CITY OF LAWNDALE

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

AGENDA
LAWNDALE CITY COUNCIL REGULAR MEETING
Tuesday, January 19, 2021 - 6:30 p.m.
Lawndale City Hall Council Chamber
14717 Burin Avenue

*** COVID-19 NOTICE ***

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

1. **Quarterly Investment Report for the Quarter Ended December 31, 2020**
Recommendation: that the City Council receive and file the Quarterly Investment Report for the quarter ended December 31, 2020.

2. **Disposal of Surplus Property – Community Services Department 2006 Saturn Vue Hybrid Minivan**
Recommendation: that the City Council approve the sale of the 2006 Saturn Vue Hybrid Minivan via public auction to be facilitated by Ken Porter Auctions in Carson, California.

3. **First Amendment to the CleanStreet Sweeping Service Agreement**
Recommendation: that the City Council approve the First Amendment to the Sweeping Service Agreement with CleanStreet to revise the contract term to three years for a contract expiration date of February 28, 2023.

4. **Statement of Costs for Property located at 14412 Mansel Ave.**
Recommendation: that the City Council receive and file the report.
(Note: This item will need to be pulled should the property owner or anyone else with an interest in the property contest the statement)

5. **Accounts Payable Register**
Recommendation: that the City Council adopt Resolution No. CC-2101-001, authorizing the payment of certain claims and demands in the amount of $1,656,131.34.

6. **Minutes of the Lawndale City Council Regular Meeting – December 7, 2020**
Recommendation: that the City Council approve.

7. **Minutes of the Lawndale City Council Special Meeting – January 11, 2021**
Recommendation: that the City Council approve.

G. PUBLIC HEARING

8. **Selection of Projects for the Fiscal Year 2021-2022 (47th Program Year) of the Community Development Block Grant Program (CDBG)**
Recommendation: that the City Council (a) conduct a Public Hearing to receive testimony regarding the Community Development Block Grant Program (CDBG); (b) adopt the Fiscal Year 2021-2022 budget for the CDBG Program; (c) adopt Resolution No. CC-2102-002, approving the City's participation in the Fiscal Year 2021-2022 CDBG Program

H. ADMINISTRATION

9. **City of Lawndale Website Redesign**
Recommendation: that the City Council receive and file the report and demonstration.

10. **Authorize the Purchase and Installation of Touchless Automatic Sliding Doors at Various City Facilities**
Recommendation: that the City Council (a) authorize the purchase of touchless automatic sliding doors from Vortex Industries for an amount not-to-exceed $34,000 ($33,243.92 proposed cost plus $756.08 contingency); and (b) authorize the General Fund budget

appropriation transfer of $34,000 from County Sheriff's Department Services to Building Improvements.

11. City Council Subcommittees
Recommendation: that the City Council review the list of subcommittees and direct staff on their dissolution, continuation due the need to complete outstanding or future tasks, modify the focus or scope of the current subcommittee, and where appropriate appointment, replacement, or modification of members.

12. Safe and Sane Fireworks Sales
Recommendation: that the City Council discuss the future of safe and sane fireworks sales in Lawndale and provide direction to staff as appropriate.

13. Filling the Vacancy in the Office of City Clerk
Recommendation: that the City Council (a) interview the applicants and determine who to appoint to the Office of City Clerk (b) direct staff to fill in the blank in Resolution No. CC-2101-03 Filling a Vacancy in the Office of City Clerk by Appointment with the appointees' name and (c) adopt the Resolution as amended.

I. CITY MANAGER'S REPORT

J. ITEMS FROM CITY COUNCILMEMBERS

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

K. CLOSED SESSION

15. Conference with Legal Counsel – Existing Litigation
The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d) (1), to confer with legal counsel regarding litigation to which the City is a party. The title of such litigation is as follows: Lawndale vs. Metropolitan Transportation Authority; Case Number 20STCP02875; L.A. County Superior Court.

