



CITY OF LAWNDALE

14717 Burin Avenue, Lawndale, California 90260
Phone (310) 973-3200 – www.lawndalecity.org

AGENDA LAWNDALE CITY COUNCIL REGULAR MEETING Monday, June 15, 2020 - 6:30 p.m. Lawndale City Hall Council Chamber 14717 Burin Avenue

*** COVID-19 NOTICE ***

Consistent with Executive Orders Nos. N-25-20, N-29-20, and N-63-20 from the Executive Department of the State of California and the Los Angeles County Health Official's "Safer at Home" Order, this City Council meeting will not be physically open to the public as City Councilmembers will be teleconferencing into the meeting via Webex Communications.

How to observe the Meeting:

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting on [YouTube "Lawndale CityTV"](#), the [City Website](#), or Lawndale Community Cable Television on Spectrum & Frontier Channel 3.

How to submit Public Comment:

Members of the public may provide public comment by sending comments to the Clerk by email at cityclerk@lawndalecity.org. Please submit your written comments as early as possible, preferably prior to the start of the meeting or if you are unable to email, please call the City Clerk's Office at (310) 973-3213 by 5:30 p.m. on the date of the meeting. Email comments must identify the Agenda Item Number in the subject line of the email. The public comment period will close once the public comment time for the agenda item has concluded. The comments will be entered into the record and provided to the Council. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. Please see the [Temporary eComment Policy for Public Meetings](#).

Copies of this Agenda packet may be obtained prior to the meeting outside of the Lawndale City Hall foyer or on the [City Website](#). Interested parties may contact the City Clerk Department at (310) 973-3213 for clarification regarding individual agenda items.

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

- A. **CALL TO ORDER AND ROLL CALL**
- B. **CEREMONIALS** (Flag Salute)
- C. **PUBLIC SAFETY REPORT**
- D. **ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA** (Public Comments)
- E. **COMMENTS FROM COUNCIL**

F. CONSENT CALENDAR

Items 1 through 11, will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

1. **Motion to read by title only and waive further reading of all ordinances listed on the Agenda**
Recommendation: that the City Council approve.
2. **Amending Section 1.04.030 of the Lawndale Municipal Code to add the definition of “Responsible Party”**
Recommendation: that the City Council approve the second reading and adopt Ordinance No. 1172-20 to amend Section 1.04.030 to add the definition of “Responsible Party” to the Lawndale Municipal Code.
3. **First Amendment to the Contract Service Agreement with Telecom Law Firm**
Recommendation: that the City Council approve the First Amendment to the Agreement with Telecom Law Firm PC for an additional fee not-to-exceed \$24,500 increasing the total contract sum to \$49,000 and extend the agreement term to June 30, 2021.
4. **Final Parcel Map 82571**
Recommendation: that the City Council approve the final Parcel Map 82571 for the subdivision of property located at 4347 171st St. Lawndale, California.
5. **Appropriations Limit for the Fiscal Year 2020-2021**
Recommendation: that the City Council adopt Resolution No. CC-2006-034 approving the Appropriation Limit for Fiscal Year 2020-21.
6. **Annual Investment Policy**
Recommendation: that the City Council adopt Resolution CC-2007-036, reaffirming City Council Policy Number 80-04 pertaining to the City's Investment Policy, without significant revisions.
7. **Third Amendment to the Information Technology Services Agreement**
Recommendation: that the City Council (a) approve the Third Amendment to the Contract Services Agreement for Information Technology Services with Bericom Design, extending services for a one year term, July 1, 2020 through June 30, 2021, for an hourly rate of \$87.73 up to 1,628 hours annually for an amount not to exceed \$142,824 annually; and (b) to solicit proposals for service during Fiscal Year 2020-2021.
8. **Accounts Payable Register**
Recommendation: that the City Council adopts Resolution No. CC-2006-030, authorizing the payment of certain claims and demands in the amount of \$98,335.77.
9. **Minutes of the Lawndale City Council Regular Meeting – June 1, 2020**
Recommendation: that the City Council approve.
10. **Minutes of the Lawndale City Council Special Meeting – June 1, 2020**

Recommendation: that the City Council approve.

11. Minutes of the Lawndale City Council Special Meeting – June 3, 2020

Recommendation: that the City Council approve.

G. ADMINISTRATION

12. Annual 2019 General Plan and Housing Report

Recommendation: that the City Council (a) review the 2019 draft Annual Report; (b) make any revisions and adopt Resolution No. CC-2006-035; and (c) direct staff to forward the report to the State Department of Housing and Community Development and the Governor’s Office of Planning and Research.

13. November 3, 2020 General Municipal Election – Calling for the Election, Requesting County Consolidation and Services, and Adopting Regulations for Candidates Statements

Recommendation: that the City Council (a) adopt Resolution No. CC-2006-031, calling for the November 3, 2020 General Municipal Election, calling for a Special Election to be held should there be a tie vote, and designating the Assistant City Clerk as the Election Official; (b) adopt Resolution No. CC-2006-032, requesting County Services; and (c) adopt Resolution No. CC-2006-033, adopting candidate statement regulations.

14. Update on the Use of the Best Western Hotel and Baymont Inn as Temporary Homeless Shelters through “Project Roomkey”

Recommendation: that the City Council receive and file this report, and provide direction to staff as appropriate.

15. Consideration of Further Modifications to City Operations Due to the COVID-19 Pandemic

Recommendation: that the City Council postpone the July 18, 2020 Inaugural Lawndale Music Festival and reschedule the event for Sunday, September 13, 2020 following the 8th Annual Blues Festival on Saturday, September 12, 2020 at Jane Addams Park.

H. CITY MANAGER'S REPORT

I. ITEMS FROM CITY COUNCILMEMBERS

16. Mayor/City Councilmembers Report of Attendance at Meetings and/or Events

J. CLOSED SESSION

17. Conference with Legal Counsel – Anticipated Litigation

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(4), because the City is considering whether to initiate litigation in one case against Best Western Plus South Bay Hotel, Baymont Inn, and the County of Los Angeles.

18. Public Employee Performance Evaluation

The City Council will hold a closed session, pursuant to Government Code section 54957(b), to conduct an employee evaluation concerning the City Manager.

K. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, July 6, 2020 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 will 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 accommodations 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 June 15, 2020 was posted not less than 72 hours prior to the meeting.

Matthew Ceballos, Assistant City Clerk



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

DATE: June 15, 2020
TO: Honorable Mayor and City Council
FROM: Matthew R. Ceballos, Assistant City Clerk *mc*
SUBJECT: Motion Pertaining to the Reading of Ordinances

BACKGROUND

California Government Code reads, in part, as follows:

"Except when, after reading the title, further reading is waived by regular motion adopted by majority vote, all ordinances shall be read in full either at the time of introduction or passage."

RECOMMENDATION

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



CITY OF LAWDALE

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

DATE: June 15, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager *[Signature]*

PREPARED BY: Michael Reyes, Director of Municipal Services *[Signature]*

SUBJECT: Adoption of Ordinance No. 1172-20 to Include a Definition of the Term
"Responsible Party" within the Municipal Code

BACKGROUND

Existing portions of the Municipal Code reference a "responsible party," but a definition for this term is not provided. In recent criminal prosecutions the judge has suggested that this is an oversight that needs to be corrected. Accordingly, to provide clarity, Ordinance No. 1172-20 would amend Section 1.04.030 of the Municipal Code to define the term "responsible party" as the person or people who a city official believes is causing, performing, or permitting to exist or otherwise maintaining a public nuisance and includes the owner of the real property involved and any tenant, occupant or user thereof, or any other person in real or apparent charge or control of said real property.

STAFF REVIEW

Several existing sections of the Municipal Code reference the term "responsible party," but the definitions portion of the Municipal Code, found at Section 1.04.030, contains no definition for this term. Specifically, certain sections in Chapter 8.24, Property Maintenance and Nuisance Abatement, contain this term as relating to the party responsible for the abatement of a nuisance. The judge who oversees many of the City's criminal prosecutions has recently opined that this omission creates confusion with respect to determining the exact party or parties to be held accountable for nuisance conditions on a property.

The City Council unanimously approved the introduction and first reading of Ordinance No. 1172-20 on June 1, 2020.

LEGAL REVIEW

The City Attorney's office has reviewed the attached Ordinance and approves it as to form.

FISCAL IMPACT

There will be no fiscal impact associated with this Ordinance.

RECOMMENDATION

Staff recommends that the City Council approve the second reading to adopt Ordinance No. 1172-20, amending Section 1.04.030 of the Municipal Code to define the term “responsible party”.

Attachments: Ordinance No. 1172- 20

ORDINANCE NO. 1172-20

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
AMENDING SECTION 1.04.030 OF
THE LAWNSDALE MUNICIPAL CODE
TO ADD THE DEFINITION OF "RESPONSIBLE PARTY"**

SUMMARY: If adopted, this ordinance will add the definition of "responsible party" for violations of the Lawnsdale Municipal Code.

WHEREAS, the City Council of the City of Lawnsdale has adopted definitions as set forth in Section 1.04.030 of the Lawnsdale Municipal Code ("LMC"); and

WHEREAS, LMC Section 1.04.030 currently does not include a definition for "Responsible Party"; and

WHEREAS, to hold all potential parties who could be held accountable for compliance with the LMC, the City wishes to establish the definition for "Responsible Party," as set forth herein.

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

SECTION 1. Section 1.04.030 of the Lawnsdale Municipal Code is hereby amended to include the definition of "Responsible Party," in the appropriate place, in alphabetical order, to read in its entirety as follows:

"17. "Responsible Party" means the person or people who a city official believes is causing, performing, or permitting to exist or otherwise maintaining a public nuisance and includes the owner of the real property involved and any tenant, occupant or user thereof, or any other person in real or apparent charge or control of said real property."

SECTION 2. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 3. The City Clerk shall certify to the passage and adoption of this ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. This ordinance shall be in full force and effect thirty (30) days after its final passage and adoption, and within fifteen (15) days after its final passage, the City Clerk shall cause it to be posted and published in a newspaper of general circulation in the manner required by law.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council duly introduced the foregoing Ordinance No. 1172-20 at its regular meeting held on the 1st day of June, 2020, and duly approved and adopted said ordinance at its regular meeting held on the 15th day of June, 2020, by the following roll call vote:

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

Rhonda Hofmann Gorman, City Clerk

Date

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney



CITY OF LAWNDALE

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

DATE: June 15, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager *[Signature]*

PREPARED BY: Kahono Oei, Interim Director of Public Works/City Engineer *[Signature]*
Marla Pendleton, Director of Finance *[Signature]*

SUBJECT: Approve the First Amendment to the Contract Service Agreement with Telecom Law Firm

BACKGROUND

On September 27, 2018, the US Federal Communications Commission released a Declaratory Ruling and Third Report and FCC Order (FCC 18-133) that alters the manner and timeframe that state and local authorities may take to review small cell wireless facilities (SCWF) and eligible facilities requests (EFR) in the public rights-of-way (PROW). Further, FCC 18-133 defines SCWF and establishes limitations related to service fees that may be charged. Fees are limited to the actual and reasonable cost of providing service. These provisions also apply in a limited manner to facilities placed on private property. The FCC Order also limits the time that cities have to review and process SCWF applications.

The City Council adopted Ordinance No. 1159-19 to add section 12.60 to the Lawndale Municipal Code (LMC) to establish regulations for SCWF in the PROW.

STAFF REVIEW

Staff prepared Modified Review Procedures for Administrative (SCWF and EFR) and Non-Administrative (Major) SCWF Permit applications for facilities located within the PROW to comply with the limited review windows and requirements specified by FCC 18-133. On June 3, 2019 the City entered into an agreement with Telecom Law Firm (Consultant) to review application packages for completeness and adherence to applicable local, state, and federal regulations.

The Consultant reviews all administrative and major SCWF permit applications for completeness and adherence to applicable local, state and federal regulations. The Consultant charges a flat fee in the amount of \$2,450 which includes review of the initial substantive application package and one (1) resubmittal package. The fee includes a written memorandum for the initial reviewed submittal and the first resubmittal (if necessary). The current agreement is for a total sum of \$24,500 and expires on June 30, 2020.

At this time, a total of ten SCWF applications have been processed by the Consultant. Staff anticipates additional applications to be submitted in the coming months, therefore, an amendment to the agreement is required to increase the contract sum and extend the term. Staff recommends increasing the contract sum by an additional \$24,500 to include the review of an additional ten applications through a new contract term ending June 30, 2021.

FISCAL IMPACT

A non-refundable flat fee of \$2,450 is charged by the Consultant to the City for each permit application submitted for review. This cost is paid by the permit applicants per the City’s fee schedule. Staff is estimating there will be 10 permit applications through the next fiscal year, therefore, the annual program cost to administer and process the SCWF applications is \$24,500 plus staff time. For fiscal year 2019-20, \$14,892 is anticipated to be paid of which \$5,000 was budgeted. Therefore, an appropriation increase to cover the current year costs and the contract amendment costs is being requested for a total of \$34,392 (\$9,892 for the existing original contract plus \$24,500 for the next fiscal year/ contract amendment).

For each permit, an application fee of \$3,320 is collected. No revenue was budgeted in the current fiscal year, of which \$23,240 is estimated and an additional \$33,200 is estimated for contract amendment services. Therefore, a revenue budget amendment is requested for \$56,440 (\$23,240 on the existing contract for FY 2019-20 plus \$33,200 on the contract amendment). The \$870 collected above the \$2,450 consultant’s fee is for cost recovery for staff time associated with the permit process.

Staff recommends the following budget adjustment and requests the unexpended appropriations and related revenue at fiscal year-end to be continued into Fiscal Year 2020-21:

Increase estimated revenue:		
100-000-423.112	Small Cell Wireless Facility Fee	\$56,440
Increase appropriations:		
100-340-530.200	General Fund- Engineering- Prof Svcs	<u>34,392</u>
Net Change In General Fund, Fund Balance		\$22,048

LEGAL REVIEW

The City Attorney’s Office has reviewed and approved the First Amendment to the agreement for professional services as to form.

RECOMMENDATION

Staff recommends that the City Council approve the First Amendment to the Agreement with Telecom Law Firm PC for an additional fee not-to-exceed \$24,500 increasing the total contract sum to \$49,000 and extend the agreement term to June 30, 2021.

Attachment: First Amendment to Consultant Services Agreement with Telecom Law Firm PC

**FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT
FOR TELECOMMUNICATIONS FACILITY CONSULTING SERVICES**

This FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT (the "First Amendment") is made and entered into this 15th day of June, 2020, by and between the CITY OF LAWNDALE, a municipal corporation (herein "City") and Telecom Law Firm, P.C., a California professional corporation ("Consultant").

RECITALS

WHEREAS, City and Consultant entered into that certain Agreement entitled "Contract Services Agreement for Telecommunications Facility Consulting Services" (the "Agreement") on or about June 3, 2019, and

WHEREAS, it is the desire of the City and the Consultant to amend the Agreement as set forth in this First Amendment to extend the term for one additional year.

AGREEMENT

NOW, THEREFORE, it is hereby agreed that the Agreement is amended in the following particulars only:

SECTION 1. Section 2.1 of the Agreement, as amended, entitled "Contract Sum" is amended to increase the maximum contract sum by Twenty Four Thousand Five Hundred Dollars (\$24,500). The maximum contract sum will increase from Twenty Five Thousand Dollars (\$25,000) to Forty Nine Thousand Five Hundred Dollars (\$49,500).

SECTION 2. Section 5.0 of the Agreement, is hereby amended to extend the Term for completion of services under the Agreement to June 30, 2021.

SECTION 3. Except as expressly provided for in this First Amendment, all other provisions of the Agreement 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.

CITY:

By: _____
Robert Pullen-Miles, Mayor

ATTEST:

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

Tiffany J. Israel, City Attorney

CONSULTANT:
Telecom Law Firm, P.C.

By: _____
Dr. Jonathan L. Kramer
President and Secretary

Address: Telecom Law Firm, P.C.
Attention: Client Notices
2001 S. Barrington Ave., Suite 306
Los Angeles, CA 90025

[END OF SIGNATURES]



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200, FAX (310) 644-4556

DATE: June 15, 2020
TO: Honorable Mayor and City Council
FROM: Kevin M. Chun, City Manager *[Signature]*
PREPARED BY: Kahono Oei, Interim Director of Public Works *[Signature]*
SUBJECT: Approval of final Parcel Map No. 82571

BACKGROUND

Per Ordinance No. 951-05, the City Engineer shall notify the City Council that a final map has been submitted for review by the City Engineer. If all requirements and conditions of approval pertaining to said map and all other requirements of the Subdivision Map Act have been complied with, the City Engineer shall certify the map and arrange for the transmittal of the map to the office of the Los Angeles County Recorder.

STAFF REVIEW

The City Engineer has reviewed Parcel Map No. 82571 for the subdivision of property located at 4347 171st Street, Lawndale, California. The City Engineer will approve the final map within 10 days following this City Council meeting and transmit it to the County Recorder's office for recordation.

COMMISSION REVIEW

N/A

LEGAL REVIEW

N/A

FISCAL DATA

N/A

RECOMMENDATION

Staff recommends that the City Council approve the final Parcel Map 82571.

Attachment: Parcel Map 82571

PARCEL MAP NO. 82571

IN THE CITY OF LAWDALE
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA

BEING A SUBDIVISION OF LOT 41, TRACT NO. 9486, AS PER
MAP RECORDED IN BOOK 132, PAGES 74 TO 77 OF MAPS, IN
THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

FOR CONDOMINIUM PURPOSES

ENGINEER'S STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF HAMID POURNANDARI ON AUGUST 16, 2019. I HEREBY STATE THAT THIS PARCEL MAP SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP.



BRUCE BORNEHAHN, R.C.E. 28456 DATE

BASIS OF BEARINGS STATEMENT:

THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING N 90° 00'00" E OF THE CENTERLINE OF 171ST STREET (FORMERLY RUIHLAND AVENUE) AS SHOWN ON MAP OF TRACT NO. 9486, FILED IN BOOK 132, PAGES 74-77, OF MAPS, RECORDS OF THE COUNTY OF LOS ANGELES.

CITY ENGINEER'S STATEMENT:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP AND THAT IT CONFORMS SUBSTANTIALLY TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS THEREOF; THAT ALL PROVISIONS OF THE SUBDIVISION ORDINANCES OF THE CITY OF LAWDALE APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH; AND THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT, SECTION 6645D (a)(1), (2) AND (3) HAVE BEEN COMPLIED WITH.

KAHONO OEI, R.C.E. 52652 DATE
CITY ENGINEER, CITY OF LAWDALE

CITY SURVEYOR'S STATEMENT:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND THAT IT CONFORMS WITH MAPPING PROVISIONS OF THE SUBDIVISION MAP ACT AND I AM SATISFIED SAID MAP IS TECHNICALLY CORRECT.

