CITY OF LAWNDALE
AGENDA OF THE LAWNDALE
CITY COUNCIL REGULAR MEETING

Monday, April 6, 2026, 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**

2. **Los Angeles County Fire Department Update**

D. PRESENTATIONS

3. **Presentation to Los Angeles County Sheriff's Department Deputy Manuel Ibarra for His Service**
   — Presentation of City plaque to Deputy Manuel Ibarra in recognition of his service to the City of Lawndale

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

F. COMMENTS FROM COUNCIL

G. CONSENT CALENDAR

Items 4 through 11 will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

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

5. **Accounts Payable Register**

— Recommendation: Staff recommends that City Council adopts Resolution No. CC-2604-007 authorizing the payment of certain claims and demands in the amount of $347,864.76.

6. **Minutes of the Lawndale City Council Regular Meeting March 16, 2026**

— Recommendation: that the City Council that the City Council approve the minutes.

7. **First Amendment to Agreement with Just Dance Company, LLC**

— Recommendation: that the City Council approve the First Amendment to the Contract Services Agreement with Just Dance Company, LLC, for contract class Dance Classes, increasing the not to exceed amount from $20,000 to $27,500 for Fiscal Year 2025-26.

8. **Resolution to Approve Job Description for Office Assistant**

— Recommendation: that the City Council 1) Approve and adopt Resolution No. CC-2604-009, establishing the Office Assistant position and job description with a salary range of Range 46, $4,340 – $5,275 per month, allocated to the Public Works Department, and; 2) Approve and adopt Resolution No. CC-2604-010, amending the Citywide Salary and Pay Schedule for Fiscal Year 2025-2026.

9. **Consideration of Claims for Damage Against the City**

— Recommendation: that the City Council reject the claim filed by Gina Mendoza and instruct staff to process the appropriate correspondence to the claimant.

10. **Adopt Resolution to Approve Fiscal Year 2025-26 Annual Review and Records Retention Schedule Update to City Council Policy No. 77-04 Records and Information Management**

— Recommendation: that the City Council adopt Resolution No. CC-2604-011 updating City Council Policy No. 77-04 with Exhibit A Records Retention Schedule for Fiscal Year 2025-26.

11. **Beautification Committee Appointment for 2025-2027 Term**

— Recommendation: that the City Council 1.) Approve the Mayor's appointment by directing staff to insert the appointee's name in Section 1 of Resolution No. CC-2604-012; and 2.) Adopt Resolution No. CC-2604-012 as amended.

H. ADMINISTRATION

12. **Illegal Fireworks Suppression Detail**

— Recommendation: that the City Council approve this Illegal Fireworks Suppression Detail as written.

13. **Award for Design Traffic Calming of 147th Street (Westside) Inglewood Avenue to Grevillea Avenue**

— Recommendation: that the City Council award the design to General Technologies and Solutions in the amount of $50,000 for the design of traffic calming of 147th Street from Inglewood Avenue to Grevillea Avenue.

14. **Adopt Resolution CC-2604-008 for SB1 Road Repair and Accountability Act of 2017 FY 2026-27**

— Recommendation: that the City Council adopt the attached Resolution No. CC-2604-008 approving the project list of streets for SB1 as attached herein Exhibit A-Project Description/Location.

15. **Award for Design of Traffic Calming of 147th Street (Eastside) Hawthorne Boulevard to Prairie Avenue**

— Recommendation: that the City Council award the design to Hartzog & Crabill, Inc. in the amount of $22,000.00 for the design of traffic calming on 147th Street from Hawthorne Boulevard to Prairie Avenue.

16. **Award of Contract for Irrigation Valve Replacement for Rogers Anderson Park**

— Recommendation: that the City Council 1.) Approve the reclaimed Water Valve and appurtenances Repair at Rogers Anderson Park to Gentry General Engineering in the amount of $32,800.00, and 2.) Appropriate $32,800 to the Grounds Maintenance account to cover the cost of the repairs.

17. **South Bay Regional Housing Trust JPA & Board Alternate**

— Recommendation: that the City Council 1.) Authorize the Mayor to sign the updated Joint Power Agreement; and 2.) Designate an alternate to the South Bay Regional Housing Trust.

18. **Update on Art in Public Places Project from the Lawndale Beautification Committee, Second Phase**

— Recommendation: that the City Council approve 1.) The artists and artwork selected by the Lawndale Beautification Committee for the Art in Public Places Program; and 2.) The budget amendment from account 292-000-310.100.

I. ITEMS FROM CITY COUNCILMEMBERS

19. **Report of Attendance at Meetings**

J. CLOSED SESSION

20. **Conference with Legal Counsel – Existing Litigation**

— The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).

21. **Conference with Legal Counsel – Existing Litigation**

— The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: Suarez v. County of Los Angeles et al. (CD California, Case No. 2:26-cv-2943).

K. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, April 20, 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, April 6, 2026, was posted no less than 72 hours prior to the meeting.

/s/ Yvette Palomo
Yvette Palomo, Assistant City Clerk

Date Posted: April 2, 2026

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE: April 6, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim 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

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PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE: April 6, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim City Manager

PREPARED BY: Vanesa Alvarez, Administrative Assistant

SUBJECT: **Los Angeles County Fire 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 ♦ https://www.lawndalecity.ca.gov

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Diane Parsley, Executive Assistant
SUBJECT:	**Presentation to Los Angeles County Sheriff's Department Deputy Manuel Ibarra for His Service**

BACKGROUND

Presentation of City plaque to Los Angeles County Sheriff's Department Deputy Manuel Ibarra in recognition of his service to the City of Lawndale.

Attachments

2026.04.06_Attachment A_Deputy Manuel Ibarra Outgoing Service.pdf

ATTACHMENT A

Presentation

April 6, 2026

City Council Meeting

Deputy Manuel Ibarra
Los Angeles County Sheriff's Department

Service Recognition

- South Los Angeles Station
  Patrol Deputy: February 23, 2016 – March 1, 2026

- Lawndale Sheriff's Service Center
  Special Assignment Officer: December 3, 2023, – March 1, 2026

- He will be transferring to Community Partnership Bureau

Deputy Ibarra faithfully served the community of Lawndale, beginning in January of 2017 when he was assigned as a Patrol Deputy at South LA Station.

In December of 2023, Deputy Ibarra was assigned as the Special Assignment Officer for the City of Lawndale and continued in that role up to his last day on March 1, 2026, before heading to Community Partnership Bureau.

I'd like to take this time to thank Deputy Ibarra, on behalf of the Lawndale City Council, for his exceptional service to our community and residents and wish him all the best in his newest assignment.

Presented To

Deputy Manuel Ibarra

Los Angeles County Sheriff's Department

South Los Angeles Station

Patrol Deputy - February 23, 2016 to March 1, 2026

Lawndale Sheriff's Service Center

Special Assignment Officer - December 3, 2023 to March 1, 2026

CITY LOGO HERE

In Recognition of your Dedication and
Service to the City of Lawndale

~ ~ ~

Presented by the Lawndale City Council
April 6, 2026

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim 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 ♦ https://www.lawndalecity.ca.gov

DATE: April 6, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim City Manager

PREPARED BY: Hrant Manuelian, Finance Director/City Treasurer

SUBJECT: **Accounts Payable Register**

RECOMMENDATION:

Staff recommends that City Council adopts Resolution No. CC-2604-007 authorizing the payment of certain claims and demands in the amount of $347,864.76.

Attachments

A. CC-2604-007 - AP Resolution - April 6, 2026.pdf

ATTACHMENT A

RESOLUTION NO. CC-2604-007

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA AUTHORIZING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF $347,864.76

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 208874 through 208967 for the aggregate total of $347,864.76 are hereby authorized.

Effective Date: April 6th, 2026

Approved by:

Hrant Manuelian, Director of Finance

Gregory M. Murphy, City Attorney

PASSED, APPROVED AND ADOPTED this 6th day of April 2026.

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-2604-007 at a regular meeting of said Council held on the 6th day of April 2026, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Sirley Cuevas, Mayor Pro Tem					
Bernadette Suarez					
Pat Kearney					
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
3/12/2026	208874	208900	77,512.50
3/19/2026	208901	208942	214,942.19
3/26/2026	208943	208967	55,410.07
	Total Checks		**347,864.76**

Check# 208892 is a reissuance of previously approved check# 208779.

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	**347,864.76**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 03/11/2026
Time: 5:08 pm

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208874	03/12/2026	Printed		8214	VANESA ALVAREZ	FY 25/26 TUITION REIMBURSEMENT	154.00
208875	03/12/2026	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	MONTHLY PEST CONTROL-	58.00
208876	03/12/2026	Printed		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	482.05
208877	03/12/2026	Printed		8731	SERGIO ARENAS	PLANNING DEPOSIT REFUND	2,218.38
208878	03/12/2026	Printed		6608	BELLAGIO CAR WASH	CONS & DEMO DEPOSIT REFUND	13,270.00
208879	03/12/2026	Printed		0163	CAPITAL OF SOUTH BAY INC.	FLOOD LIGHT - PWD	110.20
208880	03/12/2026	Printed		6459	CASC ENGINEERING & CONSULTING	NPDES PERMIT COMPLIANCE SVCS -	805.00
208881	03/12/2026	Printed		8732	MICHAEL CASILLAS	PLANNING DEPOSIT REFUND	1,498.63
208882	03/12/2026	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	TRAFFIC SIGNAL MAINT. -	16,751.55
208883	03/12/2026	Printed		0218A	DEPARTMENT OF JUSTICE	2024 RRF-1 INFORMED	25.00
208884	03/12/2026	Printed		0218A	DEPARTMENT OF JUSTICE	2024 RRF-1 CABLE CORPORATION	25.00
208885	03/12/2026	Printed		8729	MARICELA ENRIQUEZ	PLANNING DEPOSIT REFUND	981.25
208886	03/12/2026	Printed		1288	EWING IRRIGATION PRODUCTS INC	TREE STAKES & TIES - CITYWIDE	480.64
208887	03/12/2026	Printed		6092	FORMS AND SURFACES, INC.	REPLACE BRACKETS& LINERS-	3,740.43
208888	03/12/2026	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGE - W. GREEN PARK	180.94
208889	03/12/2026	Printed		6051	INFANTE BROS LAWNMOWER SHOP	CHAINSAW COIL REPAIR, OIL, &	205.70
208890	03/12/2026	Printed		7958	JUST DANCE COMPANY, LLC	INSTRUCTOR FEES - GYMNASTICS	2,030.00
208891	03/12/2026	Printed		8730	LORRI NELSON	CONS & DEMO DEPOSIT REFUND	5,000.00
208892	03/12/2026	Printed		7072	DAVID PEREZ	PERMIT REFUND	2,496.36
208893	03/12/2026	Printed		5068	QUADIENT LEASING USA, INC	MAIL MACHINE LEASING SERVICES	712.14
208894	03/12/2026	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	1,710.75
208895	03/12/2026	Printed		0444	SPCA LA	ADDITIONAL SVCS - FEB. 2026 -	15,100.00
208896	03/12/2026	Printed		8535	DAVID TOLEDO	TRAVEL/ MLEAGE REIMB. - CSMFO	202.91
208897	03/12/2026	Printed		3672-CCK	U.S. BANK CORPORATE PAYMENT	CREDIT CARD PAYMENT	1,116.68
208898	03/12/2026	Printed		3672-CDD	U.S. BANK	CREDIT CARD PAYMENT	401.11
208899	03/12/2026	Printed		3672-PWD	U.S. BANK	CREDIT CARD PAYMENT	3,157.23
208900	03/12/2026	Printed		3373	VERIZON WIRELESS	DESK & CELL PHONE SERVICE/ SIM	4,598.55
			Total Checks: 27			**Checks Total (excluding void checks):**	**77,512.50**
			Total Payments: 27			**Bank Total (excluding void checks):**	**77,512.50**
			Total Payments: 27			**Grand Total (excluding void checks):**	**77,512.50**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 03/26/2026
Time: 11:11 am

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
208901	03/19/2026	Printed		0103	ADVANCED AUTO BODY	AUTO BODY REPAIR VEH# 512	962.46
208902	03/19/2026	Reconciled		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	8,084.87
208903	03/19/2026	Reconciled		4185-WEST	AMERICAN STRUCTURAL PEST	CSD 3RD FLOOR KITCHEN MONTHLY	154.00
208904	03/19/2026	Reconciled		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	934.58
208905	03/19/2026	Reconciled		0163	CAPITAL OF SOUTH BAY INC.	ELECTRIC 3-POLE RELAY - PWD	65.20
208906	03/19/2026	Reconciled		8734	VAIBHAV CHHABRA	FACILITY DEPOSIT REFUND	500.00
208907	03/19/2026	Printed		8562	JENNIFER COLLINS	PRSSC MEETING STIPEND	150.00
208908	03/19/2026	Reconciled		0219	COUNTY OF LA DEPT OF PUBLIC WK	BUILDING & SAFETY SERVICES -	30,713.45
208909	03/19/2026	Printed		4734	COUNTY OF LOS ANGELES	REFUNDABLE CLEANING DEPOSIT	250.00
208910	03/19/2026	Reconciled		6262	ECOLAB INC	SANITIZERS - SR. LUNCH PROGRAM	339.79
208911	03/19/2026	Reconciled		1288	EWING IRRIGATION PRODUCTS INC	IRRIGATION REPAIR PARTS -	197.10
208912	03/19/2026	Printed		8547	FIESTA FANTASTIC	TRACKLESS TRAIN -	1,000.00
208913	03/19/2026	Printed		8737	FUNFLICKS OF SO CAL	MOVIE SCREEN - MOVIE ON THE	509.66
208914	03/19/2026	Reconciled		0441	GOLDEN STATE WATER CO.	WATER USAGE SERVICES	21,895.65
208915	03/19/2026	Reconciled		5425	HOLIDAYGOO	CANDY-FILLED PLASTIC EGGS -	2,476.31
208916	03/19/2026	Printed		6051	INFANTE BROS LAWNMOWER SHOP	NEW CHAINSAW & BAR	717.37
208917	03/19/2026	Reconciled		5965A	JOHNSON CONTROLS BUILDING	HVAC REPAIR - CITY HALL	721.00
208918	03/19/2026	Reconciled		8733	LA SIGN FACTORY	WRAP CSD MOBILE REC. VAN -	2,154.75
208919	03/19/2026	Reconciled		8078	HRANT MANUELIAN	REIMB. FOR ATTENDING GIOA	918.81
208920	03/19/2026	Reconciled		6445	MICHAEL BAKER INTL, INC	CDBG CONSULTING SERVICES -	7,803.75
208921	03/19/2026	Reconciled		8106	KENNETH MILLER	PRSSC MEETING STIPEND	150.00
208922	03/19/2026	Reconciled		8031	MOMAR, INC.	GRAFFITI REMOVAL SUPPLIES	621.52
208923	03/19/2026	Printed		8613	ALMA J. CASTRO MORENO	PRSSC MEETING STIPEND	100.00
208924	03/19/2026	Printed		8620	ANNETTE OWENS	PRSSC MEETING STIPEND	100.00
208925	03/19/2026	Printed		8518	PACIFIC TIRE OF LAWNDALE	2 NEW TIRES VEH#502 - PWD	470.00
208926	03/19/2026	Printed		8355	PORTILLO PRODUCTIONS	DJ/MC SERVICE - EASTER EGG	500.00
208927	03/19/2026	Reconciled		5068A	QUADIENT FINANCE USA INC	CITY HALL POSTAGE - FEB. 2026	804.87
208928	03/19/2026	Reconciled		5895	RICOH USA INC	USAGE CHARGES FOR COPIERS-	534.39
208929	03/19/2026	Reconciled		6499	RJS CONSTRUCTION SUPPLIES	TILE CHISELS - PWD	56.30
208930	03/19/2026	Printed		8736	MARIA ELENA RUBIO	PLANNING DEPOSIT REFUND	884.25
208931	03/19/2026	Reconciled		0615A	SCA OF CA, LLC	STREET SWEEPING & DEBRIS	28,646.74
208932	03/19/2026	Reconciled		8735	JENNIFER SMITH	FACILITY DEPOSIT REFUND	1,000.00
208933	03/19/2026	Reconciled		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES ELECTRICITY	19,508.35
208934	03/19/2026	Reconciled		0211	SOUTHERN CALIFORNIA NEWS GROUP	LEGAL ADS - BUILDING CODE	1,135.57
208935	03/19/2026	Printed		6349	STEAMX, LLC	PRESSURE WASHER PARTS	92.71
208936	03/19/2026	Printed		8141	TRANSPORTATION CONCEPTS	LAWNDALE BEAT FIXED ROUTE -	62,849.05
208937	03/19/2026	Reconciled		8121	TRAVEL SERVERS INC.	TRAVEL CLUB - LAUGHLIN TRIP	8,822.00
208938	03/19/2026	Reconciled		3672-CMD	U.S. BANK	CREDIT CARD PAYMENT	5,288.53
208939	03/19/2026	Reconciled		3672-CSD	U.S. BANK	CREDIT CARD PAYMENT	1,575.85
208940	03/19/2026	Reconciled		7768	UNITED SITE SERVICES	PORTABLE RESTROOM RENTAL	103.31
208941	03/19/2026	Reconciled		4715	URBAN FUTURES, INC	ARBITRAGE REPORT 8/2023-8/2025	1,000.00
208942	03/19/2026	Reconciled		8548	SONRISA WOOD	PRSSC MEETING STIPEND	150.00

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
			Total Checks: 42			**Checks Total (excluding void checks):**	**214,942.19**
			Total Payments: 42			**Bank Total (excluding void checks):**	**214,942.19**
			Total Payments: 42			**Grand Total (excluding void checks):**	**214,942.19**

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							
208943	03/26/2026	Printed		8357	4LEAF INC.	CDD PERMIT TECHNICIAN SVCS -	8,190.00
208944	03/26/2026	Printed		8738	ASHLEY ABRON	FACILITY DEPOSIT REFUND	200.00
208945	03/26/2026	Printed		8387	AGUILAR DESIGN COMPANY	2026 SPRING RECREATION CLASS	400.00
208946	03/26/2026	Printed		0372C	AT & T	PHONE CHARGES	1,140.48
208947	03/26/2026	Printed		5177	BANNING MUSEUM	RESERVATION FEE FOR SENIOR	60.00
208948	03/26/2026	Printed		0142	BOULEVARD FLORIST	SYMPATHY FLOWERS FOR FAMILY OF	99.18
208949	03/26/2026	Printed		8680	NELSON CASTELLON	DJ & MC SERVICES - EASTER EGG	500.00
208950	03/26/2026	Printed		0190	COLONIAL LIFE & ACCIDENTS, INC	MAR. 2026-INS PRE-TAX/POST TAX	3,562.83
208951	03/26/2026	Printed		0216	DELTA DENTAL	MAR. 2026 DENTAL PREMIUM	2,634.42
208952	03/26/2026	Printed		0389	DELTA DENTAL INSURANCE COMPANY	MAR. 2026 DENTAL PREMIUM	271.98
208953	03/26/2026	Printed		1288	EWING IRRIGATION PRODUCTS INC	IRRIGATION REPAIR PARTS -	325.41
208954	03/26/2026	Printed		8546	GENERAL CODE	ECODE ANNUAL MAINT. &	1,795.00
208955	03/26/2026	Printed		8150	HEALTH AND HUMAN RESOURCE	MAR. 2026 EMPLOYEE ASSIST.	72.90
208956	03/26/2026	Printed		4639	INSIGHT PUBLIC SECTOR INC	8 VIEWSONIC MONITORS -	1,252.94
208957	03/26/2026	Printed		6815	OOH LA-LA FACE PAINTING	FACE PAINTERS - EASTER EGG	1,890.00
208958	03/26/2026	Printed		8518	PACIFIC TIRE OF LAWNDALE	TIRE REPAIR - SHOW WAGON	90.00
208959	03/26/2026	Printed		8619	PRIMO BRANDS	BOTTLE WATER SERVICE -	830.35
208960	03/26/2026	Printed		5895	RICOH USA INC	LEASE CHARGES FOR COPIERS -	1,760.84
208961	03/26/2026	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	258.36
208962	03/26/2026	Printed		8177	SOUTHWEST PATROL, INC.	ARMED SECURITY SERVICES	24,640.00
208963	03/26/2026	Printed		0458	THE SALVATION ARMY	MEALS ON WHEELS - FEB. 2026	266.00
208964	03/26/2026	Printed		2002	THE STANDARD, UNIT 22	LIFE,AD&D,LTD INSURANCE PREM -	1,646.65
208965	03/26/2026	Printed		3672-ASD	U.S. BANK	CREDIT CARD PAYMENT	1,419.00
208966	03/26/2026	Printed		0479	VISION SERVICE PLAN	VISION PREMIUM MAR. 2026	1,387.88
208967	03/26/2026	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	715.85
			Total Checks: 25			**Checks Total (excluding void checks):**	**55,410.07**
			Total Payments: 25			**Bank Total (excluding void checks):**	**55,410.07**
			Total Payments: 25			**Grand Total (excluding void checks):**	**55,410.07**

Council Meeting 4/06/2026
Details of US Bank Credit Card Charges & Petty Cash Expenses

Vendor# 3672-CCK

Date	Vendor	Description	Amount
1/28/2026	Amazon	Binders for election candidates	59.66
1/28/2026	Amazon	Sheet protectors and cardstock for election papers	30.76
1/28/2026	Amazon	8-tab dividers for election binders	26.26
2/5/2026	Paypal - CA Contract Cities	Registration fee, City Clerk Harbison- 2026 Annual Muni. Seminar	1,000.00
Check Date 03/12/2026 Check# 208897		**$**	**1,116.68**

Vendor# 3672-CDD

Date	Vendor	Description	Amount
1/3/2026	PropertyRecords.com	Property records search	5.00
1/27/2026	AEC	CEQA law books for Planning x2	106.24
1/27/2026	PropertyRecords.com	Property records search	5.00
2/1/2026	Amazon	Cardstock for construction signs.	66.18
2/4/2026	Amazon	Cups for PC, paper tray, velcro to mount PC to TV	71.24
2/4/2026	Amazon	Labels and dividers for binders.	39.22
2/4/2026	Office Depot	Keyboard and mouse for Admin. Assistant.	66.14
1/27/2026	PropertyRecords.com	Property records search	20.00
2/17/2026	Amazon	Letter tray organizer for Admin. Assistant.	22.09
Check Date 03/12/2026; Check# 208898		**$**	**401.11**

Vendor# 3672-PWD

Date	Vendor	Description	Amount
1/23/2026	The Home Depot	55 Gallon trash bags for CSD	57.39
1/27/2026	Amazon	Bulletin board for PW Admin office	44.19
1/29/2026	The Home Depot	Scoth mounting tape for PW	25.28
1/30/2026	The Home Depot	Utility blades, and a compact folding utility knife	11.56
2/2/2026	The Home Depot	Duplex outlet, twister wire, and wall plate for CSD computer room	63.16
2/4/2026	RSD	Filters for MSD HVAC system	178.28
2/5/2026	Grainger	Partition door replacement for Jane Addams Park men's restroom	352.28
2/5/2026	The Home Depot	Drain cleaning snake for city facilities	804.77
2/6/2026	The Home Depot	Dewalt black steel tamper for ramping	55.23

2/10/2026	In The Dirt Yard	Sand bags for Lawndale residents	256.07
2/10/2026	In The Dirt Yard	Sand bags for Lawndale residents	256.07
2/9/2026	The Home Depot	temper	105.85
2/10/2026	The Home Depot	Mesh bath sink strainer for City facilities	3.55
2/12/2026	Ferguson	Irrigation parts for main line repair 4" main line repair at	641.25
2/11/2026	The Home Depot	Liquid roach bait, pumice stick for city facilities	20.33
2/13/2026	Costco Wholesale	Office supplies for PW	111.97
2/17/2026	The Home Depot	Anvil 10 oz caulk gun, and clear supreme silicone caulk	43.03
2/19/2026	O'Reilly Auto Parts	Windshield wiper blades for vehicle # 503	29.82
2/19/2026	The Home Depot	Outlet covers for CSD	69.39
2/19/2026	The Home Depot	Outlet covers for CSD	27.76
Check Date 03/12/2026; Check# 208899			**$ 3,157.23**

Vendor# 3672-CMD

Date	Vendor	Description	Amount
1/29/2026	Click Send	Recharge of Street Sweeping Notification APP	20.00
2/3/2026	Paypal - California Contract Citiies Association	F. Talavera - May 2026 CCCA Conference Registration	1,000.00
2/3/2026	Paypal - California Contract Citiies Association	R. Felton, Interim City Mgr - May 2026 CCCA Conference Registration (Held for City Manager Position pending recruitment)	1,000.00
2/3/2026	Paypal - California Contract Citiies Association	B. Suarez - May 2026 CCCA Conference Registration	1,000.00
2/2/2026	Kasai Teriyaki	Pre-Council Mtg Meals - 6 Electeds and 6 Staff Meals	198.53
2/4/2026	Paypal - California Contract Citiies Association	R. Pullen-Miles - May 2026 CCCA Conference Registration	1,000.00
2/5/2026	Paypal - California Contract Citiies Association	P. Kearney - May 2026 CCCA Conference Registration	1,000.00
2/12/2026	Click Send	Recharge of Street Sweeping Notification APP	20.00
2/17/2026	League of California Cities	S. Cuevas - LCC Board Mtg - 3/5/26	50.00
Check Date 03/19/2026; Check# 208938			**$ 5,288.53**

Vendor# 3672-CSD

Date	Vendor	Description	Amount
1/21/2026	Vons	Beverages for SBCCOG Directors Meeting	57.26
1/22/2026	Costco	Pizza for Part Timers /Recreation Leaders Meeting -	32.98

1/22/2026	Corner Joint	Food for SBCCOG Directors Meeting	158.95
1/27/2026	Marshalls	February Senior Luncheon Raffle Prizes	114.79
1/27/2026	Dollar Tree	February Senior Luncheon supplies	49.17
1/28/2026	Smart and Final	Refreshments for Youth Day Parade Committee Meeting 1/28/26	69.53
1/28/2026	Dollar Tree	Supplies for Youth Day Parade Committee Meeting 1/28/26	16.28
1/29/2026	California Park & Rec	Supervisor Job Post/Advertisement	75.00
2/3/2026	LA Sign Factory	Small park banners edits for Easter Egg Hunt	99.45
2/4/2026	Smart and Final	Staff breakroom supplies	25.89
2/4/2026	Smart and Final	Senior Lunch Kitchen Supplies	230.79
2/5/2026	Walmart	Return- Switch device for CSD 3rd floor camera system	(419.89)
2/10/2026	Amazon	Keyboard duster	23.06
2/12/2026	Amazon	x2 orders of Plastic Utensil sets for Senior Lunch Kitchen	58.92
2/12/2026	The Safe Mart	25 Master locks for all outlets in Hofmann Community Center	400.56
2/11/2026	The Home Depot	Supplies to repair Hofmann Community Center patron chairs	207.28
2/15/2026	Amazon	Supplies to repair Hofmann Community Center patron chairs	37.56
2/15/2026	Amazon	Supplies to repair Hofmann Community Center patron chairs	103.38
2/17/2026	Amazon	Office supplies- Monitor Wipes, Batteries, Markers, Toner	234.89
Check Date 03/19/2026; Check# 208939			**$ 1,575.85**

Vendor# 3672-ASD

Date	Vendor	Description	Amount
2/2/2026	Careers In Government	Job Post - Community Service Supervisor	350.00
2/2/2026	Foley Services	Dot - Drug & Alcohol Testing for Senior Transit Drivers	424.00
2/18/2026	Careers In Government	Job Post - Associate Planner	350.00
2/18/2026	American Planning Association	Job Post - Associate Planner	295.00
Check Date 03/26/2026; Check# 208965			**$ 1,419.00**

Petty Cash

*No petty cash replenishment during this period.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant
SUBJECT:	**Minutes of the Lawndale City Council Regular Meeting March 16, 2026**

BACKGROUND

Staff recommends that the City Council approve the minutes.

Attachments

Minutes Draft 3-16-2026.pdf

ATTACHMENT A

DRAFT MINUTES
CITY COUNCIL REGULAR MEETING
CABLE USAGE CORPORATION
March 16, 2026

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:30 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

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

Other Participants: Interim City Manager Raylette Felton, City Attorney Gregory M. Murphy, City Clerk Erica Harbison, Assistant City Clerk Yvette Palomo, Los Angeles County Sheriff's Department Acting Captain Tania A. Giggles, Finance Director Hrant Manuelian, Community Services Director Jason Minter, Public Works Director Luis (Lucho) Rodriguez, Community Development Director Peter Kann, Municipal Services Director Michael Reyes

B. CEREMONIALS (Flag Salute and Inspiration)

Councilmember Suarez led the flag salute. Pastor Mathew Harbison of Lawndale Wesleyan Church provided the inspiration.

C. PUBLIC SAFETY REPORT

1. Los Angeles County Sheriff's Department Update

Acting Captain Giggles summarized the recent law enforcement activities. Mayor Pro Tem

Cuevas welcomed Acting Captain Giggles to the City.

D. PRESENTATIONS

2. Presentation to Los Angeles County Sheriff's Department Deputy Cristian Morales for His Service

— Presentation of city plaque to Los Angeles County Sheriff's Department Deputy Cristian Morales in recognition of his service to the City of Lawndale.

The City Council presented a City plaque to Los Angeles County Sheriff's Department Deputy Cristian Morales in recognition of his service to the City of Lawndale.

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

Gary Adams, Resident, requested an independent investigation into alleged City noncompliance with Title 22 and misconduct by the Director of Community Services, commented on an incident, requested funding for an investigation and written findings within 10 business days.

Holly Osborne, Redondo Beach Resident, commented on a recent train derailment in Italy, safety concerns regarding rail track configurations and potential impacts to nearby residential areas.

Annette Owens, Resident, commented on a Supervisor Holly Mitchell's Black History Month event she attended, and shared information on upcoming Los Angeles County Parks and Recreation programs.

F. COMMENTS FROM COUNCIL

Councilmember Kearney thanked everyone for attending tonight's meeting, thanked Resident Owens and Redondo Beach Resident Osborne for providing the updates.

Councilmember Talavera thanked everyone for attending tonight's meeting, thanked Resident Owens and Redondo Beach Resident Osborne for providing the updates, commented in support of an investigation into reported incidents during the Senior lunches.

Councilmember Suarez thanked everyone for attending tonight's meeting, and asked whether a public records request must be submitted in writing.

City Attorney Murphy responded that verbal public records requests are accepted, but written requests are preferred for processing.

Mayor Pro Tem Cuevas thanked everyone for attending tonight's meeting and thanked those that made a public comment.

Mayor Pullen-Miles thanked everyone for attending tonight's meeting, those that made a public comment, and invited Los Angeles County Sheriff's Department (LASD) Acting Captain Giggles to make introductions.

LASD Acting Captain Giggles introduced the new Special Assignment Officers, Deputy Rivas and Deputy Pool.

In response to Mayor Pullen-Miles' question, LASD Acting Captain Giggles stated that the Special Assignment Officers will respond to any issues in the community.

G. CONSENT CALENDAR

A motion was made by Councilmember Kearney and seconded by Mayor Pro Tem Cuevas to approve Consent Calendar items G.3 through H.8. The motion passed by a vote of 5-0.

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-2603-006 authorizing the payment of certain claims and demands in the amount of $939,227.52

5. Minutes of the Lawndale City Council Regular Meeting - March 2, 2026

— Recommendation: that the City Council approve the minutes.

6. Approval of a First Amendment to the Agreement with Parking Concepts, dba Transportation Concepts, for the Operation of the Lawndale Beat Fixed Route Transportation System

— Staff recommend that the City Council approve the first Amendment to the Contract Services Agreement with Transportation Concepts for the operation of the Lawndale Beat for one (1) year, with one (1) additional extension remaining, increasing the maximum contract amount by $860,100, for a new total of $3,257,500 (Attachment C).

H. CONSENT CALENDAR

CABLE USAGE CORPORATION

7. Minutes of the Lawndale Cable Usage Corporation Special Meeting - June 28, 2021

— Recommendation: that the Board of Directors approve the minutes.

8. Minutes of the Lawndale Cable Usage Corporation Special Meeting - June 21, 2022

— Recommendation: that the Board of Directors approve the minutes.

I. ADMINISTRATION

CABLE USAGE CORPORATION

9. City Council Chamber TV Production Technology System Upgrades

— Recommendation: that the City Council 1.) Approve an agreement with Western Audio Visual in a form approved by the City Attorney for contract sum amount of $274,247; and 2.) Authorize the Director of Finance/City Treasurer to appropriate an additional $8,000 from account number 217-170-550.400 and $29,247 from 100-170-550.400 to cover the service and maintenance costs and a 10% contingency, to complete this project.

Interim City Manager Felton presented the staff report.

In response to Mayor Pro Tem Cuevas' question,, Interim City Manager Felton stated that the equipment is outdated and may be refurbished for limited reuse; if that option is not feasible, it will be assessed for sale, or otherwise donated or recycled.

A motion was made by Mayor Pro Tem Cuevas and seconded by Councilmember Suarez to approve an agreement with Western Audio Visual in a form approved by the City Attorney for contract sum amount of $274,24, and authorize the Director of Finance/City Treasurer to appropriate an additional $8,000 from account number 217-170-550.400 and $29,247 from 100-170-550.400 to cover the service and maintenance costs and a 10% contingency, to complete this project. The motion passed by a vote of 5-0.

J. ADMINISTRATION

10. Approve First Amendment to Franchise Agreement with Republic Services to Add Martin Luther King Jr. Day as a Recognized Service Holiday

— Recommendation: that the City Council approve the amendment to the Franchise Agreement with Republic Services to formally designate Martin Luther King Jr. Day as a recognized service holiday; see attachment A.

Public Works Senior Management Analyst Huizar presented the staff report.

In response to Mayor Pullen-Miles' question, Public Works Senior Management Analyst Huizar responded that trash collection services resumed the following day with a one day delay.

A motion was made by Councilmember Kearney and seconded by Mayor Pro Tem Cuevas to approve the amendment to the Franchise Agreement with Republic Services to formally designate Martin Luther King Jr. Day as a recognized service holiday; see Attachment A. The motion passed by a vote of 5-0.

11. Award of CDBG Project 602719-24 Various Locations ADA Sidewalk and Access Ramps

— Recommendation: that the City Council 1.) Award the construction contract to CJ Concrete Construction, Inc., in the amount of $137,543.00; 2.) Approve the construction Contingency of $70,000.00; 3.) Approve the CDBG Consultant costs of $30,000.00 for Administrative and Labor Compliance costs; 4.) Determine that the recommended action is categorically exempt from CEQA Guideline Section 15061(b)(3); and 5.) Authorize the City Manager to file a Notice of Project Completion with the Los Angeles County following the completion of the project.

Public Works Director Rodriguez presented the staff report.

In response to Mayor Pro Tem Cuevas's questions, Public Works Director Rodriguez stated that project locations were selected based on prior paving projects and known areas of sidewalk failure, with work limited to eligible areas under CDBG requirements.

In response to Mayor Pullen-Miles' questions, Public Works Director Rodriguez stated that the project scope is fixed; however, contingency funds may allow expansion within approved areas and a review of the area near 4641 W. 161st Street will be done for inclusion in a future project.

A motion was made by Mayor Pro Tem Cuevas and seconded by Councilmember Kearney to award the construction contract to CJ Concrete Construction, Inc., in the amount of $137,543.00, Approve the construction Contingency of $70,000.00, approve the CDBG Consultant costs of $30,000.00 for Administrative and Labor Compliance costs, determine that the recommended action is categorically exempt from CEQA Guideline Section 15061(b)(3), and authorize the City Manager to file a Notice of Project Completion with the Los Angeles County following the completion of the project. The motion passed by a vote of 5-0.

K. CITY MANAGER REPORT

Interim City Manager Felton deferred her time to Community Services Director Minter.

Community Services Director Minter announced the City’s Egg Hunt 2026 event to be held on March 28, 2026, from 9:30 a.m. to 12:30 p.m. at William Green Park for ages 7 and under and at Jane Addams Park for ages 8-12.

In response to Resident Harbison's question, Community Services Director Minter stated that the event is open to families, with limited activities for older children, including games.

L. ITEMS FROM CITY COUNCILMEMBERS

12. Report of Attendance at Meetings

Councilmember Kearney attended the Lawndale Little League Opening Day, California Contract Cities Association (CCCA) Lobbyist Oversight meeting, Los Angeles County West Vector Control Board meeting, Centinela Valley Union High School District Easy as Pi Wellness Mile and Health Fair event, the Seniors St. Patrick's Day luncheon, wished everyone a Happy St. Patrick's Day, and reminded the community to attend the Neighborhood Watch meeting on March 18, 2026 at 6:00 p.m..

Councilmember Talavera attended the Lawndale Little League Opening Day, Independence Day Celebration Ad Hoc Subcommittee Meeting, a Senior luncheon, Hawthorne-Lawndale Minister Association meeting, City Manager Recruitment meeting via Teams, National Association of Latino Elected and Appointed Officials (NALEO) listening session, and the Seniors St. Patrick's Day luncheon.

Councilmember Suarez attended the South Bay Cities Council of Governments Steering Committee meeting and a NALEO listening session.

Mayor Pro Tem Cuevas attended the League of California Cities Division General Membership meeting, Lawndale Little League Opening Day, and Independence Day Ad Hoc Committee meeting, spoke about future Olympics' parking plans and public safety, thanked Public Works Director Rodriguez for completing temporary repairs at a railroad crossing due to a lack of response from the railroad company, and requested City Attorney Murphy to assist with a follow-up communication to BNSF.

Mayor Pullen-Miles attended the Senior St. Patrick's Day luncheon, Lawndale Little League Opening Day, a City Manager recruitment meeting via Teams, commented that there are Olympic volunteer opportunities and would like to engage local business to benefit from upcoming Olympic-related economic activity. Mayor Pullen-Miles requested that a Business Revitalization Ad Hoc Subcommittee meeting be scheduled.

M. CLOSED SESSION

13. 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.

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

The City Council convened into closed session at 7:28 p.m.

The City Council reconvened from closed session at 8:42 p.m.

City Attorney Murphy announced that there was no reportable action for Closed Session Item No. M.13. Public Employee Appointment and no reportable action for Closed Session Item No. M.14. Conference

with Legal Counsel - Potential Litigation.

At the request of Mayor Pullen-Miles, Interim City Manager Felton announced that the City's Clean-Up Week event has been canceled.

N. ADJOURNMENT

There being no further business to conduct, Mayor Pullen-Miles adjourned the meeting at 8:44 p.m.

_____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk
Approved: April 6, 2026

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE: April 6, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim Executive Officer

PREPARED BY: Jason Minter, Community Services Director

SUBJECT: **First Amendment to Agreement with Just Dance Company, LLC**

BACKGROUND

Prior to the start of FY2024-2025, staff brought forward a request to City Council to approve a two-year agreement with Just Dance Company, LLC, for the provision of youth gymnastics classes in the Harold E. Hofmann Community Center. The agreement included an annual not-to-exceed amount of $20,000 per fiscal year (Attachment A).

In Fiscal Year 2024-25, Just Dance Classes finished the year with 499 total enrollments and 140 hours of facility usage. This equated to just under $20,000 for the fiscal year.

In Fiscal Year 2025-26, Just Dance Classes have already completed 561 enrollments, and are on pace to have a total of over 740 enrollments and 180 hours of usage through the end of the Spring classes in June.

STAFF REVIEW

Due to the popularity of the Just Dance Company gymnastics classes, the contract will exceed the not-to-exceed amount for Fiscal Year 2025-26. Staff anticipate an increased need of approximately $7,500 over the spring session to accommodate the increased enrollments. The current projections will include additional revenue for each enrollment, as well as additional revenue for each hour of facility use. Staff have prepared the First Amendment to the agreement with Just Dance Company to increase the not-to-exceed amount of the agreement from $20,000 to $27,500 for FY2025-26 (Attachment B).

Staff have been very pleased with the growth of the Just Dance Company gymnastics classes and are continuing work with them to find ways to reach more youth in the community. Just Dance Company Manager JaVonda Jones continues to work with the Community Services Department by supporting not only the classes but through the City's Special Events as well. Just Dance Company dancers have performed at the City's Angel Tree Lighting Event, they performed during an intermission at the 2025 Blues Festival, and they are scheduled to participate in both the City's Youth Parade on April 25 and the Spring Music Festival on May 9.

LEGAL REVIEW

The City Attorney has reviewed the first amendment and approved it as to form.

FISCAL IMPACT

Contract Services funds are available in the Community Services Department's operating budget for Fiscal Year 2025-26. No additional budget amendment needed.

RECOMMENDATION

Staff Recommend that the City Council approve the First Amendment to the Contract Services Agreement with Just Dance Company, LLC, for contract class Dance Classes, increasing the not to exceed amount from $20,000 to $27,500 for Fiscal Year 2025-26.

Attachments

Attachment A: Two-year agreement with Just Dance Company, LLC

Attachment B: Just Dance Company First Amendment 4.6.2026

CITY OF LAWNDALE
AGREEMENT FOR INSTRUCTOR TO USE CITY FACILITIES

This Agreement is made as of the date of execution by the City below by and between the City of Lawndale, California, a municipal corporation, ("City") and Just Dance Company, LLC, a California corporation ("Instructor").

RECITALS

A. Instructor desires to provide four sessions of youth gymnastics classes comprised of four sessions each summer, fall, winter and spring. Each session will be comprised of approximately ten classes, excluding certain holidays, at the Harold E. Hofmann Community Center located at 14700 Burin Avenue, Lawndale, California 90260. Instructor may use the City facility for the purpose of teaching City approved classes and related activities provided the season schedule is approved by the City.

B. Instructor represents that he/she has all required licenses, permits and approvals required by law to teach the classes at issue at a City facility pursuant to this Agreement.

