**CITY OF LAWNDALE**

AGENDA OF THE LAWNDALE
CITY COUNCIL REGULAR MEETING

Monday, October 5, 2026, 6:30 PM
Council Chambers
14717 Burin Ave
Lawndale, CA 90260

**How to Participate in the Meeting:**
Any person who wishes to address the City Council regarding an agenda item or any matter within the City Council's subject matter jurisdiction, whether participating in person or remotely, is invited, but is not required, to complete a Public Meeting Speaker Card and submit it to the City Clerk prior to the oral communications portion of the meeting. Individuals participating remotely may submit a completed speaker card by email to cityclerk@lawndale.ca.gov. A speaker card is provided solely to help ensure the speaker's name is accurately reflected in the meeting minutes and, if necessary, to provide contact information for staff follow-up.

**How to Attend the Meeting:**
Members of the public may attend the meeting in person or remotely using the Zoom meeting information provided on this agenda.

Members of the public may observe the meeting live on YouTube “Lawndale CityTV”, the CityTV Website Channel 3, and Lawndale Community TV (Spectrum Channel 22 & Frontier Channel 29).

| **Remote Participation via Zoom** | |
|---|---|
| Join from PC, Mac, iPad, or Android:<br>*(You may click on the link below to join)*<br><br>https://us06web.zoom.us/j/83482519564<br>pwd=jFZSJCGd479bYvbv8DIPoB1W7Ia4qY.1<br><br>Meeting ID: 834 8251 9564<br>Passcode: 052113<br><br>To request to speak:<br><br>1. Click the "**Raise Hand**" button in the **React** menu when the Mayor opens the public comment period.<br>2. Please wait for City staff to call on you before speaking. You may choose to state your name before providing your comments. Attendees will be muted until the public participation period is opened. | Join via One tap mobile:<br><br>+16694449171,,83482519564#,,,,*052113# US<br><br>+16699006833,,83482519564#,,,,*052113# US<br><br>Meeting ID: 834 8251 9564<br>Passcode: 052113<br><br>or Dial 1-669-444-9171 from your telephone<br><br>To request to speak:<br><br>1. Dial *9 on your phone after the Mayor opens public comment.<br>2. When prompted press *6 to unmute your line and begin speaking. You may choose to state your name before providing your comments. Attendees will be muted until the public participation period is opened. |

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

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

**A. CALL TO ORDER AND ROLL CALL**

**B. CEREMONIALS (Flag Salute and Inspiration)**

**C. PUBLIC SAFETY REPORT**

1. **Los Angeles County Sheriff's Department Update**

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

**E. COMMENTS FROM COUNCIL**

**F. CONSENT CALENDAR**

Items 2 through 7 will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

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

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

3. **Accounts Payable Register**

Department: Finance

— Recommendation: Staff recommends that City Council adopts Resolution No. 2610-046 authorizing the payment of certain claims and demands in the amount of $144,627.47.

4. **Minutes of the City Council Regular Meeting - September 21, 2026**

Department: City Clerk

— Recommendation: that the City Council approve the minutes.

5. **Approve the Second Reading and Adopt Ordinance 1215-26, Amending Title 17 (Zoning), Section 17.48.056 of the Lawndale Municipal Code Regarding ADU Regulations**

Department: Community Development

— Recommendation: that the City Council 1.) Approve the second reading and adopt Ordinance 1215-26, Amending Title 17 (Zoning) Section 17.48.056 of the Lawndale Municipal Code regarding Accessory Dwelling Unit regulations; and 2.) Determine that Ordinance No. 1215-26 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) and Section 15282(h) of the CEQA Guidelines.

6. **Consideration of Claim for Damage Against the City**

Department: Administrative Services

— Recommendation: that the City Council reject the claim filed by Adamson Ahdoot Attorneys on behalf of Hailey Esmeralda Ramirez Monterroso and instruct staff to process the appropriate correspondence to the claimant.

7. **Approval of Amendment No. 1 for Contractual Services with Willdan Engineering to Add/Specify Code Enforcement Coordination Services and Regulatory Compliance**

Department: Community Development

— Recommendation: that the City Council approve Amendment #1 for On-Call Building and safety Services, and Code Enforcement Services and Regulatory Compliance with Wildan Engineering for code enforcement services and regulatory compliance, in a form approved by the City Attorney.

## G. ADMINISTRATION

8. **Approval of Proposed Fiscal Year 2026-27 Authorized Personnel Schedule, Funded and Unfunded Positions, and Providing Authority to the City Manager to Fill Authorized Unfunded Positions**

Department: Finance

— Recommendation: that the City Council 1.) Adopt Resolution CC-2610-047 approving the Fiscal Year 2026-27 Personnel Position Listing, including both funded and authorized-unfunded positions, as set forth in Attachment A; 2.) Authorize the City Manager, when operationally necessary and in the best interests of the City, to activate and fill an authorized-unfunded position identified in Attachment A, provided that sufficient funding is available from: a) salary and benefit savings resulting from vacant positions; b) departmental or fund-level operational savings; c) identified recurring revenues or other ongoing funding sources; d) elimination, reduction, or restructuring of other authorized expenditures; or e) other legally available funds approved for personnel purposes; 3.) Require that the filling of an authorized-unfunded position not result in an increase to the City's adopted total appropriations unless separately authorized by the City Council; 4.) Require that the City Manager and Director of Finance/City Treasurer determine that sufficient funding is available before an authorized-unfunded position is activated and filled; and 5.) Authorize the City Manager to make corresponding administrative changes to the City's personnel roster and organizational structure consistent with the Council-approved Personnel Position Listing, provided that such changes comply with applicable law, labor agreements, and the City's adopted budget.

9. **Approval of Professional Services Agreement with Wildan Engineering for Community Development Consulting Services**

Department: Finance

— Recommendation: that the City Council approve the Professional Services Agreement with Willdan Engineering for community development consulting services, pending the recruitment of the permanent Community Development Director, in a form approved by the City Attorney.

10. **Award ADA Curb Ramps Design to Kimley-Horn**

Department: Public Works

— Recommendation: that the City Council 1) Award the design of ADA Curb Ramps to Kimley-Horn and Associates, Inc. in the amount of $47,250.00; and 2.) Approve the design Contingency of $7,087.50 for the preparation of the plans.

11. **Update Policy No. 37-96 to Provide Employee Recognition Leave to Incentivize Participation for City Employees Who Volunteer to Coordinate the City's Annual Employee Recognition Celebration**

Department: Finance

— Recommendation: that the City Council approve the revision/update to Policy No. 37-96 to include recognition for City Employees who coordinate the Recognition of City Employees Celebration by providing Employee Recognition Leave for the coordinators and adopt Resolution No. 2610-048.

## H. CITY MANAGER REPORT

## I. ITEMS FROM CITY COUNCILMEMBERS

12. **Create a Standing Council Committee to Review Park and Green Space Opportunities**

Requested by Councilmember Suarez

Department: Community Services

— Recommendation: that the City Council discuss this request and provide specific direction regarding the creation of a Standing Committee for park and green space opportunities.

13. **Report of Attendance at Meetings**

**J. ADJOURNMENT**

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, October 19, 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, October 5, 2026, was posted no less than 72 hours prior to the meeting.

/s/ Yvette Palomo
Yvette Palomo, Assistant City Clerk

*Date Posted: October 1, 2026*

# CITY OF LAWNDALE

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

| | |
|---|---|
| DATE: | October 5, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Juan Arauz, 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.lawndale.ca.gov

| | |
|---|---|
| DATE: | October 5, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Juan Arauz, 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.lawndale.ca.gov

| | |
|---|---|
| DATE: | October 5, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Juan Arauz, City Manager |
| PREPARED BY: | Katie Hoang, Accounting Specialist |
| SUBJECT: | **Accounts Payable Register** |

RECOMMENDATION

Staff recommends that City Council adopts Resolution No. 2610-046 authorizing the payment of certain claims and demands in the amount of $144,627.47.

**Attachments**

A. CC-2610-046 - AP Resolution - October 5, 2026.pdf

# ATTACHMENT A

**RESOLUTION NO. CC-2610-046**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA AUTHORIZING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF $144,627.47**

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 209701 through 209757 for the aggregate total of $144,627.47 are hereby authorized.

Effective Date: October 5th, 2026

Approved by:

_____
Juan Arauz, City Manager

_____
Gregory M. Murphy, City Attorney

PASSED, APPROVED AND ADOPTED this 5th day of October 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-2610-046 at a regular meeting of said Council held on the 5th day of October 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

**City of Lawndale**
**Summary of Audited Claims and Demands**

**Claims and Demands Paid By Check:**

| | Check Number | | |
|---|---|---|---|
| Check Date | Beginning | Ending | Aggregate Total |
| 9/3/2026 | 209701 | 209732 | 40,452.43 |
| 9/10/2026 | 209733 | 209757 | 104,175.04 |
| **Total Checks** | | | **144,627.47** |

**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** | **144,627.47** |

# 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** | | | | | | | |
| 209701 | 09/03/2026 | Printed | | 8827 | VICTORIA ALCOCER | CLASS FEE REFUND | 45.00 |
| 209702 | 09/03/2026 | Printed | | 8214 | VANESA ALVAREZ | MILEAGE REIMB. - DELIVERED | 33.14 |
| 209703 | 09/03/2026 | Printed | | 4185-WEST | AMERICAN STRUCTURAL PEST | CSD 3RD FLOOR KITCHEN MONTHLY | 154.00 |
| 209704 | 09/03/2026 | Printed | | 7470 | ARAMARK REFRESHMENT SVCS LLC | COFFEE/TEA - CITY HALL | 219.70 |
| 209705 | 09/03/2026 | Printed | | 0372C | AT & T | PHONE CHARGES | 1,005.77 |
| 209706 | 09/03/2026 | Printed | | 8825 | MARICELA BARBA | SHOP LOCAL HOME IMPROV. REBATE | 500.00 |
| 209707 | 09/03/2026 | Printed | | 8830 | B.E. BRYANT & D.D. GREEN | FACILITY DEPOSIT REFUND & | 882.78 |
| 209708 | 09/03/2026 | Printed | | 8319 | C&S GARDEN CENTER | SYCAMORE TREES - HAWTHORNE | 897.81 |
| 209709 | 09/03/2026 | Printed | | 7949 | CHAPALA DANCE ACADEMY LLC | INSTRUCTOR FEES - MEXICAN FOLK | 2,760.00 |
| 209710 | 09/03/2026 | Printed | | 7889 | CHARTER COMMUNICATIONS | SPECTRUM BUSINESS TV | 417.61 |
| 209711 | 09/03/2026 | Printed | | 8823 | GUADALUPE DAVILA | CONS & DEMO DEPOSIT REFUND | 1,950.00 |
| 209712 | 09/03/2026 | Printed | | 8176 | ELYSIAN ARTS AND EVENTS, LLC | INSTRUCTOR FEES- DANCE CLASSES | 3,110.00 |
| 209713 | 09/03/2026 | Printed | | 1288 | EWING IRRIGATION PRODUCTS INC | IRRIGATION REPAIR PARTS - | 839.28 |
| 209714 | 09/03/2026 | Printed | | 6636 | FRONTIER COMMUNICATIONS | FAX LINE & INTERNET FOR PWD | 358.57 |
| 209715 | 09/03/2026 | Printed | | 8824 | FULGENCIO GRACIANO | CONS & DEMO DEPOSIT REFUND | 1,800.00 |
| 209716 | 09/03/2026 | Printed | | 8822 | SAM HABASH | FACILITY DEPOSIT REFUND | 500.00 |
| 209717 | 09/03/2026 | Printed | | 8826 | KEARNEY FOR CITY COUNCIL 2022 | CANDIDATE STATEMENT REFUND | 1,000.00 |
| 209718 | 09/03/2026 | Printed | | 0308 | LOS ANGELES COUNTY | SPECIAL EVENT - FIREWORKS | 11,727.43 |
| 209719 | 09/03/2026 | Printed | | 3775 | LOS ANGELES COUNTY FIRE DEPT | 2026/27 HAZ WASTE GENERATOR | 1,240.00 |
| 209720 | 09/03/2026 | Printed | | 7733 | MARIA'S GARDEN CENTER & | PLANTS - HAWTHORNE CENTER | 597.25 |
| 209721 | 09/03/2026 | Printed | | 5560 | MITSUBISHI ELECTRIC US, INC | EMERGENCY REPAIR - | 1,678.95 |
| 209722 | 09/03/2026 | Printed | | 7227 | OCCUPATIONAL HEALTH CENTERS | PREEMPLOY PHYSICAL EXAM(2) | 56.00 |
| 209723 | 09/03/2026 | Printed | | 8821 | MYRON PHILLIPS | FACILITY DEPOSIT REFUND | 500.00 |
| 209724 | 09/03/2026 | Printed | | 5895 | RICOH USA INC | LEASE CHARGES FOR COPIERS - | 1,760.84 |
| 209725 | 09/03/2026 | Printed | | 6251 | BERNADETTE SUAREZ | CANDIDATE STATEMENT REFUND | 1,000.00 |
| 209726 | 09/03/2026 | Printed | | 0458 | THE SALVATION ARMY | MEALS ON WHEELS - JULY 2026 | 164.00 |
| 209727 | 09/03/2026 | Printed | | 8829 | HEATHER THORNTON | INSURANCE OVERPAYMENT REFUND | 1,504.58 |
| 209728 | 09/03/2026 | Printed | | 8828 | KARINA TOMASZEWSKI | CLASS FEE REFUND | 45.00 |
| 209729 | 09/03/2026 | Printed | | 3672-CCK | U.S. BANK CORPORATE PAYMENT | CREDIT CARD PAYMENT | 731.99 |
| 209730 | 09/03/2026 | Printed | | 3672-FIN | U.S. BANK | CREDIT CARD PAYMENT | 45.62 |
| 209731 | 09/03/2026 | Printed | | 0480 | VISTA PAINT | GRAFFITI SUPPLIES | 407.11 |
| 209732 | 09/03/2026 | Printed | | 1841 | WILLDAN ENGINEERING | CODE ENF. OFFICER - CONSULT. | 2,520.00 |

**Total Checks: 32** — **Checks Total (excluding void checks): 40,452.43**

**Total Payments: 32** — **Bank Total (excluding void checks): 40,452.43**

**Total Payments: 32** — **Grand Total (excluding void checks): 40,452.43**

# 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** | | | | | | | |
| 209733 | 09/10/2026 | Printed | | 8357 | 4LEAF INC. | CDD PERMIT TECHNICIAN SVCS - | 10,080.00 |
| 209734 | 09/10/2026 | Printed | | 8387 | AGUILAR DESIGN COMPANY | 2026 FALL RECREATION CLASS | 400.00 |
| 209735 | 09/10/2026 | Printed | | 8818 | STEVEN R. ARTEA | BAND PERFORMANCE - | 1,500.00 |
| 209736 | 09/10/2026 | Printed | | 7785 | BERICOM DESIGN | NETWORK MAINTENANCE & SUPPORT | 14,416.66 |
| 209737 | 09/10/2026 | Printed | | 0158 | CALIFORNIA JPIA | 2026/27 POLLUTION LIABILITY | 2,671.00 |
| 209738 | 09/10/2026 | Printed | | 8602 | CALMATE YOGA LLC | INSTRUCTOR FEES - YOGA CLASSES | 750.00 |
| 209739 | 09/10/2026 | Printed | | 8832 | MARIO A. CARCAMO CERVANTES | MUSIC ENTERTAINER - SENIOR | 500.00 |
| 209740 | 09/10/2026 | Printed | | 7949 | CHAPALA DANCE ACADEMY LLC | INSTRUCTOR FEES - MEXICAN FOLK | 170.00 |
| 209741 | 09/10/2026 | Printed | | 7889 | CHARTER COMMUNICATIONS | INTERNET SERVICES | 1,025.00 |
| 209742 | 09/10/2026 | Printed | | 8316 | DIAMOND ENVIRONMENTAL SERVICES | 2 HAND WASH SINKS - CSD | 200.00 |
| 209743 | 09/10/2026 | Printed | | 8238 | DOERSCHEL & ASSOCIATES, LLC | TV PROD. & AV CONSULTING SVCS | 2,375.00 |
| 209744 | 09/10/2026 | Printed | | 7809 | DUNCAN'S SOO BAHK DO LLC | INSTRUCTOR FEES MARTIAL ARTS | 2,465.00 |
| 209745 | 09/10/2026 | Printed | | 6636 | FRONTIER COMMUNICATIONS | PHONE CHARGE - W. GREEN PARK | 257.71 |
| 209746 | 09/10/2026 | Printed | | 6853 | GREENFIELDS OUTDOOR FITNESS | EXERCISE EQUIP. PARTS - | 535.93 |
| 209747 | 09/10/2026 | Printed | | 7802 | HUDSON AUDIO WORKS, LLC | CONCERT SOUND PACKAGE - | 3,500.00 |
| 209748 | 09/10/2026 | Printed | | 7958 | JUST DANCE COMPANY, LLC | INSTRUCTOR FEES - GYMNASTICS | 2,652.50 |
| 209749 | 09/10/2026 | Printed | | 0325 | LIEBERT CASSIDY WHITMORE | MEMERSHIP 26/27 - SOUTH BAY | 4,245.00 |
| 209750 | 09/10/2026 | Printed | | 0308 | LOS ANGELES COUNTY | SPECIAL EVENTS- 7/11/26 - | 1,397.22 |
| 209751 | 09/10/2026 | Printed | | 7935 | BILL MAGEE | 2026 BLUES FESTIVAL - BAND | 2,000.00 |
| 209752 | 09/10/2026 | Printed | | 8831 | JESUS OROZCO | SHOP LOCAL HOME IMPROV. REBATE | 1,100.00 |
| 209753 | 09/10/2026 | Printed | | 8820 | RICHARD PARISH | 2026 BLUE FESTIVAL - | 1,500.00 |
| 209754 | 09/10/2026 | Printed | | 0439 | SOUTHERN CALIFORNIA EDISON CO. | UTILITIES ELECTRICITY | 31,820.29 |
| 209755 | 09/10/2026 | Printed | | 0444 | SPCA LA | ADDITIONAL SVCS - JUL. 2026 - | 14,400.00 |
| 209756 | 09/10/2026 | Printed | | 5319A | THREE BROTHERS PARTY RENTALS | TABLES & CHAIRS - MOVIE ON THE | 99.00 |
| 209757 | 09/10/2026 | Printed | | 3672-CSD | U.S. BANK | CREDIT CARD PAYMENT | 4,114.73 |
| | | | **Total Checks: 25** | | | **Checks Total (excluding void checks):** | **104,175.04** |
| | | | **Total Payments: 25** | | | **Bank Total (excluding void checks):** | **104,175.04** |
| | | | **Total Payments: 25** | | | **Grand Total (excluding void checks):** | **104,175.04** |

**Council Meeting 10/05/2026**
**Details of US Bank Credit Card Charges & Petty Cash Expenses**

**Vendor# 3672- CCK**

| Date | Vendor | Description | Amount |
|---|---|---|---|
| 7/27/2026 | The Korea Daily | elections advertising | 180.00 |
| 7/28/2026 | Reliable Translations | ad translations (vietnamese, chinese) | 160.00 |
| 7/29/2026 | IIMC | Annual Membership fee - Y. Palomo | 235.00 |
| 8/4/2026 | IIMC | Annual Membership fee - V. Alvarez | 135.00 |
| 8/8/2026 | Zoom.com | Zoom workplace business monthly | 21.99 |
| **Check Date 09/03/2026; Check# 209729** | | | **$ 731.99** |

**Vendor# 3672- FIN**

| Date | Vendor | Description | Amount |
|---|---|---|---|
| 7/29/2026 | Microsoft | Microsoft 365 Business Standard- added 1 license for period 7/28/26 - 11/15/26 | 45.62 |
| **Check Date 09/03/2026; Check# 209730** | | | **$ 45.62** |

**Vendor# 3672- CSD**

| Date | Vendor | Description | Amount |
|---|---|---|---|
| 7/23/2026 | Vispronet | x2 Vinyl 35'x3 Banner for Hispanic Heritage Special Event | 948.95 |
| 7/23/2026 | Amazon | Rubber finger tips and touch free dispenser | 45.38 |
| 7/23/2026 | Amazon | Raffle tickets and drum for Senior Bingo and luncheon raffle games | 58.76 |
| 7/22/2026 | The Home Depot | Degreaser and air freshners | 48.86 |
| 7/24/2026 | Quickwash | Car wash Rav4 | 10.00 |
| 7/29/2026 | Amazon | Duracell batteries pack | 25.76 |
| 7/29/2026 | Tonerland | Front desk printer toner | 49.99 |
| 7/28/2026 | Smart & Final | Break room supplies | 22.71 |
| 7/28/2026 | Smart & Final | August Senior Lunch Program supplies | 290.65 |
| 7/29/2026 | Amazon | Senior Arts and Crafts supplies | 58.16 |
| 7/29/2026 | Staples | Compartment plates for senior lunch program | 76.21 |
| 8/2/2026 | Amazon | Front desk x2 printer toner | 368.16 |
| 8/2/2026 | Amazon | Disinfecting wipes, divider and card storage box | 41.47 |
| 8/5/2026 | Target | Back to school supplies bundle for booth giveaway | 42.65 |
| 8/5/2026 | Target | Senior lunch kitchen | 5.53 |

| | | | |
|---|---|---|---|
| 8/6/2026 | Amazon | Credit-raffle tickets and drum for Senior Bingo and luncheon raffle games | (58.76) |
| 8/6/2026 | Amazon | Credit-rubber finger tips and touch free dispenser | (45.38) |
| 8/6/2026 | Sweet Services | Movie on The Lawn event supplies | 119.85 |
| 8/6/2026 | TJ maxx | August Senior Luncheon Raffle gifts | 50.46 |
| 8/6/2026 | Smart & Final | LESD Back to School Event | 70.96 |
| 8/6/2026 | Target | August Senior Luncheon Raffle gifts | 76.23 |
| 8/6/2026 | Walmart Supercenter | Senior Luncheon ice cream dessert | 38.61 |
| 8/6/2026 | Party City | August Senior Luncheon table cloths | 62.78 |
| 8/5/2026 | Chef Toys | x2 dishers for senior kitchen | 36.82 |
| 8/5/2026 | Oriental Trading Co | Toys for Movie on the Lawn | 187.67 |
| 8/10/2026 | Sweet Services | Credit- Movie on The Lawn event supplies | (119.85) |
| 8/10/2026 | Michaels | Supplies for back to school event bundles | 19.96 |
| 8/11/2026 | Amazon | Raffle ticket drum for Senior lunch raffles | 64.07 |
| 8/10/2026 | Candy Corner | Movie on The Lawn event | 104.08 |
| 8/11/2026 | Amazon | Sanitizing Dispenser | 31.99 |
| 8/12/2026 | Smart & Final | Buns for senior lunch | 13.47 |
| 8/12/2026 | Amazon | x4 boxes of plastic cutlery sets for senior lunch program | 138.08 |
| 8/13/2026 | Amazon | Batteries, tape dispensers, mouse, keyboard, raffle tickets | 209.70 |
| 8/14/2026 | Sticker Mule | Lawndale circle stickers | 95.03 |
| 8/14/2026 | LA Sign Factory | x4 3x6 banners for Lawndale Blues Fest | 397.80 |
| 8/14/2026 | LA Sign Factory | x2 coroplast signs for Movie On The Lawn | 196.69 |
| 8/15/2026 | Amazon | Coffee Cups and raffle tickets for senior lunch program | 144.88 |
| 8/19/2026 | Smart & Final | Lemonade Day- refreshments - intro meeting with the public | 58.44 |
| 8/19/2026 | Northgate Market | Lemonade Day - refreshments - intro meeting with the public | 13.92 |
| 8/19/2026 | Northgate Market | Hispanic Heritage - refreshments for meeting with volunteers | 15.02 |
| 8/19/2026 | Dollar Tree | Lemonade Day- supplies for refreshments- intro meeting with the public | 7.89 |
| 8/19/2026 | Dollar Tree | Movie on The Lawn supplies | 22.65 |
| 8/20/2026 | DD Fat Tomato Pizza | Refreshments for Lemonade Day- intro meeting with the public | 68.43 |
| **Check Date 09/10/2026; Check# 209757** | | | **$ 4,114.73** |

**Petty Cash**

*No petty cash replenishment during this period.

# CITY OF LAWNDALE

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

| | |
|---|---|
| DATE: | October 5, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Juan Arauz, City Manager |
| PREPARED BY: | Vanesa Alvarez, Administrative Assistant<br>Yvette Palomo, Assistant City Clerk |
| SUBJECT: | **Minutes of the City Council Regular Meeting - September 21, 2026** |

BACKGROUND

Staff recommends that the City Council approve the minutes.

**Attachments**

A. Draft Minutes 9-21-2026.pdf

# ATTACHMENT A

**MINUTES**
**LAWNDALE CITY COUNCIL**
**REGULAR MEETING**
**September 21, 2026**

**A. CALL TO ORDER AND ROLL CALL**

Mayor Pullen-Miles called the meeting to order at 6:30 p.m. at the City 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: City Manager Juan Arauz , Assistant City Attorney Elena Q. Gerli, City Clerk Erica Harbison, Assistant City Clerk Yvette Palomo, Los Angeles County Sheriff's Department Captain Michael Gomez, Los Angeles County Fire Department Acting Assistant Fire Chief Wade Kelsey, Community Services Director Jason Minter, Municipal Services Director Michael Reyes, Public Works Director Lucho Rodriguez, Community Development Consulting Director Sal Lopez, Community Development Associate Planner Jose Hernandez, Consulting Finance Director Jeannie Fortune, Public Works Senior Management Analyst Grace Huizar

**B. CEREMONIALS (Flag Salute and Inspiration)**

Councilmember Kearney led the flag salute. Pastor George Magdalany provided the inspiration.