LARRY V. CASE, L.S. 5411 DATE
CITY SURVEYOR, CITY OF LAWDALE

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND DEPOSITS HAVE BEEN MADE THAT ARE REQUIRED UNDER THE PROVISIONS OF SECTIONS 66492 AND 66493 OF THE SUBDIVISION MAP ACT.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY: _____ DEPUTY _____ DATE

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF \$ _____ HAS BEEN FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT OF TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND SHOWN ON MAP OF PARCEL MAP NO. 82571 AS REQUIRED BY LAW.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY: _____ DEPUTY _____ DATE

SUBDIVIDER'S STATEMENT:

I HEREBY STATE THAT I AM THE SUBDIVIDER OF THE LANDS INCLUDED WITHIN THE SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND I CONSENT TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

HAMID POURNANDARI SUBDIVIDER AND RECORD OWNER

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA } s.s.
COUNTY OF LOS ANGELES

ON _____ BEFORE ME, _____, NOTARY PUBLIC,

PERSONALLY APPEARED _____ WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME IN THEIR AUTHORIZED CAPACITIES, AND THAT BY THEIR SIGNATURES ON THE INSTRUMENT THE PERSONS OR THE ENTITY UPON BEHALF OF WHICH THE PERSONS ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE: _____ MY COMMISSION NUMBER: _____
PRINTED NAME: _____ MY COMMISSION EXPIRES: _____

MY PRINCIPAL PLACE OF BUSINESS IS IN LOS ANGELES COUNTY.

SPECIAL ASSESSMENT'S CERTIFICATE:

I HEREBY CERTIFY THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE JURISDICTION OF THE CITY OF LAWDALE, TO WHICH THE LAND INCLUDED IN THE WITHIN SUBDIVISION OR ANY PART THEREOF IS SUBJECT, AND WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

BY: MARLA PENDLETON DATE
FINANCE DIRECTOR, CITY OF LAWDALE

DIRECTOR OF COMMUNITY DEVELOPMENT CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP AND DETERMINED THAT IT CONFORMS WITH THE TENTATIVE MAP AND WITH ALL CHANGES PERMITTED AND ALL REQUIREMENTS IMPOSED AS A CONDITION TO ITS ACCEPTANCE.

BY: SEAN MOORE DATE
DIRECTOR OF COMMUNITY DEVELOPMENT, CITY OF LAWDALE

CONDOMINIUM NOTE:

THIS SUBDIVISION IS APPROVED AS A CONDOMINIUM PROJECT FOR 3 UNITS, WHEREBY THE OWNERS OF THE UNITS OF AIR SPACE WILL HOLD AN UNDIVIDED INTEREST IN THE COMMON AREAS THAT WILL, IN TURN, PROVIDE THE NECESSARY ACCESS AND UTILITY EASEMENTS FOR THE UNIT.

SIGNATURE OMISSIONS NOTE:

THE SIGNATURES OF THE PARTIES NAMED HEREINAFTER AS OWNERS OF THE INTEREST SET FORTH, MAY BE OMITTED UNDER THE PROVISIONS OF SECTION 66436, SUBSECTION (a)(3)(A)(i-vii) OF THE SUBDIVISION MAP ACT, THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE TITLE AND SAID SIGNATURE IS NOT REQUIRED BY THE LOCAL AGENCY.

LOS ANGELES WATER SERVICE, HOLDER OF AN EASEMENT FOR UTILITIES AND INCIDENTAL PURPOSES, PER DEED RECORDED ON JUNE 21, 1928 IN BOOK 7273, PAGES 168-169 OF OFFICIAL RECORDS.

SOUTHERN CALIFORNIA EDISON COMPANY LTD, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, PER DEED RECORDED ON JANUARY 4, 1944 IN BOOK 20573, PAGE 82 OF OFFICIAL RECORDS.

PARCEL MAP NO. 82571

IN THE CITY OF LAWDALE
 COUNTY OF LOS ANGELES
 STATE OF CALIFORNIA

FOR CONDOMINIUM PURPOSES

POINT NOTES

- ① INTERSECTION OF CENTERLINE OF 170TH STREET AND 25' OFFSET LINE OF HAWTHORNE BLVD PER R2. NOTHING FD NOTHING SET. ESTABLISHED WITH 3 TIES PER R2.
- ② CENTERLINE INTERSECTION AS SHOWN ON R1. NOTHING FD NOTHING SET.
- ③ CENTERLINE INTERSECTION, MONUMENT AND TIES LOST. ESTABLISHED BY PRORATION BETWEEN PTS ② AND ⑤. NOTHING SET.
- ④ CENTERLINE INTERSECTION. NOTHING FD NOTHING SET.
- ⑤ CENTERLINE INTERSECTION. NOTHING FD NOTHING SET. ESTABLISHED BY PRORATION BETWEEN PTS ⑦ AND ⑧.
- ⑥ CENTERLINE INTERSECTION. NOTHING FD NOTHING SET. ESTABLISHED BY PRORATION BETWEEN PTS ⑦ AND ⑧.
- ⑦ CENTERLINE INTERSECTION. FD GEAR SPK & W STAMPED "LS 5411" PER R3.
- ⑧ CENTERLINE INTERSECTION. FD SPK & W, NO STAMPING, PER R4.
- ⑨ P.I. FD PUNCHED BRASS DISK IN SURVEY WELL MON. PER R5. FITS 3 TIES PER R5.
- ⑩ INTERSECTION OF CENTERLINE OF ALLEY AND TANGENT LINE OF 170TH STREET. NOTHING FD NOTHING SET. ESTABLISHED AT RECORD DISTANCE FROM PT ⑨ PER R6.
- ⑪ CENTERLINE INTERSECTION. FD SPK & W STAMPED "LS 4212" PER R7.
- ⑫ NWLY CORNER OF LOT 47, R1. NOTHING FD, NOTHING SET.
- ⑬ NELY CORNER OF LOT 59, R1. NOTHING FD, NOTHING SET.
- ⑭ SELY CORNER OF LOT 59, R1. NOTHING FD, NOTHING SET.
- ⑮ B.C. NOTHING FD, NOTHING SET.
- ⑯ SWLY CORNER OF LOT 41, R1. NOTHING FD, NOTHING SET.
- ⑰ NWLY CORNER OF LOT 52, R1. ESTABLISHED BY PRORATION BETWEEN ⑫ AND ⑬. NOTHING SET.
- ⑱ SWLY CORNER OF LOT 52, R1. ESTABLISHED BY PRORATION BETWEEN ⑭ AND ⑮. NOTHING SET.
- ⑲ NELY CORNER OF LOT 46, R1. ESTABLISHED BY PRORATION BETWEEN ⑰ AND ⑱. NOTHING SET.
- ⑳ SELY CORNER OF LOT 41, R1. ESTABLISHED BY PRORATION BETWEEN ⑭ AND ⑮. FD LTT "LS 5909" 1.05' SLY OF PC ALONG PL PROD.
- ㉑ NWLY CORNER OF LOT 41, R1. ESTABLISHED BY PRORATION BETWEEN ⑫ AND ⑬. SET LTT "RCE 28456 1.00' WLY OF PC ALONG NLY PL.
- ㉒ NELY CORNER OF LOT 41, R1. ESTABLISHED BY PRORATION BETWEEN ⑰ AND ⑱. SET LTT "RCE 28456" AT PC.

LINE NOTES

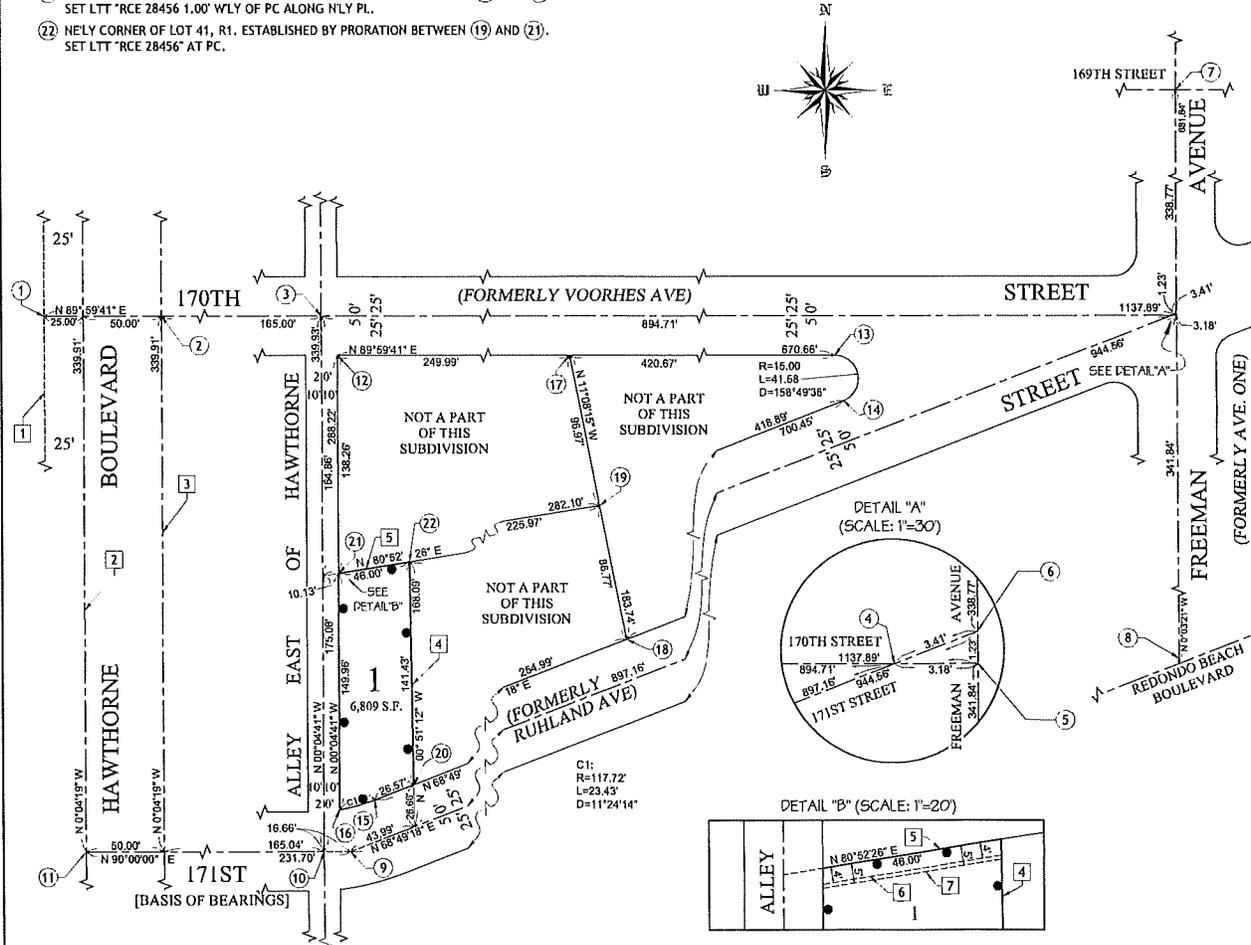
- 1 25' OFFSET LINE OF HAWTHORNE BOULEVARD PER R2.
- 2 CENTERLINE OF HAWTHORNE BOULEVARD PER R2.
- 3 CENTERLINE OF HAWTHORNE BOULEVARD PER R1. ESTABLISHED 50' ELY OF 2.
- 4 WLY LINE OF LOT 47, R1.
- 5 SLY LINE OF LOT 47, R1.
- 6 SLY LINE OF A 4 FOOT WIDE EASEMENT PER R8.
- 7 SLY LINE OF A 5 FOOT WIDE EASEMENT PER R9.

LEGEND

—●—●— INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP

RECORD REFERENCES

- R1: TRACT NO. 9486 M.B. 132-74-77
- R2: PWFB 0618-858-859
- R3: PWFB 0618-1251-1252
- R4: PWFB 0618-1250-1251
- R5: PWFB 0618-1255-1256
- R6: PWFB 0618-642-643
- R7: PWFB 0618-860-861
- R8: EASEMENT DEED FOR UTILITIES AND INCIDENTAL PURPOSES TO LOS ANGELES WATER SERVICE COMPANY, A CORPORATION, RECORDED JUNE 21, 1928 IN BOOK 7273, PAGES 168-169, OFFICIAL RECORDS OF LOS ANGELES COUNTY.
- R9: EASEMENT DEED FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES TO SOUTHERN CALIFORNIA EDISON COMPANY LTD, RECORDED JANUARY 4, 1944 IN BOOK 20573, PAGE 82, OFFICIAL RECORDS OF LOS ANGELES COUNTY.





CITY OF LAWNDALE

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200, FAX (310) 644-4556
www.lawndalecity.org

DATE: June 15, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager 

PREPARED BY: Marla L. Pendleton, CPA, Director of Finance/City Treasurer 

SUBJECT: Adoption of Fiscal Year 2020-21 Appropriations limit

BACKGROUND

The Gann Initiative or Proposition 4, referred to as Article XIII B of the Constitution of the State of California, mandated an appropriations limit on various units of government, including the City of Lawndale. At the beginning of each fiscal year the City must, by resolution, establish its appropriations limit.

STAFF REVIEW

The limit for Fiscal Year 2020-21 has been calculated using the methodology and adjustment factors provided by the California Department of Finance. The adjustment factors used by the City are the per capita personal income change and the population annual change.

The appropriations limit for Fiscal Year 2020-21 is \$36,072,744. The City's budget appropriation subject to the limit is \$15,965,688. The City is well under the limit. Approval of Resolution CC-2006-034 will adopt the City's appropriations limit.

COMMISSION REVIEW

N/A

LEGAL REVIEW

The City Attorney has reviewed Resolution CC-2006-034 and approved as to form.

FUNDING

N/A

RECOMMENDATION

Staff recommends that the City Council adopt Resolution CC-2006-034 approving the Appropriations Limit for Fiscal Year 2020-21.

ATTACHMENTS: Resolution No. CC-2006-034, Exhibit A - Appropriations Limit Calculation

RESOLUTION NO. CC-2006-034

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA STATING THE APPROPRIATIONS LIMIT
FOR THE FISCAL YEAR ENDING JUNE 30, 2021**

WHEREAS, The Gann Initiative or Proposition 4, also known as Article XIII B of the Constitution of the State of California, was passed by the people; and

WHEREAS, Article XIII B mandates the calculation and adoption of an annual appropriations limit on various units of government, including the City of Lawnsdale by adjusting the prior year's appropriation limit for changes in inflation and population; and

WHEREAS, the City's 2020-2021 limit has been calculated by the Finance Department of the City of Lawnsdale in compliance with all of the provisions of Article XIII B and using guidelines provided by the League of California Cities; and

WHEREAS, the City Council of the City of Lawnsdale desires to formally adopt that appropriations limit for the City for fiscal year 2020-2021.

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

SECTION 1. That, in accordance with Article XIII B of the Constitution of the State of California, the appropriations limit for the City of Lawnsdale for Fiscal Year 2020-21 is declared to be \$36,072,744, as described in Exhibit "A" attached hereto and incorporated herein, and the appropriations subject to this annual limit for fiscal year 2020-2021 total \$15,965,688.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2006-034 at a regular meeting of said Council held on the 15th day of June, 2020, by the following roll call vote:

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

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

**City of Lawndale
Appropriations Limit
Exhibit A**

I. Appropriation Limit:

FY 2019-2020 Adopted Limit		34,859,276
Growth/Change Factor:		
California Per Capita Income Change	1.0373	
Change in Population (a)	<u>0.9976</u>	
Total annual Adjustment		1.0348105
City's FY 2020-2021 Appropriation Limit		36,072,744

II. Appropriations Subject to Limit:

FY 2020-2021 Revenues (All Funds)		29,863,221
Less: Appropriation From Reserves		
Less: Non-Proceeds of Taxes		<u>(13,897,533)</u>
Total City Appropriations Subject to Limit		15,965,688

III. Amount Under/(Over) Limit (I - II) 20,107,057

(a) Change in population and per capita income change is provided by the State of California Department of Finance.



CITY OF LAWDALE

14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260
PHONE (310) 973-3200, FAX (310) 644-4556
www.lawndalecity.org

DATE: June 15, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager 

PREPARED BY: Marla L. Pendleton, CPA, Director of Finance/City Treasurer 

SUBJECT: Annual Investment Policy- Resolution CC-2006-036

BACKGROUND

Government Code (GC) Section 53607 allows the legislative body to delegate authority to invest or reinvest funds of the City to the City Treasurer for a one-year period subject to annual renewal. GC Section 53646 states that the City Treasurer may render a statement of investment policy to be considered at a public meeting.

STAFF REVIEW

The attached Resolution CC-2006-036, *A Resolution of the City Council of the City of Lawndale, California, Reaffirming Council Policy Number 80-04 Pertaining to the City's Investment Policy*, is presented for the City Council's review and consideration. The City Council Policy has been reviewed and only grammatical changes are recommended by staff.

The Policy establishes investment authority jointly with the City Treasurer and the City Manager. It limits purchases to a five-year maturity, unless advance approval is obtained from City Council. The objective of investment decisions is to provide the highest yield possible, while safeguarding City cash assets and providing liquidity for operational needs. The Policy is conservative and follows guidelines set in the Government Code for allowable safe investment practices.

COMMISSION REVIEW

N/A

LEGAL REVIEW

The Resolution and Policy have been reviewed and approved as to form by the City Attorney.

FUNDING

N/A

RECOMMENDATION

Staff recommends the City Council adopt Resolution CC-2006-036, reaffirming City Council Policy Number 80-04 pertaining to the City's Investment Policy, without significant revisions.

ATTACHMENTS: Resolution No. CC-2006-036
Council Policy No. 80-04, Investment Policy, including Exhibits "A" and "B"

RESOLUTION NO. CC-2006-036

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
REAFFIRMING COUNCIL POLICY NO. 80-04
PERTAINING TO THE CITY'S INVESTMENT POLICY**

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

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

WHEREAS, the City Council wishes to annually reconsider its Investment Policy; and

WHEREAS, such policy will provide for the safety of City investments, and secondarily ensure liquidity and yield; and

WHEREAS, such policy will enforce strict investment guidelines with regards to investments, external portfolio managers and capital wherewithal of brokering firms; and

WHEREAS, after reviewing the existing policy, staff recommends that the City Council confirm that minor changes are needed to the Investment Policy.

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

SECTION 1. That the City Council approves the updated version of Policy No. 80-04, entitled " Investment Policy", as attached hereto as Exhibit "A", and incorporated herein by this reference, as if fully set forth and directs City staff to maintain said policy in the Council Policy Manual.

SECTION 2. This resolution shall take effect as of the date of its passage and adoption.

PASSED, APPROVED AND ADOPTED this 6th day of July, 2020.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2006-036 at a regular meeting of said Council held on the 15th day of June, 2020, by the following roll call vote:

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

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

COUNCIL POLICY

<u>SUBJECT:</u> Investment Policy	<u>POLICY NO.:</u> 80-04	<u>DATE ADOPTED:</u>
	<u>AUTHORITY:</u> a) Resolution No. CC-0406-055... b) Resolution No. CC-1308-036 c) Resolution No. CC-1407-030 d) Minute Action e) Resolution No. CC-1708-037 f) Resolution No. CC-1907-035 g) Resolution No. CC-2006-036	a) 6/21/04 b) 8/19/13 c) 7/7/14 d) 7/18/16 e) 8/7/17 f) 7/15/19 g) 6/15/20

PURPOSE:

The purpose of this statement is to comply with California Government Code (GC) Sections 16481.2, 53600, et seq., including 53646 and to provide clear guidelines for the prudent investment of the City of Lawndale's ("City") pooled cash assets.

