASSED, APPROVED AND ADOPTED this 15th day of December, 2025.

_____
Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2512-060 at a regular meeting of said Council held on the 15th day of December, 2025, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Sirley Cuevas					
Bernadette Suarez					
Francisco M. Talavera					

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

COUNCIL POLICY

SUBJECT:	**POLICY NO.:** 107-25	**DATE ADOPTED:**
Authorizing the Use of Electronic Signatures	**AUTHORITY:** Resolution No. CC-2512-060	12/15/25

PURPOSE:

1. Purpose

The purpose of this policy is to establish guidelines and standards for the use and acceptance of an approved electronic signature, in lieu of a written signature, on documents in which a signature is required or used, which complies with the requirements of Government Code Section 16.5 and this policy. This policy does not supersede laws that specifically require a written signature, nor does it limit the right or option to conduct the transaction on paper or in non-electronic form and the right to have documents provided on paper.

This electronic signature policy permits the City of Lawndale ("City") to use electronic signatures in lieu of manual signatures, when permitted by law. This policy establishes when an electronic signature may replace a manual signature. In such situations, affixing an electronic signature to the document in a manner consistent with this policy shall satisfy the City's requirements for signing a document.

2. Background

Electronic signatures are becoming common and promote efficiency. An electronic signature contains who signed an electronic document, the processes they followed to do it and their intent to act based on that agreement. Docusign, Adobe Sign, and HelloSign are examples of Electronic Signature Service Providers.

3. Legal Authority

This policy is consistent with the law and other City policies.

4. Definitions

1. Electronic signature: an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record. It is a digital form of a wet signature that is legally binding.

2. Manual signature: an original wet signature applied to a document.

3. Security procedure: a procedure employed to verify that an electronic signature, record, or performance is that of a specific person or for detecting changes or errors in the information in an electronic record.

4. Digitally Signed Communication: a message that has been processed by an acceptable technology, pursuant to 2 CCR§ 22003, in such a manner that ties the message to the signer.

POLICY:

a. Use and Acceptance of Electronic Signatures:

The City encourages the use of electronic signatures in internal and external activities, documents, and transactions when feasible and permitted by law. To the extent permitted by law, the city accepts electronic signatures as legally binding.

Electronic signature services that meet the Secretary of State's standards for "digital signatures" in Title 2, Division 7, Chapter 10, of the California Code of Regulations, may in accordance with Government Code section 16.5, be used for all government communications and transactions.

i. Each department will cooperate with all City Manager Administrative and City Council Policies when using electronic signatures.

ii. Electronic Signature Service Providers shall be approved by the City Manager with the recommendation of the Information Technology Manager as set forth in ***section e.*** below.

iii. The City Manager may require the use of manual or electronic signatures at their discretion.

iv. Nothing in this policy shall require the City to use or permit the use of electronic signatures when a wet/manual signature is required.

v. If the City elects to use an electronic signature, that electronic signature shall have the same force and effect as the use of a manual signature if it embodies all the following attributes:
   A. It is unique to the person using it.
   B. It is capable of verification.
   C. It is under the sole control of the person using it.
   D. It is linked to data in such a manner that if the data is changed, the electronic signature is invalidated.
   E. It conforms to regulations adopted by the Secretary of State.

vi. For agreements, all parties must agree to conduct the transaction by electronic means, when using electronic signatures.

vii. Contracts signed by electronic signature must specifically state that the parties to the contract agree to execution by electronic means. The following provision is to be included in all agreements when using electronic signatures:

Counterparts. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy has been signed by both parties. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart. The parties hereby expressly agree to the use of electronic signatures, which shall be deemed to have the same effect as an original signature. This Agreement and any amendment will be considered executed when the signature page of a party is delivered by facsimile or other electronic transmission.

b. Prohibited Use:
The use of electronic signatures is prohibited on documents subject to the Uniform Commercial Code, certain transactions related to car purchases, licensing of vehicles, certain telephone transactions, certain insurance and group disability policies, tenant notices, bank deposit agreements, letters of credit, investment securities, any secured transactions (i.e. financing documents), EFT agreements, and any other transactions where an electronic signature is prohibited by the California Uniform Electronic Transactions Act.

Document Type	Electronic Signature Acceptable?	Notes
Memos, correspondence, forms, and documents intended for use within the city or with outside agencies.	Yes	Electronic Signature is recommended/Must maintain proper signing authority.
Contracts/Agreements	Yes	Electronic Signature is recommended/Must maintain proper signing authority.
Legislative Documents (Resolutions/Ordinances/ Minutes/Public Hearing Notices)	Yes	Electronic Signature is recommended/Must maintain proper signing authority.
Documents requiring notarization or other witness, including real estate transactions	No	Wet/Manual signature required.
Certain transactions listed in Civil Code 1633.3 where electronic records and electronic signatures may not be used.	No	Wet/Manual signature required.

City staff must be mindful of any restrictions outlined in this document. If there is a question about the legal use of electronic signatures, please consult the City Attorney.

c. Signing Authority Limited to the City's Purchasing Policy and/or Purchasing Limits:
Signing authority for purchasing limits should be in accordance with the City's adopted purchasing policy limits found in the City Council Policy Manual.

d. Storage and Archiving Electronically Signed Documents:
All electronically signed documents must be stored and retained according to the City of Lawndale's adopted Records Retention Schedule found in the City Council Policy Manual.

If a document exists only electronically, steps should be taken to ensure that a fixed version of the final document is stored in the City's electronic filing system. The Departments should work with the City Clerk's Department in developing an electronic filing system in a manner that is consistent with the City's document retention policy and any applicable laws.

e. Responsibility:
The City Manager, or their designee, shall determine acceptable technologies and vendors consistent with industry best practices to ensure the security and integrity of the data and the signature. Periodic reviews will be implemented for appropriateness and continued applicability of electronic signatures.

All City users of electronic signature technology shall conform to the rules set forth in the City's Electronic Signature Policy.

References:
Per the Unified Electronic Transaction Act (Civil Code sections 1633.1 *et seq*.), a signature may not be denied legal effect or enforceability solely because it is in electronic form. See Civ. Code, § 1633.7(a). If a law requires a signature, an electronic signature satisfies the law. See Civ. Code, § 1633.7(d).

An electronic signature is attributable to a person if it was the act of the person. See Civ. Code, § 1633.9(a). The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic signature was attributable. (*Id*.)

For transactions in or affecting interstate or foreign commerce, the City must comply with the federal Electronic Records and Signatures in Commerce Act (15 U.S.C. § 7001 et seq.) and its implementing regulations, including 27 CFR 73.11.

See also Government Code section 16.5, authorizing use of digital signatures for all public agency transactions where the technology used for the digital signature conforms with 2 Cal. Code Regs. section 22000 et seq.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: December 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Diane Parsley, Executive Assistant

SUBJECT: **Appointment to Vacancy on the SBWIB Lawndale Business Private Sector Seat**

BACKGROUND

In 1983, the City of Lawndale entered into a joint powers agreement with the cities of El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Manhattan Beach, and Redondo Beach to establish an employment and training system under the Federal Job Training Partnership Act. The agreement established a Business Private Industry Council consisting of representatives from (a) the private sector and (b) educational agencies, organized labor, rehabilitation agencies, community-based organizations, economic development agencies, and the public employment service.

Each member city appoints representatives to the Business Private Sector Seat on the basis of the proportion of its respective share of funds received under the act. The City of Lawndale has two (2) Business Private Sector seats with the South Bay Workforce Investment Board (SBWIB) that are currently represented as noted below.

1.) **Eduardo Leiva - Levia Group LLC, Leiva Holdings, Inc., and Azucanela LLC**

Term: July 1, 2022 to June 30, 2026

2.) **Christina Q. Smith, Curly Gurl Luv Beauty Supply**

Term: July 1, 2024 to June 30, 2028
Filled vacant seat after City Council re-affirmed the SBWIB nomination on September 16, 2024.

Mr. Eduardo Leiva, Chief Executive Officer of the Levia Group, resigned from the South Bay Workforce Investment Board seat on July 23, 2025. This has created a vacancy for Lawndale representation on the business private sector seat.

Any business organization in the City can make a recommendation to the City Council for an individuals appointment to the Business Private Sector seat, or the City Council can submit their own recommendation to the SBWIB. The SBWIB states that the business representative can be someone who has a business interest inside or outside of the City they represent.

The appointee must be available to attend eight (8) meetings per year, consisting of four (4) meetings of the quarterly SBWIB Board and four (4) quarterly committee meetings. The appointee will be assigned a committee during an orientation, once the appointment process is completed. The completion of a Fair Political Practices Commission Statement of Economic Interest - Form 700 is also required.

STAFF REVIEW

On November 13 and 18, 2025, respectfully, the SBWIB informed the City of Lawndale of a vacancy that will need to be filled due to the resignation of Mr. Eduardo Leiva.

The SBWIB has submitted a name for consideration and supports the nomination of Mr. Carlos Ferreira, owner of King of Wings, a local restaurant in the city of Lawndale. Background information of Mr. Carlos Ferreira is attached. The current vacant seat has a term of office that will expire June 30, 2026.

The SBWIB requests that the City Council fill the current vacant seat that has approximately 6 months left, expiring June 30, 2026, and the upcoming new four (4 year) term from July 1 2026 to June 30, 2030, with the same nominee. The SBWIB requests the City appoint and re-affirm the SBWIB's nomination of Mr. Carlos Ferreira as the Lawndale Business Private Sector Representative to serve on the SBWIB. The exact term start date will be effective upon ratification by the South Bay Workforce Investment Area Chief Locally Elected Official, which is the City of Inglewood Mayor and City Council.

LEGAL REVIEW

None.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council:

1.) Re-affirm the SBWIB's nomination for appointment of Mr. Carlos Ferreira, owner of King of Wings, as the City of Lawndale representative on the SBWIB Business Private Sector seat, to fill the current vacant seat until expiration on June 30, 2026, and a new four (4) year term beginning July 1, 2026 to June 30, 2030; or

2.) Provide further direction to staff.

Attachments

A - Letter to City Manager from SBWIB dated Nov 18 2025

B - Letter to Mayor and City Council from SBWIB_Nov 13 2025

C - Professional Summary of Carlos Ferreira

D - SBWIB 2026 Meeting Schedule

ATTACHMENT A

MEMBERS

GLENN MITCHELL
CHAIRPERSON

ALICIA WAGONER
AMBER MESHACK
AMEET BUTALA
ARMANDO PENA
DR. BRENDA THAMES
CAROLYN WOODARD
CATHERINE HOLDBROOK-SMITH
CHRISTINA SMITH
CRYSTAL SPENCER
DARREN EMBRY
DAWN HARRIS
DONALD FORD
EDUARDO LEIVA
FAISAL HASHMI
FRAN FULTON
GLENN GRINDSTAFF
IKE MBELU
J. KIM MCNUTT
JACKIE CHOI
JARED YOSHIKI
JEFF WILSON
JEFFREY R. JENNISON
JEREMY DIAZ
JOHN MATHESON
JOSEPH VELASCO
JOSH LAFARGA
DR. KENDRICK ROBERSON
KIMBERLEY MILLER
LOUIE DIAZ
MARC WEISS
MARCO CUETO
MARIA CAMACHO
MIKE COSTIGAN
MIKE HARRIEL
MITCH PONCE
MOHAMMAD NASER
NAYEEM KHAN
ODEST RILEY
PATRICIA BENNETT
PATRICIA DONALDSON
PAUL GUZMAN
PETER BLANCO
SANJAY MURTY
SARAH GONZAGA
SHAWN WEBB
DR. STEPHANIE LEWIS
TAMALA LEWIS
TED CORDOVA
TOD SWORD
TOM BAKALY

JAN VOGEL
EXECUTIVE DIRECTOR

November 18, 2025

Mr. Sean Moore, City Manager
City of Lawndale
14717 Burin Avenue
Lawndale, CA 90260

Dear Mr. Moore:

Currently, there is one Lawndale business private sector seat on the South Bay Workforce Investment Board (SBWIB), that has become vacant. The existing term of office will expire June 30, 2026, and the new term of office for this seat will take effect July 1, 2026, through June 30, 2030.

Pursuant to the legislative mandates outlined in the Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128, for the creation and composition of the Workforce Investment Boards Private Sector Members of the South Bay Workforce Investment Board must be nominated by local business organizations or business trade associations. Nominees are appointed by the Participating Cities' Mayor and City Council and ratified by the South Bay Workforce Investment Area Chief Locally Elected Official.

In accordance with Federal and State requirements, the South Bay Workforce Investment Board, Inc. nominated Mr. Carlos Ferreira, Owner of King of Wings, to fill the vacant Lawndale business private sector seat on the SBWIB. The seat was previously held by Mr. Eduardo Leiva Chief Executive Officer of the Leiva Group, LLC. Mr. Leiva resigned from the South Bay Workforce Investment on July 23, 2025. We are requesting that the Mayor and City Council please initiate the process to appoint Mr. Ferreira or another business private sector representative to serve on the SBWIB at the City of Lawndale's next regularly scheduled City Council meeting or at your earliest convenience.

Your cooperation in this matter is greatly appreciated. If you have any questions or require assistance, please contact me, or my assistant, Sha'Ron Berry, at (310) 970-7700.

Sincerely,

Jan Vogel
Executive Director

Attachments

ATTACHMENT B

SBWIB, Inc.
SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

GLENN MITCHELL
CHAIRPERSON

OFFICERS

MARIA CAMACHO
VICE CHAIRPERSON

PATRICIA BENNETT
SECRETARY

DORI GIULEA
CHIEF FINANCIAL OFFICER

AMEET BUTALA
DIRECTOR

BERNIE KONIG
DIRECTOR

MOHAMMAD NASER
DIRECTOR

PATRICIA DONALDSON
DIRECTOR

SANJAY MURTY
DIRECTOR

TOM BEEDON
DIRECTOR

JAN VOGEL
CHIEF EXECUTIVE OFFICER

November 13, 2025

Honorable Mayor Pullen-Miles and City Council
City of Lawndale
14717 Burin Ave.
Lawndale, CA, 90260

Dear Honorable Mayor Pullen-Miles and Lawndale City Council Members:

On behalf of the Board of Directors of the South Bay Workforce Investment Board, Inc., please accept the following individual to be appointed to serve on the South Bay Workforce Investment Board as a representative of the business private sector in Lawndale:

Carlos Ferreira, Owner, King of Wings, to serve under an existing term of office ending June 30, 2026, and a new term of office expiring June 30, 2030.

Thank you, Mayor Pullen-Miles and Lawndale Council Members, for your consideration of this nominee.

Sincerely,

Glenn Mitchell

Glenn Mitchell
Chairperson

ATTACHMENT C



CARLOS FERREIRA

BUSINESS OWNER

PERSONAL CONTACT INFO

818-800-0533
Omegacf3@gmail.com
Lawndale, CA

BUSINESS CONTACT INFO

King of Wings
14406 Hawthorne Blvd.
Lawndale, CA 90260
424-456-7890

Chinese Friends
5050 W Rosecrans Ave.
Hawthorne, CA 90250
310-355-1048

PROFESSIONAL SUMMARY

Restaurant owner and hospitality entrepreneur with 10 years of business ownership and over 20 years of experience in the hospitality industry. Built multiple businesses from the ground up, overseeing concept creation, strategic planning, operations, marketing, and staff development. Skilled in designing efficient operational systems, developing unique hospitality concepts, and guiding day-to-day business performance. Committed to investing in the South Bay by establishing businesses that support local economic growth, opportunity, and neighborhood connection.

PERSONAL PROFILE

Lawndale native, husband, and father of two sons with deep ties to local youth programs and sports communities. Actively supports youth development through mentorship, involvement with youth and high school athletes, and consistent participation in community sports initiatives. Dedicated to strengthening local programs through fundraising efforts, volunteer support, and ongoing partnerships with youth sports teams and high school athletic organizations.