C. This Agreement will expire on June 27, 2026.

Therefore, City and the Instructor mutually agree as follows:

1. THE INSTRUCTOR'S USE OF CITY FACILITY.

1.1. Recitals. The foregoing Recitals are true and correct and incorporated into this Agreement by this reference.

1.2. Submittals to the City. On or before August 5, 2024, the Instructor will provide the following documents to the Community Services Department: a completed W9 form, proof of successful completion of an adult and child CPR and First Aid class within the last two years, proof of all insurance required, the Live Scan fingerprints and related criminal background checks as required by Section 1.6 of this Agreement, a copy of Instructor's business license, and proof of medical certification as required in Section 1.7 of this Agreement. If Instructor has no staff, Instructor must provide a written statement, in a form approved by the City's Risk Manager, signed under the penalty of perjury confirming that she has no staff in lieu of Worker's Compensation Insurance.

On or before October 3, 2024, Instructor shall provide proof of current adult and child CPR/AED and First Aid Certification with a completion date no older than two years to the Community Services Department.

On or before October 3, 2024, Instructor will be required to complete a successful Live Scan criminal background check as required in Section 1.6 of this Agreement.

On or before October 3, 2024, Instructor shall provide test results per Section 1.7 no older than four years to the Community Services Department.

1.3. Term; Arrival and Set-Up.

1.3.1. Instructor may use the City's facility for the time periods described in Recital A, unless terminated earlier as provided in this Agreement. During Instructor's use times Instructor shall have exclusive use of the area designated for her use. Instructor acknowledges and agrees that the City and other third parties will use said area at other times and Instructor may not leave materials, tools, or equipment in the City facility.

1.3.2. The Instructor is solely responsible for the preparation and facility set-up of her class and for providing all required tools and equipment.

1.4. Performance. In the event the Instructor must cancel any classes, she must notify the students and the City's Community Services Coordinator at least 48 hours in advance of the classes in question. If Instructor cancels classes, the City will work with the Instructor to make up the same number of classes cancelled prior to the end of that session.

1.5. Responsibilities of the City. The City will notify Instructor, at least 48 hours in advance if possible, if for any reason the City cancels or needs to relocate any class to another location.

1.6. Background Check. Instructor warrants that she/he and all staff of Instructor who may use the City facility to teach a class pursuant to this Agreement who may have contact with children have never been convicted of any offense specified in Public Resources Code Section 5164 or Penal Code Section 11105.3 which would preclude any such person from working with children. In addition, Instructor agrees to provide City with Live Scan fingerprints and the related criminal background check for Instructor and all staff of Instructor who may provide services pursuant to this Agreement who may have contact with children.

1.7. Medical Check. Instructor warrants that she/he and any staff of Instructor who may provide services pursuant to this Agreement who may have contact with children has been examined and has been found to be free of communicable tuberculosis within the last two years as required by *Public Resource Code Section 5163*. In addition, Instructor agrees to provide the City with the medical certificate confirming the testing and result for Instructor and any staff of Instructor who may provide services pursuant to this Agreement who may have contact with children.

1.8. Taking or Using of Photos and Videos of Students. Instructor agrees that she/he and its staff and agents may only make video recordings and take photographs of students of classes provided pursuant to this Agreement after receiving (A) prior written notice from the City's Community Services Coordinator and (B) signed consent forms from the students, or in the case of a student who is a minor, from the students' parent or guardian. Moreover, should the Instructor desire to use the photos or video for any purpose other than personal use, including but not limited to advertising the Instructor's business on flyers or on the internet or social media, such specific purpose must be clearly described in the notice signed by the City and students. Instructor's violation of this section is grounds for immediate termination of this Agreement and Instructor will be barred from contracting with the City for a minimum of three years.

2. PAYMENT FOR SERVICES.

2.1. Basic Fee Amount. The City will remit to the Instructor 100% of net class revenues collected by the City from registered participants for the classes taught as described in this Agreement; however, not to exceed $20,000.00 per fiscal year. Net class revenues shall be defined as gross revenues, minus a facility use fee of $25.00 per hour for actual time teaching classes for the use of designated class space for recreation classes and other events co-promoted by the City's Department of Community Services. Revenues due to Instructor exceeding $20,000.00 per year during the term of this Agreement will require an amendment to this Agreement to be approved by the City Council in an open meeting prior to additional payments being made to Instructor.

2.1. Time of Payment. The City will process payment for the Instructor midway through and at the conclusion of each session, upon City's receipt and verification of signed invoices for classes that have been taught by Instructor. Invoices must be submitted to the City's Community Services Department in a form satisfactory to the City's Director of Finance.

3. GENERAL PROVISIONS.

3.1. Termination.

3.1.1. The City may cancel this Agreement or any of the classes described in this Agreement at any time with or without cause.

3.2. Indemnity. The Instructor agrees to indemnify, hold harmless and defend the City, the City Council, and every officer, employee and agent of the City from any and all claims, losses, or actions brought by any person or persons resulting directly or indirectly from the wrongful or negligent acts, errors, and omissions of the Instructor and its staff and agents, including any claims and damages arising from the use of unauthorized images (i.e. photographs) of students and their invitees as well as any claims arising in any way in connection with or by Instructor's staff and agents.

3.3. Non-Discrimination. In connection with the use of the City facility at issue in this Agreement, neither the Instructor nor its staff or agents may discriminate against any employee or member of the public because of race, religion, color, sex, or national origin or sexual orientation.

3.4. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties with respect to the subject matter of this Agreement. Each party acknowledges that no representations, inducements, or agreements, orally or otherwise, have been made by either party or anyone acting on its behalf which are not embodied in this Agreement and that any other agreement or statement not contained in the Agreement is not valid or binding. Any modifications of this Agreement will be effective only if memorialized in a writing signed by both parties.

3.5. Governing Law. This Agreement is governed by the laws of the State of California and any lawsuit or action relating in any way to this Agreement must be filed in Los Angeles County, California.

3.6. Prohibition Against Subcontracting or Assignment. Instructor agrees not to contract with any person or entity to perform in whole or in part in connection with the use of the City facility under this Agreement. Neither this Agreement nor any interest in this Agreement may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any prohibited assignment or transfer is void.

3.7. Independent Contractor. The City will not have any control over the manner, mode, or means by which Instructor performs the classes at the City facility under this Agreement except as described in this Agreement. Instructor will teach the classes as an independent contractor. Instructor will not at any time or in any manner represent that it or any of its employees or staff are employees of City. Instructor represents and warrants that the personnel used to teach the classes in the City facility pursuant to this Agreement are classified by Instructor as employees. In the event that Instructor or any employee of Instructor using the City facility under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the City, then Instructor shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Instructor or any staff of Instructor used to teach classes at a City facility are employees of the City.

Instructor must not promote classes other than the classes Instructor offers at the City, whether by word of mouth, flyers, or other printed materials, while teaching classes at City facilities.

3.8. Insurance. Unless otherwise stated in writing by the City's Risk Manager, Instructor must procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension, the following policies of insurance:

(a) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured must not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits must be no less than $1,000,000.00 per occurrence and $2,000,000.00 aggregate. Additionally, the City and each of its officers, employees and agents must be mentioned as additional insureds and each insurance certificate must be accompanied by all applicable additional insured endorsement pages.

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000.00 per accident for all covered

losses. However, this requirement will not apply if Instructor has no employees and Instructor provides the letter signed under penalty of perjury as described in Section 1.2.

(c) Sexual Misconduct/ Molestation Liability Insurance. A policy of sexual misconduct/molestation liability insurance appropriate to the Instructor's profession, with limits no less than $1,000,000.00 million per occurrence, $2,000,000.00 aggregate.

(d) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis will not be required as Instructor is not required to use an automobile in connection with the use of a City facility under this Agreement. However, Instructor understands that automobile insurance and/or financial responsibility is required on any vehicle operated or parked on California roadways. Instructor agrees that s/he will carry evidence of automobile insurance and/or financial responsibility in her/his vehicle at all times and that proof of same must be provided as specified: when requested by law enforcement; when renewing vehicle registration; when the vehicle is involved in a traffic collision. Accordingly, Instructor agrees that if s/he will be driving a vehicle to commute to or otherwise in connection with the classes provided pursuant to the Agreement, Instructor must comply with the following:

Minimum liability insurance requirements for private passenger vehicles (per California Insurance Code Section 11580.1b):

- $15,000 for injury/death to one person;
- $30,000 for injury/death to more than one person; and
- $5,000 for damage to property.

Liability insurance compensates a person other than the policy holder for personal injury or property damage. Comprehensive or collision insurance does not meet vehicle financial responsibility requirements.

The following are acceptable types of insurance/financial responsibility:

- A motor vehicle liability insurance policy;
- A cash deposit of $35,000 with DMV;
- A DMV issued self-insurance certificate; or
- A surety bond for $35,000 from a company licensed to do business in California.

If the Instructor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or higher limits maintained by the Instructor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Said policies of insurance must not be cancelled without providing 10 days' prior written notice by registered mail to the City. In the event any of the policies of insurance are cancelled or amended, prior to the cancellation or amendment date, Instructor must submit new evidence of

insurance in conformance with this Section to the Director of Community Services. Use of the City facility pursuant to this Agreement may not begin until Instructor has provided City with and City's Risk Manager has approved of the Certificates of Insurance or appropriate insurance binders evidencing the required insurance coverage.

Instructor agrees that the provisions of this Section will not be construed as limiting in any way the extent to which Instructor may be held responsible for the payment of damages to any persons or property resulting from Instructor's activities or the activities of any person or persons for which Instructor is otherwise responsible.

The insurance required by this Agreement will only be satisfactory if issued by companies (a) qualified to do business in California, (b) rated "A" or better in the most recent edition of Best Rating Guide or The Key Rating, and (c) of a financial category Class VII or better, unless such requirements are waived by the City's Risk Manager due to unique circumstances.

3.9. Notice. Any notice or communication either party desires or is required to give to the other party or any other person must be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager at City of Lawndale 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Instructor at the address designated on the execution page of this Agreement.

3.10. Severability. In the event that part of this Agreement is declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability will not affect any of the remaining portions of this Agreement which portions are declared as severable and interpreted to carry out the intent of the parties unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

3.11. Waiver. No delay or omission in the exercise of any right or remedy will impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval will not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and will not be a waiver of any other default concerning the same or any other provision of this Agreement.

3.12. Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, will be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

[SIGNATURES ON NEXT PAGE]

CITY:
City of Lawndale
14717 Burin Avenue
Lawndale, CA. 90260

By: _____
Robert Pullen-Miles, Mayor

Date: _____

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

INSTRUCTOR:
Just Dance Company, LLC
2015 Redondo Beach Blvd., #G
Gardena, CA 90249

By: _____
JaVonda Jones
Manager, Single Member

Date: 7/9/2024

Date: 8/5/24

FIRST AMENDMENT TO AGREEMENT FOR INSTRUCTOR TO USE CITY FACILITIES

This FIRST AMENDMENT TO THE AGREEMENT FOR INSTRUCTOR TO USE CITY FACILITIES (the "First Amendment") is made and entered into on April 6, 2026, by and between the CITY OF LAWNDALE, a municipal corporation ("City") and Just Dance Company, LLC, a California corporation ("Instructor"). City and Instructor may be referred to, individually or collectively, as "Party" or "Parties."

RECITALS

A. City and Instructor entered into an agreement, effective July 10, 2024 ("Agreement") for four sessions of youth gymnastics classes each year, including summer, fall, winter and spring sessions, at the Harold E. Hofmann Community Center located at 14700 Burin Avenue, Lawndale, CA 90260. The Agreement is for a Term of two years, expiring on June 30, 2026, with a maximum compensation of $20,000 per fiscal year.

B. In FY 2025-2026 the classes had higher enrollments than anticipated. Therefore, the City will expend an additional $7,500 for FY 2025-26.

C. The Parties now desire to amend the Agreement to increase compensation for fiscal year 2025/26 to an amount not-to-exceed $27,500.

AMENDMENT

NOW, THEREFORE, it is hereby agreed that the Agreement is amended as follows:

1. Section 2.1 of the Agreement, Basic Fee Amount, is amended to read:

   The City will remit to the Instructor 100% of net class revenues collected by the City from registered participants for the classes taught as described in this Agreement; however, not to exceed $27,500 per fiscal year. Net class revenues shall be defined as gross revenues, minus a facility use fee of $25.00 per hour for actual time teaching classes for the use of designated class space for recreation classes and other events co-promoted by the City's Department of Community Services. Revenues due to Instructor exceeding $27,500 per year during the term of this Agreement will require an amendment to this Agreement to be approved by the City Council in an open meeting prior to additional payments being made to Instructor.

MISCELLANEOUS PROVISIONS

2. Other Terms Unchanged. Subject to the foregoing amendments, the remainder of the terms in the Agreement will remain the same and are hereby ratified.

3. Authority to Execute. Each party represents and warrants that all necessary action has been taken by such party to authorize the undersigned to execute this First Amendment and to bind the parties to the performance of its obligations.

4. Counterparts, Facsimile or other Electronic Signatures. This First Amendment may be executed in several counterparts, each of which will be deemed an original, and all of which, when taken together, constitute one and the same instrument. The First Amendment will be considered executed when the signature of a party is delivered by facsimile or other electronic transmission. Such facsimile or other electronic signature will have the same effect as an original signature.

5. Severability. If any term, condition or covenant of this First Amendment is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this First Amendment will not be affected and the First Amendment will be read and construed without the invalid, void or unenforceable provision.

IN WITNESS WHEREOF, the parties have executed and entered into this Amendment as of the date first written above.

"CITY"
City of Lawndale, a municipal corporation

By: _____
Robert Pullen-Miles, Mayor

Date: _____

"INSTRUCTOR"
Just Dance Company, LLC

By: _____
JaVonda Jones, Manager/Sole Member

Date: _____

ATTEST

By: _____
Erica Harbison, City Clerk

APPROVED AS TO FORM
Burke, Williams & Sorensen LLP

By: _____
Gregory M. Murphy, City Attorney

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE: April 6, 2026

TO: Honorable President and Board of Directors

FROM: Raylette Felton, Interim Executive Officer

SUBJECT: **Resolution to Approve Job Description for Office Assistant**

BACKGROUND

During the FY 2025-2026 Budget process, City Council approved funding for a full-time Office Assistant position to be allocated to the Public Works Department. Staff is now recommending the approval of the Office Assistant job description.

STAFF REVIEW

The City does not have a current job description for this classification. While the City's classification plan includes a part-time Office Assistant position, the City has used a standard job announcement during the recruitment process to fill the position. Staff is proposing a job description that will be for both the full-time and part-time positions, which provides essential information regarding the assigned duties. The hourly salary range for the full-time Office Assistant position would remain the same as the part-time position, but benefits for the full-time position will apply.

These changes will result in the full-time Office Assistant position being appropriately assigned to the American Federation of State, County, and Municipal Employees, Council 36, Local 1895 (AFSCME) Classified Unit ("CL") bargaining unit. The part-time position will remain in the Part-time Employees Hourly unit (PT). Staff met and conferred with AFSCME pursuant to the Meyers-Milias-Brown Act, Government Code section 3500 *et seq.* ("MMBA"), regarding the proposed addition of this full-time position to the CL bargaining unit, which was agreed. If approved by City Council, the position will be added to the CL salary schedule and presented to City Council upon completion of the 2028 labor negotiations.

Attached for City Council's consideration is Resolution No. CC-2604-009, to establish the job description for the Office Assistant position and Resolution No. CC-2604-010 adopting a second amendment to the City-wide Salary/ Pay Schedule for fiscal year 2025-2026.

LEGAL REVIEW

The City Attorney's Office has reviewed and approved the staff report and attached resolution as to form.

FISCAL IMPACT

There are no costs associated with the creation of this job description. Funding for the full-time Office Assistant position was approved and adopted by City Council during the FY 2025-2026 budget process for the Public Works Department.

RECOMMENDATION

Staff recommends City Council: 1) Approve and adopt Resolution No. CC-2604-009, establishing the Office Assistant position and job description with a salary range of Range 46, $4,340 – $5,275 per month, allocated to the Public Works Department, and; 2) Approve and adopt Resolution No. CC-2604-010, amending the Citywide Salary and Pay Schedule for Fiscal Year 2025-2026.

Attachments

Attachment A - Resolution CC-2604-009 - Office Assistant.pdf

Attachment B - Resolution CC-2604-010- Second Amendment City-wide Salary Schedule FY 2025-2026.pdf

ATTACHMENT A

RESOLUTION NO. CC-2604-009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA ADDING THE POSITION OF OFFICE ASSISTANT TO THE CLASSIFIED SERVICE, DESIGNATING THE POSITION AS PART OF THE CLASSIFIED EMPLOYEES BARGAINING UNIT AND APPROVAL OF JOB DESCRIPTION

WHEREAS, on November 4, 1974, the City Council of the City of Lawndale ("City Council") adopted Resolution No. 1503, which establishes criteria for the administration of employer/employee relations and communications; and

WHEREAS, Section 2.05 of the Personnel Rules and Regulations, adopted by the City Council of the City of Lawndale ("City"), requires that the City Council approve any changes made to the City's classification plan; and

WHEREAS, the City Council now desires to add the position of Office Assistant to the City's full-time classification plan and salary schedule, with a salary range of Range 46, $4,340 – $5,275 per month and create a job description to recognize the duties and responsibilities of this position; and

WHEREAS, the City and Local 1895, Council 36, American Federation of State, County and Municipal Employees, AFL-CIO, which represents the Classified Employees Unit ("CL Unit"), have fully met and conferred pursuant to the Meyers-Milias-Brown Act, Government Code section 3500, *et seq.* ("MMBA") regarding the City's proposed addition of the position.

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

SECTION 1. That the foregoing recitals are true and correct and are incorporated herein by this reference.

SECTION 2. That the position of Office Assistant is hereby added to the City's classified service.

SECTION 3. That the position of Office Assistant is added to the CL Unit, which is presently represented by the Local 1895, Council 36, American Federation of State, County and Municipal Employees, AFL-CIO.

SECTION 4. That the position description for the position of Office Assistant contained in Exhibit "A", attached hereto and made a part of the City's full-time classification plan hereof, is hereby adopted as the position description for the Office Assistant classification, with a salary range of 46 $4,340 – $5,275 per month, effective April 6, 2026.

PASSED, APPROVED AND ADOPTED this 6th day of April, 2026.

_____
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-2604-009 at a regular meeting of said Council held on the 6th day of April, 2026, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

Office Assistant

Job Title: Office Assistant
Pay Grade: 46
FLSA: Non-Exempt

Job Code: 1009, 1007 PT
Effective Date: April 2026
Revision Date:

JOB SUMMARY:
Under direct supervision, the Office Assistant performs a wide variety of general office support activities for a City department. The Office Assistant answers phones and takes accurate messages; provides professional customer service; sorts, files, logs, and maintains records, mail, and other documents; prepares correspondence and reports; and performs other clerical office support duties as assigned.

DISTINGUISHING CHARACTERISTICS:
This position provides general office support tasks for an assigned department or division within the City. Incumbents in this classification is distinguished from other administrative support positions by the level of complexity and responsibility of assigned work and supervision received. Incumbents receive instructions and in support of City personnel and department staff, while following established practices, policies, and procedures.

DUTIES AND RESPONSIBILITIES:
- Provides general clerical, office support, and customer service duties for an assigned department or division; assists with routine front office inquires and requests from the public; and provides information and assistance regarding departments programs, services, and activities.
- Receives and screens calls, takes messages, and provides information on City policies and procedures; greets and directs visitors and staff members to appropriate personnel or department.
- Types, formats, edits, proofreads, prints, sorts, process and distributes a variety of routine reports, flyers, correspondence, memorandums, charts, records, forms, ordinances, resolutions, and other documents.
- Prepares, accepts, sorts, opens, and delivers incoming and outgoing mail and packages; assembles and distributes documents and ensures information is accurate and complete.
- Schedules, coordinates and registers staff for meetings, conferences, and trainings; assists with preparation of travel arrangements and itineraries.
- Maintains and organizes file system of various records and documents; locates materials and information in records as required; sets up and organize files for destruction based on City policy and retention schedule.
- Operates automated systems or other standard department-specific office machines and equipment.
- Performs general data entry and verifies accuracy of invoices, statements, and purchase orders; processes invoices and payables for assigned department; orders supplies, equipment, and maintains inventory; may assist with collecting timesheets, attendance and leave records.
- Performs other related duties as needed or assigned.

MINIMUM QUALIFICATIONS:
High School Diploma, GED or its equivalent AND two (2) years of increasingly responsible clerical and/or administrative support experience working in an office environment with public contact. An associate degree is desired.

LICENSES/CERTIFICATIONS:
- State of California issued driver's license may be required.
- CPR/AED/First Aid Certificate may be required.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Disaster Service Worker in compliance with California Government Code Section 3100

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of:

- City and department goals, operations, programs, services, and procedures.
- Principles and practices of office administration functions.
- Techniques for providing high level professional customer service.
- Appropriate telephone and email techniques and etiquette
- Principles and practices of accurate record-keeping, organization, time management, and filing systems.
- Modern office equipment and communication tools used for business functions, including computers, software programs, and automated systems relevant to work performed.
- General mathematical computations.
- Social media platforms
- City and mandated safety rules, regulations, and protocols.
- Interpersonal skills using tact, patience and courtesy that promote a positive and respectful work environment.
- Principles and practices of sound business written communications, including standard formats, spelling, grammar, punctuation, punctuation, and vocabulary.

Ability to:

- Interpret, understand, apply, learn, and explain City and department policies, procedures, programs, services, codes, and regulations.
- Operate and use computer, software applications and modern office equipment.
- Type accurately at a proficient speed necessary to meet the work requirements.
- Perform professional administrative tasks with detail, accuracy, and precision.
- Perform accurate mathematical computations.
- Listen attentively, understand, and follow verbal and written instructions.
- Organize and maintain accurate office and specialized files and records.
- Exercise appropriate judgement when handling sensitive matters or confidential documents and information.
- Receive, respond, and understand requests for assistance and complaints.
- Quickly and accurately enter and retrieve data using an automated system.
- Independently organize and prioritize work tasks to meet deadlines and follow up on assigned work.
- Establish and maintain effective and cooperative working relationships with City employees, vendors, contractors, officials, public and those contacted in the course of work.
- Communicate clearly, concisely, and effectively both verbally and in writing.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While fulfilling the job responsibilities, employees will be frequently required to sit and stand for long periods of time and walk short distances. Frequently use of hands to finger, handle, or feel; reach with hands and arms; see, talk, and hear. Occasionally required to bend, squat, reach above shoulders, kneel, push, pull and twist; lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

The employee regularly works in busy indoor office conditions, near computer and various other electronic equipment, with frequent interruptions and public contact. May be required to operate City vehicle and travel to other facilities to perform duties and attend meetings and/or events. The noise level in the work environment is usually moderate and variable weather conditions. May be required to work various shifts, weekdays, weekends, and holidays, as necessary.

Employee's Signature/Date **Supervisor's Signature/Date**

_____ _____

(This position description accurately reflects my current job) (This position description reflects the employee's current job)

This job description indicates in general the nature and levels of work, knowledge, skills, abilities, and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. A Disaster Service Worker in compliance with California Government Code Section 3100.

RESOLUTION NO. CC-2604-010

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA APPROVING A SECOND AMENDMENT TO THE PUBLICLY AVAILABLE CITY-WIDE SALARY AND PAY SCHEDULE AS REQUIRED BY CALPERS FOR FISCAL YEAR 2025-2026

WHEREAS, the City of Lawndale ("City") contracts with the California Public Employees' Retirement System ("CalPERS") to provide retirement benefits for its employees pursuant to the Public Employees Retirement Law, Government Code section 20000 *et seq.* ("PERL") and Public Employees Pension Reform Act of 2013, Government Code section 7522 *et seq*. ("PEPRA"); and

WHEREAS, California Code of Regulations, Title 2, Section 570.5 sets forth the requirements for CalPERS' contracting local agencies' adoption of a publicly available pay schedule to effectuate the benefits provided pursuant to PERL and PEPRA; and

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires that the governing body of a CalPERS' contracting local agency approve and adopt a publicly available pay schedule in accordance with public meeting laws, for which the pay schedule must identify each position by title, the individual pay rate amount or ranges for that position, and the time upon which the amounts are based, among other requirements; and

WHEREAS, the City Council approved Resolution No. CC-2506-032 and Resolution No. 2509-044, adopting a publicly available pay schedule for the period covering 2025 through 2026; and

WHEREAS, the City Council now desires to amend and update the pay schedule in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5 to reflect changes made to certain position which will become effective on April 6, 2026.

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

SECTION 1. That the City-wide Salary and Pay Schedule contained in Exhibit "A", attached hereto and made a part hereof, is hereby amended and adopted in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5.

SECTION 2. That this City-wide Salary and Pay Schedule will be made available for public viewing via the City website for no less than five (5) years.

PASSED, APPROVED AND ADOPTED this 6th day of April, 2026.

_____

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-2604-010 at a regular meeting of said Council held on the 6th day of April, 2026, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

EXHIBIT “A”

CITY OF LAWNDALE CITY-WIDE SALARY/ PAY SCHEDULE
FISCAL YEAR 2025-2026 SECOND AMENDMENT

CITYWIDE SALARY AND PAY SCHEDULE
FISCAL YEAR 2025-26

APRIL 06, 2026

Job ID	Current Job Title	Range	Step A		Step B		Step C		Step D		Step E		Bargaining Group
			Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	
2002	Deputy City Clerk	82	$6,209	$74,510	$6,520	$78,236	$6,846	$82,147	$7,188	$86,255	$7,547	$90,567	AFSCME MID-MANAGEMENT UNIT (MM)
5006	Assistant Planner	87	$6,526	$78,311	$6,852	$82,226	$7,195	$86,338	$7,555	$90,654	$7,932	$95,187	AFSCME MID-MANAGEMENT UNIT (MM)
5003	Grant/Economic Dev Coordinator	90	$6,724	$80,684	$7,060	$84,718	$7,413	$88,954	$7,783	$93,401	$8,173	$98,071	AFSCME MID-MANAGEMENT UNIT (MM)
3003	Community Services Supervisor	94	$6,997	$83,960	$7,346	$88,158	$7,714	$92,566	$8,099	$97,194	$8,504	$102,054	AFSCME MID-MANAGEMENT UNIT (MM)
1002	Administrative Analyst	95	$7,067	$84,799	$7,420	$89,039	$7,791	$93,491	$8,180	$98,166	$8,590	$103,074	AFSCME MID-MANAGEMENT UNIT (MM)
7003	Assistant Engineer	95	$7,067	$84,799	$7,420	$89,039	$7,791	$93,491	$8,180	$98,166	$8,590	$103,074	AFSCME MID-MANAGEMENT UNIT (MM)
6003	Municipal Services Supervisor	101	$7,501	$90,016	$7,876	$94,517	$8,270	$99,243	$8,684	$104,205	$9,118	$109,415	AFSCME MID-MANAGEMENT UNIT (MM)
8001	Maintenance Supervisor	104	$7,729	$92,744	$8,115	$97,381	$8,521	$102,250	$8,947	$107,363	$9,394	$112,731	AFSCME MID-MANAGEMENT UNIT (MM)
1010	Senior Management Analyst	105	$7,806	$93,671	$8,196	$98,355	$8,606	$103,273	$9,036	$108,436	$9,488	$113,858	AFSCME MID-MANAGEMENT UNIT (MM)
5005	Associate Planner	106	$7,884	$94,608	$8,278	$99,338	$8,692	$104,305	$9,127	$109,521	$9,583	$114,997	AFSCME MID-MANAGEMENT UNIT (MM)
7002	Associate Engineer	115	$8,623	$103,471	$9,054	$108,645	$9,506	$114,077	$9,982	$119,781	$10,481	$125,770	AFSCME MID-MANAGEMENT UNIT (MM)
5004	Senior Planner	117	$8,796	$105,551	$9,236	$110,829	$9,698	$116,370	$10,182	$122,189	$10,691	$128,298	AFSCME MID-MANAGEMENT UNIT (MM)
9001	Cable Television Supervisor	121	$9,153	$109,837	$9,611	$115,329	$10,091	$121,095	$10,596	$127,150	$11,126	$133,507	AFSCME MID-MANAGEMENT UNIT (MM)
5002	Community Development Manager	128	$9,813	$117,760	$10,304	$123,648	$10,819	$129,830	$11,360	$136,322	$11,928	$143,138	AFSCME MID-MANAGEMENT UNIT (MM)
4002	Accounting Manager	129	$9,911	$118,938	$10,407	$124,884	$10,927	$131,129	$11,474	$137,685	$12,047	$144,569	AFSCME MID-MANAGEMENT UNIT (MM)
6002	Municipal Services Manager	133	$10,314	$123,767	$10,830	$129,955	$11,371	$136,453	$11,940	$143,276	$12,537	$150,439	AFSCME MID-MANAGEMENT UNIT (MM)
3002	Community Services Manager	133	$10,314	$123,767	$10,830	$129,955	$11,371	$136,453	$11,940	$143,276	$12,537	$150,439	AFSCME MID-MANAGEMENT UNIT (MM)
Job ID	**Current Job Title**	**Range**	**Step A**	**Step A**	**Step B**	**Step B**	**Step C**	**Step C**	**Step D**	**Step D**	**Step E**	**Step E**	**Max**
3006	Senior Nutrition Specialist	14	$3,156	$37,876	$3,314	$39,770	$3,480	$41,758	$3,654	$43,846	$3,837	$46,038	AFSCME CLASSIFIED UNIT (CL)
1009	**Office Assistant**	**46**	**$4,340**	**$52,077**	**$4,557**	**$54,681**	**$4,785**	**$57,415**	**$5,024**	**$60,286**	**$5,275**	**$63,300**	**AFSCME CLASSIFIED UNIT (CL)**
8004	Maintenance Worker I	48	$4,427	$53,124	$4,648	$55,780	$4,881	$58,569	$5,125	$61,497	$5,381	$64,572	AFSCME CLASSIFIED UNIT (CL)
6005	Municipal Services Officer I	48	$4,427	$53,124	$4,648	$55,780	$4,881	$58,569	$5,125	$61,497	$5,381	$64,572	AFSCME CLASSIFIED UNIT (CL)
3011	Transit Operator	50	$4,516	$54,191	$4,742	$56,901	$4,979	$59,746	$5,228	$62,733	$5,489	$65,870	AFSCME CLASSIFIED UNIT (CL)
8003	Maintenance Worker II	60	$4,988	$59,861	$5,238	$62,854	$5,500	$65,997	$5,775	$69,297	$6,063	$72,761	AFSCME CLASSIFIED UNIT (CL)
4005	Accounting Specialist	61	$5,038	$60,460	$5,290	$63,483	$5,555	$66,657	$5,832	$69,990	$6,124	$73,489	AFSCME CLASSIFIED UNIT (CL)
5008	Building Permit Specialist	67	$5,348	$64,179	$5,616	$67,388	$5,896	$70,758	$6,191	$74,295	$6,501	$78,010	AFSCME CLASSIFIED UNIT (CL)
6004	Municipal Services Officer II	68	$5,402	$64,821	$5,672	$68,062	$5,955	$71,465	$6,253	$75,038	$6,566	$78,790	AFSCME CLASSIFIED UNIT (CL)
1004	Office /Personnel Assistant	69	$5,456	$65,469	$5,729	$68,743	$6,015	$72,180	$6,316	$75,789	$6,632	$79,578	AFSCME CLASSIFIED UNIT (CL)
1005	Administrative Assistant II	69	$5,456	$65,469	$5,729	$68,743	$6,015	$72,180	$6,316	$75,789	$6,632	$79,578	AFSCME CLASSIFIED UNIT (CL)
3004	Recreation Coordinator	69	$5,456	$65,469	$5,729	$68,743	$6,015	$72,180	$6,316	$75,789	$6,632	$79,578	AFSCME CLASSIFIED UNIT (CL)
4004	Community Services Coordinator	69	$5,456	$65,469	$5,729	$68,743	$6,015	$72,180	$6,316	$75,789	$6,632	$79,578	AFSCME CLASSIFIED UNIT (CL)
4003	Accounting / Payroll Specialist	72	$5,621	$67,453	$5,902	$70,826	$6,197	$74,367	$6,507	$78,085	$6,832	$81,989	AFSCME CLASSIFIED UNIT (CL)
8002	Maintenance Worker III	76	$5,849	$70,192	$6,142	$73,701	$6,449	$77,386	$6,771	$81,256	$7,110	$85,319	AFSCME CLASSIFIED UNIT (CL)
6008	Code Enforcement Officer I	81	$6,148	$73,772	$6,455	$77,461	$6,778	$81,334	$7,117	$85,401	$7,473	$89,671	AFSCME CLASSIFIED UNIT (CL)
7004	Engineering Technician	81	$6,148	$73,772	$6,455	$77,461	$6,778	$81,334	$7,117	$85,401	$7,473	$89,671	AFSCME CLASSIFIED UNIT (CL)
1102	Public Works Inspector	82	$6,209	$74,510	$6,520	$78,236	$6,846	$82,147	$7,188	$86,255	$7,547	$90,567	AFSCME CLASSIFIED UNIT (CL)
6009	Code Enforcement Officer II	87	$6,526	$78,311	$6,852	$82,226	$7,195	$86,338	$7,555	$90,654	$7,932	$95,187	AFSCME CLASSIFIED UNIT (CL)
1006	Executive Assistant	95	$7,067	$84,799	$7,420	$89,039	$7,791	$93,491	$8,180	$98,166	$8,590	$103,074	AFSCME CLASSIFIED UNIT (CL)
Job ID	**Current Job Title**	**Range**	**Hourly**		**Hourly**		**Hourly**		**Hourly**		**Hourly**		**Bargaining Group**
3008	Delivery Worker	11	$17.67		$18.56		$19.49		$20.46		$21.48		PART-TIME EMPLOYEES HOURLY (PT)
3005	Recreation Leader	11	$17.67		$18.56		$19.49		$20.46		$21.48		PART-TIME EMPLOYEES HOURLY (PT)
3010	Senior Recreation Leader	14	$18.21		$19.12		$20.08		$21.08		$22.13		PART-TIME EMPLOYEES HOURLY (PT)
9003	CATV Production Assistant	43	$24.30		$25.52		$26.79		$28.13		$29.54		PART-TIME EMPLOYEES HOURLY (PT)
1007	Office Assistant	46	$25.04		$26.29		$27.60		$28.98		$30.43		PART-TIME EMPLOYEES HOURLY (PT)
8005	Maintenance Worker I	48	$25.54		$26.82		$28.16		$29.57		$31.04		PART-TIME EMPLOYEES HOURLY (PT)
6006	Municipal Services Officer I	48	$25.54		$26.82		$28.16		$29.57		$31.04		PART-TIME EMPLOYEES HOURLY (PT)
3012	Transit Operator	50	$26.05		$27.36		$28.72		$30.16		$31.67		PART-TIME EMPLOYEES HOURLY (PT)
9002	CATV Production Assistant II	53	$26.84		$28.19		$29.59		$31.07		$32.63		PART-TIME EMPLOYEES HOURLY (PT)
1103	Emergency Preparedness Coordinator	59	$28.49		$29.92		$31.42		$32.99		$34.64		PART-TIME EMPLOYEES HOURLY (PT)
6007	Municipal Services Officer II	68	$31.16		$32.72		$34.36		$36.08		$37.88		PART-TIME EMPLOYEES HOURLY (PT)
6010	Code Enforcement Officer I	81	$35.47		$37.24		$39.10		$41.06		$43.11		PART-TIME EMPLOYEES HOURLY (PT)
5007	Associate Planner	106	$45.48		$47.76		$50.15		$52.65		$55.29		PART-TIME EMPLOYEES HOURLY (PT)

CITYWIDE SALARY AND PAY SCHEDULE
FISCAL YEAR 2025-26

Job ID	Current Job Title	Range	Step A		Step B		Step C		Step D		Step E		Bargaining Group
			Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	
2001	Assistant City Clerk	133	$10,314	$123,767	$10,830	$129,955	$11,371	$136,453	$11,940	$143,276	$12,537	$150,439	CENTRAL MANAGEMENT EMPLOYEES (CMT)
1008	Deputy CM/Human Resources Director	170	$14,904	$178,853	$15,650	$187,795	$16,432	$197,185	$17,254	$207,044	$18,116	$217,397	CENTRAL MANAGEMENT EMPLOYEES (CMT)
6001	Director of Municipal Services	152	$12,460	$149,524	$13,083	$157,000	$13,738	$164,850	$14,424	$173,093	$15,146	$181,747	CENTRAL MANAGEMENT EMPLOYEES (CMT)
3001	Director of Community Services	152	$12,460	$149,524	$13,083	$157,000	$13,738	$164,850	$14,424	$173,093	$15,146	$181,747	CENTRAL MANAGEMENT EMPLOYEES (CMT)
5001	Director of Communty Development	162	$13,764	$165,167	$14,452	$173,426	$15,175	$182,097	$15,933	$191,202	$16,730	$200,762	CENTRAL MANAGEMENT EMPLOYEES (CMT)
4001	Director of Finance/ City Treasurer	162	$13,764	$165,167	$14,452	$173,426	$15,175	$182,097	$15,933	$191,202	$16,730	$200,762	CENTRAL MANAGEMENT EMPLOYEES (CMT)
1100	Director of Public Works/ City Engineer	162	$13,764	$165,167	$14,452	$173,426	$15,175	$182,097	$15,933	$191,202	$16,730	$200,762	CENTRAL MANAGEMENT EMPLOYEES (CMT)
Job ID	**Current Job Title**	**Range**	**Step A**		**Step B**		**Step C**		**Step D**		**Step E**		**Bargaining Group**
			Yearly		**Yearly**		**Yearly**		**Yearly**		**Yearly**		
1001	City Manager										$254,869		Contract

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE: April 6, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim Executive Officer

SUBJECT: **Consideration of Claims for Damage Against the City**

BACKGROUND

On or about November 12, 2025, the City received a claim for damage filed by the Law Offices of Samer Habbas & Associates, PC, representing Gina Mendoza (Claimant). The claim filed alleges that on or about May 20, 2025, the claimant tripped and fell while walking over a metal utility cover located at or near 15000 Hawthorne Boulevard, Lawndale, California.

STAFF REVIEW

The City's current third-party claims administrator, California JPIA - Athens Program Insurance Services, reviewed the claim as filed and determined that the liability for the claims could not be assigned to the City and recommends that the City reject the claim as filed.

LEGAL REVIEW

None.

RECOMMENDATION

Staff recommends that the City Council reject the claim filed by Gina Mendoza and instruct staff to process the appropriate correspondence to the claimant.

Attachments

Attachment A - Claim for Damage Gina Mendoza

ATTACHMENT A

MANAGING PARTNER
Samer Habbas
OF COUNSEL
Jennifer Nimry Eseed*
Scott Hanssler
*Licensed to practice in Arizona, California, Colorado, Illinois, and Washington.
**Licensed to practice in Michigan.
***Licensed to practice in Nevada.
****Licensed to practice in California, Arizona, and New Mexico.

SAMER HABBAS
& ASSOCIATES, PC
PERSONAL INJURY LAWYERS

200 Spectrum Center Dr, Ste 1230, Irvine, CA 92618
habbaspilaw.com | ph: 949-727-9300 | fx: 949-727-9308

MANAGING ATTORNEY
Adam Kocaj**
ASSOCIATES
Michelle Hunter
Erik Zentz***
Muhammad Ali
Lucas Edwards****
Elias Fakhoury
Cinthya Corcho
Gary Wong
Samar Hellar

November 7, 2025

Office of the City Clerk
14717 Burin Avenue
Lawndale, CA 90260

'25 NOV 12 4:11PM

RE: Client Name : Gina Mendoza
Date of Accident : 05/20/2025

To Whom It May Concern:

Enclosed is a Claim for Damages to Person or Property form.

Please notify this office if you should have any questions concerning the above.

Thank you for your anticipated courtesy and cooperation.

Best Regards,

LAW OFFICES OF SAMER HABBAS

Samer Habbas
Attorney at Law
ssh@habbaspilaw.com

CITY OF LAWNDALE
CLAIM FOR DAMAGES TO PERSON OR PROPERTY

Reserve for Filing Stamp

File with the City Clerk
14717 Burin Ave., Lawndale, CA 90260
(310) 973-3200, Fax: (310) 644-4556

Claim No.: _____

Instructions:

1. Claims for death, injury to person or to personal property must be filed not later than six (6) months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than one (1) year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim form before filing.
4. See page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.
7. Claim must be filed with the City Clerk. (Gov. Code Sec. 915a)

CITY OF LAWNDALE			
Claimant's Name	Gina L Mendoza	Claimant's Occupation	N/A
Claimant's Home Address	[redacted]	Claimant's Home Phone #	[redacted]
Claimant's Business Address		Claimant's Business Phone #	

Address and telephone number to which you desire notices or communications to be sent regarding this claim:

ADDRESS: Law Offices of Samer Habbas - 200 Spectrum Center Drive, Suite 1230, Irvine, CA 92618 Phone: 949-727-9300 Email: SSH@Habbaspilaw.com

When did DAMAGE or INJURY occur? Date: 05/20/2025 Time: 8:45 a.m.

If claim is for Equitable Indemnity, give date claimant served with the complaint: Date: _____

Names of any city employees involved in INJURY or DAMAGE

Unknown at this time. Investigation is still pending.

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:

At or near the address of 15000 Hawthorne Blvd, Lawndale, CA 90260. Photos of the sidewalk are attached, which identify the location and dangerous condition.

Describe in detail how the DAMAGE or INJURY occurred.

On May 20, 2025, I was walking southbound on the sidewalk located at or near 15000 Hawthorne Blvd, Lawndale, CA 90260. As I was walking, I tripped over a defective metal utility cover that was embedded in the sidewalk. The utility cover consisted of two adjoining metal panels that were not properly secured and were uneven. When I stepped onto the cover, one panel dipped downward, causing the adjoining panel to lift upward and create a raised edge and significant height differential. This uneven and unstable condition caused me to trip over the raised edge and fall forward. As a result, I fell face-first onto the ground, landing on my stomach, knees, and hands, which caused me to sustain injuries.