16. Public Employee Appointment
The City Council will conduct a closed session, pursuant to Government Code section 54957(b), to consider the appointment of an employee to the position of City Attorney.

L. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, February 1, 2021 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 January 19, 2021 was posted not less than 72 hours prior to the meeting.

_____
Matthew Ceballos, Assistant City Clerk

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CITY OF LAWNDALE

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager

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

SUBJECT: Quarterly Investment Report for the Quarter Ended December 31, 2020

BACKGROUND

The attached Quarterly Investment Report for the quarter ended December 31, 2020 is provided to City Council per the City of Lawndale's Investment Policy and State of California's Government Code Section 53646.

STAFF REVIEW

As of December 31, 2020, the City had total cash and invested funds (cost basis) of $23,170,031 plus $825,675 held with a trustee from the Lawndale Redevelopment Agency's Tax Allocation Bond 2009 issue; $738,760 maintained in two retirement enhancement plans and $1,150 in petty cash.

Federal fund interest rates have consistently ranged from 0-.25%. Since March 15, 2020, the City's long-term US Government Agency Securities portfolio and medium-term investments have been called due to the decline in interest rates, which have significantly depleted our investment portfolio. Rather than reinvesting and locking in low rates, 62% of our funds are held in the Local Agency Investment Fund (LAIF), which has generated higher yields; however, LAIF rates are also declining. LAIF's quarter-to-date rates are down 0.29% from 0.81% for the quarter-ending September 30 to 0.52% for the quarter ending December 31, 2020. During the past quarter, the liquidity of our portfolio has increased 1.3%, from 82.7% to 84.0%, in on-demand accounts. The remainder of the portfolio includes 4.3% short-term (maturing in less than one year), 6.4% medium-term (one to three years maturity) and 5.4% long-term (maturing from three to five years) investments.

CITY OF LAWNDALE
INVESTMENT REPORT
Summary of Investments
For Quarter Ended December 31, 2020

	Adjusted Cost Basis	Category Total	Percent of Portfolio
On Call Deposits			
Checking Accounts	5,024,615		
LAIF State Pool	14,428,416	19,453,031	83.96%
Short-Term Investments (1 Year or Less)			
Time Deposits FDIC Insured	990,000	990,000	4.27%
Medium-Term Investments (1 to 3 Years)			
Time Deposits FDIC Insured	1,484,000	1,484,000	6.40%
Long-Term Investments (3 to 5 Years)			
Time Deposits FDIC Insured	1,243,000		
US Government Agency Securities	0	1,243,000	5.36%
Total Cash and Investments		23,170,031	100.00%

LEGAL REVIEW

Not applicable.

FISCAL IMPACT

Not applicable.

RECOMMENDATION

Staff recommends that the City Council receive and file the Quarterly Investment Report for the quarter ended December 31, 2020.

Attachment: Quarterly Investment Report for the quarter ended December 31, 2020.

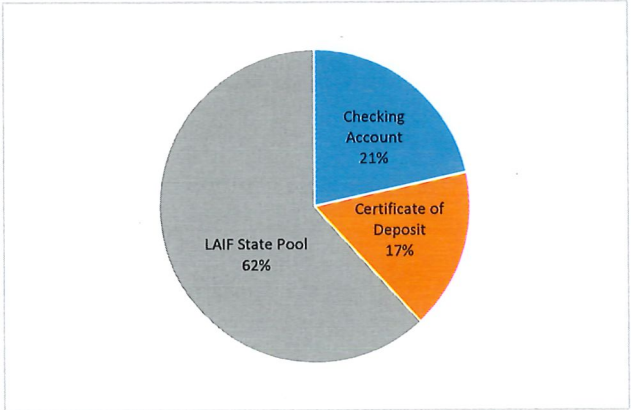
CITY OF LAWNDALE
DETAIL OF INVESTMENTS
For Quarter Ended December 31, 2020