OBJECTIVE:

The City's cash management system is designed to accurately monitor and forecast expenditures and revenues, which enables the City to invest its funds to the fullest extent possible. The City attempts to receive the highest yield obtainable with investments which meet the criteria established for safety and liquidity.

POLICY:

In compliance with GC Section 53600.3, the City manages its pooled cash assets under the Prudent Person Rule (Probate Code Section 16040, et seq., as defined on Exhibit "A".) This allows the City a number of investment options as long as the investment is deemed prudent, does not exceed five years to maturity (unless previously approved in advance of the investment by the City Council by resolution), and is allowable under current legislation (GC Section 53600, et seq.).

Criteria for selecting investments and the order of priority are:

1. **Safety.** Safety of principal is the foremost objective of the City. Each investment transaction shall seek to ensure that capital losses are avoided, whether from institution default, broker-dealer default or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk - credit risk and market risk.
 - A. Credit Risk: Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by investing only in very safe institutions and by diversifying the funds so that the failure of any one issuer would not unduly harm the City's cash position. Investments must be limited to securities backed by the full faith and credit of: (1) the federal government, (2) other governmental agencies,

or (3) agencies and institutions with collateral, including assets and insurance, assuring similar risk.

B. Market Risk: The risk of market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the weighted average maturity of the City's funds to no more than three years.

2. **Liquidity.** Liquidity is the second most important objective of the City. This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or accrued interest. Liquidity is an important quality especially when the need for unexpected funds occurs.

3. **Yield.** The current rate of return on an investment generally expressed as a percentage of the securities current price. The City desires to obtain the highest possible rate of return consistent with the foremost objectives of safety and liquidity.

This policy will enhance the economic status of the City by (a) safeguarding the pooled cash assets of the City and (b) ensuring that the City receives the highest possible rate of return on its money commensurate with the priority of safety. The basic premise underlying the City's investment philosophy is to ensure City cash assets are always safe and available when needed.

INVESTMENT AUTHORITY

The city treasurer and the city manager, acting jointly, are authorized to make investments on behalf of the City. Such investments shall be limited to the following instruments authorized under GC Sections 53601, 53635, 53684 and 16429.1 and further described in Exhibit "B":

1. Local Agency Investment Fund (LAIF) (state pool) demand deposits.
2. Certificates of deposit (or time deposits) placed with commercial banks and/or savings and loan companies and/or savings banks that are members of the Federal Depository Insurance Corporation (FDIC), not to exceed two hundred fifty thousand dollars (\$250,000) in any single account with the same institution to ensure security.
3. Passbook savings account demand deposits, not to exceed two hundred fifty thousand dollars (\$250,000) in any single account with the same institution.
4. Bonds, notes or other evidence of indebtedness of any local agency within the state or a department, board, agency or authority of the local agency.
5. Securities of the United States government or its agencies for which the full faith and credit of the United States is pledged for payment of principal and interest.

The following investments may only be made with the prior approval of the City Council by resolution, which approval must be renewed each year at the time of filing the annual Statement of Investment Policy:

1. Los Angeles County Treasurer's Municipal Investment Pool not to exceed 5% of the total county pool.
2. Money market mutual funds. Fund must receive the highest ranking by not less than two nationally recognized rating agencies or retain an investment advisor registered with the Securities Exchange Commission (or exempt from registration), have assets in excess of \$500,000,000, and at least five years' experience investing in instruments authorized by GC Sections 53601 and 53635.
3. Bankers' acceptances.
4. Small Business Administration loans.
5. Negotiable certificates of deposit.
6. Mortgage backed securities (GNMA, FHLMC, etc.).
7. Any investment of funds which, when aggregated with all other investments, will cause the investment in securities with a maturity greater than two years to exceed thirty percent (30%) of the total pooled City funds.

The city treasurer and the city manager shall purchase investment securities directly from the issuer or in accordance with GC Section 53601.5.

INVESTMENT OF DEBT PROCEEDS, LEASES, REVENUE BONDS OR SIMILAR TRANSACTIONS

Proceeds of indebtedness, certificates of participation, revenue bonds, leases, or similar transactions held by a third party trustee pursuant to an agreement with the trustee shall be invested as described in the applicable authorizing document.

INELIGIBLE INVESTMENTS

Investments not described herein, including, but not limited to, common stocks, commercial paper, repurchase agreements, reverse repurchase agreements, futures, options and derivatives are prohibited from use as City investment vehicles. The City also shall not make leveraged investments, investments made on margin or any other investment made possible through the use of funds borrowed exclusively for the purpose of financing investments.

SAFEKEEPING OF INVESTMENT SECURITIES

To protect against potential losses caused by the collapse of individual securities broker/dealers all securities owned by the City shall be held in third party safekeeping by the trust department of the City's bank or other designated third party trust, in the City's name and control, under the terms of a custody agreement executed by the trust institution and the City. All securities will be received and delivered using standard delivery vs. payment (DVP) procedures to ensure the transfer of securities only happens after payment has been made.

TRANSFER OF INVESTMENT FUNDS

The transferring of investment funds will be carried out by use of telephone or electronic wire transfers. Each entity with which the City does business shall receive, in writing from the city treasurer, a listing which limits transfers of funds to pre-authorized bank accounts only. The listing will also contain the names of the City staff authorized to request such transfers and will be updated, in writing, for all changes of authorized staff and bank accounts as necessary.

INSTITUTIONAL CRITERIA

The City shall transact business only with banks, savings and loans, direct issuers and registered investment securities dealers.

The purchase by the City of any investment, other than those purchased directly from the issuer, shall be purchased directly from an institution licensed by the state as a broker/dealer, as defined in Section 25004 of the Corporations Code, who is a member of the National Association of Securities Dealers, or a member of a federally regulated securities exchange, a national or state chartered bank, a federal or savings association (as defined by Section 5102 of the Financial Code), or a brokerage firm designated as a primary government dealer or regional brokerage dealer by the Federal Reserve Bank.

Savings and loan and banking institutions with which the City shall deposit or invest its funds shall be financially responsible and meet, at a minimum, the following criteria:

1. The institution shall have been in business at least five (5) years.
2. Assets shall be greater than fifty million dollars (\$50,000,000).
3. Net worth to asset ratio shall be 3.5 to 1 or greater.
4. Subordinated debt shall not be considered part of net worth.
5. Deposits in certificates of deposit cannot exceed thirty percent (30%) of total portfolio.
6. Interest may be paid monthly, quarterly, semi-annually or annually and at maturity.
7. The institution shall submit audited financial statements.

REPORTING

In accordance with GC Section 53646(b), the city treasurer shall render, at least quarterly, reports to the city manager and City Council showing: (a) type of investment, (b) institution, (c) date of maturity, (d) amount of deposit, (e) current market value, (f) rate of interest on each security, and (g) such other data as the City Council may, from time to time, specify.

POLICY REVIEW

In accordance with GC Section 53646(a)(2), the city treasurer may annually render to the city manager and City Council a Statement of Investment Policy, which Council shall consider and adopt by resolution at a public meeting.

To ensure consistency with any new relevant legislation and financial trends, the city treasurer shall periodically report to the city manager and City Council proposed changes in the law and amendments to this policy for review and approval.

EXHIBIT "A"

PRUDENT PERSON RULE (California Probate Code)

DIVISION 9, PART 4, CHAPTER 1, ARTICLE 2. TRUSTEE'S STANDARD OF CARE

16040. Trustee's standard of care in administering trust.

- (a) The trustee shall administer the trust with reasonable care, skill, and caution under the circumstances then prevailing that a prudent person acting in a like capacity would use in the conduct of an enterprise of like character and with like aims to accomplish the purposes of the trust as determined from the trust instrument.
- (b) The settlor may expand or restrict the standard provided in subdivision (a) by express provisions in the trust instrument. A trustee is not liable to a beneficiary for the trustee's good faith reliance on these express provisions.
- (c) This section does not apply to investment and management functions governed by the Uniform Prudent Investor Act, Article 2.5 (commencing with Section 16045).

16041. Standard of care not affected by compensation.

A trustee's standard of care and performance in administering the trust is not affected by whether or not the trustee receives any compensation.

16042. Public guardian's deposit or investment of trust property.

- (a) Notwithstanding the requirements of this article, Article 2.5 (commencing with Section 16045), and the terms of the trust, all trust funds that come within the custody of the public guardian who is appointed as trustee of the trust pursuant to Section 15660.5 may be deposited or invested in the same manner, and would be subject to the same terms and conditions, as a deposit or investment by the public administrator of funds in the estate of a decedent pursuant to Article 3 (commencing with Section 7640) of Chapter 4 of Part 1 of Division 7.
- (b) Upon the deposit or investment of trust property pursuant to subdivision (a), the public guardian shall be deemed to have met the standard of care specified in this article and Article 2.5 (commencing with Section 16045) with respect to this trust property.

EXHIBIT "B"

DESCRIPTION OF INVESTMENTS

Surplus funds of local agencies may only be invested in certain eligible securities. The City invests only in those allowable securities under GC Sections 53601, 53635, 53684 and 16429.1.

LOCAL AGENCY-INVESTMENT FUND

LAIF investments are highly liquid with deposits being wired to the City within twenty-four hours and interest compounded daily.

LAIF is a special fund in the state treasury which local agencies may use to deposit funds for investment. There is no minimum investment period and the minimum transaction is \$5,000, in multiples of \$1,000 above that, with a maximum of \$65,000,000 for any agency. All interest is distributed to those agencies participating on a proportionate share determined by the amounts deposited and the length of time of the deposit. Interest is paid quarterly and deposited directly into the account on the 15th day of the month following the close of the quarter. The State keeps an amount for the reasonable costs of administration, not to exceed five percent of the quarterly earnings of the fund.

Interest rates are fairly high because of the pooling of the State surplus cash with the surplus cash deposited by local governments. This creates a multibillion-dollar money pool and allows diversified investments. In a high interest rate market, the City may produce higher yields than LAIF can, but in times of low interest rates, LAIF yields are generally higher.

CERTIFICATES OF DEPOSIT

Certificates of deposit (CDs) are saving certificates with a fixed maturity date and specified interest rate that are generally issued by commercial banks in any denomination aside from minimum investment requirements. A CD restricts access to funds until the maturity date of the investment. If the money is withdrawn before the maturity date, there is a penalty for early withdrawal. Certificates of deposit typically range from three months to five years.

Certificates of deposit are insured for up to \$250,000 when made with members of the Federal Deposit Insurance Corporation (FDIC). CDs made above this amount with any one institution should be collateralized at 110% by the institution with government securities or 150% with mortgage-backed securities. The City will not purchase CDs in an amount exceeding \$250,000 at any given institution.

PASSBOOK SAVINGS ACCOUNTS

Passbook savings accounts are demand deposits in major deposit and lending institutions that allow the investor to transfer money from checking to savings and earn short-term interest on odd amounts of money which are not available for longer investment.

Passbook savings accounts are open-ended (i.e., they have no fixed term) and funds may be withdrawn at any time with no penalties. They are also insured up to \$250,000 when made with members of the FDIC. They are among the safest investments and earn very low rates of interest. Generally, because of the high degree of flexibility and the low yield, these investments are made with convenience as the objective rather than yield and are usually for small amounts.

NOTES, BONDS AND LOANS OF LOCAL AGENCIES WITHIN THE STATE INCLUDING BOARDS AND AGENCIES OF A LOCAL AGENCY

These investments are loans directly to the City's successor to the Lawndale Redevelopment Agency and allow for a secure guaranteed rate of return that will be repaid from the Successor Agency to the Lawndale Redevelopment Agency's tax increments (property taxes). The Agency's Board (City Council) and City Council control the terms of any such loan arrangement.

U. S. TREASURY SECURITIES

U.S. Treasury securities are considered the safest of all investments and are also highly liquid.

U.S. TREASURY BILLS are direct short-term debt obligations of the United States government. They have maturity dates of one year or less and are sold in denominations of \$1,000. They are issued and traded on a discount basis and the interest is computed on a 360-day basis. They are highly liquid investment with low market risk.

U.S. TREASURY NOTES are medium-term debt obligations of the United States government with fixed interest rates paid semiannually until maturity. Notes mature between one and 10 years (typical maturities are 2, 3, 5, 7 and 10 years). They are sold in multiples of \$100 with the minimum price of \$100. Although Treasury notes have low credit risk, they are affected by interest-rate and inflation risk which makes them volatile in a changing interest rate environment.

U.S. TREASURY BONDS are marketable, fixed-interest United States government debt security with a maturity of more than 10 years (typical maturities are 15, 20 or 30 years) and interest paid semiannually. These long-term bonds are highly volatile in a changing interest rate environment and are not considered low market risk investments.

FEDERAL AGENCY SECURITIES

Federal agency securities are highly liquid and considered credit risk free. They are guaranteed directly or indirectly by the United States government. All agency obligations qualify as legal investments and are acceptable as security for public deposits. They usually provide higher yields than regular treasury issues with all of the same advantages. Examples are:

FNMA's (Federal National Mortgage Association) are used to assist the home mortgage market by purchasing mortgages insured by the Federal Housing Administration and the Farmers Home Administration, as well as those guaranteed by the Veterans Administration.

FHLB's (Federal Home Loan Bank) notes and bonds are issued by the Federal Home Loan Bank System to help finance the housing industry. The notes and bonds provide liquidity and home

mortgage credit to savings and loan associations, mutual savings banks, cooperative banks, insurance companies and mortgage lending institutions.

Other federal agency issues include Federal Intermediate Credit Bank Debentures (FICB), Federal Farm Credit Bank (FFCB), Federal Land Bank Bonds (FLB), Small Business Administration notes (SBA's), Government National Mortgage Association notes (GNMA's), Tennessee Valley Authority notes (TVA's), and Student Loan Association notes (SALLIE MAE's).

While these investments are virtually credit risk free, they must be held to maturity to receive the guaranteed principal and interest. They are subject to the same market risks as similar non-government securities and not ordinarily invested in by the City.

LOS ANGELES COUNTY POOLED SURPLUS INVESTMENTS

The Los Angeles County Pooled Surplus Investments is similar to the California LAIF. The county fund provides protection, liquidity and higher than market rates for short-term securities.

Los Angeles County manages a multi-billion dollar portfolio serving local agencies, including school districts, community college districts, special districts and cities. This pooled fund is managed by the County Treasurer and interest is competitive to money market rates. There are no restrictions to the number of transactions or dollar amount of deposits. The funds deposited by a local agency in the county pooled fund cannot be impounded or seized by any county official or agency while the funds are so deposited.

All interest, less costs to administer the fund, is distributed to those agencies participating on a proportionate share determined by the amounts deposited and the length of time of deposit. Interest is posted quarterly to the pool.

MUTUAL FUNDS

Money market mutual funds are another authorized investment allowing the City to maintain liquidity, receive competitive money market rates and remain diversified in pooled investments.

Mutual funds are referred to in GC Section 53601.6 as "shares of beneficial interests issued by diversified management companies registered under the Investment Company Act of 1940". The mutual fund must be restricted by its by-laws to the same investments allowed to the local agency. These investments are treasury issues, agency issues, banker's acceptances, commercial paper, certificates of deposit and negotiable certificates of deposit. The quality rating and percentage restrictions in each investment category applicable to the local agency also applies to the mutual fund.

The purchase price of shares of the mutual fund shall not include any sales commission. Investments in mutual funds and money market mutual funds cannot exceed twenty percent of the City's surplus money.

BANKERS' ACCEPTANCES

Banker's acceptances are frequently the highest in yield among short-term investments, are relatively safe and are highly liquid.

Bankers' acceptances are short-term credit arrangements that facilitates international trade transactions between two parties when they do not have an established credit relationship. It is a time draft drawn on a bank by an importer to finance purchases. By its acceptance, the bank becomes primarily liable for the payment of the draft at its maturity. Acceptances are purchased in various denominations ranging from 30 to 180 days. The interest is calculated on a 360-day discount basis similar to treasury bills. The City may invest up to forty percent of surplus money in bankers' acceptances with up to thirty percent invested in any one commercial bank (GC Section 53601(g)).

NEGOTIABLE CERTIFICATES OF DEPOSIT

Negotiable certificates of deposit (NCDs) are high-grade negotiable instruments, paying a higher interest rate than regular certificates of deposit. They are liquid because they can be traded in the secondary market. However, they cannot be cashed in before maturity.

Negotiable certificates of deposit are unsecured obligations of the financial institution, bank or savings and loan, generally bought at par value with a promise to pay face value plus accrued interest at maturity or the instrument is purchased at a discount to its face value. Minimum face value is \$100,000 with maturities ranging from two weeks to one year. The City does not usually invest in NCDs.



CITY OF LAWDALE

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

DATE: June 15, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager *[Signature]*

PREPARED BY: Marla L. Pendleton, CPA, Director of Finance/ City Treasurer *[Signature]*

SUBJECT: Information Technology Services Agreement Extension – Bericom Design

BACKGROUND

Since 2001, Bericom Design has provided consistent professional information and technology services to the City of Lawndale over the last twenty years. The current contract will expire on June 30, 2020. Services are provided at an hourly rate of \$87.73 up to 1,628 hours annually (not to exceed \$142,824 annually).

STAFF REVIEW

Bericom Designs has faithfully served the City of Lawndale for its information and technology service needs. Services have included network administration, hardware/software diagnostics and resolution, City website maintenance, system security, technical support and recommendations for hardware/software acquisition and retirement. In the past fiscal year, Bericom has assisted in the implementation of the online Business License portal, the selection of the City website design vendor, updating computers and/or their operating systems, implementing remote access and online meetings during the pandemic and assisted staff in numerous other tasks.

In the current economic environment, Bericom has agreed to the existing rate of \$87.73 per hour for the one-year contract extension. A one-year extension is requested to provide continuity in services over the next fiscal year, while having time to develop, solicit and review service proposals. Due to the duration of the existing contract, it is in the interest of the City to solicit information and technology services to ensure competitive costs and services are retained.

LEGAL REVIEW

The City Attorney has reviewed the agreement and approved as to form.

FUNDING

Information Technology Services are General Fund supported in the Information Systems Department under Contract Services (100-180-530.100), and are included in the Fiscal Year 2020-21 budget.

**THIRD AMENDMENT TO CONTRACT SERVICES AGREEMENT
FOR INFORMATION AND TECHNOLOGY SERVICES**

This THIRD AMENDMENT TO CONTRACT SERVICES AGREEMENT (the "Third Amendment") is made and entered into this 1st day of July, 2020, by and between the CITY OF LAWNDALE, a municipal corporation (herein "City") and Besim Berisha, a sole proprietorship, doing business as Bericom Design (herein "Consultant").