**C. PUBLIC SAFETY REPORT**

**1. Los Angeles County Sheriff's Department Update**

Captain Gomez summarized the recent law enforcement activities.

DRAFT

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

Acting Assistant Fire Chief Kelsey summarized the recent fire department activities.

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

Annette Owens, Resident, commented on virtual disruptions during oral communications.

Deena Sopko, Resident, commented on the City's Clean-Up week efforts, on the Lawndalian Newsletter and encouraged the community to attend the Neighborhood Watch meetings.

**E. COMMENTS FROM COUNCIL**

Councilmember Kearney thanked Resident Owens for her concerns about the remote callers and thanked Resident Sopko for announcing Clean-up week.

Councilmember Talavera thanked everyone for attending tonight in person and remotely, thanked Resident Owens and Resident Sopko for voicing their concerns, expressed concern about overgrown landscaping and supported increased community engagement through the Neighborhood Watch meetings.

Councilmember Suarez thanked everyone for attending tonight's meeting, thanked residents that made a public comment and commented that staff is reviewing the issue of callers speaking over one another during public comment.

Mayor Pro Tem Cuevas thanked everyone for attending tonight in person and remotely.

Mayor Pullen-Miles thanked everyone for attending tonight in person and remotely, and thanked residents for voicing their concerns.

**F. CONSENT CALENDAR**

**A motion was made by Councilmember Kearney and seconded by Councilmember Talavera to approve the Consent Calendar. The motion passed with a vote of 5-0.**

**CITY COUNCIL**

**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**

Department: Finance

— Recommendation: Staff recommends that City Council adopts Resolution No. 2609-042 authorizing the payment of certain claims and demands in the amount of $657,306.10.

**5. Minutes of the City Council Regular Meeting - August 17, 2026**

Department: City Clerk

— Recommendation: that the City Council approve the minutes.

**6. Youth Advisory Committee Appointments for 2026-2028 Term**

Department: City Clerk

— Recommendation: that the City Council 1.) Approve the Mayor's appointments by directing staff to insert the appointees' names in Section 1 of Resolution No. CC-2609-043; and 2.) Adopt Resolution No. CC-2609-043 as amended.

**7. Approve First Amendment with Vortex Industries, LLC, for Repair and Replacement of Certain Doors at the Harold E. Hofmann Community Center**

Department: Community Services

— Recommendation: that the City Council approve the First Amendment to the Agreement with Vortex Industries, LLC, extending the agreement term until November 30, 2026.

DRAFT

**8. Approval of First Amendment to Contract Agreement for Agenda Management System and Assignment of Agreement to MCCi, LLC**

Department: City Clerk

— Recommendation: that the City Council 1.) Approve the First Amendment to the Contract Services Agreement for an Agenda Management System with MCCi, LLC and consent to the assignment of Cloud Driven Solutions, Inc. to MCCi, LLC; and 2.) Authorize the Mayor to sign the Request for Consent to Assignment form.

**9. Request to attend League of California Cities Conference**

Department: City Manager

— Recommendation: that the City Council authorize the City Manager to attend the League of California Cities Annual Expo and Conference in Anaheim from September 23-25, 2026, charging those expenses to account number 100-140.510.620.

**10. Emergency Waterline Repairs to Community Services Building**

Department: Public Works

— Recommendation: that the City Council receives and file this report pursuant to Purchasing Policy Number No. 53-00 - 5.a.

**LAWNDALE PUBLIC FINANCING AUTHORITY**

**11. Minutes of the Lawndale Public Financing Authority, September 15, 2025**

Department: City Clerk

— Recommendation: that the Lawndale Public Financing Authority approve the minutes.

**A motion was made by Mayor Pro Tem Cuevas and seconded by Councilmember Kearney to approve Item F.11. The motion passed with a vote of 5-0.**

**G. PUBLIC HEARING**

**12. First Reading of an Ordinance Amending Accessory Dwelling Unit and Junior Accessory Dwelling Unit Standards of the Lawndale Municipal Code**

Description: Community Development

— Recommendation: that the City Council 1.) Conduct a public hearing; 2.) Determine that Ordinance No. 1215-26 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) Section 15282(h) of the CEQA Guidelines; and 3.) Introduce for first reading by title only Ordinance No. 1215-26, an Ordinance amending the Lawndale Municipal Code regarding Accessory Dwelling Units to reflect recent changes in state law and waive further reading.

Community Development Associate Planner Hernandez presented the staff report.

Mayor Pullen-Miles opened the public hearing at 6:52 p.m.

There was no one from the public wishing to speak.

Mayor Pullen-Miles closed the public hearing at 6:53 p.m.

**A motion was made by Mayor Pro Tem Cuevas and seconded by Councilmember Kearney to determine that Ordinance No. 1215-26 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) Section 15282(h) of the CEQA Guidelines, introduce for first reading by title only Ordinance No. 1215-26, an Ordinance amending the Lawndale Municipal Code regarding Accessory Dwelling Units to reflect recent changes in state law and waive further reading. The motion passed with a vote of 5-0.**

DRAFT

**ADMINISTRATION**

**13. Annual Accounting of Lawndale Public Financing Authority Financial Activities**

Department: Finance

— Recommendation: that the Lawndale Public Financing Authority receive and file the annual accounting of financial activities.

Consulting Finance Director Fortune presented the staff report.

**By City Council consensus, the Lawndale Public Financing Authority received and filed the annual accounting of financial activities.**

**H. ADMINISTRATION**

**14. Purchase of Vehicle for Public Safety Officer**

Department: Municipal Services

— Recommendation: that the City Council approve the bid from AutoNation Ford of Torrance as it is the lowest priced bid.

Municipal Services Director Reyes presented the staff report.

At the request of Mayor Pullen-Miles, Municipal Services Director Reyes explained the duties of the Public Safety Officer.

Mayor Pullen-Miles opened public comments.

There was no one from the public wishing to speak.

Mayor Pullen-Miles closed public comments.

In response to Councilmember Cuevas’s questions, Municipal Services Director Reyes stated that a pickup truck would allow the Public Safety Officer to transport bulky items found or recovered property, such as bicycles, scooters, and luggage.

**A motion was made by Councilmember Kearney and seconded by Mayor Pro Tem Cuevas to approve the bid from AutoNation Ford of Torrance as it is the lowest priced bid. The motion passed with a vote of 5-0.**

**15. Approve a Resolution Modifying the City's Classification and Compensation Plan by eliminating the Deputy City Manager/Human Resources Director and creating a new classification of Director of Human Resources and Risk Management; and Modify Resolution CC-2606-032 City-Wide Salary Schedule to include the Director of Human Resources and Risk Management classification and update the City Manager salary pursuant to terms of the employment agreement**

Department: City Manager

— Recommendation: that the City Council 1.) Approve a Resolution Modifying the City's Classification and Compensation Plan by eliminating the Deputy City Manager/Human Resources Director and creating a new classification of Director of Human Resources and Risk Management; and 2.) Modify Resolution CC-2606-032 City-Wide Salary Schedule to include the Director of Human Resources and Risk Management classification and update the City Manager salary pursuant to terms of the employment agreement.

City Manage Arauz presented the staff report.

Mayor Pullen-Miles opened public comments.

There was no one from the public wishing to speak.

Mayor Pullen-Miles closed public comments.

Councilmember Suarez suggested that a provision be added to the Deputy City Manager position requiring that they be employed by the City for at least 12 months before appointment.

Discussion ensued among City Council and staff regarding assignment pay and the proposed 10 percent salary adjustment for the Deputy City Manager designation. City Council also discussed the proposed 12-month service requirement and the possibility of allowing for less than 12 months with City Council to approval.

DRAFT

**A motion was made by Councilmember Suarez and seconded by Councilmember Kearney to approve a Resolution Modifying the City's Classification and Compensation Plan by eliminating the Deputy City Manager/Human Resources Director and creating a new classification of Director of Human Resources and Risk Management, and modify Resolution CC-2606-032 City-Wide Salary Schedule to include the Director of Human Resources and Risk Management classification, update the City Manager salary pursuant to terms of the employment agreement, and include additional language adding a 12 month service requirement for the Deputy City Manager with a possibility if less than 12 months of service upon City Council approval. The motion passed by a vote of 5-0.**

**16. Approve a First Amendment to the Master Joint Use Agreement with the Lawndale Elementary School District for use of School Sites as Parks.**

Department: Community Services

— Recommendation: that the City Council approve the First Amendment to the Master Joint Use Agreement for a period of three (3) years beginning on October 7, 2026, and continuing through October 6, 2029.

City Manager Arauz commented that an ad hoc committee established by the Council several years prior to discuss the matter remained active and had not been engaged by staff, requested the City Council to direct staff to meet with the ad hoc committee and continue the item to a future meeting, or proceed with deliberation and action this evening.

Councilmember Kearney suggested that this item be referred to the ad hoc committee so its members could review the proposed amendment against the existing agreement before the City Council takes action and expressed concern that the ad hoc subcommittee had not been included in the review.

Discussion ensued among staff and City Council regarding having the ad hoc subcommittee members evaluate the changes.

Community Services Director Minter presented the staff report and advised that delaying the item could affect the timeline for approval by the school district.

Mayor Pullen-Miles opened public comments.

There was no one from the public wishing to speak.

Mayor Pullen-Miles closed public comments.

Councilmember Suarez commented that the City Council held extensive discussions regarding the agreement in 2023 and emphasized the importance of park space for residents.

In response to Councilmember Suarez's question, Assistant City Attorney Gerli stated that ad hoc subcommittees are generally established for a limited purpose, time period and recommended disbanding them when their purpose is completed.

**A motion was made by Councilmember Suarez and seconded by Mayor Pro Tem Cuevas to approve the First Amendment to the Master Joint Use Agreement for a period of three (3) years beginning on October 7, 2026, and continuing through October 6, 2029. The motion passed by a vote of 4-1 with Councilmember Kearney voting no.**

**17. Approval of First Amendment to Professional Services Agreement with CASC Engineering & Consulting, Inc. for NPDES Permit Compliance Services**

Department: Public Works

— Recommendation: that the City Council approve the First Amendment to the Professional Services Agreement with CASC Engineering & Consulting, Inc. for NPDES permit compliance services, extending the agreement for two years, effective July 1, 2026 through June 30, 2028.

Public Works Senior Management Analyst Huizar presented the staff report.

Mayor Pullen-Miles opened public comments.

DRAFT

There was no one from the public wishing to speak.

Mayor Pullen-Miles closed public comments.

**A motion was made by Councilmember Kearney and seconded by Mayor Pro Tem Cuevas to approve the First Amendment to the Professional Services Agreement with CASC Engineering & Consulting, Inc. for NPDES permit compliance services, extending the agreement for two years, effective July 1, 2026 through June 30, 2028. The motion passed by a vote of 5-0.**

**18. Award of Professional Services Agreement to HF&H Consultants, LLC for the Procurement of a New Exclusive Solid Waste Franchise Agreement**

Department: Public Works

— Recommendation: that the City Council 1.) Award a Consultant Services Agreement to HF&H Consultants, LLC for solid waste consulting services associated with the City's solid waste procurement process for an amount not to exceed $198,000; 2.) Appropriate $198,000 from the AB 939 Fund (Fund 276) to fund the Solid Waste Franchise Procurement Consulting Services Agreement with HF&H Consultants; and 3.) Authorize the Mayor to execute the agreement and any related documents necessary to carry out the scope of services, subject to approval as to form by the City Attorney.

Public Works Senior Management Analyst Huizar presented the staff report.

Mayor Pullen-Miles opened public comments.

There was no one from the public wishing to speak.

Mayor Pullen-Miles closed public comments.

In response to Councilmember Cueva's questions, Laith Ezzet of HF&H Consultants stated that the City's existing franchise agreement had approximately two and a quarter years remaining, explained that the goal is to award a new franchise agreement approximately one year before the current agreement expires to allow sufficient time for transition, including ordering new trucks and related preparations.

**A motion was made by Mayor Pro Tem Cuevas and seconded by Councilmember Suarez to Award a Consultant Services Agreement to HF&H Consultants, LLC for solid waste consulting services associated with the City's solid waste procurement process for an amount not to exceed $198,000; 2.) Appropriate $198,000 from the AB 939 Fund {Fund 276) to fund the Solid Waste Franchise Procurement Consulting Services Agreement with HF&H Consultants; and 3.) Authorize the Mayor to execute the agreement and any related documents necessary to carry out the scope of services, subject to approval as to form by the City Attorney. The motion passed by a vote of 5-0.**

**I. CITY MANAGER REPORT**

City Manager Arauz introduced himself, noted that he had been with the City for five weeks, and reported attending commission meetings, a senior lunch, and the Jazz and Blues Festival. City Manager Arauz thanked the Mayor and City Council for their confidence and commented that he would attend the League of California Cities event in Anaheim.

**J. ITEMS FROM CITY COUNCILMEMBERS**

**19. Report of Attendance at Meetings**

Councilmember Kearney attended the City's Movie on the Lawn event, California Contract Cities Association (CCCA) Liability Trust Fund Oversight Committee meeting, Los Angeles County West Vector Control Board meeting, West Basin District "Know Your H2O" class, the City's American Red Cross Blood Drive, Senior Luncheon, Neighborhood Watch meeting, Lucille Smith Elementary School's Million Male Figures March, and the City's Blues Festival. Councilmember Kearney invited the community to attend the City's Cleanup Day on September 26, 2026, at 9:00 a.m. at City Hall.

Councilmember Talavera welcomed City Manager Arauz and reported attending a Senior Luncheon, Lawndale Elementary School District Board meeting, State of the City of Hawthorne event, the City's American Red Cross Blood Drive, a meeting with the City Manager, a Seniors Hispanic Heritage Luncheon, Leuzinger High School's Back-to-School Night, Lawndale High School's Back-to-School Night, Billy Mitchell Elementary School's Million Male Figures March, and the City's Blues Festival.

DRAFT

Councilmember Suarez attended the CCCA Board of Directors meeting, the soft opening of the La Puente Pause and Play Park where she explored the City's sheltering services, and the City's Blues Festival. Councilmember Suarez announced the City's Cleanup Week event, proposed establishing a standing Parks and Green Space Committee to explore opportunities to expand green space, and welcomed the new City Manager.

Mayor Pro Tem Cuevas attended the grand opening of the Westside Regional Center, the Hispanic Heritage Event Ad Hoc Subcommittee meeting, and the City's 13th Annual Blues Festival, and thanked staff for the successful event. Mayor Pro Tem Cuevas requested consideration to have the National Anthem sung at future events and to provide pet waste bags, encouraged residents to keep sidewalks and neighborhoods clean and to participate in Cleanup Week, which includes residential areas throughout the City.

Mayor Pullen-Miles requested pet waste bags on the Metro right-of-way, attended the City's Movie on the Lawn event, Lucille Smith Elementary School's Million Male Figures March, the City's Blues Festival, Los Angeles County Sanitation District Board of Directors meeting, the Seniors Hispanic Heritage Luncheon, and a Labor Day breakfast. Mayor Pullen-Miles welcomed the new City Manager and supported providing pet waste bags at City events.

**K. ADJOURNMENT**

There being no further business to conduct, Mayor Pullen-Miles adjourned the meeting at 7:53 p.m.

_____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk
Approved: October 5, 2026

# CITY OF LAWNDALE

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

| | |
|---|---|
| DATE: | October 5, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Juan Arauz, City Manager |
| PREPARED BY: | Sal Lopez, Consulting Community Development Director, Willdan |
| SUBJECT: | **Approve the Second Reading and Adopt Ordinance 1215-26, Amending Title 17 (Zoning), Section 17.48.056 of the Lawndale Municipal Code Regarding ADU Regulations** |

## BACKGROUND

This is the second reading of Ordinance No. 1215-26, revising Accessory Dwelling Units (ADU) and Jr Accessory Dwelling Units (JADU) regulations in compliance with state ADU laws. This ordinance will make the City's ADU ordinance in compliance with recent changes in state law, ensuring compliance with Chapter 13 Division 1 of Title 7 of the Government Code.

## STAFF REVIEW

At its regular meeting on September 21, 2026, City Council introduced and approved Ordinance No. 1215-26 and waived further reading of the ordinance to amend Title 17 (Zoning) Sections 17.48.056, 17.48.057, and 17.08.020 of the Lawndale Municipal Code regarding ADU regulations. The proposed ordinance incorporates changes, such as removing owner-occupancy for JADUs, removing parking mandates, banning short-term rentals, standardized measurement, and school impact fee exemptions which will support compliance with state law and advancing housing production goals.

## PLANNING REVIEW

On April 22, 2026, the City's Planning Commission voted to approve Resolution 26-04, recommending that the City Council adopt an Ordinance to comply with the State's revised ADU regulations.

## ENVIRONMENTAL ASSESSMENT

The City Council find the proposed amendments to the Lawndale Municipal Code exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and Section 15282(h), which applies to activities with no potential for significant environmental impact.

## LEGAL REVIEW

The City Attorney has reviewed and approved the ordinance.

## RECOMMENDATION

Staff recommends that City Council:

1. Approve the second reading and adopt Ordinance 1215-26, Amending Title 17 (Zoning) Section 17.48.056 of the Lawndale Municipal Code regarding Accessory Dwelling Unit regulations; and

2. Determine that Ordinance No. 1215-26 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) and Section 15282 (h) of the CEQA Guidelines.

**Attachments**

Attachment A_Ordinance 1215-26.pdf

Attachment B _ Public Notice.pdf

# ATTACHMENT A

**ORDINANCE NO. 1215-26**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, REPEALING AND REPLACING SECTION 17.48.056 (ACCESSORY DWELLING UNITS), REPEALING SECTION 17.48.057 (JUNIOR ACCESSORY DWELLING UNITS), AND AMENDING SECTION 17.08.020 (DEFINITIONS) OF TITLE 17 (ZONING) OF THE LAWNDALE MUNICIPAL CODE, RELATING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS**

WHEREAS, the City of Lawndale (the "City") is a municipal corporation, duly organized under the constitution and laws of the State of California;

WHEREAS, by virtue of the police powers delegated to it by the California Constitution, the City has the authority to enact laws which promote the public health, safety, and general welfare of its citizens;

WHEREAS, California Government Code section 65800 et seq. authorizes the adoption and administration of zoning laws, ordinances, rules and regulations by cities as a means of implementing the General Plan;

WHEREAS, since 2019, the California State Legislature has adopted a number of bills to make the construction of accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) easier and more streamlined. Among other requirements, the Legislature has mandated that local ordinances regulating ADUs and JADUs must be consistent with State Law;

WHEREAS, because the Legislature has adopted new State laws every year since, public agencies have been required to update their ordinances periodically to ensure compliance with the State law;

WHEREAS, the City desires to amend its local regulatory scheme for the construction of ADUs and JADUs to reflect AB 1154 and SB 543 changes to state law;

WHEREAS, the proposed revisions to sections 17.48.056, 17.48.057, and 17.08.020 are intended to bring the City of Lawndale's ADU/JADU ordinances up to date with the more most recent updates to State law;

WHEREAS, on April 22, 2026, the Planning Commission of the City of Lawndale held a duly noticed public hearing on this Resolution, considered written and oral comments, and facts and evidence presented by City staff, and other interested parties. The Planning Commission adopted Resolution No. PC 26-04, recommending that the City Council adopt the proposed amendments to the Zoning Code, and finding the action statutorily exempt from CEQA;

WHEREAS, on September 21, 2026, the City Council of the City of Lawndale held a duly noticed public hearing on this Ordinance, considered written and oral comments, and facts and evidence presented by City staff, and other interested parties;

WHEREAS, on October 5, 2026, the City Council of the City of Lawndale held a duly noticed public hearing on this Ordinance, considered written and oral comments, and facts and evidence presented by City staff, and other interested parties; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

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

SECTION 1. Recitals. The above recitals are true and correct and are incorporated herein by reference.

SECTION 2. General Plan. The City Council further finds and determines that the changes to the City's Zoning Code proposed by this Ordinance are consistent with the General Plan of the City of Lawndale. Additionally, the proposed updates to the Lawndale Municipal Code would bring the City's Code into compliance with the State Laws pertaining to Accessory Dwelling Units.

SECTION 3. Code Amendment. Section 17.48.056 (Accessory Dwelling Units) is repealed and replaced with Section 17.48.056 (Accessory Dwelling Units and Junio Accessory Dwelling Units, as shown in Exhibit A.

SECTION 4. Code Amendment. Section 17.48.056 (Junior Accessory Dwelling Units) is repealed in its entirety.

SECTION 5. Code Amendment. Section 17.08.020 (Definitions) is amended, as shown in Exhibit A.

SECTION 6. Submittal to the State. In accordance with Government Code section 66326, the Community Development Department or designee shall submit a copy of this Ordinance to the California Department of Housing and Community Development within 60 days after adoption.

SECTION 7. CEQA. At a duly noticed public hearing held on October 5, 2026, the Lawndale City Council finds the proposed amendments exempt from environmental review pursuant to the California Environmental Quality Act and the State CEQA Guidelines (Cal. Code Regs, tit. 14, §§ 15000 et seq.). Specifically, the adoption of an ordinance of an ordinance to implement the provisions of Government Code 66310 et seq., relating to accessory dwelling units and junior accessory dwelling units, is statutorily exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) and 15282(h).

SECTION 8. Severability. If any chapter, subsection, subdivision, sentence, clause, phrase, or portion of this ordinance, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance, and each Chapter, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more Sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 9. Effective Date. This ordinance shall take effect thirty (30) days after its passage by the City Council.

SECTION 10. City Clerk Action. The City Clerk is authorized and directed to cause this Ordinance to be published within fifteen (15) days after its passage in a newspaper of general circulation and circulated within the City in accordance with Government Code Chapter 36933(a) or, to cause this Ordinance to be published in the manner required by law using the alternative summary and pasting procedure authorized under Government Code Chapter 39633(c).

PASSED, APPROVED AND ADOPTED this 5th day of October, 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 Ordinance No. 1215-26 at a regular meeting of said Council held on the 5th day of October 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

## § 17.48.056. Accessory Dwelling Units and Junior Accessory Dwelling Units.

A. Definitions. The following terms, as used in this section, shall have the following meanings.

1. "Accessory dwelling unit" (ADU) means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An ADU also includes the following: (a) An efficiency unit. (b) A manufactured home, as defined in Section 18007 of the Health and Safety Code.
2. "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.
3. "Efficiency unit" has the same meaning as defined in Section 17958.1 of the Health and Safety Code.
4. "Junior accessory dwelling unit" (JADU) means a unit that is no more than 500 square feet of interior livable space in size and contained entirely within a single-family residence. A JADU may include separate sanitation facilities, or may share sanitation facilities with the existing structure.
5. "Livable space" means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.
6. "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
7. "Nonconforming zoning condition" means a physical improvement on a property that does not conform to current zoning standards.
8. "Objective standards" means standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.
9. "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.
10. "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
11. "Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

B. Permit Required. ADUs and JADUs are subject to obtaining an entitlement permit, and must comply with the objective standards provided in this section. Permits may not be conditioned or denied on the basis of correction of

nonconforming zoning conditions, building code violations, or unpermitted structures that do not present a threat to public health and safety and are not affected by the construction of the accessory dwelling unit.

C. Objective Standards; Zones; Residential Use. ADUs must comply with the objective standards of this ordinance, and may be constructed in all zones with existing or proposed single-family or multifamily dwellings. ADUs do not exceed the allowable density for the lot upon which the ADU is located and will be considered a residential use that is consistent with the existing general plan and zoning designation for the lot. JADUs may be located on a residential or mixed use lot with a proposed or existing single family dwelling only.

D. Application Completeness Determination and Timelines. The city will determine whether an application to create or serve an ADU or JADU is complete within 15 business days of the date the application is submitted. If the application is deemed incomplete, the city will provide the applicant in writing a list of incomplete items and how the application can be made complete. The city shall abide by the same timelines for any resubmitted application, but will not require any information in resubmittals that was not requested in the city's first determination. If the city does not make a timely written completeness determination, the application will be deemed complete.

E. Permit Review Timelines.

1. ADUs and JADUs on lots with existing single family or multifamily dwellings.
    a. A permit application to create or serve an ADU on a lot with an existing single-family or multifamily dwelling will be considered ministerially, without discretionary review or hearing, and shall be approved or denied within 60 days of submission of a complete application.
    b. A permit application to create or serve a JADU on a lot with an existing single-family dwelling will be considered ministerially, without discretionary review or hearing, and shall be approved or denied within 60 days of submission of a complete application.
2. ADUs and JADUs on lots with proposed single family and multifamily dwellings.
    a. If the permit application to create an ADU is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, the city may delay acting on the permit application for the ADU until it acts on the permit application to create the new single-family or multifamily dwelling, but in such event the application to create the ADU will be considered ministerially, without discretionary review or hearing. The City will not issue a certificate of occupancy for an ADU before issuing a certificate of occupancy for the primary residence (subject to the exception in Government Code section 66328(b)).
    b. If the permit application to create a JADU is submitted with a permit

application to create a new single-family dwelling on the lot, the city may delay acting on the permit application for the JADU until it acts on the permit application to create the new single-family or multifamily dwelling, but in such event the application to create the JADU will be considered ministerially, without discretionary review or hearing.