Why do you claim the city is responsible?

Pursuant to Gov. Code Section 835, the City is responsible because it allowed a dangerous condition to exist on its public property. The City permitted its sidewalk to contain a defective and uneven metal utility cover, creating a foreseeable tripping hazard for pedestrians, including myself. The metal panels were unstable and uneven, with one panel dipping downward and causing the adjoining panel to lift upward, resulting in a raised edge and significant height differential. This tripping harzard constitutes a dangerous condition and caused me to trip, fall, and suffer injuries. The defective and uneven metal utility covers created a foreseeable risk of harm to the public. The City has a duty to inspect, maintain, and repair its sidewalks to keep them in a reasonably safe condition for pedestrians. In this case, the City and its employees either negligently installed, repaired, or maintained the metal covers, or failed to properly inspect them despite having, or reasonably should have had, notice of the defect. Through regular and reasonable inspections, the City should have discovered and corrected the defective condition before my injury occurred.

Describe in detail each INJURY or DAMAGE

I sustained injuries to my face, both knees, stomach, left hand and fingers, and left wrist. My left hand had extreme swelling and I was later diagnosed with two fractures in my left wrist. I was also diagnosed with a scaffoid and distal ulna fractures. I have sensory issues and pain to my left hand with possible nerve damage. Further, I experienced extreme mental distress and anxiety from my fall. This also led me to have sleeping problems from the pain.

THIS CLAIM MUST BE SIGNED ON PAGE 2

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):	$ 8,067.65	Estimated prospective damages as far as known:	>$35,000.00
Damage to property	$ N/A	Future expenses for medical and hospital care	>$35,000.00
Expenses for medical and hospital care	$ 8,067.65	Future loss of earnings	N/A
Loss of Earnings	$ N/A	Other prospective special damages	>$35,000.00
Special Damages for	$ Forthcoming	Prospective general damages	>$35,000.00
		Total estimate prospective damages	>$35,000.00
General Damages	>$35,000.00		
Total Damages incurred to date	>$35,000.00		
		Total amount claimed as of date of presentation of this claim	>$35,000.00

Was damage and/or injury investigated by police? No If so, what city? _____ File #: _____

Were paramedics or ambulance called? No If so, name city or ambulance _____

If injured, state date, time, 05/20/2025 unknown exact time

name and address of doctor of your first visit Torrance Memorial Urgent Care - 2110 E El Segundo Blvd Suite 100, El Segundo, CA 90245

WITNESSES to DAMAGE or INJURY: List all persons and addresses of person known to have information:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

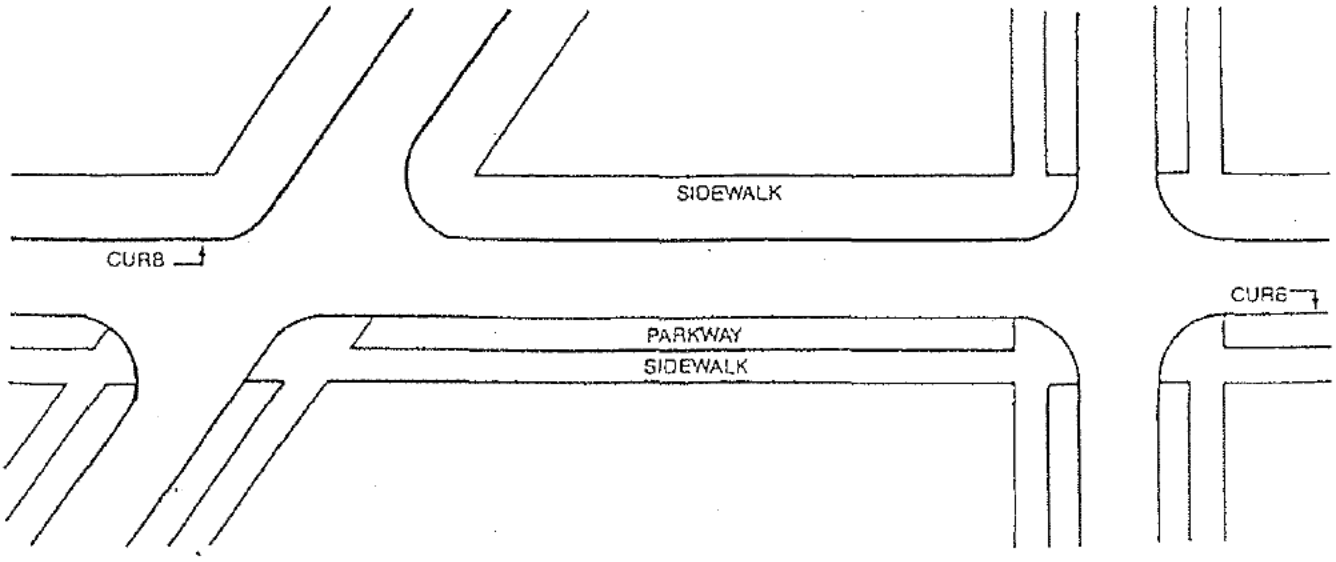
DOCTORS and HOSPITALS:

Hospital Torrance Memorial - El Segundo Address 2110 E El Segundo Blvd, El Segundo, CA 90245 Date of Hospitalization 5/20/25

Doctor Lawndale Orthopaedic Group Address 14516 Hawthorne Blvd, Lawndale, CA 90260 Date of Treatment 5/21/25

Doctor _____ Address _____ Date of Treatment _____

For all accident claims place on following diagram names of streets, including North, East, South and West; indicate place of accident by "X" and by showing house numbers or distances to street corners. If city vehicle was involved, designate by letter "A" location of city vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw city vehicle; location of city vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X". NOTE: if diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Signature of Claimant or person filing on his/her behalf: [redacted] Typed/Printed Name Date

Samer Habbas, Esq.
Attorney for Gina Mendoza

11/7/25

THIS CLAIM MUST BE SIGNED ON PAGE 2

Robert M. Yaspan

LAW OFFICES
OF
ROBERT M. YASPAN
MAILING ADDRESS
20555 Devonshire Street, Suite 197
Chatsworth, California 91311

21700 Oxnard Street
Suite 1750
Woodland Hills, California 91367
(818) 774-9721
Fax (818) 774-9784
RHONDA SUE SMITH
Administrator

September 18, 2025

Law Offices of Samer Habbas & Associates, PC
200 Spectrum Center Drive, Suite 1230
Irvine, CA 92618
Attention: Ana Gonzalez

Via email only: anagonzalez@habbaspilaw.com

Re: Our Member: Gina Mendoza
Our Client: Optum Health Plan of California (Formerly known as Healthcare Partners Medical Group) (Medicare Advantage Plan)
Medical Expenses: $8,067.65
Date of Loss: 05/20/25

Dear Ms. Gonzalez:

Optum Health Plan of California has an agreement with all members concerning its entitlement to reimbursement of medical expenses advanced because of an incident like the one your client was involved in. This reimbursement comes out of the settlement proceeds.

Enclosed please find copies of the medical expenses in connection with the captioned matter. Also enclosed is a Notice of Lien for signature and return to this office.

Upon the conclusion of this matter, please forward your check **to this office** made payable to Optum Health Plan of California so that we may document and close our file.

We are looking forward to hearing from you!

Sincerely,

April Williams

April Williams
Senior Case Manager
Awilliams@YaspanLaw.com

Lawndale, California
Google Street View
Aug 2025 See more dates
Hawthorne
Google Maps

March 25, 2026

TO: City of Lawndale
ATTENTION: Risk Management

RE:	Claim	:	Gina Mendoza vs. City of Lawndale
	Claimant	:	Gina Mendoza
	Date of Event	:	May 20, 2025
	Claim Number	:	CJP-3055342

Please allow this correspondence to acknowledge receipt of the captioned claim. Please take the following action:

- **<u>CLAIM REJECTION:</u> Send a standard rejection letter to Gina Mendoza's counsel.**

Please include a Proof of Mailing with your rejection notice to the claimant's attorney. Please provide us with a copy of the Notice of Rejection and copy of the Proof of Mailing. If you have any questions feel free to contact the assigned adjuster or the undersigned supervisor.

Very Truly Yours,

Scott Dieschbourg
Scott Dieschbourg
Senior Claims Examiner

CITY OF LAWNDALE

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

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Yvette Palomo, Assistant City Clerk
SUBJECT:	**Adopt Resolution to Approve Fiscal Year 2025-26 Annual Review and Records Retention Schedule Update to City Council Policy No. 77-04 Records and Information Management**

BACKGROUND

On April 21, 2025, the City Council adopted Resolution No. CC-2505-023, approving updates to the Citywide Records Retention Schedule for FY 2024-25.

STAFF REVIEW

The City annually reviews its Records Retention Schedule to ensure the schedule is in compliance with changes in law and consistent with best practices. In an effort to continuously maintain the Citywide Records Retention Schedule, certain changes to Department's Records Retention Schedules are recommended to reflect the annual legal review for Fiscal Year 2025-26.

The highlights for this current fiscal year records management and retention schedule are as follows:

New Training Mandates (Senate Bill 513 and Senate Bill 827)

City-Wide (CW):

-CW-029.5 - Training Employee Records (filed by Employee Name): SB 513's purpose is described as providing employees access to their training records; however, it created an unfunded mandate for retaining records. Retention: Separation plus 5 years.

-CW-030 - Training Presented by Staff - Course Records: SB 827 requires Financial and Fiscal Training in a similar manner to Ethics Training, and the certificates must be retained for 5 years.

The remaining changes to the schedules are pertaining to repeals or additions to legal citations that do not affect the document retention. All of the updates have been reviewed and approved by the City's Records Management Consultant, Gladwell Governmental Services, Inc., who specializes in local government records.

LEGAL REVIEW

The City Attorney's Office has reviewed Resolution No. CC-2604-011 and has approved it to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. CC-2604-011 updating City Council Policy No. 77-04 with Exhibit A Records Retention Schedule for Fiscal Year 2025-26.

Attachments

Resolution No. CC-2604-011 Records Retention Schedule Update FY 2025-26 (redline)

ATTACHMENT A

RESOLUTION NO. CC-2604-011

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA ANNUAL REVIEW AND UPDATES TO THE CITYWIDE RECORDS RETENTION SCHEDULE FOR FISCAL YEAR 2025-26

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Lawndale; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines for retention periods for various government records; and

WHEREAS, the City Council of the City of Lawndale has established a City Council Policy Manual to set forth and identify policies of the City Council which may not otherwise be established in ordinances of the City, or which are restated to further amplify existing City policy; and

WHEREAS, all policies included in the City Council Policy Manual are adopted by resolution; and

WHEREAS, the City Council of the City of Lawndale previously adopted CC-2505-023 adopting the Annual Review and Updates to the City-wide Records Retention Schedule as City Council Policy No. 77-04; and

WHEREAS, the City Council now desires to keep aligned with recent changes in state law and current "best practices" of other agencies and update Exhibit A, Records Retention Schedule, of City Council Policy No. 77-04, for Fiscal Year 2025-26.

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

SECTION 1. The City Council approves the updates to City Council Policy No. 77-04, Exhibit A, Records Retention Schedule for Fiscal Year 2025-26, as attached hereto as "Exhibit A", and incorporated herein by this reference, as if fully set forth herein and directs City staff to include said updated Records Retention Schedule in the Policy Manual.

SECTION 2. The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

SECTION 4. This resolution shall become effective immediately upon its passage and adoption.

PASSED, APPROVED AND ADOPTED this 6th day of April, 2026.

_____
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-2604-011 at a regular meeting of said Council held on the 6th day of April, 2026, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

EXHIBIT A

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term "records" shall include all records as defined by the California Public Records Act.

STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the City
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

Destruction or deletion of an **official (original) record** that has exceeded its retention period (and has SUBSTANTIVE CONTENT) must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention ("**Minimum 2 years**"), the destruction / deletion must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records (or originals that do NOT have SUBSTANTIVE CONTENT) do **NOT require authorization,** and can be destroyed "**When No Longer Required**."

If there is **NOT** a minimum retention ("When No Longer Required"), it does NOT need to be authorized prior to destruction, as it is a preliminary draft, copy, or the Content is NOT Substantive.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**"

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or "record copy") record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the "Destroy Paper after Imaged & QC'd" below for the Legal Requirements for the electronic record to be the official (original) record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active *(guideline)*: How long the file remains in the immediate office area
Inactive *(guideline)*: How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.
P = Permanent
Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated and certain data may require minimum retention.
Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (*guideline*) **terms used in State law**:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper, Mylar, Linen, "Hard Copy"
OD = Optical Disk or other **Unalterable Media which does not allow changes**

Scan / Import (*guideline*)**:**
"S" indicates the record should be scanned into the document imaging system;
"I" indicates the record should be electronically imported into the document imaging system;
"M" indicates the record was microfilmed

Destroy Paper after Imaged & QC'd (quality checked) / Trustworthy Electronic Record: "Yes" means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Immutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM**, **or microfilmed**) which is **stored in a safe & separate location**.
Employees are required to Quality Check ("QC'd") both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes;** other legal mandates may apply.

Legend for legal citations (§: Section)
CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)
B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC Public Resources Code
USC: United States Code (US)
CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen..: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
CITY-WIDE (Used by ALL Departments)								
Lead Dept.	CW-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept. (Managing the Agreement / Contract)	CW-002	Agreements / Contracts: **ADMINISTRATIVE FILES (with Grant Funding)** (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), ~~29 CFR 97.42;~~ ~~OMB Circular A-133;~~ GC §34090; GC §8546.7
Lead Dept. (Managing the Agreement / Contract)	CW-003	Agreements / Contracts: **ADMINISTRATIVE FILES** (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Covers E&O Statute of Limitations; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
	CW-004	Boards, Commissions, / Committees: **External Organizations** - Agendas, Minutes, Resolutions, / other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
Staffing Dept.	CW-005	Committees: Ad Hoc Committees, Task Forces, Employee Staff Meetings / Department Staff Meetings Agendas, Minutes, Staff Reports, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead **(Responding)** Dept.	CW-006	Complaints / Concerns from Citizens	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-007	Copies / duplicates of any record	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Dept. that **Authors** Document or Receives the City's Original Document	CW-008	Correspondence - **ROUTINE** **(IF CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business)** (e.g. e-mail / email with SUBSTANTIVE content, Letters, Memorandums, Administrative Files, ~~Chronological,~~ General Files, etc.) SUBSTANTIVE synonyms: Significant, Meaningful, Considerable, Essential ~~IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business~~	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained 2 years ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608; GC §34090

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Dept. that **Authors** Document or Receives the City's Original Document	CW-009	Correspondence - **TRANSITORY / PRELIMINARY DRAFTS,** Interagency / Intraagency Memoranda NOT retained in the ordinary course of business **Content NOT Substantive**, / NOT made / retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail / email, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes / recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their **CONTENT.** Records, e-mails, electronic records, or social media postings where the **CONTENT relates in a SUBSTANTIVE way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are SAVED** by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §§7927.500,; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Lead Dept.	CW-010	Drafts / Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500
Lead Dept.	CW-011	GIS Database / Data / Layers (both City-wide / Specialized)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept. (Managing the Grant)	CW-012	Grants **(SUCCESSFUL** Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), ~~29 CFR 97.42; OMB Circular A-110 & A-133~~; GC §34090; GC §8546.7
Lead Dept. (Managing the Grant)	CW-013	Grants **(UNSUCCESSFUL** Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-014	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) / Chemical Use Report Form (/ records of the chemical / substance / agent, where / when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Lead Dept.	CW-015	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Lead Dept. ~~Human Resources~~	CW-016	Personnel Files **(Department-level Files)** Send all originals to Human Resources upon Separation	Separation + 6~~3~~ years	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-017	Personnel Files **(Supervisor's Notes)**	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-018	Photographs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; destroy unnecessary photographs. GC §§34090
Lead Dept.	CW-019	Public Relations / Press Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-020	Real Estate Appraisal Reports: Property **NOT** purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-021	Real Estate Appraisal Reports: **Purchased** Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Not accessible to the public until purchase has been completed; meets municipal government auditing standards; GC §§34090, 7928.705
	CW-022	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Plans (if not provided in the schedule), Standard Operating Procedures (SOPs), Studies, Reports (if not provided in the schedule), Newsletters, etc.: Produced by **OUTSIDE ORGANIZATIONS** (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-023	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Plans (if not provided in the schedule), Standard Operating Procedures (SOPs), Studies, Reports (if not provided in the schedule), Newsletters, Administrative Policies, etc.: Produced by **YOUR Department**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-024	Reference Materials: Policies, Procedures, Brochures, Flyers, Handbooks, Manuals, Plans (if not provided in the schedule), Standard Operating Procedures (SOPs), Studies, Reports (if not provided in the schedule), Newsletters, Administrative Policies, etc.: Produced by **OTHER Departments**	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-025	Reports, Studies (**Historically significant** - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-026	Reports, Studies (**other than Historically significant** ~~reports~~ - e.g. Annual Reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-027	Safety Meetings (all)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Lead Dept.	CW-028	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

(Used by ALL Departments)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Lead Dept.	CW-029	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft / transitory record, / can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-029.5	Training **EMPLOYEE RECORDS** (If Records are Created - filed by Employee Name) Required Information by Employee for all Employee Training for Separation + 5 years: Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualification Documents	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §§1198.5, 6401.9(f), 6429(c); 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b)
Lead Dept. (Providing the Training)	CW-030	Training Presented by Staff - **COURSE RECORDS** (Attendance Rosters / Sign-in Sheets, Outlines / Materials; includes Ethics, Fiscal & Financial, Harassment, Workplace Violence, Safety Training, Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets OSHA requirements; Ethics, Fiscal & Financial, Harassment & Workplace Violence Training is 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); 53238.3(b), LC §6401.9(f)

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RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

(Cable TV, Human Resources, Risk Management)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
ADMINISTRATIVE SERVICES / CABLE TV								
Admin. Services / Cable TV	AS-003	Cable TV Programming, Production / Scheduling	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090 et seq.
Admin. Services / Cable TV	AS-004	Cable TV Video Footage: Historical events / programming	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	When content is of historic significance; GC §34090.7
Admin. Services / Cable TV	AS-005	Cable TV Video Media - Events (DVD / Video) - Master Files **Not public meetings** - See City Clerk for City Council, Planning Commission / other public meetings	Minimum 90 days		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Consistent with video tape retention for public meetings; GC §34090.7
Admin. Services / Cable TV	AS-006	Media Technology Advisory Committee **AGENDAS / AGENDA PACKETS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
City Clerk	AS-007	Media Technology Advisory Committee **MINUTES / BYLAWS / RESOLUTIONS**	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send all originals to the City Clerk; GC §34090.7
ADMINISTRATIVE SERVICES / HUMAN RESOURCES								
Admin. Services / Human Resources	AS-008	Benefit Plan Documents (Optical, Dental, etc.)	Duration of the Contract + 2 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(1)(2); 29 USC 1027; GC §34090
Admin. Services / Human Resources	AS-009	Classification / Reorganization Studies (for employee classifications / department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090

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RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

(Cable TV, Human Resources, Risk Management)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Admin. Services / Human Resources	AS-010	Compensation Surveys / Studies	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-011	Contracts for Investigators	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Admin. Services / Human Resources	AS-012	California Civil Rights Department (CRD) / Department of Fair Employment / Housing (DFEH / EEOC) Claims / Harassment Claims	Minimum Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-013	DMV Pull Notices (ALL, Including Police Officers)	When Superseded or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Admin. Services / Human Resources	AS-014	Employee Investigations	Minimum Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-015	Employee Verifications (responses to outside banks, mortgage brokers, / others about an employee's employment status)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records / Content Not Substantive, therefore there is no obligation to retain responses; GC §34090 et seq.

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Admin. Services / Human Resources	AS-016	Harassment Prevention Training Certificates	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §§34090, 53237.2(b)
Admin. Services / Human Resources	AS-017	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-018	Job Descriptions / Classification Specifications	Minimum Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-018.5	Labor Negotiations / Negotiation Binders / Notes, Side Letters, Correspondence, etc.	Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Admin. Services / Human Resources	AS-019	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33, 8 CCR §3203(b)(1), GC §34090; LC §6429c
Admin. Services / Human Resources	AS-020	Personnel Board **AGENDAS / AGENDA PACKETS**	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk	AS-021	Personnel Board **MINUTES / BYLAWS / RESOLUTIONS**	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send all originals to the City Clerk; GC §34090.7
Admin. Services / Human Resources	AS-021.5	Personnel Files - **Benefit File** Enrollments / changes to an employee's benefits	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Admin. Services / Human Resources	AS-022	Personnel Files - **Employee File (Main File / Background File)** Includes Application, Evaluations, Grievances, Policy Acknowledgements, Personnel Action Forms, Livescan results, Training Certificates, etc.	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC §1198.5
Admin. Services / Human Resources	AS-023	Personnel Files - **Medical File** (all employees) Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, etc.	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-024	Recruitment / Testing File - **ALL (Full-time / Part-time)** (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis / statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Close of Recruitment + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; (Part Time Employee Recruitments are retained by the Department, except for the Successful Application); EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960, 34090

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(Cable TV, Human Resources, Risk Management)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Admin. Services / Human Resources	AS-025	Studies / Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Admin. Services / Human Resources	AS-026	Workers Compensation Claim Runs	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (meets municipal government auditing standards); GC §34090
Admin. Services / Human Resources	AS-027	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, / Injury Reports from Employees)	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-027.5	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, ~~training~~, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §34090
ADMINISTRATIVE SERVICES / RISK MANAGEMENT								
Admin. Services / Risk Manage.	AS-028	Accident Reports / Incident Reports (No Claim Filed)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin. Services / Risk Manage.	AS-029	Claims / Civil / Liability	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Admin. Services / Risk Manage.	AS-030	Drug / Alcohol Test Results (All - Positives / Negatives)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Admin. Services / Risk Manage.	AS-031	Employee Litigation	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; ; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Admin. Services / Risk Manage.	AS-032	Incident Reports where a Loss of Property was incurred that can be recovered (Vandalism, Vehicle Accidents, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Admin. Services / Risk Manage.	AS-033	OSHA Inspections / Citations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c

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RECORDS RETENTION SCHEDULE: CITY CLERK
(Elections)

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CITY CLERK								
City Clerk	CC-001	Agenda Packets: City Council, Public Finance Authority, Redevelopment Agency / Successor Agency, Lawndale Cable Usage Corporation / Lawndale Housing Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department preference; Includes Appeals; GC §34090
City Clerk	CC-002	Agreements - Council-Approved If **Imaged, Infrastructure, CIPs, MOUs, MOAs** includes all contractual obligations (e.g. Amendments, Insurance Certificates, Scope of Work / Successful Proposal) Examples of Infrastructure: Architects, CalPERS, CIPs (Capital Improvement Projects,) franchise agreements, settlement agreements, subdivision improvement agreements, development, Joint Powers, MOUs, settlement, water rights, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090
City Clerk	CC-003	Agreements - Council-Approved **Non-Infrastructure that are NOT Imaged** includes all contractual obligations (e.g. Amendments / Insurance Certificates / Scope of Work / Successful Proposal) Examples of NON-Infrastructure: Consulting, disposal, City Manager employment contracts, leases, loans, mutual aid, professional services, services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Covers E&O Statute of Limitations; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk	CC-004	Assessment Districts	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department preference; GC §34090
City Clerk	CC-005	Audits - Final / Annual Comprehensive Financial Report (ACFR) / Annual Financial Statements / Single Audits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-006	Bid Packets: Bids / Proposals in response to RFPs (Request for Proposals) / RFQs (Request for Qualifications), Notices, Notice Inviting Bids, Specifications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	After 2/2012, Purchasing maintains originals for 7 years (their preference to comply with Federal Agency requirements); GC §34090
City Clerk	CC-007	Board / Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-008	Board / Commission **Applications** - (All Advisory Bodies)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-009	Board / Commission **Bylaws** - (All Advisory Bodies)	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department preference; GC §34090
City Clerk	CC-010	Bonds: CIP Labor / Materials, Performance Bonds, Letters of Credit, Encroachment Permit Bonds, etc.	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
City Clerk	CC-011	Budgets - Final	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-012	City Articles of Incorporation / Charter	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department preference; GC §34090

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City Clerk	CC-013	City Council, Board / Commission Historical List of Members / Rosters	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department preference; GC §34090
Admin. Services / Risk Manag.	CC-014	Claim Forms	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
City Clerk	CC-015	Deeds (Easements / Rights-of-Way are maintained by Public Works)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
City Clerk	CC-016	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): **ALL**	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-017	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
City Clerk	CC-018	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-019	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(e)
City Clerk	CC-020	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
City Clerk	CC-021	FPPC Lobbyist Authorization / Reporting - FPPC Form 635 or 602	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	2 CCR 18615(f); GC §34090
CITY CLERK / ELECTIONS - CONSOLIDATED								

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City Clerk / Elections	CC-022	Campaign Filings (FPPC 400 Series Forms / Form 501): **UNSUCCESSFUL CANDIDATES**	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Candidates without committees are not required to file their statements, reports or copies online or electronically; ~~Paper must be retained for at least 2 years; GC §81009(b)&(g)~~
City Clerk / Elections	CC-023	Campaign Filings (FPPC 400 Series Forms / Form 501): **SUCCESSFUL CANDIDATES** (Elected Officials)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; as of January 1, 2025, the FPPC is the Filing Officer for 87200 filers; City maintains copies only; original statements are filed with FPPC; GC §81009(f)&(g)
City Clerk / Elections	CC-024	Campaign Filings (FPPC 400 Series Forms): **THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK** (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	~~Paper must be retained for at least 2 years~~; GC §81009(f)&(g)
City Clerk / Elections	CC-025	Campaign Filings (FPPC 400 Series Forms): **OTHER COMMITTEES** (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	~~Paper must be retained for at least 2 years~~; GC §81009(c)&(g)
City Clerk / Elections	CC-026	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - **SUCCESSFUL CANDIDATES**	Expiration of Term of Office + 4 years		Mag, Ppr			CA law states term of office and 4 years after the expiration of term for Nomination Papers; EC §17100
City Clerk / Elections	CC-027	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - **UNSUCCESSFUL CANDIDATES**	Conclusion of Election + 4 years		Mag, Ppr			Department Preference; CA law states term of office and 4 years after the expiration of term for Nomination Papers; EC §17100
City Clerk / Elections	CC-028	Elections - **GENERAL, WORKING / ADMINISTRATION** Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations / Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Ppr			GC §34090

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City Clerk / Elections	CC-029	Elections - **HISTORICAL** (Sample ballot, copies of resolutions, final results)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk / Elections	CC-030.1	Elections - Petitions (Initiative, Recall / Referendum) - **IF INSUFFICIENT - IF Examined by Proponents**	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk / Elections	CC-030.1.5	Elections - Petitions (Initiative, Recall / Referendum) - **IF INSUFFICIENT - NOT Examined by Proponents**	Determination of Insufficiency + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after the City Clerk makes the determination of insufficiency / examines the petitions. unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
City Clerk / Elections	CC-030.2	Elections - Petitions (Initiative, Recall / Referendum) - **IF SUFFICIENT**	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
CITY CLERK / ELECTIONS ~~- STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)~~								
City Clerk / Elections	CC-031	Applications to View Voter Registration Information	5 years		Ppr			EC §2188(f)
City Clerk / Elections	CC-032	Elections - Ballots, Ballot Security Envelopes - After Election	6 mo.		Ppr			EC §17302
City Clerk / Elections	CC-033	Elections - Ballots, Ballot Security Envelopes - After Recount	6 mo.		Ppr			EC §17306
City Clerk / Elections	CC-034	Elections - Challenged / Assisted Voters List	6 mo.		Ppr			If uncontested, EC §17304
City Clerk / Elections	CC-035	Elections - Inspector Receipts for Ballots	6 mo.		Ppr			EC 17302, 17306
City Clerk / Elections	CC-036	Elections - Precinct Officer Appointments	6 mo.		Ppr			EC §17503

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RECORDS RETENTION SCHEDULE: CITY CLERK
(Elections)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
City Clerk / Elections	CC-037	Elections - Roster of Voters	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	EC §17300
City Clerk / Elections	CC-038	Elections - Tally Sheets, Logic / Accuracy Tests	6 mo.		Ppr			EC §17304
City Clerk / Elections	CC-039	Elections - Vote-by-Mail Applications, Roster of Absentee Applications	6 mo.		Ppr			EC §17302
City Clerk / Elections	CC-040	Elections - Vote-by-Mail Identification Envelopes	6 mo.		Ppr			EC §17302
City Clerk / Elections	CC-041	Elections - Voter Index Copies used as the Voting Record at Polling Places	6 mo.		Ppr			EC §17304
City Clerk / Elections	CC-042	Elections - Voter Index Original	5 years		Ppr			EC §17001
(End of Elections Section)								
City Clerk	CC-043	Ethics Training Certificates	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §§34090, 53235.2(b)
City Clerk	CC-044	Historical Records, Photographs, / Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-045	COIs / Certificate of Insurance / Insurance Certificates - that can't be matched to an agreement / contract but vendor may be doing business with the City (Filed chronologically by month)	11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; Covers E&O and Latent Defect Statute of Limitations; CCP §337 et. seq., GC §34090

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City Clerk	CC-046	Minutes: **All Boards / Commission** (Planning Commission, Beautification Committee, Parks, Recreation / Social Services Commission, Senior Citizen Advisory Committee, Youth Advisory Committee, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-047	Minutes: **City Council**, Cable Corporation, Public Finance Authority, Redevelopment Agency / Successor Agency, Lawndale Cable Usage Corporation / Lawndale Housing Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-048	Oath of Office: City Council, Planning Commission Members, All Boards / Commissions	Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-049	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-050	Prop. 218 Fees / Charges: **Ballots / protest letters**	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§53753(e)(2), 53755(d)
City Clerk	CC-051	Public Records Requests / Subpoenas Duces Tecum	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-052	City Council / Planning Commission (/ associated bodies): Recordings - **VIDEO RECORDINGS** of Meetings / Video Tapes	10 years		Mag			Department preference; Video ~~tapes~~ recordings of meetings are required for 90 days; GC §34090.7
City Clerk	CC-053	Records Destruction Authorization Forms / Certifications	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090

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City Clerk	CC-053.1	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EC §21160(i) GC §34090
City Clerk	CC-054	Resolutions: **All Boards / Commissions** (Planning Commission / Parks / Recreation Commission)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-055	Resolutions: **City Council,** Cable Corporation, Public Finance Authority, Redevelopment Agency / Successor Agency, Lawndale Housing Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-056	Statement of Facts / Registry of Public Agencies	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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RECORDS RETENTION SCHEDULE: CITY MANAGER AND CITY COUNCIL

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
CITY MANAGER AND CITY COUNCIL								
City Manager & City Council	CM-001	City Manager Correspondence / City Council Correspondence (Interoffice, Citizens, Organizations, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager & City Council	CM-002	Facility Use Permits (Council Chambers / Conference Room only)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager & City Council	CM-003	Proclamations / Commendations / Certificates / Recognitions / Letter Recognitions / Award Certificates If items are of significant historical interest, please see City Clerk No. CC-044	Minimum 3~~2~~ years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager & City Council	CM-004	Projects, Programs, Subject / Issues - General (Issues / projects will vary over time - e.g. Sister City, Goals / Objectives, , etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager & City Council	CM-005	Weekly Updates / Weekly Manager's Memo	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

(Building, CDBG, Engineering, Planning)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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COMMUNITY DEVELOPMENT / BUILDING								
Comm. Dev. / Building	CD-001	Address Files / **Building Permits**	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§~~104.6~~ 104.7 and 107.5; GC §34090
Comm. Dev. / Building	CD-002	Building Permit **Database** (CityView / CitizenServe)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, ~~104.6~~ 104.7 and 107.5; H&S §19850; GC §34090
Comm. Dev. / Building	CD-003	Building Plans - **Cancelled, Expired / Withdrawn**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, ~~104.6~~ 104.7 and 107.5; H&S §19850; GC §34090
Comm. Dev. / Building	CD-004	Building Plans - **Finalled - TENANT IMPROVEMENTS**	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, ~~104.6~~ 104.7 and 107.5; H&S §19850; GC §34090
Comm. Dev. / Building	CD-005	Building Plans - **Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION**	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, ~~104.6~~ 104.7 and 107.5; H&S §19850; GC §34090
Comm. Dev. / Building	CD-006	Building Plans - **Finalled - SINGLE FAMILY RESIDENTIAL - SFR / APPURTENANCES** Energy Calculations, Structural Calculations, Soil Reports, Geotechnical Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CBC §§ 1.8.4.3.1, ~~104.6~~ 104.7 and 107.5; H&S §19850; GC §34090
Comm. Dev. / Building	CD-007	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Comm. Dev. / Building	CD-008	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Dev. / Building	CD-009	Correction Notices, Stop Work Notices	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090

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RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

(Building, CDBG, Engineering, Planning)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Comm. Dev. / Building	CD-010	Plan Check Comments (Site Plan File)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. Dev. / Building	CD-011	**Reports:** Building Activity	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database can re-create the reports on demand); GC §34090
Comm. Dev. / Building	CD-012	Requests / Permissions to Receive Copies of Plans (to / from Architects)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Comm. Dev. / Building	CD-013	Utility Clearances, School District Clearances	When Permit Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
COMMUNITY DEVELOPMENT / CDBG / HOUSING / FORMER REDEVELOPMENT PROJECTS								
Comm. Dev. / CDBG, Housing, Redev.	CD-014	Housing Plans: Consolidated Annual Performance and Evaluation Review (CAPER) / Comprehensive Housing Affordability Strategy (CHAS) / Consolidated Action Plan / Analysis of Impediments to Fair Housing Choices / Citizen Participation Plan / Action Plans, etc.	Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	24 CFR 91.105(h); 24 CFR 92.508(a); GC §34090
Comm. Dev. / CDBG, Housing, Redev.	CD-015	Great Neighborhoods Program (Commercial / Residential Rehabilitation)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), ~~29 CFR 97.42;~~ GC §34090; 24 CFR 982.158

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Comm. Dev. / CDBG, Housing, Redev.	CD-016	Housing Programs: All, including Low-Mod, CalHome, CDBG / HOME **WITH Recapture / Resale Restrictions**	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)(c)(2); ~~29 CFR 97.42~~, GC §34090
Comm. Dev. / CDBG, Housing, Redev.	CD-017	Housing Programs: All, including ow-Mod, CalHome, CDBG / HOME **NO RECAPTURE / RESALE RESTRICTIONS**	Loan Pay-off or Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)(c)(2); ~~29 CFR 97.42~~, GC §34090
Comm. Dev. / CDBG, Housing, Redev.	CD-018	HUD Reports (ALL Reports to HUD)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; ; GC §34090
Comm. Dev. / CDBG, Housing, Redev.	CD-018.5	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing / Community Development	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §34090

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Comm. Dev. / CDBG, Housing, Redev.	CD-019	Redevelopment Plans, Redevelopment Projects **(Historical)**	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Comm. Dev. / CDBG, Housing, Redev.	CD-020	Redevelopment Projects **(Not Historical)**	10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Comm. Dev. / CDBG, Housing, Redev.	CD-021	Redevelopment Successor Agency Real Property - Acquisition / Sale / Transfer	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
COMMUNITY DEVELOPMENT / ENGINEERING (PRIVATE DEVELOPMENT)								
Community Dev. / Engineering / Private Dev.	CD-022	Design / Construction Standards - Authored by the City for Private Development	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Dev. / Engineering / Private Dev.	CD-023	Developer's Bonds / Security	Close or Default + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Community Dev. / Engineering / Private Dev.	CD-024	Parcel Maps / Tract Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7

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Community Dev. / Engineering / Private Dev.	CD-025	Private Development Projects / Job Files: **Administration File / Construction Inspection** Construction Inspections, Correspondence, Daily Logs, Inspector's Records, Photos, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Community Dev. / Engineering / Private Dev.	CD-026	Private Development Projects / Job Files: **Permanent Files** Certificate of Acceptance / Approval (copy), Dedications, Abandonments, Drainage, Driveway, Private Lab Verifications, Testing Lab Final Reports, Studies, Reports, Geotechnical / Soil Reports / Hydrology Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
COMMUNITY DEVELOPMENT / **PLANNING**								

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Comm. Dev. / Planning	CD-027	**Planning Projects - Discretionary / Ministerial - Approved Permanent Entitlements / Permits** (Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans) Examples: Conditional Use Permits (CUPs), Determination of Similarity, Development Review, Development Plan Review, Environmental Assessment, General Plan Amendment, Historic District Designation, Home Occupation Permit, Certificate of Appropriateness, Site Development Permit, Master Sign Program, Mills Act Participation, Outdoor Dining, Public Use Permit, Specific Plans, Tentative Parcel / Tract Map, Variances, Wireless Communication, Zone Changes, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Comm. Dev. / Planning	CD-027.5	Planning Project Files - **Cancelled / Expired / Withdrawn**	Minimum Cancellation, Expiration or Withdrawal + 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090
Comm. Dev. / Planning	CD-028	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Comm. Dev. / Planning	CD-029	Census, Demographics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)

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Comm. Dev. / Planning	CD-029.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exceptions, etc.) / CEQA / NEPA **Correspondence / staff notes** that provide insight into the project / the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167,6; GC §34090
Comm. Dev. / Planning	CD-030	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA **Inside City boundaries**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Comm. Dev. / Planning	CD-031	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA **Outside City boundaries**	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Comm. Dev. / Planning	CD-032	General Plan, Elements / Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Comm. Dev. / Planning	CD-033	Long Range Planning / Planning Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

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Comm. Dev. / Planning	CD-034	Master Plans, Specific Plans, Land Use Plans / Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Dev. / Planning	CD-035	Materials Boards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Comm. Dev. / Planning	CD-036	Planning Commission **AGENDAS / AGENDA PACKETS**	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Comm. Dev. / Planning	CD-037	Planning Commission: Recordings - **AUDIO RECORDINGS** of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video ~~tapes~~ recordings of meetings are required for 90 days; GC §34090.7
City Clerk	CD-038	Planning Commission **MINUTES / BYLAWS / RESOLUTIONS**	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Comm. Dev. / Planning	CD-039	Temporary Use Permits (TUP) / Temporary Signs / Banner Permits, etc. (Approved / Unapproved) Christmas Tree Lots, Pumpkin Lots, etc.	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC§§34090
Comm. Dev. / Planning	CD-040	Zoning Maps (**Historically Significant**)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Dev. / Planning	CD-041	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

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RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES
(Parks And Recreation)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
COMMUNITY SERVICES (PARKS AND RECREATION)								
Community Services (Parks And Rec.)	CS-001	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services (Parks And Rec.)	CS-002	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content Not Substantive / Preliminary drafts / Transitory records; GC §34090
Community Services (Parks And Rec.)	CS-003	Facility Use Requests / Facility Use Applications / Permits (includes ABC Permits, where required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Community Services (Parks And Rec.)	CS-004	Lawndale Beat / Transportation / Fixed Route Service	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), ~~29 CFR 97.42;~~ GC §34090; 24 CFR 982.158
Community Services (Parks And Rec.)	CS-005	Manager's Program Development Files / Activity Files / Program Files / Special Programs / Sports / Seniors, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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Community Services (Parks And Rec.)	CS-006	Meals on Wheels / Senior Meals	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), ~~29 CFR 97.42;~~ GC §34090; 24 CFR 982.158
Community Services (Parks And Rec.)	CS-007	Newsletters sent to the Public	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Community Services (Parks And Rec.)	CS-008	Parks, Recreation / Social Services Commission **AGENDAS, AGENDA PACKETS**	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090
Community Services (Parks And Rec.)	CS-009	Parks, Recreation / Social Services Commission: Recordings - **AUDIO RECORDINGS** of Meetings / Audio Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video ~~tapes~~ recordings of meetings are required for 90 days; GC §34090.7
Community Services (Parks And Rec.)	CS-009.5	Parks, Recreation / Social Services Commission: Recordings - **VIDEO RECORDINGS** of Meetings / Video Tapes	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video ~~tapes~~ recordings of meetings are required for 90 days; GC §34090.7
City Clerk	CS-010	Parks, Recreation / Social Services Commission **MINUTES / BYLAWS / RESOLUTIONS**	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Services (Parks And Rec.)	CS-011	Recreation **Database / Class Registration Database** (Active Net)	Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Community Services (Parks And Rec.)	CS-012	Rosters / Sign-in / Sign-Out Sheets for classes / programs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services (Parks And Rec.)	CS-013	Schedules / Hours	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services (Parks And Rec.)	CS-014	Senior Citizen Advisory Committee **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090
City Clerk	CS-015	Senior Citizen Advisory Committee **MINUTES / BYLAWS**	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Community Services (Parks And Rec.)	CS-016	Senior Citizens Case Management Files / Referral Programs	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), ~~29 CFR 97.42;~~ GC §34090; 24 CFR 982.158

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Community Services (Parks And Rec.)	CS-017	Senior Programs	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), ~~29 CFR 97.42;~~ GC §34090; 24 CFR 982.158
Community Services (Parks And Rec.)	CS-018	Special Transit / Transit	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), ~~29 CFR 97.42;~~ GC §34090; 24 CFR 982.158
Community Services (Parks And Rec.)	CS-019	Special Events Permits: City-sponsored, Private Special Event Permits (**ALL**)	Minimum 2 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Community Services (Parks And Rec.)	CS-020	Sponsorships for Events	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Community Services (Parks And Rec.)	CS-021	Volunteers / Applications / Waivers	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§ 12960, 34090
Community Services (Parks And Rec.)	CS-022	Youth Advisory Committee **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department Preference; GC §34090
City Clerk	CS-023	Youth Advisory Committee **MINUTES / BYLAWS**	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

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RECORDS RETENTION SCHEDULE: FINANCE

(Business License, Payroll, Purchasing, IT)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
FINANCE								
Finance	FIN-001	1099's / 1096's / DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance	FIN-002	Accounts Payable / Invoices / Backup / Warrants (Includes Invoices, Travel Expense Reimbursements / copies of checks)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference for P-Card Invoices (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090
Finance	FIN-003	Accounts Receivable: Revenue - Our Invoices to Outside Entities, Transient Occupancy Tax (TOT), etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance	FIN-004	Audit Work Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts / content not substantive; GC §34090
Finance	FIN-005	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, Annual Comprehensive Financial Report (ACFR) etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance	FIN-006	Bank Deposits	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance	FIN-007	Bank Statements / Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance	FIN-008	Bonds / Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for ~~bonds, mortgages, trust deeds, notes or debentures is 6 years;~~ Bonds issued by local governments are 10 years; IRS bond auditing regulations state, "…material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e): 26 CFR § 1.148-5(d)(6)(iii)(E); GC §43900 et seq.
Finance	FIN-009	Budgets Work Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090
Finance	FIN-010	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash / Credit Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance	FIN-011	CDBG **(SUCCESSFUL** Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations / procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - **Minimum 5 years**		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), ~~29 CFR 97.42;~~ GC §34090; 24 CFR 982.158
Finance	FIN-012	Checks / Warrants (Cashed - Retained at the Bank)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC § 34090
Finance	FIN-013	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are bank instruments, and not City records; per bank agreement.
Finance	FIN-014	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1355. 1519; GC §34090
Finance	FIN-015	Film Permits	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance	FIN-016	Financial Services **Database** (Tyler Fund Balance)	Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance	FIN-017	Fixed Assets	Life of Asset		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (bond auditing purposes; IRS regulations state, "…material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds"); 26 CFR 1.6001-1(e); GC §34090
Finance	FIN-018	Investment Reports / Backup	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance	FIN-019	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance	FIN-020	Journal Entries / Journal Vouchers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance	FIN-021	OES / FEMA Claims	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance	FIN-022	Reports, Finance Reports created from Database: General Ledger, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue / Expenditure Reports, etc. (**MONTHLY / PERIODIC**)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance	FIN-023	Reports: Annual State / Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance	FIN-024	SB-90 Claims / State Reimbursement for Unfunded Mandates	Initial Payment by State + 3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CCP §337 et. seq.; GC §34090
Finance	FIN-025	Surplus Property Disposition	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090
Finance	FIN-026	Vehicle Titles "Pink Slips"	Upon Disposition of Vehicle		Mag, Mfr, OD, Ppr	S / I		Provided to new owner upon sale; GC §34090
Finance	FIN-027	W-9s	Vendor Inactive + 3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets IRS-auditing standards); GC §34090; 29 USC 436
FINANCE / BUSINESS LICENSE								
Finance / Business License	FIN-028	Business License / Permit **Database** (CitizenServe)	Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Finance / Business License	FIN-029	Business License New Applications / Permits (ALL Revenue / Regulatory, Massage Establishment, Taxi, Solicitor, etc.) Includes ABC License, Fictious Business Name Certificates, Sales Permits, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Planning uses initial application for Zoning clearances and history (meets municipal government auditing standards); GC §34090 et seq.
Finance / Business License	FIN-030	Business License Renewals / Notices	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets auditing standards; GC §34090 et seq.