RECITALS

WHEREAS, City and Consultant entered into that certain Agreement entitled "Contract Services Agreement for Information Technology Services" (the "Agreement") on or about December 5, 2011, and

WHEREAS, City and Consultant entered into that certain "First Amendment to Contract Services Agreement for Information Technology Services" (the "First Amendment") on or about April 21, 2014, and

WHEREAS, City and Consultant entered into that certain "Second Amendment to Contract Services Agreement for Information Technology Services " (the "Second Amendment") on or about April 17, 2017, and

WHEREAS, it is the desire of the City and the Consultant to perform services for an additional fiscal year, and

WHEREAS, the current contract will expire on or about June 30, 2020, and this amendment will extend the provisions of services through June 30, 2021.

AGREEMENT

NOW, THEREFORE, it is hereby agreed that the Agreement, as amended, is further amended in the following particulars only:

SECTION 1. Section 2.1 of the Agreement, as amended, entitled "Contract Sum" is again amended to increase the maximum contract sum by One Hundred Forty-Two Thousand Eight Hundred Twenty-Four Dollars (\$142,824.00). The maximum contract sum will increase from One Million Two Hundred Ten Thousand, Seven Hundred Sixteen Dollars (\$1,210,716.00) to One Million Three Hundred Fifty-Three Thousand, Five Hundred Forty Dollars (\$1,353,540.00).

SECTION 2. Section 2.1 of the Agreement, as amended, and Exhibit "C" entitled "Schedule of Compensation" of the Agreement, as amended, is again amended to add thereto "Exhibit C-3, Third Supplemental Schedule of Compensation" to this Third Amendment, which exhibit is incorporated herein by this reference as if set forth in full.

SECTION 3. Section 3.4 of the Agreement, is hereby amended to extend the Term for completion of services for the agreement including this and all previous amendments to June 30, 2020.

RECOMMENDATION

Staff recommends that the City Council approve the Third Amendment to Contract Services Agreement for Information and Technology Services with Bericom Design extending services for a one year term, July 1, 2020 through June 30, 2021 and to solicit proposals for services during Fiscal Year 2020-21.

Attachment: Third Amendment to Contract Services Agreement for Information and Technology Services

SECTION 5. Except as expressly provided for in this Third Amendment, all other provisions of the Agreement, as amended, shall remain in full force and effect.

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

CITY:

Robert Pullen-Miles, Mayor

ATTEST:

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

Tiffany J. Israel, City Attorney

CONSULTANT:

Besim Berisha, a sole proprietor, doing business as
BERICOM DESIGN

By:

Besim Berisha
Owner

Address: 24424 Neece Street
Torrance, CA 90505

EXHIBIT "C-3"

THIRD SUPPLEMENTAL SCHEDULE OF COMPENSATION

Each month during the term of the Third Amendment, Consultant shall submit monthly invoices to the City's Finance Department – Accounts Payable Division for services provided prior to the date of the invoice. Such invoices shall be approved by the Director of Finance and the City Manager.

The Consultant will continue to be compensated at the rate of Eight-Seven Dollars and Seventy-Three Cents (\$87.73) per hour for all services rendered to pursuant to this Agreement. Services shall be billed based on actual service hours in increments of six minutes, or .10 of an hour.

Service hours during the term of the Third Amendment shall not exceed Sixteen Hundred, Twenty-Eight (1,628) as calculated below:

Service Time Estimate	43 Weeks X 32 Hours/ Week	1,376
	9 Weeks X 28 Hours/ Week	<u>252</u>
	Annual Maximum Hours	<u>1,628</u>

RESOLUTION NO. CC-2006-030

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
AUTHORIZING CERTAIN CLAIMS AND DEMANDS
IN THE SUM OF \$98,335.77**

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

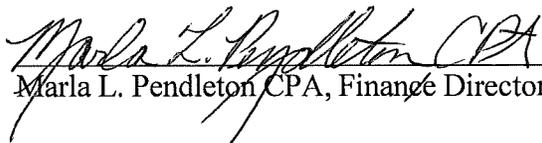
SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the Finance Director, as certified below, hereby attests to the accuracy of these demands and to the availability of funds for the payment thereof.

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 199607 through 199741 for the aggregate total of \$98,335.77 are hereby authorized.

Effective Date: June 15, 2020

Certified by:


Marla L. Pendleton CPA, Finance Director

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Rhonda Hofmann Gorman, 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-2006-030 at a regular meeting of said Council held on the 15th day of June, 2020, by the following roll call vote:

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

Rhonda Hofmann Gorman, City Clerk

City of Lawndale
Summary of Audited Claims and Demands

Claims and Demands Paid By Check:

Check Date	Beginning	Check Number	Ending	Aggregate Total
6/4/2020	199607	199741		98,335.77
Total Checks				98,335.77

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			98,335.77

Check Register Report

Date: 06/04/2020
 Time: 4:34 pm
 Page: 1

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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199612	06/04/2020	Void	06/04/2020			PRINTING ERROR	0.00
199613	06/04/2020	Void	06/04/2020			PRINTING ERROR	0.00
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Check Register Report

Date: 06/04/2020
 Time: 4:34 pm
 Page: 2

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199677	06/04/2020	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	QUARTERLY PEST CONTROL	815.00
199678	06/04/2020	Printed		7532	DEE ANDERSON	SR TRAVEL CLUB REFUND-PAGEANT	67.00
199679	06/04/2020	Printed		7533	FRANCES ANDERSON	SR TRAVEL CLUB REFUND-PAGEANT	67.00
199680	06/04/2020	Printed		2207	ASAP SIGN & BANNER	UPDATE CLEAN UP WEEK BANNERS	60.00
199681	06/04/2020	Printed		0372C	AT & T - CALNET3	PHONE CHARGES	1,736.24
199682	06/04/2020	Printed		1056	AT&T GLOBAL SERVICES, INC.	MAINTENANCE CONTRACT SERVICES	865.67
199683	06/04/2020	Printed		6608	BELLGIO CAR WASH	CAR WASHES	470.00
199684	06/04/2020	Printed		7520	BEST LUBE AND TUBE PLUS	OIL CHANGE VEHICLE #476	86.00
199685	06/04/2020	Printed		7534	JOANNE BIGBEE	SR TRAVEL CLUB REFUND-PAGEANT	134.00
199686	06/04/2020	Printed		6663	BLACK & WHITE EMERGENCY VEHICL	LED LIGHT INSTALL-VEHICLE#514	720.51
199687	06/04/2020	Printed		7524	SOFIA CAZARES	REFUND FOR CANCELLED CLASSES	33.75
199688	06/04/2020	Printed		0615	CLEANSTREET	STREET SWEEPING SVCS	18,243.50
199689	06/04/2020	Printed		7535	WINNIE DAVIS	SR TRAVEL CLUB REFUND-PAGEANT	67.00
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199691	06/04/2020	Printed		7525	ARACELIA FERNANDEZ	RESERVATION SECURITY REFUND SR	2,182.00
199692	06/04/2020	Printed		7536	ANNETTE FOSKET	TRAVEL CLUB REFUND-PAGEANT	67.00
199692	06/04/2020	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGES	83.64

Check Register Report

Date: 06/04/2020
 Time: 4:34 pm
 Page: 3

BANK: WELLS FARGO BANK N.A

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199694	06/04/2020	Printed		6530	GENERAL INDUSTRIAL TOOL & SUPP	CREDIT	48.04
199695	06/04/2020	Printed		4737	DAN GRIFFIE	SR TRAVEL CLUB REFUND-RIVERSID	178.00
199696	06/04/2020	Printed		7527	MICHAEL GUERRERO	REFUND FOR CANCELLED CLASSES	29.75
199697	06/04/2020	Printed		7537	TODD HATCH	SR TRAVEL CLUB REFUND-PAGEANT	67.00
199698	06/04/2020	Printed		7466	HAWTHORNE ELECTRIC SUPPLY	BALLAST FOR COMMUNITY CENTER	256.22
199699	06/04/2020	Printed		5425	HOLIDAY GOO	CANDY FILLED EASTER EGGS	1,069.27
199700	06/04/2020	Printed		7528	RICHARD HOWARD	RESERVATION DEP REFUND	837.00
199701	06/04/2020	Printed		7538	MAE MOSE	SR TRAVEL CLUB REFUND-PAGEANT	67.00
199702	06/04/2020	Printed		7539	CHRISTINA JIMINEZ	SR TRAVEL CLUB REFUND-PAGEANT	134.00
199703	06/04/2020	Printed		2773	L. A. CNTY DEPT PUBLIC WORKS	TRAFFIC SIGNAL ACCIDENT REPAIR	685.58
199704	06/04/2020	Printed		3467	NEALE LEHMEN	SR TRAVEL CLUB REFUND-PAGEANT	134.00
199705	06/04/2020	Printed		7529	LUCIA MARTIN	SR TRAVEL CLUB REFUND- ZION	650.00
199706	06/04/2020	Printed		7540	LAURA MARTINEZ	SR TRAVEL CLUB REFUND-PAGEANT	67.00
199707	06/04/2020	Printed		7541	MARY ANN MCFARLAND	SR TRAVEL CLUB REFUND-PAGEANT	67.00
199708	06/04/2020	Printed		5881	VIVIAN MESSBARGER	SR TRAVEL CLUB REFUND-PAGEANT	67.00
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199711	06/04/2020	Printed		6809	NATIONAL TRENCH SAFETY	COLD MIX FOR POTHOLE REPAIR SR	1,901.81
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199719	06/04/2020	Printed		4457	Q PRESS	LAWDALE BEAT BROCHURE	2,000.00
199720	06/04/2020	Printed		5068A	QUADIENT FINANCE USA INC	POSTAGE FOR CITY HALL METER	1,033.33
199721	06/04/2020	Printed		5895	RICOH USA INC	COPIER LEASE / MAINTENANCE SVC	2,142.66
199722	06/04/2020	Printed		7544	MARGARET SIMON	SR TRAVEL CLUB REFUND-PAGEANT	67.00
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199724	06/04/2020	Printed		4533	SOUTH BAY LANDSCAPING INC	MAIN LINE IRRIGATION REPAIR HVAC	1,136.00
199725	06/04/2020	Printed		6034	SOUTH COAST MECHANICAL INC	REPAIR	1,675.74
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199727	06/04/2020	Printed		0211	SOUTHERN CALIFORNIA NEWS GROUP	LEGAL ADS	401.00
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199734	06/04/2020	Printed		4142	TIME WARNER CABLE	CABLE-CITY HALL	310.81
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Check Register Report

Date: 06/04/2020
 Time: 4:34 pm
 Page: 4

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							
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199739	06/04/2020	Printed		7552	DIANE WILSON	SR TRAVEL CLUB REFUND-PAGEANT	67.00
199740	06/04/2020	Printed		7553	JOYCE WINN	SR TRAVEL CLUB REFUND-PAGEANT	67.00
199741	06/04/2020	Printed		7554	LILY WONG	SR TRAVEL CLUB REFUND-PAGEANT	67.00

Total Checks: 135

Checks Total (excluding void checks): 98,335.77

Total Payments: 135

Bank Total (excluding void checks): 98,335.77

Total Payments: 135

Grand Total (excluding void checks): 98,335.77

**MINUTES OF THE
LAWDALE CITY COUNCIL REGULAR MEETING
June 1, 2020**

A. CALL TO ORDER AND ROLL CALL

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

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Bernadette Suarez, Councilmember James H. Osborne, Councilmember Pat Kearney, Councilmember Daniel Reid

Other Participants: City Clerk Rhonda Hofmann Gorman, City Manager Kevin M. Chun, City Attorney Tiffany J. Israel, Los Angeles County Sheriff's Department Captain Duane Allen, Community Services Director Mike Estes, Assistant to the City Manager/Human Resources Director Raylette Felton, Municipal Services Director Michael Reyes, Finance Director Marla Pendleton, Community Development Director Sean Moore, Assistant City Clerk Matthew Ceballos

B. CEREMONIALS

Mayor Pro Tem Bernadette Suarez led the flag salute.

C. PUBLIC SAFETY REPORT

Captain Allen summarized recent law enforcement activities.

D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

- Randall Abram, Resident, spoke about his concerns regarding fireworks in Lawndale.
- Pam London, Resident, spoke in opposition about fireworks in Lawndale.

E. COMMENTS FROM COUNCIL

The City Council responded generally to the comments, but did not request placement of any issues on a future meeting agenda.

F. CONSENT CALENDAR

1. **Motion to read by title only and waive further reading of all ordinances listed on the Agenda**
Recommendation: that the City Council approve.
2. **Amending Section 1.04.030 of the Lawndale Municipal Code to add the definition of "Responsible Party"**

Recommendation: that the City Council approve the first reading to introduce Ordinance No. 1172-20 to amend Section 1.04.030 to add the definition of “Responsible Party” to the Lawndale Municipal Code.

3. Conflict of Interest Code Notification

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

4. Routine Records Destruction

Recommendation: that the City Council adopt Resolution No. CC-2006-029 (Listed as Resolution No. CC-2006-031 in the agenda), approving the requests from City Manager and City Council for authorization to destroy routine records as listed in exhibits of the Resolution.

5. Federally Funded Employment and Job Training – South Bay Workforce Investment Board Activities Summary

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

6. Accounts Payable Register

Recommendation: that the City Council adopts Resolution No. CC-2006-026, authorizing the payment of certain claims and demands in the amount of \$641,180.96.

7. Minutes of the Lawndale City Council Regular Meeting – May 18, 2020

Recommendation: that the City Council approve.

A motion by Councilmember Kearney to approve the consent calendar was seconded by Councilmember Reid and carried by a vote of 5-0.

G. PUBLIC HEARING

8. Update to the City of Lawndale’s Building and Safety Fees for Development within the City, effective from July 1, 2020 to June 30, 2021

Recommendation: that the City Council (a) conduct a public hearing to receive testimony regarding the City's Building Code Fee Schedule and (b) adopt Resolution No. CC-2006-027, Update to the City of Lawndale’s Building and Safety Fees for Development within the City, effective from July 1, 2020 to June 30, 2021

Community Development Director Sean Moore reported on the proposed Update to the City of Lawndale’s Building and Safety Fees for Development within the City, effective from July 1, 2020 to June 30, 2021.

Mayor Pullen-Miles opened the public hearing at 6:55 p.m.

The public hearing was opened and closed immediately at 6:55 p.m., there being no one wishing to testify.

A dialogue ensued between Council and staff regarding County fees and City fees.

A motion by Councilmember Kearney to adopt Resolution No. CC-2006-027, Update to the City of Lawndale’s Building and Safety Fees for Development within the City, effective from July 1, 2020 to June 30, 2021 was seconded by Councilmember Reid and carried by a vote of 5-0.

H. ADMINISTRATION

9. Business Revitalization Subcommittee

Recommendation: that the City Council (a) determine that the proposed action is exempt from the California Environmental Quality Act (“CEQA”) pursuant to Section 15378 of the CEQA Guidelines; and (b) appoint two City Councilmembers to the Business Revitalization Subcommittee for the develop and implement economic policies and strategies to assist Lawndale’s business impacted by COVID-19, as well as, to help stabilize and bolster City revenues.

Community Development Director Sean Moore reported on the Business Revitalization Subcommittee.

Mayor Pullen-Miles suggested the subcommittee apply economic development tools in the event of other economic impacts.

The City Council reached a general consensus to appoint Mayor Pullen-Miles and Mayor Pro Tem Suarez to serve on the Business Revitalization Subcommittee.

10. Consideration of Further Modifications to City Operations Due to the COVID-19 Pandemic

Recommendation: that the City Council (a) cancel the 2020 Summer Day Camp and Summer Youth Basketball programs; and (b) reaffirm suspension of contract class programs through the 2020 summer contract class programming season.

Community Services Director Mike Estes reported on the consideration of Further Modifications to City Operations Due to the COVID-19 Pandemic.

A motion by Councilmember Reid to (a) cancel the 2020 Summer Day Camp and Summer Youth Basketball programs; and (b) reaffirm suspension of contract class programs through the 2020 summer contract class programming season was seconded by Councilmember Kearney and carried by a vote of 5-0.

11. Update on the Use of the Best Western Hotel and Baymont Inn as Temporary Homeless Shelters through “Project Roomkey”

Recommendation: that the City Council receive and file this report, and provide direction to staff as appropriate.

Public Comment

Pam London, Resident, spoke about “Project Roomkey” and inquired about any new hotel agreements and commented on new COVID-19 cases in Lawndale.

Municipal Services Director Michael Reyes provided an update on the Use of the Best Western Hotel and Baymont Inn as Temporary Homeless Shelters through “Project Roomkey” and responded to the Public Comment.

Councilmember Kearney inquired about a housed individual who escaped and created a disturbance. Municipal Services Director Michael Reyes responded the individual was detained and arrested by Deputies.

The City Council reached a general consensus to receive and file the report.

12. Options for Reinstating Parking Enforcement Related to Street Sweeping Operations

Recommendation: that the City Council select option 1, 2, or 3 as detailed and stated in the staff report, related to parking enforcement for street sweeping operations, and/or provide further direction to staff.

Public Comment

Randall Abram, Resident, spoke about parking during the “safer at home” order and was strongly opposed to the proposal of reinstating parking enforcement related to street sweeping operations.

Pam London, Resident, disagreed with the recommendation to reinstate parking enforcement related to street sweeping operations.

Municipal Services Director Michael Reyes reported on the Options for Reinstating Parking Enforcement Related to Street Sweeping Operations.

A dialogue ensued between City Council about the options and were opposed to option 1 and unanimously agreed with options 2 and 3, as listed in the staff report.

The City Council reached a general consensus to reinstate parking enforcement related to street sweeping operations on major streets in Lawndale as soon as possible and roll out full parking enforcement related to street sweeping operations at a later date in July.

I. CITY MANAGER'S REPORT

City Manager Kevin Chun, spoke about the City’s social media platforms and recommended residents follow and sign up for updates and information regarding the City.

J. ITEMS FROM CITY COUNCILMEMBERS

13. Mayor/City Councilmembers Report of Attendance at Meetings and/or Events

Councilmember Osborne spoke about the recent civil unrest, wished the present events would Pass, and would not repeat or affect the current youth.

Councilmember Reid attended the Budget Subcommittee. Councilmember Reid went on to

Commend Lawndale Residents for remaining nonviolent during the surrounding civil unrest and wanted everyone to stay healthy.

Councilmember Kearney attended the Budget Subcommittee.

Mayor Pro Tem Bernadette Suarez attended the South Bay City Council Government Board of Directors meeting and wanted everyone to stay safe.

Mayor Pullen-Miles attended L.A. County Sanitation District Meeting and commended the City for remaining peaceful during the most recent events of civil unrest and for their trust in the City Council.

K. CLOSED SESSION

Public Comment

Pam London, Resident, spoke about L.A. County not concerned about the long term effect on the City because of “Project Roomkey”.

At 7:40 p.m. the City Council entered into closed session.

14. Conference with Legal Counsel – Anticipated Litigation

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(4), because the City is considering whether to initiate litigation in one case against Best Western Plus South Bay Hotel, Baymont Inn, and the County of Los Angeles.

At 8:12 p.m. the City Council entered back into open session.

City Attorney Tiffany Israel reported that the City Council met in Closed Session to discuss one item listed on the Closed Session agenda. The City Council was updated on item number 14 and there was no reportable action taken.