3. Preapproved ADUs. Plans to create or serve an ADU will be considered ministerially and will be approved or denied within 30 days of submission of a completed application, if the application is one of the following:
   a. The plan for the ADU has been preapproved by the City pursuant to Government Code section 65852.27(a) within the current triennial California Building Code rulemaking period; or
   b. The plan that is identical to a plan previously approved by the City within the current triennial California Building Code rulemaking period.
4. A denial will include a full set of written comments to the applicant with a list of items that are defective or deficient and a description of how the application can be remedied.
5. If the city fails to timely deny an application, the application will be deemed approved.

F. Appeals.
   1. An applicant may appeal in writing a determination of incompleteness or a denial within 10 days of the date of the determination or denial.
   2. The Planning Commission shall hold an appeal hearing and issue a written decision with findings within 60 business days of the date the appeal is submitted to the city. The Planning Commission's decision is final.

G. Impact Fees; Connection and Capacity Fees and Charges.
   1. An ADU will not be considered to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the ADU was constructed with a new single-family dwelling.
   2. No impact fees will be imposed upon the development of an ADU with an interior livable space of 750 square feet or less, or JADU with an interior livable space of 500 square feet or less. Any impact fees charged for an ADU that has more than 750 square feet of interior livable space shall be charged proportionately in relation to the square footage of the primary dwelling unit. "Impact fee" includes Quimby Act park fees, but does not include any connection fee or capacity charge charged by the city.
   3. For an ADU created from the existing space of a primary dwelling or accessory structure on a lot with a proposed or existing single-family dwelling, the city will not require the installation of a new or separate utility connection directly between the ADU and the utility or impose a related connection fee or capacity charge, unless the ADU is constructed

with a new single-family home, or upon separate conveyance of the ADU under Government Code Section 66341, or any successor statutes thereto.

4. Consistent with Government Code Section 66013, required connections may be subject to a connection fee or capacity charge that is proportionate to the burden of the proposed ADU, based upon either the square footage of its interior livable space, or the number of its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system, as may be required by the County of Los Angeles. This fee will not exceed the reasonable cost of providing this service.
5. Impact fees, or connection or capacity charges, are not required pursuant to a permit for a previously unpermitted ADU built before January 1, 2020, except when utility infrastructure is required to comply with Health & Safety Code Section 17920.3 and when the fee is authorized by Government Code Section 66311.5(e).

H. Development Standards for ADUs. ADUs on a lot zoned for single-family or multifamily use that is either attached or detached from the primary structure must comply with the following standards:

1. The lot on which an ADU is located must be one in which residential uses are permitted and contain an existing or proposed single-family or multifamily dwelling.
2. The ADU will be located on the same lot as the proposed or existing primary dwelling and either: (a) attached to; (b) located within the proposed or existing primary dwelling, including attached garages, storage areas, or similar uses; (c) within an accessory structure; or (d) detached from the proposed or existing primary dwelling.
3. No more than one ADU and one JADU are permitted on lots with an existing or proposed single family dwelling.
4. The total interior livable area of an attached ADU shall not exceed the lesser of either: (a) fifty percent of an existing primary dwelling living area, but in no case shall said requirement prohibit an ADU with an interior livable space of 800 square foot ADU and 4-foot side and rear setbacks; or (b) an interior livable space of 850 square feet for a unit with one bedroom, and 1,000 square feet for a unit with more than one bedroom.
5. The interior livable space of a detached ADU shall not exceed 850 square feet for a unit with one bedroom, and shall not exceed 1,000 square feet for a unit with more than one bedroom.
6. ADUs shall comply, without limitation, with all applicable building and safety codes as adopted by Title 15 of the Lawndale Municipal Code. Construction of an ADU shall not constitute a Group R occupancy change under the building code.
7. No passageway shall be required in conjunction with the

construction of an ADU.

8. No setback shall be required for an ADU constructed within an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU. However, a setback of four feet from the side and rear lot lines shall be required for an ADU that is not converted from an existing structure.
9. The ADU shall comply with the lot coverage percentage and open space requirements of the zone in which the parcel is located, except that application of this standard shall not preclude the construction of an ADU of at least eight hundred square feet with four-foot side and rear yard setbacks, in compliance with all other local development standards.
10. An ADU will not be required to provide fire sprinklers if they are not required for the primary residence.
11. The ADU shall be architecturally compatible and designed such that it matches with the design of the primary dwelling unit in terms of exterior treatment, landscaping, and architecture, including, but not limited to, roofing pitch, roofing materials, and paint color.
12. Maximum height of an ADU:
    a. A height of 16 feet on a lot with an existing or proposed single-family or multifamily dwelling.
    b. A height of 18 feet for a detached ADU on a lot with an existing or proposed single-family or multifamily dwelling unit that is within half a mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code. An additional two feet in height may be accommodated if a roof pitch of the ADU is aligned with the roof pitch of the primary dwelling unit.
    c. A height of 18 feet for a detached ADU on a lot with an existing or proposed multifamily, multistory dwelling.
    d. A height of 25 feet, or the height limitation in the underlying zoning that applies to the primary dwelling, whichever is lower, for an ADU that is attached to a primary dwelling, for a maximum of two stories.
13. Parking. One parking space per ADU. Parking spaces may be provided as tandem parking, including on a driveway or in setback areas, excluding the non-driveway front yard setback. No parking shall be required for an ADU in any of the following circumstances:
    a. The ADU is located within one-half mile walking distance of public transit.
    b. The ADU is located within an architecturally and historically significant historic district.

c. The ADU is part of the proposed or existing primary residence or an accessory structure.
d. On-street parking permits are required but not offered to the occupant of the ADU.
e. There is a car share vehicle located within one block of the ADU.
f. When the ADU application is submitted in conjunction with an application for a proposed single-family or multifamily dwelling, provided the ADU or the parcel satisfy any other requirement in this ordinance.

14. When a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an ADU or converted to an ADU, the city will not require that those off-street parking spaces be replaced.
15. A demolition permit required for the demolition of a detached garage for conversion to an ADU shall be reviewed and issued at the same time as the permit for the ADU.
16. Other than as set forth in subsection (A)(14) above, nothing in this section shall prohibit the city from enforcing the parking requirements for the existing single-family residence or multi-family residence on the same parcel as the ADU, in a manner consistent with state law.
17. An ADU shall not be sold or owned separately from the primary residence, and the property shall not be subdivided in any manner which would authorize such separate sale or ownership.
18. An ADU may not be rented for a period of less than 30 days.
19. Building Separation. An ADU shall comply with the building separation requirements of the underlying zone including the 20-foot building separation requirement in the Single-Family Residential (R-1) zone, but in no case shall this requirement prohibit an ADU that includes a minimum of 800 square feet of interior livable space, maximum of 18 feet in height with four-foot side and rear yard setbacks.
20. Landscaping. All setback areas shall be landscaped as required by Section 17.44.015 of this code.
21. Location. An ADU shall exhaust all possible scenarios and/or options before considering a proposal to locate an ADU within the front yard setback, which include the following in no particular order:
    a. ADU proposal at the rear and/or side yard of the subject lot (detached or conversion of an existing legal structure).
    b. ADU proposal within the legal enclosed area of a proposed or existing single-family residence of the subject lot.
    c. ADU proposal that is an expansion/addition of a proposed or

existing single-family residence.

All applicable Lawndale Municipal Code development standards of the underlying zone must be met.

22. Any of the standards herein must be waived to the extent necessary to allow for the construction of one ADU of 800 square feet of interior livable space, and 4-foot side and rear setbacks.

I. Additional requirements for JADUs.

1. A JADU may not exceed 500 square feet of interior livable space, and must be constructed entirely within a primary single-family dwelling unit, including an attached garage.
2. A JADU may share sanitation facilities with the existing primary dwelling.
3. A JADU shall include a separate exterior entrance from the main entrance to the primary dwelling unit; provided that, if the JADU does not include its own sanitation facilities, it must also include an interior entry to the main living area of the single family home.
4. A JADU shall include at least an efficiency kitchen which shall include all of the following: (1) a cooking facility with appliances; and (2) a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU.
5. A JADU shall require owner-occupancy either in the primary residence, or in the JADU, unless the owner is another governmental agency, land trust, or housing organization.
6. Before the building permit can be finaled, the city shall be provided with a copy of a recorded deed restriction, which shall run with the land, on a form approved by the city, providing: (1) the restrictions on the size and attributes of the JADU; (2) the JADU may not be sold separately from the primary residence; (3) the JADU shall not be rented for a period of less than 30 days; (4) the JADU or primary residence will be owner occupied unless the owner is a governmental agency, land trust, or housing corporation; and (5) including a statement that the deed restriction may be enforced against future purchasers.
7. A JADU shall comply with all applicable building and safety codes, including, but not limited to, those described in Title 15 of the Lawndale Municipal Code.
8. No additional parking shall be required for construction of a JADU.

J. Notwithstanding any other requirements of this Title 17, the city will ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following, or any combination thereof (Section 66323 ADUs/JADUs):

1. One ADU and one JADU per lot with a proposed or existing single-family dwelling if all of the following apply:
    a. The ADU or JADU is within the proposed space of a single-family dwelling, or within the existing space of a single-family dwelling or accessory structure and not more than 150

square feet beyond the same physical dimensions of the existing accessory structure if necessary to accommodate ingress and egress.

b. The space has exterior access separate from the proposed or existing single-family dwelling.

c. The side and rear setbacks are sufficient for fire and safety.

d. The JADU complies with the requirements in subsection (I), above.

2. One detached, new construction, ADU per lot that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The following limitations shall apply to the ADU:

a. An interior livable space of 800 square feet.

A height consistent with subsection (H)(12), above.

3. Multiple ADUs within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. The city will allow at least one ADU and up to twenty-five percent of the existing number of multifamily dwelling units.

4. Multiple detached ADUs, not to exceed the number specified herein, as applicable, that are located on a lot that has an existing or proposed multifamily dwelling(s). Such ADUs shall be subject to a height limit of 18 feet and 4-foot rear yard and side setbacks; provided that if the existing multifamily dwelling has setbacks of less than four feet, no modification of the multifamily dwelling shall be required.

a. On a lot with an existing multifamily dwelling, not more than eight detached ADUs. However, the number of ADUs allowable pursuant to this clause shall not exceed the number of existing units on the lot.

b. On a lot with a proposed multifamily dwelling, not more than two detached ADUs.

5. Correction of nonconforming zoning conditions is not required, as a condition for approval of a permit application for the creation of an ADU or a JADU.

6. The installation of fire sprinklers shall not be required in an ADU if sprinklers are not required for the primary residence.

7. Rental of an ADU or JADU pursuant to this subsection (J) for 30 days or less is prohibited.

As part of the application for a permit to create an ADU connected to an on-site water treatment system, a percolation test shall be completed within the five years preceding the application, or, if the percolation test has been recertified, within the ten years preceding the application.

K. Unpermitted ADUs and JADUs.

1. The city will not deny a permit application for an unpermitted ADU or JADU built before January 1, 2020 solely due to a nonconforming zoning

condition, building code violation, or unpermitted structure on the lot, provided the nonconformance does not present a threat to public health and safety under Health & Safety Code section 17960 et seq. and will not be affected by the construction of the ADU or JADU.

2. Unpermitted ADUs or JADUs may be denied if the city finds that correcting a violation is necessary to comply with the standards specified in Health and Safety Code Section 17920.3. A checklist of the conditions specified in Health & Safety Code Section 17920.3 that would deem a building substandard may be obtained at the Community Development Department.
3. The City will conduct an inspection upon receipt of an application for an unpermitted ADU or JADU for compliance with health and safety standards and provide recommendations to comply with health and safety standards necessary to obtain a permit, and will approve any permits necessary to correct noncompliance with health and safety standards.
4. An applicant may obtain a confidential third-party code inspection from a licensed contractor prior to submitting an application, to determine the existing unit's condition or the potential scope of improvements.
5. Upon request of an applicant, the City will delay enforcement of building standards for an unpermitted ADU built before January 1, 2020, subject to compliance with Section 17980.12 of the Health & Safety Code.

**§ 17.48.057. JADUs. Repealed.**

**§ 17.08.020 Definitions**

"Accessory dwelling unit" or "ADU**.**" **See Section 17.48.056**~~means an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation and shall be constructed on the same parcel as the single-family or multifamily dwelling unit that is the primary dwelling unit is or will be situated. An accessory dwelling unit also includes the following: (1) an efficiency unit, as defined in Section 17958.1 of the Health and Safety Code; and (2) a manufactured home, as defined in Section 18007 of the Health and Safety Code. This definition shall be interpreted as consistent with and including the definition of accessory dwelling unit found in Government Code Section 65852.2.~~

"Junior accessory dwelling unit" or "JADU**.**" **See Section 17.48.056**~~means a unit that is no more than five hundred square feet in size which is contained entirely within enclosed uses within the residence, such as attached garages, is considered a part of the proposed or existing single-family residence. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure. This definition shall be interpreted as consistent with and including the definition of junior accessory dwelling unit found in Government Code Section 65852.22.~~

"Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.~~ This definition shall

~~be interpreted as consistent with and including the definition of living area found in Government Code Section 65852.2.~~

"Passageway." ~~means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit. This definition shall be interpreted as consistent with and including the definition of passageway found in Government Code Section 65852.2."Person" means and includes any individual, firm, partnership, joint venture, association, organization, corporation, estate, trust, receiver, syndicate, joint stock company, club, business trust, or any other entity, or the authorized agent thereof, and every city, county, state, federal, government, political, public or quasi-public unit, body, agency district or entity.~~ **See Section 17.48.056.**

**"Person" means and includes any individual, firm, partnership, joint venture, association, organization, corporation, estate, trust, receiver, syndicate, joint stock company, club, business trust, or any other entity, or the authorized agent thereof, and every city, county, state, federal, government, political, public or quasi-public unit, body, agency district or entity.**

~~"Public transit," for the purpose of Section 17.48.056 only, means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public. This definition shall be interpreted as consistent with and including the definition of public transit found in Government Code Section 65852.2.~~

**ATTACHMENT : B**
**Public Notice**

**PUBLIC NOTICE**
**CITY OF LAWNDALE**

Notice is hereby given that at **6:30 p.m.** on **September 21, 2026,** the Lawndale City Council will hold a public hearing in the City of Lawndale City Council Chambers located at 14717 Burin Avenue, Lawndale, California to review the following proposals:

**CASE NO. 26-06: INTRODUCTION OF AMENDMENTS TO TITLE 17 (ZONING ORDINANCE) OF THE LAWNDALE MUNICIPAL CODE PERTAINING TO DEVELOPMENT STANDARDS FOR ACCESSORY DWELLING UNITS TO REFLECT RECENT CHANGES IN STATE LAW AND FINDING OF EXEMPTION FROM CEQA.**

The project has been deemed to be Categorically Exempt to CEQA, pursuant to Section 15061 (B) (3) and 15378 of the CEQA guidelines. A CEQA Categorical Exemption has been prepared for this project.

The files for the proposed ordinance are available for review Monday through Thursday, 7:00 a.m. to 6:00 p.m., in the Community Development Department offices located at 14717 Burin Avenue, Lawndale, California. Any grounds for opposing this project must be made at the time of the meeting or made in written correspondence. If you challenge this matter in court, you may be limited to raising only those issues that you or someone else raised during the meeting.

Those wishing to comment on the said items may do so in person at the public hearing or by submitting written comments to JHernandez@lawndale.ca.gov by 5:30 p.m. on September 21, 2026. You may also contact Jose Hernandez, Interim Community Development Director, for further information regarding this matter at (310) 973-3206.

**Daily Breeze**
**Published: 8/22/26**

# CITY OF LAWNDALE

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

| | |
|---|---|
| DATE: | October 5, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Juan Arauz, City Manager |
| PREPARED BY: | Yvette Palomo, Assistant City Clerk |
| SUBJECT: | **Consideration of Claim for Damage Against the City** |

## BACKGROUND

The City of Lawndale received a claim for personal injury damage on or about September 14, 2026, filed by Austin Ward, Adamson Ahdoot Attorneys, representing Hailey Esmeralda Ramirez Monterroso (Claimant). The claim filed alleged that on or about May 20, 2026, the claimant was assaulted and injured by a student at Jane Addams Middle School, 4535 W. 153rd Place, Lawndale, CA.

## STAFF REVIEW

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

## LEGAL REVIEW

The City Attorney has reviewed this staff report and approved it as to form.

## RECOMMENDATION

Staff recommends that the City Council reject the claim filed by Adamson Ahdoot Attorneys on behalf of Hailey Esmeralda Ramirez Monterroso and instruct staff to process the appropriate correspondence to the claimant.

**Attachments**

Attachment A Claim for Damages - Halley Esmeralda Ramirez Monterroso

# ATTACHMENT A

# CITY OF LAWNDALE
# CLAIM FOR DAMAGES TO PERSON OR PROPERTY

Reserve for Filing Stamp

'26 SEP 14 5:51PM

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 | ***Hailey Esmeralda Ramirez Monterroso*** | Claimant's Occupation | ***Student*** |
| Claimant's Home Address | | Claimant's Home Phone # | |
| Claimant's Business Address | ***1122 S La Cienega Blvd, Los Angeles, CA 90035*** | Claimant's Business Phone # | ***(310) 888-0024*** |
| | | | |

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

_____

When did DAMAGE or INJURY occur? Date: ***5/20/26*** Time: ***11:15 am***
If claim is for Equitable Indemnity, give date claimant served with the complaint: Date: _____
Names of any city employees involved in INJURY or DAMAGE

_____

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:

***Jane Addams Middle School- 4535 153rd Pl, Lawndale, CA 90260***

Describe in detail how the DAMAGE or INJURY occurred.

***The damages and injuries occurred when our client was assaulted by another student while on school premises during school hours, resulting in bodily injuries and related damages***

Why do you claim the city is responsible?

***The District failed to provide adequate supervision and take reasonable measures to protect our client from a foreseeable assault by another student, resulting in the injuries and damages alleged herein.***

Describe in detail each INJURY or DAMAGE

***Injuries to the head, face, and neck, facial scratches, severe headaches, lightheaded, fatigue, dizziness, nausea, and a concussion***

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): | $ | Estimated prospective damages as far as known: | $ |
| Damage to property | $ | Future expenses for medical and hospital care | $ |
| Expenses for medical and hospital care | $ | Future loss of earnings | $ |
| Loss of Earnings | $ | Other prospective special damages | $ |
| Special Damages for | $ | Prospective general damages | $ |
| | | Total estimate prospective damages | $ |
| General Damages | $ | | |
| Total Damages incurred to date | $ | | |
| | | Total amount claimed as of date of presentation of this claim | $ In excess of $35,000 |

Was damage and/or injury investigated by police? *Yes* If so, what city? *Los Angeles Sheriff* File #: [redacted]

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

If injured, state date, time, _____

name and address of doctor of your first visit _____

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

Name *Mr. Hauer* Address *4535 153rd Place, Lawndale, CA 90260* Phone *(310) 676-4806*

Name *Jessica Chumentowski* Address *4535 153rd Place, Lawndale, CA 90260* Phone *(310) 676-4806*

Name _____ Address _____ Phone _____

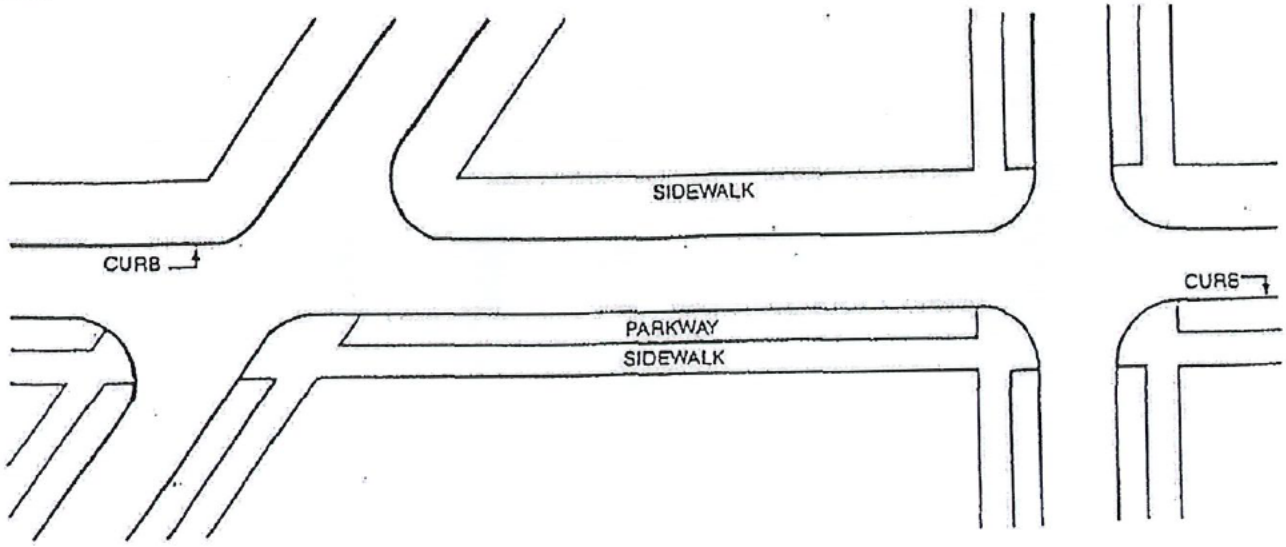
DOCTORS and HOSPITALS:

Hospital *ROADS Community Clinic* Address *121 S Long Beach Blvd, Compton, CA 90221* Date of Hospitalization *5/20/26*

Doctor _____ Address _____ Date of Treatment _____

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 giving relationship to Claimant: Typed/Printed Name Date

Austin Ward 08/31/2026

THIS CLAIM MUST BE SIGNED ON PAGE 2

ADAMSON AHDOOT
INJURY ATTORNEYS

1122 S LA CIENEGA BLVD
LOS ANGELES CA 90035
**310 888 0024** OFFICE
888 895 4665 FAX
WWW.AA.LAW

September 10, 2026

***VIA USPS Priority 9405550105798034211100***

Attn: City Clerk
City of Lawndale
14717 Burin Ave
Lawndale, CA 90260

**RE:** **I. FORMAL DEMAND FOR PRESERVATION OF EVIDENCE UNDER CALIFORNIA SPOLIATION OF EVIDENCE GUIDES INVOLVING SURVEILLANCE FOOTAGE AND ALL OTHER ITEMS IN RELATION TO SUBJECT LOSS.**

**II. FORMAL DEMAND OR INSPECTION OF SURVEILLANCE FOOTAGE, MAINTENANCE AND REPAIR REPORTS PERTAINING TO CONDITIONS AND ALL OTHER ITEMS IN RELATION TO SUBJECT LOSS UNDER THE FREEDOM OF INFORMATION ACT (FOIA)**

| | | |
|---|---|---|
| Our Client(s) | : | Hailey Esmeralda Ramirez Monterroso |
| DOL | : | 05/20/2026 |
| Location of Incident | : | 4535 153rd Pl, Lawndale, CA 90260 |
| Time of Incident | : | 11:15 am (Lunch Time) |

Dear City of Lawndale,

Please be advised that this office now represents the above referenced claimant(s) regarding serious personal injuries they sustained from an incident that occurred on or around Your Premises.

This letter serves as our formal request to preserve, maintain and forward to our offices any videotape surveillance, incident reports, witness reports, memorandum, or other evidence regarding the incident involving Hailey Esmeralda Ramirez Monterroso on the above-mentioned date.

Please be further advised that any witnesses or bystander has a duty to preserve all evidence relevant to this matter, even without a court order. Moreover, because electronic data may be an irreplaceable source of discovery, it is the witness or bystander's duty to preserve all potentially relevant electronic data. Consistent with that duty, our office requests that witness or bystander's data be preserved and maintained in a readily accessible format, and in accordance with the following safeguards listed below.

Any failure to fully preserve and produce said evidence shall invite an instruction from the court for spoliation of evidence which the finder of fact can take as an admission of liability on your part.

We ask that you refrain from contacting our client and refer all documents and correspondences to the attention of the undersigned.

We would appreciate your anticipated cooperation and would be happy to answer any questions or concerns you may have.

Regards,

**ADAMSON | AHDOOT**

Jessica Escobar
(310) 888-0024 Office
(424) 295-0703 Direct Phone & Fax
jessica.escobar@aa.law

CC:

Attn: Claims
Executive Officer, Board of Supervisors
500 West Temple Street, Room 383
Kenneth Hahn Hall of Administration
Los Angeles, CA 90012

Attn: Business Services Office
Lawndale Elementary School District
4161 West 147th Street
Lawndale, California 90260

Attn: Office of Risk and Insurance Management
Government Claims Program
P.O. Box 989052, MS4 14
West Sacramento, CA 95798

September 16, 2026

To: City of Lawndale
Attention: Shaundra Burnam

**RECOMMENDATION OF REJECTION**

| | | |
|---|---|---|
| RE: | Claimant: | Hailey Ramirez Monterroso |
| | Date of Loss: | 5/20/2026 |
| | Claim Filing Date: | 9/14/2026 |
| | Our File Number: | CJP-3057510 |

We have reviewed the above captioned claim and request that you take the action indicated below:

CLAIM REJECTION: Send a standard rejection letter to the claimant's attorney.

Address:
Hailey Ramirez Monterroso
in c/o Adamson Ahdoot
1122 S La Cienega Blvd
Los Angeles, CA 90035

Please provide us with a copy of the notice sent, as requested above. If you have any questions, please advise.