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Finance / Business License	FIN-031	Fireworks Permits, Including post-sales accounting	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §~~104.6~~ 104.7; GC §34090
Finance / Business License	FIN-032	Yard Sale Permits	2 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
FINANCE / PAYROLL								
Finance / Payroll	FIN-033	1095-C, 1094-C (Employer-Provided Health Insurance Offer / Coverage / Transmittal Form)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §34090
Finance / Payroll	FIN-034	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-035	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 / DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA / Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-036	Deferred Compensation (City Statements)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Produced by Deferred Comp. Provider; GC §34090; 26 CFR 31.6001.1

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RECORDS RETENTION SCHEDULE: FINANCE

(Business License, Payroll, Purchasing, IT)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Finance / Payroll	FIN-037	Employee Payroll Files - Includes W-4s	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; GC §34090
Finance / Payroll	FIN-038	Garnishments	Satisfied + 5 years, or Separation of Employee		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-039	Payroll **Database**	Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Finance / Payroll	FIN-040	Payroll Reports - **Periodic** Bi-weekly Payroll Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; PERS Circular letter 200-051-17; GC §34090
Finance / Payroll	FIN-041	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c); GC §34090

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Finance / Payroll	FIN-042	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
FINANCE / PURCHASING								
Finance / Purchasing	FIN-043	Purchase Order **Database** (Fund Balance)	Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Finance / Purchasing	FIN-044	Purchase Orders / Backup (Quotations, RFPs, Bids, Requisitions)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090

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FINANCE / INFORMATION TECHNOLOGY								
Finance / Information Technology	FIN-045	Backups - Computer Backups (ALL Disaster Recovery Computer Backups)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Finance / Information Technology	FIN-047	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line)	When Superseded	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Finance / Information Technology	FIN-048	Network Configuration Maps / Plans	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Finance / Information Technology	FIN-049	**UNALTERABLE MEDIA / IMMUTABLE MEDIA (Cloud Immutable Backup) /** (WORM / DVD-r / CD-r / Blue Ray-R) / other unalterable media that does not permit additions, deletions, / changes	~~P~~ Follows Retention of Official Electronic Record		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.
Finance / Information Technology	FIN-050	Recordings - **Video Recordings - Department Activity** (Employees Performing Work, Cashiering, Building Security, etc.) See City Clerk's schedule for City Council Video Recordings	1 year		Mag			GC §34090.6 et seq,
Finance / Information Technology	FIN-051	Recordings - **Video Recordings - Public Activity** (Doors, Hallways, Parks, Public Areas, etc.) See City Clerk's schedule for City Council Video Recordings	When No Longer Required		Mag			Does not record regular ongoing operations of the City; GC §34090.6(a)

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RECORDS RETENTION SCHEDULE: MUNICIPAL SERVICES

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HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).								
MUNICIPAL SERVICES / ADMINISTRATION								
Municipal Services / Admin.	MS-001	Beautification Committee **AGENDAS, AGENDA PACKETS**	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	MS-002	Beautification Committee **MINUTES / BYLAWS**	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Municipal Services / Admin.	MS-003	CHP-180, Towing form	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Municipal Services / Admin.	MS-004	Emergency Preparedness / Plans	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Municipal Services / Admin.	MS-005	EOC Activations / FEMA / OES Claims	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Municipal Services / Admin.	MS-006	Law Enforcement Support / Tracker Devices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Sheriff is contracted; GC §34090
Municipal Services / Admin.	MS-007	Neighborhood Block Party Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Municipal Services / Admin.	MS-008	Parking Notices / 72 Hour Warnings (Those not attached to CHP-180, towing form)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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MUNICIPAL SERVICES / ANIMAL CONTROL								
Municipal Services / Animal Control	MS-009	Animal Address Files: Bite Reports, Complaints, Cruelty Investigations / Administrative Hearing Officer Findings, Dangerous Dog Reports, Impound Notices, Investigations, Barking Dogs, Loose Dogs, etc.	When Animal Deceased, **Minimum 3 years**		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq. 65009(c)(1)
Municipal Services / Animal Control	MS-010	Animal Permits / Registration **Database** (Shelter Pro)	Minimum 3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Data is interrelated; GC §34090
Municipal Services / Animal Control	MS-011	Animal Registration Applications (Includes Rabies / Spay certificates)	3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Municipal Services / Animal Control	MS-011.5	Animals - Record of All Efforts to Contact Owner / Microchip's Primary Registrant	2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	FA §§31108.3 and 31752.1; GC §34090
Municipal Services / Animal Control	MS-012	Shelter Slips	3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 3 years is required for animal treatment records; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090
MUNICIPAL SERVICES / CODE ENFORCEMENT								
Municipal Services / Code Enforce.	MS-013.1	Administrative Citations / Appeals	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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(Admin., Animal Control, Code Enforcement, Parking Enforcement)

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HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).								
Municipal Services / Code Enforce.	MS-013	Code Enforcement / Abatement Case Files / Substandard Buildings (Includes appeals / Code Enforcement Complaint Letters)	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (some cases are funded by CDBG); Case is open until satisfactorily resolved (some cases are not resolved); 2 CFR 200.334; 24 CFR 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; ~~OMB Circular A-110 & A-133;~~ GC §34090
Municipal Services / Code Enforce.	MS-014	Liens / Releases	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
MUNICIPAL SERVICES / PARKING ENFORCEMENT								
Municipal Services / Parking Enforce.	MS-015	Parking Contesting Forms: Step 1, 2 / 3	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Municipal Services / Parking Enforce.	MS-016	Parking District Formation, Boundaries / History (if used)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Municipal Services / Parking Enforce.	MS-017	Parking Permit Database / Data Ticket (Payment Processing Center, Refunds, On-Line Contests, etc.)	Minimum 2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Municipal Services / Parking Enforce.	MS-018	Parking Permits Applications (RV Applications, Oversize Permits)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

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RECORDS RETENTION SCHEDULE: PUBLIC WORKS

(ALL DIVISIONS, Engineering, Transportation, Solid Waste, Environmental, Maintenance, Fleet)

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PUBLIC WORKS / ENGINEERING - PUBLIC RIGHT-OF-WAY PROJECTS								
Public Works / Engineering - Public Right-of Way	PW-001	Capital Improvement Projects (CIP): **Administration File** Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Hazardous Materials Plans, Meeting Minutes, Photos, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs / Responses	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Public Works / Engineering - Public Right-of Way	PW-002	Capital Improvement Projects (CIP): **Permanent File** Specifications / Addenda, Contract Copies, Change Orders, CEQA / Environmental Documents - EIRs, Negative Declarations, Exemptions, Materials Testing Reports, Soil Reports, Studies, Submittals, Successful Proposal, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering - Public Right-of Way	PW-003	Drawings, Maps, Plans / Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering - Public Right-of Way	PW-004	Easements, Right of Ways Deeds are sent to the City Clerk	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send all originals to the City Clerk; GC §34090.7

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Engineering - Public Right-of Way	PW-005	Encroachment Permits / Excavation Permits: **Temporary** (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts, etc.) Includes Insurance Certificates	Final / Completion + 5 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090
Public Works / Engineering - Public Right-of Way	PW-006	Encroachments - **Permanent** (Permanent structures in the City's Right of Way)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering - Public Right-of Way	PW-007	Engineering Studies / Surveys (Public Right-of-Way) - Geotechnical / Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering - Public Right-of Way	PW-008	Grading Plans (Public Right of Way)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
PUBLIC WORKS / ENGINEERING - TRANSPORTATION								
Public Works / Engineering / Transportation	PW-009	Schedule for Pavement Overlays	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Transportation	PW-010	Traffic Calming Requests / Stop Sign Surveys (Speed Humps, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Sheriff	PW-011	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	copies; GC §34090.7
Public Works / Engineering / Transportation	PW-012	Traffic Committee (internal employee committee) – ALL records (Agendas, Reports, Correspondence)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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Public Works / Engineering / Transportation	PW-013	Traffic Counts	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Transportation	PW-014	Traffic Signal Timing Plans	Current Plan Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Transportation	PW-015	Traffic Speed Surveys / Stop Sign Warrants	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering / Transportation	PW-016	Transportation Permits issued by the City (Wide Load Permits, Heavy Load Permits, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
PUBLIC WORKS / ENVIRONMENTAL SERVICES								
Public Works / Solid Waste	PW-017.1	Construction / Demolition Applications	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Solid Waste	PW-017	Prop. 218 Fees / Charges: **Master Mailing List**	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Solid Waste	PW-018	Prop. 218 Fees / Charges: **Undeliverable Mail**	3 months		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records not retained in the ordinary course of business; GC §34090
Public Works / Solid Waste	PW-019	Solid Waste / SB 90 Reports / Waste Reduction / Tonnage Reports / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection / Recycling)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years 14 CCR § 18995.2; GC §34090
Public Works / Solid Waste	PW-020	Stormwater: NPDES Monitoring Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Solid Waste	PW-021	Stormwater: NPDES Permits / Water Quality Permits	Permit Superseded + 3 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Solid Waste	PW-022	Street Sweeping Records	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
PUBLIC WORKS / MAINTENANCE								
Public Works / Maint.	PW-023	AQMD Permits (Generators, etc.)	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Lead Dept.	PW-024	Generator Operation Logs / Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400–E–13a instructions; GC §34090
Public Works / Street Maintenance	PW-025	Graffiti Consent Forms / Agreements	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	PW-026	Operations / Maintenance Manuals (O / M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Street Maintenance	PW-027	Sidewalk Maintenance Log	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (stored in GIS); GC §34090
Public Works / Street Maintenance	PW-028	Tree Maintenance Database (West Coast Arborists)	7 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Public Works / Equip. Maint. & Fleet	PW-029	Underground Service Alerts (USA's) / Dig Alert / Dig Alerts	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; EPA FAQs recommend Life of the Tank; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Division Providing Service / Work	PW-030	Work Orders / Service Requests - **CRM / CMMS DATABASE** (Computerized Maintenance Management System)	Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-031	Work Orders / Service Requests - **All Information Entered in CRM / CMMS Database** (Paper drafts)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-032	Work Orders / Service Requests - **NOT entered in CRM / CMMS Database** (/ partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §, GC §34090
PUBLIC WORKS / FLEET								
Public Works / Fleet	PW-033	Inspections / Audits by the DMV / CHP	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090
Public Works / Fleet	PW-034	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c); 49 CFR 396.11; GC §34090
Public Works / Fleet	PW-035	Vehicle / Equipment History Files Maintenance, Smog Certificates, Registrations, Inspections, Testing of Push-out Windows, Emergency Doors, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090

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CITY OF LAWNDALE

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

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Vanesa Alvarez, Administrative Assistant Yvette Palomo, Assistant City Clerk
SUBJECT:	**Beautification Committee Appointment for 2025-2027 Term**

BACKGROUND

On February 18, 2025, the City Council adopted Resolution No. CC-2502-011 appointing five (5) members to the Beautification Committee for a term beginning March 1, 2025, and ending on February 28, 2027.

On February 10, 2026, an unanticipated vacancy occurred on the Beautification Committee.

STAFF REVIEW

To be appointed to the Beautification Committee, a person must submit an application, must be at least 18 years of age, and must reside in the City for at least 30 consecutive days before submitting the application. Pursuant to Lawndale Municipal Code Section 2.40.030, the Mayor appoints new members with the approval of the City Council.

The City received seven (7) applications for appointment to the Committee. The following applicant has been reviewed by Mayor Pullen-Miles and selected for appointment:

Marilu De Arcos

In anticipation that the Mayor would make the appointment and that the City Council would approve the appointment, staff has prepared Resolution No. CC-2604-012 for your consideration.

The term for this unexpired vacancy will begin on April 6, 2026, and end on February 28, 2027.

LEGAL REVIEW

The City Attorney's Office has reviewed Resolution No. CC-2604-012 and approved it as to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council

1. Approve the Mayor's appointment by directing staff to insert the appointee's name in Section 1 of Resolution No. CC-2604-012; and
2. Adopt Resolution No. CC-2604-012 as amended.

Attachments

Attachment A - Resolution No. CC-2604-012 Beautification Committee

Attachment B - Applicants

ATTACHMENT A

RESOLUTION NO. CC-2604-012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, CONFIRMING APPOINTMENT TO THE BEAUTIFICATION COMMITTEE

WHEREAS, the City Council established, by Resolution No. CC-0103-26, the seven (7) member Beautification Committee ("Committee") of the City of Lawndale; and

WHEREAS, all committee members are appointed by the Mayor, with the approval of the City Council, for a term commencing on March 1 of each odd numbered year and terminating on February 28 of the succeeding odd numbered year; and

WHEREAS, on October 7, 2024, the City Council adopted Resolution No. CC-2410-097 reducing the number of members from seven (7) members to five (5) members; and

WHEREAS, on February 18, 2025, the City Council adopted Resolution No. CC-2502-011 appointing five (5) members to the Beautification Committee for a term beginning March 1, 2025, and ending on February 28, 2027; and

WHEREAS, on February 10, 2026, an unanticipated vacancy occurred on the Beautification Committee; and

WHEREAS, an eligible resident submitted an application for appointment to the Committee; and

WHEREAS, the Mayor and City Council have reviewed the application; and

WHEREAS, the Mayor has appointed one (1) applicant to the Committee and the City Council wishes to ratify the appointment.

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

SECTION 1. The City Council approves the Mayor's appointment of _____ to the Beautification Committee.

SECTION 2. All current members of the Committee shall serve a term of office to expire on February 28, 2027, unless earlier removed.

SECTION 3. The term for this appointment will commence on April 6, 2026, and expire on February 28, 2027, unless earlier removed.

SECTION 4. Pursuant to Council Policy No. 93-09, a newly appointed committee member must submit to a background check upon appointment.

SECTION 5. Members of the Beautification Committee shall serve without compensation, unless the City Council, by resolution or otherwise, provides, but may receive reimbursement for

necessary travel and other expenses incurred in the performance of an official duty, when such expenditures are first authorized by the City Council.

PASSED, APPROVED AND ADOPTED this 6th day of April, 2026.

_____
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-2604-012 at a regular meeting of said Council held on the 6th day of April, 2026, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

ATTACHMENT B

View results

Respondent

1031 Anonymous

06:31
Time to complete

1. Full name *

Marilu De Arcos

2. Applying for Appointment to (check all boxes that apply, you can select more than one): *

- [ ] Planning Commission
- [ ] Parks, Recreation & Social Services Commission
- [x] Beautification Committee
- [ ] Senior Citizen Advisory Committee
- [ ] Personnel Board

3. Phone number *

[redacted]

4. Email address *

[redacted]

5. Home Address, City & Zip Code *

[redacted]

6. Years Lived in Lawndale *

2000-2016, 2023-current

7. Employer Information (Employer Name, Address and Phone number)

Wiseburn Unified School District [redacted]

8. Educational Background/Degrees, Licenses or Special Certificates Held *

B.A. in Economics and Women's and Gender studies from Wheaton College. School Business Management Certificate Program USC. CASBO certified chief business official

9. List any other committees/commissions or organizations (professional, technical, community services) on which you have served and the year(s) of service:

Association California School Administrators

10. State why you wish to serve and why you believe you are qualified for the position (optional: email supportive documents such as a resume or bio to cityclerk@lawndalecity.org). *

I loved growing up in Lawndale and I care deeply about my community. I want to contribute to make a positive impact and give all Lawndale residents the beautiful community we deserve.

11. Optional additional information (biography, resume, experience, etc.)

https://www.wiseburn.org/post-dc/~board/dc/post/wiseburn-unified-school-district-welcomes-marilu-de-arcos-as-assistant-superintendent-of-business-services

12. References (include name and phone number)

Blake Silvers [redacted]
Daniel Urrutia [redacted]

13. I understand, acknowledge, and agree that my digital submission of this application serves to certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that I am disqualified from appointment to any advisory body if I am a relative of a councilmember, a city employee or a person appointed to the same advisory body to which I am applying; b) that I have not served as a Councilmember in less than a year (Planning and Parks only); c) that any or all information on this form may be verified; d) that this document is a public record subject to disclosure under the Public Records Act; and e) that, if I am appointed, I will be required to submit to a background check by the City. The City of Lawndale advises the public, employees and job applicants that it does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap status in providing its services, programs, benefits and employment.
By signing below you affirm the statement above.

Full Name (Signature) *

[redacted]

14. Date *

3/31/2026

'25 FEB 12

View results

Respondent

1029 Anonymous

12:00
Time to complete

1. Full name *

Karla Velazco

2. Applying for Appointment to (check all boxes that apply, you can select more than one): *

- [ ] Planning Commission
- [ ] Parks, Recreation & Social Services Commission
- [x] Beautification Committee
- [ ] Senior Citizen Advisory Committee
- [ ] Personnel Board

3. Phone number *

[redacted]

4. Email address *

[redacted]

5. Home Address, City & Zip Code *

90260

6. Years Lived in Lawndale *

15+

7. Employer Information (Employer Name, Address and Phone number)

Cafe Bonaparte
Hermosa Beach

8. Educational Background/Degrees, Licenses or Special Certificates Held *

High School Diploma
Computerized Accouting I

9. List any other committees/commissions or organizations (professional, technical, community services) on which you have served and the year(s) of service:

No answer provided.

10. State why you wish to serve and why you believe you are qualified for the position (optional: email supportive documents such as a resume or bio to cityclerk@lawndalecity.org). *

I would love to have a chance to change career. They probably other people with more experience and education than me but I am lucky to be a person with common sense that can helped me to be successful in all my past jobs and life in general.

11. Optional additional information (biography, resume, experience, etc.)

No answer provided.

12. References (include name and phone number)

Brandon Lopez
[redacted]

13. I understand, acknowledge, and agree that my digital submission of this application serves to certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that I am disqualified from appointment to any advisory body if I am a relative of a councilmember, a city employee or a person appointed to the same advisory body to which I am applying; b) that I have not served as a Councilmember in less than a year (Planning and Parks only); c) that any or all information on this form may be verified; d) that this document is a public record subject to disclosure under the Public Records Act; and e) that, if I am appointed, I will be required to submit to a background check by the City. The City of Lawndale advises the public, employees and job applicants that it does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap status in providing its services, programs, benefits and employment.
By signing below you affirm the statement above.

Full Name (Signature) *

[redacted]

14. Date *

2/11/2026

'23FEB11 5:18PM

View results

Respondent

1028 Anonymous

26:27
Time to complete

1. Full name *

Carolina Aguayo

2. Applying for Appointment to (check all boxes that apply, you can select more than one): *

- [ ] Planning Commission
- [ ] Parks, Recreation & Social Services Commission
- [x] Beautification Committee
- [ ] Senior Citizen Advisory Committee
- [ ] Personnel Board

3. Phone number *

[redacted]

4. Email address *

[redacted]

5. Home Address, City & Zip Code *

[redacted] Lawndale 90260

6. Years Lived in Lawndale *

5

7. Employer Information (Employer Name, Address and Phone number)

Current Employment Status:
Currently unemployed (relocated to Lawndale, CA)

Most Recent Employer:
Priority Care Staffing
[redacted]
New York, NY 10018
[redacted]

8. Educational Background/Degrees, Licenses or Special Certificates Held *

High School Diploma
[Leuzinger High School, Lawndale, CA]
Year Graduated: [2019]

Associate of Science in Business (In Progress)
[Santa Monica College, Santa Monica, CA]
Expected Completion: ["In Progress"]

9. List any other committees/commissions or organizations (professional, technical, community services) on which you have served and the year(s) of service:

Friendly Circles (Non-Profit Organization)
Years of Service: 2019–2020
Served as Administrative Support and Social Media Coordinator. Managed general administrative duties, assisted with community outreach and canvassing efforts to increase engagement, designed the organization's brand identity, and supported morale-building initiatives. Contributed to increasing community awareness and participation through digital content and promotional efforts.

International Foundation for Spiritual Unfoldment (IFSU)
Years of Service: 2020–2021
Provided administrative support and assisted with organizational outreach efforts. Managed social media communications to promote events and initiatives, encouraged community involvement, and supported sponsorship development efforts to increase visibility and funding opportunities.

Note: The founders of both organizations have since passed away; therefore, contact information is unavailable.

10. State why you wish to serve and why you believe you are qualified for the position (optional: email supportive documents such as a resume or bio to cityclerk@lawndalecity.org). *

I wish to serve on the Beautification Committee because I care about the appearance, pride, and sense of community in Lawndale. After recently relocating back to the area, I am looking for meaningful ways to become more involved and contribute positively to the community. I believe small improvements and community-driven initiatives can make a significant difference in how residents feel about where they live.

Through my Non-Profit background in administrative support, organization, and community engagement, I have developed strong planning, communication, and coordination skills. I have experience assisting with outreach efforts, organizing initiatives, supporting promotional activities, and helping bring ideas to execution. I am dependable, detail-oriented, and comfortable collaborating with others to accomplish shared goals.

I would be honored to contribute my time, creativity, and organizational skills to support community events such as Clean Up Week, holiday programs, and recognition initiatives that celebrate improvements within our city. I am enthusiastic about sharing ideas, volunteering my time, and working as part of a team to enhance the overall appearance and spirit of Lawndale.

11. Optional additional information (biography, resume, experience, etc.)

I recently relocated back to Lawndale after living and working in New York City for several years. Professionally, I have experience in finance and administrative operations, where I developed strong organizational, communication, and project coordination skills. I have also volunteered with nonprofit organizations, assisting with community outreach, social media coordination, branding initiatives, and event promotion.

I value community pride and believe that beautification efforts play an important role in fostering connection and civic engagement. I am committed to contributing my time and energy to support the Committee's goals.

12. References (include name and phone number)

Diego Sanches (Lifelong Friend)
Tax Preparer, Charles Schwab
[redacted]

Elliot Klein (Former Coworker)
HR Manager, All My Children Day Care & Nursery Schools
[redacted]

Irma Graciano (Relative)
Office of the Registrar, Loyola Marymount University
[redacted]

13. I understand, acknowledge, and agree that my digital submission of this application serves to certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that I am disqualified from appointment to any advisory body if I am a relative of a councilmember, a city employee or a person appointed to the same advisory body to which I am applying; b) that I have not served as a Councilmember in less than a year (Planning and Parks only); c) that any or all information on this form may be verified; d) that this document is a public record subject to disclosure under the Public Records Act; and e) that, if I am appointed, I will be required to submit to a background check by the City. The City of Lawndale advises the public, employees and job applicants that it does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap status in providing its services, programs, benefits and employment.
By signing below you affirm the statement above.

Full Name (Signature) *

[redacted]

14. Date *

2/11/2026

View results

Respondent

1027 Anonymous

15:07
Time to complete

1. Full name *

Lacrecia Pitts

2. Applying for Appointment to (check all boxes that apply, you can select more than one): *

- [ ] Planning Commission
- [x] Parks, Recreation & Social Services Commission
- [x] Beautification Committee
- [x] Senior Citizen Advisory Committee
- [ ] Personnel Board

3. Phone number *

[redacted]

4. Email address *

[redacted]

5. Home Address, City & Zip Code *

[redacted] Lawndale 90260

6. Years Lived in Lawndale *

16

7. Employer Information (Employer Name, Address and Phone number)

Directv LLC - El Segundo California

8. Educational Background/Degrees, Licenses or Special Certificates Held *

Bachelors Degree in Business Administration
Paralegal Certificate

9. List any other committees/commissions or organizations (professional, technical, community services) on which you have served and the year(s) of service:

Past: Women of At&t 2019-2021
December 2025 - Black City Council - DIRECTV

10. State why you wish to serve and why you believe you are qualified for the position (optional: email supportive documents such as a resume or bio to cityclerk@lawndalecity.org). *

I have a passion for my community and I am an excellent project manager who is passionate about earths environment, children and thriving communities.

11. Optional additional information (biography, resume, experience, etc.)

My Bachelors degree in business is also a specialty in hospitality, sports, entertainment management. I had been in management for years and have volunteered at the Salvation Army, and mental health facilities. My background in law as a paralegal also ensures alignment with the do's and don't

12. References (include name and phone number)

Debra Moore: [redacted]
James Pearman: [redacted]
Saul Lankster: [redacted]

13. I understand, acknowledge, and agree that my digital submission of this application serves to certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that I am disqualified from appointment to any advisory body if I am a relative of a councilmember, a city employee or a person appointed to the same advisory body to which I am applying; b) that I have not served as a Councilmember in less than a year (Planning and Parks only); c) that any or all information on this form may be verified; d) that this document is a public record subject to disclosure under the Public Records Act; and e) that, if I am appointed, I will be required to submit to a background check by the City. The City of Lawndale advises the public, employees and job applicants that it does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap status in providing its services, programs, benefits and employment.
By signing below you affirm the statement above.

Full Name (Signature) *

[redacted]

14. Date *

2/11/2026

'25 JUN 9 3:47PM

View results

Respondent

27 Anonymous

11:13
Time to complete

1. Full name *

Josh Mata

2. Applying for Appointment to (check all boxes that apply, you can select more than one): *

- [ ] Planning Commission
- [ ] Parks, Recreation & Social Services Commission
- [x] Beautification Committee
- [ ] Senior Citizen Advisory Committee
- [ ] Personnel Board

3. Phone number *

[redacted]

4. Email address *

[redacted]

5. Home Address, City & Zip Code *

[redacted] Lawndale, CA

6. Years Lived in Lawndale *

25

7. Employer Information (Employer Name, Address and Phone number)

CTG Construction, Inc - [redacted]

8. Educational Background/Degrees, Licenses or Special Certificates Held *

Broker License (Real Estate)

9. List any other committees/commissions or organizations (professional, technical, community services) on which you have served and the year(s) of service:

10. State why you wish to serve and why you believe you are qualified for the position (optional: email supportive documents such as a resume or bio to cityclerk@lawndalecity.org). *

I wish to serve on the Beautification Committee because I care deeply about the appearance, health, and pride of our community. I believe that well-maintained and thoughtfully designed public spaces enhance not only the visual appeal of our city but also the quality of life for its residents. I bring a strong sense of creativity, attention to detail, and a commitment to community improvement. Whether it's organizing clean-up efforts, supporting green space initiatives, or collaborating on local projects, I take a hands-on, solution-oriented approach and value teamwork. I'm excited for the opportunity to contribute to the positive growth and beautification of our city.

11. Optional additional information (biography, resume, experience, etc.)

12. References (include name and phone number)

Sachiko Ashe [redacted]

13. I understand, acknowledge, and agree that my digital submission of this application serves to certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that I am disqualified from appointment to any advisory body if I am a relative of a councilmember, a city employee or a person appointed to the same advisory body to which I am applying; b) that I have not served as a Councilmember in less than a year (Planning and Parks only); c) that any or all information on this form may be verified; d) that this document is a public record subject to disclosure under the Public Records Act; and e) that, if I am appointed, I will be required to submit to a background check by the City. The City of Lawndale advises the public, employees and job applicants that it does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap status in providing its services, programs, benefits and employment.
By signing below you affirm the statement above.

Full Name (Signature) *

[redacted]

14. Date *

6/9/2025

View results

Respondent

26 Anonymous

23:48
Time to complete

1. Full name *

Jessica Rocha

2. Applying for Appointment to (check all boxes that apply, you can select more than one): *

- [ ] Planning Commission
- [ ] Parks, Recreation & Social Services Commission
- [x] Beautification Committee
- [ ] Senior Citizen Advisory Committee
- [ ] Personnel Board

3. Phone number *

[redacted]

4. Email address *

[redacted]

5. Home Address, City & Zip Code *

[redacted] Lawndale, 90260

6. Years Lived in Lawndale *

28 years

7. Employer Information (Employer Name, Address and Phone number)

Los Angeles County Metropolitan Transit Agency (Art Department)
[redacted]

8. Educational Background/Degrees, Licenses or Special Certificates Held *

Art History, BA from CSU, Long Beach

9. List any other committees/commissions or organizations (professional, technical, community services) on which you have served and the year(s) of service:

N/A

10. State why you wish to serve and why you believe you are qualified for the position (optional: email supportive documents such as a resume or bio to cityclerk@lawndalecity.org). *

Hi! I wish to serve because I would like to give back to the community of Lawndale. I've been a resident since my mom, me and my siblings moved here in Fall 1997. I've seen it grow as the beautiful city that it is and would love to contribute to the culture. I am so excited to know that EsMOA has made its home here, as it is the first art gallery here in Lawndale! I love to see power boxes covered in art. I would like to help in the City's Art in Public Spaces program.

11. Optional additional information (biography, resume, experience, etc.)

12. References (include name and phone number)

13. I understand, acknowledge, and agree that my digital submission of this application serves to certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that I am disqualified from appointment to any advisory body if I am a relative of a councilmember, a city employee or a person appointed to the same advisory body to which I am applying; b) that I have not served as a Councilmember in less than a year (Planning and Parks only); c) that any or all information on this form may be verified; d) that this document is a public record subject to disclosure under the Public Records Act; and e) that, if I am appointed, I will be required to submit to a background check by the City. The City of Lawndale advises the public, employees and job applicants that it does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap status in providing its services, programs, benefits and employment.
By signing below you affirm the statement above.

Full Name (Signature) *

[redacted]

14. Date *

6/3/2025

View results

Respondent

1030 Anonymous

10:25
Time to complete

1. Full name *

Evan Griffith

2. Applying for Appointment to (check all boxes that apply, you can select more than one): *

- [ ] Planning Commission
- [ ] Parks, Recreation & Social Services Commission
- [x] Beautification Committee
- [ ] Senior Citizen Advisory Committee
- [ ] Personnel Board

3. Phone number *

[redacted]

4. Email address *

[redacted]

5. Home Address, City & Zip Code *

[redacted]

6. Years Lived in Lawndale *

1

7. Employer Information (Employer Name, Address and Phone number)

Self-employed as a musician, music director, talent manager, and real estate agent

8. Educational Background/Degrees, Licenses or Special Certificates Held *

BA from Dartmouth College, California Department of Real Estate Agent License, CAGO degree from the American Guild of Organists

9. List any other committees/commissions or organizations (professional, technical, community services) on which you have served and the year(s) of service:

I recently moved to the South Bay from Culver City (and before that, West Hollywood, and originally NYC) and would love to get more involved!

10. State why you wish to serve and why you believe you are qualified for the position (optional: email supportive documents such as a resume or bio to cityclerk@lawndalecity.org). *

As a real estate agent and creative who represents influencers, I would love to be a part of this team. As demand for beach-adjacent real estate pushes outward as a result of the Palisades fire, and Manhattan Beach becomes less and less accessible, many folks are now looking at Lawndale as the next area to invest in. We can put our best foot forward by making it look as welcoming as possible; elevating certain intersections such as the SoCal Edison sub station, and lobbying/incentivizing companies and individuals to fully realize the beauty and value of our lovely neighborhood!

11. Optional additional information (biography, resume, experience, etc.)

No answer provided.

12. References (include name and phone number)

Marcus Lee - [redacted]
Ruth Nichols- [redacted]
Michael Blum

13. I understand, acknowledge, and agree that my digital submission of this application serves to certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that I am disqualified from appointment to any advisory body if I am a relative of a councilmember, a city employee or a person appointed to the same advisory body to which I am applying; b) that I have not served as a Councilmember in less than a year (Planning and Parks only); c) that any or all information on this form may be verified; d) that this document is a public record subject to disclosure under the Public Records Act; and e) that, if I am appointed, I will be required to submit to a background check by the City. The City of Lawndale advises the public, employees and job applicants that it does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap status in providing its services, programs, benefits and employment.
By signing below you affirm the statement above.

Full Name (Signature) *

[redacted]

14. Date *

3/30/2026

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Michael Reyes, Municipal Services Director
SUBJECT:	**Illegal Fireworks Suppression Detail**

BACKGROUND

Each year for the past five years, the City has authorized overtime pay for Los Angeles County Sheriff Department (LASD) deputies to work on the Fourth of July holiday as part of the Illegal Fireworks Suppression Detail. Deputies working this detail issue citations to residents and property owners when they observe illegal fireworks being used or stored within the City of Lawndale. The Illegal Fireworks Suppression Detail evolves from year to year with new lessons being learned and new strategies being implemented to reduce the number of illegal fireworks being launched in the City.

In 2021, City Staff along with LASD personnel created and launched the first Illegal Fireworks Suppression Detail, which included several concepts for stopping the sale and use of illegal fireworks during the Fourth of July holiday. Now in its sixth year, Staff has learned many lessons from previous years, and has compiled that knowledge into this year's Illegal Fireworks Suppression Detail.

STAFF REVIEW

LASD PRESENCE

SAO Deputies

The four (4) Special Assignment Officers (SAO's) assigned to the City are currently scheduled to work the morning to afternoon shifts, seven days a week. The first two-man SAO crew is scheduled to work from Sunday – Wednesday, and the second SAO crew work from Wednesday – Saturday. For this year's Illegal Fireworks Suppression Detail, all four SAO's will begin their shifts at 1600 hours (4:00 PM) and work until 0200 hours (2:00 AM) starting Friday, July 3rd, 2026. Adjusting their shifts will position them to observe more illegal fireworks violations, which typically occur in the evening and early morning hours. For both Friday, July 3rd and Saturday, July 4th the SAO teams will work these shifts. All overtime deputy shifts will occur on Saturday, July 4th from 1600 hours (4:00 PM) until 0200 hours (2:00 AM).

Overtime Deputies

In addition to the four SAO deputies, overtime deputies will be added to work Saturday, July 4th, from 1800 hours (6:00 PM) until 0200 hours (2:00 AM). These will be slightly shorter shifts than the SAO teams, with the overtime deputies focus being dedicated to illegal firework suppression. All deputies working on July 4th will patrol as two-man units, which will allow deputies to observe violating parties in the act of lighting fireworks much easier than as an individual one-man unit.

Sheriff's Department Enforcement Plan

- Deputies will contact violating parties who are observed in possession of or use of illegal fireworks, and violating parties will be issued an Administrative Citation by deputies and illegal fireworks will be confiscated when possible.
- Staff will provide deputies with a list of addresses where illegal fireworks citations were issued in each of the previous years of enforcement. Administrative citations issued to first time offenders will begin at $2,500 per citation. Citations in the amount of $5,000 will be issued to those offenders that have been cited previously for illegal firework usage.
- When deputies observe illegal fireworks emanating from places where physical barriers prevent contact with the violating party, such as fences and backyard walls, administrative citations will be issued to the property owner.

COMMUNICATION WITH THE COMMUNITY

Staff also plans to increase awareness within the community advising of the restrictions and penalties associated with the use and sale of illegal fireworks, through the following steps:

- Heavy rotation on the City's social media sites, cable TV channel, and the City website advising of the increased presence of deputies, and the issuance of administrative citations to property owners for allowing illegal fireworks to be used on their property.
- Message boards and radar trailers will be deployed on Hawthorne Blvd. displaying the current fine amounts as well as a banner spanning Hawthorne Blvd. Signs will also be added on major streets (Hawthorne Blvd., Marine Ave., Manhattan Beach Blvd., etc.) in high visibility areas, so residents can be aware of the restrictions on illegal fireworks and the steep penalties for their use.
- Permanent metal signs have been placed by Public Works staff on several streets and in neighborhoods where a high concentration of illegal fireworks have been used in the past. Temporary signage advising that Illegal Fireworks are Prohibited have been purchased and will also be displayed.

LEGAL REVIEW

The City Attorney has also reviewed this plan and approves it as it is written.

FISCAL IMPACT

City Staff expects the Sheriff's Department to deploy additional deputies on an overtime basis for the suppression efforts on July 4th. While the total number of Sheriff Department personnel is still being determined, staff projects there will be twelve to sixteen deputies for the suppression efforts with projected costs of approximately $30,000. Similar to the 2024 and 2025 Illegal Firework Suppression Plan, additional deputies will only be working on July 4th, while coverage on July 3rd will be handled by the four Special Assignment Officers already assigned to Lawndale. The costs for the July 4th illegal fireworks suppression detail will be budgeted for in the FY26-27 budget.

RECOMMENDATION

Staff recommends that the City Council approve this Illegal Fireworks Suppression Detail as written.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Lucho Rodriguez, Public Works Director Nick Petrevski, Associate Engineer
SUBJECT:	**Award for Design Traffic Calming of 147th Street (Westside) Inglewood Avenue to Grevillea Avenue**

BACKGROUND

Over the past year, residents along 147th Street from Inglewood Avenue to Grevillea Avenue have submitted requests to the City, including at City Council meetings, expressing concerns regarding vehicle speeds and neighborhood traffic safety.

In response to these concerns, the Public Works Department initiated a traffic safety review in accordance with traffic calming procedures. Residents along the corridor were notified and provided an opportunity to submit feedback regarding potential traffic calming improvements.

On June 2, 2025, City Council approved the award of contract for preparation of traffic analysis with General Solutions and Technologies. The suggested traffic calming included roundabouts and mid-block speed humps. Implementation of the proposed traffic calming measures is expected to provide several benefits, including the reduction in average vehicle speeds along the corridor, improved safety for pedestrians, cyclists, and residents, increased driver awareness and cautious behavior at intersections, enhanced neighborhood livability and traffic safety, and response to documented community concerns.

STAFF REVIEW

For the design of the improvements, staff received three (3) proposals from the bench of traffic engineers on call with the City. The proposals are from General Technologies and Solutions (GTS), Hartzog & Crabill, Inc., and Kimley-Horn and Associates, Inc. Staff selected GTS for the task based on being the firm that prepared the traffic analysis for this street and their overall expertise in the subject matter, completing similar projects and cost. The design will consist of implementation of roundabouts and mid-block and intersection speed humps as approved by City Council for traffic calming measures.

The scope of services will include a kick-off meeting to discuss issues pertinent to the analysis and design of the project, preliminary design of a street improvement plan, a meeting with residents for input, and a council meeting to present the findings.

The final design will include a complete set of street improvement plans, construction cost estimating and project specifications specifications. . The final design will be completed and submitted within 12-16 weeks from the date of issuance of the Notice to Proceed for design.

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

The total cost of the design for the project is estimated to be $44,800. Staff is requesting a contingency of $5,200 for any additional costs that may arise in the design phase. The project's available funding is as follows:

Professional Services (100-310-700.314) $200,000.00

RECOMMENDATION

Staff recommends that City Council award the design to General Technologies and Solutions in the amount of $50,000 for the design of traffic calming of 147th Street from Inglewood Avenue to Grevillea Avenue.

Attachments

A. Contract Services Agreement GTS.pdf

B. Project Location Map.pdf

C. GTS Proposal.pdf

D. Hartzog and Crabill.pdf

E. Kimley Horn Proposal.pdf

Attachment A

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR

ON-CALL TRAFFIC ENGINEERING SERVICES

This Contract Services Agreement ("Agreement") is made and entered into this 3rd day of November, 2025, by and between the City of Lawndale, a municipal corporation ("City"), and General Technologies and Solutions, Inc. ("Consultant"). The term Consultant includes professionals performing in a consulting capacity. The parties hereto agree as follows:

1.0 SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide the work and services specified in the "Scope of Services" attached hereto as *Exhibit "A"* and incorporated herein by this reference. Consultant warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

1.2 Consultant's Proposal. The Scope of Services shall include the Consultant's proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction.