L. ADJOURNMENT

There being no further business to conduct, the Mayor adjourned the meeting at 8:13 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Rhonda Hofmann Gorman, City Clerk

Approved: 6/15/2020

DRAFT

**MINUTES OF THE
LAWNDALE CITY COUNCIL SPECIAL MEETING
June 1, 2020**

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 4:32 p.m. in the City Hall council chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Bernadette Suarez, Councilmember James H. Osborne, Councilmember Pat Kearney, Councilmember Daniel Reid

Other Participants: City Clerk Rhonda Hofmann Gorman, City Manager Kevin M. Chun, City Attorney Tiffany J. Israel, Assistant to the City Manager/Human Resources Director Raylette Felton, Municipal Services Director Michael Reyes, Community Services Director Mike Estes, Community Development Director Sean Moore, and Assistant City Clerk Matthew Ceballos.

B. CEREMONIALS

Councilmember Pat Kearney led the flag salute.

C. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

- Andrew Tan, Resident, spoke about the proposed Fiscal Year 2020-2021 Budget and his concerns.

D. COMMENTS FROM COUNCIL

No comments from Council provided.

E. ADMINISTRATION

1. Fiscal Year 2020-2021 Budget Workshop

Recommendation: that the City Council (a) receive and file the budget presentation; and (b) review the proposed budget and direct staff as appropriate.

Finance Director Marla Pendleton provided a PowerPoint presentation on the proposed Fiscal Year 2020-2021 Budget. A lengthy dialogue ensued between Council and staff regarding the Fiscal Year 2020-2021 Budget.

A. ADJOURNMENT

There being no further business to conduct, the Mayor adjourned the meeting at 5:56 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Rhonda Hofmann Gorman, City Clerk

Approved: 6/15/2020

**MINUTES OF THE
LAWNDALE CITY COUNCIL SPECIAL MEETING
LAWNDALE CABLE USAGE CORPORATION SPECIAL MEETING
LAWNDALE HOUSING AUTHORITY SPECIAL MEETING
REDEVELOPMENT SUCCESSOR AGENCY SPECIAL MEETING
June 3, 2020**

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:08 p.m. in the City Hall council chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Bernadette Suarez, Councilmember James H. Osborne, Councilmember Pat Kearney, Councilmember Daniel Reid

Other Participants: City Clerk Rhonda Hofmann Gorman, City Manager Kevin M. Chun, City Attorney Tiffany J. Israel, Assistant to the City Manager/Human Resources Director Raylette Felton, Municipal Services Director Michael Reyes, Community Services Director Mike Estes, Community Development Director Sean Moore, and Assistant City Clerk Matthew Ceballos.

B. CEREMONIALS

Councilmember Daniel Reid led the flag salute.

C. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

None.

D. CONSENT CALENDAR

REDEVELOPMENT SUCCESSOR AGENCY

1. Minutes of the Successor Agency Meeting – June 17, 2019
Recommendation: that the Board approves.

LAWNDALE HOUSING AUTHORITY

2. Minutes of the Housing Authority Regular Meeting – November 4, 2019
Recommendation: that the Commissioners approve.

LAWNDALE CABLE USAGE CORPORATION

3. Minutes of the Cable Usage Corporation Board of Directors Meeting – June 17, 2019
Recommendation: that the Directors approve.

A motion by Councilmember Kearney to approve the consent calendar was seconded by Councilmember Reid and carried by a vote of 5-0.

E. ADMINISTRATION

4. Annual Budget for Fiscal Year 2020-21

Recommendation: that the City Council (a) consider and approve items 1 through 14 as listed in the staff report and incorporated into the proposed budget, and direct staff as appropriate; and (b) adopt Resolution No. CC-2006-028, approving and adopting the Citywide Budget for FY 2020-21 as amended based on direction provided by City Council in relation to items 1 through 14 as listed in the staff report.

Finance Director Marla Pendleton provided a general review of the proposed Annual Budget for Fiscal Year 2020-21.

City Manager Kevin M. Chun added follow-up remarks with respect to the budget process and commended Finance Director and the Finance Department.

A lengthy dialogue ensued between the City Council and Staff regarding adequate weekend coverage from Municipal Services Officers.

Councilmember Kearney recommended to reducing staff uniforms budget to \$1,000. Community Services Director Mike Estes concurred.

Councilmember Osborne inquired about potentially having Unarmed Security Service return if the budget improves. City Manager Kevin M. Chun and Community Services Director Mike Estes responded that it they would explore the possibility of a new company should funding be available.

A lengthy dialogue ensued between the City Council and Staff regarding management of parks with the Lawndale Elementary School District. A preliminary notice will be prepared.

The items listed as 1 through 14 were summarized as one motion to approve as follows:

1. In accordance with Personnel Rule 3.55 and the Memorandum of Understanding between the City of Lawndale and the respective employee bargaining units, implement an economic layoff of all part-time employees. Based on operational need, rehire staff to provide essential functions not to exceed the following annual budgeted amounts: Rec Leader/ Sr Rec Leader, Rec Leader/ Sr Rec Leader, Transit Operator, and Cable TV Prod. Assistant *Staff Recommendation Approved, Councilmember Kearney opposed the staff recommendation.*
2. Reduce the Recreation Program Uniform budget by \$1,500 from the \$3,000 request due to workforce reduction (277-510-510.500). *Staff Recommendation Amended – budget reduced by \$2000 from the \$3000 request (\$1000).*
3. Reduce full-time staff in the Community Services Department to be in line with service requirements. Specifically, eliminate the below three authorized positions and funding to realize cost savings for the full fiscal year:
 - a. Community Services Supervisor
 - b. Community Services Coordinator
 - c. Recreation Coordinator*Staff Recommendation Approved.*

4. Eliminate all travel and training budgets Citywide leaving funding for only Citywide mandatory human resources training of \$2,000 (100-150-510.610). If funding becomes available during the fiscal year, consider reinstating funding based on operational needs. *Staff Recommendation Approved.*
5. Eliminate School Crossing Guard Services. Estimated costs of \$132,405 was removed from the proposed budget (100-510-530.100). The existing contract with All City Management Services, Inc. expires on June 12, 2020. Direct staff to inform All City Management Services that the existing contract will not be renewed in Fiscal Year 2020-21. *Staff Recommendation Approved.*
6. Discontinue Unarmed Security Services for the Harold E. Hoffman Community Center, City Hall Courtyard, Veteran's Memorial Wall and surrounding parking lots. Section 2.3 of the agreement between the City of Lawndale and the Alpha and Omega Group Security Services, Inc. allows the City the option to void or amend the existing agreement to reflect unanticipated reduction in funding for any reason. Section 7.4 further requires a thirty (30) day written notice for contract termination. Direct staff to terminate the existing contract with Alpha and Omega Group Security Services, Inc. effective July 1, 2020. The \$26,000 requested funding has been removed from the proposed budget for Fiscal Year 2020-21. *Staff Recommendation Approved.*
7. Reduce the requested funding for the Public Works Department Grounds Maintenance (100-320) to the actual amount expended in Fiscal Year 2018-19. Below are the accounts and amounts reduced in the proposed budget which results in a savings of \$37,500. *Staff Recommendation Approved.*
8. Reduce the existing Citywide tree trimming, pruning and tree removal service contract with South Bay Landscaping, Inc. for Fiscal Year 2020-21 by \$80,000 from the current year contract amount of \$166,490. Direct the Interim Public Works Director to review the 2020 Phase II Schedule included in the service contract and perform a risk assessment to identify specific trees which can be eliminated from the current year schedule without jeopardizing public safety or altering the aesthetic look of the City. *Staff Recommendation Approved.*
9. Reduce the budgeted funding for Senior Travel Club support from \$21,000 to \$10,000. The reduction has been incorporated into the proposed budget under the Senior Program Fund 278, Contract Services account 530.100. *Staff Recommendation Approved.*
10. Defer the \$43,400 one-time funding budget request for contract services to establish a transition plan for identifying and establishing a plan for compliance with the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design (100-160-530.100). *Staff Recommendation Approved.*
11. Transfer eligible costs from the Community Services Recreation and Senior Activities budgets to the newly awarded Community Development Block Grant- COVID-19 (CD BG-CV) grant and establish a \$5,000 budget for grant administrative costs (214-440-530.200). *Staff Recommendation Approved.*
12. Provide the required one year notice to cancel the Community Recreation Program Agreements with the Lawndale Elementary School District to renovate, operate and maintain the three school district parks located at the William Green, Jane Addams and William Anderson/ Will Rogers schools. Although this action will not provide savings in Fiscal Year 2020-21, it will provide approximately \$130,000 annually in water, electricity, and grounds maintenance annually after notice is given. In addition, part-time salaries of \$120,000, if approved under recommendation 1, could be saved annually for staffing the three parks. *Staff Recommendation Amended – prior to giving formal notice, attempt to enter*

into negotiations with school district (suggested deadline to enter into an agreement of July 1, 2020, notice to be served if no deal reached to give back 1 or more schools).

13. Consider reducing the Lawndale Beat services from two routes down to one route. The Lawndale Beat is funded through Proposition A tax revenue, which is earmarked for the Local Return Program to be used by the City for developing and/or improving local public transit, paratransit and related transportation infrastructure. Estimated revenue for Fiscal Year 2020-21 is \$698,280 of which \$491,180 of appropriations was requested and included in the proposed budget for contract services to operate the two Lawndale Beat routes. If one route is eliminated, the funding will need to be reallocated into other authorized program uses. Direction is requested for this recommendation. *Staff Recommendation Approved – Direction provided to eliminate the “express route” and keep the “residential route”.*
14. Increase the Unemployment Insurance Budget from \$50,000 to \$93,340 (100-160-525.600). *Staff Recommendation Approved.*

A motion by Councilmember Osborne to consider and approve items 1 through 14 as listed in the staff report, subsequently amended by City Council, and incorporated into the proposed budget, and direct staff as appropriate, and adopt Resolution No. CC-2006-028, approving and adopting the Citywide Budget for Fiscal Year 2020-21 as amended based on direction provided by City Council in relation to items 1 through 14 as listed in the staff report, subsequently amended by City Council, was seconded by Councilmember Kearney and carried by a vote of 5-0.

F. ADJOURNMENT

There being no further business to conduct, the Mayor adjourned the meeting at 7:34 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Rhonda Hofmann Gorman, City Clerk

Approved: 6/15/2020

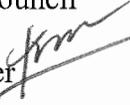


CITY OF LAWNDALE

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

DATE: June 15, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager 

REVIEWED BY: Sean M. Moore, AICP, Community Development Director 

PREPARED BY: Jared Chavez, Senior Planner 

SUBJECT: CASE NO. 20-09 GENERAL PLAN ANNUAL PROGRESS REPORT 2019

BACKGROUND:

The General Plan Annual Progress Report (APR) summarizes the City of Lawndale's progress towards implementing the goals, policies, and programs of the City's General Plan. It covers the period from January 1, 2019 through December 31, 2019. The report also reviews the activities of the Community Development Department including the Planning, Building and Safety, and Housing divisions.

This report is prepared in compliance with California Government Code Section 65400(a), which mandates that all cities and counties submit to the Governor's Office of Planning and Research (OPR) an Annual Report on the status and implementation of the General Plan.

The City of Lawndale's General Plan includes nine elements – seven mandated elements and two optional elements (Air Quality and Economic Development). The Community Development Department maintains the General Plan and monitors its implementation. The Planning Commission and the City Council oversee the effectiveness and relevancy of the General Plan, and its implementation activities, through its annual review.

This Annual Report also describes the City's progress in meeting its regional housing needs over the current reporting period and describes local efforts to remove government constraints on the maintenance, improvement, and development of housing to satisfy Government Code § 65400 (b)(2). The California Department of Housing & Community Development (HCD) requires specific information related the development of housing in the City. This detailed information is summarized in the tables attached to this staff report.

ANALYSIS:

The Annual Progress Report provides a brief summary of General Plan related actions undertaken during the reporting period. The following is a summary of major activities during the reporting period:

- There were 3,024 recorded counter visits to the Community Development Department; 124 site plan reviews were performed; 849 building permits were issued.

- Adopting an urgency ordinance for Shared Mobility Devices, which establish rules and regulations prohibiting renting and storing of shared motorized scooters from public rights-of-way within the City.
- Through the reporting period many new major businesses opened within City boundaries, reducing the amount of vacancies for commercial spaces, as well as meeting the General Plan and Specific plan goals and objectives. Some of the businesses that opened in 2019 were; a Target store, a Pep Boys, an Appliance Liquidation store and Combinations boxing studio. Project approvals still in process include a 7-Eleven convenience store and a dental office on the second floor of a building with retail spaces for rent on the bottom, both projects are in the construction phase.

In the past, the Planning Commission has requested that staff make recommendations for ways to further implement the General Plan. The items listed below would all qualify as ways of implementing the General Plan:

- 1) **PREPARE RESIDENTIAL DESIGN GUIDELINES.** Recently completed. The Residential Development Standards and Design Guidelines help ensure the quality of residential development, ensure that new development is compatible in mass, scale and other design features with surrounding developments; and assist residents property owners, developers and designers in understanding and implementing the principles contained in the document.
- 2) **COMPLETE REVISION AND MODERNIZATION OF ZONING CODE.** Efforts are ongoing. The most recent revision includes the Shared mobility devices regulations. The City is up to date with new zoning regulations and updates the City Zoning Code regularly.
- 3) **UPDATE THE HOUSING ELEMENT.** The housing element was updated in 2013 and covers the period from July 1 2014 – June 30, 2021. The Community Development Department is currently working on a General Plan Amendment which includes the Housing Element.
- 4) **INCREASE INCENTIVES FOR COMMERCIAL AND RESIDENTIAL LOT MERGERS.** Applications are handled on a case by case basis.
- 5) **PREPARE SPECIFIC PLANS FOR MARINE AVENUE AND MANHATTAN BEACH BOULEVARD TO REALIZE THE ECONOMIC POTENTIAL OF EACH CORRIDOR.** Efforts are ongoing. The Community Development Department is currently working on updating the General Plan as well as the Hawthorne Boulevard Specific Plan.
- 6) **COMPREHENSIVE PLAN TO REDUCE URBAN RUNOFF IN LAWNSDALE.** Efforts are ongoing.
- 7) **UPDATE CEQA GUIDELINES FOR DEVELOPMENT.** Recently completed. The CEQA Guidelines were prepared and adopted in 2018, no new updates have been incorporated.

ENVIRONMENTAL ASSESSMENT:

The General Plan Annual Progress Report is exempt from the requirements of the California Environmental Quality Act (CEQA) under the general rule of CEQA Guidelines, Section 15061 (b)(3), that there is no possibility that the APR may have a negative physical impact on the environment.

COMMISSION REVIEW:

At a public hearing on May 13, 2020, the Planning Commission adopted Resolution No. 20-07 recommending that the City Council review and adopt the 2019 General Plan Annual Progress Report.

PUBLIC REVIEW:

Notices of a public hearing were posted on the bulletin board outside City Hall and published in the *Daily Breeze* on May 18, 2020.

LEGAL REVIEW

The City Attorney's office has reviewed and approved Resolution No. CC-2006-035 as to form.

FISCAL IMPACT

Not Applicable

RECOMMENDATION

Staff recommends that the City Council review the 2019 draft Annual Report, make any desired revisions, and direct staff to forward the report to the State Department of Housing and Community Development and the Governor's Office of Planning and Research.

ATTACHMENTS

- A. PC Resolution No. 20-07
- B. CC Resolution No. CC-2006-035
- C. General Plan Annual Progress Report 2019
- D. Annual Housing Element Implementation Progress Report

ATTACHMENT A

PC Resolution No. 20-07

RESOLUTION NO. 20-07

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LAWDALE, CALIFORNIA DIRECTING STAFF TO FORWARD THE GENERAL PLAN ANNUAL PROGRESS REPORT 2019 TO THE CITY COUNCIL FOR ITS REVIEW AND CONSIDERATION

WHEREAS, the City of Lawndale (“City”) has a General Plan, which was adopted in 1999, with the Housing Element being subsequently revised in 1997, 2001, 2010 and 2014; and

WHEREAS, in January of 2014, the City adopted a Housing Element covering the period of 2013-2021, which had been reviewed and approved by the California Department of Housing and Community Development (“HCD”); and

WHEREAS, pursuant to California Government Code Section 65400, the City is required to prepare a General Plan Annual Progress Report (“APR”) for submittal to the City Council, Governor’s Office of Planning and Research, and HCD by April 1st of each year, however due to COVID-19 pandemic the State allowed for additional time for submittal; and

WHEREAS, the General Plan APR for calendar year 2019 considered by the Planning Commission on May 13, 2020 is intended to satisfy the requirements of Government Code Section 65400(a); and

WHEREAS, evidence was heard and presented from all persons interested in the General Plan APR for 2019, and the Planning Commission has reviewed, analyzed and studied the General Plan APR for 2019.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF LAWDALE, CALIFORNIA DOES HEREBY RESOLVE, FIND, DETERMINE AND RECOMMEND AS FOLLOWS:

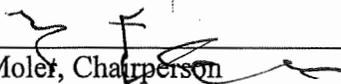
Section 1. The Planning Commission finds and determines that the recitals above are true and correct.

Section 2. The General Plan APR for calendar year 2019 appropriately and accurately summarizing the City’s progress during 2019 in implementing the action policies in its adopted General Plan.

Section 3. That City staff forward the General Plan APR 2019 to City Council for its review and consideration.

Section 4. That the City Council find that the General Plan APR for 2019 is exempt from the requirements of the California Environmental Quality Act (“CEQA”) under the general rule of CEQA Guidelines, Section 15061(b)(3), in that there is no possibility that the APR may have a significant negative physical impact on the environment.

PASSED, APPROVED AND ADOPTED THIS 13TH DAY OF MAY, 2020



Uffe Moller, Chairperson
Lawndale Planning Commission

ATTEST

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF LAWDALE)

I, Sean M. Moore, AICP, Community Development Director for the City of Lawndale, California, do hereby certify that the foregoing **Resolution No. 20-07** was duly approved and adopted by the Planning Commission of the City of Lawndale at a regular meeting of said Commission held on the **13th day of May, 2020** by the following roll call vote:

AYES: **Moller, Martinez, Cuevas, Smith, Rose-Pryor**
NOES:
ABSENT:
ABSTAINED:



Sean M. Moore, AICP
Community Development Director

ATTACHMENT B

Resolution No. CC-2006-035

RESOLUTION NO. CC-2006-035

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA ACCEPTING
THE GENERAL PLAN ANNUAL PROGRESS REPORT 2019
AND APPROVING THE TRANSMITTAL OF THE REPORT
TO THE GOVERNOR'S OFFICE OF PLANNING AND RESEARCH
AND THE CALIFORNIA DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT AND FINDING OF EXEMPTION
FROM CEQA REQUIREMENTS**

WHEREAS, the City of Lawnsdale ("City") has a General Plan, which was adopted in 1999, with the Housing Element being subsequently revised in 1997, 2001, 2010 and 2014; and

WHEREAS, in January 2014, the City adopted a Housing Element covering the period of 2013-2021, which had been reviewed and approved by the California Department of Housing and Community Development ("HCD"); and

WHEREAS, pursuant to Cal. Government Code section 65400, the City is required to prepare a General Plan Annual Progress Report (APR) for submittal to the City Council, Governor's Office of Planning and Research (OPR), and HCD by April 1st of each year, however due to COVID-19 pandemic, the State allowed for additional time for submittal; and

WHEREAS, the General Plan Annual Progress Report, attached to the staff report for this item as Attachment "C", for calendar year 2019 was considered by the Planning Commission on May 13, 2020 and on this date, the Planning Commission approved Resolution 20-07 recommending that the City Council accept the General Plan Annual Progress Report 2019; and

WHEREAS, evidence was heard and presented from all persons interested in the General Plan Annual Progress Report for 2019, and the City Council has reviewed, analyzed and studied the General Plan Annual Progress Report for 2019.