*Glen Raphael*

Claims Supervisor
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# CITY OF LAWNDALE

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

| | |
|---|---|
| DATE: | October 5, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Juan Arauz, City Manager |
| PREPARED BY: | Sal Lopez, Consulting Community Development Director, Willdan |
| SUBJECT: | **Approval of Amendment No. 1 for Contractual Services with Willdan Engineering to Add/Specify Code Enforcement Coordination Services and Regulatory Compliance** |

## BACKGROUND

On April 20, 2026, city council approved a contract services agreement for On-Call Building and Safety Services. The agreement included a not-to-exceed amount of $450,000 and term to for the completion of services no later than June 30, 2027.

Section 1.6 – Additional Services states that 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.

Section 3.4 – Term of the agreement further states that this agreement shall begin on the Effective Date and will automatically be renewed from year to year for successive one (1) year periods thereafter unless and until terminated.

Exhibit B – Lists the title and hourly rate of Willdan personnel authorized through the agreement. This exhibit includes the title of code enforcement officer and code enforcement manager.

## STAFF REVIEW

Although the existing agreement allows for additional services which would include the code enforcement services being contemplated, for purposes of transparency City staff is recommending Amendment #1 revise Exhibit A Scope of Services, to specifically include code enforcement services. This will include, but are not limited to the following:

- Enforces the municipal code, business license ordinances, animal control codes, parking control codes.
- Conducts inspections of private property.
- Maintains records of inspections and prepares evidence.
- Researches applicable codes for various violations.
- Coordinates inspections and office hearings.
- Inspects business in the City for conformance with the provisions of the municipal code and City ordinances.
- Responds to complaints of alleged violations.
- Issues notices of violation and citations, and re-inspects for compliance.
- Prepares evidence and maintains records of inspections.

- Compiles court evidence, files claims and testifies in courts.
- Researches law, codes and regulations in preparing recommendations for allowance or discontinuance of activities.
- Issues warning letters to violators specifying unsafe conditions and takes necessary corrective actions and compliance dates.

The hourly rate of the code enforcement officer will be $95.00 per hour, part-time as needed. Any changes in hours or duration can be adjusted to reflect the needs of the City and will be discussed and approved in writing by the City prior to implementation. These services are currently required due to the long-term absence of one of the City's full-time code enforcement officers and the need to have support for the second full time officer.

## LEGAL REVIEW

The City Attorney has reviewed this staff report and agreement and approved it as to form.

## FISCAL IMPACT

There will be no impact to the General Fund, therefore, no appropriations will be needed. Costs incurred as a result of this Amendment are already appropriated in the FY2026-27 approved budget. Further, the proposed amendment does not call for any change to the existing annual cap on the contract price.

## RECOMMENDATION

Staff recommend that the City Council approve Amendment #1 for On-Call Building and safety Services, and Code Enforcement Services and Regulatory Compliance with Wildan Engineering for code enforcement services and regulatory compliance, in a form approved by the City Attorney.

**Attachments**

Attachment A- First Amendment to Willdan Contract Services.pdf

Attachment B- Original Willdan_Contract.pdf

# ATTACHMENT A

**FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT FOR ON-CALL BUILDING AND SAFETY SERVICES**

This FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT is made and entered into this 5th day of October 2026, by and between the CITY OF LAWNDALE, a municipal corporation (herein "City") and Willdan Engineering (“Contractor”).

## RECITALS

WHEREAS, City and Consultant entered into that certain Agreement entitled "Contract Services Agreement for On-Call Building and Safety Services" (the "Agreement") on April 20th 2026; and

WHEREAS, the Agreement provides for a not-to-exceed amount of $450,000 and services through June 30, 2027; and

WHEREAS, the Agreement permits the City to order additional services through written authorization and identifies authorized Willdan personnel and hourly rates in Exhibit A; and

WHEREAS, the City and Contractor desire to amend the Agreement to add and specify code enforcement services and regulatory compliance services within the Scope of Services.

## AMENDMENT

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

**Exhibit A SECTION 1** of the Agreement (Scope of Services) is amended as follows:

Exhibit A of the Agreement is amended to include code enforcement services and regulatory compliance services, including, but not limited to, the following:

- Enforcing the municipal code, business license ordinances, animal control codes, and parking control codes.
- Conducting inspections of private property.
- Maintaining records of inspections and preparing evidence.
- Researching applicable codes for various violations.
- Coordinating inspections and office hearings.
- Inspecting businesses in the City for conformance with the municipal code and City ordinances.
- Responding to complaints of alleged violations.
- Issuing notices of violation and citations, and re-inspecting for compliance.
- Compiling court evidence, filing claims, and testifying in court.
- Researching laws, codes, and regulations in preparing recommendations for allowance or discontinuance of activities.
- Issuing warning letters to violators specifying unsafe conditions and taking necessary corrective actions and compliance dates.

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**SECTION 2. COMPENSATION AND STAFFING**

The hourly rate for the Code Enforcement Officer will be $95.00 per hour, part-time as needed. Any changes in hours or duration will be based on the needs of the City and shall be discussed with and approved in writing by the City prior to implementation. The Agreement's not-to-exceed amount of $450,000 remains unchanged.

**SECTION 3. NO OTHER CHANGES**

Except as expressly amended by this First Amendment, all other terms and conditions of the Agreement, including the term and compensation provisions not specifically amended herein, shall remain in full force and effect.

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

[SIGNATURES ON THE FOLLOWING PAGE.]

**CITY:**
CITY OF LAWNDALE
A Municipal Corporation

_____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke, Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

**CONTRACTOR:**
Willdan Engineering
A California Corporation

By: _____
Name: Katie Nguyen
Title: Secretary

By: _____
Name: Vanessa Munoz
Title: President

Address: 13191 Crossroads Parkway North, Suite 405
City of Industry, CA 91746

[END OF SIGNATURES]

# ATTACHMENT B

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# CITY OF LAWNDALE

## CONTRACT SERVICES AGREEMENT FOR

## ON-CALL BUILDING AND SAFETY SERVICES

This Contract Services Agreement ("Agreement") is made and entered into this 20th day of April, 2026, by and between the City of Lawndale, a municipal corporation ("City"), and Willdan Engineering ("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

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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 four hundred fifty thousand dollars ($450,000) ("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.

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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 "C"*, if any, and incorporated herein by this reference. When requested by the Contractor extensions to the timeframe(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) days cumulatively.

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 June 30, 2027. This Agreement shall begin on the Effective Date and will automatically be renewed from year to year for successive one (1) year periods thereafter unless and until terminated. Either Party may terminate this Agreement at any time by providing the other Party with at least ninety (120) days' written notice, unless otherwise specified in this Agreement.

## 4.0 COORDINATION OF WORK

4.1 Representative of Contractor. Jamie Bruccoleri 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

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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 Officers. The City's City Manager and Community Development Director are hereby designated as the representatives 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 Officers"). It shall be the Contractor's responsibility to assure that the Contract Officers are 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 Officers. 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

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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 appropriate to the contractor's profession 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

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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. Notwithstanding the foregoing, Contractor's obligation to indemnify shall not extend to any liability that arises out of the active or sole negligence or misconduct of the indemnified parties.

## 6.0 RECORDS AND REPORTS

6.1 Reports. Contractor shall periodically prepare and submit to the Contract Officers such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require. Contractor hereby acknowledges that the City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, 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 contemplated herein or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officers 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.

6.2 Records. Contractor shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officers to evaluate the performance of such services. Any and all such documents shall be maintained in accordance with generally accepted accounting principles and shall be complete and detailed. The Contract Officers 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

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the services hereunder, and the City shall have access to such records in the event any audit is required. In the event of dissolution of Contractor's business, custody of the books and records may be given to City, and access shall be provided by Contractor's successor in interest. Notwithstanding the above, the Contractor shall fully cooperate with the City in providing access to the books and records if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

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. City's re-use of such documents and materials for any purpose other than as set forth in the Agreement shall be at City's sole risk. 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 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.

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## 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 (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

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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

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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 Contractor 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]

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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:

Signed by:
Erica Harbison
BA6607D6BB60427...
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke Williams & Sorensen, LLP

Signed by:
Gregory M. Murphy
8EDE820A931E412...
Gregory M. Murphy, City Attorney

**CONTRACTOR:**
Willdan Engineering
a California corporation

Signed by:
By: Kate Nguyen
1728C5031085468...
Name: Kate Nguyen
Title: Secretary

DocuSigned by:
By: Vanessa Munoz
A6A1BAC253C7432...
Name: Vanessa Muñoz
Title: President

Address:
13191 Crossroads Parkway North, Suite 405
City of Industry, CA 91746

Docusign Envelope ID: 1042C9B2-0B48-867A-817E-2C01EF82382F

EXHIBIT "A"

SCOPE OF SERVICES

I. Contractor will perform the following Services on an on-call, Task Order basis, with each Task Order containing a detailed task order scope, budget and schedule for complete, to be pre-authorized by the City's Contract Officers.

Since 1964, the City of Lawndale has contracted with Los Angeles County Department of Public Works for most development-related services, including Building and Safety and Engineering services. Contractor will assume responsibility for the operation of Building and Safety, to provide building and safety services, including Building Division Administration, Building Plan Check, Building Inspections, ands Building Counter Operations.

A. Building Division Administration
B. Building Plan Check
C. Building Inspections
D. Building Counter Operations

More specifically, the Services will include the following to be performed at City Hall:

Issuing and Processing Permits:

Process and issue building, mechanical, electrical, plumbing, sewer, grading, landscape, and pool permits. These responsibilities include:

- Review and verify work products and/or reports for accuracy prior to submission.
- Maintain organized and accurate project records (e.g., permits, record drawings, designs, etc.) according to departmental retention requirements to ensure quick retrieval upon request.
- Coordinate and respond to requests for information within established timelines.
- Identify and clarify technical information (e.g., building permit requirements, zoning regulations, etc.) to customers and direct/refer them to the appropriate agencies, as needed.
- Review plans and provide accurate and complete code-compliance information relevant to the customer's request.
- Review and check forms (e.g., permit applications, bonds, easements, affidavits, etc.) for accuracy, completeness (including required documentation and authorized signatures) and compliance with relevant codes and regulations before submittal.

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- Issue complete and accurate permits according to appropriate codes and departmental policies.

- Calculate and collect the appropriate fees according to established policies and fee schedules.

- Greet callers and office visitors promptly and courteously according to departmental customer service standards.

- Respond promptly to all email inquiries.

Plan Review and Plan Approval

Plan review and plan approval for construction, including architectural and structural plans, mechanical, electrical, and plumbing plans, soils and geotechnical plans, drainage and grading plans, methane gas mitigation plans. These responsibilities include:

- Review engineering documents by accurately and thoroughly identifying discrepancies/issues that are not in compliance with applicable codes, standards and sound engineering principles.

- Communicate review comments and feedback to relevant parties within established timelines.

- Review, approve and sign engineering plans, specifications, and cost estimates within established timelines.

- Conduct complex field inspections and studies to verify general conformity with engineering designs as represented on approved plans and/or industry practices.

- Develop recommendations and implement solutions that reflect an understanding of field operations/conditions and sound engineering practices.

- Resolve and document technical discrepancies/issues in accordance with applicable codes and engineering practices.

- Review and verify work products and/or reports for accuracy prior to submission.

- Prepare and sign/stamp plans, specifications, and cost estimates within established timelines.

- Coordinate and respond to requests for information within established timelines.

- Provide higher level engineering advice to field personnel and internal customers that reflect and understanding of sound engineering principles.

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- Identify and coordinate the review of plans by appropriate personnel and/or agencies to ensure job approach complies with professional engineering techniques and methods.

- Accurately identify discrepancies/issues in design and/or construction phases to ensure compliance with applicable codes, standards, regulatory agencies, and sound engineering principles and communicates to all relevant parties.

- Perform in person plan check services once a week on Tuesdays from 7:30 am to 11:30 am.

Building Inspections:

Provide inspections throughout the construction process until projects are completed and can be signed-off. Minimum required certifications are a valid certification in building inspection and a valid certification in one of the following: electrical, plumbing or mechanical inspection from a recognized code certification organization in a code used by Los Angeles County. These responsibilities include:

- Retrieve and verify appropriate permits and other related documentation for scheduled inspections.

- Review construction plans, codes, ordinances, and other reference materials for the more complex projections prior to inspections to accurately identify issues and ensure compliance with applicable codes and ordinances.

- Schedule site visits within established timelines.

- Performance inspections of larger, more complex structures and buildings (e.g., shopping malls, refineries, large restaurants, apartment complexes, etc.) within established timelines to ensure compliance with County's Building Laws and other related federal, state, and local code requirements and zoning ordinances.

- Identify deficiencies in construction site work and initiate the process to ensure compliance with code and ordinance requirements.

- Enter, update, and organize inspections results and relevant information into the record-keeping systems within established timelines.

- Conduct complex field inspections and studies to verify general conformity with engineering designs as represented on approved plans and/or industry practices.

- Prepare accurate and thorough field inspection and survey reports to verify general conformity with professional engineering techniques and methods in accordance with departmental and industry standards.

- Collect appropriate data to support complex design in compliance with regulatory agency requirements and/or with division practices.

- Resolve and document technical discrepancies/issues in accordance with applicable codes and engineering practices.

Building Official/Office Manager:

Provide Building Official/Office Manager services. Minimum required certifications are a California licensed professional engineer. These responsibilities include:

- Assist in identifying and preparing plans that reflect schedule, staffing, funding sources, appropriate materials needed, technical requirements and all relevant stakeholders.

- Verify that product quality meets established standards (e.g., Quality Assurance/Quality Control) according to divisional, departmental, and regulatory guidelines.

- Coordinate and respond to requests for information within established timelines.

- Participate in coordinating and building consensus between customers, divisions, and internal/external agencies.

- Accurately identify and evaluate new legislation/regulations in order to determine the effect upon departmental operations and recommends a sound course of action.

- Inform technical staff of changes to pertinent laws, rules, and regulations within established timelines to ensure a clear understanding.

- Accurately interpret and explain rules, regulations, and policies (e.g., engineering guidelines), and any changes, to staff within established timelines.

- Coordinate the training of staff in the use of applicable systems.

- Provide accurate technical guidance and relevant feedback within established timelines.

- Deliver training in a clear, technically accurate, concise, and professional manner that reflects current and sound engineering practices.

- Thoroughly prepare and make presentations which are well organized and audience appropriate.

- Respond to inquiries accurately and thoroughly and when necessary, follow up on information or provides appropriate referrals within established timelines.

- Assign work to be completed within stated timelines to appropriate personnel and communicate work expectations.

- Implement new policies and procedures to improve productivity and quality of work.

- Select employees for particular work assignments and assist in making recommendations for employees or release of personnel in according with varying workloads.

- Identify and research appropriate training needs and available resources to ensure technical training on an on-going basis.

- Ensure all appropriate safety guidelines are followed and that staff members attend all required safety training.

- Ensure that staff work meets standards and/or expectations and is in compliance with established policies.

The services will also include the following some of which, where contextually suggested, will be performed at City Hall:

Building Division Administration:

Contractor shall provide an ICC Certified Building Official. The Building Official shall be responsible for the daily administration of the Building Division activities, and shall perform the following services, including but not limited to:

- Function as the Building Official as set forth in the California Building Code, in other City adopted building codes and ordinances, and as specified in Federal and State law.

- Issues Certificates of Use and Occupancy for buildings and structures.

- Manage, coordinate and oversee the building permit and plan check, building inspection, building counter services so that they function as one building and safety organization.

- Maintain, amend and develop ordinances and regulations necessary to the implementation and enforcement of the latest additions of the California Building Code, including any all related Codes, or other uniform safety codes, laws, or regulations as adopted or amended by the City deemed necessary by the City to protect the health, safety, and welfare of its citizens.

- Make determinations on the approval and use of alternative materials and methods of construction.

- Process and prepare Planning Commission and City Council reports and recommendations, and assist in the presentation of appeals regarding building and safety matters. Attend City Council, Planning Commission and other meetings as directed.

- Make final interpretations concerning the application of building and safety codes.

- Monitor the collection of building plan check, inspection, and permit fees and other building activity level indicators, submit monthly activity reports to the City based on this information, and notify the City of any staffing changes necessary to maintain the performance standards.

- Perform all other administrative building and safety related duties, including developing and implementing office policies and procedures and assuring that files and plans are secured, organized and kept up to date.

- Meet with developers, homeowners, business owners, architects, engineers and the general public at the City or in the field, as the need dictates, to resolve grievances and/or respond to questions and ensure timely project processing in compliance with Federal, State and City laws and ordinances.

- Ensure all building related activity is entered into the City's permit tracking system in an accurate, complete and timely manner.

Contractor shall provide to the City the technical assistance necessary to prepare the periodic updates of the uniform building and safety, and fire codes, including any local amendments, in accordance with the schedules established by the State of California, including:

- Prepare the City's code ordinance updates, staff reports and attend City Council meetings.
- Coordinate with the Los Angeles County Fire Department and prepare the City code ordinance update regarding periodic updates to the Uniform Fire Code, including any local amendments, and ensure that the City's building and safety codes and the changes to the Uniform Fire Codes are cross-referenced.

Within the first thirty days of the Agreement, Contractor shall assemble and review all existing City policies, ordinances and conditions pertaining to Building Division operations and document any areas of insufficient, incomplete or missing information.

Based on this review, Contractor shall develop a timetable for the preparation or revision of policies, ordinances and conditions and present a report to the

Community Development Director for consideration.

Building Plan Check Services:

Provide an ICC Certified Plans Examiner to be available at the Building Division Counter from 7:30 a.m. to 11:30 a.m., on Tuesdays, except City designated holidays, to:

- Manage, coordinate and oversee the building permit and plan check, building inspection, building counter and building code enforcement processes in the absence of the Building Official.
- Perform over-the-counter plan checks.
- Answer technical questions from the public, including inquiries regarding building and safety codes and regulations.
- Perform plan checks.
- Assist in more difficult inspections in addition to other duties as assigned.
- Have the ability to serve as Acting or Deputy Building Official in the absence of the Building Official/Community Development Director.

Perform architectural, structural, plumbing, mechanical and electrical plan check review for buildings and structures for compliance with applicable Federal and State laws, building and safety codes, City ordinances, and acceptable engineering practices. Plans not checked by Contractor at the City's offices may be plan checked at the Contractor's local office.

Confirm building use, occupancy, and type of construction, and review construction of buildings and structures to determine satisfaction of safety requirements.

Check for compliance with all applicable codes adopted by the City, including, but not limited to: Uniform Housing Code, California Building, Mechanical, Plumbing, and Electrical Codes, Uniform Swimming Pool Code, Uniform Solar Energy Code, and Sign, Tent, and Relocated Building Codes and any applicable adopted local amendment, State of California codes or regulations.

Review and approve building/structural revisions to plans required during construction.

Calculate building permit and plan check fees, and review permit issuance.

Coordinate building permit requirements and interface with City Departments and other agencies, including but not limited to the Public Works Department, Planning Division, the Los Angeles County Fire Department and the Environmental Health Department of the County of Los Angeles. This also includes Building Division review, comment and provision of "conditions of approval" for site plans and building plans as part of discretionary planning applications.

Docusign Envelope ID: 1042C9B2-0B48-867A-817E-2C01EF82382F

Provide expedited plan check when requested by the City.

Building Inspection Services:

Provide building inspection services by fully trained/certified inspectors for all construction regulated by all applicable Federal, State and City building and safety codes/ordinances, and National Pollution Discharge and Elimination System Permit (NPDES) requirements.

Inspect buildings and structures, for which building permits have been issued, for compliance with the approved plans and applicable codes and ordinances.

Inspect for compliance with conditions of approval set forth by the City's Community Development Department, Planning Commission, and/or City Council.

Coordinate with various City and County agencies and departments, including but not limited to the Los Angeles County Fire Department, Environmental Health Department of the County of Los Angeles and other governmental agencies providing services, and/or having jurisdiction over any aspect of a development project in order to obtain compliance with the above building and safety codes and regulations.

Enforce conditions of approval associated with discretionary permits regarding building and safety regulations, as adopted by the City.

During inspections, issue stop/correct work notices, or notices of violation when violations of the above referenced codes and regulations occur.

Provide all vehicles, fuel, maintenance and other equipment necessary for field personnel to carry out building permit inspections and duties.

Provide special inspections by qualified inspectors and conduct investigations as directed by the City, including field and office research and the preparation of letters and/or documents.

Input daily inspection information into the City's computer permit tracking system. Building Code Enforcement:

Provide inspection, investigation, and enforcement for violations to all the above-referenced building and safety codes and regulations, as well as other adopted City ordinances which relate to building and safety issues, such as various sections of the City's Noise and Nuisance Abatement Ordinances.

During inspections, prepare, document and issue stop/correct work notices, or notices of violation when violations of the above-referenced codes and regulations occur.

Prepare inspection logs, notice of violations and other documents of building and safety code violation cases for submittal to the City Attorney's office when prosecution action is necessary to obtain compliance with the above codes and regulations.

Docusign Envelope ID: 1042C9B2-0B48-867A-817E-2C01EF82382F

Building Counter Operations:

Receive, process and issue building permits and coordinate the plan check and inspection process, including the tracking, routing and storage of building plans and the filing of building permit applications. Input information into city's computer tracking system.

Monitor and track the status of building permit applications and plan checks for expiration and develop a process to notify applicants prior to the expiration of their building permits.

Keep daily logs of building permit and inspection activities. Submit monthly, quarterly and annual reports of Contractor's activities to the city. The reports shall include, but not be limited to, the fees collected, the staffing levels provided, the staff hours expended, the number of permits issued, the number of inspections (by type) made, and other financial, operational, and statistical information pertinent to the Building Plan Check and Inspection services process.

Provide public information regarding building permit applications, plan check and inspection services and related matters.

Identify and collect all required fees for building permit applications and other Building Division services. Facilitate the collection of fees from other department and/or agencies that are due and payable prior to or concurrent with the issuance of a building permit.

Establish, maintain and update all forms in compliance City requirements, regulations, adopted standards, State or other laws and ordinances necessary for the operation of the Building Division, including "hand-out" sheets which explain building permit application processing procedures identified as being provided by the City.

All approval stamps, applications, forms and other documents used in providing Building and Safety Services to the City shall be identified with the City Seal and other identification indicating that the approval stamps, applications, and documents are from the City of Carson. All of the stamps, applications, forms, and other documents or supplies shall be the property of the City. (Costs for the provision of these processing tools and supplies shall be the responsibility of the City.)

Civil Engineering Services

The Contractor shall review tentative and final tract maps, parcel maps, lot line adjustments, lot combinations, quit claim process, and other property related matters in compliance with the Subdivision Map Act.

The Contractor shall review Low Impact Development ("LID") and erosion control plans.

The Contractor shall review grading, drainage, and utility plans.

The Contractor shall review development related geotechnical engineering reports.

The Contractor shall provide land surveying expertise.

Docusign Envelope ID: 1042C9B2-0B48-867A-817E-2C01EF82382F

Performance Standards & Monitoring:

The Contractor shall be responsible for providing monitoring information to the City that shows achievement of the performance standards and that personnel are providing helpful and courteous service to customers. The monitoring may include, but is not limited to, customer feedback through written questionnaires and interviews and observations at the building counter and during building permit inspections, and monthly statistical reports.

City has established Performance Standards that are to be applied to the processing of plan checks, building permits, and general service to the public that interacts with the Community Development Department. These Performance Standards are described in subsections below. Contractor recognizes the targets established in the Performance Standards, and will adhere to these measures in the performance of its services for the City.

The City reserves the right to add, amend or eliminate Performance Standards at any time during the term of this Agreement. The City may use the Performance Standards to gauge the effectiveness of Contractor's service to the City. At the City's request, the Contractor shall be responsible for providing monitoring information which shows that personnel providing services to the City are achieving the Performance Standards.

Contractor shall provide services which meet the following maximum expected turn-around-times for plan check and inspection services. In practice, Contractor shall provide these services with the fastest turn-around-time feasible. Additionally, the following Performance Standards shall be used as a guide to determine staff levels.

- Plan Check - The initial check for building plans for new large scale high density multi-family and mixed-use projects shall be completed within twenty (20) working days or less from the date of plan submittal. The initial check of building plans for new commercial, industrial and residential buildings shall be completed within ten (10) working days or less from the date of plan submittal.

  The initial check of building plans for commercial, industrial and residential remodels, renovations and additions shall be completed within five (5) working days or less from plan submittal.

  All rechecks of building plans shall be completed within five (5) working days or less from resubmittal.

  Plan Check review for routine and simple structures and items shall be completed over-the-building counter. Routine and simple structures and items include, but are limited to; reroofs; patio covers; and fences/walls.

- Inspection – All building inspections requested by 4:00 p.m. on a working day shall be conducted on the next working day with an a.m./p.m. commitment and a two (2) hour window.

  As special circumstances may dictate, after hour or weekend inspections will be conducted.

  At all times, building inspectors shall conduct themselves in a courteous and professional manner and utilize the phone to help coordinate and narrow inspection

times with applicants.

On an as needed basis, assist the City in providing or updating any Building Division information on the City's website.

**I.** In addition to the requirements of Section 6.1 and pursuant to the Task Order's project-specific Scope of Services, the Contract Officers may require the Contractor to provide the following deliverables, as applicable:

**A.** As requested by the Contract Officers.

**II.** All work products are subject to review and acceptance by the City, and must be revised by the Contractor without additional charge to the City until found satisfactory and accepted by City.