1.4 Licenses, Permits, Fees and Assessments. Consultant shall obtain at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the services required by this Agreement; and shall indemnify, defend and hold harmless City against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work. By executing this Agreement, Consultant warrants that Consultant (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.

1.6 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation must be approved by the City Council. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably

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contemplated therein. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor.

1.7 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as *Exhibit "B"* and incorporated herein by this reference. In the event of a conflict between the provisions of *Exhibit "B"* and any other provisions of this Agreement, the provisions of *Exhibit "B"* shall govern.

1.8 Environmental Laws. Consultant shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Consultant shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Fee Proposal" attached hereto as *Exhibit "C"* and incorporated herein by this reference. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Consultant's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Consultant at all project meetings reasonably deemed necessary by the City.

Consultant agrees that if Consultant becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 Method of Payment. Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Consultant wishes to receive payment, no later than the first (1st) working day of such month, Consultant shall submit to the City, in a form approved by the City's Director of Finance, an invoice for services rendered prior to the date of the invoice. Except as provided in Section 7.2, City shall pay Consultant for all expenses stated thereon which are approved by City pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form. City will review each invoice submitted by Consultant to determine whether the work performed and expenses incurred are in compliance with this Agreement. If no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by City, the invoice will be returned by City to Consultant for correction and resubmission. City reserves the right to withhold future payment to Consultant if any aspect of the Consultant's work is found substantially inadequate.

2.3 Availability of Funds. It is mutually understood between the parties that this Agreement is valid and enforceable only if sufficient funds are made available by the City Council of the City for

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the purposes of this Agreement. The availability of funding is affected by matters outside the City's control, including other governmental entities. Accordingly, the City has the option to void the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

3.0 PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as *Exhibit "D"*, if any, and incorporated herein by this reference.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall, within ten (10) days of the commencement of such delay, notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused; Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall begin on November 3, 2025 and continue in full force and effect until completion of the services no later than November 2, 2028.

4.0 COORDINATION OF WORK

4.1 Representative of Consultant. Rawad Hani is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith.

It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for City to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced nor may his responsibilities be substantially reduced by Consultant without the express written approval of City.

4.2 Contract Officer. The City's City Manager is hereby designated as the representative of the City authorized to act in its behalf with respect to the work and services and to make all decisions in connection therewith ("Contract Officer"). It shall be the Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Consultant

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shall refer any decisions which must be made by City to the Contract Officer. The City may designate another Contract Officer by providing written notice to Consultant.

4.3 Prohibition Against Subcontracting or Assignment. The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Consultant taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Consultant or any surety of Consultant of any liability hereunder without the express consent of City.

4.4 Independent Contractor. Neither the City nor any of its employees shall have any control over the manner or means by which Consultant or employees, perform the services required herein, except as otherwise set forth herein. Consultant shall perform all services required herein as an independent contractor of City and shall remain under only such obligations as are consistent with that role. Consultant represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by Consultant as employees. Consultant shall not at any time or in any manner represent that it or any of its employees are employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant. In the event that Consultant or any employee of Consultant providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the City, then Consultant shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Consultant or any staff Consultant used to provide services under this Agreement are employees of the City.

5.0 INSURANCE AND INDEMNIFICATION

5.1 Insurance. Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than $1,000,00.00 per occurrence for all covered losses and no less than $2,000,000.00 general aggregate.

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000 per accident for all covered losses.

(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than $1,000,000.00 per accident, combined single limit. Said policy shall include coverage for owned, non owned, leased and hired cars.

(d) Professional Liability or Error and Omissions Insurance. A policy of professional liability insurance in an amount not less than $1,000,000.00 per claim with respect to loss arising from the actions of Consultant performing professional services hereunder on behalf of the City. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

All of the above policies of insurance shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall also provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Consultant shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until Consultant has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Consultant agrees that the provisions of this Section 5.1 shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible. If the Consultant's insurance policies have higher limits and coverage than those required by this contract, the City will have access to those higher limits and coverage maintained by the Consultant.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances.

In the event that the Consultant is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 5.1.

5.2 Indemnification.

(a) Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782,8 applicable to services provided by a "design professional", Consultant shall indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including

attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, employees of subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement.

(b) Indemnity for Other Than Design Professional Liability. Other than in the performance of design professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, employees or subcontractors of Consultant.

6.0 RECORDS AND REPORTS

6.1 Reports. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

6.2 Records. Consultant shall keep, and require subcontractors to keep, such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Consultant, its employees, and subcontractors in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of such documents and materials. Consultant may retain copies of such documents for its own use and Consultant shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Except as necessary for the performance of services under this Agreement, no documents prepared under this Agreement may be released by Contractor to any other person or entity without City's prior written approval. Consultant warrants that all Documents it drafts and completes pursuant to this Agreement constitute original work. Specifically, Consultant understands and agrees that use of artificial intelligence (AI) tools including, without limitation, ChatGPT, Microsoft's Bing Chat, Google's Bard, and Meta's LLaMA (Large Language Model Meta AI), in the performance of this Agreement does not constitute an original work, i.e., submitting Documents generated by such AI tools to City and representing it as Consultant's original work constitutes a material breach of this Agreement, constitutes a false claim, and may also violate applicable intellectual property right laws including, without limitation, United States Copyright Law. Accordingly, and notwithstanding any other provision of this Agreement as to ownership, City specifically rejects ownership of such Documents. Consultant

is required to indemnify and defend City to the fullest extent allowed by applicable law should it violate this Section.

6.4 Confidentiality of Information. All information gained or work product produced by Contractor in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law. Contractor, its officers, employees, or agents, may not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the services performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena. If Contractor, or any officer, employee, or agent of Contractor, provides any information or work product in violation of this Agreement, then City will have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct. Contractor must promptly notify City should Contractor, its officers, employees, or agents be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. City retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response. All media and press releases, including graphic display information, must be approved and distributed solely by City, unless otherwise agreed to in writing by City. All media interviews regarding the performance of services under this Agreement are prohibited unless expressly authorized by City.

7.0 ENFORCEMENT OF AGREEMENT

7.1 California Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Consultant agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 Retention of Funds. Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Consultant to insure, indemnify, and protect City as elsewhere provided herein.

7.3 Waiver. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.4 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Consultant shall immediately cease all work or services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation and City shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

7.5 Completion of Work After Termination for Default of Consultant. If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.6 Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

8.0 CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest; City. No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.

8.3 Conflict of Interest; Consultant. Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Consultant shall comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code which is on file in the City Clerk's office. Accordingly, should the City Manager determine that Consultant will be performing a specialized or general service for the City and

there is substantial likelihood that the Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Consultant and its officers, or employees, as applicable, shall be subject to the City's Conflict of Interest Code.

8.4 Covenant Against Discrimination. Consultant covenants that, by and for itself, its executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

9.0 MISCELLANEOUS PROVISIONS

9.1 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer, City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Consultant, to the person at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

9.3 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by an instrument in writing signed by both parties.

9.4 Severability. Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement is binding upon the heirs, executors, administrators, successors and assigns of the parties.

RH

9.6 Counterparts. This Agreement may be executed in several counterparts, each of which will constitute one and the same instrument and will become binding upon the parties when at least one copy has been signed by both parties. This Agreement and any amendment will be considered executed when the signature page of a party is delivered by facsimile or other electronic transmission. Such electronic signatures will have the same effect as an original signature, provided that a wet signature copy is also mailed to the other party.

9.7 Modification of Agreement. No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and by the City Council or City Manager, as applicable. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

[SIGNATURES ON FOLLOWING PAGE]

Attachment 1

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

CITY:
CITY OF LAWNDALE,
a municipal corporation

By: _____
Robert Pullen -Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

CONSULTANT:
General Technologies and Solutions, Inc.
a [California corporation]

By: _____
Name: Rawad Hani
Title: Chief Executive Officer

By: _____
Name: Rawad Hani
Title: Secretary

Address: 11845 W. Olympic Blvd. 11th Floor
Los Angeles, CA 90064

Attachment 1

EXHIBIT "A"

SCOPE OF SERVICES

Provide on-call Traffic Engineering services to conduct field data collection and prepare engineering and traffic surveys in accordance with state law. The following services are specifically requested:

1. **Traffic studies**
2. **Signing and striping design**
3. **Worksite traffic control design**
4. **Traffic calming design**
5. **Parking studies**
6. **School-related operations analysis**
7. **Plan review services**
8. **Timing Sheet reviews**
9. **Engineering and traffic surveys**
10. **And other tasks as assigned**

Attachment 1

EXHIBIT "B"

SPECIAL REQUIREMENTS

A new Section 2.4 is added to the Agreement to read as follows:

"2.4 Prevailing Wages; Indemnification. Consultant and all subcontractors shall comply with the State Labor standards. State Labor standards provisions, including prevailing wage requirements, will be enforced such that the general rate of per diem wages (prevailing wage) shall be paid for each craft, classification, or type of worker needed to execute the contract to all workers employed in the execution of the contract for the work to be performed by General Technologies and Solutions, Inc. The State General Prevailing Wage Determination is as established by the California Department of Industrial Relations for Los Angeles County. *(Refer to http://www.dir.ca.gov/OPRL/PWD/Determinations/Statewide/C-TT.pdf for additional information.)* The prevailing rate of per diem wages are on file at the City of Lawndale Department of Public Works, 4722 Manhattan Beach Boulevard, Lawndale, California 90266, and are available to any interested party on request. The statutory provisions for penalties for failure to pay prevailing wages and/or failure to otherwise comply with state's wage and hour laws will be enforced. The Consultant is required to post at the job site the prevailing rate of per diem wages and other notices prescribed by regulation.

The Consultant and all subcontractors must submit electronic certified payroll records weekly directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) no less than monthly and must comply with all statutory requirements relating to certified copies of payroll records, including the maintenance of the records, their certification, and their availability for inspection as required by Labor Code Section 1776 and as required under Subsection 7-2.6 of said Standard Specifications for Public Works Construction.

Consultant shall indemnify, defend with legal counsel approved by the City, and hold the City and City's Parties harmless from and against any all liability, loss, damage, costs, or expenses (including attorneys' fees and court costs) arising from or as a result of any action, claim, or determination relating in any way to the failure to properly pay of prevailing wages. Moreover, the City retains the right to settle or abandon any such the matter without the Consultant's consent as to the City's liabilities or rights only."

- A new Section 5.1(e) is added to the Agreement to read as follows:

(e) Cyber Liability Insurance. The cyber liability insurance must include the following coverage:

- Liability arising from the theft, dissemination and/or use of confidential or personally identifiable information; including credit monitoring and regulatory fines arising from such theft, dissemination or use of the confidential information.

- Network security liability arising from the unauthorized use of, access to, or tampering with computer systems.
- Liability arising from the failure of technology products (software) required under the Agreement for Contractor to properly perform the services intended.
- Electronic media liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper deep-linking or framing, and infringement or violation of intellectual property rights.
- Liability arising from the failure to render professional services

If coverage is maintained on a "claims-made" basis, Contractor must maintain such coverage for an additional period of three years following termination of the Agreement.

Attachment 1

EXHIBIT "C"

SCHEDULE OF COMPENSATION

7. Hourly Rate Schedule

NAME: **General Technologies and Solutions (GTS)**

RATES EFFECTIVE BEGINNING: **July 1, 2025** ENDING: **June 30, 2026**

LABOR RATES	
Labor Category/Grade	Hourly Fully-Loaded Rate
Engineer / Planner / Analyst (L1)	$115.00 - $145.00
Engineer / Planner / Analyst (L2)	$125.00 - $165.00
Engineer / Planner / Analyst (L3)	$145.00 - $185.00
Engineer / Planner / Analyst (L4)	$165.00 - $200.00
Engineer / Planner / Analyst (L5)	$175.00 - $225.00
Engineer / Planner / Analyst (L6)	$195.00 - $235.00
Principal L7	$235.00 - $330.00
Intern (L1)	$90.00 - $125.00
Project Admin / CAD / Graphics (L2)	$115.00 - $145.00
Project Admin / CAD / Graphics (L4)	$145.00 - $210.00

Yearly escalations are limited to the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Los Angeles-Long Beach-Anaheim area for the preceding 12-month period.

Mileage and Printing are charged per the maximum allowable IRS rate.

Other expenses (surveys, etc.) will be charged at cost plus 10%.

Attachment 1

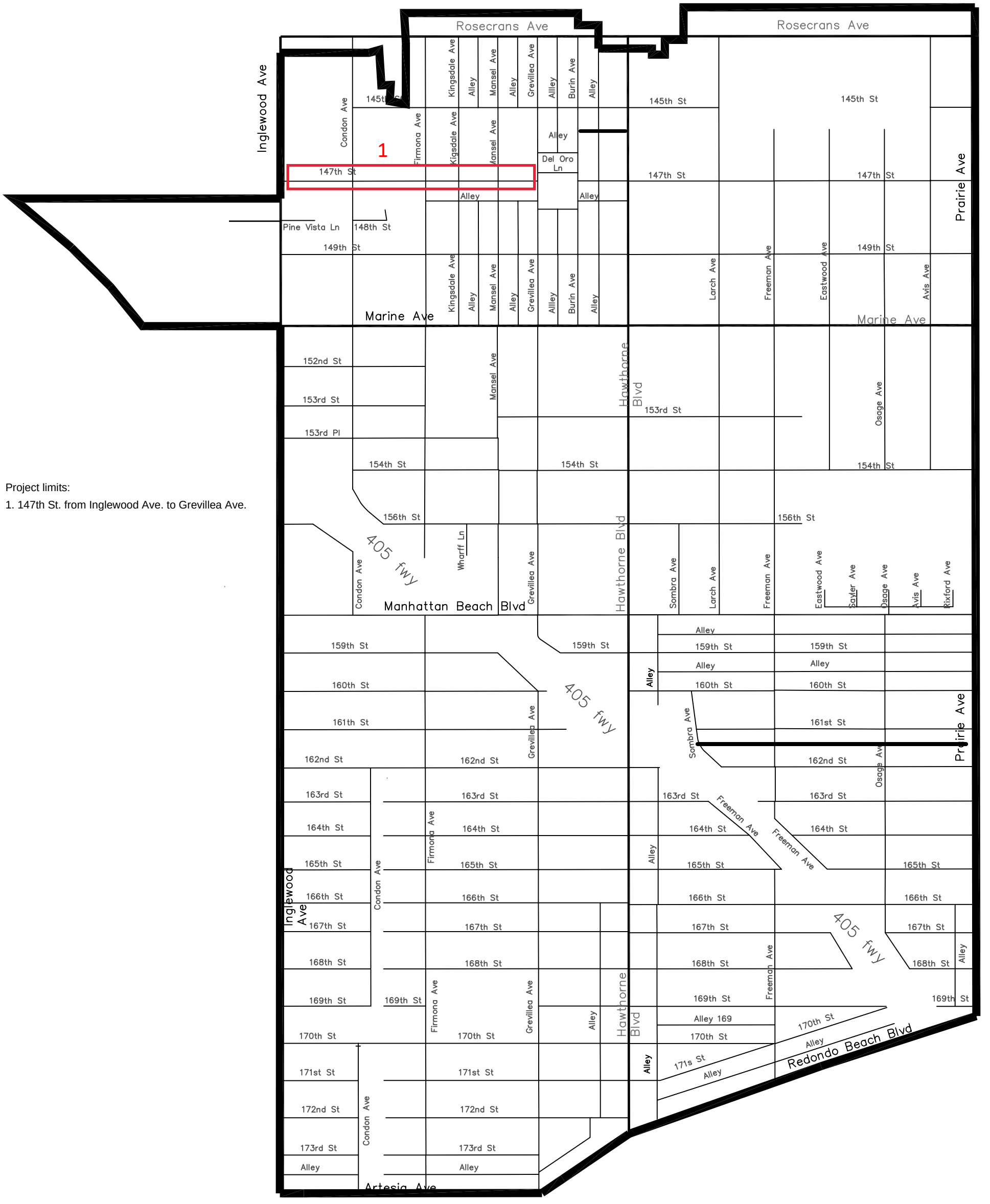
EXHIBIT "D"

SCHEDULE OF PERFORMANCE

Not applicable

Attachment B

SCOPE OF WORK



Project limits:

1. 147th St. from Inglewood Ave. to Grevillea Ave.

Attachment C

t +1 213 267 2332 | **f** +1 213 318 0744
info@gentecsol.com | www.gentecsol.com
11845 W Olympic Blvd. 11th Floor, Los Angeles, CA 90064
GTS | General Technologies and Solutions

Ref: 250809.01
January 21, 2026

Mr. Lucho Rodriguez | Public Works Director
Mr. Nick Petrevski | Project Manager
City of Lawndale
14717 Burin Avenue, Lawndale, CA 90260

Subject: **Proposal for Traffic Calming on 147th St. between Inglewood Ave. and Grevillea Ave.**

Dear Gentlemen:

Thank you for your consideration of GTS to support you with the traffic engineering design services for traffic calming on 147th Street between Inglewood Avenue and Grevillea Avenue in the City of Lawndale.

We understand that the City Council has recently approved a series of traffic calming measures for 147th Street between Inglewood Avenue and Grevillea Avenue which include roundabouts at the intersections of 147th Street at Kingsdale Avenue and 147th Street at Mansel Avenue as well as the installation of speed humps mid-block for each road segment from Inglewood to Grevillea.

Our proposed scope is organized in the following tasks:

Task 1. Project Management

GTS will coordinate with the City to develop a Project Development Team (PDT) that includes City staff, GTS Team, and other agency representatives if needed. GTS will schedule and attend a kick-off meeting and monthly PDT meetings to discuss issues pertinent to the analysis and design of the project. We will also be responsible for preparing agendas and minutes for meetings.
A monthly progress report, which includes accomplished tasks for the month, anticipated progress for the next month, pending issues and actions, and updated schedule along with other necessary supporting data will be attached. Project schedules will be updated itemizing activities and subtasks to support project milestones for City's review prior to distributing to the PDT meeting participants.
Our project manager (Rawad Hani) will be responsible for the project management, resource allocation, and ensuring that all project tasks are being completed on time and under budget.

We understand that the City may desire to engage the community with this project in terms of speed hump locations selections as well as roundabout types. Should that be the case, we will prepare for and attend this meeting. Up to six (6) meetings are proposed in this task, with one kick-off meeting and one meeting allocated for community engagement should that be needed.

We anticipate all proposed work to be completed and submitted within 12 - 16 weeks from the date of issuance of the official Notice to Proceed which will be driven to some extent by community engagement and City review times. Our proposed schedule for completion of the project based on the City's

requirements is shown in the following pages. If there are any unforeseen issues during the project preparation, we will notify the City and revise the schedule per agreement.

Task 1 Deliverables:

- ✓ Work plan
- ✓ Schedule
- ✓ Project Meetings (agenda and minutes for each meeting)

Task 2. Record Data, Field Review and Base Plan

2.1 Record Data

Prior to preparing a base plan for the street improvement and traffic engineering design, GTS will obtain from the City the available as-builts for 147th Street from Inglewood Avenue to Grevillea Avenue as well as available utility plans. We will also review the collision data and other available database/information.

2.2 Topographic Land Survey

A topographic survey will be commissioned to cover the area of the intersections of 147th Street at Kingsdale Avenue and 147th Street at Mansel Avenue. The survey will be performed from right-of-way to right-of-way within up to 200 ft on each approach. Horizontally the survey will be tied to the California State Plane coordinate system (CCS83). Vertically, the survey will be tied to the County of Los Angeles benchmark network (NAVD88). The design survey will be developed at 1"=20' scale and will include the following items:

- Sufficient spot elevations and breaklines to accurately develop contours
- Curbs, flowlines, gutters, paving, roadway crown elevations and striping
- Above ground evidence of utilities.

Additionally, the existing roadway centerline and Right of Way will be mapped within the project area based upon recovered survey monumentation and record document information. This proposal does not include measured invert elevations of drainage and sewer structures. All survey work performed on this project will be done under the direct supervision of a Professional Surveyor Licensed in the State of California.

2.3 Field Visit and Inventory

GTS team believes a detailed field review and inventory with as-built plan verification will provide an accurate base plan. The base plan is in turn the backbone of a high-quality design plan and will result in higher efficiencies (less time and costs). The field review (to be performed along 147th Street from Inglewood Avenue to Grevillea Avenue) will include identifying design constraints, verifying as-built information, and observing general site conditions. We document our findings with notes and photos taken as part of our field review.

2.4 Base Plan Preparation and Conceptual Layout

GTS will utilize the available base plan following the field verifications of existing improvements. The base plan will be utilized for preparing the traffic engineering design that incorporates the analysis and evaluation of design recommendations for the City's review and approval prior to a final design.

GTS will develop the conceptual layout whereby horizontal design limits of geometric elements such as curb geometry, lane widths, channelization, lane transitions, and pavement markings will be delineated.

Draft conceptual layout exhibits will be provided at agreed-upon scale showing an aerial photo, approximate right of way lines, and proposed concept linework. No photorealistic graphics are included in our proposal but can be developed for additional cost. This task will also layout the proposed locations of the speed humps.

Task 2 Deliverables:

- ✓ Topographic Survey
- ✓ Field notes and photos
- ✓ Base plan and Conceptual Layout (at about 25% design level that will be used to present the proposed concept to the community in a public meeting)

Task 3. Traffic Engineering Design Plans, Specifications and Estimates (PS&E)

GTS will prepare PS&E to accommodate the construction requirements for the proposed improvements. The speed hump locations will be determined in collaboration with the City and a standard detail will be provided for the contractor to construct them. As for the two roundabouts, we anticipate producing the following plans:

- Street Improvement Plans – to accommodate the proposed roundabout and associated ADA compliant curb ramps and agreed-upon street improvements based on the developed recommendations.
- Signing and Striping Plans – to accommodate the proposed roundabout requirements

GTS will provide construction documents and design plans conforming to the City's required standards and in compliance with the latest Caltrans standard plans and specifications. The design plans will be prepared per City's required format, agreed-upon scale and notes and submitted for 85% and 100%.

3.1 Street Improvement Plans

GTS will advance the conceptual design prepared and approved in the previous phase to an approximately 85% level of design. Plan sheets will be prepared using the City's standard title block at a scale of 1" = 20', with enlarged details provided where appropriate.

Underground utility design, including storm drain impacts, is not anticipated as part of this phase and is therefore not included. Structural engineering, lighting design, and landscape architecture services are also not included.

The anticipated plan set will include:

- Title Sheet
- General Notes
- Survey and Project Control
- Demolition Plan
- Geometric/Layout Plan
- Construction Detail Sheets

To maintain design efficiency and cost control, new curb ramp designs will reference applicable Caltrans Standard Plan Case Numbers. The plans will clearly identify limits of construction, roundabout geometry, and relevant construction details. Construction details will be prepared at a scale of 1" = 10'.

3.2 Signing and Striping

GTS proposes to prepare the roundabouts signing and striping plans showing the pavement marking modifications and associated signage per the City of Lawndale agreed-upon standards and requirements of the latest edition of the California Manual of Uniform Traffic Control Devices (CA MUTCD).

The purpose of the plan is to accommodate the redesigned street cross-sections with roundabouts, new crosswalks, and advisory traffic signs. The plans will be prepared in 1''= 40' scale.

3.3 Specifications and Cost Estimates

GTS will prepare the special provisions of the specifications for the City to integrate into their overall template and required format. The PS&E quantity take-off list, engineering cost estimate, and bid document will be prepared using City-required format and language. We will apply market construction costs for each bid item to quantities measured. Cost estimate will be derived from a combination of available sources including available Caltrans published data, Los Angeles County Public Works Department bid history, recent bid prices from other local projects, and any other data that the City may choose to provide for our use. A detailed quantity take-off list of the proposed improvements will be provided to the City as part of engineering cost estimate service. GTS will update the cost estimates based on the refinement of the quantities throughout the project.

Task 3 Deliverables:

- ✓ 85% and 100% PS&E design plans and title sheet, submitted in PDF (24"x36") and AutoCAD
- ✓ Cost Estimates and Specs at 85% and 100% (final) design stages
- ✓ Bid Documents including special provisions with bid item line-item descriptions, in PDF and MS Word format

Items not expressly included in the above scope of work are excluded from this proposal. Excluded services include, but are not limited to, environmental documentation or categorical exemptions, landscape architecture, lighting design, 3D renderings, geotechnical engineering, pavement engineering, and structural engineering.

Schedule

A detailed schedule will be developed at the project on-set. The Conceptual Layouts will be submitted within 6 weeks of the Notice-to-Proceed (NTP); the 85% and final designs will be submitted within 3 - 4 weeks of receiving the City's comments on the prior submittals.

Fee Estimate

The estimated fee to complete the above services is shown in the following table.

	TASK DESCRIPTION	PM	Eng. IV	Eng. II	Topo Survey	Total Per Task
	Hourly Rate>>>	*$ 250*	*$ 170*	*$ 135*		
1	**Project Management**	12	8			$ 4,360
2	**Record Data, Field Review and Base Plan**					
2.1	Record Data			2		$ 270
2.2	Topographic Survey		2		$ 2,710	$ 3,050
2.3	Field Visit and Inventory		6	6		$ 1,830
2.4	Base Plan Preparation & Concept Layout	4	16	40		$ 9,120
3	**Traffic Engineering Design PS&E**					
3.1	Street Improvement Plans	4	16	80		$ 14,520
3.2	Signing and Striping Plans	4	16	40		$ 9,120
3.3	Specification and Cost Estimates	2	4	10		$ 2,530
	TOTAL					$ 44,800

We thank you for your consideration and we look forward to working together with you. Please contact me if you require any additional information.

Sincerely,
For General Technologies and Solutions (GTS)

Rawad Hani, PE, TE
Principal / Project Manager
213 267 2332 / rawad.hani@gentecsol.com

Attachment D

HARTZOG & CRABILL, Inc.

Gerald J. Stock, PE, TE,
Executive Vice President

Todd Hartzog, Vice President

17821 East 17th Street
Suite 245
Tustin, CA 92780

Phone: (714) 731-9455
FAX: (714) 731-9498

www.hartzog-crabill.com

January 21, 2026

Mr. Nick Petrevski
Associate Engineer
City of Lawndale
14717 Burin Avenue
Lawndale, CA 90260

Subject: Proposal #2 to Provide Traffic Engineering Services for Preparation of a Traffic Calming Signing & Striping Plan for 147th Street in the City of Lawndale

Dear Mr. Petrevski:

As we are on the City's approved On-Call Traffic Engineering Services consultants list, Hartzog & Crabill, Inc. (HCI) is pleased to submit this proposal to provide professional traffic engineering services to the City of Lawndale for the requested preparation of a survey/civil plan and signing & striping plan showing the design of traffic calming improvements on 147th Street, from Inglewood Avenue to Grevillea Avenue.

HCI understands that Mr. Nick Petrevski will be the City's project manager for this particular request.

Our proposed services involve the necessary tasks to evaluate the two (2) desired smaller roundabouts on 147th Street at the intersections of Kingsdale Avenue and at Mansel Avenue, including installation of speed humps mid-block for each road segment from Inglewood to Grevillea, and design/prepare a final civil plan and signing & striping plan set for this roadway segment.

The approved design for these street improvements includes surveying services to be used as the base plan for preparation of a civil engineering street improvement plan. It is noted, at this time, any landscape and irrigation improvement plans involving the proposed hardscape roundabout improvements are excluded from this scope of work.

If awarded a contract, HCI intends to complete the plan, specifications, and estimate (PS&E) for the proposed street improvements, and submit all necessary documentation in order for the City to bid the construction of this project. HCI will provide support to the City during the design and construction of the improvements by being available to answer questions regarding the installation. Our tasks will be completed under the direction of an experienced engineer licensed in the State of California.

Our proposed scope of services, project team, schedule, and fee to complete this project are as follows:

SCOPE OF SERVICES

Task 1 – Notice-to-Proceed / Data Collection

As this roundabout civil improvement design project does not extend significantly beyond each of the two (2) intersections, HCI has a very good understanding of the City's intent. We are ready to start on this design upon receipt of the City's notice-to-proceed.

Upon receipt of the City's notice-to-proceed, HCI will first request/collect copies of existing street improvement or striping plans that the City may have available for the subject roadway segment.

Task 2—Research, Investigation, Field-Review of Existing Conditions

As part of our substructure investigation, HCI staff will review the existing infrastructure plans and prepare utility notification letters for affected utilities, including handling responses to each notice. HCI will also complete the necessary field-work investigation to verify existing conditions along the project roadway and each roundabout location in order to begin preparing for the civil design effort.

Task 3— Design Survey

As part of our roundabout design services, HCI staff will conduct a topographic survey to obtain additional data necessary for the preparation of a project base plan and horizontal control, as well as to ensure positive drainage is maintained at/near the two (2) roundabout project sites. More specifically, HCI will complete a topographic survey prepared by a Registered Land Surveyor of the existing site improvements at each of the two (2) roundabout intersections, including applicable top of street curb and gutter flow line, back of sidewalk, edge of gutter, vaults, meters, poles, lights, trees and other right-of-way improvements. In addition to the horizontal control elements, elevations of top of street curbs, flow lines, edge of gutter and back of sidewalk will be surveyed. A scaled plot of the field survey will be produced in AutoCAD. We will then input all applicable information gathered from our research, the existing plans, and our field-review to complete the base plan for the proposed improvements.

Task 4—Preliminary and Final Project PS&E

<u>Civil Engineering Plan</u>
Upon completion of the base site plan, HCI will then prepare a preliminary civil engineering plan showing the proposed improvements. This plan will include sufficient details for the necessary removal and installation of the roundabout hardscape improvements, including sight drainage and any related curb, sidewalk, ADA-compliant ramps, and related surface work. It is noted, that any improvements such as driveways on private property are excluded. Our work will be designed in conformance with the current Standard Specifications for Public Works Construction 'Greenbook', and will be compliant with the City of Lawndale's most current design standards.

SCOPE OF SERVICES (*continued*)

Task 4—Preliminary and Final Project PS&E (*continued*)

The preliminary plan will include: General and construction notes, and other details necessary for each roundabout construction. The plan will be prepared at 20-scale using AutoCAD and plotted on a 'D' size (*24"x36"*) sheet with standard City title block. HCI will provide the preliminary (*90%-complete*) civil plan to the City for review and approval.

Signing & Striping Plan

HCI will then prepare a signing and striping plan for the subject roadway segment, which will include showing the two new roundabouts on 147th Street at the intersections of Kingsdale Avenue and at Mansel Avenue, and also include the design of new speed humps mid-block for each road segment from Inglewood to Grevillea. We anticipate that these improvements will be shown on up to two (2) signing & striping plan sheets.

More specifically, a 40-scale signing & striping plan set will be prepared for the installation of the new signing & striping features within the subject roadway segment. Signing & striping features that will be shown on the plan include existing signs, striping and markings that are to remain; signing, striping, and markings to be removed; and new signs, striping, and markings that are to be installed.

The plan set will include both general and construction notes. All work will be designed in conformance with the 2024 edition of the State of California Standard Specifications, Sections 84 and 85, State Standard Plans, and the State of California Manual on Uniform Traffic Control Devices (California MUTCD).

HCI will provide a 90%-complete progress submittal of the traffic calming civil and signing & striping plan set to the City for design review and comment. Comments received during this review will be incorporated into the final plan set submittal. Upon approval by the City of the 90% engineering plan set, a final 100% plan set that includes one (1) reproducible mylar plan set will be submitted.

PROJECT TEAM

Individuals who will be assigned to this project team will include Mr. Scott Ma, PE, TE, assisted by Mr. Michael Vallado and Mr. Dave Martorano. A brief statement of qualifications for each individual is provided on below:

PROJECT TEAM (*continued*)

Mr. Scott Ma, PE, TE – Senior Engineer
Mr. Scott Ma is a licensed, professional Civil and Traffic Engineer registered in the State of California and brings over (25) years of engineering experience. Scott is a senior engineer that works in our HCI Tustin office, and is currently providing part-time contract City Traffic Engineer services to Cities of Lake Forest, as well as on-call traffic engineering services to the City of Hermosa Beach. Scott's experience includes reviewing and conducting a variety of traffic studies including but not limited to, warrant analyses, preparing and reviewing traffic impact analyses reports and recommendations, responding to community requests such as crosswalks, traffic signals, stop signs, parking matters, and also performing project management that includes the final design preparation and submittal of project plans, specifications, and estimates (PS&E).

Mr. Michael A. Vallado – Associate Engineer
Mr. Mike Vallado provides assistance to Mr. Scott Ma in the area of preparation of traffic signal and left-turn phasing warrant analysis reports, traffic signal operations (LOS) and queuing analyses, multi-way Stop sign analyses, and related project specifications. Mike brings over (27) years of experience specifically related to traffic-engineering and signal design. Five of these years were devoted to running the City of Glendora's Traffic Engineering section, while the past (22) years have been with HCI.

Senior Designer - Mr. David Martorano
Mr. Dave Martorano provides assistance to Scott and Mike in the area of traffic engineering and will completed the drawing preparation of the civil plan and signing and striping plan. Dave brings over (31) years of experience specifically related to traffic engineering, signal and signing/striping design. His responsibilities with HCI include project research and Autocad design on all traffic-related projects, including traffic signal, interconnect, signing and striping, and traffic control plans.

SCHEDULE

Upon receipt of the City's notice-to-proceed, the preliminary traffic calming civil and signing & striping plan set (Tasks 1 - 4) will be completed within ten (10) weeks, with a final plan set provided within two (2) weeks of receipt of the City's final comments.

PROFESSIONAL FEE

HCI is proposing a total not-to-exceed fixed fee cost of **$44,600.00** to complete the above-stated work tasks. Our cost breakdown per task is provided below:

PROFESSIONAL FEE ***(continued)***

Task	*Description*	*Sheets*	*Fee*
1	**Notice-to-Proceed / Data Collection:**		$ 0.00
2	**Research, Investigation, Review of Existing Conditions:**		$ 1,600.00
3	**Design Survey by Registered Land Surveyor:**		$18,000.00
4	**Preliminary and Final PS&E:**		
	Civil Improvement Plans for 2 Roundabouts	*(2-sheets)*	$14,500.00
	Signing & Striping Plans	*(2-sheets)*	$10,500.00
		Task 4 Sub-Total:	$25,000.00
		Project Total:	**$44,600.00**

SCOPE ASSUMPTIONS:

- ✓ Survey completed by a Registered Land Surveyor for two (2) roundabout locations only.
- ✓ Civil engineering plan design preparation for two (2) roundabout locations only.
- ✓ Signing & striping design plan preparation for the entire project segment.

SCOPE EXCLUSIONS:

- Meeting attendance.
- City, County, or State permit processing/fees.
- ROW Engineering.
- Utility Relocation Design.
- Preparation of Separate Landscape, Irrigation, Lighting, and Electrical Plan Sheets.
- Other Separate Civil Engineering Plan Preparation, Including ADA ramp upgrades.
- Certain Civil Engineering Improvements, such as Driveways on Private Property.
- Structural Engineering.
- Preparation of Traffic Control Plans.
- Submittal Review.

Thank you again for the opportunity of proposing on this traffic calming civil engineering and signing & striping plan set preparation design service. We look forward to the successful completion of this project. If you may have any questions or need more information, please do not hesitate to call our office at (714) 731-9455.

Sincerely,
HARTZOG & CRABILL, INC.

Todd Hartzog
Vice President

Attachment E

Kimley»Horn

Expect More. Experience Better.

WORK ORDER REQUEST FOR

TRAFFIC CALMING FOR 147TH ST.

FROM INGLEWOOD AVE. TO GREVILLEA AVE.

PREPARED FOR: THE CITY OF LAWNDALE

1. COVER LETTER

January 21, 2026

City of Lawndale
Public Works

Dear Mr. Petrevski,

Kimley-Horn is pleased to submit our proposal to provide design services for the 147th Street Traffic Calming Improvements between Grevillea Avenue and Inglewood Avenue. This community-initiated project reflects a growing need for effective neighborhood traffic calming to address speeding, cut-through traffic, and pedestrian safety near schools. The proposed improvements, two neighborhood traffic circles and mid-block speed humps, are intended to physically influence driver behavior by reducing vehicle speeds, discouraging illegal maneuvers, and minimizing conflicts between motorists, pedestrians, and bicyclists.

EXPERIENCED LOCAL LEADERSHIP WITH NATIONAL EXPERTISE

This project will be led by **Laura Forinash, PE, TE**, Project Manager, who brings **13 years of experience** in traffic engineering and speed management, including six years as the City Traffic Engineer for Agoura Hills. Laura's background anchors the team's implementation-focused approach, ensuring designs that are practical and responsive to school-area and neighborhood needs.

Sean Houck, PE, with **29 years of experience**, will serve as Lead Roundabout Designer. Sean is nationally recognized for his expertise in roundabout and mini-roundabout planning and design, and his team has contributed to more than **1,100 roundabout projects nationwide**. His experience spans feasibility analysis, geometric design, peer review, and final construction plans in urban, suburban, and highly constrained environments. **Steven Anderson, PE**, with **18 years of experience**, will provide QA/QC oversight focused on constructability and ADA compliance.

Kimley-Horn's roundabout team has supported more than **75 clients in the past five years**, delivering solutions tailored to local agency goals, right-of-way constraints, and community expectations. This depth of experience directly informs our traffic calming and neighborhood traffic circle designs.

WE'VE DONE OUR HOMEWORK

Our team has already visited the site and prepared conceptual layouts for 147th Street and Mansel Avenue illustrating multiple design options, including a standard neighborhood traffic circle, a reduced-size circle with approach deflection, and a mini-roundabout. These concepts clearly demonstrate tradeoffs related to footprint, cost, and operations. We also recommend evaluating opportunities for diagonal parking on the north side of the corridor near higher-density housing and school frontages, where narrowing travel lanes could enhance parking supply while maintaining safe operations.

EXPERIENCE-DRIVEN DESIGN APPROACH

Successful speed reduction depends on proper geometric deflection - not simply the presence of a central island. Based on this understanding, Kimley-Horn will complete a **30% design phase with geometric approval drawings**, allowing the City to review circulation patterns, ADA impacts, utility conflicts, and constructability before advancing to full construction documents. Upon approval, the project will proceed to 60% design and final plans.

Thank you for the opportunity to demonstrate our interest and commitment in serving the City of Lawndale. Laura Forinash, PE, TE, will serve as the project manager and the primary point of contact throughout the duration of this project. If you have any questions or need additional information, please feel free to contact Laura directly at 562.549.2187 or laura.forinash@kimley-horn.com.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Laura Forinash, PE, TE
Project Manager/Associate
Laura.Forinash@kimley-horn.com
562.549.2187

Sri Chakravarthy, PE, TE
Senior Vice President
Srikanth.Chakravarth@kimley-horn.com
213.261.4037

2. PROJECT UNDERSTANDING

The City of Lawndale is advancing traffic calming improvements along 147th Street between Grevillea Avenue and Inglewood Avenue in direct response to neighborhood concerns about speeding, cut-through traffic, and non-compliance with stop signs. Residents have emphasized the need for enhanced safety, particularly near schools and along pedestrian routes used by children and families. This grassroots, community-initiated effort is intended to improve neighborhood livability and safety through targeted geometric and roadway design. The proposed improvements, two neighborhood traffic circles and mid-block speed humps, are designed to physically influence driver behavior, encouraging lower vehicle speeds, restricting illegal maneuvers, and reducing conflicts between motorists, pedestrians, and bicyclists.

CORRIDOR CONTEXT AND CONSTRAINTS

147th Street is classified as a Collector Street in the City's Mobility Element, providing both local access and neighborhood circulation. The corridor carries significant school-related traffic, with Lucille J. Smith Elementary School located at 147th Street and Mansel Avenue, as well as Mitchell Elementary School and Lawndale High School within walking distance. This results in elevated pedestrian activity during peak school arrival and dismissal periods.

The corridor exhibits geometric variability, with right-of-way widths ranging from 40 to 80 feet and curb-to-curb widths from 26 to 50 feet. Narrow segments include north-side parking restrictions, while wider segments occur at the corridor's bookends, serving multi-family housing or remnants of the former downtown with broad parkways leading to the Lucille J. Smith Elementary and City Hall. Traffic data from Replica estimates a bi-directional daily traffic volume of approximately 2,500 vehicles. 147th Street functions as a cut-through route to avoid Rosecrans Avenue.

SAFETY CONSIDERATIONS

Over the past five years, only one crash was reported within the project limits, a broadside collision west of the 147th and Condon Avenue intersection involving a bicycle failing to stop and colliding with a vehicle. While crash history is low, community feedback, school proximity, and observed driver behavior suggest a high potential for speed-related conflicts.

PROPOSED IMPROVEMENTS

- Two stop-controlled neighborhood traffic circles at 147th/Mansel Avenue and 147th/Kingsdale Avenue
- Mid-block speed humps along each block segment within the project limits for a total of five speed humps

The all-way stop control will be maintained at the traffic circles rather than converting to yield control, reflecting the corridor's residential character and peak school-period operations. This ensures consistent driver expectations, minimizes queues, and reduces operational confusion.

DESIGN-ONLY SCOPE

This project is limited to design services. The deliverables, including complete plans, specifications, and an engineer's cost estimate, will constitute a fully implementable bid package, requiring no further analysis or public outreach.

3. PROJECT APPROACH

The project focuses on reducing vehicle speeds using two traffic calming elements: speed humps and neighborhood traffic circles. Traffic circles must be designed thoughtfully, since their dimensions and configuration determine how effectively they slow vehicles. To address this, a 30% design phase with geometric approval drawings will be completed for the proposed circles to evaluate geometry, circulation, and anticipated impacts on curb ramps, crosswalks, and utilities. This phase allows the City to review and confirm the design before committing to full construction plans. Once approved, the project will advance to the 60% design phase.