SKILLS

- Hospitality Entrepreneurship
- Restaurant Concept Development
- Ground-Up Business Launch
- Strategic Planning & Budgeting
- Operational Systems & Workflow Design
- Permits, Licensing & Regulatory Compliance
- City Relations & Building Permit Processes
- Restaurant Design & Construction Oversight
- Financial Management & Cost Control
- Marketing Strategy & Brand Development
- Team Building, Hiring & Training
- Catering Operations & Logistics
- Event Planning & Venue Coordination
- Restaurant Consulting & Business Advising
- Community Outreach & Partnership Development

CARLOS FERREIRA

BUSINESS OWNER

WORK EXPERIENCE

Founder & Owner - King of Wings

Lawndale, CA 2019- Present

- Founded King of Wings in his hometown of Lawndale, building the business from concept to fully operating full-service restaurant as a hands-on hospitality entrepreneur.
- Oversaw planning, design, permitting, construction, brand development, menu creation, and operational system setup to establish a strong and scalable foundation.
- Designed and implemented consistent service standards, kitchen workflows, vendor systems, and cost-control processes to support long-term efficiency and profitability.
- Built a strong local presence through outreach, events, and support of youth programs, contributing to a loyal and growing customer base.
- Grew King of Wings into a highly successful and recognizable community establishment known for quality food, strong community engagement, and consistent guest loyalty.

Owner - Chinese Friends

Hawthorne, CA 2017- Present

- Revitalized and transitioned the business into a full-service restaurant by improving operations, updating systems, and elevating overall service quality.
- Implemented financial, operational, and managerial improvements that strengthened profitability and long-term stability.
- Increased customer traffic and community engagement through refreshed marketing, local partnerships, and improved guest experience.

Founder & Owner - Premier Caterers, Event Planning, and Restaurant Consulting

Los Angeles, CA 2015- Present

- Founded and operated a multi-service hospitality business providing catering services, event planning, and restaurant consulting.
- Catered events for movie studios, schools, corporate functions, and local community events, overseeing menu production, logistics, and client relations.
- Provided professional restaurant consulting for new and existing operators, leveraging extensive knowledge of concept development, financial planning, operational systems, and business strategy.
- Guided clients through permitting and licensing requirements, including building permits, health department regulations, ABC processes, and city approvals.
- Supported clients in planning, design, and build-out phases, offering comprehensive expertise from vision to fully operational launch.

ATTACHMENT D

SOUTH BAY WORKFORCE INVESTMENT BOARD
11539 Hawthorne Blvd., Suite 500, Hawthorne, CA 90250
(2 blocks South of Imperial Hwy - Entrance on 116th Street)
Office 310-970-7700 * Fax 310-970-7711

2026 Meeting Schedule

Entity	Scheduled Dates
South Bay Workforce Investment Board **Glenn Mitchell, Chair** Meets Quarterly on the 3rd Thursday at 9:00 a.m.	January 15, 2026 April 16, 2026 July 16, 2026 October 15, 2026
SBWIB Inc. Board/SBWIB Executive Committee **Glenn Mitchell, Chair** Meets Monthly on the 2nd Thursday of each month at 9:00 a.m. SBWIB, Inc. Board of Directors meeting begins at 9:00 a.m. followed by the SBWIB Executive Committee at 9:30 a.m.	January 8, 2026 February 12, 2026 March 12, 2026 April 9, 2026 May 14, 2026 June 11, 2026 July 9, 2026 August 13, 2026 September 10, 2026 October 8, 2026 November 12, 2026 December 10, 2026
Business, Technology and Economic Development Committee **Mohammad Naser, Chair** Meets Quarterly on the 1st Wednesday at 11:00 a.m.	January 7, 2026 April 1, 2026 July 1, 2026 October 7, 2026
Performance and Evaluation Committee **Sanjay Murty, Chair** Meets Quarterly on the 3rd Tuesday at 9:00 a.m.	February 17, 2025 May 19, 2026 August 18, 2026 November 17, 2026
One Stop Policy Committee **Ameet Butala, Chair** Meets Quarterly on the third Wednesday at 9:00 a.m.	February 18, 2026 May 20, 2026 August 19, 2026 November 18, 2026
Youth Development Council Committee **Patricia Donaldson, Chair** Meets Quarterly on the 1st Tuesday at 9:00 a.m.	February 3, 2026 May 5, 2026 August 4, 2026 November 3, 2026

10.14.25

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: December 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Michael Reyes, Municipal Services Director

SUBJECT: **Discussion of E-Bike Urgency Ordinance**

BACKGROUND

E-bikes have become increasingly popular in Southern California and recent reports, including incidents of violence linked to E-bike users, have prompted other cities, such as Yucaipa and Rancho Cucamonga, to adopt ordinances regulating their use. The City of Lawndale adopted its E-bike ordinance several years ago and has made changes to it in recent years as the use of E-bikes and motorized scooters have become more prevalent.

STAFF REVIEW

Staff has reviewed the recently adopted e-bike regulations, including ordinances from the Cities of Yucaipa and Rancho Cucamonga and a recent article on E-bike related violence, and recommends the City Council consider whether or not to pursue either an amendment to the existing ordinance or for the existing City of Lawndale ordinances regarding E-bikes usage to remain as they are.

LEGAL REVIEW

The City Attorney has reviewed this report and approves it to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the Council review recently adopted e-bike regulations that other cities have enacted and give direction to City Staff to pursue one of the following three options:

Option 1) Pursue an urgency ordinance, as E-bikes constitute an immediate danger and threat to public safety;

Option 2) Pursue a regular ordinance, as E-bikes have the potential to be a greater threat to public safety than previously thought; or

Option 3) Leave existing ordinances regarding E-bikes as they are, including maintaining current enforcement levels.

Attachments

News Article
Yucapia - Ordinance No. 474-U E-Bikes.pdf
Rancho Cucamonga - 1039 - Ordinance.pdf
Lawndale 1157-19.pdf

ATTACHMENT A

Group of teens on e-bikes attack 56-year-old man in Hermosa Beach

By Matthew Seedorff Published November 23, 2025 10:48pm PST Hermosa Beach FOX 11



Group of teens attack man walking home with pizza

A group of teens attacked a man, believed to be in his 60s, walking home with pizza in Hermosa Beach.

The Brief

- A 56-year-old man was attacked by a group of teenagers on electric bikes in Hermosa Beach, resulting in serious head injuries.
- The assault was captured on surveillance cameras, and police are investigating the incident with no arrests announced yet.
- Residents are outraged and calling for accountability, questioning the role of parents in these incidents involving teens on e-bikes.

LOS ANGELES COUNTY, Calif. - A 56-year-old man was punched, kicked and stomped by a group of five or six teenagers on electric bikes Friday night in a Hermosa Beach alley just one block from the pier, in an attack that was captured on multiple surveillance cameras.

The victim, who was walking home from a restaurant carrying a pizza box, was surrounded and assaulted in the 11th Court alley around 8 p.m. on Nov. 21. Bystanders called 911, and police arrived within two minutes, finding the man unresponsive. He was rushed to a hospital with what neighbors described as a severe concussion.

Witness Matt Terrill told FOX 11 the group appeared to have planned the attack.

"They met up here five minutes before and were talking about doing something. They wanted to 'get someone,'" Terrill said. He said one teen asked the victim for pizza, and as the man responded, the others closed in.

After the beating, the suspects fled on their e-bikes, reportedly believing the victim was dead, as they said on surveillance video. Hermosa Beach police confirmed the incident in a written statement Sunday, saying detectives immediately launched an investigation and are reviewing video and photos. No arrests have been announced.

"The Hermosa Beach Police Department is aware of videos circulating online depicting an assault that occurred on November 21, 2025," the department said. "As this remains an active and ongoing investigation, no additional details are available at this time."

Police urged anyone with additional video or information to contact detectives directly at ndigenova@hermosabeach.gov and warned that publicly posting images of suspects could hinder the investigation.

The assault is the latest in a string of incidents involving groups of teens on e-bikes in Hermosa Beach. FOX 11 has previously reported on teens launching

fireworks into crowds and punching pedestrians along The Strand. Residents expressed outrage and called for accountability.

"Where are the parents? Where are the parents of those children doing that?" said South Bay resident Mary Nimptsch.

"The parents that buy them the tools that let them commit these crimes — those parents need to be held accountable," Terrill added.

Neighbors on Sunday said the victim was recently released from the hospital. The investigation continues.

ATTACHMENT B

ORDINANCE NO. 474U

AN URGENCY ORDINANCE OF THE CITY OF YUCAIPA, CALIFORNIA, ADDING CHAPTER 9.18 TO TITLE 9 OF THE YUCAIPA MUNICIPAL CODE REGULATING THE USE OF BICYCLES AND E-CONVEYANCES IN PUBLIC AREAS

WHEREAS, the City of Yucaipa ("City") is committed to ensuring the public health, safety, and welfare of all its residents and visitors; and

WHEREAS, the City recognizes the importance of fostering sustainable transportation options while maintaining public safety and accessibility for all users of public spaces; and

WHEREAS, bicycles and e-conveyances (electric bicycles, scooters, and similar devices) have become increasingly popular modes of transportation and recreation within the City; and

WHEREAS, the use of bicycles and e-conveyances in public spaces presents both benefits and challenges, including safety concerns for riders, pedestrians, and motorists; and

WHEREAS, the City has observed a significant increase in traffic incidents involving e-conveyance users and motor vehicles with their increasing popularity, often due to higher speeds and unsafe riding practices; and

WHEREAS, the public has expressed concerns regarding the unsafe operation of e-conveyances, including reckless riding behaviors that pose risks to riders, pedestrians, drivers, and others in public spaces; and

WHEREAS, the City aims to promote the safe use of bicycles and e-conveyances by implementing regulations that align with state law and best practices in transportation safety; and

WHEREAS, the City is committed to educating its residents and visitors on the safe operation of bicycles and e-conveyances to prevent accidents and other traffic hazards and promote responsible use of these transportation modes; and

WHEREAS, the City recognizes that providing clear guidelines for the operation of bicycles and e-conveyances in public spaces will improve the quality of life for all residents and visitors.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF YUCAIPA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Municipal Code Amendment.

Chapter 9.18, “Regulating the use of Bicycles and E-Conveyances,” is hereby added to Title 9 of the Yucaipa Municipal Code to read as follows:

Chapter 9.18
Regulating the use of Bicycles and E-Conveyances

9.18.010 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meaning set forth in this section:

"Bicycle" has the same meaning as defined in California Vehicle Code Section 231, as it may be amended from time to time.

"Bicycle Lane" has the same meaning as defined in Street and Highways Code Section 890.4, as it may be amended from time to time.

"Bicycle Path or Bicycle Trail" has the same meaning as defined in Street and Highways Code Section 890.4 and California Vehicle Code Section 231.5, as the provisions may be amended from time to time.

“City” means the City of Yucaipa.

"E-Conveyance" means any electric bicycle or e-bike, electric scooter, electrically motorized skateboard, or other device that is designed to convey one or more people and is capable of being powered by human propulsion or electric motor propulsion.

"Electric Bicycle" or "E-Bike" has the same meaning as defined in California Vehicle Code Section 312.5, as it may be amended from time to time, and which, as of the date of the adoption of this section, provides that an "electric bicycle" is a bicycle equipped with fully operable pedals and an electric motor that does not exceed 750 watts, and are categorized under Class 1, Class 2, and Class 3.

"Electrically Motorized Skateboard" has the same meaning as defined in the California Vehicle Code Section 313.5, as it may be amended from time to time.

"Electric Personal Assistive Mobility Device" has the same meaning as defined in California Vehicle Code Section 313, as it may be amended from time to time.

"Minor" means any person under the age of eighteen.

"Narrow Width Lane" means a lane that is too narrow for a bicycle and a vehicle to travel safely side by side within the lane.

"Off-Highway Motorcycle" has the same meaning as defined in California Vehicle Code Section 436, as it may be amended from time to time.

"Pedestrian" has the same meaning as defined in California Vehicle Code Section 467, as it may be amended from time to time.

"Public area" means any outdoor area, public alley, parkway, public transportation path, roadway,

right-of-way, sidewalk, park, trail, paseo, pathway or street that is owned, granted by easement, operated or controlled by the City.

"Unsafe manner" is defined as an act in violation of the City Municipal Code, California Vehicle Code, or any other applicable state or federal law. For purposes of this section, operation of a bicycle or e-conveyance in an "unsafe manner" also includes operating in such a way that constitutes a danger to the operator, passenger, other motorist, other rider, pedestrian, or property.

"Vehicle" has the same meaning as in California Vehicle Code Section 670, as it may be amended from time to time.

9.18.020 Operation.

A. No person shall ride a bicycle or e-conveyance in an unsafe manner, as defined under Section 9.18.010, on any publicly owned property, including but not limited to a public street, sidewalk, public right of way, park, bicycle path, trail, or lane, or any other public area open for vehicle or pedestrian travel. Examples of riding in an unsafe manner include, but are not limited to, the following actions:

    1. Riding on a public street or bikeway against the flow of traffic.
    2. Not yielding to vehicles or pedestrians when required.
    3. Operating an e-conveyance in a manner it was not designed for, including carrying passengers when not designed for carrying passengers.
    4. Failing to obey posted traffic or other signs.
    5. A person under the age of 18 riding without a properly fitted and fastened helmet.
    6. Engaging in racing, speed, or stunt contests.
    7. Carrying any package, bundle, item or article which prohibits the operator from having full control and forward visibility at all times.
    8. Operating a bicycle or e-conveyance at a speed greater than is reasonable and prudent under the conditions then existing taking into account the weather, pedestrian and vehicular traffic, and the surface and width of the sidewalk or roadway.
    9. Performing any acrobatics, tricks, wheelies, or stunts when pedestrians or moving vehicles are present.

B. Persons riding or operating bicycles or electric bicycles shall not ride more than two abreast, except on paths or parts of a roadway set aside for the exclusive use of bicycles.

C. Any person operating a bicycle or e-conveyance who is emerging from an alley, driveway, bicycle path, building or otherwise approaching upon a sidewalk or sidewalk area, shall

yield the right-of-way to all pedestrians on such sidewalk or sidewalk area, and upon entering a bicycle lane, highway, or street shall yield the right-of-way to all vehicles, bicycles, or e-conveyances on the roadway.

D. No person shall operate a bicycle or e-conveyance in any City park, except on trails that are approved for bicycle or e-conveyance use. The operation of bicycles or e-conveyances is strictly prohibited on dirt, grass, athletic fields, landscaped areas, or any other non-approved surfaces within any City park.

E. No person shall operate a bicycle or e-conveyance while holding and operating a handheld wireless telephone or an electronic wireless communications device unless the wireless telephone or electronic wireless communications device is specifically designed and configured to allow voice-operated and hands-free operation, and it is used in that manner while riding.

F. No person shall operate a bicycle or electric bicycle on any sidewalk, except:

1. A person may ride a bicycle or electric bicycle on any area designated as a driveway;
2. Any area designated as a bikeway by the City Council; or
3. To avoid a dangerous situation on the road or an obstacle.

9.18.030 Electric Off-Highway Motorcycles.

A. No person shall operate an electric off-highway motorcycle of any model (e.g., Sur-Ron, Talaria, E Ride Pro) on any publicly-owned property, including but not limited to, a public street, sidewalk, public right of way, park, bicycle path or trail, or any other public area open for vehicle or pedestrian travel.

B. Electric off-highway motorcycles are only allowed to be operated in areas specifically designated for off-highway vehicle recreation, or on private property with the express permission of the property owner. Unlike electric bicycles or mopeds, such vehicles are not eligible for highway registration and cannot be retrofitted for on-road use unless originally manufactured and certified for dual-purpose operation.

9.18.040 Equipment.

A. Every bicycle, including electric bicycles, when operated within the City, shall comply with all of the equipment requirements contained in California Vehicle Code Section 21201 or successor statute.

B. Any minor operating or riding as a passenger upon a bicycle or e-conveyance in a public area or any other place open to the public for vehicle and pedestrian travel must wear a properly fitted and fastened bicycle helmet.

C. Any operator or passenger of a Class 3 electric bicycle, regardless of age, must wear a properly fitted and fastened bicycle helmet pursuant to California Vehicle Code Section 21213.

9.18.050 Parking.

No person shall temporarily leave unaccompanied, abandon, or park a bicycle or e-conveyance in a manner that obstructs vehicular traffic, the pedestrian travel way of any sidewalk or pedestrian path. No person may leave unaccompanied, abandon, or park a bicycle or e-conveyance on public property in violation of any law, ordinance, or government sign prohibiting the parking of bicycles or e- conveyances at such location.

9.18.060 Enforcement.

A. Any person, including a minor, who violates the provisions of this Chapter shall be subject to penalties, fines, and enforcement procedures set forth in this code including, but not limited to, Chapter 1.12 of the Yucaipa Municipal Code.