**III. Contractor will utilize qualified personnel with the following titles to perform the Services required by the applicable Task Order. Contractor shall obtain the Contract Officer's advanced written approval when replacing any individual assigned to perform services on Task Orders:**

**A.** Jamie Bruccoleri, CBO, CFM, Project Manager and Building Official

**B.** Patrick Johnson, PE, CBO, Principal-in-Charge

**C.** Stefan Chiose, PE, CBO, City Plans Examiner Supervisor

Other Provisions:

1. Hazardous Materials - City acknowledges that Contractor's scope of services for this project does not include any work related in any way to asbestos and/or hazardous waste. Should Contractor or any other party encounter such materials on the job site, or should it in any other way become known that such materials are present or may be present on the job site or any adjacent or nearby areas which may affect Contractor's work, Contractor may, at its option, terminate work on the project until such time as City retains a specialist contractor to abate and/or remove the asbestos and/or hazardous waste materials and warrant that the job site is free from any hazard which may result from the existence of such materials.

2. Independent Contractor Status – Contractor shall be an independent contractor and shall have responsibility for and control over the details and means of providing the services under this Contract.

3. Suspension of Work - City may, at any time, by fifteen (15) days written notice, suspend further performance by Contractor. All suspensions shall extend the time schedule for performance in a mutually satisfactory manner and Contractor shall be paid for all services performed and reimbursable expenses incurred prior to the suspensions date.

    a. be litigated in Superior Court, State of California.

Docusign Envelope ID: 1042C9B2-0B48-867A-817E-2C01EF82382F

EXHIBIT "B"

SCHEDULE OF COMPENSATION

**Title / Hourly Rate**
Certified Building Official - $165
Senior Building Inspector - $120
Building Inspector - $110
Plan Check Engineer - $155
Senior Plans Examiner - $140
Plans Examiner - $130
Geotechnical Engineer - $226
CASp Specialist - $145
Senior Permit Technician - $85
Permit Technician - $75
Administrator Assistant - $65

**MAPPING AND EXPERT SERVICES**
**Title / Hourly Rate**
Survey Analyst I - $151
Survey Analyst II - $174
Senior Survey Analyst - $209
Principal Project Manager - $263

**ADMINISTRATIVE**
**Title / Hourly Rate**
Administrative Assistant I - $102
Administrative Assistant II - $123
Administrative Assistant III - $144
Project Accountant I - $116
Project Accountant II - $136
Project Controller I - $144
Project Controller II - $163

**ADDITIONAL SERVICES**
**Title / Hourly Rate**
Fire Inspector - $120
Fire Marshal - $165
Fire Plans Examiner - $140
Code Enforcement Officer - $95
Code Enforcement Manager - $135

Expedited plan review will be billed at 1.35× of the hourly rate, Overtime and holiday inspectors will be billed at 1.5× the hourly rate. Mileage for inspections will be billed at the current IRS Standard Milage Rate. Willdan reserves the right to increase rates once per year by up to the 12-month percentage change in the Consumer Price Index (CPI) for the area.

Docusign Envelope ID: 1042C9B2-0B48-867A-817E-2C01EF82382F

EXHIBIT "C"

SCHEDULE OF PERFORMANCE

Contractor shall perform all Services on an on-call basis, Task Order basis, as set forth in Exhibit "A".

1. **PURPOSE AND INTENT:**

This Schedule of Performance ("Schedule") establishes minimum performance standards, response times, and service requirements for the provision of Building & Safety services to the City of Lawndale ("City"). Services shall be performed in a professional, timely, and code-compliant manner consistent with the City's obligation to protect the public health, safety, and welfare.

Failure to meet the performance standards set forth herein may constitute a material breach of the Agreement, subject to the terms and remedies provided therein.

2. **GENERAL STANDARD PERFORMANCE:**

Contractor shall:

- Perform all services in accordance with the highest professional standards applicable to municipal Building & Safety services.
- Ensure that all work is performed by properly qualified, certified, and trained personnel.
- Comply with all applicable federal, state, and local laws, ordinances, regulations, and codes, including but not limited to the California Building Standards Codes and the Lawndale Municipal Code.
- Diligently and proactively respond to customer service and public inquiries.
- Coordinate services with City staff, departments, and stakeholders as required.

3. **HOURS OF OPERATION:**

Unless otherwise approved in writing by the City:

- **Standard Business Hours:** Monday through Thursday, 7:00 a.m. - 6:00 p.m, excluding recognized holidays.
- **Inspection Services:** Conducted during standard business hours or as otherwise authorized by the City.
- **Emergency and Life-Safety Response**: Contractor shall provide same-day or immediate response to conditions posing an imminent threat to life, health, or property.

4. **PERFORMANCE STANDARDS AND TIMEFRAMES:**

**4.1 Permit Intake & Review:**

Contractor shall meet the following minimum timelines, provided applications are complete and fees are paid:

- Permit and application intake (counter or electronic): **Same business day.**
- Initial completeness review: **Within three (3) business days.**
- Residential plan review: **Within ten (10) business days.**
- Commercial or industrial plan review: **Within ten (10) to fifteen (15) business days.**
- Re-submittal plan review: **Within five (5) to ten (10) business days,** depending on scope.

Written corrections shall clearly identify deficiencies, code references, and required actions.

**4.2 Permit Issuance:**
Building permits shall be issued within **two (2) business days** following plan approval and receipt of all required documentation, approvals, and fees.

**4.3 Inspections:**
Contractor shall provide inspection services in accordance with the following standards:

- Routine inspections: **Within one (1) business day of request.**
- Re-inspections: **Within one (1) business day of request.**
- Final inspections: **Within one (1) business day of request.**
- Special inspections or inspections requiring coordination: **As mutually scheduled.**

**4.4 Certificates of Occupancy:**
Certificates of Occupancy or Temporary Certificates of Occupancy shall be issued within **two (2) business days** following approval of final inspection and receipt of all required documentation.

## 5. CUSTOMER SERVICE STANDARDS

Contractor shall maintain a high level of public service at all times: Minimum standards include:

- Responding to phone calls, emails, and public inquiries within **one (1) business day.**
- Providing clear, accurate, and consistent information to applicants and the public.
- Maintaining a professional and courteous demeanor in all interactions.

## 6. DOCUMENTATION, RECORDKEEPING, AND SYSTEMS:

Contractor shall:

- Document all permits, inspections, plan reviews, and enforcement actions in the City-authorized permitting and records management system.
- Maintain records in compliance with applicable public records and retention laws.
- Provide reports, summaries, and data as requested by the City, including monthly or quarterly performance reporting if required.

## 7. STAFFING AND QUALIFICATIONS:

Contractor shall ensure:

- All inspectors, plan reviewers, and enforcement personnel hold all certifications required by State law and City policy.
- Staffing levels are sufficient to meet the performance timelines established herein.
- Certifications and professional licenses remain current throughout the term of the Agreement.

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8. **PERFORMANCE MONITORING AND REPORTING:**

The City may evaluate Contractor performance based on, including but not limited to:

- Adherence to plan review and inspection timelines.
- Quality and accuracy of reviews and inspections.
- Customer service metrics and complaint resolution.
- Code compliance and enforcement outcomes.

The City reserves the right to require corrective action plans if performance standards are not met.

9. **EXCEPTIONS AND ADJUSTMENTS:**

At the discretion of City, performance timelines may be reasonably extended due to:

- Incomplete, inaccurate, or misleading applications.
- Unusual project complexity.
- Declared emergencies, disasters, or force majeure events.
- Applicant-requests due to unanticipated delays.

Any such adjustment shall be documented and communicated to the City in writing.

10. **COMPLIANCE**

All services shall be performed in accordance with:

- Applicable building, fire, zoning, and accessibility codes.
- Local ordinances and resolutions.
- State and federal laws and regulations.

11. **INCORPORATION**

This Schedule of Performance is hereby incorporated into and made a part of the Agreement by reference. In the event of a conflict between this Schedule and the Agreement, the terms of the Agreement shall govern unless expressly stated otherwise.

The Contract Officers may approve extensions of performance of the services in accordance with Section 3.2.

docusign

## Certificate Of Completion

Envelope Id: 1042C9B2-0B48-867A-817E-2C01EF82382F
Status: Completed
Subject: Complete with Docusign: Willdan CDD.pdf, Willdan CDD.pdf
Source Envelope:
Document Pages: 37
Signatures: 4
Certificate Pages: 4
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
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Envelope Originator:
Lawndale City Clerk
14717 Burin Ave
Lawndale, CA 90260
cityclerk@lawndale.ca.gov
IP Address: 98.154.103.114

## Record Tracking

Status: Original
5/4/2026 12:56:53 PM
Holder: Lawndale City Clerk
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| Signer Events | Signature | Timestamp |
|---|---|---|
| Kate Nguyen<br>knguyen@willdan.com<br>Secretary<br>Kate Nguyễn<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Accepted: 5/4/2026 1:05:40 PM<br>ID: 82e34aed-f801-4def-bd77-790c170ec20e | Signed by:<br>Kate Nguyen<br>1728C5031085468...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 137.83.224.221 | Sent: 5/4/2026 1:04:00 PM<br>Viewed: 5/4/2026 1:05:40 PM<br>Signed: 5/4/2026 1:05:50 PM |
| Vanessa Munoz<br>vmunoz@willdan.com<br>President<br>Willdan Engineering<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Accepted: 5/4/2026 1:56:58 PM<br>ID: 7716f5e6-af85-4be6-9ebe-94289da91f1f | DocuSigned by:<br>Vanessa Munoz<br>A6A18AC252C2432...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 137.83.248.27 | Sent: 5/4/2026 1:04:00 PM<br>Viewed: 5/4/2026 1:56:58 PM<br>Signed: 5/4/2026 1:57:03 PM |
| Gregory M. Murphy<br>gmurphy@bwslaw.com<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Accepted: 5/6/2026 1:21:19 PM<br>ID: c66a0b7c-352b-43d1-b503-ba7f658858fd | Signed by:<br>Gregory M. Murphy<br>8EDF820A931F412...<br>Signature Adoption: Pre-selected Style<br>Using IP Address: 12.25.245.202 | Sent: 5/6/2026 1:20:07 PM<br>Viewed: 5/6/2026 1:21:19 PM<br>Signed: 5/6/2026 1:21:44 PM |
| Erica Harbison<br>eharbison@lawndale.ca.gov<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Accepted: 5/6/2026 2:54:14 PM<br>ID: 25250e1e-5e01-4e01-92ee-ade662f60dc7 | Signed by:<br>Erica Harbison<br>BA68C7D68B88427...<br>Signature Adoption: Pre-selected Style<br>Using IP Address:<br>2600:1012:b060:f091:55da:cf5:eede:e22f<br>Signed using mobile | Sent: 5/6/2026 1:21:45 PM<br>Viewed: 5/6/2026 2:54:14 PM<br>Signed: 5/6/2026 2:54:49 PM |

| In Person Signer Events | Signature | Timestamp |
|---|---|---|
| **Editor Delivery Events** | **Status** | **Timestamp** |
| **Agent Delivery Events** | **Status** | **Timestamp** |
| **Intermediary Delivery Events** | **Status** | **Timestamp** |
| **Certified Delivery Events** | **Status** | **Timestamp** |
| **Carbon Copy Events** | **Status** | **Timestamp** |
| Adrian Gutierrez<br>agutierrez@lawndale.ca.gov<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | COPIED | Sent: 5/6/2026 2:54:50 PM |
| Patrick Johnson<br>pjohnson@willdan.com<br>Director - Building and Safety<br>Willdan Engineering<br>Security Level: Email, Account Authentication (None)<br>**Electronic Record and Signature Disclosure:**<br>Not Offered via Docusign | COPIED | Sent: 5/6/2026 2:54:50 PM<br>Viewed: 5/6/2026 2:59:46 PM |
| **Witness Events** | **Signature** | **Timestamp** |
| **Notary Events** | **Signature** | **Timestamp** |

| Envelope Summary Events | Status | Timestamps |
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| Envelope Updated | Security Checked | 5/6/2026 1:18:50 PM |
| Envelope Updated | Security Checked | 5/6/2026 1:18:51 PM |
| Envelope Updated | Security Checked | 5/6/2026 1:18:51 PM |
| Envelope Updated | Security Checked | 5/6/2026 1:18:51 PM |
| Envelope Updated | Security Checked | 5/6/2026 1:20:06 PM |
| Certified Delivered | Security Checked | 5/6/2026 2:54:14 PM |
| Signing Complete | Security Checked | 5/6/2026 2:54:49 PM |
| Completed | Security Checked | 5/6/2026 2:54:51 PM |
| **Payment Events** | **Status** | **Timestamps** |
| **Electronic Record and Signature Disclosure** | | |

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### Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### How to contact Yvette Palomo:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:
To contact us by email send messages to: cityclerk@lawndale.ca.gov

### To advise Yvette Palomo of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at cityclerk@lawndale.ca.gov and in the body of such request you must state: your

previous email address, your new email address. We do not require any other information from you to change your email address

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Yvette Palomo**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to cityclerk@lawndale.ca.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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ii. send us an email to cityclerk@lawndale.ca.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Yvette Palomo as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Yvette Palomo during the course of your relationship with Yvette Palomo.

# CITY OF LAWNDALE

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

| | |
|---|---|
| DATE: | April 20, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Raylette Felton, Interim City Manager |
| PREPARED BY: | Peter Kann, Community Development Director |
| SUBJECT: | **Consideration of Award of Contract Services Agreement for Building and Safety Services** |

## BACKGROUND

On April 20, 1964, the County of Los Angeles and the City formally entered into an agreement for building plan check and inspection services for the enforcement of Building Code, Plumbing Code, and Electrical Code. A copy of the original contract is attached as Exhibit A (Agreement).

In November 2025, executive staff from the County's Department of Public Works informed the City of their intent to terminate the Agreement effective July 1, 2026. They advised that they were providing the City (and other cities in the same situation) with advance notice prior to issuing the contractual written notification, which the City is expected to receive sometime in May 2026, as required to terminate the Agreement.

The County currently charges approximately $35,000-$40,000 a month to provide building plan check and inspection services to ensure that all construction, additions, and remodels comply with the applicable building, structural, electrical, plumbing, and mechanical codes to protect the safety and general welfare of the Lawndale community. In addition, the City spends an additional $10,000 - $11,000 a month for a Community Development Technician through 4 Leaf Inc., to supplement the County personnel and provide timely service.

Highlighted below are the services and personnel contracted for with the County:

- One Combination Building Inspector -
  - 5 hours a day of billable services
  - 6 building inspections per day (note, some inspections could take an hour)
  - Up to 2 hours a day to interface with customers and residents for general inquiries and inspection notes and prepare of daily inspections.
- One Senior Civil Engineering Assistant -
  - Currently working 10 to 20 hours per week to review City projects for structural and building code compliance
  - Currently, the Plan Check Engineer sets aside 4 hours once a week to interface with customers and residents regarding project inquires and general inquiries.
- One Building Official - Assist in the day to day operations for approximately 2 hours of billable charges per week.

On December 1, 2025, the City Council authorized staff to initiate the Request for Proposals (RFP) process to solicit proposals from qualified consultants to provide building and safety services for part time building official, plan check engineers, and combination (structural, electrical, plumbing, mechanical, etc) building inspections.

STAFF REVIEW

In January 2026, the RFP was initiated to obtain proposals from qualified firms to provide the same leave of services and staffing provided by the County. The City received a total of seven (7) proposals from the following private engineering firms:

- 4Leaf, Inc
- BPR Consulting
- Bureau Veritas
- CSG
- Interwest
- Transtech
- Willdan Engineering

While all of the firms are qualified, the City received two proposals (Willdan Engineering and Interwest) that were the most responsive and had structural pricing similar to how the County charges the City for services. This similar pricing structure is expected to keep the cost to replace the County's services fairly similar. For comparison's purposes, a chart is provided below to compare the costs of the County, Willdan, and Interwest.

| | Hours/week | Willdan | Interwest | LA County |
|---|---|---|---|---|
| Plan Checker | 20 | $3,100.00 | $3,300.00 | $2,960.00 |
| Building Inspector | 20 | $2,400.00 | $2,900.00 | $3,340.00 |
| Building Official | 5 | $825.00 | $900.00 | $1,090.00 |
| Liability Insurance (3.5%) | | N/A | N/A | $346.85 |
| | | $6,325.00 | $7,100.00 | $7,736.85 |
| | | | | |
| Annual Cost | | $328,900.00 | $369,200.00 | $402,316.20 |

City staff interviewed four of the seven engineering firms (Willdan, Interwest, 4Leaf, and Transtech). Based on the interviews conducted, all of the engineering firms are expected to **improve** the Community Development's backlog of first rounds of structural plan checks and re-submittals. The County's review timeline has increased recently to 6-8 weeks for initial review. This is substantially longer than other jurisdictions not using the County have been seeing recently. Willdan's proposed plan check review time frames are:

- Single Family Residential
  - New construction - 10 business days
  - Addition/Remodel - 5 business days
  - Resubmittals - 5 business days
- Multi-Family Residential
  - New construction - 10 business days
  - Addition/Remodel - 5 business days
- Commercial (tenant improvement) - 10 business days

The City will also utilize the selected professional engineering firm to provide on call engineers, when applicable, to review geotechnical, grading, land surveying, electrical, mechanical, and plumbing plans on as needed basis.

Community Development recommends that the City Council consider approving the Professional Contract Services Agreement with Willdan Engineering. Wildan has over 60 years of nationwide engineering experience in building and safety service. Their experience and expertise, coupled with their proposals shows that they have the ability to fulfill the City's needed building and safety services at the best price.

LEGAL REVIEW

The City Attorney has reviewed and approved this report.

FISCAL IMPACT

In staff's analysis, Willdan's RFP proposal is the least expensive proposal when compared to both the County and other firms.

Fees generated from the review and processing of building permits are expected to cover the City's expense to provide the services. Selection of a private engineering firm is not expected to cause any negative fiscal impact to the City's General Fund.

RECOMMENDATION

Staff recommends that the City Council:

1. Review and discuss the Request for Proposal for full Building and Safety Services to replace the services provided by L.A. County;
2. Approve a Professional Contract Services Agreement between the City of Lawndale and Willdan Engineering for Building and Safety Services, in a form approved by the City Attorney's Office;
3. If necessary, authorize the City Attorney Office to make minor edits based on any direction from the City Council to the Professional Service Agreements; or
4. Provide further direction to staff, if necessary.

**Attachments**

Exhibit A - LA County Contract.pdf

Exhibit B - Proposals Received.pdf

Attachment C - Draft Service Agreement.pdf

# CITY OF LAWNDALE

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

| | |
|---|---|
| DATE: | October 5, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Juan Arauz, City Manager |
| PREPARED BY: | David Toledo , Accounting Manager |
| SUBJECT: | **Approval of Proposed Fiscal Year 2026-27 Authorized Personnel Schedule, Funded and Unfunded Positions, and Providing Authority to the City Manager to Fill Authorized Unfunded Positions** |

## BACKGROUND

The City's annual budget establishes the financial resources necessary to provide municipal services and operate City programs. Personnel expenditures represent a significant component of the City's operating budget and require ongoing management such as vacancies, retirements, employee turnover, reorganizations, changing service demands, and other operational circumstances that occur throughout the fiscal year.

The City Council establishes policy direction and approves the City's annual budget. The City Manager is responsible for the administration of City operations and implementation of Council policy. On June 6, 2026, City Council adopted the FY2026-27 operating and capital budget, including funding for personnel positions. It did not include the 2026-27 Personnel Position Listing that normally identifies the City’s funded/budgeted positions.

The City's proposed FY2026-27 Personnel Position Listing includes both funded and unfunded positions; positions that are necessary to provide services but may not be funded in the current fiscal year. Maintaining these positions as authorized positions provides the City with the ability to respond to changing service needs without having to recreate or separately establish a position each time funding becomes available.

## STAFF REVIEW

The City Council has a continuing role in approving the City's overall organizational structure and budget. The City Manager requires sufficient administrative flexibility to manage vacancies, recruit employees, reorganize operations, and respond to changing workload requirements.

The proposed approach provides the City with greater flexibility to respond to changing operational needs during the fiscal year without requiring the City Council to return for approval each time an existing authorized-unfunded position becomes financially supportable.

The difference between a funded position and an authorized-unfunded position is distinguished in the FY2026-27 Proposed Personnel Positions table (Attachment A). A funded position is a position for which the adopted Fiscal Year 2026-27 budget includes sufficient appropriations to support the anticipated personnel costs. A funded position may be:

- Filled;
- Vacant and available for recruitment;
- Temporarily held vacant; or
- Subject to recruitment or organizational review.

Approval of a funded position does not require the City to immediately fill the position.

An authorized-unfunded position is a position approved by the City Council as part of the City's organizational structure but for which no current-year funding is specifically provided. An authorized-unfunded position would remain vacant until sufficient funding becomes available and the City Manager determines that filling the position is operationally warranted.

This distinction gives the City a mechanism to maintain a planned organizational structure while recognizing that available resources may not permit all authorized positions to be filled at the beginning of the fiscal year. Approval of authorized-unfunded positions does not constitute an appropriation or authorization to incur expenditures. Rather, it establishes the position as part of the City's approved organizational structure, while allowing the position to remain vacant until sufficient funding becomes available. If filling the position requires an increase in appropriations beyond the existing adopted budget, the request will be brought back to City Council for consideration.

Under the proposed framework, the City Manager would have authority to activate and fill an authorized-unfunded position when operational savings or other legally available funding are identified and the Finance Department confirms that sufficient funding exists. Funding used to support an authorized-unfunded position must be legally available for the intended purpose and consistent with any applicable funding restrictions, grant requirements, labor agreements, or other legal limitations.

This authority would allow the City to respond to circumstances such as:

- An extended vacancy in another position;
- Retirement or resignation of an employee;
- Delayed recruitment;
- Reduced contractual expenditures;
- Program changes; or
- Increased service demands.

This approach is intended to provide operational flexibility while maintaining fiscal discipline and Council oversight of the City's overall budget. The proposed action preserves the City Council's authority over the City's overall organizational structure and budget while providing the City Manager with reasonable administrative flexibility to manage personnel resources. The City Council would continue to determine:

- The City's overall organizational structure;
- The total number of authorized positions (funded or unfunded);
- Funding provided through the annual budget;
- Major organizational changes;
- Changes requiring additional appropriations; and
- Policy direction concerning municipal services.

The City Manager would be responsible for day-to-day implementation, including determining when an authorized position should be recruited and filled, subject to the fiscal controls described above. This approach is consistent with the City's stated framework under which the City Council provides overall policy direction and seeks efficient and effective delivery of municipal services.

## LEGAL REVIEW

The City Attorney has reviewed this staff report and resolution and approved them as to form.

## FISCAL IMPACT

Approval of the FY2026-27 Personnel Position Listing, by itself, would have no additional fiscal impact beyond appropriations already included in the FY2026-27 Adopted budget. Funded positions are already incorporated into the adopted budget to the extent identified in the approved budget.

Authorized-unfunded positions would not result in expenditures unless and until the City Manager authorizes activation of a position pursuant to the conditions established by the City Council. If an authorized-unfunded position is subsequently activated, the City Manager and Director of Finance/City Treasurer would be required to identify sufficient funding before the position is filled.

The proposed process is intended to allow the City to use available salary savings and other operational efficiencies while avoiding unnecessary increases to total adopted appropriations.

## RECOMMENDATION

Staff recommends that the City Council:

1. Adopt Resolution #CC-2610-047 approving the Fiscal Year 2026-27 Personnel Position Listing, including both funded and authorized-unfunded positions, as set forth in Attachment A;
2. Authorize the City Manager, when operationally necessary and in the best interests of the City, to activate and fill an authorized-unfunded position identified in Attachment A, provided that sufficient funding is available from:
    - salary and benefit savings resulting from vacant positions;
    - departmental or fund-level operational savings;
    - identified recurring revenues or other ongoing funding sources;
    - elimination, reduction, or restructuring of other authorized expenditures; or
    - other legally available funds approved for personnel purposes;
3. Require that the filling of an authorized-unfunded position not result in an increase to the City's adopted total appropriations unless separately authorized by the City Council;
4. Require that the City Manager and Director of Finance/City Treasurer determine that sufficient funding is available before an authorized-unfunded position is activated and filled; and
5. Authorize the City Manager to make corresponding administrative changes to the City's personnel roster and organizational structure consistent with the Council-approved Personnel Position Listing, provided that such changes comply with applicable law, labor agreements, and the City's adopted budget.

**Attachments**

ATTACHMENT_A_ CC-2610-047 Authorized Personnel Schedule.pdf

ATTACHMENT_B_ Personnel Count - Budgeted Positions FY 26-27 for Adoption.pdf

# ATTACHMENT A

**RESOLUTION NO. CC-2610-047**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA APPROVING AND INCORPORATING THE FY2026-27 AUTHORIZED PERSONNEL SCHEDULE INTO THE ADOPTED BUDGET AND PROVIDING AUTHORITY FOR THE CITY MANAGER TO FILL AUTHORIZED UNFUNDED POSITIONS SUBJECT TO AVAILABLE APPROPRIATIONS**

WHEREAS, the City Council of the City of Lawndale ("City") adopted the annual FY2026-27 Operating and Capital Budget on June 6, 2026, that includes the City of Lawndale, Lawndale Housing Authority, Successor Agency to the City's former Redevelopment Agency, and Lawndale Cable usage Corporation; and

WHEREAS, the adopted FY2026-27 Budget provides appropriations necessary to conduct the City's operations and provide municipal services during the fiscal year; and

WHEREAS, during the preparation and subsequent review of the adopted budget document, City staff identified that the FY2026-27 Authorized Personnel Schedule was inadvertently omitted from the adopted budget document; and

WHEREAS, the omission of the Authorized Personnel Schedule was an administrative document-preparation matter does not require modification of the City's total adopted appropriations; and

WHEREAS, the City Council desires to formally establish and incorporate the FY2026-27 Authorized Personnel Schedule into the City's adopted budget; and

WHEREAS, the City Council desires to identify certain positions as authorized but currently unfunded in order to provide the City with appropriate organizational flexibility while maintaining control over budgetary appropriations; and

WHEREAS, Lawndale Municipal Code Section 2.56.020 designates the City Manager as the City's Personnel Officer and Section 2.08.090 establishes the City Manager's administrative and personnel authorities; and

WHEREAS, the City Council desires to authorize the City Manager to fill an authorized but unfunded position when sufficient operational savings or other legally available funding has been identified, provided that such action does not increase the City's total adopted appropriations without prior approval from City Council.