Speed Humps: Placement will account for driveway access, best practices for spacing, and impact to emergency vehicle. Wheel cuts will be provided where necessary to maintain emergency response access while preserving traffic calming benefits.

Diagonal Parking Opportunity: The Kimley-Horn team recommends exploring diagonal parking on the north side of 147th Street, near high-density housing at the west end and the school at the east end, by narrowing travel lanes to maximize on-street parking while maintaining operations.

Neighborhood Traffic Circles: Proper deflection is critical to reducing speeds, particularly for east–west movements on the 50-foot-wide roadway. The City can consider several design options based on budget and desired traffic control:

- Standard-sized neighborhood traffic circle
- Reduced-size circle with approach deflection
- Mini-roundabout

Kimley-Horn prepared conceptual layouts to show the approximate footprint required for proper deflection and the potential impacts of different intersection options, with initial focus on W 147th Street at Mansel Avenue.

DESIGN ALTERNATIVES FOR 147TH STREET & MANSEL AVE

Option 1. Standard Neighborhood Traffic Circle

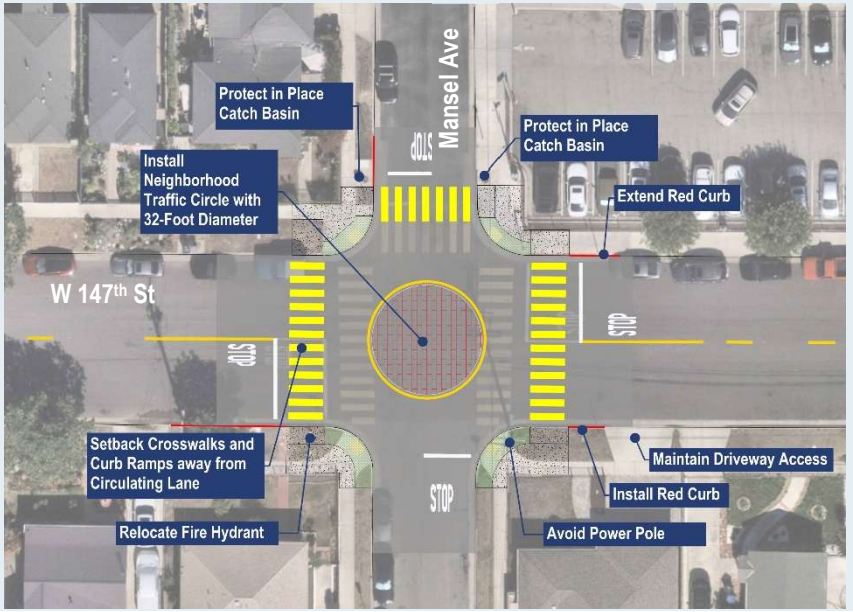
A standard-sized, stop-controlled traffic circle

Key Characteristics:

- Stop-controlled intersection
- 32-foot diameter circle
- Provides adequate deflection to reduce vehicle speeds
- Conventional traffic circle geometry

Impacts & Consideration:

- Crosswalks must be relocated outside the circulating lane
- Impacts to curb ramps and on-street parking
- Potential utility conflicts requiring adjustment or relocation
- Large construction footprint
- Driveway access will be maintained



DESIGN ALTERNATIVES FOR 147TH STREET & MANSEL AVENUE

Option 2. Reduced-Size Circle with Approach Deflection

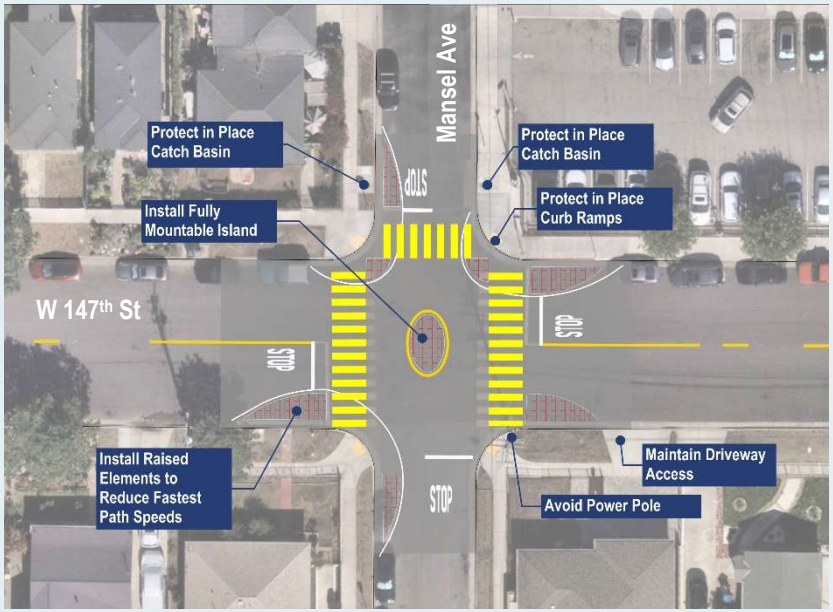
A smaller central island supplemented by additional deflection elements on the approaches to modify vehicle paths, while maintaining stop control.

Key Characteristics:

- Stop-controlled intersection
- Smaller circle diameter
- Supplemental curb extensions or deflection features on approaches to reduce fastest path speeds
- Maintains effective speed control

Impacts & Consideration:

- Crosswalks and curb ramps remain unchanged
- Reduced project footprint
- No utility impacts
- Lower overall cost
- Driveway access will be maintained



Option 3. Mini-Roundabout

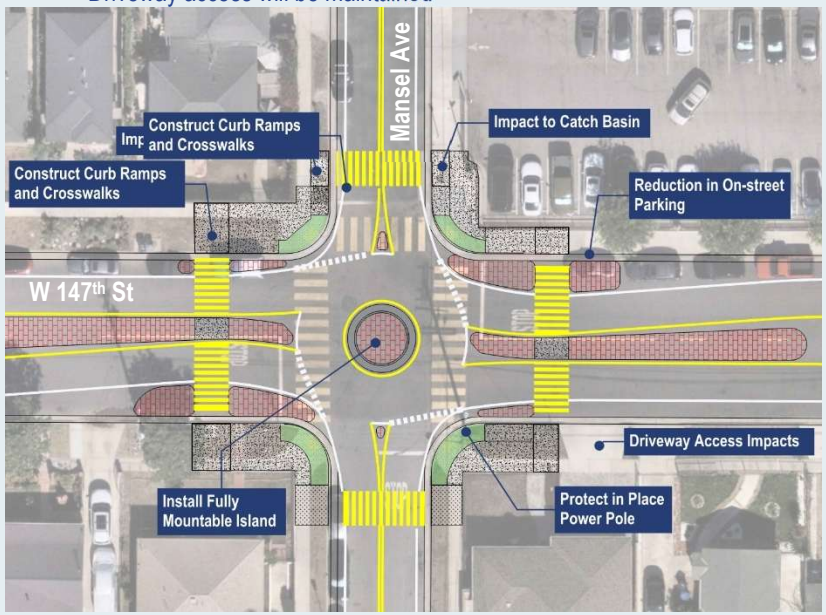
A fully developed, yield-controlled mini-roundabout with a 50-foot inscribed circle diameter (ICD).

Key Characteristics:

- Yield-controlled intersection
- Mountable central island
- Truck and emergency vehicle accommodation
- Approach alignment encourages drivers to look at oncoming vehicles before the yield line
- Increased deflection reduces speeds, improves safety for non-motorized users, and allows larger vehicles to navigate with a smaller ICD

Impacts & Consideration:

- Largest footprint
- Greatest impact to curb ramps, sidewalks, and utilities
- Highest construction cost
- More complex design and public education requirements
- Driveway access will be maintained



5. SCOPE OF WORK

The following is the scope of work Kimley-Horn will perform. The assumed duration for this scope of work is up to 4 months.

TASK 1 – PROJECT ADMINISTRATION, MANAGEMENT, AND MEETINGS

Kimley-Horn will provide project management, coordination, scheduling, invoicing, and administrative support throughout the project. Services include attendance at up to four (4) meetings with the City, including the project kick-off meeting.

Kimley-Horn will provide brief weekly progress updates via email and prepare a detailed project schedule identifying key tasks, milestones, responsibilities, and critical path items. Schedule updates will be provided in conjunction with monthly meetings.

➢ **Deliverables**

- Project Schedule
- Progress Reports via agreed format
- Meeting Agendas and Minutes
- Monthly Invoices

TASK 2 – DATA COLLECTION

Task 2 establishes existing conditions to support project design through topographic surveying, field verification, and utility coordination within the project limits.

Task 2.1 – Topographic Survey: The Kimley-Horn team will provide topographic survey and right of way mapping. The following is a summary of the services being provided under this task.

- Record map research and right of way.
- Aerial mapping at 1"=20' with 1' contours on 147th Street between Kingsdale Ave and Mansel Ave.
- Supplemental topographic survey

Topographic mapping will be provided to the City as a CAD drawing in the latest version of AutoCAD Civil 3D (.dwg) format.

Task 2.2 – Field Visits: This task includes data collection and a field visit to support preliminary engineering, final design, drainage review, and utility coordination. One (1) field visit is assumed for this task.

The Kimley-Horn team will review, analyze, and document existing conditions within the project limits. Documentation will include an aerial corridor markup exhibit with survey information. The exhibit will identify and summarize block lengths, street and right-of-way widths and conditions, sidewalk and roadway cross-slopes, curb ramp conditions and ADA compliance, overhead and underground utilities, trees, on-street parking areas, and other existing features, opportunities, and constraints relevant to the project.

Task 2.3 – Utility Coordination:
Kimley-Horn will send Utility Notices (preliminary and final notices), in the form provided by the City, to utility companies and agencies with facilities located within 147th Street between Kingsdale Ave and Mansel Ave, the limits of the neighborhood traffic circles. We will identify possible conflicts and incorporate them into the design as appropriate. Utility information received from utility companies will be included on the project base plans. In addition, we will visually verify utilities in the field so that they are shown correctly on the plans.

➢ **Deliverables**

- 1" = 20' topographic mapping
- Field notes
- Utility matrix

TASK 3 – FINAL DESIGN PLANS, SPECIFICATIONS AND ESTIMATE

Based on input from the City, the team will prepare 30% (Geometric Approval Drawings, GAD), 60%, 90%, and Final (100%) design submittals for the project improvements.

The 30% GAD stage is intended to establish and confirm the geometric design and layout of the proposed traffic circles. Upon City approval of the GAD, the team will advance the approved concepts into detailed design plans for the 60%, 90%, and Final submittals, which will address improvements along the entire project corridor. All plans will be prepared in accordance with the City's standards and formatting requirements.

Task 3.1 30% Design/Geometric Approval Drawings (GAD): Geometric Approval Drawings (GAD) will be prepared to document key design decisions, project conformance, and precise roadway dimensions based on curb design and pavement markings. The 30% GAD submittal will focus exclusively on the two neighborhood traffic circles at 147th Street/Mansel Ave and 147th Street/Kingsdale Ave.

One GAD sheet will be prepared for each intersection, for a total of two (2) sheets. Each sheet will include annotated design elements and design checks specific to vehicle navigation, including:

- Swept path and tire tracking for up to two design vehicles
- Intersection angles of visibility

Specifications will not be prepared at this level of design. An Opinion of Probable Construction Cost (OPCC) will be prepared for the 30% design improvements.

Task 3.2 60% Plans and Estimate:

Kimley-Horn's design package is assumed to consist of the following sheets:

Design Plan Sheet Summary	Number of Sheets
Title Sheet	1
General Notes	1
Signing & Striping Plans (40-scale)	3
Street Improvement Plans (20-scale)	2
Detail Sheet	1
Total	8

The sheets will contain the following information:

- **Title and General Note Sheets:** We will prepare one sheet consisting of a project title, sheet index, legend, basis of bearing note, benchmark data, team data, site area, client contacts, earthwork quantities, vicinity map, location map, legal description, utility company contacts, approval blocks, general notes and list of standard details used. (Assume up to two sheets total)
- **Street Improvement Plans:** This plan will be prepared at a 1"=20' scale and will show existing and proposed grades for the proposed intersection improvements at 147th Street/Mansel Ave and 147th Street/Kingsdale Ave. The plans will also show parkway, sidewalk, curb and gutter, pedestrian ramps, drainage improvements, driveway modifications, grading, and cross gutters. (Assume up to two sheets total)
- **Signing and Striping Plans:** We will prepare signing and striping plans at a scale of 1"=40' for the improvements. The design plans will be prepared in accordance with current City and California Manual of Uniform Traffic Control Devices (MUTCD) standards latest version. (Assume up to three sheets total)
- **Opinion of Probable Cost:** We will provide an engineer's opinion of probable construction cost for 60% design. We will coordinate with the City and base this opinion on actual bid prices for recent projects that involved similar construction, when applicable.

Task 3.3 90% Plans, Specifications, and Estimate

For the 90% design submittal, we will respond to one round of consolidated set of comments from the City on the 60% Plans and Estimate submittal (Task 3.2). The following items will be updated during this phase based on the comments received from City staff on the 60% submittal:

- Title and Note Sheets
- Signing and Striping Plans
- Street Improvement Plans
- Opinion of Probable Cost

The following items will be added for the 90% Submittal:

- **Construction Detail:** We will indicate details such as traffic circle geometry, approaches, crossings, and other miscellaneous construction details, which will provide clarification during construction (Assume up to one sheet).
- **Technical Specifications:** We will prepare Specifications for 90% design. Specifications will be prepared in the format consistent with City format.

Task 3.4 Final 100% Submittal

For the Final design submittal, we will respond to one round of consolidated set of comments from the City on the 90% PS&E Documents

➢ **Deliverables**

- 60% Plans and Estimate in electronic format
- 90% PS&E – in electronic format
- Signed and sealed Final PS&E – hard copy and electronic format
- Comment response matrices

TASK 4 – BIDDING SUPPORT AND CONSTRUCTION PHASE SERVICES (OPTIONAL)

Task 4.1 Bidding Support: We will provide support during bidding phase of the project by attending up to two (2) meetings, responding to RFIs, and reviewing addenda.

Task 4.2 Construction Phase Services: We will provide support during construction phase of the project by responding to reasonable and appropriate contractor requests for information and issue necessary clarifications and interpretations of the contract documents, as appropriate, to the orderly completion of contractor's work. We will attend up to four (4) meetings. We will review and provide input on any change orders during construction and review shop drawings as requested by the City.

ASSUMPTIONS:

- Utility potholing and utility agreements are excluded unless authorized by amendment
- No design changes after 30% GAD is approved by the City
- No public outreach
- No traffic data collection or operational analysis
- No Geotech investigation
- Schedule assumes timely City review and consolidated comments within ten (10) business days per submittal.

6. COST PROPOSAL

Kimley-Horn will perform the services in Tasks 1 - 3 on a labor fee plus expense basis with the maximum labor fee shown below.

Task 1 – Project Administration, Management, and Meetings	$5,900
Task 2 – Data Collection with Topographic Survey	$22,700
Task 3 – Final Design, Plans, Specifications, and Estimate	$63,500
Total	$92,100

Labor, fees, and expenses will be billed per the terms of the original contract. All permitting, application, and similar project fees will be paid directly by the Client.

7. SCHEDULE

The anticipated duration for Tasks 1–3 is approximately four months following Notice to Proceed.

		Month 1				Month 2				Month 3				Month 4			
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
TASK 1 - PROJECT ADMINISTRATION, MANAGEMENT, AND MEETINGS																	
Kick-off Meeting																	
Monthly Progress Meetings																	
TASK 2 – DATA COLLECTION																	
2.1	Topographic Survey																
2.2	Field Visit																
2.3	Utility Coordination																
TASK 3 – FINAL DESIGN PLANS, SPECIFICATIONS, AND ESTIMATE																	
3.1	30% Geometric Approval Drawings																
3.2	60% Plans and Estimate																
3.3	90% Plans, Specifications, and Estimate																
3.4	Final 100% Submittal																

Kimley-Horn City Review

8. PROJECT EXPERIENCE

CITY OF SEASIDE, DESIGN PROFESSIONAL SERVICES FOR BROADWAY AVENUE COMPLETE STREET PROJECT, SEASIDE, CA

Kimley-Horn's Role:

- Lead consultant providing design and engineering services for the road diet and street improvements
- Obtained permits and conducted environmental studies and clearances
- Led public outreach efforts including workshops, pop-up events, and one-on-one resident meetings to build consensus on roundabouts
- Prepared concept layouts, renderings, and contract documents (PS&E)
- Supported City and Transportation Agency for Monterey County (TAMC) with Citywide ICE Report and successful ATP (over $12 million ATP Cycle 5 funds) and $600,000 RSTP funds ($600,000)
- Currently preparing a RAISE grant application

Project Highlights:

- Road diet converting four lanes to two with seven roundabouts
- Stormwater curb extensions, Class II bike lanes, SRTS improvements
- Phased approach: PA&ED completed (Dec 2023), PS&E ongoing

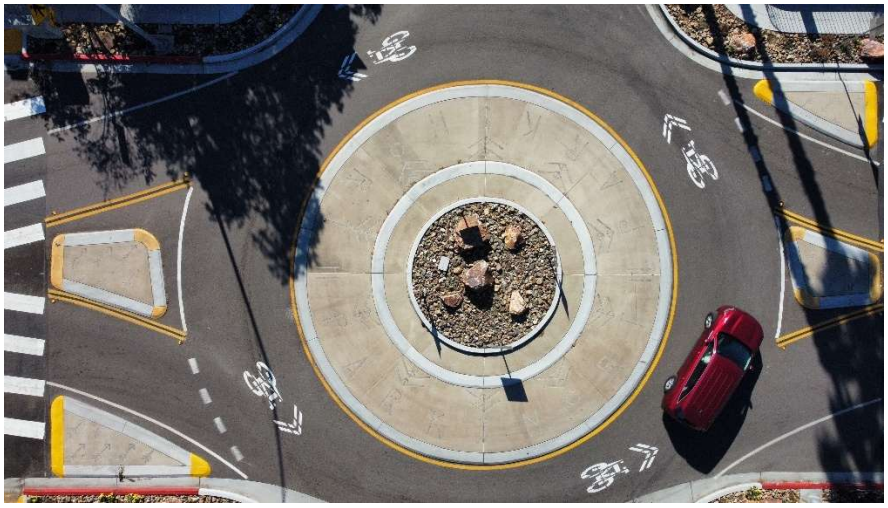
SANDAG Regional North-Park Mid-City Bikeways, San Diego, CA

Kimley-Horn's Role:

- Provided preliminary engineering services including value engineering, concept plan development, and traffic studies
- Proposed traffic calming elements such as eight mini-roundabouts and 32 neighborhood traffic circles
- Coordinated closely with SANDAG and the City of San Diego
- Supported extensive public outreach by assisting at community planning group meetings

Project Highlights:

- Development of four "bike boulevard" style bikeways in San Diego's urban core: Meade-Monroe, Howard-Orange-University, Robinson-Landis, and Georgia-Florida
- Approximately 14 miles of bicycle boulevards, buffered bike lanes, and protected bikeways with enhanced crossings
- Streetscape enhancements to improve safety and comfort for bicyclists of all ages and abilities
- Constructed in 2022



CITY OF KING CITY, SAN ANTONIO DRIVE MULTI-USE PATH AND SRTS IMPROVEMENTS PROJECT, KING CITY, CA

Kimley-Horn's Role:

- Partnered with the City of King City and TAMC to conduct site-specific ICE studies
- Assisted with ATP grant application, revising prior unsuccessful applications to secure funding
- Evaluated road diet and roundabout options through intersection ICE benefit-cost analyses
- Conducted traffic analysis to model current and future corridor operations
- Supported public outreach and preparation of CEQA documentation
- Developed 30% design plans for a 2-mile Class IV bike path and three single-lane mini-roundabouts

Project Highlights:

- Secured $11 million in ATP Cycle 6 funding
- Constructed a 2-mile separated Class IV bike path along San Antonio Drive and Broadway Street
- Added three mini-roundabouts, bike lanes on Mildred Avenue, and other SRTS improvements
- Repurposed existing travel lanes to accommodate the new bike path
- Project is currently in the PA&ED phase

CITY OF SALINAS – BARDIN ROAD SAFE ROUTES TO SCHOOLS ENHANCEMENT, SALINAS, CA

Kimley-Horn's Role:

- Provided research, engineering, outreach, and design services for the ATP grant-funded project
- Evaluated traffic operations during typical conditions and critical 20-minute periods before and after school
- Designed multimodal improvements to enhance safety and mobility for all users

Project Highlights:

- Multimodal enhancements along Bardin Road, Alisal Street, and Sconeberg Parkway
- Added bicycle facilities along Sconeberg Parkway and buffered bike lanes on Bardin Road
- Provided sidewalks, bicycle trail, and streetscape improvements on Alisal Street
- Improved school drop-off/pick-up with controlled access at Bardin Elementary School
- Right-sized streets to improve mobility and safety for pedestrians, bicyclists, and vehicles

Kimley»Horn

Expect More. Experience Better.

CONTACT

LAURA FORINASH, PE, TE

laura.forinash@kimley-horn.com

562.549.2186

180 E Ocean Blvd, Suite 1200, Long Beach, CA 90802

www.kimley-horn.com

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CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Lucho Rodriguez, Public Works Director Nick Petrevski, Associate Engineer
SUBJECT:	**Adopt Resolution CC-2604-008 for SB1 Road Repair and Accountability Act of 2017 FY 2026-27**

BACKGROUND

On April 28, 2017, the Governor signed Senate Bill 1 (SB 1) (Beall, Chapter 5, Statutes of 2017), which is known as the Road Repair and Accountability Act of 2017 (Act). To address basic road maintenance, rehabilitation, and critical safety needs on both the state highway and local streets and road system, SB 1 increased the per-gallon fuel excise tax, the diesel fuel sales tax, and the vehicle registration fee.

The objective of the program is to address deferred maintenance on the local streets and roads system through the prioritization and delivery of basic road maintenance and rehabilitation projects as well as critical safety projects.

Cities receiving Road Maintenance and Rehabilitation Account (RMRA) funds under the Act must comply with all relevant federal and state laws, regulations, policies, and procedures. The main requirements include the following:

- Prior to receiving an apportionment of RMRA funds from the Controller in a fiscal year, a city must submit to the California Transportation Commission a list of projects proposed to be funded with these funds.
- The list of projects must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement.
- The California Transportation Commission will report to the State Controller the cities that have submitted a list of projects and that are, therefore, eligible to receive an apportionment of RMRA funds for the applicable fiscal year.
- The State Controller, upon receipt of the report from the California Transportation Commission, then apportions RMRA funds to eligible cities.
- For each fiscal year in which RMRA funds are received and expended, a city must submit documentation to the California Transportation Commission that includes a description and location of each completed project, the amount of funds expended on the project, the completion date, and the estimated useful life of the improvement.
- A city receiving an apportionment of RMRA funds is required to sustain a maintenance of effort (MOE) by spending at least the annual average of its general fund expenditures during the FY 2026-27 for street, road, and highway purposes from the city's general fund. Monitoring and enforcement of the MOE requirement for RMRA funds will be carried out by the Controller.
- By July 1, 2026, cities receiving RMRA funds must follow guidelines developed by the California Workforce Development Board (Board) that address participation and investment in, or partnership with, new or existing pre-apprenticeship training programs.

STAFF REVIEW

Staff has assembled a list of streets and/or projects for the FY 2026-27 submittal to the California Transportation Commission in accordance with the RMRA funding guidelines. The list of street segments identified for repair are streets having the lowest Pavement Condition Index (PCI) as identified in the City's 2025 Pavement Management Program (PMP) Report.

The street segments identified and recommended for repair are shown in the attached Exhibit "A", incorporated herein by this reference. In accordance with the RMRA requirements, it is recommended that City Council adopt the project list by resolution.

The City of Lawndale's FY 2024-25 and probable future annual RMRA allocation is estimated to be $891,644 according to the State Department of Finance's statewide projections.

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

Revenues:

Anticipated RMRA revenues as estimated by the California Department of Finance for the City of Lawndale are as follows:

FY 2026-27.....$891,644

Expenditures/Appropriation:

An annual appropriation and expenditure of General Funds will be required to meet the RMRA's Maintenance of Effort (MOE) requirement. The City of Lawndale's MOE requirement is $283,634. Therefore, the required appropriation of General Funds to meet the MOE is determined as follows:

FY2026-27 MOE Requirement..... ….. $283,634

FY2026-27 (General Fund – FY24/25 Street Imp.) ($284,000)

No additional appropriations are needed.

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution No. CC-2604-008 approving the project list of streets for SB1 as attached herein Exhibit A-Project Description/Location.

Attachments

A. Resolution CC-2604-008.pdf

B. Exhibit A Project Description.pdf

C. Project Location Map.pdf

Attachment A

RESOLUTION NO. CC-2604-008

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA ADOPTING ITS FISCAL YEAR 2026-27 BUDGET LIST OF PROJECTS TO BE FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT AND THE APPROPRIATION OF RMRA FUNDS

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 was passed by the Legislature and signed into law by the Governor in April of 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City of Lawndale ("City") are aware of the projects proposed for funding in our community and completed each fiscal year; and

WHEREAS, the City must include a list of all projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, in the City budget, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City will receive an estimated $891,644 in RMRA funding in fiscal year 2026-27 from SB 1; and

WHEREAS, the City used its 2025 Pavement Management Program to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate streets throughout the City this year and similar projects into the future; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment estimated that the City's streets and roads are at a "Higher Risk" condition based on the pavement condition index in the assessment, and this revenue will help the City increase the overall quality of our road system and over the next decade will bring our streets and roads into a good condition; and

WHEREAS, the City's 2025 Pavement Management Report has established the City's Pavement Condition Index as a 78.6, placing it in the "at Lower Risk" range; and

WHEREAS, if the Legislature and Governor failed to act, city streets and county roads would have continued to deteriorate, having many and varied negative impacts on our community; and

WHEREAS, cities and counties own and operate more than 81 percent of streets and roads in California; and

WHEREAS, modernizing the local street and road system provides well-paying construction jobs and boosts local economies; and

WHEREAS, the local street and road system is also critical for farm to market needs, interconnectivity, multimodal needs, and commerce; and

WHEREAS, police, fire, and emergency medical services all need safe, reliable roads to react quickly to emergency calls where a few minutes of delay can be a matter of life and death; and

WHEREAS, maintaining and preserving the local street and road system in good condition will reduce drive times and traffic congestion, improve bicycle safety, and make the pedestrian experience safer and more appealing, which leads to reduced vehicle emissions, helping the State achieve its air quality and greenhouse gas emissions reductions goals; and

WHEREAS, restoring roads before they fail also reduces construction time which results in less air pollution from heavy equipment and less water pollution from site run-off; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

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

SECTION 1. The foregoing recitals are true and correct and incorporated herein by this reference.

SECTION 2. The following previously proposed and adopted projects may also utilize Fiscal Year 2026-27 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Project Title: FY 26/27 Street Rehabilitation Project
Project Description: This project proposes pavement rehabilitation of streets at various locations and will also address limited quantities of deteriorated concrete, sidewalk, curb and gutter, curb ramps and drainage deficiencies.
Project Location: Firmona Ave. from 147th St. to Rosecrans Ave.; 153rd St. from Inglewood Ave. to Firmona Ave.; and 165th St. from Grevillea Ave. to Hawthorne Blvd.
Estimated Project Schedule: Start (07/26)– Completion (10/26) based on the component being funded with RMRA funds
Estimated Project Useful Life: 15- 20 years

PASSED, APPROVED AND ADOPTED this 6th day of April, 2026.

_____
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-2604-008 at a regular meeting of said Council held on the 6th day of April, 2026, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

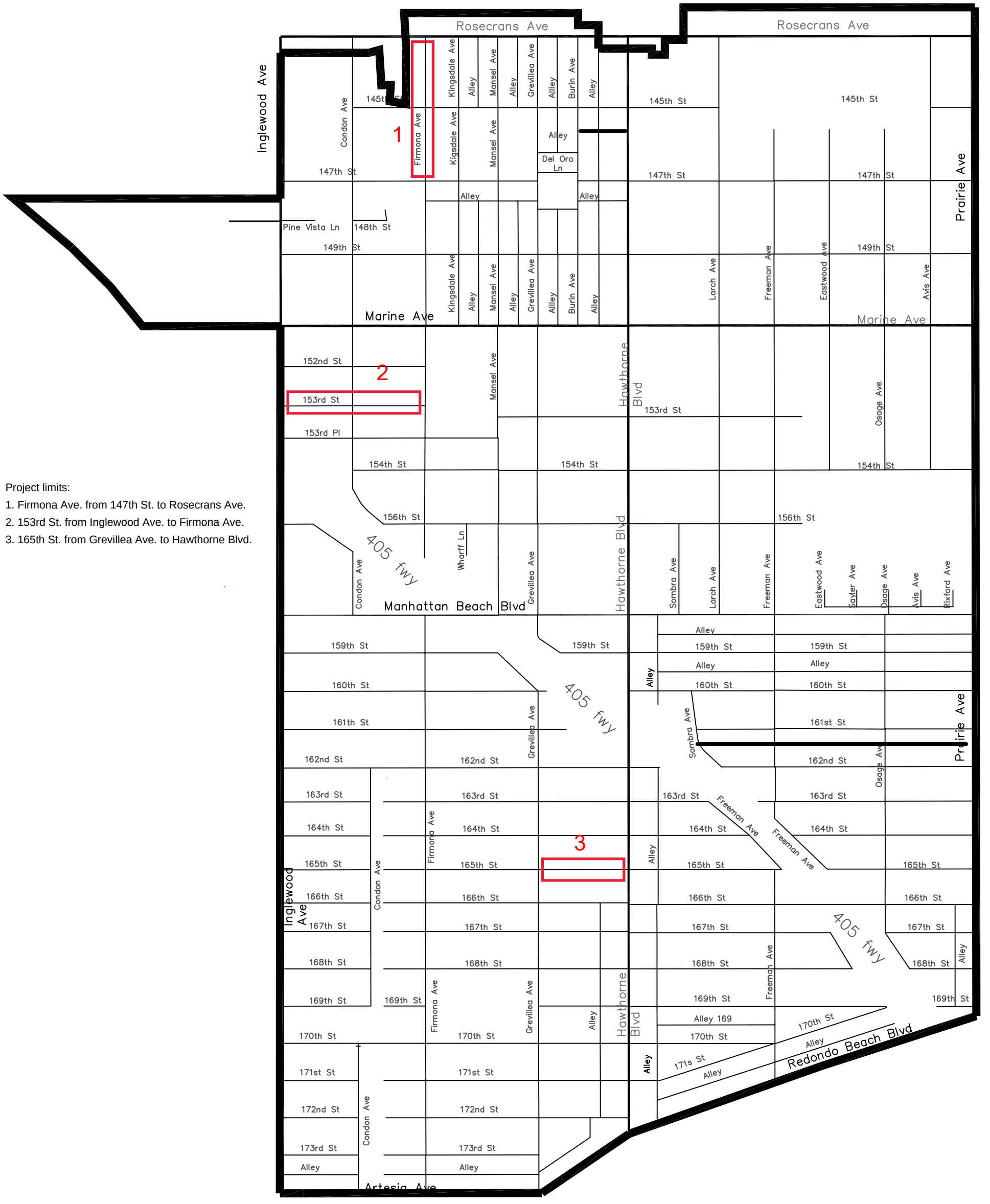
Attachment B

Exhibit “A”
Project Location/Description/Schedule/Useful Life

SB1- FY 2026-27			
Location	**Description**	**Schedule Start/End**	**Useful Life**
Firmona Ave. from 147th St. to Rosecrans Ave.	Remove and replace sidewalk, curb, gutter, driveway approaches, trees, adjust manholes and valves, grind and overlay asphalt.	Jul. 2026/ Oct. 2026	15-20 years
153rd St. from Inglewood Ave. to Firmona Ave.	Remove and replace sidewalk, curb, gutter, driveway approaches, trees, adjust manholes and valves, grind and overlay asphalt.	Jul. 2026/ Oct. 2026	15-20 years
165th St. from Grevillea Ave. to Hawthorne Blvd.	Remove and replace sidewalk, curb, gutter, driveway approaches, trees, adjust manholes and valves, grind and overlay asphalt.	Jul. 2026/ Oct. 2026	15-20 years

Attachment C

Location Map



Project limits:

1. Firmona Ave. from 147th St. to Rosecrans Ave.
2. 153rd St. from Inglewood Ave. to Firmona Ave.
3. 165th St. from Grevillea Ave. to Hawthorne Blvd.

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Lucho Rodriguez, Public Works Director Nabi Sidiqi, Assistant Engineer
SUBJECT:	**Award for Design of Traffic Calming of 147th Street (Eastside) Hawthorne Boulevard to Prairie Avenue**

BACKGROUND

The City has received several concerns from residents, including at City Council meetings, living along 147th Street between Hawthorne Boulevard and Prairie Avenue regarding speeding vehicles and overall traffic safety within the neighborhood. Many residents indicated that drivers regularly travel above the posted speed limit. To address these concerns, the Public Works Department performed a traffic safety evaluation consistent with the City's traffic calming guidelines.

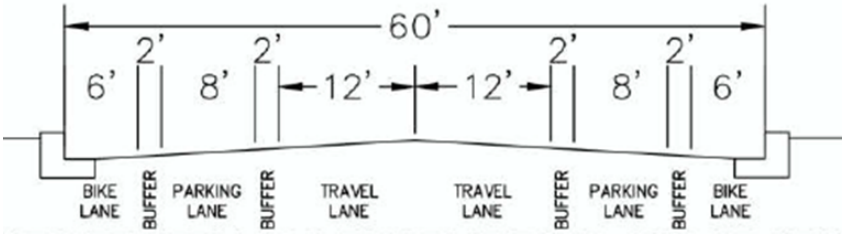
The traffic analysis report was prepared by Advantec Consulting Engineers. The final report proposed four roadway reconfiguration alternatives, each focused on reducing the number of travel lanes and introducing features such as bicycle lanes, on-street parking, and designated turning lanes. On May 19, 2025, staff presented these alternatives to the City Council and community members. Based on that discussion, direction was given to move forward with Alternative 4. This configuration includes one travel lane in each direction, bike lane, buffer zone, and a parking lane configuration.

The proposed changes are anticipated to help lower vehicle speeds, improve safety for pedestrians and cyclists, encourage more attentive driving behavior, and enhance the overall quality of life for residents. These improvements also directly respond to the concerns raised by the community.

STAFF REVIEW

Staff received three proposals for the design of this this project from the City's bench of on-call traffic engineers. The proposals are from Hartzog & Crabill, Inc., General Technologies and Solutions (GTS), and Kimley-Horn and Associates, Inc. Staff selected Hartzog & Crabill, Inc. based on expertise in the subject matter, completing similar projects, and cost. The design will consist of a road diet that includes a bike lane, buffer zone, parking lane, one travel lane in each direction, left turn lanes as approved by City Council for traffic calming measures. Alternative 4 is shown below.

Alternative 4 - Road Diet Improvements



The scope of services will include a kick-off meeting to discuss issues pertinent to the analysis and design of the project, preparation of preliminary plans followed by a meeting with residents for input. The final design will include a complete set of plans and specifications, and construction cost estimating. The final design will tentatively be completed within 12 weeks from the date of issuance of the Notice to Proceed for design.

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

The design cost proposal is for $16,000. However, staff is requesting an additional $6,000 in contingency to cover any possible additional cost incurred during the design process. The project's available funding is as follows:

Annual Citywide Striping Project - Measure R (244-310-700.286) $250,000.00

RECOMMENDATION

Staff recommends that the City Council award the design to Hartzog & Crabill, Inc. in the amount of $22,000.00 for the design of traffic calming on 147th Street from Hawthorne Boulevard to Prairie Avenue.

Attachments

A - Hartzog & Crabill, Inc. Traffic Engineering Services Proposal.pdf

B - General Technologies (GTS) and Solutions Traffic Engineering Services Proposal.pdf

C - Kimley-Horn and Associates, Inc. Traffic Engineering Services Proposal.pdf

D - Hartzog & Crabill, Inc. Contract Services Agreement (1).pdf

E - Project Location Map.pdf

ATTACHMENT A

HARTZOG & CRABILL, Inc.

Gerald J. Stock, PE, TE,
Executive Vice President

Todd Hartzog, Vice President

17821 East 17th Street
Suite 245
Tustin, CA 92780

Phone: (714) 731-9455
FAX: (714) 731-9498

www.hartzog-crabill.com

March 23, 2026

Mr. Nick Petrevski
Associate Engineer
City of Lawndale
14717 Burin Avenue
Lawndale, CA 90260

Subject: Proposal #1 to Provide Traffic Engineering Services for Preparation of a Traffic Calming Signing & Striping Plan for 147th Street in the City of Lawndale

Dear Mr. Petrevski:

As we are on the City's approved On-Call Traffic Engineering Services consultants list, Hartzog & Crabill, Inc. (HCI) is pleased to submit this proposal to provide professional traffic engineering services to the City of Lawndale for the requested preparation of a signing & striping plan showing certain traffic calming improvements on 147th Street, from Hawthorne Boulevard to Prairie Avenue.

HCI has reviewed the April 2024 Roadway Analysis report for 147th Street report showing four (4) Alternative Road Diet Recommendations. HCI also understands that Nabi Sidiqi will be the City's project manager for this particular request. If selected, HCI will request the City's choice on which road diet alternative is desired for 147th Street.

Our proposed services involve the necessary tasks to evaluate the desired alternative road diet, and design/prepare a final signing & striping plan, specifications, and cost estimate (PS&E) to improve safety for pedestrians, bicyclists, and motorists that use this roadway segment.

Our proposed scope of services, project team, schedule, and fee to complete this project are as follows:

SCOPE OF SERVICES

Task 1 – Preparation of Signing & Striping PS&E

Upon receipt of the City's notice-to-proceed, HCI will first request/collect copies of existing street improvement or signing & striping plans that the City may have available for the subject roadway segment.

HCI staff will also conduct a site visit to verify existing and proposed conditions regarding the intended signing & striping improvements.

SCOPE OF SERVICES (*continued*)

Task 1 – Preparation of Signing & Striping PS&E (*cont'd*)

Plans

HCI will then prepare a signing and striping plan for the subject roadway segment, in order to design the City's choice for which road diet alternative is desired for 147th Street. We anticipate that the improvements will be shown on up to two (2) signing & striping plan sheets.

More specifically, a 40-scale signing & striping plan will be prepared for the installation of the new signing & striping features within the subject roadway segment. Signing & striping features that will be shown on the plan include existing signs, striping and markings that are to remain; signing, striping, and markings to be removed; and new signs, striping, and markings that are to be installed.

The plan set will include both general and construction notes. All work will be designed in conformance with the 2024 edition of the State of California Standard Specifications, Sections 84 and 85, State Standard Plans, and the State of California Manual on Uniform Traffic Control Devices (California MUTCD). The plans will also be compliant with the City's most current design standards and technical provisions.

HCI will provide a 90%-complete progress submittal of the traffic calming signing & striping plan to the City for design review and comment. Comments received during this review will be incorporated into the final plan submittal. Upon approval by the City of the 90% engineering plan, a final 100% plan set will be submitted that includes one (1) reproducible mylar signing & striping plan set.

Specifications

Upon approval by the City of the 90%-complete engineered signing & striping plans, the final products will also include the signing/striping technical provisions in Microsoft Word format prepared to accompany the signing & striping plan set, which will be in compliance with the City of Lawndale's design standards and ready for bidding purposes. An electronic copy of this submittal will be provided in Word and PDF formats.

Cost Estimate

HCI will prepare a lump sum engineer's construction cost estimate suitable for bidding the work shown on the plans. An electronic copy of this submittal will also be provided in Word and PDF formats. For project budgeting purposes, it was estimated that construction costs for the signing and striping improvements would be approximately $145,000.00. Please note that these construction costs are subject to refinement after the selection of the preferred alternative.

SCOPE OF SERVICES (*continued*)

Task 2 – Project Meeting Attendance

As requested by the City, HCI staff will provide meeting attendance at up to four (4) community outreach meetings, along with City of Lawndale Public Works/Engineering staff, to further discuss the project design. Lastly, HCI staff will also attend one (1) City Council meeting.

PROJECT TEAM

Individuals who will be assigned to this project team will include Mr. Scott Ma, PE, TE, assisted by Mr. Michael Vallado and Mr. Dave Martorano. A brief statement of qualifications for each individual is provided on below:

Mr. Scott Ma, PE, TE – Senior Engineer
Mr. Scott Ma is a licensed, professional Civil and Traffic Engineer registered in the State of California and brings over (25) years of engineering experience. Scott is a senior engineer that works in our HCI Tustin office, and is currently providing part-time contract City Traffic Engineer services to Cities of Lake Forest, as well as on-call traffic engineering services to the City of Hermosa Beach. Scott's experience includes reviewing and conducting a variety of traffic studies including but not limited to, warrant analyses, preparing and reviewing traffic impact analyses reports and recommendations, responding to community requests such as crosswalks, traffic signals, stop signs, parking matters, and also performing project management that includes the final design preparation and submittal of project plans, specifications, and estimates (PS&E).

Mr. Michael A. Vallado – Associate Engineer
Mr. Mike Vallado provides assistance to Mr. Scott Ma in the area of preparation of traffic signal and left-turn phasing warrant analysis reports, traffic signal operations (LOS) and queuing analyses, multi-way Stop sign analyses, and related project specifications. Mike brings over (27) years of experience specifically related to traffic-engineering and signal design. Five of these years were devoted to running the City of Glendora's Traffic Engineering section, while the past (22) years have been with HCI.

Senior Designer - Mr. David Martorano
Mr. Dave Martorano provides assistance to Scott and Mike in the area of traffic engineering and will completed the drawing preparation of the signing and striping plan. Dave brings over (31) years of experience specifically related to traffic engineering, signal and signing/striping design. His responsibilities with HCI include project research and Autocad design on all traffic-related projects, including traffic signal, interconnect, signing and striping, and traffic control plans.