B. Violations by Minors

1. The parent of any child, and the guardian of any ward, shall not authorize or knowingly permit any minor child or ward to violate any of the provisions of this Chapter.
2. In the case of a minor committing a violation under this Chapter, the parent or guardian may be held responsible for the violation and any associated penalties or fines.
3. If the minor's activities result in damage to public property, the City may, pursuant to California Civil Code Section 1714.1, pursue a civil complaint against the minor's parent(s) or guardian(s) having custody and control of the minor for every tort resulting in property damage.

C. Impoundment

1. In addition to all other available penalties, the Enforcement Officer shall have the authority to take immediate possession of and transport a bicycle or e-conveyance for safekeeping to the nearest City facility or City-contracted tow yard if an unaccompanied minor is found in violation of any provisions of this Chapter, and the unsafe manner in which the device was operated constitutes an immediate danger to the health and safety of the juvenile operator or to members of the public, thus constituting an exigent circumstance.
2. The impounded device shall be released by the City to the parent or legal guardian of the minor if the individual owns the device.
3. Upon impoundment of any e-conveyance device under this Chapter, the minor shall be issued a receipt. Said receipt shall state the days, business hours, location, and process by which the owner may claim the impounded device within 30 days. The citation receipt shall also explain that unclaimed devices impounded for longer than

30 days will be disposed of subject to an opportunity for a pre-disposal hearing pursuant to Section 1.04.130 of this code or sold at an auction in accordance with laws governing the disposal of abandoned property.

9.16.070 Exemptions.

A. First responders, as defined under California Government Code Section 8562, are exempt from this Chapter while in the performance of their duties.

B. This Chapter is not intended to apply to or otherwise restrict electric personal assistive mobility devices used in a safe manner by physically disabled persons as defined under the Americans with Disabilities Act (42 U.S.C. Section 12101 et seq.) and section 36.311 of Title 28 of the Code of Federal Regulations."

Section 2. Severability.
If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council of the City of Yucaipa hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

Section 3. CEQA
The City Council finds that the adoption of this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15060(c)(2) because there is no potential that the regulations for bicycles and e- conveyances will result in a direct or reasonably foreseeable indirect physical change in the environment. In addition, this Ordinance is not subject to CEQA under the CEQA Guidelines Section 15060(c)(3) because the Ordinance is an activity that is not a project as defined in CEQA Guidelines Section 15378.

Section 4. Publication and Posting.
The Mayor shall sign this Ordinance, and the City Clerk shall certify as to the adoption and shall cause the ordinance or a summary thereof to be published in accordance with state law.

Section 5. Urgency Findings; Immediate Effect.
The City Council of the City of Yucaipa finds and declares that this Ordinance is adopted as an urgency ordinance pursuant to Government Code section 36937(b) and is necessary for the immediate preservation of the public peace, health, and safety. The facts constituting the urgency are as follows:

The City has experienced a substantial increase in the use of bicycles and e-conveyances, including electric bicycles, scooters, and similar devices, in and around public streets, sidewalks, parks, trails, and other public areas. This increase has been accompanied by observed unsafe behaviors and riding practices, including excessive speeds, riding against the flow of traffic, performing stunts and “wheelies” in active travel lanes and parking lots, operating without helmets, carrying

multiple riders on devices designed for a single rider, and riding through parks, landscaped areas, and pedestrian paths in a manner that endangers pedestrians and other users of public spaces and causes damage to public property. These activities present an immediate threat to the safety of riders, pedestrians, motorists, and other members of the public and create ongoing risks of collisions, injuries, and property damage.

In addition, the growing prevalence of high-powered electric off-highway motorcycles that resemble e-bikes, but are not street-legal and are not eligible for highway registration, has created confusion for users and enforcement personnel regarding where such devices may lawfully be operated, further increasing the risk of unsafe operation on City streets, sidewalks, parks, and other public areas.

Existing provisions of the Yucaipa Municipal Code do not expressly and comprehensively regulate the time, place, and manner of operation of bicycles, e-conveyances, and electric off-highway motorcycles in public areas, nor do they clearly authorize appropriate enforcement tools, including impoundment of devices operated by minors in a dangerous manner. The absence of clear local regulations and enforcement mechanisms has hindered the City's ability to promptly and effectively address unsafe conduct and protect the public.

Immediate adoption of this Ordinance will establish clear operating rules, prohibit unsafe conduct, clarify restrictions on electric off-highway motorcycles, provide for enforcement and impoundment authority, and thereby reduce the risk of accidents, injuries, and property damage in public areas. Delay in the effectiveness of these regulations would leave the public exposed to continued unsafe operation of bicycles, e-conveyances, and electric off-highway motorcycles without adequate local controls.

For these reasons, the City Council finds that the immediate effectiveness of this Ordinance is necessary to protect the public peace, health, and safety, and therefore this Ordinance shall take effect immediately upon its adoption by at least a four-fifths (4/5) vote of the City Council, as provided in Government Code section 36937(b).

PASSED, **APPROVED** and **ADOPTED** this 8th day of December, 2025.

_____
Jon Thorp, Mayor

ATTEST:

_____
Ana V. Sauseda, MMC
Director of General Services/City Clerk

APPROVED AS TO FORM

_____
Steven Graham Pacifico
City Attorney

ATTACHMENT C

ORDINANCE NO. 1039

AN ORDINANCE OF THE CITY OF RANCHO CUCAMONGA, CALIFORNIA, ADDING CHAPTER 10.84 TO TITLE 10 OF THE RANCHO CUCAMONGA MUNICIPAL CODE REGULATING THE USE OF BICYCLES AND E- CONVEYANCES IN PUBLIC AREAS

WHEREAS, the City of Rancho Cucamonga ("City") is committed to ensuring the public health, safety, and welfare of all its residents and visitors; and

WHEREAS, the City recognizes the importance of fostering sustainable transportation options while maintaining public safety and accessibility for all users of public spaces; and

WHEREAS, bicycles and e-conveyances (electric bicycles, scooters, and similar devices) have become increasingly popular modes of transportation and recreation within the City; and

WHEREAS, the use of bicycles and e-conveyances in public spaces presents both benefits and challenges, including safety concerns for riders, pedestrians, and motorists; and

WHEREAS, the City has observed a significant increase in traffic incidents involving e-conveyance users and motor vehicles with their increasing popularity, often due to higher speeds and unsafe riding practices; and

WHEREAS, the public has expressed concerns regarding the unsafe operation of e-conveyances, including reckless riding behaviors that pose risks to riders, pedestrians, drivers, and others in public spaces; and

WHEREAS, the City aims to promote the safe use of bicycles and e-conveyances by implementing regulations that align with state law and best practices in transportation safety; and

WHEREAS, the City is committed to educating its residents and visitors on the safe operation of bicycles and e-conveyances to prevent accidents and other traffic hazards and promote responsible use of these transportation modes; and

WHEREAS, the City recognizes that providing clear guidelines for the operation of bicycles and e-conveyances in public spaces will improve the quality of life for all residents and visitors.

NOW THEREFORE, the City Council of the City of Rancho Cucamonga does ordain as follows:

SECTION 1: Chapter 10.84 is hereby added to Title 10 of the Rancho Cucamonga Municipal Code to read as follows:

"Chapter 10.84 – REGULATING THE USE OF BICYCLES AND E-CONVEYANCES

10.84.010 – Definitions.

For the purposes of this chapter, the following words and phrases shall have the meaning set forth in this section:

"Bicycle" has the same meaning as defined in California Vehicle Code Section 231, as it may be amended from time to time.

"Bicycle Lane" has the same meaning as defined in Street and Highways Code Section 890.4, as it may be amended from time to time.

"Bicycle Path or Bicycle Trail" has the same meaning as defined in Street and Highways Code Section 890.4 and California Vehicle Code Section 231.5, as the provisions may be amended from time to time.

"E-Conveyance" means any electric bicycle or e-bike, electric scooter, electrically motorized skateboard, or other device that is designed to convey one or more people and is capable of being powered by human propulsion or electric motor propulsion.

"Electric Bicycle" or "E-Bike" has the same meaning as defined in California Vehicle Code Section 312.5, as it may be amended from time to time, and which, as of the date of the adoption of this section, provides that an "electric bicycle" is a bicycle equipped with fully operable pedals and an electric motor that does not exceed 750 watts, and are categorized under Class 1, Class 2, and Class 3.

"Electrically Motorized Skateboard" has the same meaning as defined in the California Vehicle Code Section 313.5, as it may be amended from time to time.

"Electric Personal Assistive Mobility Device" has the same meaning as defined in California Vehicle Code Section 313, as it may be amended from time to time.

"Minor" means any person under the age of eighteen.

"Narrow Width Lane" means a lane that is too narrow for a bicycle and a vehicle to travel safely side by side within the lane.

"Off-Highway Motorcycle" has the same meaning as defined in California Vehicle Code Section 436, as it may be amended from time to time.

"Pedestrian" has the same meaning as defined in California Vehicle Code Section 467, as it may be amended from time to time.

"Public area" means any outdoor area, public alley, parkway, public transportation path, roadway,

right-of-way, sidewalk, park, trail, paseo, pathway or street that is owned, granted by easement, operated or controlled by the City.

"Unsafe manner" is defined as an act in violation of the City Municipal Code, California Vehicle Code, or any other applicable state or federal law. For purposes of this section, operation of a bicycle or e-conveyance in an "unsafe manner" also includes operating in such a way that constitutes a danger to the operator, passenger, other motorist, other rider, pedestrian, or property.

"Vehicle" has the same meaning as in California Vehicle Code Section 670, as it may be amended from time to time.

10.84.020 Operation.

A. No person shall ride a bicycle or e-conveyance in an unsafe manner, as defined under Section 10.84.010, on any publicly owned property, including but not limited to a public street, sidewalk, public right of way, park, bicycle path, trail, or lane, or any other public area open for vehicle or pedestrian travel. Examples of riding in an unsafe manner include, but are not limited to, the following actions:

1. Riding on a public street or bikeway against the flow of traffic.
2. Not yielding to vehicles or pedestrians when required.
3. Operating an e-conveyance in a manner it was not designed for, including carrying passengers when not designed for carrying passengers.
4. Failing to obey posted traffic or other signs.
5. A person under the age of 18 riding without a properly fitted and fastened helmet.
6. Engaging in racing, speed, or stunt contests.
7. Carrying any package, bundle, item or article which prohibits the operator from having full control and forward visibility at all times.
8. Operating a bicycle or e-conveyance at a speed greater than is reasonable and prudent under the conditions then existing taking into account the weather, pedestrian and vehicular traffic, and the surface and width of the sidewalk or roadway.
9. Performing any acrobatics, tricks, wheelies, or stunts when pedestrians or moving vehicles are present.

B. Any person operating a bicycle or e-conveyance upon a street at a speed less than the normal speed of traffic moving in the same direction at such a time shall ride as close as practicable to the right-hand curb or edge of the roadway, except under any of the following situations:

1. When overtaking and passing another bicycle, e-conveyance, or vehicle proceeding in the same direction;
2. When preparing for a left turn at an intersection or into a private road or driveway;
3. When reasonably necessary to avoid conditions, including, but not limited to, fixed or moving objects, vehicles, other e-conveyances, bicycles, pedestrians, animals, surface

hazards, or narrow width lanes, that make it unsafe to continue along the right-hand curb or edge; or

4. When operating as close as practicable to the left-hand curb or edge of the roadway on a one-way street.

C. Persons riding or operating bicycles or electric bicycles shall not ride more than two abreast, except on paths or parts of a roadway set aside for the exclusive use of bicycles.

D. Any person operating a bicycle or e-conveyance who is emerging from an alley, driveway, bicycle path, building or otherwise approaching upon a sidewalk or sidewalk area, shall yield the right-of-way to all pedestrians on such sidewalk or sidewalk area, and upon entering a bicycle lane, highway, or street shall yield the right-of-way to all vehicles, bicycles, or e-conveyances on the roadway.

E. No person shall operate a bicycle or e-conveyance in any City park, except on paved paths or trails that are specifically designated for bicycle or e-conveyance use. The operation of bicycles or e-conveyances is strictly prohibited on dirt, grass, athletic fields, landscaped areas, or any other non-designated surfaces within any City park.

F. No person shall operate a bicycle or e-conveyance in any parking lot of any property owned or operated by the City. Within such parking lots, bicycles or e-conveyances must be walked, not ridden.

G. No person shall operate a bicycle or e-conveyance while holding and operating a handheld wireless telephone or an electronic wireless communications device unless the wireless telephone or electronic wireless communications device is specifically designed and configured to allow voice-operated and hands-free operation, and it is used in that manner while riding.

H. No person shall operate a bicycle or electric bicycle on any sidewalk, except:

1. A person may ride a bicycle or electric bicycle on any area designated as a driveway;
2. Any area designated as a bikeway by the City Council; or
3. To avoid a dangerous situation on the road or an obstacle.

10.84.030 Electric Off-Highway Motorcycles.

A. No person shall operate an electric off-highway motorcycle of any model (e.g., Sur-Ron, Talaria, E Ride Pro) on any publicly-owned property, including but not limited to, a public street, sidewalk, public right of way, park, bicycle path or trail, or any other public area open for vehicle or pedestrian travel.

B. Electric off-highway motorcycles are only allowed to be operated in areas specifically designated for off-highway vehicle recreation, or on private property with the express permission of the property owner. Unlike electric bicycles or mopeds, such vehicles are not eligible for highway

registration and cannot be retrofitted for on-road use unless originally manufactured and certified for dual-purpose operation.

10.84.040 Equipment.

A. Every bicycle, including electric bicycles, when operated within the City, shall comply with all of the equipment requirements contained in California Vehicle Code Section 21201.

B. Any minor operating or riding as a passenger upon a bicycle or e-conveyance in a public area or any other place open to the public for vehicle and pedestrian travel must wear a properly fitted and fastened bicycle helmet.

C. Any operator or passenger of a Class 3 electric bicycle, regardless of age, must wear a properly fitted and fastened bicycle helmet pursuant to California Vehicle Code Section 21213.

10.84.050 Parking.

No person shall temporarily leave unaccompanied, abandon, or park a bicycle or e-conveyance in a manner that obstructs vehicular traffic, the pedestrian travel way of any sidewalk or pedestrian path, or on public property in violation of any government sign prohibiting parking of bicycles or e-conveyances at a location.

10.84.060 Enforcement.

A. Any person, including a minor, who violates the provisions of this Chapter shall be subject to penalties, fines, and enforcement procedures set forth in Chapter 1.12 of the Rancho Cucamonga Municipal Code.

B. Violations by Minors

1. The parent of any child, and the guardian of any ward, shall not authorize or knowingly permit any minor child or ward to violate any of the provisions of this Chapter.
2. In the case of a minor committing a violation under this Chapter, the parent or guardian may be held responsible for the violation and any associated penalties or fines.
3. If the minor's activities result in damage to public property, the City may, pursuant to California Civil Code Section 1714.1, pursue a civil complaint against the minor's parent(s) or guardian(s) having custody and control of the minor for every tort resulting in property damage.

C. Impoundment

1. In addition to all other available penalties, the Enforcement Officer shall have the authority to take immediate possession of and transport a bicycle or e-conveyance for safekeeping to the nearest City facility if an unaccompanied minor is found in violation of any provisions of this Chapter, and the unsafe manner in which the device was operated constitutes an immediate danger

to the health and safety of the juvenile operator or to members of the public, thus constituting an exigent circumstance.

2. The impounded device shall be released by the City to the parent or legal guardian of the minor if the individual owns the device.

3. Upon impoundment of any e-conveyance device under this Chapter, the minor shall be issued a receipt. Said receipt shall state the days, business hours, location, and process by which the owner may claim the impounded device within 30 days. The citation receipt shall also explain that unclaimed devices impounded for longer than 30 days will be disposed subject to an opportunity for a pre-disposal hearing or sold at an auction in accordance with laws governing the disposal of abandoned property.

10.84.070 Exemptions.

A. First responders, as defined under California Government Code Section 8562, are exempt from this Chapter while in the performance of their duties.

B. This Chapter is not intended to apply to or otherwise restrict electric personal assistive mobility devices used in a safe manner by physically disabled persons as defined under the Americans with Disabilities Act (42 U.S.C. Section 12101 et seq.) and section 36.311 of Title 28 of the Code of Federal Regulations."