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

SECTION 1. Authorized Personnel Schedule: That the City Manager's proposed FY2026-27 Authorized Personnel Schedule is hereby adopted and approved as listed in "Exhibit A," subject to applicable aw, personnel rules, labor agreements, classification specifications, salary schedules, and other applicable City policies and resolutions.

SECTION 2. Funded Positions: That positions identified as "Funded" in Exhibit A are authorized positions for which funding is included in the Fiscal Year 2026-27 adopted budget and that the City Manager is authorized to fill funded positions, subject to applicable personnel requirements.

SECTION 3. Unfunded Positions: That positions identified as "Unfunded" in Exhibit A are authorized positions that are not currently supported by dedicated appropriations in the Fiscal Year 2026-27 adopted budget, and that identification of a position as "Unfunded" does not constitute an appropriation or authorization to expend funds.

SECTION 4. Authority to fill Unfunded Positions: That the City Manager is authorized to fill an authorized but unfunded position identified in Exhibit A when the City Manager determines, with confirmation from the Director of Finance, that sufficient operational savings or other legally available funding exists to support the position and that the amount of identified savings or available funding shall be sufficient to support the anticipated fiscal impact of filling the position for the applicable fiscal period.

SECTION 5. No increase in Total Adopted Appropriations: That the authority granted by Section 4 shall not authorize the City Manager to increase the City's total adopted appropriations and that the Director of Finance/City Treasurer is authorized to make such accounting entries and internal budget adjustments as are necessary to implement this Resolution, provided such adjustments are consistent with the adopted budget and do not increase total appropriations.

SECTION 6. Fiscal Year Limitation: That the authority granted under this Resolution applies to FY2026-27 and shall remain in effect through June 30, 2027, unless earlier amended or rescinded by City Council.

SECTION 7. Severability: If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable.

PASSED, APPROVED AND ADOPTED this 5th day of October, 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-2610-047 at a regular meeting of said Council held on the 5th day of October 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

# ATTACHMENT B

**City of Lawndale**
**Authorized Personnel Schedule**
**FY2026-27**

| FULL-TIME POSITIONS | BUDGETED | | UNBUDGETED | |
|---|---|---|---|---|
| Position | No. of Positions | Funded | No. of Positions | Unfunded |
| CITY COUNCIL | | | | |
| Mayor | 1 | X | | |
| Council Member | 4 | X | | |
| **City Council Total** | **5** | | **-** | |
| CITY CLERK | | | | |
| City Clerk | 1 | X | | |
| Assistant City Clerk | 1 | X | | |
| Deputy City Clerk | | | 1 | X |
| Administrative Assistant II | 1 | X | | |
| **City Clerk Total** | **3** | | **1** | |
| CITY MANAGER | | | | |
| City Manager | 1 | X | | |
| Deputy City Manager/HR Director | 1 | X | | |
| Executive Assistant | 1 | X | | |
| Office/Personnel Assistant | 1 | X | | |
| **City Manager Total** | **4** | | **-** | |
| CABLE TELEVISION | | | | |
| Cable Television Supervisor | 1 | X | | |
| **Cable TV Total** | **1** | | **-** | |
| FINANCE | | | | |
| Director of Finance/City Treasurer | 1 | X | | |
| Accounting Manager | 1 | X | | |
| Accounting /Payroll Specialist | 1 | X | | |
| Accounting Specialist | 2 | X | | |
| **Finance Total** | **5** | | **-** | |
| MUNICIPAL SERVICES | | | | |
| Director of Municipal Services | 1 | X | | |
| Municipal Services Manager | | | 1 | X |
| Municipal Services Supervisor | 1 | X | | |
| Code Enforcement Officer II | 2 | X | | |
| Code Enforcement Officer I | | | 1 | X |
| Public Safety Officer | 1 | X | | |
| Administrative Assistant II | 1 | X | | |
| Municipal Services Officer II | 2 | X | | |
| Municipal Services Officer I | 3 | X | | |
| **Municipal Services Total** | **11** | | **2** | |

**City of Lawndale**
**Authorized Personnel Schedule**
**FY2026-27**

| FULL-TIME POSITIONS | BUDGETED | | UNBUDGETED | |
|---|---|---|---|---|
| Position | No. of Positions | Funded | No. of Positions | Unfunded |
| PUBLIC WORKS | | | | |
| Director of Public Works/City Engineer | 1 | X | | |
| Associate Engineer | 1 | X | | |
| Senior Management Analyst | 1 | X | | |
| Maintenance Supervisor | 1 | X | | |
| Administrative Analyst | | | 1 | X |
| Assistant Engineer | 1 | X | | |
| Public Works Inspector | 1 | X | | |
| Engineering Technician | | | 1 | X |
| Maintenance Worker III | 1 | X | | |
| Administrative Assistant II | 1 | | | |
| Maintenance Worker II | 3 | X | | |
| Maintenance Worker I | 5 | X | | |
| Office Assistant | 1 | X | | |
| **Public Works Total** | **17** | | **2** | |
| COMMUNITY DEVELOPMENT | | | | |
| Director of Community Development | 1 | X | | |
| Community Development Manager | | | 1 | X |
| Senior Planner | | | 1 | X |
| Associate Planner | 2 | X | | |
| Grant/Economic Dev Coordinator | | | 1 | X |
| Assistant Planner | | | 1 | X |
| Administrative Assistant II | 1 | X | | |
| Building Permit Specialist | | | 1 | X |
| **Community Development Total** | **4** | | **5** | |
| COMMUNITY SERVICES | | | | |
| Director of Community Services | 1 | | | |
| Community Services Manager | | | 1 | X |
| Community Services Supervisor | 1 | X | | |
| Administrative Assistant II | 1 | X | | |
| Recreation Coordinator | 1 | X | | |
| Community Services Coordinator | | | 1 | X |
| Transit Operator | 1 | X | | |
| Senior Nutrition Specialist | 1 | X | | |
| **Community Services Total** | **6** | | **2** | |
| **GRAND TOTAL - FULL-TIME** | **56** | | **12** | |

**City of Lawndale**
**Authorized Personnel Schedule**
**FY2026-27**

| PART-TIME POSITIONS | BUDGETED | | UNBUDGETED | |
|---|---|---|---|---|
| Position | No. of Positions | Funded | No. of Positions | Unfunded |
| CABLE TELEVISION | | | | |
| CATV Production Assistant II | 1 | X | | |
| CATV Production Assistant | 2 | X | | |
| **Cable TV Total** | **3** | | **-** | |
| MUNICIPAL SERVICES | | | | |
| Municipal Services Officer I | | | 1 | X |
| Emergency Preparedness Coordinator | 1 | X | | |
| Municipal Services Officer II | 1 | X | | |
| Code Enforcement Officer I | 1 | X | | |
| **Municipal Services Total** | **3** | | **1** | |
| PUBLIC WORKS | | | | |
| Office Assistant | | | 1 | X |
| Maintenance Worker I | 2 | X | | |
| **Public Works Total** | **2** | | **1** | |
| COMMUNITY DEVELOPMENT | | | | |
| Associate Planner | | | 1 | X |
| **Community Development Total** | **-** | | **1** | |
| COMMUNITY SERVICES | | | | |
| Delivery Worker | | | 1 | X |
| Recreation Leader | 17 | X | | |
| Senior Recreation Leader | 5 | X | | |
| Transit Operator | 1 | X | | |
| **Community Services Total** | **23** | | **1** | |
| **TOTAL PART-TIME** | **31** | | **4** | |

**PERSONNEL SUMMARY BY PROGRAM (FUNDED)** **FULL-TIME POSITIONS**

| POSITION: | GENERAL (100) | GAS TAX (201) | PROP A (206) | PROP C (207) | CDBG (214) | PORP C25 (240) | MEASURE R (244) | MEASURE M (272) | SB1 (274) | AB939 (276) | RECREATION FUND (277) | SENIOR ACTIVITIES (278) | COMMUNITY DEV FUND (279) | MEASURE W (282) | SB 1383 Local Assistance (286) | HOUSING AUTHORITY (300) | SUCCESOR AGENCY (304) | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CITY COUNCIL (110) | | | | | | | | | | | | | | | | | | |
| Mayor | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| Council Members: | 4.00 | | | | | | | | | | | | | | | | | 4.00 |
| **SUBTOTAL** | **5.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | | **0.00** | **0.00** | **0.00** | | | **0.00** | **0.00** | **5.00** |
| CITY CLERK (130) | | | | | | | | | | | | | | | | | | |
| City Clerk | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| Assistant City Clerk | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| Administrative Assistant II | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| **SUBTOTAL** | **3.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | | **0.00** | **0.00** | **0.00** | | | **0.00** | **0.00** | **3.00** |
| CITY MANAGER (140) | | | | | | | | | | | | | | | | | | |
| City Manager | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| Deputy City Manager/HR Director | 0.50 | | | | | | | | | | | | | | | | | 0.50 |
| Executive Assistant | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| Office/Personnel Assistant | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| **SUBTOTAL** | **3.50** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | | **0.00** | **0.00** | **0.00** | | | **0.00** | **0.00** | **3.50** |
| ADMINISTRATIVE SERVICES (150) | | | | | | | | | | | | | | | | | | |
| Deputy City Manager/HR Director | 0.50 | | | | | | | | | | | | | | | | | 0.50 |
| **SUBTOTAL** | **0.50** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | | **0.00** | **0.00** | **0.00** | | | **0.00** | **0.00** | **0.50** |
| CABLE TELEVISION (170) | | | | | | | | | | | | | | | | | | |
| Cable Television Supervisor | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| **SUBTOTAL** | **1.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | | **0.00** | **0.00** | **0.00** | | | **0.00** | **0.00** | **1.00** |
| FINANCE (190) | | | | | | | | | | | | | | | | | | |
| Director of Finance | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| Accounting Manager | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| Payroll/Accounting Specialist | 0.63 | 0.03 | 0.07 | 0.16 | | | | | | | | | | | | 0.05 | 0.06 | 1.00 |
| Accounting Specialist | 1.94 | | 0.02 | 0.04 | | | | | | | | | | | | | | 2.00 |
| **SUBTOTAL** | **4.57** | **0.03** | **0.09** | **0.20** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | | **0.00** | **0.00** | **0.00** | | | **0.05** | **0.06** | **5.00** |
| MUNICIPAL SERVICES (300) | | | | | | | | | | | | | | | | | | |
| Municipal Services Director | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| Municipal Services Supervisor | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| Administrative Assistant II | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| Code Enforcement Officer II | 2.00 | | | | | | | | | | | | | | | | | 2.00 |
| Municipal Services Officer II | 2.00 | | | | | | | | | | | | | | | | | 2.00 |
| Municipal Services Officer I | 3.00 | | | | | | | | | | | | | | | | | 3.00 |
| Public Safety Officer | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| **SUBTOTAL** | **11.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **11.00** |

## PERSONNEL SUMMARY BY PROGRAM (FUNDED) — FULL-TIME POSITIONS

| POSITION: | GENERAL (100) | GAS TAX (201) | PROP A (206) | PROP C (207) | CDBG (214) | PORP C25 (240) | MEASURE R (244) | MEASURE M (272) | SB1 (274) | AB939 (276) | RECREATION FUND (277) | SENIOR ACTIVITIES (278) | COMMUNITY DEV FUND (279) | MEASURE W (282) | SB 1383 Local Assistance (286) | HOUSING AUTHORITY (300) | SUCCESOR AGENCY (304) | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| PUBLIC WORKS ADMINISTRATION (310) | | | | | | | | | | | | | | | | | | |
| Director of Public Works | 0.10 | | | 0.70 | | | | 0.05 | | 0.05 | | | | 0.05 | 0.05 | | | 1.00 |
| Senior Management Analyst | 0.10 | | | 0.05 | | | | | 0.05 | 0.70 | | | | 0.05 | 0.05 | | | 1.00 |
| Administrative Assistant II | 0.10 | | | 0.25 | | | 0.25 | | 0.25 | 0.15 | | | | | | | | 1.00 |
| Office Assistant | 0.50 | | | | | | | | | 0.50 | | | | | | | | 1.00 |
| **SUBTOTAL** | **0.80** | **0.00** | **0.00** | **1.00** | **0.00** | **0.00** | **0.25** | **0.05** | **0.30** | **1.40** | **0.00** | **0.00** | **0.00** | **0.10** | **0.10** | **0.00** | **0.00** | **4.00** |
| PUBLIC WORKS GROUNDS (320) | | | | | | | | | | | | | | | | | | |
| Maintenance Supervisor | 0.40 | | | | | | | | | 0.10 | | | | | | | | 0.50 |
| Maintenance Worker III | 0.40 | | | | | | | | | 0.10 | | | | | | | | 0.50 |
| Maintenance Worker II | 1.10 | | | | | | | | | 0.00 | | | | | | | | 1.10 |
| Maintenance Worker I | 1.00 | | | | | | | | | | | | | | | | | 1.00 |
| **SUBTOTAL** | **2.90** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.20** | **0.00** | **0.00** | **0.00** | **0.00** | | **0.00** | **0.00** | **3.10** |
| PUBLIC WORKS STREETS (330) | | | | | | | | | | | | | | | | | | |
| Maintenance Supervisor | 0.10 | 0.40 | | | | | | | | | | | | | | | | 0.50 |
| Maintenance Worker III | 0.10 | 0.40 | | | | | | | | | | | | | | | | 0.50 |
| Maintenance Worker II | 0.30 | 0.80 | 0.05 | 0.40 | | | 0.20 | | | 0.15 | | | | | | | | 1.90 |
| Maintenance Worker I | 0.60 | 1.60 | 0.20 | 0.80 | | | 0.40 | | | 0.40 | | | | | | | | 4.00 |
| **SUBTOTAL** | **1.10** | **3.20** | **0.25** | **1.20** | **0.00** | **0.00** | **0.60** | **0.00** | **0.00** | **0.55** | **0.00** | **0.00** | **0.00** | **0.00** | | **0.00** | **0.00** | **6.90** |
| PUBLIC WORKS ENGINEERING (340) | | | | | | | | | | | | | | | | | | |
| Associate Engineer | 0.10 | | 0.00 | 0.00 | 0.20 | 0.00 | 0.00 | 0.35 | 0.30 | | | | | 0.05 | | | | 1.00 |
| Assistant Engineer | 0.10 | | 0.00 | 0.20 | 0.10 | | 0.10 | 0.20 | 0.30 | | | | | | | | | 1.00 |
| Public Works Inspector | 0.10 | 0.40 | 0.05 | 0.30 | | | 0.05 | 0.10 | 0.00 | | | | | | | | | 1.00 |
| **SUBTOTAL** | **0.30** | **0.40** | **0.05** | **0.50** | **0.30** | **0.00** | **0.15** | **0.65** | **0.60** | **0.00** | **0.00** | **0.00** | **0.00** | **0.05** | | **0.00** | **0.00** | **3.00** |
| COMMUNITY DEVELOPMENT (410) | | | | | | | | | | | | | | | | | | |
| Community Development Director | | | | | | | | | | | | | 0.60 | | | 0.25 | 0.15 | 1.00 |
| Associate Planner | | | | | | | | | | | | | 1.20 | | | 0.50 | 0.30 | 2.00 |
| Administrative Assistant II | | | | | | | | | | | | | 0.60 | | | 0.25 | 0.15 | 1.00 |
| **SUBTOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **2.40** | **0.00** | | **1.00** | **0.60** | **4.00** |
| COMMUNITY SERVICES (510) | | | | | | | | | | | | | | | | | | |
| Community Services Director | | | 0.28 | | | | | | | | 0.62 | 0.10 | | | | | | 1.00 |
| Community Services Supervisor | | | | | | | | | | | 1.00 | | | | | | | 1.00 |
| Recreation Coordinator | | | 0.20 | | | | | | | | 0.80 | | | | | | | 1.00 |
| Administrative Assistant II | | | 0.30 | | | | | | | | 0.70 | | | | | | | 1.00 |
| Transit Driver | | | 1.00 | | | | | | | | | | | | | | | 1.00 |
| Senior Nutrition Specialist | | | | | 0.80 | | | | | | 0.20 | | | | | | | 1.00 |
| **SUBTOTAL** | **0.00** | **0.00** | **1.78** | **0.00** | **0.80** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **3.32** | **0.10** | **0.00** | **0.00** | | **0.00** | **0.00** | **6.00** |
| **GRAND TOTAL ALL POSITIONS:** | **33.67** | **3.63** | **2.17** | **2.90** | **1.10** | **0.00** | **1.00** | **0.70** | **0.90** | **2.15** | **3.32** | **0.10** | **2.40** | **0.15** | **0.10** | **1.05** | **0.66** | **56.00** |

## PERSONNEL SUMMARY BY DIVISION (FULL-TIME) (FUNDED)

| POSITION | 2025-26 Adopted | 2026-27 Adopted | Change from Prior Year |
|---|---|---|---|
| CITY COUNCIL (110) | | | |
| Mayor | 1.00 | 1.00 | |
| Council Members | 4.00 | 4.00 | |
| **SUBTOTAL** | **5.00** | **5.00** | **0.00** |
| CITY CLERK (130) | | | |
| City Clerk | 1.00 | 1.00 | |
| Assistant City Clerk | 1.00 | 1.00 | |
| Administrative Assistant II | 1.00 | 1.00 | |
| **SUBTOTAL** | **3.00** | **3.00** | **0.00** |
| CITY MANAGER (140) | | | |
| City Manager | 0.65 | 1.00 | 0.35 |
| Deputy City Manager/HR Director | 0.50 | 0.50 | |
| Executive Assistant | 1.00 | 1.00 | |
| Office/Personnel Assistant | 1.00 | 1.00 | |
| **SUBTOTAL** | **3.15** | **3.50** | **0.35** |
| ADMINISTRATIVE SERVICES (150) | | | |
| Deputy City Manager/HR Director | 0.50 | 0.50 | |
| **SUBTOTAL** | **0.50** | **0.50** | **0.00** |
| CABLE TELEVISION (170) | | | |
| Cable Television Supervisor | 1.00 | 1.00 | |
| **SUBTOTAL** | **1.00** | **1.00** | **0.00** |
| FINANCE (190) | | | |
| Director of Finance | 1.00 | 1.00 | |
| Accounting Manager | 1.00 | 1.00 | |
| Payroll/ Accounting Specialist | 1.00 | 1.00 | |
| Accounting Specialist | 2.00 | 2.00 | |
| **SUBTOTAL** | **5.00** | **5.00** | **0.00** |
| MUNICIPAL SERVICES (300) | | | |
| Municipal Services Director | 1.00 | 1.00 | |
| Municipal Services Supervisor | 1.00 | 1.00 | |
| Administrative Assistant II | 1.00 | 1.00 | |
| Code Enforcement Officer II | 2.00 | 2.00 | |
| Municipal Services Officer II | 2.00 | 2.00 | |
| Municipal Services Officer I | 3.00 | 3.00 | |
| Public Safety Officer | 0.00 | 1.00 | 1.00 |
| **SUBTOTAL** | **10.00** | **11.00** | **1.00** |
| PUBLIC WORKS ADMINISTRATION (310) | | | |
| Director of Public Works | 1.00 | 1.00 | |
| Senior Management Analyst | 1.00 | 1.00 | |
| Administrative Assistant II | 1.00 | 1.00 | |
| Office Assistant | 1.00 | 1.00 | |
| **SUBTOTAL** | **4.00** | **4.00** | **0.00** |

## PERSONNEL SUMMARY BY DIVISION (FULL-TIME) (FUNDED)

| POSITION | 2025-26 Adopted | 2026-27 Adopted | Change from Prior Year |
|---|---|---|---|
| PUBLIC WORKS GROUNDS (320) | | | |
| Maintenance Supervisor | 0.50 | 0.50 | |
| Maintenance Worker III | 0.50 | 0.50 | |
| Maintenance Worker II | 1.10 | 1.10 | |
| Maintenance Worker I | 1.00 | 1.00 | |
| **SUBTOTAL** | **3.10** | **3.10** | **0.00** |
| PUBLIC WORKS STREETS (330) | | | |
| Maintenance Supervisor | 0.50 | 0.50 | |
| Maintenance Worker III | 0.50 | 0.50 | |
| Maintenance Worker II | 1.90 | 1.90 | |
| Maintenance Worker I | 4.00 | 4.00 | |
| **SUBTOTAL** | **6.90** | **6.90** | **0.00** |
| PUBLIC WORKS ENGINEERING (340) | | | |
| Associate Engineer | 1.00 | 1.00 | |
| Assistant Engineer | 1.00 | 1.00 | |
| Public Works Inspector | 1.00 | 1.00 | |
| **SUBTOTAL** | **3.00** | **3.00** | **0.00** |
| COMMUNITY DEVELOPMENT (410) | | | |
| City Manager | 0.35 | 0.00 | (0.35) |
| Community Development Director | 1.00 | 1.00 | |
| Associate Planner | 2.00 | 2.00 | |
| Administrative Assistant II | 1.00 | 1.00 | |
| **SUBTOTAL** | **4.35** | **4.00** | **-0.35** |
| COMMUNITY SERVICES (510) | | | |
| Community Services Director | 1.00 | 1.00 | |
| Community Services Supervisor | 1.00 | 1.00 | |
| Recreation Coordinator | 1.00 | 1.00 | |
| Administrative Assistant II | 1.00 | 1.00 | |
| Senior Nutrition Specialist | 1.00 | 1.00 | |
| Transit Driver | 1.00 | 1.00 | |
| **SUBTOTAL** | **6.00** | **6.00** | **0.00** |
| **TOTAL FULL-TIME POSITIONS** | **55.00** | **56.00** | **1.00** |

Note: 1 = 40 hours per week

## PERSONNEL SUMMARY BY PROGRAM (FUNDED) PART-TIME POSITIONS

| | GENERAL (100) | GAS TAX (201) | PROP A (206) | AB939 (276) | RECREATION FUND (277) | TOTAL |
|---|---|---|---|---|---|---|
| CABLE TV (170) | | | | | | |
| Cable TV Production Assistant | 2.00 | | | | | 2.00 |
| Cable TV Production Assistant II | 1.00 | | | | | 1.00 |
| **SUBTOTAL** | **2.00** | **0.00** | **0.00** | | **0.00** | **3.00** |
| MUNICIPAL SERVICES (300) | | | | | | |
| Municipal Services Officer II | 1.00 | | | | | 1.00 |
| Code Enforcement Officer I | 1.00 | | | | | 1.00 |
| Emergency Preparedness Coordinator | 1.00 | | | | | 1.00 |
| **SUBTOTAL** | **3.00** | **0.00** | **0.00** | | **0.00** | **3.00** |
| Public Works - Administration(310) | | | | | | |
| **SUBTOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| PUBLIC WORKS GROUNDS (320) | | | | | | |
| Maintenance Worker I | 1.00 | | | | | 1.00 |
| **SUBTOTAL** | **1.00** | **0.00** | **0.00** | | **0.00** | **1.00** |
| PUBLIC WORKS STREETS (330) | | | | | | |
| Maintenance Worker I | | 1.00 | | | | 1.00 |
| **SUBTOTAL** | **0.00** | **1.00** | **0.00** | | **0.00** | **1.00** |
| COMMUNITY SERVICES ADMINISTRATION (510) | | | | | | |
| Recreation Leader | | | | | 17.00 | 17.00 |
| Senior Recreation Leader | | | | | 5.00 | 5.00 |
| **SUBTOTAL** | **0.00** | **0.00** | **0.00** | **0.00** | **22.00** | **22.00** |
| COMMUNITY SERVICES TRANSPORTATION (540) | | | | | | |
| Transit Operator | | 0.00 | 1.00 | | 0.00 | 1.00 |
| **SUBTOTAL** | **0.00** | **0.00** | **1.00** | **0.00** | **0.00** | **1.00** |
| **GRAND TOTAL ALL POSITIONS:** | **6.00** | **1.00** | **1.00** | **0.00** | **22.00** | **31.00** |

NOTE: 1 = 1 Part Time Staff

## PERSONNEL SUMMARY BY DIVISION (PART-TIME) (FUNDED)

| POSITION | 2025-26 Adopted | 2026-27 Adopted | Change from Prior Year |
|---|---|---|---|
| CABLE TV (170) | | | |
| Cable TV Production Assistant | 2.00 | 2.00 | |
| Cable TV Production Assistant II | 1.00 | 1.00 | |
| **SUBTOTAL** | **3.00** | **3.00** | **0.00** |
| MUNICIPAL SERVICES (300) | | | |
| Code Enforcement Officer I | 1.00 | 1.00 | |
| Municipal Services Officer II | 1.00 | 1.00 | |
| Emergency Preparedness Coordinator | 1.00 | 1.00 | |
| **SUBTOTAL** | **3.00** | **3.00** | **0.00** |
| PUBLIC WORKS ADMINISTRATION (310) | | | |
| **SUBTOTAL** | **0.00** | **0.00** | **0.00** |
| PUBLIC WORKS GROUNDS (320) | | | |
| Maintenance Worker I | 1.00 | 1.00 | |
| **SUBTOTAL** | **1.00** | **1.00** | **0.00** |
| PUBLIC WORKS STREETS (330) | | | |
| Maintenance Worker I | 1.00 | 1.00 | |
| **SUBTOTAL** | **1.00** | **1.00** | **0.00** |
| COMMUNITY SERVICES ADMIN. (510) | | | |
| Recreation Leaders | 17.00 | 17.00 | |
| Senior Recreation Leaders | 4.00 | 5.00 | 1.00 |
| **SUBTOTAL** | **21.00** | **22.00** | **1.00** |
| COMMUNITY SERVICES TRANS. (540) | | | |
| Transit Driver | 1.00 | 1.00 | 0.00 |
| | **1.00** | **1.00** | **0.00** |
| **TOTAL PART-TIME POSITIONS** | **30.00** | **31.00** | **1.00** |

NOTE: 1 = 1 Part Time Staff

# CITY OF LAWNDALE

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

| | |
|---|---|
| DATE: | October 5, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Juan Arauz, City Manager |
| PREPARED BY: | David Toledo , Accounting Manager |
| SUBJECT: | **Approval of Professional Services Agreement with Wildan Engineering for Community Development Consulting Services** |

## BACKGROUND

The Community Development Department is currently experiencing staffing shortages due to vacancies, including the Community Development Director position. This position is responsible for overseeing planning, building, economic development, and housing. These shortages have impacted the department's ability to maintain service levels, and support ongoing projects.