	Par Value	Coupon Rate	Moody's/ S&P Rating	Purchase Date	Maturity/ Called Date	Days to Maturity	Yield to Maturity	Cost Basis	Category total	(memo only) Market Value
On Call Deposits										
Checking Account- Wells Fargo	5,013,927	N/A	N/A		Demand	1	None	5,013,927		5,013,927
Municipal Investment Account - US Bank	10,688	N/A	N/A		Demand	1	None	10,688		10,688
Local Agency Investment Fund- City of Lawndale	14,426,970	N/A	N/A		Demand	1	0.58%	14,426,970		14,426,970
Local Agency Investment Fund- Lawndale Housing Authority	1,446	N/A	N/A		Demand	1	0.58%	1,446		1,446
On Call Deposits	**19,453,031**								**19,453,031**	**19,453,031**
Short-Term Investments (1 Year or Less)										
Time Deposits:										
Ally Bank Utah	247,000	2.10%	FDIC	7/19	7/12/2021	193	2.10%	247,000		250,006
TIAA Bank Jacksonville	247,000	2.05%	FDIC	7/19	7/12/2021	193	2.05%	247,000		249,933
Discover Bank	248,000	1.50%	FDIC	8/16	8/10/2021	222	1.50%	248,000		250,431
Private Bank & Trust Co	248,000	1.50%	FDIC	9/16	8/30/2021	242	1.50%	248,000		250,549
Short-Term Investments (1 Year or Less)	**990,000**								**990,000**	**1,000,919**
Medium-Term Investments (1 to 3 Years)										
Time Deposits:										
Sallie Mae Bank Salt Lake	247,000	2.20%	FDIC	7/19	7/5/2022	551	2.20%	247,000		255,181
Goldman Sachs Bank	247,000	2.10%	FDIC	7/19	7/11/2022	557	2.10%	247,000		254,872
First Source Bank	247,000	2.00%	FDIC	7/19	9/12/2022	620	2.00%	247,000		255,265
Enerbank USA	247,000	1.80%	FDIC	9/19	3/13/2023	802	1.80%	247,000		256,267
Morgan Stanley Bank NA	247,000	2.20%	FDIC	7/19	7/11/2023	922	2.20%	247,000		259,976
Century Next Bank	249,000	2.00%	FDIC	7/19	7/17/2023	928	2.00%	249,000		260,853
Medium-Term Investments (1 - 3 Years)	**1,484,000**								**1,484,000**	**1,542,415**
Long-Term Investments (3 to 5 Years)										
Time Deposits:										
Morgan Stanley Private Bank	247,000	2.30%	FDIC	7/19	7/11/2024	1,288	2.30%	247,000		265,087
Merrick Bank	249,000	2.10%	FDIC	7/19	7/12/2024	1,289	2.10%	249,000		265,462
Commercial Bank Harrogate Tenn	249,000	2.00%	FDIC	7/19	7/15/2024	1,292	2.00%	249,000		264,603
Washington Federal	249,000	1.95%	FDIC	8/19	8/28/2024	1,336	1.95%	249,000		264,567
First Bank Puerto Rico	249,000	1.90%	FDIC	9/19	9/6/2024	1,345	1.90%	249,000		264,190
	1,243,000									1,323,909
Long-Term Investments (3 to 5 Years)	**1,243,000**								**1,243,000**	**1,323,909**
Total Cash and Investments	**23,170,031**								**23,170,031**	**23,320,274**

CITY OF LAWNDALE
INVESTMENT REPORT
Portfolio Statistics
For Quarter Ended December 31, 2020

Portfolio Composition

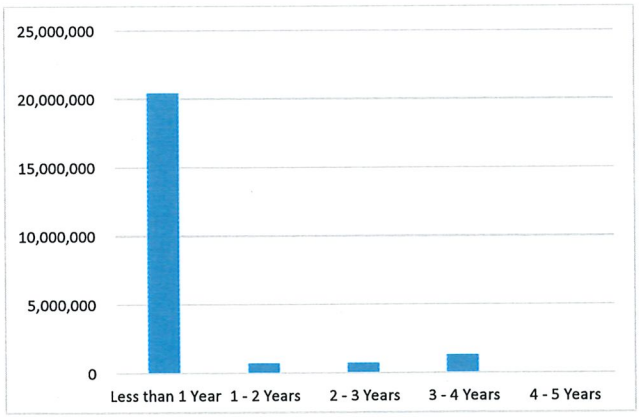
Investment Type	Market Value
Checking Account	5,024,615
Certificate of Deposit	3,867,242
LAIF State Pool	14,428,416
TOTAL	**23,320,274**