SECTION 2: Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council of the City of Rancho Cucamonga hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

SECTION 3: CEQA. The City Council finds that the adoption of this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15060(c)(2) because there is no potential that the regulations for bicycles and e-conveyances will result in a direct or reasonably foreseeable indirect physical change in the environment. In addition, this Ordinance is not subject to CEQA under the CEQA Guidelines Section 15060(c)(3) because the Ordinance is an activity that is not a project as defined in CEQA Guidelines Section 15378.

SECTION 4: Publication. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published in the manner prescribed by law.

PASSED, APPROVED, AND ADOPTED this 7th day of May, 2025.

L. Dennis Michael, Mayor

ATTEST:

for Kim Sevy, City Clerk

STATE OF CALIFORNIA)

COUNTY OF SAN BERNARDINO) ss

CITY OF RANCHO CUCAMONGA)

I, Kim Sevy, City Clerk of the City of Rancho Cucamonga, California, do hereby certify that the foregoing Ordinance was introduced at a Regular Meeting of the City Council of the City of Rancho Cucamonga held on the 16th day of April 2025, and was passed at a Regular Meeting of the City Council of the City of Rancho Cucamonga held on the 7th day of May 2025.

AYES:	Hutchison, Kennedy, Michael, Scott, Stickler
NOES:	None
ABSENT:	None
ABSTAINED:	None

Executed this 8th day of May 2025, at Rancho Cucamonga, California.

for Kim Sevy, City Clerk

ATTACHMENT D

ORDINANCE NO. 1157-19

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA ADDING LAWNDALE MUNICIPAL CODE CHAPTER 12.64, ESTABLISHING RULES AND REGULATIONS ON SHARED MOBILITY DEVICES

SUMMARY: This ordinance prohibits the use of and bans the operation and storage of motorized scooters within City rights of way.

WHEREAS, the City has the authority under its police power, to enact regulations for the public peace, morals, and welfare of the City; and

WHEREAS, the City's public rights-of-way are designed to accommodate various uses and are heavily utilized by citizens, residents, visitors and businesses; and

WHEREAS, in recent months, in part due to rapid technological advancements the City's public rights-of-way have been flooded with new, unpermitted commercial motorized scooters; and

WHEREAS, shared motorized scooters may be accessed using a mobile application that allows a user to unlock the motorized scooters remotely, and more importantly, allows a user to leave the motorized scooter anywhere the user chooses, including the City's rights-of-ways, since the motorized scooters can be secured without being locked to a fixed object; and

WHEREAS, the City has a compelling interest in protecting the public health, safety, and welfare of its citizens, residents, visitors and businesses, and in preserving the peace and quiet of the neighborhoods within the City by regulating the use and operations of motorized scooters within City limits; and

WHEREAS, the proliferation of motorized scooters, has the potential to cause obstructions of public rights-of-ways and, in the absence of sufficient education as to existing laws, cause a myriad of other safety hazards for both users of motorized scooters as well as members of the public more generally; and

WHEREAS, City staff has received approximate five (5) calls regarding motorized scooters relating to inquiries, concerns and complaints; and

WHEREAS, City staff has impounded eight (8) motorized scooters to date that were left on the public right-of-way. Further, City staff has attempted to contact various operator-owners of said motorized scooters for retrieval but have received no responses; and

WHEREAS, Lawndale Municipal Code ("LMC") currently contains no regulations regarding the use and operation of motorized scooters within City limits; and

WHEREAS, on January 7, 2019 the City Council unanimously adopted Urgency Ordinance No. 1153-19 ("Ordinance 1153"), to establish a 45-day prohibition on the operation of Motorized Scooter programs within the City limits; and

WHEREAS, on February 4, 2019 the City Council unanimously adopted Urgency Ordinance No. 1155-19 ("Ordinance 1155", and together with Ordinance 1153, the "Moratorium Ordinances"), to extend the moratorium established by Ordinance 1153 by an additional 10 months and 15 days; and

WHEREAS, upon study, analysis and review of regulations for motorized scooters, including State and federal laws and surveying the regulations of neighboring jurisdictions and various options, City staff has developed appropriate City laws, rules, procedures for the regulation of motorized scooter operators; and

WHEREAS, it is not the intent of the City that these regulations ban the lawful use of the motorized scooters on public roadways, but rather, the intent is to remedy safety concerns being caused by motorized scooters being left on public rights-of-ways including sidewalks or provided or offered for use on public rights-of-ways; and

WHEREAS, the City Council now wishes to adopt regulations regarding the use and operation of motorized scooters by adding a certain chapter to the LMC.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. The City Council finds and determines that the recitals above are true and correct, and are hereby incorporated by reference.

SECTION 2. A new Chapter 12.64 entitled "Shared Mobility Devices" is added to the Lawndale Municipal Code to read, in its entirety, as follows:

"Chapter 12.64 Shared Mobility Devices

12.64.010 Purpose
12.64.020 Definitions
12.64.030 General Requirements
12.64.040 Violations

12.64.010 Purpose

The purpose of this ordinance is to prohibit shared mobility devices from being stored or placed in the public right-of-way or on public property, and to prohibit shared mobility devices from being provided or offered for use within in the city from the public right-of-way, so as to allow for adequate pedestrian traffic flow and to promote public safety. The ordinance shall provide the city's rules and regulations for such devices, which supplement and do not supplant the fields of regulation occupied by state of California, including but not limited to the California Vehicle Code.

12.64.020 Definitions

For the purposes of this chapter, the following terms, phrases, words and their derivations shall have the meanings ascribed to them in this chapter.

"Shared mobility device" shall mean any wheeled transportation device including a motorized scooter by which a person and/or property may be propelled, moved or drawn, other than an automobile or motorcycle, that is powered by a motor and that is accessed through a shared mobility program.

"Motorized scooter" shall have the same definition as that provided by California Vehicle Code Section 407.5.

"Shared mobility program operator" shall mean a "person", as that term is defined by the Lawndale Municipal Code Section 1.04.030, who owns, manages, maintains and/or operates a motorized scooter program, whether for profit or not.

"Shared mobility program" shall mean an on-demand system of self-service shared mobility devices for hire to the public and accessed by smartphone application, membership card, or similar method, which said program is operated by a shared mobility program operator that offers a pool of three (3) or more shared mobility devices at unstaffed locations for use in the public rights-of-way.

"Public-right-of-way" shall mean any area across, along, beneath, in, on, over, under, upon, and within the dedicated a public alley, public parkway, public transportation path, sidewalk, public place, public property or public street that is owned, operated, or controlled by the city or dedicated or granted by easement to the city for public purposes.

12.64.030 General Requirements

A. It is unlawful to park, leave standing, abandon, leave lying, or otherwise place a shared mobility device in the public-right-of-way anywhere within the city.

B. It is unlawful to provide, place or offer for use a shared mobility device, or to operate as a shared mobility device operator in any public-right-of-way within the city.

12.64.040 Violations

A. Any violation of this ordinance shall be punishable as a misdemeanor or infraction as provided by Section 1.08.010 of Title 1 of the Lawndale Municipal Code.

B. Code enforcement officers, other designated city employees, and any party contracted by the city to specifically impound shared mobility devices are authorized to impound any shared mobility device that has a been offered for use, placed in a public-right-of-way, or operated in a public-right-of-way in violation of this chapter. The impound shall be subject to an impound and storage fee established by resolution of the

city council. The city may promulgate, by resolution of the city council, further guidance for notification to shared mobility program operators regarding an impounded shared mobility device and the procedures for its retrieval, and other policies as may otherwise be necessary to implement the purpose of this chapter."

SECTION 3. Section 1.08.020(B) of the Lawndale Municipal Code, "Misdemeanor penalty", is amended to add the title for Section 12.64.030 in the table to read as follows:

"12.64.030 Shared Mobility Devices – General Requirements"

SECTION 4. Upon the effective date of this Ordinance this Ordinance shall supersede the Moratorium Ordinances.

SECTION 5. Pursuant to Section 15001 of the California Environmental Quality Act ("CEQA") Guidelines, this Ordinance is exempt from CEQA based on the following: (a) this Ordinance is not a project within the meaning of CEQA Section 15378 because it has no potential for resulting in physical change to the environment, either directly or indirectly and (b) this Ordinance is also exempt pursuant to CEQA Section 15061(b)(3) since the proposed ordinance involves rules and regulations on the use of shared mobility devices and does not have the potential to significantly impact the environment

SECTION 6. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the each and every section, subsection, sentence, clause and phrase thereof not declared invalid or remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 7. The City Clerk shall certify to the passage and adoption of this ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. This ordinance shall be in full force and effect thirty (30) days after its final passage and adoption, and within fifteen (15) days after its final passage, the City Clerk shall cause it to be posted and published in a newspaper of general circulation in the manner required by law

PASSED, APPROVED, AND ADOPTED this 15th day of April, 2019.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawndale)

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council duly introduced the foregoing Ordinance No. 1157-19 at its regular meeting held on the 1st day of April, 2019, and duly approved and adopted said ordinance at its regular meeting held on the 15th day of April, 2019, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor	X				
James H. Osborne, Mayor Pro Tem	X				
Pat Kearny	X				
Daniel Reid	X				
Bernadette Suarez	X				

Rhonda Hofmann Gorman, City Clerk

4/15/19
Date

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	December 15, 2025
TO:	Honorable Mayor and City Council
FROM:	Dr. Sean M. Moore, City Manager
PREPARED BY:	Peter Kann, Community Development Director
SUBJECT:	**South Bay Regional Housing Trust by the South Bay Cities Council of Governments Board of Directors**

REQUEST

Staff from the South Bay Cities Council of Government (SBCCOG) is asking for the City Council consideration that the City Council approve joining the South Bay Regional Housing Trust (SBRHT) and authorize the Mayor to execute the Joint Powers Agreement (JPA), which would help fund the development and construction of affordable housing in the South Bay

BACKGROUND

As part of a REAP 2.0 project funded through Southern California Association of Governments (SCAG), SBCCOG has been working through the development of a South Bay Regional Housing Trust (SBRHT). If formed, the SBRHT would help fund the development and construction of affordable housing units in cities who are members of the trust, and only for development projects supported by the city in which it is proposed. Although the SBCCOG is leading the early feasibility work, the SBRHT would be a separate joint powers authority with its own Board of Directors. Four cities would have to approve the JPA for the SBRHT to form.

Over the past year, the SBCCOG's consultant, CivicHome, has been developing a SBRHT strategic plan, joint powers agreement, staffing plan, budget, and programs for the SBRHT Board to consider adopting when formed. A strategic plan advisory committee consisting of SBCCOG Board members, city staff, and housing experts/affordable housing developers provided input over a series of four meetings throughout the process. CivicHome presented an update to the SBCCOG Board at its October 2025 meeting and to the South Bay City Managers group on November 19th.

At its meeting on November 20, 2025, the SBCCOG Board of Directors voted to recommend member agencies move forward with the formation of the SBRHT.

DISCUSSION

Since the SBCCOG began working on the SBRHT, more information about funding coming to the South Bay through Measure A has become available. In particular, the SBCCOG will be receiving approximately $7.3 million annually through LACAHSA's "Production, Preservation, and Ownership (PPO)" program. LACAHSA also has agency matching funds that may be available and could increase that amount to around $14 million. Additionally, these funds along with other Measure A funding, could be used to offset most or all the SBRHT administrative costs, particularly during the startup period.

As SBCCOG staff began exploring opportunities to use the PPO funds while the SBRHT was being considered, it became evident that the SBCCOG is limited in its use of those funds in ways that the SBRHT would not be. Primarily, the SBCCOG is not allowed to make or develop loans so all allocations of PPO funds made by the SBCCOG would have to be in the form of grants or rental/operating subsidies. These funds would be given out to a project and never return for additional use. The SBRHT would have lending authority and could also provide soft development loans, construction/pre-development loans, preservation/acquisition stakes, master leasing, and direct service/homebuyer assistance programs. These approaches would be revenue generating and allow for these public dollars to come back to the trust over time and be reprogrammed to maximize their use. The San Gabriel Valley's regional housing trust (formed several years ago) is generating over $230,000 annually in interest and loan fee revenue.

Although there will be administrative costs to operate the SBRHT, SBCCOG staff believes that most or all those costs could be covered through administrative dollars available through LACAHSA's programs. This would allow for the SBRHT to offer low to no membership fees, particularly during the first year or two as the organization gets formed. Orange County and Gateway Cities trusts have also started with little or no membership fees and have been able to offset them through administrative funding received through grants and other funding going into their trusts. It is important to note however that whether there will be membership costs for the SBRHT after the first year will be determined by the Trust Board of Directors, not the SBCCOG. For the first year, start-up costs can be covered completely with the LACAHSA funds that the SBCCOG has received with SBCCOG Board approval.

If the SBRHT is not formed and the SBCCOG ultimately provides grants using PPO funds, many administrative costs will still be incurred. For example, the SBCCOG will still be required to hire consultant experts to evaluate and vet the housing developments seeking grant funding. These costs are practically unavoidable but are covered through Measure A funding.

Pending Legislation to Modify SBRHT

SBCCOG staff has been working with SBCCOG Legal Counsel and Senator Allen's office to explore amendments to the initial SBRHT formation legislation. Although modeled off legislation for other trusts such as the one in San Gabriel Valley, several items have been re-evaluated since passage of that bill (SB 1444). The amendments being sought include:

- Removing the SBCCOG from involvement in determining the number of SBRHT Board of Directors, their selection, and the responsibility for filling vacancies.

- Adding language to provide flexibility for the SBRHT Board to determine when they choose their Chair and Vice-Chair.

- Addition of the ability to fund the development and construction of moderate-income housing.

- Allowing member agencies to appoint non-elected officials for SBRHT Board alternates

Currently, SB 1444 requires the SBRHT Board (regardless of delegate or alternate status) to be a mayor, councilmember, or LA County Supervisor of the member agency. Several SBCCOG Board members suggested that non-elected officials be allowed to be alternate SBRHT Board members if the city so designates. This approach is similar to the Clean Power Alliance which has proven to be very helpful as deliberations among these special boards take a lot of time and it might be difficult for councilmembers to have the time for the necessary oversight.

When a bill to revise SB 1444 is drafted, the SBCCOG will be soliciting support letters from South Bay cities to encourage the Legislature to approve these changes. Despite these pending changes, the SBCCOG Board of Directors recommends approval of the SBRHT JPA with its current language and would recommend SBRHT members approve an amended JPA in the future after any SB 1444 revisions are enacted. The current JPA is written to follow current SB 1444 language and was developed through the South Bay City Managers working group and SBCCOG Legal Counsel Michael Jenkins.

FISCAL IMPACT

SBCCOG staff says there is no immediate fiscal impact associated with approving the South Bay Regional Housing Trust Joint Powers Agreement. If determined necessary and approved by its Board of Directors in the future, membership dues may be required.

CONCLUSION

SBCCOG staff recommends the City join the South Bay Regional Housing Trust and execute the Joint Powers Agreement, to assist in the development and construction of affordable housing in the South Bay.

ATTACHMENTS

1. South Bay Regional Housing Trust Joint Powers Agreement and Strategic Plan Summary Presentation

2. LACAHSA Funding & SBCCOG vs. SBRHT Presentation

3. South Bay Regional Housing Trust Joint Powers Agreement

STAFF CONCERNS

On December 10, 2025, SBCCOG staff hosted a a Housing Trust Virtual Presentation attended by various Community Development Department Directors/Managers throughout the South Bay. The Directors expressed their concerns had a wide variety of questions to SBCCOG staff. One of the items discussed was that in the long term fiscal analysis, members of the Housing Trust could expect to pay about $500,000 on an annual basis. However, the final contribution payments into the trust will be determined will be determined by the Board of the SBRHT. Additionally, SBCCOG staff is expected to present to other South Bay Cities in late January and early February. It may be in Lawndale's advantage to wait and see which other South Bay Cities approves or declines to establish the SBRHT.

Staff has concerns that the SBCCOG's request for the City to join the Housing Trust requires more discussion between SBCCOG staff and other Community Development Directors within the South Bay Area.

LEGAL REVIEW

The City Attorney has reviewed and approved this report.

FISCAL IMPACT

Currently, this item is not expected to have any short term fiscal impact. However, formally joining the South Bay Regional Housing Trust may have long term fiscal impacts.

RECOMMENDATION

Staff recommends that the City Council:

1. Discuss SBCCOG's request and receive their presentation; or
2. Approve joining the South Bay Regional Housing Trust (SBRHT) and authorize the Mayor to execute the Joint Powers Agreement (JPA), which would help fund the development and construction of affordable housing in the South Bay; or
3. Provide further direction to staff.