While currently actively recruitment for a permanent Community Development Director, it might be several months before the position is filled. During this period, uninterrupted leadership is necessary to maintain department operations, support staff, oversee development projects, and ensure timely delivery of services to residents, businesses, and developers.

## STAFF REVIEW

Appointing an Interim/Consulting Community Development Director to provide experienced leadership during the recruitment process will ensure continuity of operations. The consultant will oversee daily departmental functions, manage personnel, and provide guidance on planning and development matters.

The interim appointment will also help maintain progress on ongoing development applications, capital improvement coordination, long-range planning initiatives, grant administration, code enforcement coordination and regulatory compliance. This continuity minimizes operational disruption and supports consistent customer service while allowing adequate time to recruit the most qualified permanent candidate.

The proposed agreement provides the City with immediate access to experienced executive-level community development services while maintaining operational continuity and minimizing disruption to citizen services. The consultant will work closely with City management to ensure ongoing projects continue without interruption.

The City reviewed personnel from several firms: MV Cheng & Associates, Romo Planning Group (RPG), Willdan Engineering and Michael Baker International. The City chose Willdan Engineering (Willdan) because this firm specializes in staff augmentation, planning, building and safety, community development, city engineering services, and environmental consulting for California local governments.

The hourly rate of the consultant will be $258.00, part-time as needed. Any changes in hours or duration can be adjusted by the City Manager to reflect the needs of the City. The professional services agreement (PSA) will have a not-to-exceed amount of $75,000 and the contract term will end on January 31, 2027.

Presently, there is a Willdan contracted Interim Community Development Director managing the department's operations. However, the interim was brought under the City Manager's maximum approval authority of $15,000, which is expected to last until mid-to-late October 2026.

## ENVIRONMENTAL ASSESSMENT

City staff has determined, in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, that this action is an administrative personnel matter and is not considered a project under applicable environmental review requirements. Therefore, no environmental review is required.

## LEGAL REVIEW

The City Attorney has reviewed this staff report and agreement and approved it as to form.

## FISCAL IMPACT

There will be no impact to the General Fund, therefore, no appropriations will be needed. Salary savings related to the vacancy of the Community Development Director position will cover the anticipated contract costs in the current fiscal year.

## RECOMMENDATION

Staff recommend that the City Council approve the Professional Services Agreement with Willdan Engineering for community development consulting services, pending the recruitment of the permanent Community Development Director, in a form approved by the City Attorney.

**Attachments**

PSA_Willdan Engineering_Interim CD Director 9.24.2026.pdf

# ATTACHMENT A

**CITY OF LAWNDALE**

**CONTRACT SERVICES AGREEMENT FOR**

**PROFESSIONAL SERVICES AGREEMENT WITH WILLDAN ENGINEERING FOR COMMUNITY DEVELOPMENT CONSULTING SERVICES**

This Contract Services Agreement ("Agreement") is made and entered into this 5th day of October, 2026, by and between the City of Lawndale, a municipal corporation ("City"), and Willdan Engineering, a California corporation ("Consultant").

NOW, THEREFORE, the parties agree as follows:

## 1.0 SERVICES OF CONSULTANT

1.1 Scope of Services. Consultant will perform the work or services set forth in the "Scope of Services" attached as *Exhibit "A"* and incorporated herein by reference in compliance with all of the terms and conditions of this Agreement. Consultant represents that Consultant has thoroughly investigated and considered the Scope of Services to be performed and warrants that all work or services will be performed in a competent, professional, and satisfactory manner. Additional terms and conditions of this Agreement, if any, are set forth in the "Special Requirements" attached 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 *Exhibit "B"* will govern.

1.2 Compliance With Law. All work and services rendered under this Agreement will be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the City and any federal, state or local governmental agency of competent jurisdiction.

1.3 Licenses, Permits, Fees and Assessments. Consultant will obtain, at its sole cost and expense, all licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.

## 2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant will be compensated in accordance with the "Schedule of Compensation" attached as *Exhibit "C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of seventy-five thousand dollars ($75,000) ("Contract Sum").

2.2 Method of Payment. Provided that Consultant is not in default under the terms of this Agreement, Consultant will be paid generally within 30 days, and no later the 45 days from the submission of an invoice in an approved form.

2.3 Invoicing. Each month during the term of this Agreement, Consultant must furnish City with an original invoice for all services performed and expenses incurred during the preceding month in accordance with the fee schedule set forth in Exhibit C. Except as to any

charges for work performed or expenses incurred by Consultant that are disputed by City, City will cause Consultant to be paid within 30 days of receipt of Consultant's invoice.

## 3.0 COORDINATION OF WORK

3.1 Representative of Consultant. Misty Cheng is designated as the Consultant's representative authorized to act on its behalf with respect to this Agreement and to make all decisions necessary in connection with this Agreement. Consultant may designate a substitute representative by providing written notice to City's Contract Officer.

3.2 Contract Officer. The City's City Manager is designated as the City's representative authorized to act on its behalf with respect to this Agreement and to make all decisions in connection this Agreement ("Contract Officer"). The City may designate a substitute Contract Officer by providing written notice to Consultant.

3.3 Prohibition Against Subcontracting or Assignment. Consultant may not contract with any entity to perform in whole or in part the work or services required under this Agreement without the written approval of the City. Neither this Agreement nor any interest in the 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.

3.4 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.

## 4.0 INSURANCE AND INDEMNIFICATION

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

(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 must 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 and $2,000,000.00 annual aggregate with respect to loss arising from the actions of Consultant performing professional services under this Agreement 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, except professional liability insurance, must be primary insurance. The general liability policy must name the City's officers, employees and agents ("City Parties") as additional insureds and must 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 the required policies of insurance must provide that they may be not cancelled without providing 10 days prior written notice by registered mail to the City. In the event any of the policies are cancelled or amended, Consultant must, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 4.1 to the Contract Officer. No work or services under this Agreement may 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 4.1 must 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 will 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 must require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 4.1.

Consultant must furnish proof of insurance required under this section before commencement of any work.

4.2 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 agrees to 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 or subcontractors (or any entity or individual for which Consultant bears 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 agrees to 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.

## 5.0 TERM

5.1 Term. Unless earlier terminated in accordance with Section 5.2 below, this Agreement will begin on October 5, 2026, and continue in full force and effect until January 31, 2026.

5.2 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party. Upon receipt of the notice of termination, the Consultant must immediately cease all work or services under this Agreement except as may be approved by the Contract Officer in writing. In the event of termination, Consultant will be compensated for all services rendered prior to the effectiveness of the notice of termination to the City's satisfaction and for any additional services authorized by the Contract Officer and City will be entitled to reimbursement for any compensation paid in excess of the services rendered to the City's satisfaction. Upon termination of this Agreement by either Consultant or City, all property belonging to City that is in Consultant's possession must be returned to City. Consultant must promptly deliver to City a final invoice for all outstanding services performed and expenses incurred by Consultant as of the date of termination. Compensation for work in progress not based on an hourly rate will be prorated based on the percentage of work completed as of the date of termination.

## 6.0 MISCELLANEOUS

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

6.2 Non-liability of City Officers and Employees. No officer, employee, or agent of the City will 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.

6.3 Conflict of Interest. No officer, employee, or agent of the City may have any financial interest in this Agreement nor may any such officer, employee, or agent 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, directly or indirectly, interested, in violation of any state or local statute or regulation. The Consultant warrants that it (and its officers and employees) has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. When requested by the Contract Officer, prior to the City's execution of this Agreement, Consultant will provide the City with an executed statement of economic interest.

6.4 Notice. Any notice or other 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 and to the attention of the Contract Officer, at City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Consultant, to the Consultant's representative at the address designated on the execution page of this Agreement. Notice will be deemed effective three days after deposit of the same in the custody of the United States Postal Service, postage prepaid, for first class delivery, or upon delivery if using a major courier service with tracking capabilities. Any party may change its notice information by giving notice to the other party in compliance with this section.

6.5 Interpretation. The terms of this Agreement will be construed in accordance with the meaning of the language used and will 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.

6.6 Integration; Amendment. It is agreed that there are no oral agreements between the parties affecting this Agreement and that this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the

parties, and none will be used to interpret this Agreement. This Agreement may be amended at any time by a writing signed by both parties.

6.7 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 are hereby declared as severable and will 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.

6.8 Waiver. No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default 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.

6.9 Attorneys' Fees. If either party to this Agreement is required to initiate, 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, will be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment.

6.10 Corporate Authority. The persons executing this Agreement on behalf of the parties 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 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.

6.11 Project Documents. All original computer programs, data, designs, drawings, files, maps, memoranda, models, notes, photographs, reports, studies, surveys and other documents (collectively, "Project Documents") prepared, developed or discovered by Consultant in the course of providing services under this Agreement will become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of Consultant. Consultant will take such steps as are necessary to perfect or protect the ownership interest of City in such Project Documents. Upon completion, expiration or termination of this Agreement or upon request by City, Consultant must turn over to City all such original Project Documents in its possession; provided, however, that Consultant may retain copies of Project Documents. City acknowledges and agrees that use of Consultant's completed work product, for purposes other than identified in this Agreement, or use of incomplete work product, is at City's own risk. If necessary, Consultant agrees to execute all appropriate documents to assign to City the copyright or intellectual property rights to the Project Documents created pursuant to this Agreement. Except as necessary for the performance of services under this Agreement, no Project Documents prepared under this Agreement, will be released by Consultant to any other person or entity without City's prior written approval.

6.12 Confidentiality of Project Documents. All information gained or work product produced by Consultant in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the Contract Officer, except as may be required by law. Consultant, its officers, employees, or agents, may not, without prior written authorization from the Contract Officer 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 Consultant gives City notice of such court order or subpoena. If Consultant, or any officer, employee, or agent of Consultant, provides any information or work product (including Project Documents) in violation of this Agreement, then City will have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys fees, caused by or incurred as a result of Consultant's conduct. Consultant must promptly notify City should Consultant, 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 Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. 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.

6.13 Audit and Review. Consultant must maintain all documents and records demonstrating or relating to Consultant's performance of services under this Agreement, including ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to City under this Agreement. All financial documents or records must be maintained in accordance with generally accepted accounting principles and all other documents must be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Consultant under this Agreement. All such documents or records must be maintained for at least three years following the final payment under this Agreement. Any and all records or documents required to be maintained by this section must be made available for inspection, audit and copying, at any time during regular business hours, upon written request by City or its designated representative. Copies of such documents or records must be provided directly to City for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records must be made available at Consultant's address indicated for receipt of notices in this Agreement. Where City has reason to believe that any of the documents or records required to be maintained by this section may be lost or discarded due to dissolution or termination of Consultant's business, City may, by written request, require that custody of such documents or records be given to a person or entity mutually agreed upon and that such documents and records thereafter be maintained by such person or entity at Consultant's expense. Access to such documents and records must be granted to City, as well as to its successors-in-interest and authorized representatives.

6.14 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.

6.15 Venue. In the event of litigation between the parties, venue in will be exclusively in a state court in the County of Los Angeles.

[SIGNATURES NEXT 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:
Willdan Engineering

By:_____
Name: Kate Nguyen
Title: Secretary

By:_____
Name: Vanessa Munoz
Title: President

Address: 13191 Crossroads Parkway North, Suite 405
City of Industry, CA 91746

[END OF SIGNATURES]

## EXHIBIT "A"

## SCOPE OF SERVICES

Consultant will provide a professional interim community development director to manage the day-to-day operations of the Community Development Department. Duties include, but are not limited to training of staff, managing advanced/complex development projects, coordinate meaningful and effective collaboration with other divisions and departments, attend Planning Commission and City Council meetings as needed, develop and implement strategies to address staffing needs and align workforce capacity with City goals, and any other related planning and administrative tasks.

**EXHIBIT "B"**

**SPECIAL REQUIREMENTS**

"Hiring of Consultant's associates and/or subcontractors

City agrees that each of Consultant's associates and/or sub-contractors that perform work for City under this Agreement will only be able to obtain a direct contract or professional services agreement with the City after two years have elapsed following the expiration of this Agreement. In the alternative, should the City hire one of Contractor's associates or sub-contractors that perform work under this Agreement as a full-time, permanent, fully-benefitted employee before the two-year period has elapsed, City agrees to first perform a recruitment AND not to consider the associate and/or sub-contractor until that person has billed 960 hours to the City under this Agreement. City further agrees that if it hires one of Consultant's associates and/or sub-contractors as a part-time, non-benefited employee it will do so only after the associate and/or sub-contractor has billed 960 hours to the City under this Agreement and the City has paid to Consultant a fee of 5% of the associate and/or subcontractor's annualized wages based on the hourly rate charged. If, prior to the expiration of the two-year period mentioned above City employs one or more of Consultant's associates and/or sub-contractors that perform work under this Agreement through another temporary service or staffing agency, City agrees to pay to Consultant a fee of 10% of the associate and/or subcontractor's annualized wages based on the hourly rate charged.

## EXHIBIT "C"

## SCHEDULE OF COMPENSATION

Consultant shall provide professional interim community development director services on an as needed basis, expected to be at approximately 16 hours per week. Consultant shall bill the City at a rate of $258 per hour for all services related to this Agreement and as identified in the Exhibit A – Scope of Services.

# CITY OF LAWNDALE

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

| | |
|---|---|
| DATE: | October 5, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Juan Arauz, City Manager |
| PREPARED BY: | Lucho Rodriguez, Public Works Director<br>Nick Petrevski, Associate Engineer |
| SUBJECT: | **Award ADA Curb Ramps Design to Kimley-Horn** |

## BACKGROUND

The City is preparing in house plans and specifications for the FY 25/26 Street Improvement Project, which includes improvements along Condon Avenue from Artesia Boulevard to 170$^{th}$ Street. As part of the planning phase of the Street Rehabilitation Project (Project), staff identified nine (9) locations where detailed curb ramp design is needed due to the existing reduced space available at some street corners (Attachment F). Federal law requires access ramps at the corners be updated or constructed to meet the latest Americans with Disabilities (ADA) requirement as part of street resurfacing projects.

## STAFF REVIEW

In September 2026, staff issued an informal Request for Proposal (RFP) to the City's On-Call Engineering Services firms and received four (4) responses by the submission deadline of September 17, 2026. Proposal reviews were based on many factors including timeline for delivery, understanding of scope, and cost. While the proposals are from On-Call consultants, the cost of the design exceeds City Manager and staff authority, therefore requiring City Council approval.

The proposals received were reviewed by Public Works staff. The proposal rankings are as follows:

| Rank | Consultant Name | Total Cost |
|---|---|---|
| 1. | Kimley-Horn and Associates, Inc. | $47,250.00 |
| 2. | Trasntech | $58,039.00 |
| 3. | Willdan Engineering | $62,450.00 |
| 4. | Onward Engineering | $90,700.00 |

The proposal submitted by Kimley-Horn and Associates, Inc. is the preferred proposal based on the best timeline, scope understanding, and cost. Other proposals included items not necessary, nor requested, for the task such as utility coordination, bid or construction support, or preparation of project specifications. Even when excluding the unnecessary task items from other proposals, Kimley-Horn still has the best task understanding, timeline, and cost. Kimley-Horn has satisfactorily performed other designs for the City in the past.

The FY 2025-26 Street Rehabilitation Project has $1,253,000.00 budgeted from various funding sources. The On-Call Task Order cost breakdown is as follows:

| | |
|---|---|
| Task Order Amount | $47,250.00 |
| Task Order Contingency (15%) | $ 7,087.50 |
| Total Task Order Estimate | $54,337.50 |

Staff proposes to issue a task order under the City's existing On-Call Traffic Engineering Services agreement for design of nine (9) ADA ramps on Condon Avenue from Artesia Boulevard to 170$^{th}$ Street.

ENVIRONMENTAL REVIEW

Design projects are considered categorically exempt from California Environmental Quality Act (CEQA) under Sections 15061(b)(3).

LEGAL REVIEW

The City Attorney has reviewed this report.

FISCAL IMPACT

The design of these improvements will be covered from SB1 (274-310-700.311) which include $541,000.00 in available funds.

RECOMMENDATION

Staff recommends that the City Council:

1. Award the design of ADA Curb Ramps to Kimley-Horn and Associates, Inc. in the amount of $47,250.00; and
2. Approve the design Contingency of $7,087.50 for the preparation of the plans.

**Attachments**

A. Existing On-call Agreement for Kimley-Horn.pdf

B. Kimley-Horn Proposal.pdf

F. Photos of Existing Conditions.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 Kimley-Horn and Associates, 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. Sri Chakravarthy 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:**
Kimley-Horn and Associates, Inc.
a [North Carolina corporation]

By: _____
Name: Sri Chakravarthy, P.E 73629
Title: Vice President

By: _____
Name: Laura Forinash
Title: Assistant Secretary

Address: 180 Ocean Blvd. STE 1200
Long Beach, CA 90802

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 Kimley-Horn and Associates, 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

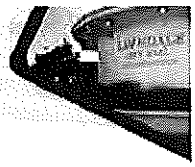
If coverage is maintained on a "claims-made" basis, Contractor must maintain such coverage for an additional period of three years following termination of the Agreement.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

STATEMENT OF QUALIFICATIONS

**ON-CALL TRAFFIC ENGINEERING SERVICES**



# HOURLY RATE SCHEDULE

## Kimley-Horn and Associates, Inc.

| Key Staff | Classification | Rate |
|---|---|---|
| Laura Forinash<br>*PE 93146*<br>*TE 2818* | Project Manager/Sr. Professional I | $325 |
| Sri Chakravarthy<br>*PE #73629*<br>*TE #2531* | Principal-in-Charge/Sr. Professional II | $365 |
| Sowmya Chandrasekhar<br>*PE #83100*<br>*TE #2760* | QC/QA Manager/Sr. Professional I | $325 |
| Steven Anderson<br>*PE. #73460* | Task Lead/Sr. Professional I | $325 |
| | Analyst I | $130 - $160 |
| | Analyst II | $170 - $200 |
| | Professional | $200 - $230 |
| | Senior Professional I | $255 - $325 |
| | Senior Professional II | $350- $395 |
| | Senior Technical Support | $120 - $300 |
| | Technical Support | $100 - $175 |
| | Support Staff | $85 - $145 |

Effective through June 30, 2026. Subject to annual adjustment thereafter.

Other Direct Costs: Outside Printing/Reproduction, Delivery Services/USPS, Misc. Field Equipment/Supplies, and Travel Expenses will be billed at actual cost. Mileage will be billed at the Federal Rate.

Subconsultants will be billed per the Contract

*Rates reflect the full range of Kimley-Horn's staff - from technical support through senior professionals - ensuring each task is handled at the right level. Senior Professional II includes Subject Matter Experts who bring specialized knowledge to complex challenges, while junior and mid-level staff provide efficient day-to-day support. This balance gives the City both cost-effective delivery and access to top-tier expertise.*

Attachment 1

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

Not applicable

# Attachment B

Kimley»Horn

September 17, 2026

Nick Petrevski
Associate Engineer
City of Lawndale Public Works
4722 Manhattan Beach Blvd
Lawndale, CA 90260

**Subject: Task Order Request: Nine Curb Ramps along Condon Ave**

Dear Nick,

In response to your task order request on September 3 for a cost proposal to provide an engineer designed plan to develop seven bulbouts and two additional ramps along Condon Ave, we have developed an understanding and scope to provide services for this task.

All of the ramps are located along the Condon Ave corridor, a residential section just north of Artesia Blvd. Accordingly, none of the locations have signalized intersections or existing storm drain infrastructure at these corners. There do not appear to be any major utility vaults, guy wires or vertical issues at these locations.




*Figure 1: Location of improvements along Condon Ave.*

The seven bulbout locations have a very limited path of travel that can be remediated by the installation of a bulbout. In order to validate sufficient flow around the bulbout, our team recommends providing a profile of the curb line. For the remaining two ramps, a plan view is sufficient.

Kimley-Horn will utilize CL Survey to perform survey base mapping for the nine ramps. The survey will establish relative control based upon assumed horizontal coordinates and elevations; no basis of bearing, benchmark or tie-ins will be provided. The topographic survey will document existing site topography and planimetries, including any visible features. The map will extend to the assumed center of the street and to 25 feet on each side of the end of the existing curb return. Collection will be limited to 3 feet behind the back of walk. The map will include an AutoCAD Civil 3dD drawing file with the Ascii point file.

No utility outreach is anticipated for this design, and no utility relocations are anticipated. Any existing

walls, fencing, steps and utility poles will not be altered, and we assume we can lower the back of walk by up to 9” without impacting any current infrastructure.

The basis will be the Standard Plans for Public Works Construction (Green Book). For the two ADA ramps, the goal will be to develop a Case B Type 1 ramp. The bulbouts will likely be different Case A types and can be single or dual directional based upon feedback from the city. No specifications are assumed as the contractor can utilize the Green Book Standard Specifications, and no cost estimate will be developed. Any bid support or construction support can be provided on a time and material basis.

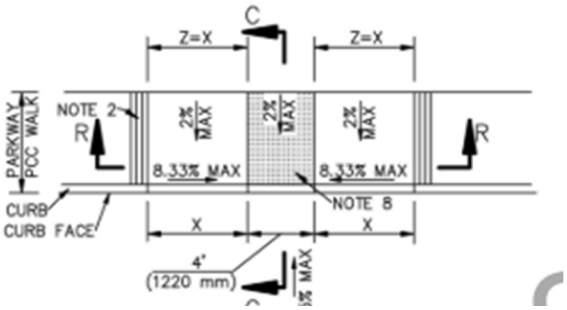



*Figure 2: Case B Type 1 standard.*

## Scope of Work

**TASK 1 – PROJECT MANAGEMENT AND ADMINISTRATION**

Steven Anderson will oversee the project design team. Tasks include coordination with client and internal staff, three meetings (kick-off, conceptual resolution meeting and 75% resolution meeting), progress tracking and administrative support. Two progress reports are anticipated.

**Deliverables:**

- Meeting Summary

**TASK 2 – SITE VISIT AND REVIEW EXISTING BASE MAP**

Kimley-Horn will perform one site visit to verify conditions. Upon obtaining the base map from CL, our team will review the existing CAD files for design use and correspond with the city on any additional information they may have on the site.

**Deliverables:**

- Site visit photo and memo of conditions
- E-mail summarizing the condition of the base map



*Figure 3: Measuring space for a pad.*

**TASK 3 – SITE SURVEY**

CL will perform a field survey of the nine ramps, establishing a local control of the elevations. Survey will extend 25 ft on each side of the curb return and 3 feet behind back of walk.

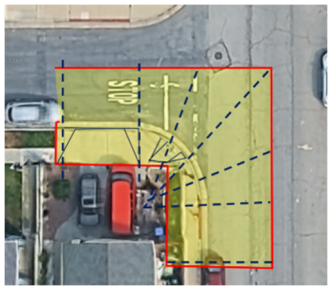


*Figure 4: General survey limits.*

**Deliverables:**

- Topographic field survey with contours in AutoCAD Civil 3D format.

**TASK 4 – CONCEPTUAL RECOMMENDATIONS**

Kimley-Horn will develop conceptual layouts of each of the nine ramps. These recommendations will have a short narrative describing the limitations and cause for the recommended layout. No elevation callouts or profiles will be developed; there will be very limited dimensioning for reference purposes.

**Deliverables:**

- Conceptual Layout of Ramps (PDF)
- Narrative of Recommendations (DOC)

**TASK 5 – FINAL DESIGN**

Kimley-Horn will develop a detailed plan of the proposed curb ramp utilizing Lawndale drafting standards. It is assumed the drafting standards, notes and borders will utilize the 163rd/Firmona plan sheet. Our team will submit a 75% completed design, will review and respond to one round of comments and submit a final 100% improvement plan for construction use. The seven bulbouts will have an accompanying profile, and each ramp will have their own sheet. No general notes, details or cover sheet are anticipated. Improvement plan will be stamped and signed by a professional engineer.