Portfolio Liquidity

Aging Interval *	PAR Value
Less than 1 Year	20,443,031
1 - 2 Years	741,000
2 - 3 Years	743,000
3 - 4 Years	1,323,909
4 - 5 Years	-
TOTAL	**23,250,940**

* Age to maturity; doesn't include call date.



CITY OF LAWNDALE
TREASURY REPORT
For Quarter Ended December 31, 2020

Total Cash and Investments		23,170,031
MISCELLANEOUS ACCOUNTS		
Petty Cash		1,150
Retirement Enhancement Plans		
Public Agency Retirement Services (PARS)- Retirement Enhancement Plan	719,738	
PARS/ City of Lawndale Excess Benefit Trust - US Bank	17,872	738,760
Total Cash Investments		**23,909,941**

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CITY OF LAWNDALE

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager

PREPARED BY: Mike Estes, Director of Community Services
Marla Pendleton, Director of Finance/City Treasurer

SUBJECT: Disposal of Surplus Property

BACKGROUND

The Lawndale Municipal Code, Section 3.08 ("Purchasing") establishes the duties of the Purchasing Officer and his/her designee. The purchasing code further states in Section 3.08.040, Item J that the Purchasing Officer shall: "recommend the sale of all supplies and equipment which cannot be used by any agency or which have become unsuitable for city use."

In addition, Section 3.08.110 B states: "sale of surplus personal property shall occur after soliciting three bids or by auction" and "items to be sold at auction must first be approved by the City Council."

STAFF REVIEW

In 2006, the City purchased a forest green 2006 Saturn Vue Hybrid Minivan with non-City dollars to be used for Community Services Department functions such as, senior-related program deliveries and pickups, senior transportation, special event equipment transportation and a number of other departmental purposes. During the COVID-19 pandemic, the vehicle has been primarily used for essential services such as bi-weekly meal deliveries to seniors.

For the most part the vehicle has been driven within Lawndale's geographical boundaries and used for very short trips resulting in primarily stop and go mileage. For this reason, the vehicle has relatively low mileage for a vehicle that is approaching 15 years old.

Until recently, the vehicle had very few costly mechanical problems. However, the mechanical problems have increased during the past year and a half and even more so during the past six months. For example, the vehicle recently failed the State-required smog test rendering the vehicle unusable beginning January 1, 2021 without making the necessary repairs and passing a subsequent smog test.

Cost estimates provided by Martin Chevrolet in Torrance (Saturn no longer exists) to make the necessary repairs exceeded $2,000.00 with no guarantee that the vehicle would pass subsequent smog checks. Therefore, the Community Services Department believes that the vehicle should be retired.

Staff does not have plans to replace this vehicle in the near future and will share other City vehicles from other departments for Community Services Department needs.

The vehicle details are as follows:

Year Make and Model:	2006 Saturn Vue Hybrid Minivan
License Plate Number:	1241740
Vehicle Identification Number:	5GZCZ33Z27S811634
Kelley Blue Book Value:	$2,465.00
City Vehicle Number:	471

The City has utilized the services of Ken Porter Auctions (KPA) in the past who honors the State bid arrangement for auctioned items. Therefore, the vehicle can be sold at the highest price possible. In addition, the City will receive 100% of the proceeds, and at no cost to the City.

Due to the cost of the work necessary to repair the vehicle to make the vehicle street legal, the Kelley Blue Book value is likely not representative of the vehicle's true value. Taking this into consideration, it is unclear whether or not the vehicle will be sold for an amount near the Kelley Blue value.