Attachments

SBCCOG Exhibits.pdf

SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

SOUTH BAY REGIONAL HOUSING TRUST STRATEGIC PLAN OVERVIEW & JPA SUMMARY

EXECUTIVE SUMMARY

Mission Statement

To empower South Bay cities with flexible funding, strategic guidance, and technical assistance that advance local housing priorities, expand housing opportunity, and support the development and preservation of affordable and supportive housing across the region.

Vision Statement

A South Bay region collaborating to expand housing opportunities through innovation, strategic partnerships, and coordinated Trust resources—supporting access to diverse housing choices that strengthen community stability and economic vitality.



MISSION



VISION

GOVERNANCE, TRUST STAFF, AND ADVISORY COMMITTEE

- **Governance Board**
  - One Trust Board Director from each member city + Two Trust Board Directors representing housing experts.
- **Trust Staff**
  - Option 1: SBCCOG Employees
  - Option 2: Contracted Consulting Firm
  - Organization Chart
- **Advisory Committee Framework**
  - Purpose and Role
  - Membership Composition
  - Meeting frequency and output
  - Benefits to the Trust



TRUST FORMATION & IMPLEMENTATION GOALS

1. Secure initial capital funding commitments.
2. Establish transparent, accountable, and sustainable governance.
3. Promote regional collaborative and shared solutions.
4. Strengthen local capacity through technical assistance.
5. Establish performance metrics and evaluation tools.
6. Building the Trust's brand and demonstrating early impact.
7. Design and launch housing funding programs

SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

SOUTH BAY REGIONAL HOUSING TRUST DRAFT JOINT EXERCISE OF POWERS AGREEMENT

INTRODUCTION

- 2022 Legislation added to the CA Government Code section 6539.9 authorizing the creation of the South Bay Regional Housing Trust.
- Purpose: Receive and leverage public and private funding for planning and construction of housing of all types and tenures for persons and families of Extremely-Low, Very-Low, and Low-Income.
- Term – The Effective Date of the JPA will be the date of approval by the fourth city to join the Trust.

LIMITATION ON POWERS

- Regulate land use within the jurisdiction of any of the Parties;
- Levy, or advocate or incentivize the levying of, an exaction, including an impact fee, charge, dedication, reservation or tax assessment, as a condition of approving the funding for or approval of a development project;
- Require or incentivize inclusionary zoning requirements;
- Require the Parties to dedicate or assign funding for any SBRHT obligations or programs;
- Fund or approve a housing project or program that is not supported by the governing body of the jurisdiction (a city or the county) in which the proposed project is sited;
- Require the Parties to accept or provide any number of housing units as a prerequisite to joining or remaining a member of SBRHT; and
- Affect the individual power of each Party separately to implement affordable housing projects and programs generated within its jurisdictional boundaries.

TERMS OF THE JPA

- One elected official from each Trust member City, appointed by that City Council + Two Housing Experts appointed by the City Managers Committee.
- Withdrawal – anytime with written notice and executed copy of city resolution subject to notice received at least 90 days prior to start of fiscal year and payment of any administrative fees.

SOUTH BAY HOUSING TRUST

Why A South Bay Housing Trust?

- Voters approved Measure A in 2024; legislating ~$13 million a year for Housing and Prevention funding for SBCCOG
- This presentation will talk about the funds that are dedicated to Production and Preservation, and Ownership of housing as those are the funds we would be considering for the proposed Housing Trust

Table 1. FY 2025-26 Total Funding Allocation by Jurisdiction

	Agency	Total by Agency
1	LACAHSA	$128,229,226
2	Burbank-Glendale-Pasadena Regional Housing Trust	$6,452,118
3	City of Glendale	$5,103,191
4	City of Long Beach	$10,706,466
5	City of Los Angeles	$133,421,084
6	City of Santa Clarita	$3,457,981
7	Gateway Cities Council of Governments/Gateway Cities Affordable Housing Trust	$18,538,195
9	Las Virgenes/Malibu Council of Governments	$459,405
9	North Los Angeles County Transportation Coalition JPA*	$5,395,241
10	San Fernando Valley Council of Governments	$518,005
11	San Gabriel Valley Council of Governments/San Gabriel Valley Regional Housing Trust	$25,691,324
12	South Bay Cities Council of Governments/South Bay Regional Housing Trust	$13,002,770
13	Unincorporated Los Angeles County	$24,782,720
14	Westside Cities Council of Governments	$7,016,083
	TOTAL	**$382,773,809**

**The LACAHSA Act limits direct allocations to only certain cities; other cities may only receive funding through a COG or Regional Housing Trust. Because Lancaster and Palmdale are the only cities that are not part of a COG, their portion will be allocated and held until an Eligible Jurisdiction option is available to the JPA pending LACAHSA Board approval and adjustments to the JPA's purpose.*

LACAHSA PPO FUNDS

Production, Preservation, and Ownership (PPO)

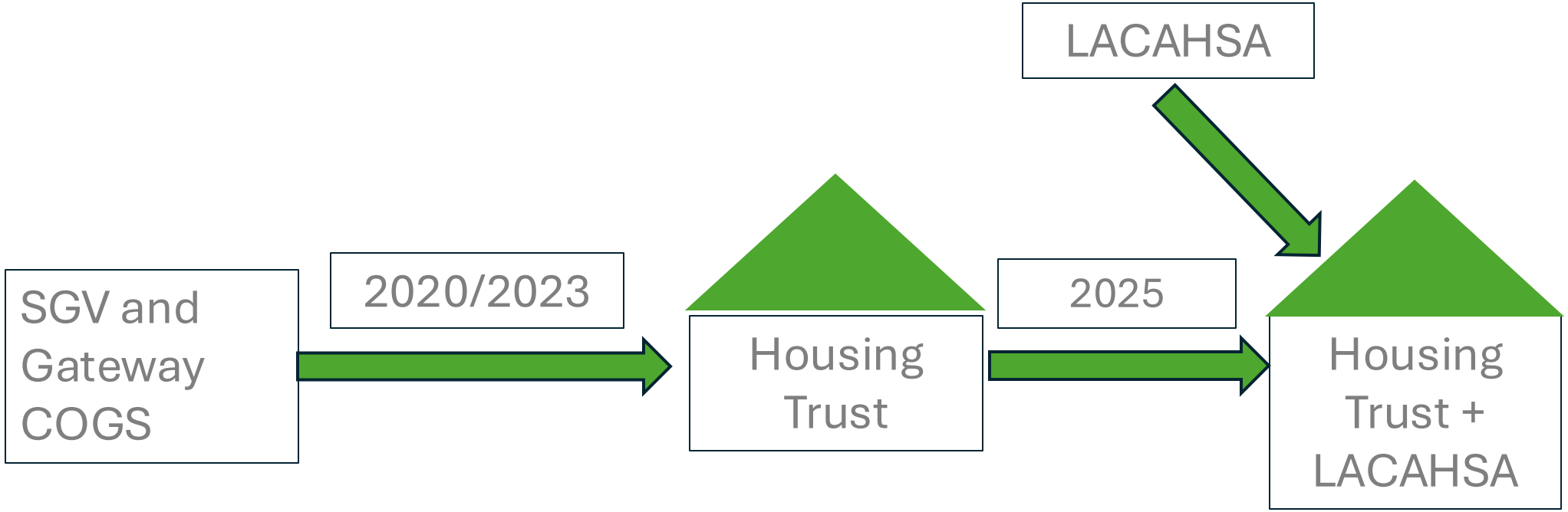
- SBCCOG mandated to program $7.3 million of LACAHSA PPO funds.
  - LACAHSA agency funds can also match our funding – so potentially +/- $14 million of funding for our cities.

(allocations determined by low income RHNA numbers)

	Agency	PPO - New Construction	PPO - Flexible	Total
1	LACAHSA *(including small cities TA)*	$55,220,624	$13,678,661	$68,899,286
2	Burbank-Glendale-Pasadena Regional Housing Trust	$3,058,288	$900,661	$3,958,949
3	City of Glendale	$2,044,455	$602,089	$2,646,544
4	City of Long Beach	$4,083,071	$1,202,458	$5,285,528
5	City of Los Angeles	$67,414,093	$19,853,341	$87,267,434
6	City of Santa Clarita	$1,872,563	$551,467	$2,424,030
7	Gateway Cities Council of Governments/ Gateway Cities Affordable Housing Trust	$7,018,735	$2,067,006	$9,085,742
8	Las Virgenes/Malibu Council of Governments	$204,737	$60,295	$265,032
9	North Los Angeles County Transportation Coalition JPA	$2,237,149	$658,837	$2,895,986
10	San Fernando Valley Council of Governments	$267,874	$78,888	$346,762
11	San Gabriel Valley Council of Governments/ San Gabriel Valley Regional Housing Trust	$12,480,955	$3,675,621	$16,156,577
12	South Bay Cities Council of Governments/ South Bay Regional Housing Trust	$5,641,046	$1,661,279	$7,302,325
13	Unincorporated Los Angeles County	$14,356,803	$4,228,055	$18,584,858
14	Westside Cities Council of Governments	$3,511,192	$1,034,041	$4,545,233
	TOTAL	**$179,411,586**	**$50,252,699**	**$229,664,285**

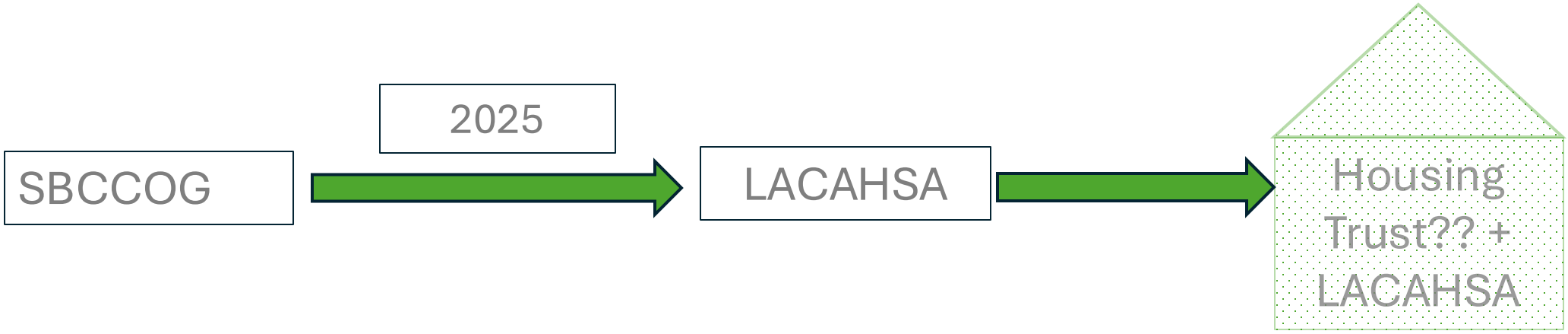
SGV AND GATEWAY

SGV and Gateway Housing Trust Before LACAHSA



- SGV and Gateway formed their Housing Trust first, and then incorporated LACAHSA funds into their Trust

SBCCOG Received LACAHSA Funding First



- SBCCOG has received LACAHSA funding and is contemplating a Housing Trust

SBCCOG

PROBLEM

SBCCOG May Need a Trust to Fulfill LACAHSA Portfolio

LACAHSA Product Portfolio:

- Grants
- Soft Development Loans (revenue generating)
- Construction/Pre-Development Loans (revenue generating)
- Preservation Acquisition/Equity stakes (revenue generating)
- Master Leasing
- Rental or Operating Subsidies
- Direct Service - Homebuyer Assistance (revenue generating)

Activities in Red may not be possible under SBCCOG current authority – handicapping our ability to maximize our LACAHSA funding

However, they would be possible under a Housing Trust

SGV REVENUE EXAMPLE

SGV Housing Trust Generating Revenue

- SGV Housing Trust is generating over $230,000 a year in Interest and Loan Fee Revenue
- Their Revolving Loan Fund will receive its first loan repayment, allowing their Trust to recycle those funds to another project
- We can achieve similar results with our LACAHSA funds, but need a Housing Trust in order to do it

San Gabriel Valley Regional Housing Trust

Project Financing and Housing Innovation

The SGVRHT funds and finances the development of affordable and homeless housing. The SGVRHT has received and leveraged Federal, State, and local funds including competitive grants and budget earmarks. To date the SGVRHT has funded the development of 830 unduplicated units and expanded the housing choice and supply in the region by supporting multifamily units across income levels and single family affordable homeownership opportunities. With 25 member cities, the SGVRHT supports activities from inception through completion to ensure affordable housing units are delivered to the SGV.

In FY 24-25, SGVRHT:

Celebrated grand opening of funded project Chapel Apartments (Alhambra), providing 44 affordable units.

Celebrated groundbreaking of funded project Esteban E. Torres Village (Baldwin Park), creating 57 affordable units.

Joined Enterprise Housing Preservation Public Sector Cohort, a 15 month learning lab which will support the development of the land trust.



FY 25-26 Workplan:

ALL CITIES CAN BENEFIT

What about cities with no development opportunities?

If cities have no development opportunities, there are other ways to participate in LACAHSA PPO Funds + Housing Trust

- Preservation of existing affordable housing
- Master Leasing
- Rent or Operating Subsidies
- First Time Homebuyer Assistance

Evictions

2024 Eviction Filings	
Carson	294
El Segundo	27
Gardena	295
Hawthorne	567
Hermosa Beach	44
Inglewood	704
Lawndale	79
Lomita	66
Manhattan Beach	19
Rancho Palos Verdes	41
PV, RH, RHE	5
Redondo Beach	106
Torrance	338
Total	**2585**

- No city is immune to financial stress that constituents face, whether they are renters or homeowners
- Evictions are one pathway into homelessness

SBCCOG LACAHSA

SBCCOG LACAHSA Activity FY25/26

- SBCCOG issued soft notice of funding availability in September – sent to all cities
- Hawthorne and Inglewood may have viable projects – currently being evaluated projects totaling 120 units
- Other cities have reached out to discuss interest in developing opportunities
- SBCCOG will be developing programs, funding criteria, and documentation requirements for the evaluation

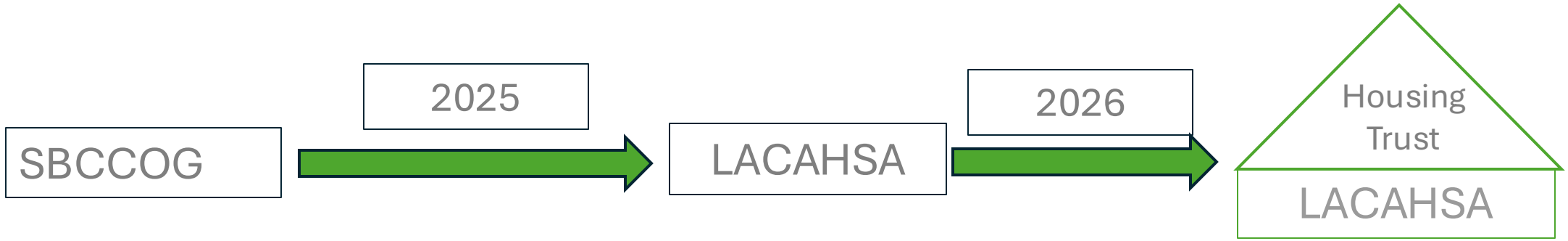
This activity is similar to a housing trust

HOUSING TRUST SCENARIO

SBCCOG LACAHSA + Housing Trust Option

- Without a Housing Trust - Hawthorne and Inglewood – may be limited in how we can help them
  - Will encourage those cities to also apply for LACAHSA agency funds
  - Option to wait for the Trust when a loan or other more complicated arrangement could be done – COG can only grant
  - Recommendation to come back at a future meeting

- <u>In order to maximize our LACAHSA funding – consider moving all LACAHSA Production, Preservation, and Ownership activities into the SBCCOG Housing Trust JPA</u>



LACAHSA Production, Preservation, and Ownership

- IF HOUSING TRUST
  - Housing Trust could work directly with developers on behalf of cities (pertinent for small cities)
    - Developers would know to come to a Trust
  - Cities must approve all projects funded by the Trust in their city
  - Benefits for all cities on LACAHSA projects
  - Need to increase staffing and hire consultants

- NO HOUSING TRUST
  - Cannot implement full LACAHSA Portfolio (Loans, Acquisitions, Ownership..)
  - Work directly with cities, but not work with developers on behalf of cities
  - LACAHSA would still benefit all cities
  - Would still need to increase staffing and hire consultants

NEXT STEPS

Information You Need to Know to Decide

Questions?