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

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

SECTION 2. The City Council hereby accepts the General Plan Annual Progress Report for the 2019 calendar year and finds that the General Plan Annual Progress Report for calendar year 2019 appropriately and accurately summarizes the City's progress during 2019 in implementing the action policies in its adopted general plan.

SECTION 3. The City Council hereby directs City staff to forward the General Plan Annual Progress Report 2019 to the Governor's Office of Planning and Research and the California Department of Housing and Community Development Department in accordance with Government Code § 65400.

SECTION 4. The City Council finds that the consideration of the General Plan Annual Progress Report for 2019 is exempt from the requirements of the California Environmental Quality Act (“CEQA”) under the general rule of CEQA Guidelines, Section 15061(b)(3), in that there is no possibility that the Annual Progress Report may have a significant negative physical impact on the environment.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2006-035 at a regular meeting of said Council held on the 15th day of June, 2020, by the following roll call vote:

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

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

ATTACHMENT C

General Plan Progress Report 2019

City of Lawndale General Plan Annual Progress Report Calendar Year 2019

May 2020



**City of Lawndale
Community Development Department
Sean M. Moore, AICP, Community Development Director
14717 Burin Avenue
Lawndale, California 90260**

**Prepared by:
Jared Chavez, Senior Planner
Community Development Department
(310) 973-3206
jchavez@lawndalecity.org**

1. Introduction

The General Plan Annual Progress Report summarizes the City of Lawndale's progress towards implementing the goals, policies, and programs of the City's General Plan. The report covers the period from January 1, 2019 through December 31, 2019. The report also reviews the activities of the Community Development Department including the Planning, Building and Safety, and Housing divisions.

This report is prepared in compliance with California Government Code Section 65400(a), which mandates that all cities and counties submit to their legislative body, Governor's Office of Planning and Research and Department of Housing Community Development ("HCD") an Annual Report on the status and implementation of the General Plan.

The City of Lawndale's General Plan includes nine elements – seven mandated elements and two optional elements (i.e. Air Quality and Economic Development). The Community

Development Department maintains the General Plan and monitors its implementation. The Planning Commission and the City Council oversee the effectiveness and relevancy of the General Plan, and its implementation activities, through its annual review.



This Annual Report also describes the City's progress in meeting its regional housing needs over the current reporting period and describes local efforts to remove government constraints on the maintenance, improvement, and development of housing to satisfy Government Code § 65400 ((a)(2)(B)). The report includes, (2) the number of housing development applications received; (3) the number of units included in all development applications; (4) the number of units approved and disapproved; (5) a listing of sites rezoned to accommodate that portion of the City's share of the regional housing need for each income level that could not be accommodated on sites identified in the City's inventory; (6) the number of applications submitted pursuant to Government Code Section 65913.4(a) (i.e. streamline approval for affordable housing), and the location and the total number of developments approved, the total number of building permits issued, the total number of units including both rental housing and for-sale housing by area median income category constructed using the process provided in Government Code

Section 65913.4(b) (i.e. ministerial streamline approval process for affordable housing); , the information required pursuant to Health and Safety Code Section 50515.04(a). In addition, the Housing Successor Annual Report regarding the Low and Moderate Income Housing Asset Fund has been prepared pursuant to California Health and Safety Code Section 34176.1(f), which reports the activities of the Lawndale Housing Authority during the fiscal year.



Lawndale Background

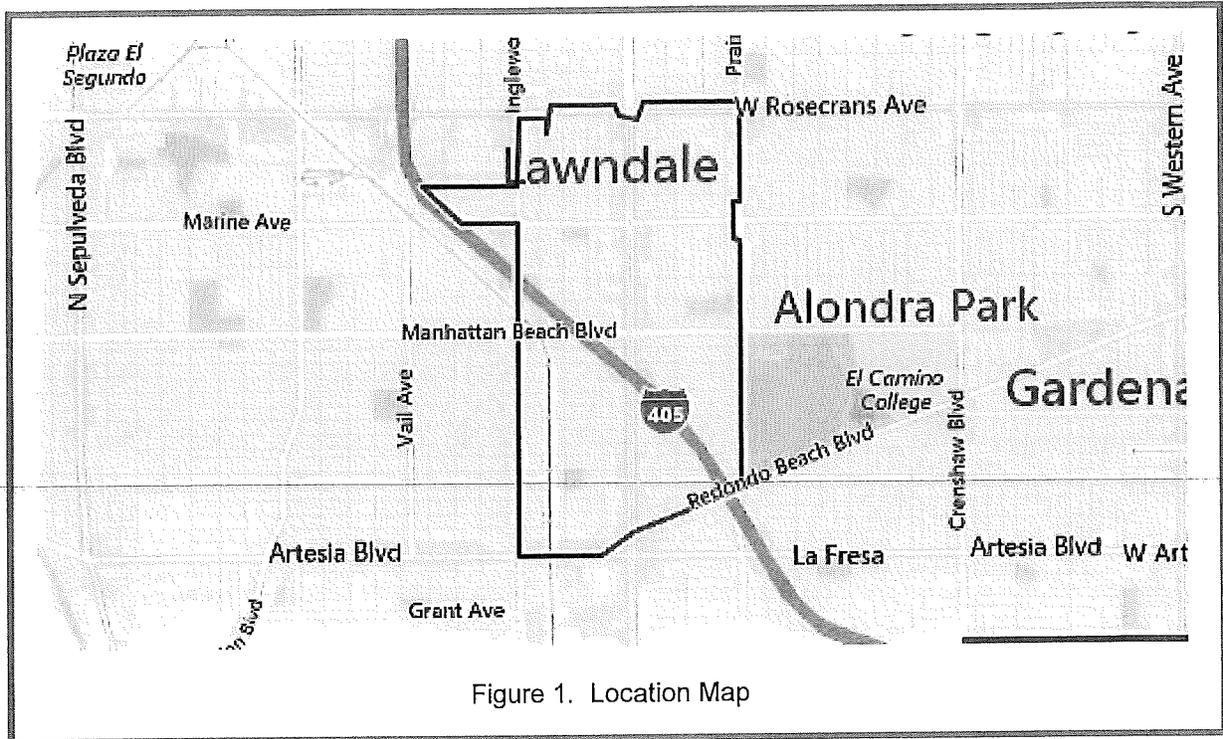


Figure 1. Location Map

Incorporated in 1959, the City of Lawndale is a small but highly urbanized community located in the South Bay portion of Los Angeles County, approximately 3 miles east of the Pacific Ocean. Although Lawndale only encompasses approximately two square miles, the community is home to nearly 33,500 residents with very few parcels of remaining vacant land. Surrounding communities include the cities of Hawthorne to the north, Redondo Beach to the west, and Torrance to the south. The City is well served by several regional transportation systems, including the San Diego (405) Freeway and Hawthorne Boulevard (107 Highway), which both pass through the community and provide access to major employment centers in Los Angeles County.

The City of Lawndale has grown from its predominately agricultural roots to a built-out City that is centrally located in the South Bay area, evolving into a bedroom community primarily consisting mostly of medium-density residential development.



2. Community Development Department

The Community Development Department is responsible for the review of development and building activity to ensure compliance with zoning and building codes, General Plan policies, the California Environmental Quality Act , and community values. The Department provides information to the general public on zoning, building, housing, redevelopment and economic development related matters; assists the community in establishing land use plans; ensures the quality of new projects through the development review process; and provides staff support to the Planning Commission, City Council, and the general public.

Counter activity is the number of counter visits recorded in the Department, which are kept and tracked on a monthly basis. Total *recorded* counter visits for 2019 were **3,024 visits**, which was much lower in comparison to the previous year which had **4,420 visits**.

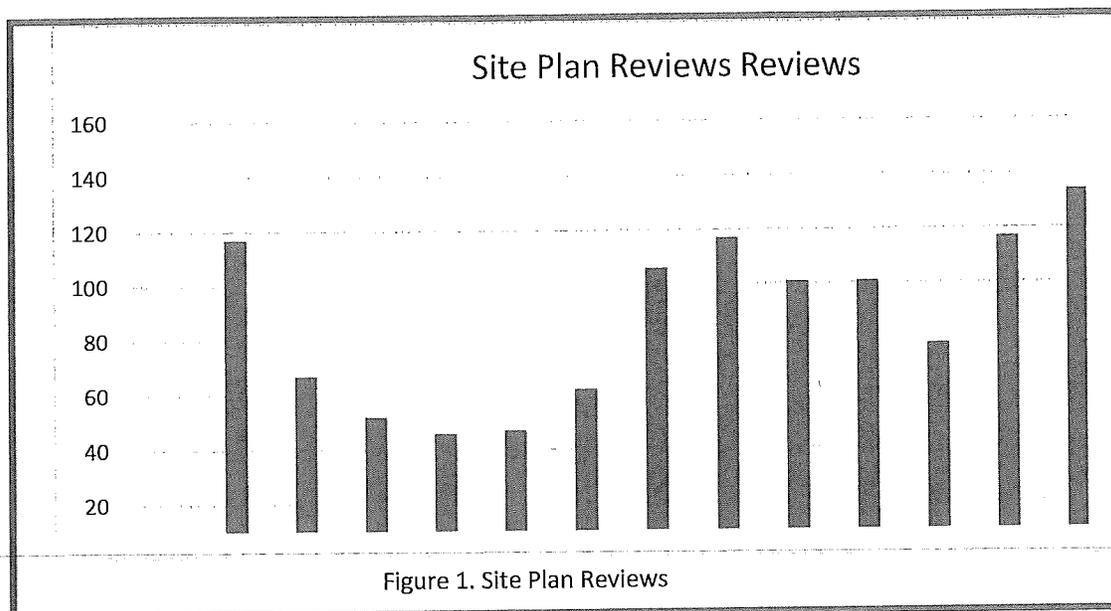
Planning Division

The Planning Division is responsible for two key functions: current planning and advanced planning. It is the Division's goal to provide timely and effective management of these two functions. Current planning involves the processing and review of various development applications for conformance with the City's Zoning Ordinance, General Plan, Specific Plan, and other land use policies. The Planning Division is responsible for reviewing applications and issuing permits pertaining to:

- Residential, commercial, and industrial design reviews
- Special Use Permits
- Subdivisions
- General proposed development

In 2019, the Planning Division processed **124** site plan review applications and **115** residential property reports, and brought **46** cases (e.g., SUPs, zoning code amendments) before the Planning Commission.





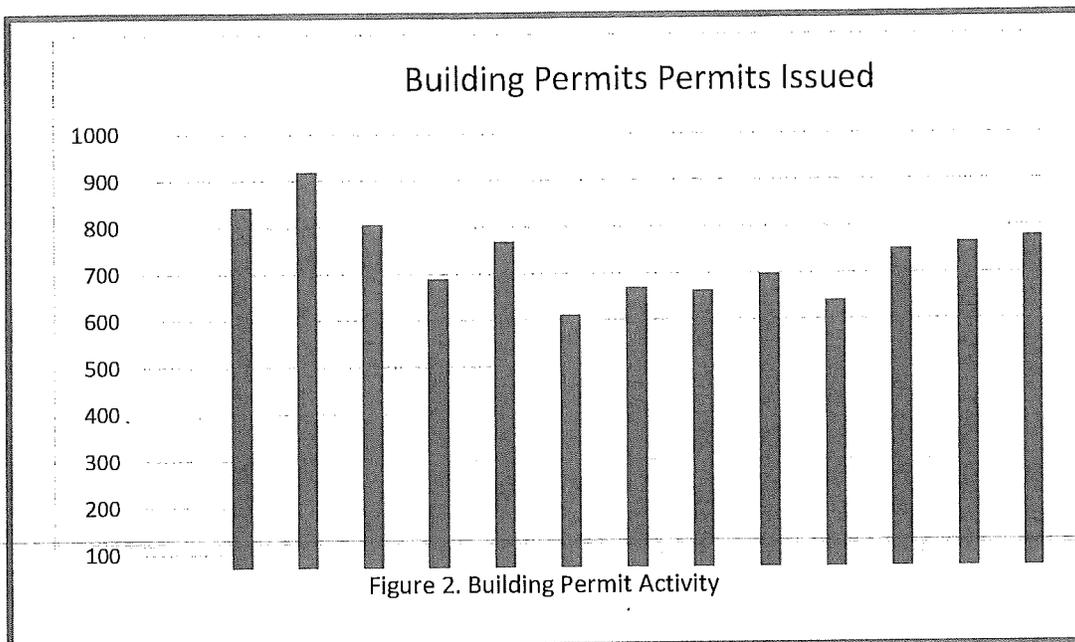
Advanced planning involves the City’s long-range planning activities, which include updating and preparing various planning documents such as Specific Plans, the City’s General Plan, and implementation of text amendments. Planning staff also assembles and maintains community data and demographics and coordinates the reporting of this data to outside agencies.

Building and Safety Division

The Building and Safety Division is responsible for a variety of tasks including issuing permits, processing plan check submittals, and inspections. The Building and Safety Division reviews all plans and permits for compliance with the California Building Code. New building construction and a majority of tenant improvements require plan check review for Zoning and Building Code compliance. These plan checks are reviewed by the Building and Safety Division, the Planning Division, the Fire Department, and the Engineering Division.

In addition to reviewing plans, the Building and Safety Division also issues permits. These types of permits include all construction related projects (residential, commercial, and industrial), grading, roofing, installation of mechanical and utility equipment, etc. **The total number of permits issued in 2019 was 849**, which is down (0.97%) from the 875 permits issued in 2018. This is off from the high of 920 permits issued in 2006, but construction has stabilized and appears to be making a steady recovery.





Housing Division

Activity in the Housing Division slowed dramatically following the dissolution of the Redevelopment Agency which helped fund many of the City’s housing programs. Although these programs were effectively on hold during the reporting period, the City is hoping in the near future to reintroduce the Great Neighborhoods Program with the injection of new housing funds provided from the Housing Division. Additionally, the City has received some set aside funds from the CA Department of Finance for the development of affordable housing projects. The City intends on using set aside funds in developing affordable housing incentives for developers.

3. General Plan Implementation Status

In preparation for a comprehensive update of its 1992 General Plan, the City of Lawndale appropriated funds in the fiscal year 2007-2008 budget for an evaluation of the General Plan. However, just as the housing crisis and economic downturn necessitated many cities to implement austerity measures, the City of Lawndale was also affected and forced to cut the appropriation from its general fund for the General Plan update.

The City recently sold a property located in the corner of Hawthorne Blvd. and Manhattan Beach Blvd. The City was able to apply the funds obtained from this transaction to hire a consultant to update both the General Plan and the Hawthorne Boulevard Specific Plan. The update’s intent is to refresh the existing documents which the City view as relevant documents. The updates are expected to guide and maintain the City of Lawndale for the next 20years.



Structure of the General Plan

Element	Type	Year Adopted
Community Development		
Land Use	Mandated	1992
Circulation	Mandated	1992
Housing	Mandated	2014*
Economic Development	Optional	1992
* HE updated in 2013; adopted 1/6/14		
Resource Management		
Open Space	Mandated	1992
Conservation	Mandated	1992
Air Quality Management	Optional	1992
Hazard Management		
Safety	Mandated	2016
Noise	Mandated	1992

Table 1: City of Lawndale General Plan Elements

General Plan Amendments and Implementation Activities

The following represents the progress the City of Lawndale made towards implementing the goals and guiding policies of the General Plan during the reporting period.

Land Use Element

The Land Use Element establishes the policies for determining where certain land uses, such as residential, commercial, and industrial, are most desirable. The Land Use Element defines the physical areas in the City serving the needs of residents, businesses, and visitors.

Policy 6g. The City shall protect, encourage and where feasible, provide housing opportunities for low and moderate income households, as well as for the homeless.

In 2019 the City continued to implement the accessory dwelling unit ordinance that allows accessory dwelling units on properties that are already developed with a single family residence. The intent of the accessory dwelling unit ordinance is to allow additional housing alternatives in which property owners could rent out accessory dwelling units, and provide opportunity to increase homeowner income, while helping to ease the high cost of living within the City. The City adopted new density bonus regulations that re-defined concessions and incentives for affordable housing projects consistent with state law. As a part of the ordinance additional concessions and incentives were allowed for housing

projects that provided housing for foster youth, disabled veterans, and homeless persons. The ordinance also allowed parking reductions if certain conditions are met regarding the proximity to major public transit stops.

Additionally an ordinance was adopted to ban short term rentals as well as a new ordinance to prevent landlords from evicting tenants before the new rent control ordinance came into effect in 2020

Implementation Program 5.1. Zoning Ordinance Update. During the reporting period, the Planning Commission undertook the review of a number of zoning code regulations in order to ensure that the zoning code reflects the City’s community enhancement goals and policies. New regulations regarding the prohibition of shared mobility devices within City boundaries were adopted and approved by the Lawndale City Council. The key objectives and main components of the shared mobility devices ordinance included the following:

- *Establishes rules and regulations prohibiting renting and storing of shared motorized scooters in public rights-of-way within the City.*
- *45-day moratorium prohibiting the operation of motorized scooter programs within the City limits.*
- *On February 4th, 2019, the moratorium was extended by an additional 10-months 15 days.*

The new Lawndale Municipal code section 12.60, was amended by Ordinance 1157 and its intent is to regulate shared mobility devices.

Development Activity

Building activity has remained relatively steady throughout the reporting period. Within the reporting period, permits were issued for 51 new dwelling units, an increase in units compared to 20 built in 2018. Nonetheless, most of the development activity within the reporting period came from property owners that were active with additions and remodeling projects.

Furthermore, tenant improvements to commercial properties remained fairly steady with six (6) permits issued for commercial tenant improvements. This is a slight decrease of four (4) tenant improvement project in comparison to the ten (10) tenant improvement permits that were issued within 2018. The table below identifies major development applications processed during the 2019 reporting period.