**Deliverables:**

- 75% Plans (PDF)
- Comment Response Matrix
- 100% Signed/Sealed Plan (PDF and DWG)

**Assumptions:**

- Project assumes a CEQA CE, no environmental support is needed.
- All traffic control will follow the WATCH Manual.
- All plan review will be performed solely by Lawndale Public Works staff.
- One improvement plan sheet per ramp will be developed, no cover sheet or general note sheets

are anticipated.

**Optional Tasks:**

- Bid and Construction Phase Services
- Utility Potholing and Coordination

## Schedule

**SEPTEMBER 10 – SUBMIT PROPOSAL**

**SEPTEMBER 24 – NOTICE TO PROCEED**

**OCTOBER 15 – OBTAIN BASE MAP**

**OCTOBER 29 – PROVIDE CONCEPTUAL RECOMMENDATIONS**

**NOVEMBER 12 – BEGIN 75% DESIGN**

**DECEMBER 3 – SUBMIT 75% DESIGN**

**DECEMBER 17 – RECEIVE COMMENTS**

**DECEMBER 31 – SUBMIT 100% DESIGN**

## Fees

**All tasks will be performed on a lump sum (LS) fee below.** Individual task amounts are informational only. Any permitting fees (if applicable) will be paid directly by City.

| Task Number | Task Title | LS Fees |
|---|---|---|
| Task 1 | Project Management and Administration | $2,700 |
| Task 2 | Site Visit and Review Existing Base Map | $1,250 |
| Task 3 | Site Survey | $11,000 |
| Task 4 | Conceptual Recommendations | $7,300 |
| Task 5 | Final Design | $25,000 |
| **Task Order Total** | | **$47,250** |

Should you have any questions or require additional information, please call (775) 530-2083 or email me at steven.anderson@kimley-horn.com

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.





Steven Anderson, PE CA 73460
*Task Lead*

Hunter Starkey, PE CA 87821
*Associate*

# Attachment F

# Bulb Out Locations

1) NW corner of 173rd St. at Condon Ave.



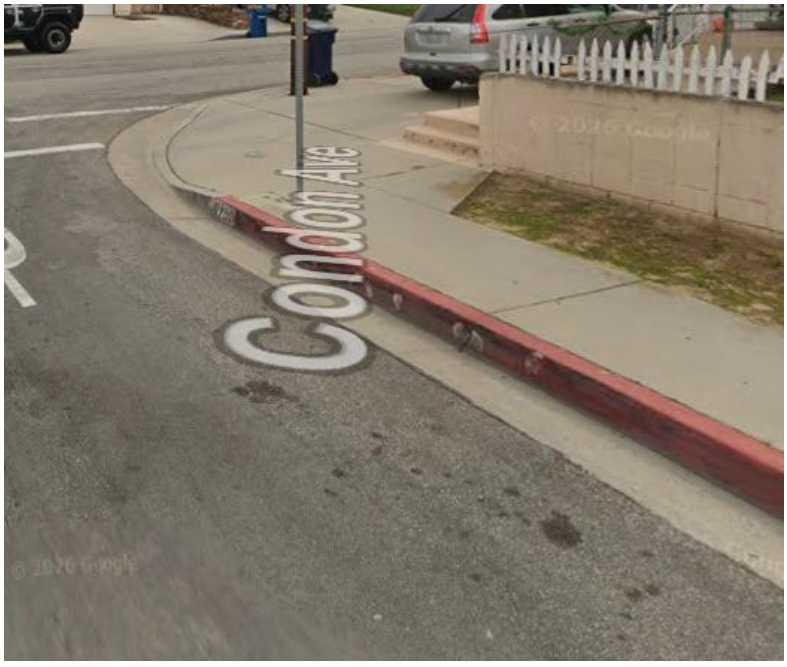
2) SW corner of 173rd St. at Condon Ave.



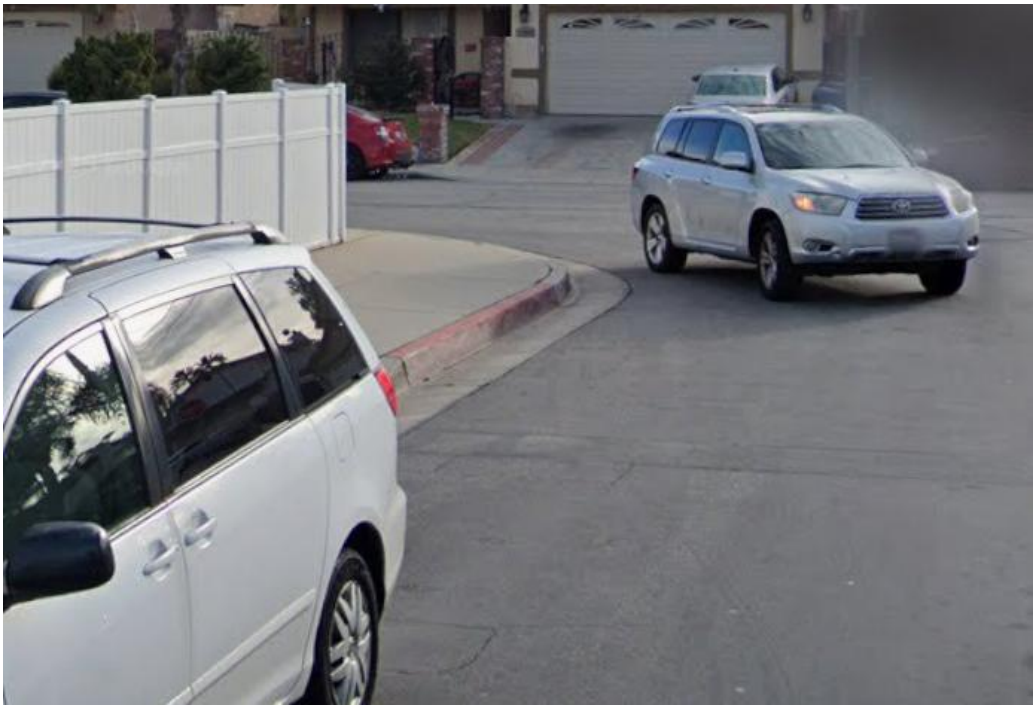
3) NW corner of 172nd St. at Condon Ave.



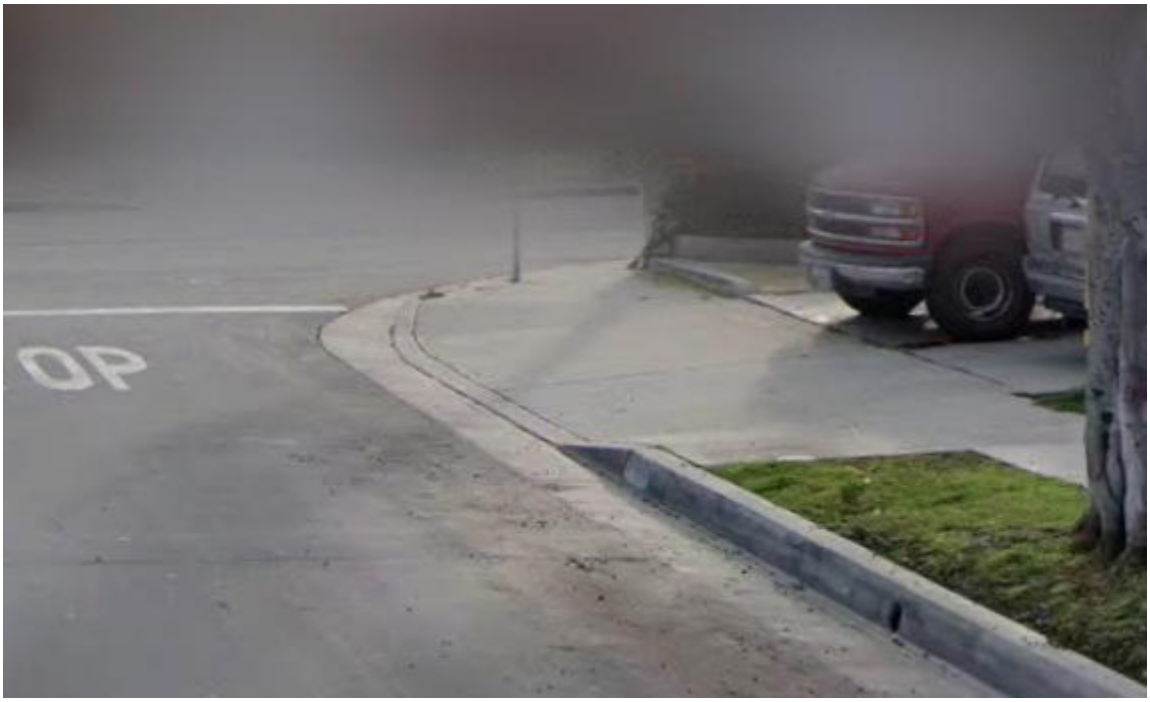
4) SW corner of 172nd St. at Condon Ave.



5) NW corner of 171st St. at Condon Ave.



6) SW corner of 171st St. at Condon Ave.



7) SW corner of 170th St. at Condon Ave.



# ADA Curb Ramp Design

1) NW corner of Artesia Blvd. at Condon Ave.



2) SE corner of 170th St. at Condon Ave.



# CITY OF LAWNDALE

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

| | |
|---|---|
| DATE: | October 5, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Juan Arauz, City Manager |
| PREPARED BY: | David Toledo , Accounting Manager |
| SUBJECT: | **Update Policy No. 37-96 to Provide Employee Recognition Leave to Incentivize Participation for City Employees Who Volunteer to Coordinate the City's Annual Employee Recognition Celebration** |

## BACKGROUND

On January 8, 1986, City Council approved Policy No. 37-96, a Council policy for recognizing employees of the City of Lawndale for their service to the City. This policy was subsequently revised and approved on June 5, 2000.

This celebration recognizes employees who provided a specific number of years of service to the City of Lawndale, including the Sheriff and Fire personnel. The Recognition celebration takes place annually at the city holiday party and staff recognition dinner in December of each year.

The proposed revision to Policy No. 37-96 will include recognition to the City personnel/volunteers who prepare, establish, organize, coordinate, implement, and monitor the annual Employee Recognition Celebration. There is no financial impact associated with this revision.

California municipal employees can generally be given compensated time off (e.g., 8 hours) for participating in a city-run volunteer recognition program, provided it is structured as part of an official employee recognition or volunteer incentive policy and complies with local laws, city charter, and labor agreements.

California's Civil Service rules allow agencies to use "employee recognition leave" or other non-cash awards to acknowledge exceptional performance or community service. This can include paid time off, as long as it is authorized in the agency's written recognition policy and within applicable budget and cost limits.

Under California's "gift of public funds" doctrine, a local government may provide benefits/rewards such as paid volunteer time off if the program serves a legitimate public purpose and is not an improper gift. For example, offering paid leave for participation in a city-sponsored volunteer program is permissible if it is tied to a public benefit, such as community service or morale-building.

## STAFF REVIEW

To incentivize current City employees who coordinate the City's annual Recognition of City Employees Celebration, staff is proposing to provide compensated time off (CTO) for their participation. Below are the proposed parameters that the City is recommending be added to Policy 37-96:

**EARNED COMPENSATED TIME OFF**

- **Policy Authorization** – The City's Policy No. 37-96 personnel policy or recognition program will explicitly allow paid time off for volunteer or recognition activities.

- **Policy Purpose Statement –** The program serves a legitimate municipal purpose – to encourage employee engagement and recognize volunteer contributions, to avoid "gift of public funds" issues.
- **City-Approved Volunteer Event –** The earning of the CTO is limited to volunteering/participating in the planning, organizing, coordination of the Recognition of City Employees Celebration event.
- **Creation of an Employee Recognition Task Force –** by September of each fiscal year, an Employee Recognition Task Force will be created to coordinate the "Recognition for City Employees Celebration" consisting of one representative from each Department. This task force is limited to the celebration event in that fiscal year and is dissolved after the celebration.
- **Duration of Task Force –** it is expected for the task force to begin in September and end in mid-December, approximately a 2 ½ month commitment.
- **Lead Personnel –** the principal person in charge of the employee Recognition Task Force shall be a Department Head, as designated by the City Manager. A Department Head may delegate this assignment to an employee within their department.
- **Employee Eligibility & Criteria:**

    - Employee criteria: employees, either full-time or part-time, must have worked with the City for 6 months or longer to qualify; any employees on unpaid leave or disciplinary suspension do not qualify;
    - Specific city-approved volunteer event: the earned CTO is only for the City's "Recognition for City Employees Celebration" event and does not apply to other celebration or events;
    - CTO hours earned: the hours earned within this program are part of the employee's compensation package and is incorporated in each Department's salary and benefit appropriations for the fiscal year;
    - Number of CTO hours earned: **8 hours** of an employee's straight time will be earned as a participant/volunteer of the Employee Recognition Task Force;
    - Attendance at meetings: the meeting schedule, be it weekly, bi-weekly or set periodic meetings, these meetings will be held during all designated employees usual workday; if an employee is off or not scheduled to work during the designated meetings, said employee will not come in just to get paid for that meeting nor will they accrue any earned CTO hours; if the scheduled meetings do not coincide with their normal work schedule, the Department Head will reassign this task to another employee whose schedule can accommodate this task/activity;
    - Inability to complete term in Task Force: if assigned employee is not able to complete the term of the task force, the CTO hours will be prorated based on the number of weeks of participation;
    - Minimum Participation: an employee must have attended at least two (2) of the Task Force's meetings to qualify for earned CTO hours (will be prorated);
    - Qualifications: the earned CTO hours do not apply to Department Heads, City Manager, Assistant or Deputy City Manager positions;

- **Budget & Cost Limits** – This program is required to be funded through approved budget appropriations and stays within the appropriated limit.
    - **Use of Earned CTO** –
        - Use of earned CTO hours must be used in the fiscal year of the event participated in and have until June 30th to use the earned hours;
        - Use of earned CTO must be scheduled in advance, approved by the employee's supervisor, and is subject to operational needs;
        - Unused CTO hours earned through this event expire at the end of the fiscal year and are not paid out at the end of the year or upon separation from the City;
        - All earned CTO hours must be used in increments, with a minimum of two (2) hours per use.
        - Earned CTO hours cannot be used to extend a vacation, holiday, sick, or other absence.
- **Compliance with Labor Agreements** – City personnel will ensure it is not in conflict with any MOU restrictions or requirements.

In summary, municipal employees can be given compensated time off for volunteer recognition work if it is authorized by the City's official recognition policy, funded appropriately, and structured to serve a public purpose.

LEGAL REVIEW

The City Attorney has reviewed this staff report and approved it as to form.

FISCAL IMPACT

There will be no impact to the General Fund, therefore, no appropriations will be needed. Costs incurred as a result of this Amendment is already appropriated in the FY2026-27 approved budget.

RECOMMENDATION

Staff recommends that the City Council approve the revision/update to Policy No. 37-96 to include recognition for City Employees who coordinate the Recognition of City Employees Celebration by providing Employee Recognition Leave for the coordinators and adopt Resolution No. 2610-048.

**Attachments**

Attachment A- 1 Revised Policy No. 37-96 redlined version with propose revisions.pdf

Attachment B - Resolution CC-2610-048 - Policy No. 37-96 Employee Recognition.pdf

Attachment C - Original Policy No.37-96.pdf

# ATTACHMENT A

# COUNCIL POLICY

| **SUBJECT:** | **POLICY NO.:** 37-96 | **DATE ADOPTED:** |
|---|---|---|
| Policy for Recognition of City Employees | **AUTHORITY:**<br>Resolution No. CC-9601-04<br>Resolution No. CC-0006-53 (revised)<br>Resolution No. CC-2610-48 (revised) | 1/8/96<br>6/5/00 (revised)<br>10/5/2026 (revised) |

## PURPOSE:

To establish a policy for recognizing employees of the City of Lawndale for their service to the City.

## PROCEDURE:

It shall be the policy of the City Council of the City of Lawndale to recognize City employees on their fifth, tenth, fifteenth, twentieth, and twenty-fifth service anniversaries. In addition, the City shall recognize both sworn and non-sworn Sheriff and Fire Department personnel after two years of dedicated service to the City of Lawndale. Such recognitions for service shall take place annually at the city holiday party and staff recognition dinner in December of each year. City staff shall follow the attached guidelines when determining the appropriate recognition award for service longevity.

In addition, employees who separate from the City in good standing after more than two years of service shall be recognized by the City Manager. Sworn Sheriff and Fire Department personnel that have served in a special assignment for two or more continuous years shall be recognized upon their separation at a City Council meeting in accordance with the attached schedule. The City shall recognize employees upon retirement, at the first regularly scheduled City Council meeting after the date of such employee's separation.

It shall also be the policy of the City of Lawndale to offer recognition to city employees who perform exemplary work or service to the community above and beyond the call of their regular job duties. Such recognitions shall be at the discretion of the City Council or the City Manager, in accordance with the attached guidelines.

## EARNED COMPENSATED TIME OFF

- **Policy Authorization** – The City's Policy No. 37-96 personnel policy or recognition program will explicitly allow paid time off for volunteer or recognition activities.
- **Policy Purpose Statement –** The program serves a legitimate municipal purpose – to encourage employee engagement and recognize volunteer contributions, to avoid "gift of public funds" issues.

- **City-Approved Volunteer Event –** The earning of the CTO is limited to volunteering/participating in the planning, organizing, coordination of the Recognition of City Employees Celebration event.
- **Creation of an Employee Recognition Task Force –** in August of each fiscal year, an Employee Recognition Task Force will be created to coordinate the "Recognition for City Employees Celebration" consisting of one representative from each Department. This task force is limited to the celebration event in that fiscal year and is dissolved after the celebration.
- **Duration of Task Force –** it is expected for the task force to begin in September and end in mid-December, approximately a 2 ½ month commitment.
- **Lead Personnel –** the principal person in charge of the employee Recognition Task Force shall be a Department Head or his/her designee should he/she be unavailable to lead. This assignment will be rotated among the Department Heads each year.
- **Employee Eligibility & Criteria:**
    - Employee criteria: employees, either full-time or part-time, who have worked with the City for 6 months or longer; any employees on unpaid leave or disciplinary suspension do not qualify;
    - Specific city-approved volunteer event: the earned CTO is only for the City's "Recognition for City Employees Celebration" event and does not apply to other celebration or events;
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- **Budget & Cost Limits** – This program is required to be funded through approved budget appropriations and stays within the appropriated limit.

- **Use of Earned CTO** –
    - Use of earned CTO hours must be used in the fiscal year of the event participated in and have until June 30th to use the earned hours;
    - Use of earned CTO must be scheduled in advance, approved by the employee's supervisor, and is subject to operational needs;
    - Unused CTO hours earned through this event expire at the end of the fiscal year and are not paid out at the end of the year or upon separation from the City;
    - All earned CTO hours must be used in increments, with a minimum of two (2) hours per use.
    - Earned CTO hours cannot be used to extend a vacation, holiday, sick, or other absence.
- **Compliance with Labor Agreements** – City personnel will ensure it is not in conflict with any MOU restrictions or requirements.

CITY OF LAWNDALE

EMPLOYEE SERVICE AWARDS PROGRAM

| Length of Service | Certificate in Jacket | Certificate in Frame | City Tile Plaque | Service Pin | Presented At |
|---|---|---|---|---|---|
| 2 years continuous service for sworn and non sworn sheriff and fire personnel | X | | | | Annual Recognition Dinner |
| 5 years | | X | | X | Annual Recognition Dinner |
| 10 years | | | X | X | Annual Recognition Dinner |
| 15 years | | | X | X | Annual Recognition Dinner |
| 20 years | | | X | X | Annual Recognition Dinner |
| 25 years | | | X | X | City Council Meeting |
| Retirement | | | X | X | City Council Meeting |
| Exemplary Work Above and Beyond the Call of Duty | X | | | | Per discretion of the City Manager in discussion with City Council |
| Separation of sworn sheriff and fire personnel in special assignment after two or more years of continuous service | | | X | | City Council Meeting |
| Separation in good standing after 2 or more years | X | | | | Recognized by City Manager |

# ATTACHMENT B

**RESOLUTION NO. CC-2610-048**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, AMENDING THE CITY POLICY ON EMPLOYEE RECOGNITION**

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

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

WHEREAS, the City Council also previously adopted Resolution No.CC-0006-53, amending Council Policy 37-96, which separately outlines specific procedures for employee recognition; and

WHEREAS, the city desires to amend policy 37-96

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

SECTION 1. That the City Council hereby amends Policy No. 37-96 of the Council Policy Manual, attached here to Exhibit "A" and incorporated herein by this reference, as if fully set forth. The attached Policy No. 37-96 is entitled "Policy 37-96, Policy for Recognition of City Employees".
.

PASSED, APPROVED AND ADOPTED this 5th day of October, 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-2610-048 at a regular meeting of said Council held on the 5th day of October 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

# ATTACHMENT C

# COUNCIL POLICY

| **SUBJECT:** | **POLICY NO.:** 37-96 | **DATE ADOPTED:** |
|---|---|---|
| Policy for Recognition of City Employees | **AUTHORITY:** Resolution No. CC-9601-04 Resolution No. CC-0006-53 (revised) | 1/8/96 6/5/00 (revised) |

**PURPOSE:**

To establish a policy for recognizing employees of the City of Lawndale for their service to the City.

**PROCEDURE:**

It shall be the policy of the City Council of the City of Lawndale to recognize City employees on their fifth, tenth, fifteenth, twentieth, and twenty-fifth service anniversaries. In addition, the City shall recognize both sworn and non-sworn Sheriff and Fire Department personnel after two years of dedicated service to the City of Lawndale. Such recognitions for service shall take place annually at the city holiday party and staff recognition dinner in December of each year. City staff shall follow the attached guidelines when determining the appropriate recognition award for service longevity.

In addition, employees who separate from the City in good standing after more than two years of service shall be recognized by the City Manager. Sworn Sheriff and Fire Department personnel that have served in a special assignment for two or more continuous years shall be recognized upon their separation at a City Council meeting in accordance with the attached schedule. The City shall recognize employees upon retirement, at the first regularly scheduled City Council meeting after the date of such employee's separation.

It shall also be the policy of the City of Lawndale to offer recognition to city employees who perform exemplary work or service to the community above and beyond the call of the their regular job duties. Such recognitions shall be at the discretion of the City Council or the City Manager, in accordance with the attached guidelines.

CITY OF LAWNDALE

EMPLOYEE SERVICE AWARDS PROGRAM

| Length of Service | Certificate in Jacket | Certificate in Frame | City Tile Plaque | Service Pin | Presented At |
|---|---|---|---|---|---|
| 2 years continuous service for sworn and non sworn sheriff and fire personnel | X | | | | Annual Recognition Dinner |
| 5 years | | X | | X | Annual Recognition Dinner |
| 10 years | | | X | X | Annual Recognition Dinner |
| 15 years | | | X | X | Annual Recognition Dinner |
| 20 years | | | X | X | Annual Recognition Dinner |
| 25 years | | | X | X | City Council Meeting |
| Retirement | | | X | X | City Council Meeting |
| Exemplary Work Above and Beyond the Call of Duty | X | | | | Per discretion of the City Manager in discussion with City Council |
| Separation of sworn sheriff and fire personnel in special assignment after two or more years of continuous service | | | X | | City Council Meeting |
| Separation in good standing after 2 or more years | X | | | | Recognized by City Manager |

# CITY OF LAWNDALE

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

| | |
|---|---|
| DATE: | October 5, 2026 |
| TO: | Honorable Mayor and City Council |
| FROM: | Juan Arauz, City Manager |
| PREPARED BY: | Jason Minter, Community Services Director |
| SUBJECT: | **Create a Standing Council Committee to Review Park and Green Space Opportunities** |

## BACKGROUND/REVIEW

During the Council meeting on September 21, 2026, Councilwoman Suarez requested that the City Council consider creating a Standing Committee for parks and green space. The City of Lawndale currently has three (3) city owned parks that total estimated 3.03 acres, which includes the following parks:

- Hogan Park: 0.96 acres
- Hopper Park: 0.63 acres
- Rudolph Park: 1.44 acres

In addition, public events are held in the Civic Center which is approximately 0.35 acres.

The City is also working with the Lawndale Elementary School District on an extension to the Master Joint Use Agreement for use of four school sites as park during non-school hours. These four schools, and three parks, include approximately 19.0 acres, including the following parks:

- Jane Addams Middle School: 4.3 acres
- William Green Elementary School: 4.0 acres
- Will Rogers Middle School/William Anderson Elementary School: 10.7 acres

The three (3) City owned parks, combined with the Civic Center Lawn and the three school parks, total approximately 22.38 acres of parks/open space in the City of Lawndale.

There is also a rail right-of-way (ROW) parallel to Condon Avenue with existing green space. While no formal discussions or assessments have been made, this approximately 75 to 90-foot wide corridor traversing through the city has been considered for a potential future linear park.

At this time, staff are not aware of any property for sale in the City that could be considered for acquisition of additional park and/or green space.

## LEGAL REVIEW

There is no legal review required at this time.

## FISCAL IMPACT

There is no fiscal impact with regards to the discussion and/or creation of a Standing Committee.

## RECOMMENDATION

Staff recommends that the City Council discuss this request and provide specific direction regarding the creation of a Standing Committee for park and green space opportunities.

# CITY OF LAWNDALE

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

DATE: October 5, 2026

TO: Honorable Mayor and City Council

FROM: Juan Arauz, 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.