JOINT EXERCISE OF POWERS AGREEMENT

of the

SOUTH BAY REGIONAL HOUSING TRUST

THIS JOINT EXERCISE OF POWERS AGREEMENT (the "Agreement") is made this ____ day of _____, 2026 (the "Effective Date"), by and between the public agencies listed in Exhibit A, attached hereto and incorporated herein by reference (each a "Party" and, collectively, the "Parties").

RECITALS

A. The Parties are authorized to and have a strong interest in promoting the health, safety, and welfare of the residents within their geographic boundaries.

B. The Parties acknowledge that the State has declared the existence of a shortage of affordable housing.

C. The Parties find it in their mutual interest to increase the availability of affordable housing, workforce housing and supportive housing and to reduce homelessness in a coordinated manner on a regional level.

D. An adequate supply of housing throughout the South Bay subregion will provide social and economic benefits to residents and taxpayers of the Parties.

E. California Government Code section 6500 *et seq.* ("Joint Exercise of Powers Act" or "Act") permits two or more public agencies to create joint powers authorities for the purposes cited herein and permits the agencies to exercise jointly any power that the public agencies could exercise separately, and further grants certain additional powers to such joint powers authorities.

F. The Parties find that each of them has the individual power to implement the housing projects contemplated by this Agreement making them eligible under the Act to enter into this Agreement.

G. In 2022, the Act was amended by the addition of California Government Code section 6539.9, which expressly authorizes the creation of a South Bay Regional Housing Trust by way of approval of this Agreement in order to promote public-private partnerships, nonprofit collaborations and otherwise to fund housing to assist the homeless population and persons and families of extremely low, very low, and low income as defined in Section 50093 of the California Health and Safety Code within the South Bay subregion.

H. This Agreement shall not be interpreted to limit any Party's authority over land use decision making or otherwise limit their respective sovereign powers within their respective jurisdictions.

NOW, THEREFORE, in consideration of the mutual promises set forth below, the Parties agree as follows:

Section 1. Creation and Purpose.

(a) Creation of SBRHT. Pursuant to the Joint Exercise of Powers Act, including Government Code section 6539.9, there is hereby created a public entity to be known as the "South Bay Regional Housing Trust" ("SBRHT"). Pursuant to Section 6503.5 of the California Government Code, SBRHT shall be a public entity separate and apart from the Parties and shall administer this Agreement.

(b) Purpose. This Agreement is made pursuant to the Joint Exercise of Powers Act for the purpose of creating the SBRHT as a public entity separate from the Parties to exercise common powers with respect to receiving and leveraging public and private financing and funds for the planning and construction of housing of all types and tenures for persons and families of extremely low-, very low-, and low- income, as defined in Section 50093 of the Health and Safety Code, including, but not limited to, permanent supportive housing. The purpose of this Agreement shall be accomplished, and common powers exercised in the manner set forth in this Agreement. Nothing contained in this Agreement shall preclude any Party from establishing, maintaining, or providing social programs or services to its respective residents as it deems proper and necessary.

Section 2. Term and Termination

(a) Term. This Agreement shall become effective, and SBRHT shall come into existence, upon the approval of this Agreement by the governing bodies of four eligible parties. The Effective Date will be the date of approval by the fourth party. This Agreement shall thereafter continue in full force and effect until terminated pursuant to subdivision (b) of this section.

(b) Termination. This Agreement may be terminated by agreement of a majority vote of the Parties. Upon termination of this Agreement, SBRHT shall be dissolved and, after payment of or provision for payment of all liabilities, the assets of SBRHT shall be distributed to the Parties in proportion to the contributions of each Party to SBRHT and the amounts paid by each Party in connection with SBRHT's activities.

Section 3. Powers and Duties of SBRHT.

(a) General Powers. SBRHT shall have all the powers common to the Parties to this Agreement necessary or convenient, specified, or implied, to accomplish the purpose of this Agreement as set forth in Section 1, subject to the restrictions set forth in this

Section 3, subdivision (c) below. Said powers shall be exercised in the manner provided in the Joint Exercise of Powers Act, including without limitation all powers set forth in Government Code section 6539.9, and, except as expressly set forth herein, subject only to such restrictions upon the manner of exercising such powers as are imposed upon the City of _____, a _____ city, in the exercise of similar powers.

(b) Specific Powers. Without limiting the generality of the powers conferred in subdivision (a) of this Section 3, SBRHT is hereby authorized, in its own name, to do all of the acts necessary or convenient to the accomplishment of the purposes of this Agreement and the full exercise of the powers conferred in subdivision (a) of this Section 3, including but not limited to the following:

1. to make and enter into contracts;
2. to hire employees or contract for staff assistance, including but not limited to contracting with other public agencies;
3. to sue and be sued in its own name;
4. to apply for, accept, receive and disburse grants, loans and other aids from any agency of the United States of America, the State of California, Los Angeles County, a Party to this Agreement, or any other agency providing funding related to the purposes of this Agreement;
5. to invest any money in the treasury pursuant to Section 6505.5 of the Joint Exercise of Powers Act that is not required for the immediate necessities of SBRHT, as SBRHT determines is advisable, in the same manner and upon the same conditions as local agencies, pursuant to Section 53601 of the California Government Code;
6. to apply for letters of credit or other forms of financial guarantees in order to enter into agreements in connection therewith;
7. to incur and discharge debts, liabilities, and obligations, subject to the limitations set forth in this Agreement and to the extent permitted by law;
8. to assume ownership of affordability covenants governing a property from another entity in order to preserve the units as affordable;
9. to engage the services of private consultants to render professional and technical assistance and advice in carrying out the purposes of this Agreement;
10. to employ and compensate legal counsel determined appropriate by SBRHT in carrying out the purposes of this Agreement;
11. to contract for engineering, construction, architectural, accounting, environmental, land use, or other services determined necessary or convenient by SBRHT in connection with the accomplishment of the purposes of this Agreement;

12. for the purposes of enforcing affordable housing covenants or holding security interests for loans, to take title to, and transfer, sell by installment sale or otherwise, lands, structures, real or personal property, rights, rights-of-way, franchises, easements, and other interests in real or personal property which SBRHT determines are necessary or convenient in connection with the accomplishment of the purposes of this Agreement;
13. for the purposes of renting space for SBRHT to operate, to lease to, and to lease from, a Party or any other person or entity, lands, structures, real or personal property, rights, rights-of-way, franchises, easements, and other interests in real or personal property which SBRHT determines are necessary or convenient in connection with the accomplishment of the purposes of this Agreement;
14. to solicit charitable contributions from private sources;
15. to acquire, hold or dispose of property, contributions and donations of property, funds, services and other forms of assistance from persons, firms, corporations and government entities;
16. to partner with Parties on funding solicitations and other opportunities for the purposes set forth in this Agreement, including but not limited to jointly exercising powers with a Party pursuant to the Joint Exercise of Powers Act;
17. to authorize and issue bonds, certificates of participation, or any other debt instrument repayable from funds and financing received and pledged by the SBRHT.
18. to propose amendments to this Agreement;
19. to the extent not herein specifically provided for, to exercise any and all other powers as may be provided for SBRHT in the Joint Exercise of Powers Act or any other applicable law; and
20. to carry out and enforce all the provisions of this Agreement.

(c) Limitation on Powers. This Agreement does not authorize SBRHT do any of the following:

1. Regulate land use within the jurisdiction of any of the Parties;
2. Levy, or advocate or incentivize the levying of, an exaction, including an impact fee, charge, dedication, reservation or tax assessment, as a condition of approving the funding for or approval of a development project;
3. Require or incentivize inclusionary zoning requirements;
4. Require the Parties to dedicate or assign funding for any SBRHT obligations or programs;

5. Fund or approve a housing project or program that is not supported by the governing body of the jurisdiction (a city or the county) in which the proposed project is sited;

6. Require the Parties to accept or provide any number of housing units as a prerequisite to joining or remaining a member of SBRHT; and

7. Affect the individual power of each Party separately to implement affordable housing projects and programs generated within its jurisdictional boundaries.

Section 4. Members

The members of SBRHT shall be the Parties to this Agreement, and such other public agencies as may join SBRHT after execution of this Agreement. New members may join on the terms and conditions set forth in Section 10 hereof. Only the County of Los Angeles and cities within the jurisdiction of the South Bay Cities Council of Governments may be a party to this Agreement and a member of SBRHT. The SBRHT bylaws may provide for affiliate memberships or other categories of membership for eligible entities which do not want to be full members.

Section 5. Board of Directors

(a) Selection of Directors. SBRHT shall be governed by a Board of Directors selected as follows:

1. One elected official from each Party to this Agreement, appointed by that Party's governing body and ratified by the governing board of the South Bay Cities Council of Governments. Each Party may also appoint one of its elected officials as an Alternate Director, who may serve in the absence of the Party's appointed Director.

2. Two Directors that are experts in homelessness or housing policy appointed by the South Bay Cities Council of Governments City Managers Committee and ratified by the governing board of the South Bay Cities Council of Governments .

(b) Board Powers. Subject to the limitations of this Agreement and the laws of the State of California, the powers of SBRHT shall be vested in and exercised by, and its property and its affairs administered by, the Board of Directors.

(c) Advisory Bodies. The Board of Directors may appoint advisory bodies that may include such persons as are designated by the Board of Directors. The Board of Directors shall adopt bylaws that govern the appointment of advisory bodies should it determine in its discretion to appoint such advisory bodies.

(d) Compensation. Members of the Board shall serve without compensation but shall be entitled to reimbursement for any expenses actually incurred in connection with serving as Director; provided such expenses have been previously approved by the Board of Directors and incurred in accordance with any SBRHT policies or procedures governing the same.

(e) Term. Members of the Board shall serve for a two-year term. There is no limit to the number of consecutive terms members may serve. In the event of a vacancy, the Party whose appointee has vacated the position shall appoint a replacement within 60 days of the effective date of the vacancy, subject to ratification by the governing board of the South Bay Cities Council of Governments. The replacement will serve out the remainder of the term of the Director that they replaced. The two Directors that are experts in homelessness or housing policy may be removed with or without cause at any time by a majority vote of the Board of Directors.

(f) Meetings of the Board of Directors.

1. Call, Notice and Conduct of Meetings. All meetings of the Board of Directors, including without limitation, regular, adjourned regular, special meetings and adjourned special meetings, shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, Government Code sections 54950 *et seq*.

2. Regular Meetings. Regular meetings of the Board of Directors shall be held at such dates and times as the Board may fix by resolution from time to time. If any day so fixed for a regular meeting shall fall upon a legal holiday, then such regular meeting shall be held on the next succeeding business day at the same hour, unless otherwise determined by the Board. No notice of any regular meeting of the Board of Directors need be given to the individual Directors.

3. Special Meetings. Special meetings of the Board of Directors shall be held whenever called by the Chairperson of the Board or by a majority of the Directors. Notice of special meetings shall be provided to all Parties.

4. Quorum. A majority of the seated members of the Board of Directors shall constitute a quorum at any meeting of the Board except that less than a quorum may adjourn a meeting to another time and place. Unless otherwise provided in this Agreement, actions and decisions of the Board of Directors may be taken by a majority of the quorum present at any meeting.

5. Minutes. The Board of Directors shall cause minutes of all regular, adjourned regular, and special meetings to be kept and presented to the Board for approval at a subsequent meeting.

6. Officers. The Board of Directors shall elect a chairperson and a vice chairperson from among its Directors at the first meeting held in each calendar year. In the event that the chairperson or vice chairperson so elected ceases to be a Director, the resulting vacancy shall be filled at the next regular meeting of the Board of Directors held after such vacancy occurs or at a special meeting called for that purpose. In the absence or inability of the chairperson to act, the vice chairperson

shall act as chairperson. The chairperson, or in the chairperson's absence, the vice chairperson, shall preside at and conduct all Board of Director's meetings.

7. Rules and Regulations. The Board of Directors may adopt, from time to time, by resolution, such rules, regulations, and bylaws for the conduct of its meetings and affairs as the Board determines is necessary or convenient.

Section 6. Staff and Treasurer

(a) Staff

1. SBRHT may contract with a Party or the SBCCOG for staff pursuant to Section 6(d), hire its own employees, or retain independent contractors, agents, or volunteers as the Board of Directors may deem necessary to carry out any of SBRHT's powers, upon such terms and conditions as the Board may require, including the retaining of professional and technical assistance, provided that adequate funds are available in SBRHT's budget and are appropriated by SBRHT therefor.

2. None of the officers, agents, or staff, if any, directly contracted by SBRHT shall be deemed, by reason of their roles or duties or contracted status, to be employed by the Parties.

(b) Treasurer and Auditor/Controller. Pursuant to Government Code Sections 6505.5 and 6505.6, the Board of Directors shall appoint an officer or employee of SBRHT, or an officer or employee of a public agency that is a Party, or a certified public accountant to hold the offices of treasurer and auditor for SBRHT. Such person or persons shall possess the powers of and shall perform the treasurer and auditor functions for SBRHT required by Sections 6505, 6505.5 and 6505.6 of the Government Code, including any subsequent amendments thereto. Pursuant to Government Code Section 6505.1, the auditor and treasurer shall have charge of certain property of SBRHT. The treasurer and auditor shall assure that there shall be strict accountability of all funds and reporting all receipts and disbursements of SBRHT. The treasurer and auditor of SBRHT shall be required to file an official bond with the Board of Directors in an amount which shall be established by the Board. Should the existing bond or bonds or any such officer be extended to cover the obligations provided herein, said bond shall be the official bond required herein. The premiums on any such bonds attributable to the coverage required herein shall be an appropriate expense of SBRHT.

(c) Attorney. The Board of Directors shall have the power to appoint one or more legal advisors to SBRHT who shall perform such duties as may be prescribed by the Board.

(d) Administrative Services and Reimbursement of Costs.

1. The Board of Directors may contract with a Party to provide necessary administrative services to SBRHT, including the services described in Section 6(a), (b) and (c). The amount charged by the Party to provide such services to SBRHT shall be fixed by

agreement between the Board of Directors and the governing body of the Party providing such services. In the absence of an agreement on costs, the Party providing services to SBRHT under this Section 6 may charge SBRHT the amounts necessary to recover the direct and indirect costs of such services.

2. If SBRHT contracts with a Party to provide SBRHT with administrative services through persons who are employees and officers of the Party, then any retirement liabilities associated with that Party's employees and officers shall not constitute a liability of SBRHT or any other Party. This Section 6(d)(2) shall not preclude a Party providing administrative services to SBRHT pursuant to a contract with SBRHT from accounting for such salary and benefit costs when negotiating the rates that the Party will charge SBRHT for providing such services.

Section 7. Financial Provisions

(a) Fiscal Year. The Fiscal Year of SBRHT shall, unless and until changed by the Board of Directors, commence on the 1st day of July of each year and shall end on the 30th day of June of the next succeeding year except that the initial Fiscal Year of SBRHT shall commence on the Effective Date and end on the immediately following 30th day of June.

(b) Budget.

1. General Budget. Within one hundred and twenty days (120) after the first meeting of the Board of Directors, a general budget for the first fiscal year shall be adopted by the vote of a majority of the total membership of the Board of Directors. The budget shall distinguish between administrative costs (i.e., the cost of operating SBRHT) and Program costs (i.e., the financing of the programs funded or sponsored by SBRHT). Thereafter, at or prior to the last meeting of the Board of Directors for each fiscal year, a general budget shall be adopted for the ensuing fiscal year or years by a vote of at least a majority of the total membership of the Board.

2. Expenditures for the Approved Budget. The payment of all SBRHT obligations is limited to the amount of appropriations allowed in SBRHT's approved budget, except as it may be revised with the approval of a majority of the total membership of the Board of Directors.

(c) Contributions by the Parties.

1. Administrative Cost Contributions. In consideration of the mutual promises contained herein, the Parties agree that they shall make annual contributions (each a "Fee" and collectively the "Fees") towards the budgeted administrative costs of SBRHT as set forth in a duly adopted Board resolution. The Fees shall be assessed annually. After the first fiscal year, the Fees shall increase annually in an amount equal to the U.S. Bureau of Labor Statistics consumer price index for all urban consumers in the Los Angeles-Long Beach-Anaheim area for the 12-month period preceding the year the Fees are assessed. Payment of the Fees shall be due within 30 days of receipt of an invoice from the SBRHT.