Project	Type of Development	# of Units or Sq. Ft.	Permit Issuance Date
4440 W 153 rd . St	41 Units	+41 du.	2/7/19

4529 W 160 th . St.	New Rear Unit	+1 du.	3/7/19
4033 W 161 th St.	ADU	+1 du.	4/8/19
4148 W 149 th . St.	ADU	+1 du.	2/6/19
14909 Larch Ave.	New 2-story Unit	+1 du.	1/22/19
4547 W 161 st St.	New Duplex	+2 du	6/6/19
15421 Firmona Ave.	Two 2-story detached units	+2 du	7/30/19
15432 Larch Ave.	New single family dwelling	+1 du	9/24/19
Commercial			
16129 Hawthorne Blvd.	T.I For Commercial Business		9/17/19
14900 Hawthorne Blvd	T.I. for fast food restaurant		11/19/19
14929 Hawthorne Blvd.	T.I. for Boxing studio		9/16/19
14310 Hawthorne Blvd.	T.I. for Target		11/11/19
15820 Inglewood Ave.	T.I. For Pep Boys		7/10/19
14722 Hawthorne Blvd.	T.I For Business office		10/15/19

Table 2:- Development Activity

Circulation Element

The safe and efficient movement of people and goods through cities is provided by a circulation system ranging from sidewalks to bikeways to roadways. As population and economic growth continue, cities have the challenge of improving the circulation system to deal with increased demands. The growth also impacts the infrastructure required to provide utilities and other services needed for those who live, work, and visit the City.

Goal 3. Roadway Improvements. Improvements to streets and sidewalks are heavily favored in the City's 5-Year Capital Improvement Plan (CIP) for the period FY 17/18 – FY 21/22. The CIP has established priorities for street improvements, identifying areas of greatest need and coordinating short and long-range planning efforts. Road segment improvements that were either in design, under construction, or closed out during the reporting period included the following:

1. Inglewood Avenue Phase III
2. Traffic Signal Inventories
3. Underground Storage Tank Environmental Testing
4. City Maintenance Yard Parking Lot Pavement
5. Citywide Concrete Repairs
6. Burin House Demolition & Parking Lot Improvements
7. Traffic Speed Survey
8. Renamed 147th Street to Lawndale Way
9. Removed Marquee from Hawthorne Blvd



One major street improvement project that kicked-off in 2011 and continued in the planning and design phase throughout 2019 was the Inglewood Avenue corridor widening. This project has regional significance and involves multi-jurisdictional coordination between the cities of Lawndale, Redondo Beach, and Hawthorne. The road widening will significantly improve traffic circulation along Inglewood Avenue north of Manhattan Beach Boulevard and the associated intersection improvement at Inglewood Avenue and Marine Avenue will greatly improve the Level of Service (LOS) at that intersection.

Housing Element

The Housing Element establishes the City's housing policies and programs. It serves as a guide for City officials in decision-making and sets forth an action plan to implement the City's housing goals. The Housing Element is intended to direct residential development and preservation in a manner consistent with the General Plan and the requirements of State Housing Element law. The current Housing Element covers the period from July 1, 2014 – June 30, 2021.

Housing Element implementation is further discussed in **Section 4. Housing Element Activity**.

Economic Development Element

Throughout the reporting period the City made efforts to decrease the vacancy rate within the City's commercial zones. New businesses such as Target, Pep Boys, Combinations Boxing Academy, and a new Appliance Liquidation Store were opened for business during the reporting period. The department is making ongoing efforts to facilitate the approval process for new businesses while complying with all local, state and federal regulations.

Open Space Element

Typical of most communities located within mature urbanized settings, Lawndale has a limited amount of open space areas. Open space areas are important not only to provide recreational activities for residents, but also as a visual break from the built environment.

Goal 1. Open Space. The City currently has seven parks that offer recreational activities for the residents. Although no new parks were constructed during the reporting period, the City has made ongoing efforts to preserve existing parkland by providing continued maintenance of and improving existing park facilities.

Conservation Element

Goal 1. Water Conservation. In December 2013, the City Council adopted a resolution affirming its commitment to the implementation of low impact development controls for new development projects and towards establishing a "Green Streets" policy to reduce

storm water runoff discharges from municipal streets to receiving waters. During the reporting period the City continued to implement low impact development controls for all new construction and remodel projects.

Goal 3. Energy Conservation. To minimize negative environmental effects of supplying and using energy by reducing the community's reliance upon traditional energy resources through the initiation of energy conservation practices and the utilization of available energy technology.

During the 2019 reporting period the City with coordination with the South Bay Cities of Governments continued to follow the adopted Climate Action Plan ("CAP"). The CAP serves as a roadmap and guidance document for reducing GHG emissions within City operations and the community at large. The CAP includes a list of non-binding goals, measures, and sub-strategies for the possible emission reductions by sector to reach the City's GHG target for 2020. The forecast continues to describe the impacts of these strategies on the City's target for the year 2035.

Air Quality Management Plan

Due to the nature of the guiding and implementing policies of the Air Quality Management Plan, the efforts to implement this element of the General Plan are on-going. Projects are reviewed on a case-by-case basis for adverse air quality impacts to the environment and sensitive receptors.

Safety Element

Natural and non-natural hazards present a variety of risks to persons who live, work, and visit the City. The City aims to reduce the potential risk of death, injuries, property damage, and the economic and social dislocation resulting from hazards.

In 2012, the City applied for grant funding through the State of California 2008 Disaster Recovery Initiative Program, which is under the Community Development Block Grant Program. This application was made to update the Safety Element and the City's Local Hazard Mitigation Plan. In January 2013, the City received notice that funding had been awarded in the amount of \$250,000. Accordingly, the Safety Element and the local hazard Mitigation Plan were updated and adopted in August of 2016. During the reporting period, efforts have been undertaken to initiate the further update of the Safety Element and the Local Hazard Mitigation Plan.

Due to the nature of the guiding and implementing policies of the Safety Element, the efforts to implement this element of the General Plan are on-going. Projects are reviewed on a case-by-case basis. Additionally, staff receive training in emergency preparedness and local hazard mitigations on an annual basis.

Noise Element

Due to the nature of the guiding and implementing policies of the Noise Element, the efforts to implement this element of the General Plan are on-going. Projects are reviewed on a case-by-case basis for adverse noise impacts to the environment and sensitive receptors, and the City continues to enforce its noise ordinances.

4. Housing Element Activity

The 2014-2021 Housing Element is designed to address the existing and projected housing needs across all economic segments of the community. The City Council adopted the 2014-2021 Housing Element in January 2014 after the HCD notified the City that the draft Housing Element was found to be in compliance with State housing law.

During the reporting period the Community Development Department continued implementing the Housing Element's Housing Plan. This included the ongoing implementation of programs for housing conservation, production of housing, provision of adequate housing sites, removal of governmental constraints, and promotion of equal housing opportunity.

Regional Housing Needs Assessment ("RHNA")

The current RHNA Plan was adopted by the Southern California Association of Governments (SCAG) Regional Council in July 2013. Under the RHNA Plan, each of the SCAG jurisdictions received an allocation of new housing units, which they are expected to facilitate the construction of during the 2014-2021 assessment period. There are many ways to "facilitate" construction of these units. At a minimum, each jurisdiction is expected to provide land zoned to accommodate housing at the densities required to provide the total number of units and meet the affordability requirements mandated by State law. Table B (attached) shows the progress made towards fulfilling the RHNA allocation including the number of residential development projects completed in the City from January 1, 2019 – December 31, 2019, categorized by income level.

Affordable Housing Categories and Income Limits

Affordable housing is broken down into four categories. Each category is based upon a percentage of median income for Los Angeles County, adjusted for household size. The income limits are updated annually by the U.S. Department of Housing and Urban Development and form the income eligibility limits used by the HCD. These household income limits, as defined by California Housing Element law, are:

- Very Low: Households earning less than 50% of median family income
- Low: Households earning 51% to 80% of median family income
- Moderate: Households earning 81% to 120% of median family income
- Above Moderate: Households earning over 120% of median family income

Qualifying income limits for each group are based on household size. HCD determined annual gross income limits for Los Angeles County households in 2019 are shown below.

Income Category	Number of Persons in Household							
	1	2	3	4	5	6	7	8
Extremely Low	21,950	25,050	28,200	31,300	33,850	36,350	39,010	43,430
Very Low	36,550	41,800	47,000	52,200	56,400	60,600	64,750	68,950
Low	58,450	66,800	75,150	83,500	90,200	96,900	103,550	110,250
Median	51,150	58,500	65,800	73,100	78,950	84,800	90,650	96,500
Moderate	61,400	70,150	78,950	87,700	94,700	101,750	108,750	115,750

Table 3: Household Income Limits

Housing Production in Context with City Housing Policy

Production of affordable housing is facilitated by means of several specific City policies and housing programs. Primary City housing programs include the Rental Rehabilitation Program, Acquisition and Rehabilitation Program, Condominium Conversion Ordinance, Affordable Housing Development Program, Accessory Dwelling Unit Ordinance, and Density Bonus Ordinance. However, many of these programs have been severely impacted by the loss of Redevelopment Agency Housing Set-Aside funds and are effectively on hold until new funding sources can be secured.

2014-2021 RHNA Production Summary

For the current RHNA cycle, 50 total units have been constructed (i.e., Certificate of Occupancy issued). Of those units, zero (0) fall within the affordable categories. During the reporting period, nine (9) new units were constructed.

Housing Production Expectations

Near term efforts in the present RHNA cycle will continue to focus on identifying underutilized sites for higher density mixed-use and affordable housing development. Information collected on economic development strategies and during the 2014-2021 Housing Element Update provided a starting point for identifying the vacant and underutilized sites, which are anticipated to provide the land necessary to sufficiently meet the current RHNA allocation. Combined with other affordable housing development efforts, such as density bonus incentives, residential second unit construction, development of accessory dwelling units and non-profit projects, the City is capable of meeting the established RHNA target for the current housing cycle.

ATTACHMENT D

Annual Housing Element Implementation Progress Report

Please Start Here

General Information	
Jurisdiction Name	Lawndale
Reporting Calendar Year	2019
Contact Information	
First Name	Jared
Last Name	Chavez
Title	Senior Planner
Email	jchavez@lawndalecity.org
Phone	(310) 973-3206
Mailing Address	
Street Address	14717 Burin Avenue
City	Lawndale
Zipcode	90260

Submittal Instructions

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year, submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. **Online Annual Progress Reporting System (Preferred)** - This enters your information directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*
2. **Email** - If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

v2_26_19

Table A
Housing Development Applications Submitted

Project Identifier		Unit Types		Proposed Units - Affordability by Household Incomes		Total		Streamlining		Notes						
1	2	3	4	5	6	7	8	9	10							
Current APN	Street Address	Project Name	Local Jurisdiction Tracking ID	Unit Category (SFA, SFD, 2 to 4, 5+, ADU, JMH)	Tenure (R=Rent, O=Owner)	Date Application Submitted	Very Low-Income (Non-Disabled, Restricted)	Low-Income (Non-Disabled, Restricted)	Medial-Income (Non-Disabled, Restricted)	Medial-Income (Disabled, Restricted)	Above Medial-Income	Total PROPOSED Units by Project	Total APPROVED Units by Project	Total DISAPPROVED Units by Project (Auto-calculated Can Be Determined)	Was APPLICATION SUBMITTED Pursuant to GC 8873.1(b)7 (SB 38 Streamlining)	Notes
Summary Row: Start Data Entry Below																
4074-016-004-016	15022 Kingsdale Ave		Case 19-02	5+	O	1/10/2019						74	42	6	No	
4075-014-001	4347 W. 171st St.		Case No 19-12	2 to 4	O	2/13/2019						6	6	6	No	
4075-014-016	15337 Ave Ave		Case No 19-11	2 to 4	O	3/26/2019						3	3	3	No	
4074-011-003	4161 W. 162nd St.		Case No 19-05	2 to 4	O	4/15/2019						2	2	2	No	
4074-004-016	4208 & 4216 Manhattan Beach		Case No 19-20	5+	O	5/6/2019						6	6	6	No	
4075-014-025	17000 Hawthorne Blvd		Case No 19-32	5+	R	8/28/2019						38	15	15	No	
4076-004-003	14820 Hawthorne Blvd		Case No 19-25	SFD	O	7/16/2019						1	1	1	No	
4074-011-020	4107 W. 152nd St		Case No 19-28	SFD	O	8/1/2019						1	1	1	No	
4074-016-020	4045 W. 159th St.		Case No 19-30	SFD	O	8/19/2019						1	1	1	No	
4075-010-018	4318 W. 167th St.		Case No 19-39	SFD	O	10/21/2019						1	1	1	No	
4080-011-007	4628 W. 153rd St.		Case No 19-42	2 to 4	O	11/28/2019						2	2	2	No	
4079-016-011	13314 Grenville Ave		Case No 19-45	5+	R	12/11/2019						7	7	7	No	Public Hearing scheduled for 3/25/2020.

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Income Level	1										2	3	4
	RHNA Allocation by Income Level	2013	2014	2015	2016	2017	2018	2019	2020	2021	Total Units to Date (all years)	Total Remaining RHNA by Income Level	
Very Low	96						#N/A				#N/A	#N/A	
Low	57						#N/A				#N/A	#N/A	
Moderate	62						#N/A				#N/A	#N/A	
Above Moderate	166		5		3	13	#N/A	51			#N/A	#N/A	
Total RHNA	381		5		3	13	#N/A	51			#N/A	#N/A	

Note: units serving extremely low-income households are included in the very low-income permitted units totals
 Cells in grey contain auto-calculation formulas

Jurisdiction	Lawndale	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Entitled Units Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		52
Total Units		52

Note: units serving extremely low-income households are included in the very low-income permitted units totals

Submitted Applications Summary	
Total Housing Applications Submitted:	12
Number of Proposed Units in All Applications Received:	74
Total Housing Units Approved:	42
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas



CITY OF LAWNDALE

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

DATE: June 15, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager *KM*

PREPARED BY: Matthew Ceballos, Assistant City Clerk *MC*

SUBJECT: November 3, 2020 General Municipal Election – Calling for the Election, Requesting County Consolidation and Services, and Adopting Regulations for Candidates Statements

BACKGROUND

On April 17, 2017, the City Council adopted Ordinance No. 1135-17, changing the date of the City's General Municipal Election from April to November of even-numbered years, beginning in 2018, to be consolidated with the Statewide General Election. This year's Statewide General Election is scheduled to be held on November 3, 2020.

There are two City Council seats open in this election for a full term of four years; the seats are currently held by City Councilmembers James Osborne and Daniel Reid. The election is also for the position of Mayor for a full term of two years; the seat is currently held by Mayor Robert Pullen-Miles.

STAFF REVIEW

Resolutions must be adopted by the City Council prior to the election to: 1) call and give notice of the election, 2) establish regulations regarding candidates statements, and 3) request that the Los Angeles County Board of Supervisors consolidate the General Municipal Election with the statewide general Election.

Calling and Giving Notice of the Election

By adopting Resolution No. CC-2006-031, the City Council will order the General Municipal Election to be held on November 3, 2020.

The resolution also orders the following: 1) that the conduct of the election and the form and content of ballots be in accordance with state law; 2) that the election official procure all supplies necessary to lawfully conduct the election; 3) designates the Assistant City Clerk as the an election's official; and 4) that vote centers will be open from 7:00 a.m. until 8:00 p.m. on Election Day, which are the normal hours for Los Angeles County vote centers.

Consolidating the Election with the Statewide General Election

Resolution No. CC-2006-032 will consolidate the General Municipal Election with the Statewide General Election, to be held on November 3, 2020. This resolution accomplishes the following: 1) requests that the Los Angeles County Board of Supervisors consolidate the General Municipal Election with the Statewide General Election, 2) directs the County Election Department to conduct the election, and 3) authorizes the County Election Department to perform the election canvass.

In a consolidated election, the majority of the duties normally performed by the City's election's official are managed by the County Registrar of Voters. These include consolidating precincts, establishing vote centers or polling places, recruiting and training precinct officers, furnishing precinct supplies, printing and mailing voter pamphlets (sample ballots), printing official ballots, conducting the election tally and staffing the tally center, canvassing the election returns and certifying the official Election results. The City's election official will retain the following responsibilities: Conducting the nomination process, publishing and posting legally required notices and furnishing copies of ballot materials to the Los Angeles County Registrar Recorder.

Candidates Statements

Resolution No. CC-2006-032 establishes the regulations and limits to Candidate Statements that will appear in the voter pamphlet.

The California Election's Code allows candidate statements to include the name, age and occupation of the candidate and a brief description of the candidate's education and qualifications. The statement may not include the candidate's party affiliation, the candidate's membership or activity in partisan political organizations, or reference to other candidates for the same office. All statements are printed in type of uniform size and darkness, with uniform spacing. State law also allows local jurisdictions to establish policies pertaining to:

- Length of the candidate's statement
- Foreign language translations
- Payment for the cost of printing, handling, translating and mailing candidate statements

If approved by the City Council, the attached resolution will acknowledge the requirements and restrictions in state and federal laws. The specific provisions are as follows:

- Length of Statement - State law restricts the length of the candidate statement to 200 words, but also authorizes the City Council to increase the limit to 400 words. Since Lawndale traditionally chooses not to raise the limit, the resolution is written to again limit statements to 200 words.
- Foreign Language Translations - A candidate may request that the statement also be printed in Spanish and included in the Official Sample Ballot Booklet mailed to all voters in the election area. An additional fee is required to print a Spanish candidate statement. In compliance with California Law, (Election Code Section 13307 (b)) the Los Angeles County Registrar/Recorder Office will only print English and Spanish candidate statements to be included in the Official Sample Ballot Booklet for candidates who wish to have one, at the candidate's own expense.
- Multilingual translation for candidate statements for Voter Information Booklets may be provided in Vietnamese and Korean for qualified jurisdictions in accordance with Federal Voting

Rights Act provisions and Department of Justice specifications. These materials when printed are sent only to voters who have requested them.

Payment for the Cost of the Statement - State law allows the City/County to pass on the cost of translating, printing, handling, and mailing candidate statements to the candidates. The estimated cost for the 2020 Election candidate statements has not been produced as of yet, however the estimated cost for the 2108 Elections was \$800 each. A small number of cities require candidates to pay all costs except translations required by the federal and state voting rights acts. Multi-lingual Sample Ballot printing and translation would be included in the cost estimate. Per the Los Angeles County Registrar-Recorder/County Clerk, sample ballots will be mailed in English and Spanish. Other languages are available if requested by the voters. Due to the fact that Lawndale candidates have always paid all costs, we have written the resolution accordingly. Please note that in previous elections, Los Angeles County only charged for printing costs, but moving forward, they will now base candidate statement fees on mailing and handling costs in addition to the printing costs.

Staff recommends that the City Council review all options presented. As stated above, the proposed resolution does not substantially reflect any changes in policy from past elections. If the City Council support keeping the status quo with regard to candidate statement regulations, staff recommends that you adopt the resolution as written.

LEGAL REVIEW

The City Attorney has reviewed the attached resolutions and approved them as to form.

FISCAL IMPACT

The Fiscal Year 2020-21 Budget includes funding in the amount of \$88,000. At this time, we do not anticipate the need for an additional appropriation.

RECOMMENDATION

Staff recommends that the City Council: (a) adopt Resolution No. CC-2006-031, calling for the November 3, 2020 General Municipal Election, calling for a Special Election to be held should there be a tie vote, and designating the Assistant City Clerk as the Election Official; (b) adopt Resolution No. CC-2006-032 requesting County Services; and (c) adopt Resolution No. CC-2006-033, adopting candidate statement regulations.