SCHEDULE

Upon receipt of the City's notice-to-proceed, the preliminary traffic calming signing & striping plan (Task 1) will be completed within four (4) weeks, with a final PS&E provided within three (3) of receipt of the City's final comments.

PROFESSIONAL FEE

Task	***Description***	***Sheets***	***Fee***
1	Preparation of Signing & Striping PS&E:		$12,500.00
2	Project Meeting Attendance: • Up to four (4) four community outreach meetings • One (1) City Council meeting		$ 3,500.00
		Project Total:	**$16,000.00**

SCOPE ASSUMPTIONS:

- ✓ Signing & striping design PS&E preparation only.
- ✓ Meeting attendance is assumed for up to (4) public outreach meetings, and one (1) City Council meeting.

SCOPE EXCLUSIONS:

- City, County, or State permit processing/fees.
- Design survey by a Registered Land Surveyor.
- ROW Engineering.
- Separate Civil Engineering Plan Preparation, Including ADA ramp upgrades.
- Certain Other Civil Engineering Improvements, Such As To Adjacent Private Property.
- Preparation of Separate Traffic Signal Modification Plan for Affected Loop Repair.
- Preparation of Traffic Control Plans.
- Contractor's Submittal Review.

Thank you again for the opportunity of proposing on this traffic calming signing & striping plan preparation design service. We look forward to the successful completion of this project. If you may have any questions or need more information, please do not hesitate to call our office at (714) 731-9455.

Sincerely,
HARTZOG & CRABILL, INC.

Todd Hartzog
Vice President

ATTACHMENT B

t +1 213 267 2332 | **f** +1 213 318 0744
info@gentecsol.com | www.gentecsol.com
11845 W Olympic Blvd. 11th Floor, Los Angeles, CA 90064
GTS | General Technologies and Solutions

Ref: 250809.02
January 21, 2026

Mr. Lucho Rodriguez | Public Works Director
Mr. Nabi Sidiqi | Project Manager
City of Lawndale
14717 Burin Avenue, Lawndale, CA 90260

Subject: **Proposal for Traffic Calming for 147th St. from Hawthorne Blvd. to Prairie Ave.**

Dear Gentlemen:

Thank you for your consideration of GTS to support you with the traffic engineering design services for 147th Street from Hawthorne Boulevard to Prairie Avenue in the City of Lawndale.

We understand that the City Council has recently approved a series of traffic calming measures for 147th Street between Hawthorne Boulevard and Prairie Avenue that include a redesigned street cross-section with narrower lanes, high-visibility crosswalks, and advisory traffic signs. As such we will prepare construction plans showing the proposed improvements per the City of Lawndale standards and the requirements of the latest edition of the California Manual of Uniform Traffic Control Devices (CA MUTCD).

Our proposed scope is organized in the following tasks:

Task 1. Project Management

GTS will coordinate with the City to develop a Project Development Team (PDT) that includes City staff, GTS Team, and other agency representatives if needed. GTS will schedule and attend a kick-off meeting and monthly PDT meetings to discuss issues pertinent to the analysis and design of the project. We will also be responsible for preparing agendas and minutes for meetings.
A monthly progress report, which includes accomplished tasks for the month, anticipated progress for the next month, pending issues and actions, and updated schedule along with other necessary supporting data will be attached. Project schedules will be updated itemizing activities and subtasks to support project milestones for City's review prior to distributing to the PDT meeting participants.
Our project manager (Rawad Hani) will be responsible for the project management, resource allocation, and ensuring that all project tasks are being completed on time and under budget.

As the previous study of August 13, 2024 recommended various Alternatives, we will engage with the City at the on-set of the project to identify the preferred alternative. Should the City desire to engage the community in this process, we will prepare for and attend one community meeting.

Up to four (4) meetings are proposed in this task (with one kick-off meeting and one meeting allocated for community engagement should the City desire to engage the community in alternatives selection).

We anticipate all proposed work to be completed and submitted within 10 – 12 weeks from the date of issuance of the official Notice to Proceed. Our proposed schedule for completion of the project based on the City's requirements is shown in the following pages. If there are any unforeseen issues during the project preparation, we will notify the City and revise the schedule per agreement.

Task 1 Deliverables:

- ✓ Project Meetings (Agenda and minutes for each meeting)
- ✓ Work plan
- ✓ Schedule

Task 2. Record Data, Field Review and Base Plan

2.1 Record Data

Prior to preparing a base plan for the street improvement and traffic engineering design, GTS will obtain from the City the available as-builts for 147th Street from Hawthorne Boulevard to Prairie Avenue as well as available utility plans. We will also review the collision data and other available database/information.

2.2 Field Visit and Inventory

GTS team believes a detailed field review and inventory with as-built plan verification will provide an accurate base plan. The base plan is in turn the backbone of a high-quality design plan and will result in higher efficiencies (less time and costs). The field review (to be performed along 147th Street from Hawthorne Boulevard to Prairie Avenue) will include identifying design constraints, verifying as-built information, and observing general site conditions. We document our findings with notes and photos taken as part of our field review.

2.3 Base Plan Preparation and Conceptual Layout

GTS will utilize the available base plan following the field verifications of existing improvements. The base plan will be utilized for preparing the traffic engineering design that incorporates the analysis and evaluation of design recommendations for the City's review and approval prior to a final design.

GTS will develop the conceptual layout for the preferred alternative at a 1"= 40' scale showing an aerial photo, approximate right of way lines, and proposed concept linework.

Task 2 Deliverables:

- ✓ Field notes and photos
- ✓ Base plan and Conceptual Layout (at about 30% design level that can be used to present the proposed concept to the community in a public meeting)

Task 3. Traffic Engineering Design Plans, Specifications and Estimates (PS&E)

GTS will prepare PS&E to accommodate the construction requirements for the proposed improvements. We anticipate producing signing and striping plans to improve vehicle mobility, pedestrian, bicycle and vehicle safety, and accommodate the proposed improvements.

3.1 Signing and Striping Plans

The purpose of the plans is to accommodate the redesigned street cross-sections with narrower lanes, high-visibility crosswalks, and advisory traffic signs. The project limits include 147th Street from Hawthorne Boulevard to Prairie Avenue.

GTS will prepare the signing and striping plans showing the pavement striping and marking modifications as well as associated signage per the City of Lawndale agreed-upon standards and requirements of the latest edition of the California Manual of Uniform Traffic Control Devices (CA MUTCD).

The plans will be prepared per City's required format, agreed-upon scale (usually 1''= 40') and notes. Plans will be submitted for 85% and 100% design stages.

3.2 Specifications and Cost Estimates

GTS will prepare the special provisions of the specifications for the City to integrate into their overall template and required format. The PS&E quantity take-off list, engineering cost estimate, and bid document will be prepared using City-required format and language. We will apply market construction costs for each bid item to quantities measured. Cost estimate will be derived from a combination of available sources including available Caltrans published data, Los Angeles County Public Works Department bid history, recent bid prices from other local projects, and any other data that the City may choose to provide for our use. A detailed quantity take-off list of the proposed improvements will be provided to the City as part of engineering cost estimate service. GTS will update the cost estimates based on the refinement of the quantities throughout the project.

Task 3 Deliverables:

- ✓ 85% and 100% PS&E design plans and title sheet, submitted in PDF (24"x36") and AutoCAD
- ✓ Cost Estimates and Specs at 85% and 100% (final) design stages
- ✓ Bid Documents (including special provisions) with bid line-item descriptions, in PDF and MS Word format

Schedule

A detailed schedule will be developed at the project on-set. The concept layout plans will be submitted within 4 weeks of the Notice-to-Proceed (NTP); the 85% and final designs will be submitted within 3 to 4 weeks of receiving the City's comments on the prior submittals.

Fee Estimate

The estimated fee to complete the above services is shown in the following table.

	TASK DESCRIPTION	PM	Eng. IV	Eng. II	Total Per Task
	Hourly Rate>>>	*$ 250*	*$ 170*	*$ 135*	
1	**Project Management**	8	4		$ 2,680
2	**Record Data, Field Review and Base Plan**				
2.1	Record Data			2	$ 270
2.2	Field Visit and Inventory		4	8	$ 1,760
2.3	Base Plan Preparation	2	12	16	$ 4,700
3	**Traffic Engineering PS&E**				
3.1	Signing and Striping Plans	5	16	32	$ 8,290
3.2	Specification and Cost Estimates	2	4	8	$ 2,260
	TOTAL				**$ 19,960**

We thank you for your consideration and we look forward to working together with you. Please contact me if you require any additional information.

Sincerely,
For General Technologies and Solutions (GTS)

Rawad Hani, PE, TE
Principal / Project Manager
213 267 2332 / rawad.hani@gentecsol.com

ATTACHMENT C

Kimley»Horn

January 21, 2026

Nabi Sidiqi
Assistant Engineer
City of Lawndale

Re: Proposal to Provide Professional Design Services for 147th Street from Hawthorne Boulevard to Prairie Avenue

Dear Mr. Sidiqi:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this Letter Proposal to the City of Lawndale ("City") for professional design services for the development of signing and striping plans on 147th Street between Hawthorne Boulevard and Prairie Avenue.

I. Project Understanding

The City of Lawndale is seeking traffic engineering design services to implement traffic calming measures along 147th Street, between Hawthorne Boulevard and Prairie Avenue. This segment is approximately half a mile in length and includes two travel lanes in each direction, on-street parking, and five stop-controlled intersections. The roadway serves as an east-west corridor accommodating local and school-related traffic.

A roadway analysis conducted in April 2024 identified opportunities to enhance safety, operations, and multimodal access along 147th Street. Key recommendations include upgrading school crossings with advance warning signage and implementing alternative road diet concepts. The analysis presented four potential road diet options, each proposing the removal of one travel lane in each direction with varying configurations, including dedicated bicycle lanes, buffers, and a two-way left-turn lane.

The City will select a preferred alternative from these options. Upon selection, the project scope will include development of complete construction bid documents, including signing and striping plans, engineer's probable opinion of construction cost (OPCC), and specifications, to support implementation of the selected traffic calming measures.

II. Scope of Work

Kimley-Horn will provide traffic engineering design services for traffic calming improvements along 147th Street between Hawthorne Boulevard and Prairie Avenue. The assumed duration for this scope of work is up to two months. Services are organized into four primary tasks, with optional bidding and construction phase support.

kimley-horn.com | 180 E Ocean Blvd, Suite 1200, Long Beach, CA 90802 | 562-549-2200

TASK 1 – PROJECT ADMINISTRATION AND MANAGEMENT

Kimley-Horn will provide project management, coordination, scheduling, invoicing, and administrative support throughout the project. Services include attendance at up to three (3) City meetings, including a project kick-off meeting. Weekly progress updates will be provided via email, and a detailed project schedule identifying key tasks, milestones, responsibilities, and critical path items will be developed and updated monthly.

Deliverables:

- Project schedule
- Progress reports in agreed format
- Meeting agendas and minutes
- Monthly invoices

TASK 2 – EXISTING CONDITIONS REVIEW

Kimley-Horn will review existing right-of-way documents and available as-built plans within the project limits provided by the City. This review will establish the baseline conditions related to existing right-of-way and roadway geometry.

Deliverables:

- Summary of right-of-way and as-built review findings

TASK 3 – FINAL DESIGN, PLANS, SPECIFICATIONS, AND ESTIMATE

Using the conceptual plans developed in the April 2024 report as 30% plans, Kimley-Horn will prepare 60%, 90%, and Final (100%) design submittals for the project improvements along 147th Street. All plans will be prepared in accordance with City standards and formatting requirements.

Task 3.1 – 60% Plans and Estimate

Kimley-Horn's design package is assumed to consist of the following sheets:

Design Plan Sheet Summary	Number of Sheets
Title Sheet and General Notes	**1**
Signing & Striping Plans (40-scale)	**3**
Total	**4**

The sheets will contain the following information:

- **Title and General Note Sheets:** We will prepare one sheet consisting of a project title, sheet index, legend, site area, client contacts, vicinity map, location map, utility company contacts, approval blocks, general notes and list of standard details used. (Assume up to one sheet total)

- **Signing and Striping Plans:** We will prepare signing and striping plans at a scale of 1"=40' for the improvements. The design plans will be prepared in accordance with current City and the latest edition of the California Manual of Uniform Traffic Control Devices (MUTCD). To reduce costs, an aerial background will be used in place of full base mapping of existing conditions. (Assume up to three sheets total).

- **Opinion of Probable Cost:** We will provide an engineer's opinion of probable construction cost for 60% design. We will coordinate with the City and base this opinion on actual bid prices for recent projects that involved similar construction, when applicable.

Task 3.2 – 90% Plans, Specifications, and Estimate

The sheet count at 90% and Final is assumed to be consistent with the 60% submittal. The 90% submittal will incorporate one round of consolidated City comments on the 60% plans. Updates will include:

- Title and note sheets
- Signing and striping plans
- OPCC

Additionally, technical specifications consistent with City format will be prepared.

Task 3.3 – Final (100%) Submittal

The Final submittal will address one round of City comments on the 90% PS&E and provide signed and sealed final plans and specifications in both electronic and hard copy formats.

Deliverables:

- 60% Plans and Estimate (electronic)
- 90% PS&E (electronic)
- Signed and sealed Final PS&E (hard copy and electronic)
- Comment response matrices

TASK 4 – BIDDING SUPPORT & CONSTRUCTION PHASE SERVICES (OPTIONAL)

Task 4.1 – Bidding Support

Kimley-Horn will attend up to two meetings, respond to RFIs, and review addenda.

Task 4.2 – Construction Phase Services

Kimley-Horn will attend up to four construction meetings, respond to contractor RFIs, provide clarifications, review change orders, and provide input on shop drawings.

Assumptions

- No topographic survey or field data collection will be performed; design is based on existing right-of-way and as-built documentation
- Utility relocation design, subsurface utility engineering, potholing, and utility agreements are excluded unless authorized by amendment
- The PS&E is limited to signing and striping and does not include curb modifications, drainage design, pavement widening, or ADA ramp design unless authorized by amendment.
- The schedule and design effort assume the City has already selected the preferred alternative. No alternatives analysis or evaluation is included in this scope.
- The design will rely on the April 2024 roadway analysis; no new operational analysis or validation of traffic impacts is included.
- No public outreach or traffic data collection is included.
- Schedule assumes timely City review and consolidated comments within ten (10) business days per submittal

III. Schedule

The anticipated duration for Tasks 1–3 is approximately **two months following Notice to Proceed**, assuming the **preferred alternative is identified at the project kickoff** and the City provides timely, consolidated review comments.

- Project Kickoff / Notice to Proceed
- 60% Design – 2 weeks
- City Review (60%) – 2 weeks
- 90% Design – 2 weeks
- City Review (90%) – 2 weeks
- Final (100%) PS&E – 1 week

IV. Cost Proposal

Kimley-Horn will perform the services in Tasks 1 - 3 on a labor fee plus expense basis with the maximum labor fee shown below.

Task 1 – Project Administration and Management	$4,000
Task 2 – Existing Conditions Review	$3,200
Task 3 – Final Design, Plans, Specifications, and Estimate	$41,600
Total	**$48,800**

Labor, fees, and expenses will be billed per the terms of the original contract. All permitting, application, and similar project fees will be paid directly by the Client.

We appreciate the opportunity to provide these services. Please contact me if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Laura Forinash, P.E., T.E.
Project Manager/Associate
Laura.Forinash@kimley-horn.com
562-549-2186

Sri Chakravarthy, P.E., T.E
Senior Vice President

ATTACHMENT D

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR

ON-CALL TRAFFIC ENGINEERING SERVICES

This Contract Services Agreement ("Agreement") is made and entered into this 3rd day of November, 2025, by and between the City of Lawndale, a municipal corporation ("City"), and Hartzog & Crabill, Inc. ("Consultant"). The term Consultant includes professionals performing in a consulting capacity. The parties hereto agree as follows:

1.0 SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide the work and services specified in the "Scope of Services" attached hereto as *Exhibit "A"* and incorporated herein by this reference. Consultant warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

1.2 Consultant's Proposal. The Scope of Services shall include the Consultant's proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction.

1.4 Licenses, Permits, Fees and Assessments. Consultant shall obtain at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the services required by this Agreement; and shall indemnify, defend and hold harmless City against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work. By executing this Agreement, Consultant warrants that Consultant (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.

1.6 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation must be approved by the City Council. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably

contemplated therein. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor.

1.7 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as *Exhibit "B"* and incorporated herein by this reference. In the event of a conflict between the provisions of *Exhibit "B"* and any other provisions of this Agreement, the provisions of *Exhibit "B"* shall govern.

1.8 Environmental Laws. Consultant shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Consultant shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Fee Proposal" attached hereto as *Exhibit "C"* and incorporated herein by this reference. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Consultant's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Consultant at all project meetings reasonably deemed necessary by the City.

Consultant agrees that if Consultant becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 Method of Payment. Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Consultant wishes to receive payment, no later than the first (1st) working day of such month, Consultant shall submit to the City, in a form approved by the City's Director of Finance, an invoice for services rendered prior to the date of the invoice. Except as provided in Section 7.2, City shall pay Consultant for all expenses stated thereon which are approved by City pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form. City will review each invoice submitted by Consultant to determine whether the work performed and expenses incurred are in compliance with this Agreement. If no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by City, the invoice will be returned by City to Consultant for correction and resubmission. City reserves the right to withhold future payment to Consultant if any aspect of the Consultant's work is found substantially inadequate.

2.3 Availability of Funds. It is mutually understood between the parties that this Agreement is valid and enforceable only if sufficient funds are made available by the City Council of the City for

the purposes of this Agreement. The availability of funding is affected by matters outside the City's control, including other governmental entities. Accordingly, the City has the option to void the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

3.0 PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as *Exhibit "D"*, if any, and incorporated herein by this reference.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall, within ten (10) days of the commencement of such delay, notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused; Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall begin on November 3, 2025 and continue in full force and effect until completion of the services no later than November 2, 2028.

4.0 COORDINATION OF WORK

4.1 Representative of Consultant. Scott Ma is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith.

It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for City to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced nor may his responsibilities be substantially reduced by Consultant without the express written approval of City.

4.2 Contract Officer. The City's City Manager is hereby designated as the representative of the City authorized to act in its behalf with respect to the work and services and to make all decisions in connection therewith ("Contract Officer"). It shall be the Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Consultant

shall refer any decisions which must be made by City to the Contract Officer. The City may designate another Contract Officer by providing written notice to Consultant.

4.3 Prohibition Against Subcontracting or Assignment. The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Consultant taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Consultant or any surety of Consultant of any liability hereunder without the express consent of City.

4.4 Independent Contractor. Neither the City nor any of its employees shall have any control over the manner or means by which Consultant or employees, perform the services required herein, except as otherwise set forth herein. Consultant shall perform all services required herein as an independent contractor of City and shall remain under only such obligations as are consistent with that role. Consultant represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by Consultant as employees. Consultant shall not at any time or in any manner represent that it or any of its employees are employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant. In the event that Consultant or any employee of Consultant providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the City, then Consultant shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Consultant or any staff Consultant used to provide services under this Agreement are employees of the City.

5.0 INSURANCE AND INDEMNIFICATION

5.1 Insurance. Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than $1,000,00.00 per occurrence for all covered losses and no less than $2,000,000.00 general aggregate.

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000 per accident for all covered losses.

(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than $1,000,000.00 per accident, combined single limit. Said policy shall include coverage for owned, non owned, leased and hired cars.

(d) Professional Liability or Error and Omissions Insurance. A policy of professional liability insurance in an amount not less than $1,000,000.00 per claim with respect to loss arising from the actions of Consultant performing professional services hereunder on behalf of the City. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

All of the above policies of insurance shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall also provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Consultant shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until Consultant has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Consultant agrees that the provisions of this Section 5.1 shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible. If the Consultant's insurance policies have higher limits and coverage than those required by this contract, the City will have access to those higher limits and coverage maintained by the Consultant.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances.

In the event that the Consultant is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 5.1.

5.2 Indemnification.

(a) Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782,8 applicable to services provided by a "design professional", Consultant shall indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including

attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, employees of subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement.

(b) Indemnity for Other Than Design Professional Liability. Other than in the performance of design professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, employees or subcontractors of Consultant.

6.0 RECORDS AND REPORTS

6.1 Reports. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

6.2 Records. Consultant shall keep, and require subcontractors to keep, such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Consultant, its employees, and subcontractors in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of such documents and materials. Consultant may retain copies of such documents for its own use and Consultant shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Except as necessary for the performance of services under this Agreement, no documents prepared under this Agreement may be released by Contractor to any other person or entity without City's prior written approval. Consultant warrants that all Documents it drafts and completes pursuant to this Agreement constitute original work. Specifically, Consultant understands and agrees that use of artificial intelligence (AI) tools including, without limitation, ChatGPT, Microsoft's Bing Chat, Google's Bard, and Meta's LLaMA (Large Language Model Meta AI), in the performance of this Agreement does not constitute an original work, i.e., submitting Documents generated by such AI tools to City and representing it as Consultant's original work constitutes a material breach of this Agreement, constitutes a false claim, and may also violate applicable intellectual property right laws including, without limitation, United States Copyright Law. Accordingly, and notwithstanding any other provision of this Agreement as to ownership, City specifically rejects ownership of such Documents. Consultant

is required to indemnify and defend City to the fullest extent allowed by applicable law should it violate this Section.

6.4 Confidentiality of Information. All information gained or work product produced by Contractor in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law. Contractor, its officers, employees, or agents, may not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the services performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena. If Contractor, or any officer, employee, or agent of Contractor, provides any information or work product in violation of this Agreement, then City will have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct. Contractor must promptly notify City should Contractor, its officers, employees, or agents be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. City retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response. All media and press releases, including graphic display information, must be approved and distributed solely by City, unless otherwise agreed to in writing by City. All media interviews regarding the performance of services under this Agreement are prohibited unless expressly authorized by City.

7.0 ENFORCEMENT OF AGREEMENT

7.1 California Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Consultant agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 Retention of Funds. Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Consultant to insure, indemnify, and protect City as elsewhere provided herein.

7.3 Waiver. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.4 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Consultant shall immediately cease all work or services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation and City shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

7.5 Completion of Work After Termination for Default of Consultant. If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.6 Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

8.0 CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest; City. No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.

8.3 Conflict of Interest; Consultant. Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Consultant shall comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code which is on file in the City Clerk's office. Accordingly, should the City Manager determine that Consultant will be performing a specialized or general service for the City and

there is substantial likelihood that the Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Consultant and its officers, or employees, as applicable, shall be subject to the City's Conflict of Interest Code.

8.4 Covenant Against Discrimination. Consultant covenants that, by and for itself, its executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

9.0 MISCELLANEOUS PROVISIONS

9.1 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer, City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Consultant, to the person at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

9.3 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by an instrument in writing signed by both parties.

9.4 Severability. Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement is binding upon the heirs, executors, administrators, successors and assigns of the parties.

9.6 Counterparts. This Agreement may be executed in several counterparts, each of which will constitute one and the same instrument and will become binding upon the parties when at least one copy has been signed by both parties. This Agreement and any amendment will be considered executed when the signature page of a party is delivered by facsimile or other electronic transmission. Such electronic signatures will have the same effect as an original signature, provided that a wet signature copy is also mailed to the other party.

9.7 Modification of Agreement. No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and by the City Council or City Manager, as applicable. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

CITY:
CITY OF LAWNDALE,
a municipal corporation

By: _____
Robert Pullen -Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

CONSULTANT:
Hartzog & Crabill, Inc.
a [California corporation]

By: _____
Name: Gerald J. Stock
Title: Vice President

By: _____
Name: Todd Hartzog
Title: Treasurer

Address: 17821 E. 17th St. STE 245
Tustin, CA 92780

Attachment 1

EXHIBIT "A"

SCOPE OF SERVICES

Provide on-call Traffic Engineering services to conduct field data collection and prepare engineering and traffic surveys in accordance with state law. The following services are specifically requested:

1. **Traffic studies**
2. **Signing and striping design**
3. **Worksite traffic control design**
4. **Traffic calming design**
5. **Parking studies**
6. **School-related operations analysis**
7. **Plan review services**
8. **Timing Sheet reviews**
9. **Engineering and traffic surveys**
10. **And other tasks as assigned**

Attachment 1

EXHIBIT "B"

SPECIAL REQUIREMENTS

A new Section 2.4 is added to the Agreement to read as follows:

"2.4 Prevailing Wages; Indemnification. Consultant and all subcontractors shall comply with the State Labor standards. State Labor standards provisions, including prevailing wage requirements, will be enforced such that the general rate of per diem wages (prevailing wage) shall be paid for each craft, classification, or type of worker needed to execute the contract to all workers employed in the execution of the contract for the work to be performed by Hartzog & Crabill, Inc. The State General Prevailing Wage Determination is as established by the California Department of Industrial Relations for Los Angeles County. *(Refer to http://www.dir.ca.gov/OPRL/PWD/Determinations/Statewide/C-TT.pdf for additional information.)* The prevailing rate of per diem wages are on file at the City of Lawndale Department of Public Works, 4722 Manhattan Beach Boulevard, Lawndale, California 90266, and are available to any interested party on request. The statutory provisions for penalties for failure to pay prevailing wages and/or failure to otherwise comply with state's wage and hour laws will be enforced. The Consultant is required to post at the job site the prevailing rate of per diem wages and other notices prescribed by regulation.

The Consultant and all subcontractors must submit electronic certified payroll records weekly directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) no less than monthly and must comply with all statutory requirements relating to certified copies of payroll records, including the maintenance of the records, their certification, and their availability for inspection as required by Labor Code Section 1776 and as required under Subsection 7-2.6 of said Standard Specifications for Public Works Construction.

Consultant shall indemnify, defend with legal counsel approved by the City, and hold the City and City's Parties harmless from and against any all liability, loss, damage, costs, or expenses (including attorneys' fees and court costs) arising from or as a result of any action, claim, or determination relating in any way to the failure to properly pay of prevailing wages. Moreover, the City retains the right to settle or abandon any such the matter without the Consultant's consent as to the City's liabilities or rights only."

- A new Section 5.1(e) is added to the Agreement to read as follows:

(e) Cyber Liability Insurance. The cyber liability insurance must include the following coverage:

- Liability arising from the theft, dissemination and/or use of confidential or personally identifiable information; including credit monitoring and regulatory fines arising from such theft, dissemination or use of the confidential information.

- Network security liability arising from the unauthorized use of, access to, or tampering with computer systems.
- Liability arising from the failure of technology products (software) required under the Agreement for Contractor to properly perform the services intended.
- Electronic media liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper deep-linking or framing, and infringement or violation of intellectual property rights.
- Liability arising from the failure to render professional services

If coverage is maintained on a "claims-made" basis, Contractor must maintain such coverage for an additional period of three years following termination of the Agreement.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

Hartzog & Crabill, Inc.
Consulting Engineers

Schedule of Hourly Rates
for
City of Lawndale for On-Call Traffic Engineering Services

Classification	Hourly Rates
Expert Witness / Deposition	$300
Litigation Consultation	$270
Two-Person Survey Crew	$270
Litigation Field Evaluation	$245
Principal Consultant	$190
Project Manager	$180
Registered Land Surveyor	$175
Senior Engineer	$165
Storm Water Permit Compliance Engineer	$165
Associate Engineer	$160
Construction Manager	$150
Traffic Signal System Supervisor	$150
Mural Artist	$150
Senior Designer	$145
Traffic Signal Systems Specialist	$140
Assistant Engineer	$135
Draftsperson	$115
Technician	$ 100
Word Processor	$ 85
Clerical	$ 70
* Traffic Counts (Cost, plus 15%)	$ *

Note: Out of pocket expenses (blueprinting, reproduction, printing and delivery service) will be invoiced at Cost. These other direct costs are included in the not-to-exceed values for the aforementioned scope of services. A 15% fee for administration, coordination and handling will be added to subcontracted services. **This Schedule of Hourly Rates is effective as of July 1, 2025.** Rates may be adjusted after that date to compensate for increases of inflationary trends. Mileage shall be per current IRS rate (rate can be found at the following link:: https://www.irs.gov/tax-professionals/standard-mileage-rates

17821 E. 17th Street, Suite 245, • Tustin, CA 92780 • (714) 731-9455

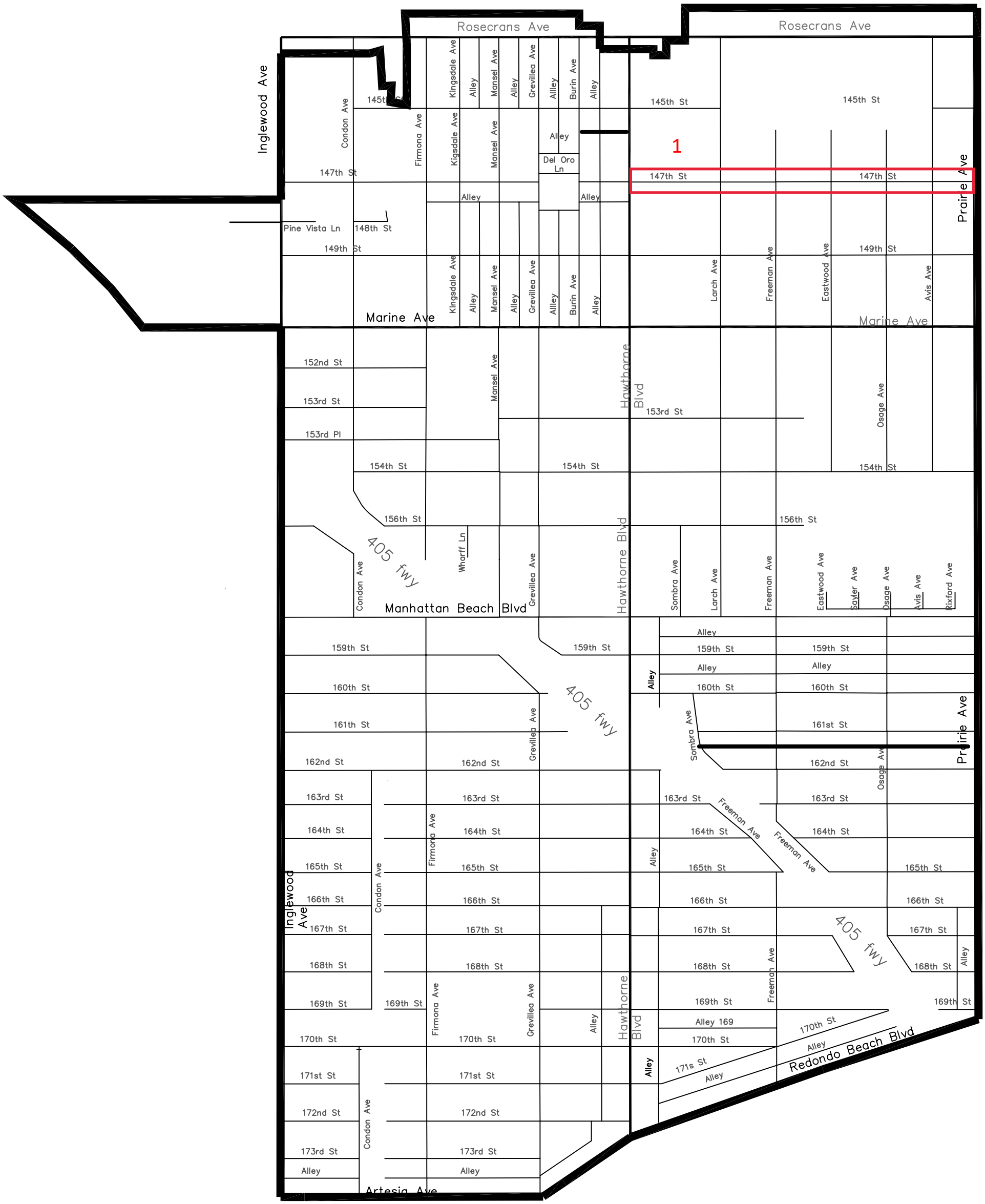
Attachment 1

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

Not applicable

ATTACHMENT E


Rosecrans Ave
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Prairie Ave
Marine Ave
Marine Ave
Hawthorne Blvd
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Manhattan Beach Blvd
Redondo Beach Blvd
Artesia Ave
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CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Nabi Sidiqi, Assistant Engineer Lucho Rodriguez, Public Works Director
SUBJECT:	**Award of Contract for Irrigation Valve Replacement for Rogers Anderson Park**

BACKGROUND

On February 16, 2026, West Basin Municipal Water District notified the City of a reclaimed water leak on the City's portion of the system on the sidewalk in front of Rogers Anderson Park, and consequently, shut off the irrigation water to the Park.

Immediately, staff proceeded to obtain proposals for the repairs consisting of the replacement of the damaged main water valve, replacement of a portion of the pipe, as well as replacement of the large water vault and concrete work on the sidewalk.

The damaged water valve replacement was not a part of the recently completed Parks Irrigation Improvement Project, as it was fully operational then and located outside the Park.

STAFF REVIEW

On February 23, 2026, staff solicited proposals from qualified contractors to repair the water equipment located outside of Rogers Anderson Park. The proposal process was completed on March 16, 2026, when three proposals were received. The proposals were evaluated and scored based on several factors, including relevant experience and expertise, project timeline, cost, and the ability to meet the City's scheduling and billing requirements. The proposals are summarized as follows:

Rank	Proposer Name	Cost
1	Gentry General Engineering	$32,800.00
2	Kindness General Contractor, LLC	$37,618.00
3	Mariposa Landscapes, Inc. *	$25,885.00

* Mariposa's proposal is incomplete in scope of work.

Based on the evaluation of the proposals, staff recommends awarding the contract to Gentry General Engineering as the most qualified contractor to complete the repair of the damaged water equipment outside of the park. Bonds were not requested for this project as obtaining them would increase the repairs cost unnecessarily, and add delays to restoring the irrigation water supply to the Park.

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

The proposed construction cost is $32,800.00. The Grounds Maintenance account does not have extra funds to cover the cost. Therefore, staff is requesting an appropriation of $32,800.00 to be added to the Grounds Maintenance account for these repairs.

Grounds Maintenance – General Fund (100-320-520.300)

RECOMMENDATION

Staff recommends that City Council:

1. Approve the reclaimed Water Valve and appurtenances Repair at Rogers Anderson Park to Gentry General Engineering in the amount of $32,800.00, and
2. Appropriate $32,800 to the Grounds Maintenance account to cover the cost of the repairs.

Attachments

A - GENTRY GENERAL ENGINEERING REPAIR QUOTE.pdf

B - KINDNESS GENERAL CONTRACTOR, LLC REPAIR QUOTE.pdf

C - MARIPOSA LANDSCAPES, INC. REPAIR QUOTE.pdf

D - GENTRY GENERAL ENGINEERING CONTRACT.pdf

ATTACHMENT A

PROPOSAL

GENTRY GENERAL ENGINEERING

320 W. Tropica Rancho
Colton, CA 92324
Phone (909) 330-1128 | Fax (909) 330-1129
bids@gentrygeneral.com

DATE	JOB NUMBER
3-12-26	

TO:
Johnny Calderon
Public Works Department
jcalderon@lawndalecity.org
(310) 973-3263

JOB DESCRIPTION:
4" Meter pipe replacement

LOCATION
Lawndale, CA

ITEM	DESCRIPTION		QTY	UNIT	BID UNIT	TOTAL
1	Saw Cut, remove meter box, and concrete		1	LS	$ 2,700.00	$2,700.00
2	Remove and replace 4" piping		1	LS	$ 6,500.00	$6,500.00
3	Remove and Replace 4" Gate Valve		1	LS	$ 3,500.00	$3,500.00
4	Install 4' x 6' traffic rated meter vault and lid.		1	LS	$ 16,600.00	$16,600.00
5	Replace existing concrete removed		1	LS	$ 3,500.00	$3,500.00
6						$0.00
7						$0.00
				TOTAL		$32,800.00

Note:

ALTERNATE BID ITEMS

8						$0.00

Exclusions **(If selected below, it indicates that it is not included in the price stated above):**

- ☑ Permits, bonds, inspection fees, connection fees, assessment fees, engineering fees, all other fees
- ☑ Engineering, staking and compaction testing
- ☑ Construction water and meter (minimum 2" service line required)
- ☑ Traffic control plan, striping or raised pavement markers
- ☑ Rock, hardpan, excessively hard ground excavation, or screening of backfill
- ☑ Imported backfill and drying of trench excavated material that has over optimum moisture content
- ☑ Dewatering of any groundwater
- ☑ Demolition of existing onsite improvements unless specified in our bid proposal
- ☑ Erosion control and SWPPP
- ☑ Tunnelling of existing utilities not shown on plans
- ☑ Damage to message boards not caused by GGE
- ☑ Raised pavement markers
- ☑ Removal of temporary striping
- ☑ Any costs associated with railroad working

Will Hernandez,
Gentry General Engineering Inc

Accepted By:

_____

ATTACHMENT B

March 18th 2026

City Of Lawndale
14717 Burin Ave,
Lawndale, CA 90260

Attention: Nabi

Reference: Rogers Anderson Park Meter and Box
Proposal Number 0326-1028

We propose to furnish all labor, equipment and material necessary to complete the following work based on the above referenced project:

TIME FRAME:

Lead-time:	1 week
Substantial completion:	3-4 days

INCLUSIONS:

1. Mobilize crew to 4161 Manhattan Lawndale Rogers Anderson Park
2. Furnish cones to delineate lane at curb to allow parking for 1 truck
3. Break out and remove the panel with the meterbox and valve
4. Hand excavate around existing meter box and valve and remove
5. Install new parts at valve and spool
6. Install new meter box with the following parts
   - 27” lower meter box
   - 6” top flange frame
   - Door top 3660 inc dp galv TGV
   - Door bottom inc dp galv
   - New name plate
   - ½”x2” pentaHD SS A304 bolts
   - Conseal sealant at lower box and top
7. Box will be set with boom truchk at curb
8. Pour back panel with a city 3250 sidewalk mix

Kindness General Contractors, LLC.
KGC
Industrial & Commercial Construction

Mr. Nabi

March 18th 2026
Proposal Number 0326-1028
Page Two

CLARIFICATIONS AND EXCLUSIONS:

1. We reserve the right to add inflation / escalation on major materials above.
2. OCIP, UCIP or CCIP sign-up / documentation is not part of this proposal unless specifically included above.
3. Site safety orientation and employee background checks (including drug screening), on-site or remote, are not part of this proposal unless specifically included above.
4. We exclude plans, permits, fees, testing, inspection, survey, bonds, and engineering.
5. We exclude underground obstructions, rock, utilities and hazardous or contaminated material. We also exclude over-excavation, re-compaction, or replacement of unsatisfactory subgrade soils.
6. Existing soil to be in favorable condition for hand excavation. If solid rock or other unforeseen geological circumstances prevent hand excavation, work will cease, KGC, LLC will be paid for work performed, and pricing will be revised for the proper excavation means and methods.
7. All terms to be net 30 days in full upon receipt of invoice. Interest will be charged at the rate of 1.5% monthly on the unpaid balance.
8. KGC, LLC. reserves our rights to review, change, and/or delete any provisions of any prime contract or subcontract, which results from this quotation.
9. Construction water, power, and sanitary facilities available on site for KGC, LLC's use at no cost.
10. It is mandatory at KGC, LLC that all field employees take a 30 minute lunch on or before their 5th hour of work and two separate 10 minute breaks each 8 hour shift.
11. We exclude premium time and prevailing wages.
12. We exclude anything not specifically mentioned above.

Kindness General Contractors, LLC.
KGC
Industrial & Commercial Construction

Mr. Nabi

March 18th 2027
Proposal Number 0326-1028
Page Three

BID PRICE: $37,618.00

All work to be completed in a substantial and workmanlike manner according to standard practices for the sum of **Thirty Seven Thousand Six Hundred And Eighteen Dollars and 00/100 ($37,618.00).** All extras, additions and change orders will be charged at the rate of cost of construction plus 15% overhead and 10% profit. Cost of construction is defined as actual cost of work performed plus any additional supervision, if required, project manager and any other related expenses resulting from the additions or change orders.

Bid price is good for thirty (30) days only. Certificates of Insurance are available upon request.

Any controversy or claim based on, arising out of, or relating to this agreement, or breach thereof, including any claim based on the work performed pursuant to this agreement, shall be submitted to the American Arbitration Association for binding arbitration in accordance with its rules. If any arbitration, legal action is brought to enforce this agreement, or arising out of or relating to the agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney fees and costs incurred, in addition to any and all other relief to which that party may be entitled.

Respectfully submitted by,
KGC, LLC
A California Corporation

By:_____
Brett Bunger

Date: March 18th 2026

Accepted Signature:_____

Printed Name:_____

Title: _____

Date: _____

Please return one signed copy of this proposal acceptance as soon as possible.

ATTACHMENT C

M A R I P O S A

L A N D S C A P E S I N C

PROPOSAL

Attn: Nabi Sidiqi March 19, 2026

City of Lawndale Public Works

Re: Mainline, Gate Valve & Meter Box Replacement at Rogers-Anderson Park

Description This proposal provides for all labor, material, and equipment to cut & remove concrete and section of 4" mainline, 1 - 4" cast iron gate valve and 1 small spool with a 2" outlet in the reclaimed water meter box. **OPTION 1)** Replace all piping with custom made cast iron flanged pipe. Or, **OPTION 2)** Replace all piping with reclaimed *PVC* piping to the existing PR & BS equipment at the entrance of the park site. The existing 2" gate valve shall be reinstalled and the meter box/lid and surrounding concrete replaced. All work to be performed at current prevailing wage rates.

Price **Option 1 - Total price for the work described above $25,885.00**
Option 2 - Total price for the work described above $21,900.00

NOTE: From experience, we know the isolation valve to this service will not close completely. Owner must provide **complete** shut-down to perform this work. This work will require open excavation which will be covered & protected while custom-made cast-iron materials are being fabricated. Lead time for the special order "Reclaimed" meter box lid is 4-6 weeks as is non-cancelable/non-returnable. Cut sheets attached here. Lead time for blank lid is 1-2 weeks.