The invoice shall indicate how the Fees were calculated. A Party's contribution to SBRHT's administrative costs shall be in the form of money, unless the Board of Directors approves another form of contribution such as services, personal property or use of real or personal property, or other in-kind contributions. The acceptance and valuation of any such non-monetary contributions may be used to offset in whole or part a Party's contribution as determined in the sole and absolute discretion of the Board of Directors. Notwithstanding the above, after the first fiscal year the Board of Directors may establish Fees in an amount the Board of Directors deems financially prudent.

2. Program Cost Contribution. The particular programs and program budget, funded, sponsored or operated by SBRHT, as well as the level of and mechanisms for the involvement of SBRHT and each Party, in such programs and program budget, shall be determined and approved by the Board of Directors.

(d) Accounts and Reports.

1. Books and Records. There shall be strict accountability of all SBRHT funds and accounts and report of all SBRHT receipts and disbursements. Without limiting the generality of the foregoing, SBRHT shall establish and maintain such funds and accounts as may be required by good government accounting practice. The books and records of SBRHT shall be open to inspection at all reasonable times by each Party and its duly authorized representatives.

2. Annual Audit. The person appointed by the Board of Directors to perform the auditor function for SBRHT shall cause an annual independent audit of the accounts and records of SBRHT and records to be made by a certified public accountant or firm of certified public accountants in accordance with Government Code section 6505. Such audits shall be delivered to each Party and shall be made available to the public.

3. Annual Financial Report. Pursuant to section 6539.9(d) of the Government Code, SBRHT shall publish an Annual Financial Report that shall describe the funds received by SBRHT and the use of such funds by SBRHT. The Annual Financial Report shall describe how the funds received by SBRHT have furthered the purposes of SBRHT.

(e) Funds. Subject to the applicable provisions of any instrument or agreement which SBRHT may enter into, which may provide for a trustee or other fiscal agent to receive, have custody of and disburse SBRHT funds, the person appointed by the Board of Directors to perform the treasurer function for SBRHT shall receive, have the custody of and disburse SBRHT funds as nearly as possible in accordance with generally accepted accounting principles, shall make the disbursements required by this Agreement in order to carry out any of the provisions or purposes of this Agreement.

Section 8. Amendments.

(a) This Agreement may be amended or modified with the approval of two-thirds of all the Parties through formal action approving such an amendment by the Parties' respective governing bodies.

(b) No addition to, or alteration of, the terms of this Agreement, whether by written or oral understanding of the parties, their officers, employees or agents, shall be valid or effective unless made in the form of a written amendment which is formally adopted and executed by the Parties as provided in subparagraph (a) of this Section.

Section 9. Non-Liability for Obligations of SBRHT.

(a) The debts, liabilities, and obligations of SBRHT shall not be considered the debts, liabilities and obligations of any of the Parties or their respective officers, employees, agents or volunteers, or the personal debts, liabilities and obligations or the Directors, officers or employees of SBRHT.

1. Indemnification. The SBRHT shall defend, indemnify and hold harmless each Party, its officers, agents, employees, representatives and volunteers (the "Indemnitees") from and against any loss, injury, claim, lawsuit, liability, expense, or damages of any kind or nature (collectively, "Claims") brought by a third party which arises out of or in connection with SBRHT's administration of this Agreement, including such third party claims arising out of or in connection with any Indemnitees acting within their authorized capacity as an officer, agent, employee, representative or volunteer of SBRHT. The SBRHT's duty to defend and indemnify under this Section shall not extend to Claims otherwise arising out of the Indemnitees' own active negligence, omissions or willful misconduct, whether in whole or part. The SBRHT shall finance its obligation pursuant to this Subsection by establishing a liability reserve fund, and/or by purchasing commercial insurance, and/or by joining a joint powers insurance authority (JPIA) as determined by the Board. In the event the SBRHT's financial obligations to indemnify, defend and hold harmless, pursuant to this Subsection, exceed the liability reserve fund and/or the proceeds from any applicable insurance and/or JPIA coverage maintained by the SBRHT (hereinafter "Unfunded Liability"), a Party or Parties may meet and confer with SBRHT in good faith to negotiate alternative means or mechanisms by which SBRHT may fund such Unfunded Liability; however, in no event shall the event of an Unfunded Liability relieve, limit or waive SBRHT's obligations of indemnity or defense to each Party as first set forth above in this Section. Nothing herein shall obligate any Party to indemnify or hold harmless SBRHT for any Unfunded Liability.

2. Assignment. Each Party shall assign to the SBRHT its rights, title, and interest to recover damages from any third party for Claims arising out of this Agreement, to the extent that the SBRHT has met its obligations to defend and indemnify such Party pursuant to this Section.

3. Survival. SBRHT's duty to defend, indemnify and hold harmless shall survive and continue in full force and effect after withdrawal of any Party from this Agreement, including as to the withdrawing Party, or termination of this Agreement for any reason with respect to any Claims that occurred before the date of such withdrawal or termination.

Section 10. Admission and Withdrawal of Parties.

(a) Admission of New Parties. It is recognized that additional public agencies other than the original Parties, may wish to join SBRHT after the Effective Date. The County of Los Angeles and any city within the SBCCOG may become a Party to SBRHT upon such terms and conditions as are established by the Board of Directors. As a condition precedent to becoming a Party more than six months after the Effective Date, an eligible entity may thereafter become a Party to this Agreement; provided that (1) this Agreement is adopted by its governing body and (2) the eligible entity pays a late joining fee. The late joining fee shall be calculated by totaling the annual fee the eligible entity would have paid under this Agreement had it been a Party in all years prior and up until the Effective Date. Notwithstanding the foregoing, an eligible entity's late joining fee shall not exceed two times the amount of the applicable annual administrative fee existing at the time it becomes a Party. Payment shall be due within 30 days of receipt of an invoice from SBRHT.

(b) Withdrawal from SBRHT. A Party may withdraw from SBRHT at any time upon its governing body's adoption of a resolution stating the Party's intent to withdraw from SBRHT and written notice of withdrawal accompanied by an executed copy of the resolution of intent to the SBRHT. The withdrawal of any Party, unless otherwise provided by the Board of Directors, shall be subject to the following prerequisites and conditions:

1. The withdrawal shall be effective immediately upon receipt by the SBRHT of the written notice of withdrawal, subject to subsection (2) below.
2. If the withdrawal notice is received by the SBRHT less than ninety (90) days before the start of a fiscal year or after the commencement of a fiscal year but before payment of that year's Section 7(c) contribution, the withdrawal shall not be effective unless and until the withdrawing Party has fully paid that fiscal year's contribution; otherwise, the notice of withdrawal shall be null and void.
3. Unless otherwise provided by a unanimous vote of the Board of Directors, withdrawal shall result in the forfeiture of that Party's rights and claims relating to distribution of property and funds upon termination of SBRHT as set forth in Section 2 above. Withdrawn members shall not be entitled to any reimbursement of Fees.
4. Withdrawal of a Party will not relieve that Party of prior financial obligations of liabilities unless otherwise approved by the Board.

Section 11. Notices.

(a) Notices required or permitted hereunder shall be sufficiently given if made in writing and delivered either personally or by registered or certified mail, postage prepaid, to the persons and entities listed at the addresses set forth in Exhibit A, or to such other address as may be designated in writing to SBRHT for formal notice.

Section 12. Miscellaneous.

(a) Section Headings. The section headings herein are for convenience only and are not to be construed as modifying or governing or in any manner affecting the scope, meaning or intent of the provisions or language of this Agreement.

(b) Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all together shall constitute but one and the same Agreement.

(c) Laws Governing. This Agreement is made in the State of California under the Constitution and laws of such State and shall be construed and enforced in accordance with the laws of California.

(d) Severability. Should any part, term, portion or provision of this Agreement, or the application thereof to any person or circumstance, be held to be illegal or in conflict with any law of the State of California, or otherwise be rendered unenforceable or ineffectual it shall be deemed severable, and the reminder of this Agreement or the application thereof to other persons or circumstances shall continue to constitute the Agreement the Parties intended to enter into in the first instance.

(e) Successors. This Agreement shall be binding upon and shall inure to the benefit of the successors of the respective Parties. No Party may assign any right or obligation hereunder without the written consent of a majority of the other Parties.

Section 13. Sunset Date.

In the event that a source of funding is not identified and funding not obtained to cover SBRHT's administrative costs on or before _____, this Agreement will on that date expire automatically and be null and void without further action of the Parties.

IN WITNESS THEREOF, the Parties hereto have caused this Agreement to be executed and attested by their duly authorized officers as follows:

(NAME OF CITY)

_____

BY: (NAME/TITLE OF CITY OFFICER)

Dated: _____

ATTEST:

_____

(NAME) City Clerk Date

APPROVED AS TO FORM:

By: _____

(NAME) City Attorney Date

EXHIBIT A

Parties to this Agreement and their Addresses for notice pursuant to Section 11 are as follows:

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: December 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Michael Reyes, Municipal Services Director

SUBJECT: **Recommendation to Continue to Use Everbridge as the Citywide Emergency Notification System**

BACKGROUND

The City of Lawndale, like all cities is susceptible to emergencies, both naturally occurring and man made. During these emergencies, it is imperative for cities to have an operational emergency broadcasting system to provide information to the public. At the December 5, 2022, City Council meeting the City Council elected to implement Everbridge as the mass notification system for the City of Lawndale. This system provides the City with the ability to communicate urgent messages to the entire City population through various platforms and devices, simultaneously, and in multiple languages.

STAFF REVIEW

For the past year, Staff have been using and updating the Everbridge system so that in the event of an emergency, the City will have the ability to communicate vital warnings and information to the public. The Everbridge Mass Notification System allows for mass messaging to thousands of devices across multiple formats including cell phones, land lines, text messaging systems, faxes, and emails. Everbridge also has the ability to broadcast alerts using multiple languages to target various population centers. Everbridge currently partners with every neighborhood city in the South Bay and is already operating successfully.

LEGAL REVIEW

No legal review is necessary, as the contract terms will not be changing. The City Attorney has reviewed this staff report.

FISCAL REVIEW

Staff anticipates a cost of $12,458.03 to cover one year's fees and professional services costs which is a reduction from the cost for last year's service fees. These costs have been budgeted for in the FY 25/26 budget and therefore no additional budget amendment is needed.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute the Renewal Quote for One-Year between the City of Lawndale and Everbridge.

Attachments

Everbridge Renewal Quotation 2026.pdf

Attachment 1

everbridge

everbridge.com

Prepared for:
Yoon Ah Shin
City of Lawndale
14717 Burin Ave.
Lawndale CA 90260
United States
Ph: 0
Fax:
Email: yshin@lawndalecity.org

Quotation

Quote #: Q-235457-1
Date: 11/21/2025
Expires On: 1/16/2026
Confidential

Salesperson: Joanna Walter
Phone:
Email: joanna.walter@everbridge.com
Payment Term: Net 30
Entity ID: Everbridge, Inc. - 26-2919312

Contract Summary Information:	
Contract Period:	12 Months
Contract Start Date:	2/1/2026
Contract End Date:	1/31/2027

Year 1

QTY	DESCRIPTION	
31,807	Mass Notification Pro	
31,807	Resident Connection - Life Safety - USA	
Year 1 TOTAL:		USD 12,458.03

Pricing Summary:

Year One Fees:	USD 12,458.03
One-time Implementation and Setup Fees:	USD 0.00
Professional Services:	USD 0.00
Total Year One Fees Due:	**USD 12,458.03**

Quote Terms:

1. Quote subject to the terms and conditions of the Master Services Agreement, including any amendments, executed between Everbridge, Inc. and the customer listed above.
2. Additional rates apply for all international communications
3. Subject to sales taxes where applicable.
4. Except for currency designation, the supplemental notes below, if any, supplied in this Quote are for informational purposes and not intended to be legally binding or override negotiated language of the Everbridge Inc. Master Service Agreement.

Please, Sign, Date and Return:

Signature: **Date:**

Name (Print): **Title:**

Please, Sign, Date and Return:

Signature: **Date:**

Name (Print): **Title:**

Everbridge, Inc.
8300 Boone Blvd, Suite 800
Vienna,VA 22182
(818) 230-9700
THANK YOU FOR YOUR BUSINESS!

Everbridge Mass Notification Pro for State and Local Government

Overview

Everbridge Mass Notification Pro for SLG allows users to send notifications to individuals or groups using lists, locations, and visual intelligence. Everbridge Mass Notification is supported by state-of-the-art security protocols, elastic infrastructure, advanced mobility, interactive reporting, adaptive people, and resource mapping to mirror your organization, and true enterprise class data management capabilities to provide a wide array of data management options.

Core Platform Access

- Unlimited Users for web-based portal to initiate messages, reporting, and administration
- Unlimited Users for ManageBridge Application (iOS, Android) and Mobile Optimized Notification Site
- Three (3) Organization with unlimited nested static and dynamic groups
- One (1) Contact Data Location per organization in the United States, Germany, Canada, or the United
- Kingdom
- Access to Desktop Alerts – Urgent Full-Screen Takeover Alerts
- Access to Incident Management
- Access to Incident Chat for responders to coordinate and collaborate
- Access to Secure Collaboration mobile app encrypted communication
- Contacts Management and Notifications APIs
- Email Ingestion – launch notification through email

Key features

- SMPP based True SMS text messaging
  - Our service transmits messages through various channels using standard protocols. Messaging services like email, voice calls, and SMS may experience delays or undelivered messages due to third parties, often chosen by you or the recipient (e.g., busy signal, carrier network issues, or dead battery). We cannot guarantee delivery and advise against relying solely on one messaging channel for important communications.
- Our service supports messaging through various channels, subject to usage limits ("Message Credits"). Your Quote or pricing document outlines your annual Message Credit Limit. This limit includes unlimited push

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notifications via our app, email, or pager, and a maximum number of individual messages before incurring extra costs. You can monitor your Message Credit usage, limit, and remaining credits on our Client Portal. If you exceed your limit, we may charge you for overages. We advise purchasing more Message Credits if you are close to your limit. Additional Message Credits can be bought anytime.

- Each of the following is counted as a single message credit:
    - SMS Text messages:
        - For messages that contain only GSM characters, each 153 characters or portion thereof.
        - For messages that contain any non-GSM characters, each 67 characters or portion thereof.
        - GSM characters include only characters in the GSM 7-bit default alphabet.
        - Character limits for SMS Text messages are determined by telecommunication providers. Everbridge reserves the right to change the length of a single SMS Text message if telecommunication providers update these amounts.
    - Voice messages or Conference Voice: One minute or portion of a minute of the voice message, calculated on a cumulative basis per month, per destination country.
    - TTY: One minute per TTY message.
    - Fax: Per Page Transmitted.
- Multi-language Text to Speech Engine and Custom Voice Recording
- 4 Everbridge basic conference bridge codes + 4 Smart Conference bridge lines
- Public Incident Zone – Alert residents through Everbridge Mobile App on their entry into the impacted area Mobile app check-in functionality that allows users to provide their geo location
- Custom branded community opt-in portal with custom fields and opt-in subscriptions
- Flexible role-based access controls to manage user permissions
- Access to Real-Time Dashboard, Notifications History, Everbridge Universe, and Custom Reporting
- Notification escalation to automatically send a notification to the next person or group if there is no confirmation
- Integrated GIS/Map-based, rule-based, group-based, or individual contact selection
- Ability to send standard, polling, or on-the-fly 'One-Touch' Conference Call messages
- One-screen broadcast creation workflow to speed message creation and reduce human error
- Everbridge Network to access situational intelligence & notifications shared by other public and private groups
- Publish notifications directly to Websites and services that support API access via HTTPS using 'Web Posting'
- Publish notification to Social Media
- Publish notifications to Audio Bulletin Board for contacts to retrieve the audio message at their convenience
- Access to IPAWS for authorized agencies –Only available in US region
- **IPAWS Authorization.** Client represents and warrants to Everbridge that any employee, agents, or representatives of Client who access IPAWS-OPEN using Client's credentials provided by FEMA (each, an "IPAWS User"), are authorized by FEMA to use IPAWS-OPEN, have completed all required training, and Client has executed an IPAWS Memorandum of Agreement ("MOA") with FEMA. Client shall contact Everbridge

immediately upon any change in Client or any IPAWS User's right to access IPAWS-OPEN. Client shall only access IPAWS-OPEN using its designated credentials and FEMA issued digital certificate ("Digital Certificate"). Client acknowledges and agrees that Everbridge shall not have access to its credentials and that Client assumes full responsibility for maintaining the confidentiality of any credentials issued to it. Client shall be solely responsible for any and all claims, damages, expenses (including attorneys' fees and costs) that arise from any unauthorized use or access to IPAWS-OPEN.