Attachments: Resolution No. CC-2006-031
 Resolution No. CC-2006-032
 Resolution No. CC-2006-033

RESOLUTION NO. CC-2006-031

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNSDALE, CALIFORNIA,
CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD
ON TUESDAY, NOVEMBER 3, 2020, FOR THE ELECTION OF CERTAIN OFFICERS,
DESIGNATING THE ELECTION OFFICIAL, AND OTHER MATTERS AS
REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA
RELATING TO GENERAL LAW CITIES**

WHEREAS, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on November 3, 2020, for the election of a Mayor for the full term of two years; and two members of the City Council of said City for the full term of four years; and

WHEREAS, pursuant to Lawndale Municipal Code Section 2.16.030, the City Council shall designate an individual to serve as the City's Election Official in conjunction with the resolution necessary to call each election; and

WHEREAS, pursuant to California Elections Code Section 12303, all political jurisdictions in the state are obligated to encourage non-English speaking citizens to vote and to minimize obstacles to voting by such citizens and, therefore, must provide minority language assistance when three percent or more of voting-age residents of a precinct are non-English speaking citizens; and

WHEREAS, pursuant to California Elections Code Section 10242, the City Council shall establish and determine the hours vote centers will be open.

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

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to general law cities, there is called and ordered, to be held in the City of Lawndale, California, on Tuesday, November 3, 2020, a General Municipal Election of the qualified electors of Lawndale for the purpose of electing a Mayor for the full term of two years; and two members of the City Council for the full term of four years.

SECTION 2. That pursuant to Lawndale Municipal Code Section 2.16.030, the Assistant City Clerk is hereby designated as the Election Official in and for the City of Lawndale, in connection with all proceedings related to the Election called for herein, who shall be responsible for all duties, either express or implied, in conjunction with conducting the November 3, 2020 General Municipal Election.

SECTION 3. That notice of the time and place of holding the Election is given and the Election official is authorized, instructed and directed to give further or additional notice of the Election, in time, form and manner as required by law.

SECTION 4. That the Elections Official is authorized, instructed and directed to coordinate with the County of Los Angeles-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the Election. That the ballots to be used at the Election shall be in form and content as required by law.

SECTION 4. That the vote centers for the Election shall be open at seven o'clock a.m. of the day of the Election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the vote centers shall be closed, pursuant to Election Code Section 10242, except as provided in Section 14401 of the Elections Code of the State of California.

SECTION 5. That in all particulars not recited in this resolution, the Election shall be held and conducted as provided by law for holding Municipal Elections.

SECTION 6. That notice of the time and place of holding this Election is hereby given and the Assistant City Clerk is authorized, instructed and directed to give such further or additional notice of the Election in time, form and manner as required by law.

SECTION 7. That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Los Angeles Registrar-Recorder/County Clerk, the City Council, in accordance with Election Code Section 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot or in accordance with Election Code Section 15651(b), shall conduct a Special Runoff Election to resolve the tie vote and such Special Runoff Election is to be held on a Tuesday not less than 40 days nor more than 125 days after the administrative or judicial certification of the Election which resulted in a tie vote.

SECTION 8. The City Council authorizes the County of Los Angeles Registrar-Recorder/County Clerk to administer said Election and all reasonable and actual Election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2006-031 at a regular meeting of said Council held on the 15th day of June, 2020, by the following roll call vote:

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

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

RESOLUTION NO. CC-2006-032

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNSDALE REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO ORDER THE CONSOLIDATION OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 3, 2020 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD IN THE COUNTY OF LOS ANGELES THE SAME DAY; TO AUTHORIZE THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CANVASS THE RETURNS OF SAID GENERAL MUNICIPAL ELECTION; AND TO REQUEST THAT THE REGISTRAR-RECORDER/COUNTY CLERK OF SAID COUNTY BE PERMITTED TO RENDER FULL SERVICES TO THE CITY OF LAWNSDALE RELATING TO THE CONDUCT OF SAID GENERAL MUNICIPAL ELECTION PURSUANT TO CALIFORNIA ELECTIONS CODE SECTION 10403

WHEREAS, a General Municipal Election has been called by the City of Lawnsdale to be held in the City of Lawnsdale on November 3, 2020; and,

WHEREAS, a Statewide General Election to be held in the County of Los Angeles has been or will be called to be held on November 3, 2020; and,

WHEREAS, it is desired, pursuant to the authority found in California Elections Code section 10403, that said General Municipal Election be consolidated with said Statewide General Election to be held in the County of Los Angeles on the same date.

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

SECTION 1. The Board of Supervisors of the County of Los Angeles is hereby respectfully requested to order the consolidation of said General/Special Municipal Election to be held on November 3, 2020, with the Statewide General Election to be held in the County of Los Angeles on November 3, 2020.

SECTION 2. The Board of Supervisors of the County of Los Angeles is hereby further respectfully requested to place upon the same ballot as that provided for said Statewide General Election to be held in the County of Los Angeles on November 3, 2020, the names of the candidates for the offices of

Councilmember, At-Large, Full Term
Councilmember, At-Large, Full Term
Mayor, Full Term

to be submitted to the electors of the City of Lawnsdale at said General Municipal Election.

SECTION 3. The City of Lawnsdale acknowledges that the consolidated election will be held and conducted in the manner prescribed in Section 10418 of the California Elections Code.

SECTION 4. The Board of Supervisors of the County of Los Angeles is hereby authorized and respectfully requested to canvass the returns of said General Municipal Election.

SECTION 5. The Board of Supervisors of the County of Los Angeles is hereby authorized and respectfully requested to authorize and permit the Registrar-Recorder/County Clerk of the County of Los Angeles to:

- a) Print and supply ballots for said City of Lawndale General Municipal Election;
- b) Mail the City's sample ballots and candidate statements of qualifications to the electors of the City of Lawndale as part of the same material that will be mailed to the voters of the Statewide General Election to be held in the County of Los Angeles;
- c) Perform such other services as may be required for the consolidation and conduct of said City of Lawndale General Municipal Election with said Statewide General Election to be held in the County of Los Angeles.

SECTION 6. The vote centers for the election shall be open as required during the identified voting period pursuant to California Elections Code sections 4007 and 14401.

SECTION 7. The City shall reimburse the County of Los Angeles in full for the services performed on behalf of the City upon the presentation of a bill by the County.

SECTION 8. The City Clerk is hereby directed to deliver a certified copy of this resolution to the Board of Supervisors of the County of Los Angeles and to transmit an electronic copy to the Board of Supervisors and the Registrar-Recorder/County Clerk of the County of Los Angeles.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2006-032 at a regular meeting of said Council held on the 15th day of June, 2020, by the following roll call vote:

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

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

RESOLUTION NO. CC-2006-033

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNSDALE,
CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR
ELECTIVE OFFICE WITH RESPECT TO CANDIDATES STATEMENTS
SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON
TUESDAY, NOVEMBER 3, 2020**

WHEREAS, the City Council has called for a General Municipal Election to be held on November 3, 2020 for the Election of a Mayor and two members of the City Council; and

WHEREAS, pursuant to California Elections Code Section 13308, any candidate for elective office may prepare a statement of his/her personal background and qualifications which shall be sent to each voter in a voter information pamphlet; and

WHEREAS, Section 13307 of the Elections Code of the State of California establishes certain regulations pertaining to the preparation and form of candidate statements and authorizes the City to establish certain other regulations pertaining to materials prepared by any candidate for a municipal Election, including costs of the candidates' statement; and

WHEREAS, the City is authorized to establish the maximum length of candidate statements and require each candidate filing a statement to pay in advance his or her pro rata share of the printing, handling, translating and mailing costs of including the candidate's statement in the voter pamphlet; and

WHEREAS, pursuant to the federal Voting Rights Act, all political subdivisions within the County of Los Angeles, California are required to provide translations of voting materials if more than five percent of the citizens of voting age are members of a single language minority and are limited-English proficient, which minority languages include Spanish, Vietnamese, Chinese, Japanese, Korean, Tagalog/Filipino, Thai, Hindi and Khmer/Cambodian.

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

SECTION 1. General Provisions. That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Lawnsdale on November 3, 2020 may prepare a candidate's statement on an appropriate form provided by the Election Official. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. Foreign Language Policy.

- A. Pursuant to the Federal Voting Rights Act, the County is required to translate candidates' statements into the 12 qualified languages. The multilingual targeted languages for the City are: Spanish, Korean and Vietnamese.
- B. Pursuant to state law, the County will:
 - 1. Have all candidates' statements translated into Spanish, Vietnamese, and Korean; and
 - 2. Have additional translations prepared as requested by the candidate pursuant to Section 2(B) above; and
 - 3. Cause the voter information pamphlet, including all candidates' statements, to be printed in English and Spanish; and
 - 4. Cause additional translations requested and paid for by the candidate to be printed in the voter information pamphlet; and
 - 5. Have all translations prepared by professionally certified translators meeting the requirements in California Elections Code Section 13307; and
- C. The County will:
 - 1. Mail separate Voter Information Guide including sample ballots and translated candidates statements in Korean and Vietnamese to only those voters who are on the county voter file as having requested a sample ballot in a particular language.
 - 2. Make the Voter Information Guide, including sample ballots and candidates statements, in the City's required languages available on the County's website and at all polling places, on the County's website, and in the Election Official's office

SECTION 3. Payment.

- A. Translations: The candidate shall be required to pay for the cost of all translations of the candidate's statement.
- B. Printing: The candidate shall be required to pay for the cost of printing the candidate's statement in the main voter pamphlet.
- C. The City's Election Official shall estimate the total cost of printing, handling, translating, and mailing the candidates' statements filed pursuant to this section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the City his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. The estimate is just an approximation of the actual cost that varies from one Election to another Election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the Election Official is not bound by the estimate and will, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final, actual cost. In the event of underpayment, the clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the Election.

SECTION 4. The Voter Information Pamphlet, Additional Regulations.

- A. The Election Official shall ensure that all candidates' statements printed in the voter information pamphlet are printed in type of uniform size and darkness, and with uniform spacing, and specifically shall not allow bold type, underlining and capitalization of full words. In addition, no statement shall not include any emphasis in

the body of the text including, but not limited to, numbered lists, asterisks, bullets, any leading hyphens, etc.

- B. The Election Official shall comply with all recommendations and standards set forth by the California Secretary of State regarding candidate occupational designations and other matters relating to Elections.
- C. No candidate will be permitted to include additional materials in the voter information pamphlet.

SECTION 5. The Elections Official shall provide each candidate or the candidate's representative with a copy of this resolution at the time nominating petitions are issued.

PASSED, APPROVED AND ADOPTED this 15th day of June, 2020

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2006-033 at a regular meeting of said Council held on the 15th day of June, 2020, by the following roll call vote:

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

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney



CITY OF LAWNDALE

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

DATE: June 15, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager 

PREPARED BY: Michael Reyes, Director of Municipal Services 

SUBJECT: Update on the Use of the Best Western Hotel and the Baymont Inn as Temporary Homeless Shelters Through Project Roomkey

BACKGROUND

On April 3rd, in an effort to provide shelter to asymptomatic homeless individuals who are most susceptible to COVID-19 (those 65 years of age or older or have a pre-existing medical condition), Governor Gavin Newsom launched “Project Roomkey” which aims to provide hotel and motel rooms for the state’s unhoused population. The Best Western Plus South Bay Hotel, located at 15000 Hawthorne Boulevard was contacted by, and accepted an offer from the County, independent of and without consulting the City to secure the use of the entire hotel for a three month period, with the possibility of extending the duration of the contract for an additional three, one month periods.

On April 15th, members of the Los Angeles Homeless Services Authority (LAHSA) and People Assisting the Homeless (PATH), began operating the Best Western as a Project Roomkey hotel. The hotel began admitting homeless guests on April 23rd, with the objective of filling all 97 available rooms.

On May 27th, a second Project Roomkey hotel opened in Lawndale. The Baymont Inn located at 14814 Hawthorne Blvd has 106 rooms and will be utilizing 103 rooms to house homeless individuals for the duration of this pandemic. Day to day operations at this property are conducted by First to Serve, a faith based homeless care provider.

This report is intended as an update of both Project Roomkey’s operations in Lawndale.

STAFF REVIEW

Since opening its doors to homeless guests, the Best Western has maintained a near full capacity with currently 94 rooms occupied and 106 occupants. The hotel continues to be staffed by two medical personnel each day from 7:00 am until 7:00 pm who check the temperature and make health assessments of everyone entering the hotel. The hotel also has two security guards assigned to the property 24 hours a day who do regular patrols of the property, and monitor all traffic into and out of the property. Also, the east entrance to the parking lot has been and will remain secured for the duration of Project Roomkey, to prevent hotel guests from gaining direct access into the neighborhood east of the hotel.

LAHSA and PATH also have staff on site to provide Case Management services to all homeless guests, with the ultimate goal of finding them long term housing.

The Director of Municipal Services for the City of Lawndale has been assigned to act as a liaison with all hotel, PATH, and LAHSA staff for the duration of this project, on all things relative to Project Roomkey. The Director of Municipal Services currently visits the hotel and makes contact with hotel staff on a twice daily basis.

To date, there have been no significant incidents of criminal behavior or suspicious activity which would be cause for alarm, and staff has observed a noticeable reduction in the number of homeless on City streets. Staff provided PATH with a list of known homeless Lawndale residents who met the criteria for admission into the hotel. PATH has provided the City with 24 rooms for Lawndale homeless and all 24 of those promised rooms are being used for homeless individuals from Lawndale. The Municipal Services Department, as part of the City of Lawndale Homeless Outreach Program had made contact with some of Lawndale's homeless residents prior to the start of Project Roomkey, using phone numbers obtained through the Outreach program were able to contact and confirm with them directly that they had been given rooms at the hotel.

The Baymont Inn is operating at similar levels as the Best Western with 90 of its total 103 rooms available for Project Roomkey occupants, and currently houses 99 homeless guests. Security and First to Serve staff will be on site 24 hours a day for the duration of this operation, and medical staff will be on hand and case managers will also be active participants in the day to day operations at the hotel. Staff will continue to make twice daily visits to this property as well as the Best Western to remain informed and aware of any safety or policy concerns.

City of Lawndale staff informed hotel management that the City expects the hotel to collect and pay transient occupancy tax (TOT) as their rooms are rented and in use.

Staff will continue to provide the City Council with Project Roomkey updates at all City Council meetings for the duration of Project Roomkey.

FISCAL IMPACT

Estimated annual funding requirements are unknown at this time, although staff and Sheriff's deputies are monitoring the hotel, resulting in a reduction in time available for other duties.

RECOMMENDATION

Staff recommends that the City Council receive and file this report, and provide direction to staff as appropriate.



CITY OF LAWNDALE

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

DATE: June 15, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager 

PREPARED BY: Mike Estes, Director of Community Services 

SUBJECT: Considerations of Further Modifications to City Recreation Programming Due to COVID-19 Pandemic

BACKGROUND

Due to the COVID-19 (Coronavirus) pandemic and ongoing “Safer at Home” and “Shelter in Place” orders as directed by federal, state and county officials, the City made formal operational modifications on March 16th, April 6th, May 18th and June 1st.

STAFF REVIEW

Previous Program Cancellations:

On March 16, 2020, the City Council moved to cancel the following special events to discourage group gatherings and stop potential spread of COVID-19: 1) Youth in Government Day; 2) Clean-up Week; 3) City-wide Clean-up Day; and 4) Easter Egg Hunt. In addition, the following senior and other recreation activities were suspended: 1) Senior Congregate Meals Program (On-site program only); 2) Senior Fitness Programs; 3) All other Recreation Classes; and 4) All programming at City parks and joint-use facilities.

On April 6, 2020, the City Council cancelled the following special event programs: 1) Lawndale Community Bike Ride; and 2) Lawndale Youth Day Parade.

On May 18, 2020, the City Council cancelled the public version of the Memorial Day Ceremony in favor of a virtual Memorial Day Ceremony. In addition, the City Council cancelled the Health, Safety and Pet Fair scheduled for Saturday, June 6, 2020.

On June 1, 2020, the City Council cancelled the annual Summer Youth Basketball and Summer Day Camp programs in addition to upholding the suspension of “All other Recreation Classes” previously suspended on March 16, 2020 through the end of the summer programming session.

Inaugural Lawndale Music Festival:

In January, the Inaugural Lawndale Music Festival date was set for Saturday, July 18, 2020, by the funding body, the Parks, Recreation and Social Services Commission (PRSSC).

In March, when City staff began recruiting bands to play at the event, the COVID-19 pandemic had just begun to take hold and it was unclear how severe the pandemic would get. However, knowing that the pandemic could get worse, City staff discussed Sunday, September 13, 2020, as a potential alternate date with each band leader. Subsequently, three of the four band leaders confirmed that they are available to perform on this date if necessary.

Postponement of the Inaugural Lawndale Music Festival:

Due to the current COVID-19 pandemic, it remains to be seen how the “Safer at Home” and “Shelter in Place” orders will be revised in the coming weeks. However, per Los Angeles County Department of Public Health in its Revised Order of June 11, 2020, “the Health Officer orders the continued closure of higher-risk activities where more frequent and prolonged person-to-person contacts are likely to occur.” Also, the modified order specifically references “festivals” as prohibited.

In addition, City staff feels as though it would be a gamble having this event as originally scheduled as such event may likely result in disappointing levels of spectator involvement. Furthermore, City staff has not initiated any advertising for the event due to concern with spending money on an event that may not occur.

As such, staff recommends postponing the Inaugural Lawndale Music Festival to September 13, 2020. If approved by the City Council, the City could host a two-day music festival comprised of the 8th Annual Lawndale Blues Festival on Saturday, September 12, 2020, followed by the Inaugural Lawndale Music Festival on Sunday, September 13, 2020 at Jane Addams Park.

COMMISSION REVIEW

The PRSSC was made aware of City staff’s intention to recommend the postponement of the event at its June 8, 2020, regularly scheduled Webex virtual meeting. As a result, none of the PRSSC members present had any comments regarding this topic.

FISCAL IMPACT

The Inaugural Lawndale Blues Festival will be funded by PRSSC Fireworks Trust Fund account made up of revenues collected from previous fireworks stand fundraising efforts.

RECOMMENDATION

Staff recommends that the City Council postpone the July 18, 2020 Inaugural Lawndale Music Festival and reschedule the event for Sunday, September 13, 2020 following the 8th Annual Blues Festival on Saturday, September 12, 2020 at Jane Addams Park.



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

DATE: June 15, 2020
TO: Honorable Mayor and City Council
FROM: Matthew R. Ceballos, Assistant City Clerk *mc*
SUBJECT: Mayor/Councilmember Report of Attendance at Meetings and/or Events

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



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

DATE: June 15, 2020

TO: Honorable Mayor and City Council

FROM: Matthew R. Ceballos, Assistant City Clerk *MC*

SUBJECT: Conference with Legal Counsel – Anticipated Litigation (The City is considering whether to initiate litigation in one case against Best Western Plus South Bay Hotel, Baymont Inn, and the County of Los Angeles)

No public documents were forwarded to the City Clerk Department for this item.



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

DATE: June 15, 2020
TO: Honorable Mayor and City Council
FROM: Matthew R. Ceballos, Assistant City Clerk *mc*
SUBJECT: Public Employee Performance Evaluation and Compensation – City Manager

No public documents were forwarded to the City Clerk Department for this item.