Terms: Total due upon completion.

Exclusions: Removal / pumping of residual water in box. We cannot guarantee or warranty the seal against any existing corroded flanges. Permit, fees or any requirements specific to reclaimed water.

Time Project start date is currently within 14 days after acceptance. Completion time is based on the receipt of materials.

Limits Time limit for the acceptance of this proposal is 30 calendar days from the above date.

Respectfully submitted,

Rich Jensen

Rich Jensen – Project Manager
rich@mariposa-ca.com
cell (626) 926-0726

Acceptance:

Signature & Date

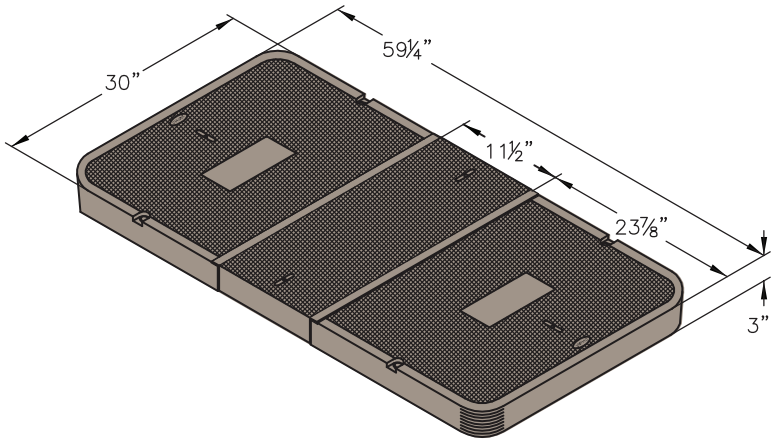
N52

CHRISTY®

COVER

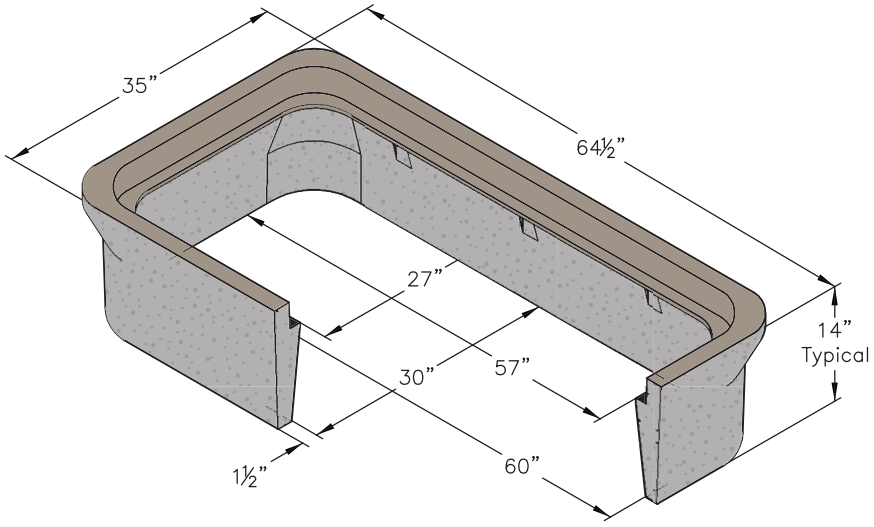
Style:	Flush 3 Piece)
Material:	Reinforced Concrete
Model:	30" x 60"
Weight:	532 lbs
Options:	Special Markings
Surface:	Skid Resistant & Marked*
Coefficient of Friction:	>0.6 ASTM 1028
Performance:	ASTM C 857, WUC 3.6

Cover comes standard with permanent markings for manufacturer, load rating, model size and manufacturing location.



BODY

Material:	Reinforced Concrete with Composite Cap
Model:	30" x 60"
Weight:	454 lbs
Wall Type:	Straight
Mouseholes:	0
Performance:	ASTM C 857, WUC 3.6



EXTENSION

Material:	Reinforced Concrete
Depth:	10”
Weight:	308 lbs

LOAD RATING / NOTES

LIGHT DUTY
PEDESTRIAN / GREENBELT

For use in non-vehicular traffic situations only. Weights and dimensions may vary slightly. Actual load rating is determined by the box and cover combination.

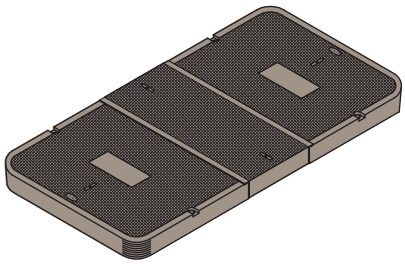
B.L. Wallace Distributor, Inc.
(714) 761-2071

N52

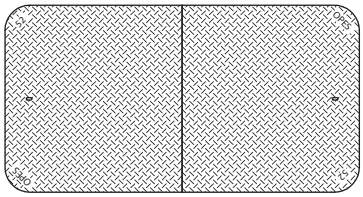
CHRISTY®

COVER OPTIONS

Concrete, Flush Solid (3 Piece)
Steel Checker Plate, Solid (2 Piece)



Concrete, Flush Solid



Steel Checker Plate

COVER OPTIONS

Bolt Down Locking
Galvanizing (Steel Covers)

WARNING: Cancer and Reproductive Harm - www.P65Warnings.ca.gov

All information contained on this sheet is current at the time of publication.
Oldcastle reserves the right to discontinue or update product information without notice.

Revision 12/06/18
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B.L. Wallace Distributor, Inc.
(714) 761-2071

ATTACHMENT D

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR

ROGERS-ANDERSON PARK WATER VALVE REPAIR

This Contract Services Agreement ("Agreement") is made and entered into this 6th day of April, 2026, by and between the City of Lawndale, a municipal corporation ("City"), and Gentry General Engineering, Inc. ("Contractor"). The term Contractor includes professionals performing in a consulting capacity. The parties hereto agree as follows:

1.0 SERVICES OF CONTRACTOR

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Contractor shall provide the work and services specified in the "Scope of Services" attached hereto as *Exhibit "A"* and incorporated herein by this reference. Contractor warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

1.2 Contractor's Proposal. The Scope of Services shall include the Contractor's proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction.

1.4 Licenses, Permits, Fees and Assessments. Contractor shall obtain at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the services required by this Agreement; and shall indemnify, defend and hold harmless City against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work. By executing this Agreement, Contractor warrants that Contractor (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.

1.6 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation must be approved by the City Council. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably

contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation therefor.

1.7 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as *Exhibit "B"* and incorporated herein by this reference. In the event of a conflict between the provisions of *Exhibit "B"* and any other provisions of this Agreement, the provisions of *Exhibit "B"* shall govern.

1.8 Environmental Laws. Contractor shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Contractor shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Contractor shall be compensated in accordance with the "Schedule of Compensation" attached hereto as *Exhibit "C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of Thirty-Two Thousand Eight Hundred Dollars ($32,800.00) ("Contract Sum"), except as provided in Section 1.6. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Contractor's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the City.

Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 Method of Payment. Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Contractor wishes to receive payment, no later than the first (1st) working day of such month, Contractor shall submit to the City, in a form approved by the City's Director of Finance, an invoice for services rendered prior to the date of the invoice. Except as provided in Section 7.2, City shall pay Contractor for all expenses stated thereon which are approved by City pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form. City will review each invoice submitted by Contractor to determine whether the work performed and expenses incurred are in compliance with this Agreement. If no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by City, the invoice will be returned by City to Contractor for correction and resubmission. City reserves the right to withhold future payment to Contractor if any aspect of the Contractor's work is found substantially inadequate.

2.3 Availability of Funds. It is mutually understood between the parties that this Agreement is valid and enforceable only if sufficient funds are made available by the City Council of the City for the purposes of this Agreement. The availability of funding is affected by matters outside the City's control, including other governmental entities. Accordingly, the City has the option to void the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

3.0 PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as *Exhibit "D"*, if any, and incorporated herein by this reference.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor shall, within ten (10) days of the commencement of such delay, notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused; Contractor's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall continue in full force and effect until completion of the services no later than May 31, 2026.

4.0 COORDINATION OF WORK

4.1 Representative of Contractor. Brenton Gentry is hereby designated as being the representative of Contractor authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith.

It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for City to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced nor may his responsibilities be substantially reduced by Contractor without the express written approval of City.

4.2 Contract Officer. The City's City Manager is hereby designated as the representative of the City authorized to act in its behalf with respect to the work and services and to make all decisions in connection therewith ("Contract Officer"). It shall be the Contractor's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Contractor

shall refer any decisions which must be made by City to the Contract Officer. The City may designate another Contract Officer by providing written notice to Contractor.

4.3 Prohibition Against Subcontracting or Assignment. The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of City.

(a) Independent Contractor. Neither the City nor any of its employees shall have any control over the manner or means by which Contractor or its employees, perform the services required herein, except as otherwise set forth herein. Contractor shall perform all services required herein as an independent contractor of City and shall remain under only such obligations as are consistent with that role. Contractor represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by Contractor as employees. Contractor shall not at any time or in any manner represent that it or any of its employees are employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor. In the event that Contractor or any employee of Contractor providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the City, then Contractor shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Contractor or any staff used to provide services under this Agreement are employees of the City.

5.0 INSURANCE AND INDEMNIFICATION

5.1 Insurance. Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than $1,000,000.00 per occurrence for all covered losses and no less than $2,000,000.00 general aggregate.

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000.00 per accident for all covered losses.

(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than $1,000,000.00 per accident, combined single limit. Said policy shall include coverage for owned, non owned, leased and hired cars.

(d) Professional Liability or Error and Omissions Insurance. A policy of professional liability insurance in an amount not less than $1,000,000.00 per claim with respect to loss arising from the actions of Contractor performing professional services hereunder on behalf of the City. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Contractor agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

All of the above policies of insurance shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall also provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Contractor shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until Contractor has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Contractor agrees that the provisions of this Section 5.1 shall not be construed as limiting in any way the extent to which Contractor may be held responsible for the payment of damages to any persons or property resulting from Contractor's activities or the activities of any person or persons for which Contractor is otherwise responsible. If the Contractor's insurance policies have higher limits and coverage than those required by this contract, the City will have access to those higher limits and coverage maintained by the Contractor.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances.

In the event that the Contractor is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to this Section 5.1.

5.2 Indemnification.

(a) Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782.8 applicable to services provided by a "design professional", Contractor shall indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including

attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Contractor, its officers, employees of subcontractors (or any entity or individual for which Contractor shall bear legal liability) in the performance of professional services under this Agreement.

(b) Indemnity for Other Than Design Professional Liability. Other than in the performance of design professional services and to the full extent permitted by law, Contractor shall indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Contractor or by any individual or entity for which Contractor is legally liable, including but not limited to officers, employees, or subcontractors of Contractor.

6.0 RECORDS AND REPORTS

6.1 Reports. Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

6.2 Records. Contractor shall keep, and require subcontractors to keep, such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Contractor, its employees and subcontractors in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of such documents and materials. Contractor may retain copies of such documents for its own use and Contractor shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom. Except as necessary for the performance of services under this Agreement, no documents prepared under this Agreement may be released by Contractor to any other person or entity without City's prior written approval.

6.4 Confidentiality of Information. All information gained or work product produced by Contractor in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law. Contractor, its officers, employees, or agents, may not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response

to interrogatories or other information concerning the services performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena. If Contractor, or any officer, employee, or agent of Contractor, provides any information or work product in violation of this Agreement, then City will have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct. Contractor must promptly notify City should Contractor, its officers, employees, or agents be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. City retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response. All media and press releases, including graphic display information, must be approved and distributed solely by City, unless otherwise agreed to in writing by City. All media interviews regarding the performance of services under this Agreement are prohibited unless expressly authorized by City.

7.0 ENFORCEMENT OF AGREEMENT

7.1 California Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 Retention of Funds. Contractor hereby authorizes City to deduct from any amount payable to Contractor (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Contractor's acts or omissions in performing or failing to perform Contractor's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Contractor to insure, indemnify, and protect City as elsewhere provided herein.

7.3 Waiver. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.4 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Contractor shall immediately cease all work or services hereunder except such

as may be specifically approved by the Contract Officer. Contractor shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation and City shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

7.5 Completion of Work After Termination for Default of Contractor. If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.6 Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

8.0 CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest; City. No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.

8.3 Conflict of Interest; Contractor. Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Contractor shall comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code which is on file in the City Clerk's office. Accordingly, should the City Manager determine that Contractor will be performing a specialized or general service for the City and there is substantial likelihood that the Contractor's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Contractor and its officers or employees, as applicable, shall be subject to the City's Conflict of Interest Code.

8.4 Covenant Against Discrimination. Contractor covenants that, by and for itself, its executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Contractor shall take affirmative action to insure that applicants are employed and that employees are treated during

employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

9.0 MISCELLANEOUS PROVISIONS

9.1 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer, City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Contractor, to the person at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

9.3 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by an instrument in writing signed by both parties.

9.4 Severability. Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement is binding upon the heirs, executors, administrators, successors and assigns of the parties.

9.6 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.

9.7 Modification of Agreement. No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and by the City Council or City Manager,

as applicable. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

CITY:
CITY OF LAWNDALE,
a municipal corporation

By: _____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

CONTRACTOR:
Gentry General Engineering, Inc.
a [California corporation]

By: _____
Name: Brenton Gentry
Title: President

By: _____
Name: Brenton Gentry
Title: President

Address: 320 W. Tropica Rancho
Colton, CA 92324

EXHIBIT “A”

SCOPE OF SERVICES

Provide construction services to replace the leaking gate valve within the meter box, as well as remove and reconstruct a portion of the mainline and the meter box/lid itself. All concrete work to be included.

EXHIBIT "B"

SPECIAL REQUIREMENTS

[Delete when not applicable.]

- A new Section 2.4 is added to the Agreement to read as follows:

"2.4 Prevailing Wages; Indemnification. Contractor and all subcontractors shall comply with the State Labor standards. State Labor standards provisions, including prevailing wage requirements, will be enforced such that the general rate of per diem wages (prevailing wage) shall be paid for each craft, classification, or type of worker needed to execute the contract to all workers employed in the execution of the contract for the work to be performed by Gentry General Engineering, Inc. The State General Prevailing Wage Determination is as established by the California Department of Industrial Relations for Los Angeles County. *(Refer to http://www.dir.ca.gov/OPRL/PWD/Determinations/Statewide/C-TT.pdf for additional information.)* The prevailing rate of per diem wages are on file at the City of Lawndale Department of Public Works, 4722 Manhattan Beach Boulevard, Lawndale, California 90266, and are available to any interested party on request. The statutory provisions for penalties for failure to pay prevailing wages and/or failure to otherwise comply with state's wage and hour laws will be enforced. The Contractor is required to post at the job site the prevailing rate of per diem wages and other notices prescribed by regulation.

The Contractors and all subcontractors must submit electronic certified payroll records weekly directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) no less than monthly and must comply with all statutory requirements relating to certified copies of payroll records, including the maintenance of the records, their certification, and their availability for inspection as required by Labor Code Section 1776 and as required under Subsection 7-2.6 of said Standard Specifications for Public Works Construction.

Contractor shall indemnify, defend with legal counsel approved by the City, and hold the City and City's Parties harmless from and against any all liability, loss, damage, costs, or expenses (including attorneys' fees and court costs) arising from or as a result of any action, claim, or determination relating in any way to the failure to properly pay of prevailing wages. Moreover, the City retains the right to settle or abandon any such the matter without the Contractor's consent as to the City's liabilities or rights only."

- A new Section 5.1(e) is added to the Agreement to read as follows:

(e) Cyber Liability Insurance. The cyber liability insurance must include the following coverage:

- Liability arising from the theft, dissemination and/or use of confidential or personally identifiable information; including credit monitoring and regulatory fines arising from such theft, dissemination or use of the confidential information.
- Network security liability arising from the unauthorized use of, access to, or tampering with computer systems.
- Liability arising from the failure of technology products (software) required under the Agreement for Contractor to properly perform the services intended.
- Electronic media liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper deep-linking or framing, and infringement or violation of intellectual property rights.
- Liability arising from the failure to render professional services
- If coverage is maintained on a "claims-made" basis, Cont must maintain such coverage for an additional period of three years following termination of the Agreement.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

ITEM	DESCRIPTION		QTY	UNIT	BID UNIT	TOTAL
1	Saw Cut, remove meter box, and concrete		1	LS	$ 2,700.00	$2,700.00
2	Remove and replace 4" piping		1	LS	$ 6,500.00	$6,500.00
3	Remove and Replace 4" Gate Valve		1	LS	$ 3,500.00	$3,500.00
4	Install 4' x 6' traffic rated meter vault and lid.		1	LS	$ 16,600.00	$16,600.00
5	Replace existing concrete removed		1	LS	$ 3,500.00	$3,500.00
6						$0.00
7						$0.00
Note:				**TOTAL**		$32,800.00

EXHIBIT “D”

SCHEDULE OF PERFORMANCE

Not applicable

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim Executive Officer
PREPARED BY:	Peter Kann, Community Development Director
SUBJECT:	**South Bay Regional Housing Trust JPA & Board Alternate**

BACKGROUND

At the December 15, 2025, regular Council Meeting, the Lawndale City Council considered and agreed to join the South Bay Regional Housing Trust (SBRHT) and authorized the Mayor to execute the Joint Powers Agreement (JPA), which would help fund the development and construction of affordable housing in the South Bay.

The City was the first to approve the SBRHT. As of today's date, the following ten Cities approved the JPA to become members of the SBRHT: El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Manhattan Beach, Rancho Palos Verdes, Redondo Beach, and Torrance. It is staff's understanding, that Rolling Hill Estates is considering membership at their April 14, 2026, City Council meeting.

STAFF REVIEW

After the City's initial approval of the JPA, minor adjustments to the JPA language were requested by other Cities. These adjustments now requires review and approval by City Council. In addition, the City is also asked to designate a SBRHT Board alternate, as Council Member Bernadette Suarez is the current City's delegate.

Attached to this report are the following exhibits which provides a brief overview of the SBRHT.

- Exhibit A - Staff Report from the December 15, 2025 City Council Agenda Item - South Bay Regional Housing Trust
- Exhibit B - Proposed Final Draft of the Joint Power Agreement of the SBRHT and the Redlined Draft with edits

LEGAL REVIEW

The City Attorney has reviewed and approved the changes to the Joint Powers Agreement (JPA).

FISCAL IMPACT

None for Fiscal Year 2025-2026.

RECOMMENDATION

Staff recommends that the City Council:

1. Authorize the Mayor to sign the updated Joint Power Agreement; and
2. Designate an alternate to the South Bay Regional Housing Trust.

Attachments

Attachment A - Previous Staff Report.pdf
Attachment B - Final and Redline SBRHT JPA.pdf

ATTACHMENT A

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

ATTACHMENT B

EXHIBIT B

FINAL SBRHT JPA

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 Redondo Beach, a chartered city and municipal corporation, 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;

to, 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; provided, however, that any such acquisition shall be structured to avoid any assumption of liability by a Party;

12. 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;
13. to solicit charitable contributions from private sources;
14. 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;
15. 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;
16. to authorize and issue bonds, certificates of participation, or other debt instruments; provided, however, that any such debt shall be payable solely from funds and revenues of SBRHT and shall not constitute a debt, liability, or obligation of any Party, and no such debt shall be secured by or payable from any tax, assessment, fee, or other revenue of a Party unless approved by that Party's governing body and in compliance with all applicable legal requirements, including any voter approval required by law;
17. to propose amendments to this Agreement;
18. 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
19. to carry out and enforce all the provisions of this Agreement.

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

1. Regulate land use, zoning, or development approvals within the jurisdiction of any Party;

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 nor shall the SBRHT commit or expend funds for such a project or program within a Party's jurisdiction unless and until such project or program has been approved by the governing body of that Party, with the exception of expenditures for services requested by a Party's staff for the purpose of evaluating the viability of potential housing projects or programs within the Party's jurisdiction;
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. The elected official from the County of Los Angeles must be from a Board of Supervisors District that is located wholly or partially within the territory of the South Bay Cities Council of Governments.

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 officials, 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 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. To the extent SBRHT has satisfied its obligations to defend and indemnify a Party under this Section, such Party shall cooperate with SBRHT in the pursuit of recovery of damages for Claims arising out of this Agreement from any third party, provided that nothing herein shall require a Party to assign or waive any legal rights, compromise its insurance coverage, or relinquish control over its claims without its express written consent.

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 remainder 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 December 31, 2026, 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:

CITY OF LAWNDALE,

_____
Robert Pullen-Miles, Mayor

_____
Date

ATTEST:

_____
Erica Harbison, City Clerk

_____
Date

APPROVED AS TO FORM:
Burke, Williams, & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

_____
Date

EXHIBIT A

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

City of Redondo Beach
City Manager's Office
415 Diamond Street
Redondo Beach, CA 90277
Attention: Jane Chung

City of Torrance
3031 Torrance Boulevard
Torrance, California 90503
cc: Aram Chaparyan, City Manager
Danny Santana, Assistant City Manager
Patrick Sullivan, City Attorney
Michelle Ramirez, Community Development Director

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~~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 Pparties. The Effective Date will be the date of approval by the fourth Pparty. 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 ~~————————~~Redondo Beach, a ~~————————~~chartered city and municipal corporation, 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;

to, 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; provided, however, that any such acquisition shall be structured to avoid any assumption of liability by a Party;

12. 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;
13. to solicit charitable contributions from private sources;
14. 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;
15. 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;
16. to authorize and issue bonds, certificates of participation, or ~~any~~ other debt ~~instrument repayable~~instruments; provided, however, that any such debt shall be payable solely from funds and ~~financing received~~revenues of SBRHT and ~~pledged~~shall not constitute a debt, liability, or obligation of any Party, and no such debt shall be secured by ~~the SBRHT.~~ or payable from any tax, assessment, fee, or other revenue of a Party unless approved by that Party's governing body and in compliance with all applicable legal requirements, including any voter approval required by law;
17. to propose amendments to this Agreement;
18. 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
19. to carry out and enforce all the provisions of this Agreement.

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

1. Regulate land use, zoning, or development approvals within the jurisdiction of any ~~of the Parties~~Party;

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~~;~~, nor shall the SBRHT commit or expend funds for such a project or program within a Party's jurisdiction unless and until such project or program has been approved by the governing body of that Party, with the exception of expenditures for services requested by a Party's staff for the purpose of evaluating the viability of potential housing projects or programs within the Party's jurisdiction;

~~5.~~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

~~6.~~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. The elected official from the County of Los Angeles must be from a Board of Supervisors District that is located wholly or partially within the territory of the South Bay Cities Council of Governments.

~~1.~~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.

1.

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 ~~p~~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 officials, 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~~ To the extent ~~that the~~ SBRHT has ~~met~~satisfied its obligations to defend and indemnify ~~such Party pursuant to this Section.~~a Party under this Section, such Party shall cooperate with SBRHT in the pursuit of recovery of damages for Claims arising out of this Agreement from any third party, provided that nothing herein shall require a Party to assign or waive any legal rights, compromise its insurance coverage, or relinquish control over its claims without its express written consent.

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~~remainder 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 December 31, 2026~~_____~~, 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:

CITY OF REDONDO BEACH,
a chartered municipal corporation of the State of California

James A. Light, Mayor

Date

ATTEST:

Eleanor Manzano, City Clerk

Date

APPROVED AS TO FORM:

Joy A. Ford, City Attorney

Date

~~(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 Redondo Beach
City Manager's Office
415 Diamond Street
Redondo Beach, CA 90277
Attention: Jane Chung

City of Torrance
3031 Torrance Boulevard

Torrance, California 90503
cc: Aram Chaparyan, City Manager
Danny Santana, Assistant City Manager
Patrick Sullivan, City Attorney
Michelle Ramirez, Community Development Director

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim City Manager
PREPARED BY:	Michael Reyes, Municipal Services Director
SUBJECT:	**Update on Art in Public Places Project from the Lawndale Beautification Committee, Second Phase**

BACKGROUND

As part of their approval process to develop a store in the City, Sprouts Supermarkets were required under the City's adopted Development Impact Fee (DIF's) program to contribute $15,000 toward art in public places. After some discussion by the City Council, it was determined to use these funds to implement the Art in Public Places program through the Lawndale Beautification Committee and to use the funding to put art on utility boxes, throughout the City.

STAFF REVIEW

The Lawndale Beautification Committee consists of five members of the community that meet monthly to discuss ways to enhance the beauty and cleanliness of the City. After being granted this opportunity, the Beautification Committee members invited several artists, both local and from outside the City, to submit samples of their work to be considered.

In January 2025, City Council approved the first group of artists and designs chosen by the Lawndale Beautification Committee. The first phase of the project consisted of the artists designs being transferred onto vinyl wraps designed by CR+A Custom printing house, which were then used to wrap several utility boxes within the City of Lawndale beginning in May 2025. CR+A Custom printing house charges the City between $425 to $525 per each box.

The first phase of this project cost less than $3,000 and currently $12,099.37 remains to be used towards the second phase of the Art in Public Places project.

The included attachments are the newest designs chosen by the Lawndale Beautification Committee, which are to be placed onto additional utility boxes within the City. The attachment also includes information about the artists and the location of each utility box that will be wrapped.

LEGAL REVIEW

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

FISCAL IMPACT

Staff has currently used $2,900.63 of the original $15,000 in funds dedicated to this project and is requesting the use of additional funds to be used from the Art in Public Places program funds. A budget amendment from account 292-000-310.100 (Art in Public Places-Contract Services) is needed for $12,099.

RECOMMENDATION

Staff recommends that the City Council approve 1.) The artists and artwork selected by the Lawndale Beautification Committee for the Art in Public Places Program; and 2.) The budget amendment from account 292-000-310.100.

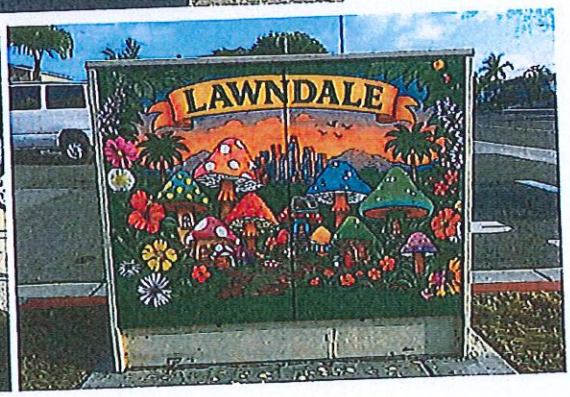
Attachments

Attachment A. Art in Public Spaces

Attachment A

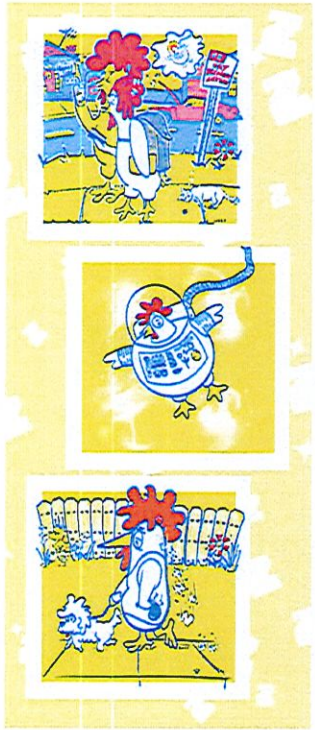
#	Artist	Location	Design	Professional Artist	Artists Home
1	Chelsea Schreiber	Inglewood Ave & 163rd	Lawndale City (Mushrooms)	No	Lawndale Resident
2	Uri Gomez	4611 Marine	Chickens	Yes	Lawndale Resident
3	Lionel Orozco	Not listed	Beach	No	Lawndale Resident
4	Juliya Cortez	4032 Manhattan Beach Blvd	Lawndale Parade	No	Lawndale Resident
5	Jay Davis	4524 Marine	Peace	Yes	Lawndale Resident
6	Uri Gomez	14708 Hawthorne Blvd	Ocean Animals	Yes	Lawndale Resident
7	Uri Gomez	15718 Hawthorne Blvd	Ice Cream	Yes	Lawndale Resident

#1



#2

Wall you see when facing west
Facing Inglewood Ave.



58.875"

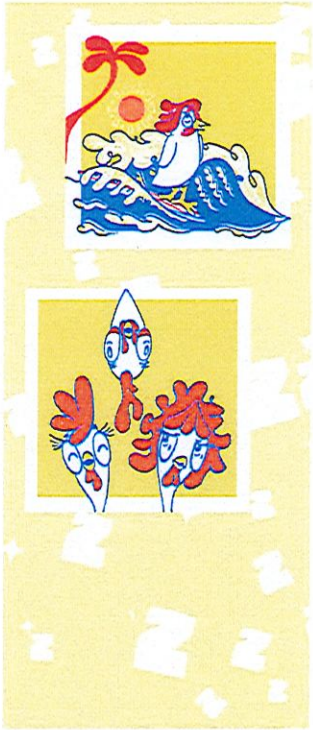
24.6875"

Wall you see when facing south
Facing Marine Ave.

64.75"

30.75"

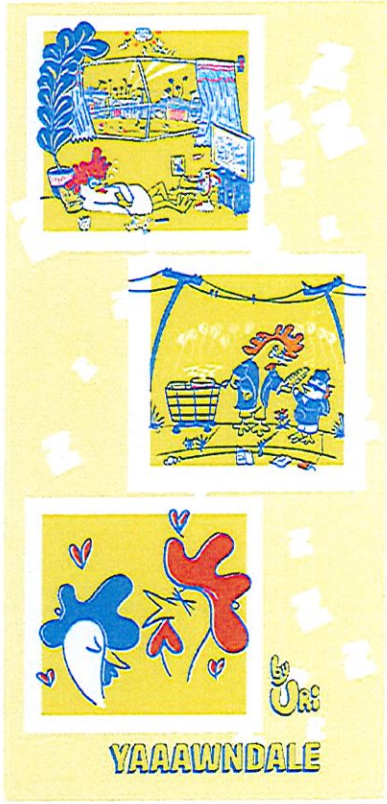
Wall you see when facing east
Facing Hawthorne Blvd.



58.875"

24.6875"

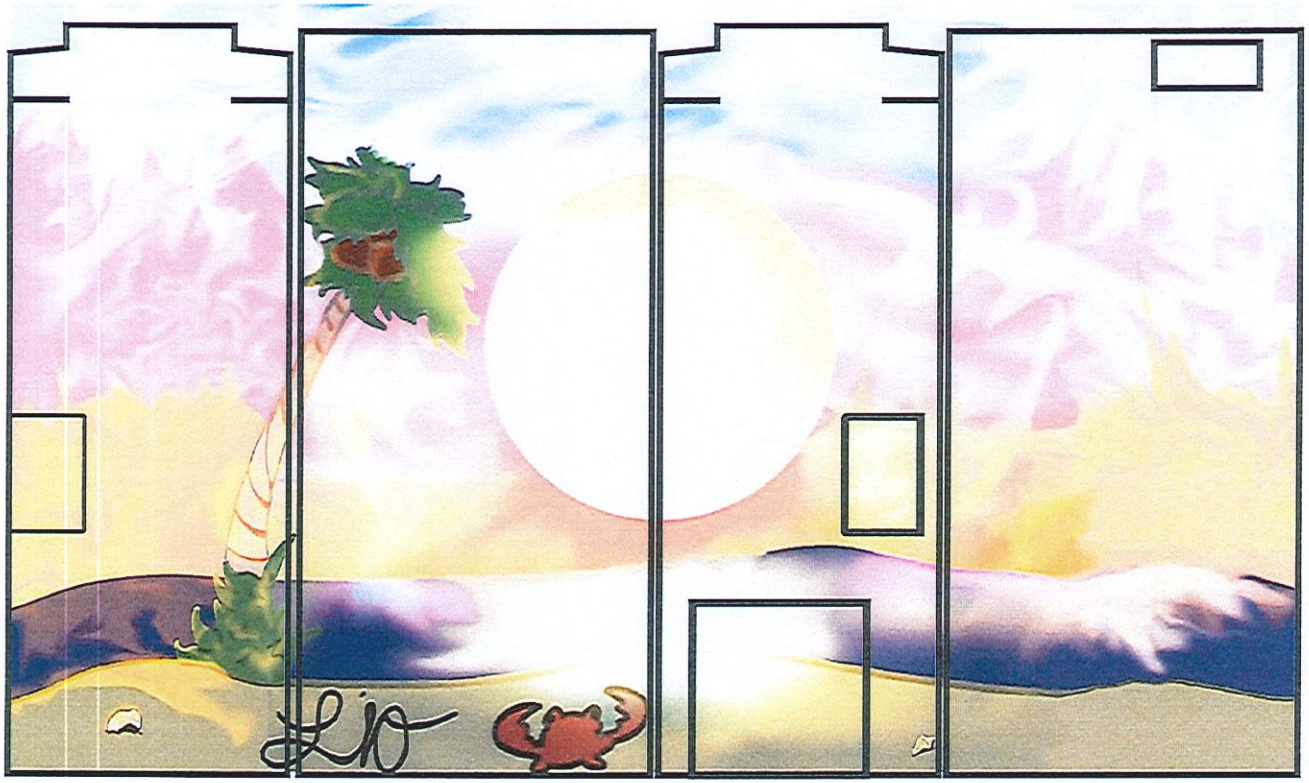
Wall you see when facing north
Facing Rosecrans



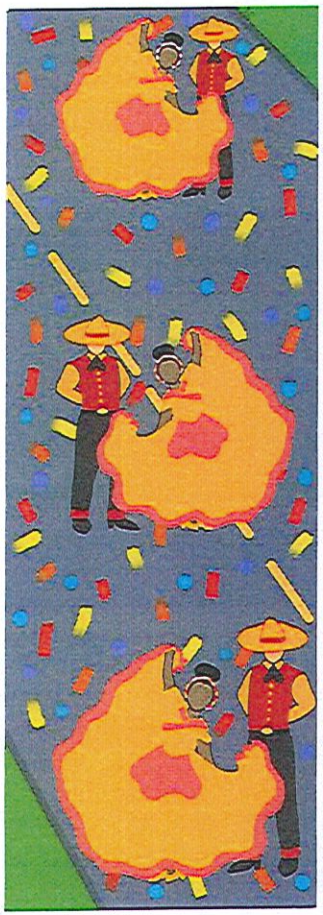
64.75"

30.75"

#3

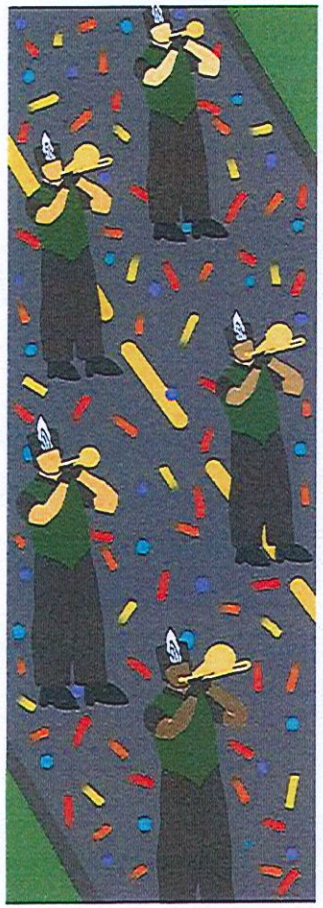


#4



48.25"

16.5"
East Facing
Walkers Only

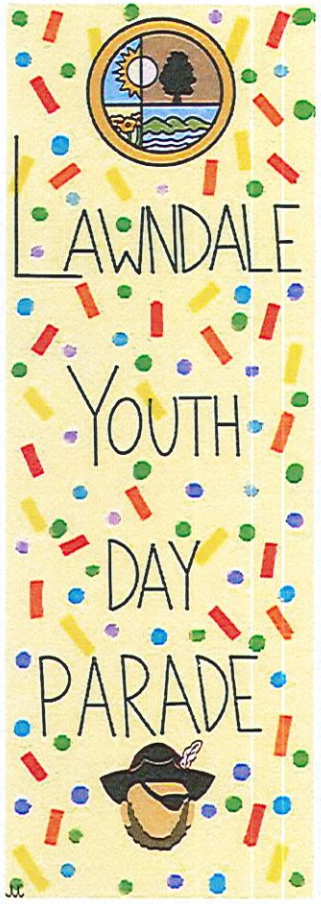


48.25"

16.5"
West Facing
Walkers + Drivers

48.25"

16.5"
South Facing
Walkers Only



48.25"

16.5"
NORTH FACING
Walkers + Drivers

4032 MANHATTAN BEACH BLVD

#5

24.25 in

67 in

West side panel

33 in

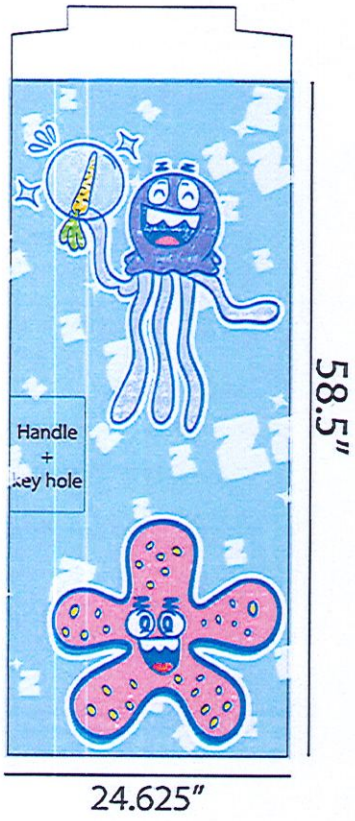
Front & back

24.25 in

East side panel

#6

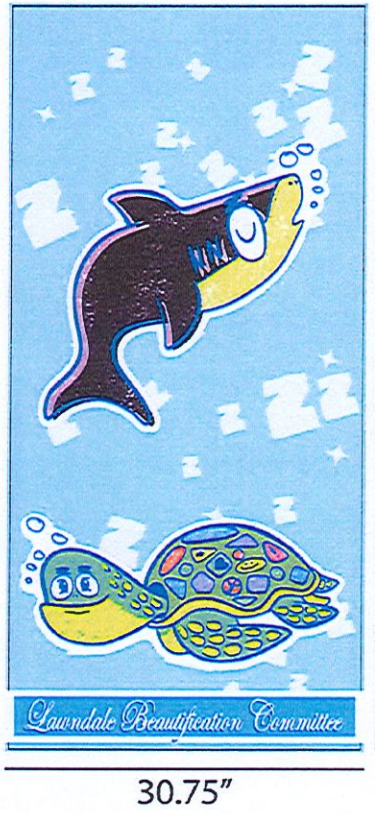
West Facing
Walkers + Drivers



58.5"

24.625"

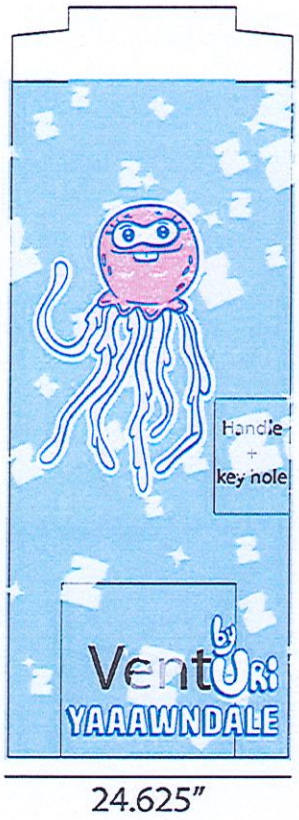
South Facing
Walkers only



64.5"

30.75"

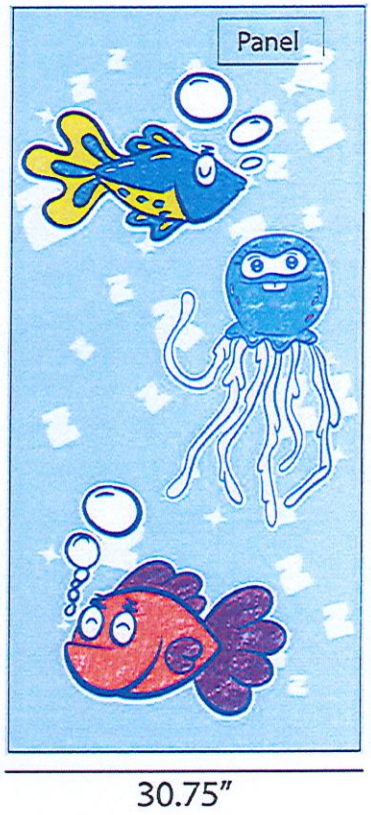
East Facing
Walkers only



58.5"

24.625"

North Facing
Walkers + Drivers



64.5"

30.75"

#2

15718 Hawthorne BLVD

North Facing
Walkers + Drivers

58.5"

24.625"

East Facing
Walkers only

64.5"

30.75"

South Facing
Walkers only

58.5"

24.625"

West Facing
Walkers + Drivers

64.5"

30.75"

CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200 ♦ https://www.lawndalecity.ca.gov

DATE: April 6, 2026

TO: Honorable Mayor and City Council

FROM: Raylette Felton, Interim 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

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PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim Executive Officer
PREPARED BY:	Vanesa Alvarez, Administrative Assistant Yvette Palomo, Assistant City Clerk
SUBJECT:	**Conference with Legal Counsel – Existing Litigation**

BACKGROUND

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).

CITY OF LAWNDALE

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

DATE:	April 6, 2026
TO:	Honorable Mayor and City Council
FROM:	Raylette Felton, Interim Executive Officer
PREPARED BY:	Vanesa Alvarez, Administrative Assistant Yvette Palomo, Assistant City Clerk
SUBJECT:	**Conference with Legal Counsel – Existing Litigation**

BACKGROUND

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: Suarez v. County of Los Angeles et al. (CD California, Case No. 2:26-cv-2943).