- **Credentials.** Client shall load and maintain within its Everbridge account Organization, its Digital Certificate, COG ID, and Common Name. Client authorizes and requests Everbridge to use the foregoing stored information to connect Client to IPAWS-OPEN.
- **Messaging.** Client acknowledges and agrees that: (i) upon submission of messages to IPAWS-OPEN, Everbridge shall have no further liability for the distribution of such message, and that the distribution through IPAWS-OPEN, including, but not limited to, delivery through the Emergency Alert System or the Commercial Mobile Alert System, is in no way guaranteed or controlled by Everbridge; (ii) Everbridge shall not be liable as a result of any failure to receive messages distributed through IPAWS-OPEN; (iii) IPAWS may include additional features not supported through the Everbridge system, and Everbridge shall not be required to provide such additional features to Client; and (iv) Client shall be solely responsible and liable for the content of any and all messages sent through IPAWS-OPEN utilizing its access codes.
- **Term.** Client acknowledges and agrees that access to IPAWS-OPEN shall be available once Client has provided Everbridge with the Digital Certificate and any other reasonably requested information to verify access to the system. Upon termination of the Agreement access to IPAWS-OPEN shall immediately terminate. In addition, Everbridge may immediately terminate, without liability, access to IPAWS-OPEN, if Client breaches this Addendum, the MOA, or FEMA changes the IPAWS-OPEN system so that it materially change the business terms and/or feasibility for Everbridge to provide such access.
- Contact filtering based on custom criteria
- Map-based drawing and selection tools and imported shape files (e.g. Google Maps, Bing Maps, ESRI)
- Automatic address geo-coding for contacts
- Organization specific customizable caller ID, greetings, and broadcast settings
- Real-time reporting for improved situational awareness and easier after-action analysis
- Unlimited Mass Notification and Incident Templates
- Self-Service Contact Record Management, Contact Import via CSV Upload and via Contact API Basic
- International Support
    - Globally Local Calling for faster communications using local/regional message initiation
    - Dynamic Caller ID to customize caller IDs with local number per country or broadcast
    - International Long and Short Codes for SMS delivery

Set-up, Implementation & Support

- Up to 10 remote hours of support via a dedicated Implementation Specialist to be used within 60 days of contract signing. These 10 hours are inclusive of web-based training, system testing, and administrative set-up. Your Implementation Specialist will also deliver your EB Suite system with best-practice recommended settings configured.
- Initial Contact Data Upload and Test Broadcast Support

- 5 Live Operator Message Initiations per year
- Unlimited Access to Everbridge University classes
- 24x7 Customer Support (phone, web, email)
- To enable our customer support teams to more effectively solve our customers' support-related issues by providing analytics, suggesting guidance, and improving our knowledge base, as well as allow customers access to our knowledge base through a chat feature. Access to support tickets is needed for the feature to operate, except for the chat feature where no support ticket or other customer data is required.
- Global Support/Operations Centers for Redundant Live Support

Usage

- For more information about the policies that apply to our Services and how you use them, refer to our Policy Page https://www.everbridge.com/company-policies. You will obtain all requisite permissions or consents to support your use. For more information on the accreditations, certifications and operational practices relevant to the Service(s) you have purchased from us, refer to trust.everbridge.com.

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Resident Connection – Life Safety - USA

Overview

Resident Connection allows United States Local Government agencies to maximize the reach of their constituents by providing Immediate access to the resident and business database for the jurisdiction. Resident Connection has also been developed to help provide faster ways to communicate critical information in an imminent threat to life and property (life-threatening emergencies).
The solution provides users with easy access to available resident and business contacts for their jurisdiction or custom area, including:

- Integrated management of all your contacts within the Everbridge Mass Notification Suite
- This life safety database contains verified contact names, addresses and phone numbers (Landline, VOIP, Wireless). Imminent Threat to Life notification protection for Wireless Data (SMS & VOICE) to prevent misuse in non-emergency notifications
- All contacts contain at least one delivery method, and all have a geocoded address for list-based or map-based contact selections

Usage

- Resident Connection – Life Safety is available as a premium add-on to Everbridge Mass Notification Suite
- Use of the mobile phone numbers is only permitted for "Imminent Threat to Life" notifications via SMS or Voice
- Use of the landline phone numbers can be used for "Imminent Threat to Life" or notifications via non-emergency messages
- Using Everbridge to send SMS, Voice, Fax, conference calls, TTY communications and notifications are subject to the Everbridge Credit Based Usage Policy
- Our service transmits messages through various channels using standard protocols. Messaging services like email, voice calls, and SMS may experience delays or undelivered messages due to third parties, often chosen by you or the recipient (e.g., busy signal, carrier network issues, or dead battery). We cannot guarantee delivery and advise against relying solely on one messaging channel for important communications.
- Our service supports messaging through various channels, subject to usage limits ("Message Credits"). Your Quote or pricing document outlines your annual Message Credit Limit. This limit includes unlimited push notifications via our app, email, or pager, and a maximum number of individual messages before incurring extra costs. You can monitor your Message Credit usage, limit, and remaining credits on our Client Portal. If

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you exceed your limit, we may charge you for overages. We advise purchasing more Message Credits if you are close to your limit. Additional Message Credits can be bought anytime.

- Each of the following is counted as a single message credit:
  - SMS Text messages:
    - For messages that contain only GSM characters, each 153 characters or portion thereof.
    - For messages that contain any non-GSM characters, each 67 characters or portion thereof.
    - GSM characters include only characters in the GSM 7-bit default alphabet.
    - Character limits for SMS Text messages are determined by telecommunication providers. Everbridge reserves the right to change the length of a single SMS Text message if telecommunication providers update these amounts.
  - Voice messages or Conference Voice: One minute or portion of a minute of the voice message, calculated on a cumulative basis per month, per destination country.
  - TTY: One minute per TTY message.
  - Fax: Per Page Transmitted.

Key features

- Direct access to Resident Connection life safety to generate alerts from within Everbridge Mass Notification Suite user interface
- Leverage pre-loaded jurisdiction boundaries and POI data
- Visualize contacts in Universe & Notification map
- **Resident Connection Data**. If a Client is purchasing Resident Connection Data, Everbridge provides to Client a limited, non-exclusive, non-transferable, non-sublicensable, right to use mobile, landline and VoIP telephone records ("**Resident Connection Data**") in connection with emergency notifications sent through the Everbridge Solutions for lawful, life-safety purposes. Resident Connection Data is Confidential Information of Everbridge and is subject to the confidentiality obligations and the license restrictions of this Agreement. Resident Connection Data is owned expressly by Everbridge and rights to use such data terminates upon the termination or expiration of this Agreement.

Set-up, Implementation & Support

- Minor implementation is required at no charge. Your account manager will coordinate with our implementation team to activate this feature
- Available for United States government agencies delivering life safety communications only
- Available for mass notification organizations only
- Database is automatically updated monthly with no manual intervention.
- To enable our customer support teams to more effectively solve our customers' support-related issues by providing analytics, suggesting guidance, and improving our knowledge base, as well as allow customers access

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to our knowledge base through a chat feature. Access to support tickets is needed for the feature to operate, except for the chat feature where no support ticket or other customer data is required.

For more information about the policies that apply to our Services and how you use them, refer to our Policy Page https://www.everbridge.com/company-policies. You will obtain all requisite permissions or consents to support your use. For more information on the accreditations, certifications and operational practices relevant to the Service(s) you have purchased from us, refer to trust.everbridge.com.

For a full product description, along with best practices and product details, please see the Everbridge User Guide and Everbridge University.

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CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: December 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Lucho Rodriguez, Public Works Director
Nick Petrevski, Associate Engineer

SUBJECT: **Notice of Completion for FY 2023-24 Street Rehabilitation and FY 2024-25 Sidewalk Replacement Project**

BACKGROUND

On June 16, 2025, City Council awarded a construction contract to Sequel Contractors, Inc. for the FY 2023-24 Street Rehabilitation and FY 2024-25 Sidewalk Replacement Project. At the same time, a separate contract was awarded for construction inspection services with SA Associates, Inc.

The scope of work included surface repairs using 2-inch grind and overlay methods, reconstruction of localized asphalt pavement failures, removal and reconstruction of damaged curb, gutter, sidewalks, driveway approaches, cross gutters and ADA (Americans with Disabilities) curb ramps, and striping, manhole and valve adjustments, and traffic loop repairs.

STAFF REVIEW

The project was completed in conformance with the project plans and specifications by Sequel Contractors, Inc. The construction inspection services were performed by SA Associates and in-house staff. Construction began on July 14, 2025, and was completed on October 25, 2025. Staff recommends the City Council accept the work performed by Sequel Contractors, Inc. as complete and authorize staff to file a Notice of Completion with the Los Angeles County Recorder's Office.

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

The total allocated funds for this Capital Improvement Project was $2,201,000 from FY 2023-24 and FY 2024-25 annual budgets using various funding sources. The project cost breakdown was as follows:

Total Allocated Funding	$ 2,201,000.00
Construction Cost including Contingency	$2,085,316.69
Construction Inspection Services Cost	$79,256.00
Total Project Cost:	$2,164,572.69
Remaining Balance of allocated funds:	$36,427.31

RECOMMENDATION

1. Accept the project completion by Sequel Contractors, Inc., for the FY 2023-24 Street Rehabilitation and FY 2024-25 Sidewalk Replacement Project.

2. Authorize staff to file the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk's Office for the FY 2023-24 Street Rehabilitation and FY 2024-25 Sidewalk replacement Project.

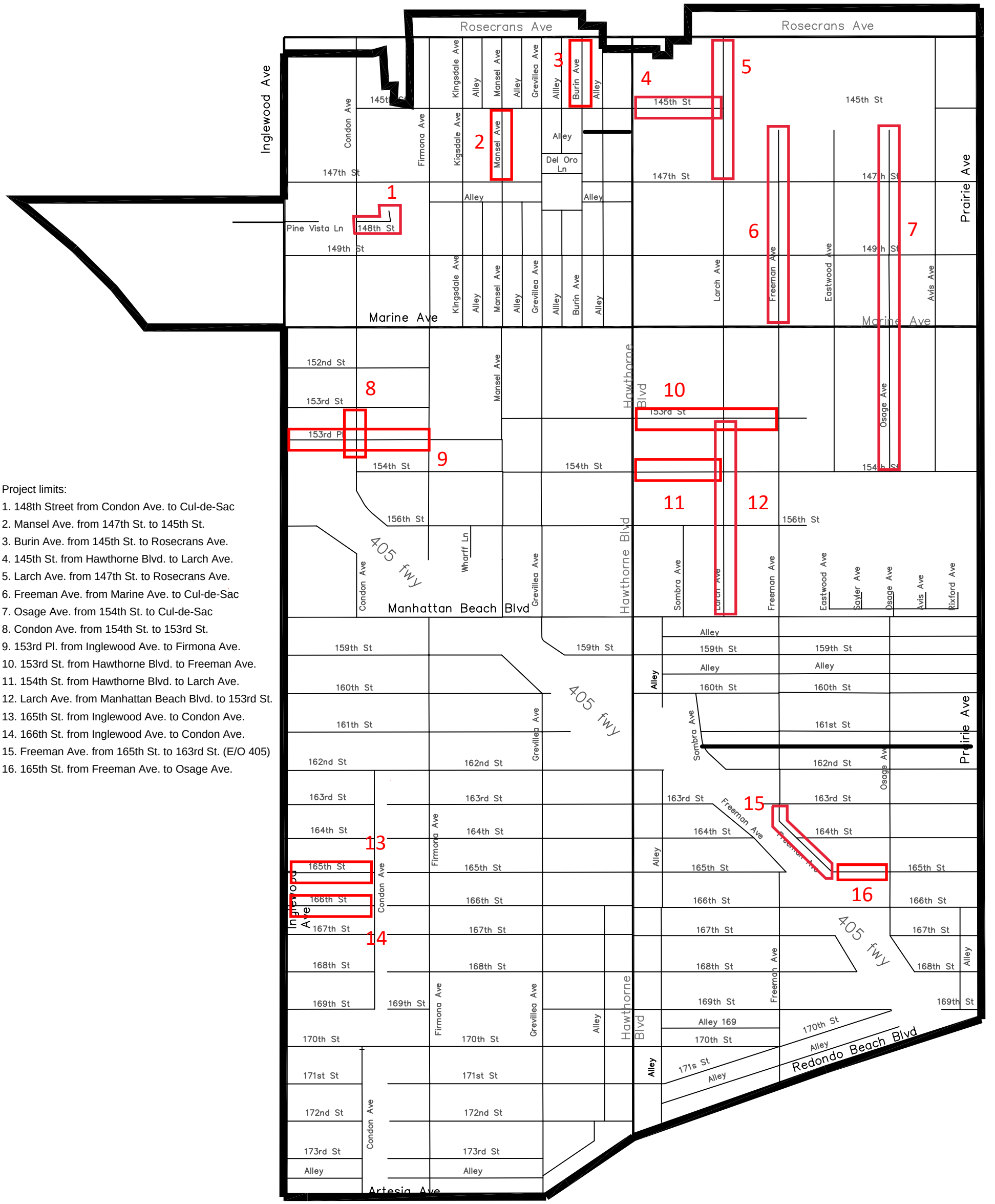
3. Authorize staff to release the retention in the amount of $104,265.84 for the FY 2023-24 Street Rehabilitation and FY 2024-25 Sidewalk Replacement Project.

Attachments

A. Project Location Map.pdf

Attachment A

PROJECT LOCATION MAP



Project limits:

1. 148th Street from Condon Ave. to Cul-de-Sac
2. Mansel Ave. from 147th St. to 145th St.
3. Burin Ave. from 145th St. to Rosecrans Ave.
4. 145th St. from Hawthorne Blvd. to Larch Ave.
5. Larch Ave. from 147th St. to Rosecrans Ave.
6. Freeman Ave. from Marine Ave. to Cul-de-Sac
7. Osage Ave. from 154th St. to Cul-de-Sac
8. Condon Ave. from 154th St. to 153rd St.
9. 153rd Pl. from Inglewood Ave. to Firmona Ave.
10. 153rd St. from Hawthorne Blvd. to Freeman Ave.
11. 154th St. from Hawthorne Blvd. to Larch Ave.
12. Larch Ave. from Manhattan Beach Blvd. to 153rd St.
13. 165th St. from Inglewood Ave. to Condon Ave.
14. 166th St. from Inglewood Ave. to Condon Ave.
15. Freeman Ave. from 165th St. to 163rd St. (E/O 405)
16. 165th St. from Freeman Ave. to Osage Ave.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: December 15, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Vanesa Alvarez, Administrative Assistant

SUBJECT: **Report of Attendance at Meetings**

No supporting documentation was forwarded to the City Clerk Department for this item.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	December 15, 2025
TO:	Honorable Mayor and City Council
FROM:	Dr. Sean M. Moore, City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant Yvette Palomo, Assistant City Clerk
SUBJECT:	**Conference with Legal Counsel – Potential Litigation**

The City Council will conduct a closed session pursuant to Government Code Section 54956.9(d)(2), to confer with legal counsel regarding a significant exposure to litigation, the facts and circumstances of which are not known to the potential plaintiff: one (1) case.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	December 15, 2025
TO:	Honorable Mayor and City Council
FROM:	Dr. Sean M. Moore, City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant Yvette Palomo, Assistant City Clerk
SUBJECT:	**Public Employee Appointment**

The City Council will conduct a closed session, pursuant to Government Code section 54957(b), regarding the appointment of an Interim City Manager.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	December 15, 2025
TO:	Honorable Mayor and City Council
FROM:	Dr. Sean M. Moore, City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant Yvette Palomo, Assistant City Clerk
SUBJECT:	**Public Employee Appointment**

The City Council will conduct a closed session, pursuant to Government Code section 54957(b), regarding the appointment of a City Manager.