LEGAL REVIEW

There was no legal review required.

FISCAL IMPACT

There is no fiscal impact to the City; the nominal amount received from the sale will be deposited into the General Fund once the vehicle has been sold to the highest bidder.

RECOMMENDATION

Staff recommends that the City Council approve the sale of the 2006 Saturn Vue Hybrid Minivan via public auction to be facilitated by Ken Porter Auctions in Carson, California.

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CITY OF LAWNDALE

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager

PREPARED BY: Julian Lee, Director of Public Works/City Engineer
Grace Huizar, Administrative Analyst

SUBJECT: First Amendment – CleanStreet Sweeping Services Agreement

BACKGROUND

CleanStreet is responsible for the street sweeping maintenance of 157.4 curb miles per week. These curb miles include, but are not limited to, residential, arterial, collector, median curbs and City owned parking lots. The company has been dependable and has provided quality service to the community since 2002.

STAFF REVIEW

City staff was recently notified by CleanStreet that the expiring date of the current agreement is stated incorrectly as February 28, 2022, when it should be February 28, 2023. Staff found this to be a typo and confirms that the total agreement compensation amount is correct for the three year term.

Staff recommends that City Council approve the First Amendment to the street sweeping services agreement and authorize the revision of the contract term to be in fact for three years which will expire on February 28, 2023.

LEGAL REVIEW

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

FISCAL IMPACT

The FY2020-21 budget will not be affected by correcting the contract term.

RECOMMENDATION

Staff recommends that the City Council approve the First Amendment to the Street Sweeping Services Agreement with CleanStreet to revise the contract term to three years for a correct expiration date of February 28, 2023.

Attachments: First Amendment to Street Sweeping Services Agreement

FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT FOR STREET SWEEPING SERVICES

This FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT (the "First Amendment") is made and entered into this 19th day of January, 2021, by and between the CITY OF LAWNDALE, a municipal corporation (herein "City") and CleanStreet, a California Corporation (herein "Consultant").

RECITALS

WHEREAS, City and Contractor entered into that certain Agreement entitled "Street Sweeping Services" (the "Agreement") on or about March 1, 2020; and

WHEREAS, it is the desire of the City and the Consultant to amend the Agreement to correct the Term of the agreement, as set forth in this First Amendment, effective as of January 19, 2021.

AGREEMENT

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

SECTION 1. Section 3.4 of the Agreement entitled "Term", is amended to correct the completion of services date to no later than February 28, 2023.

SECTION 2. 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:
City of Lawndale, a general law corporation

By: _____
Robert Pullen-Miles, Mayor

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:
Aleshire & Wynder, LLP

_____
Tiffany J. Israel, City Attorney

CONSULTANT:
CleanStreet a California corporation

By: _____
Jere Costello, Chief Executive Officer

Address: 1937 West 168th Street
Gardena, CA 90247
Tel (800) 225-7316

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CITY OF LAWNDALE

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager

PREPARED BY: Michael Reyes, Director of Municipal Services

SUBJECT: **Statement of Costs for property located at 14412 Mansel Ave.**

BACKGROUND

A code enforcement case was opened at this property in 2017 after staff observed roofing work occurring on a detached garage without proper permits. The property owner, Stephan Belbey, had removed the entire roof from the garage, prior to being observed by staff and was then advised that permits were required and plans would need to be submitted before work could continue.

After attempting to obtain permits, the property owner had to stop work on the roof as the costs of the permits were prohibitive on his fixed income. The City moved forward with legal action against Mr. Belbey, and eventually was granted permission from the Court to abate the property and complete the work on the structure and hold the costs of this work as a lien on this property.

STAFF REVIEW

Staff worked closely with Mr. Belbey during the completion of this work, which needed to be completed as the exposed structure was a hazard to both the homeowner and the community. Mr. Belbey was pleasant and cooperative throughout the entire process and accepted the decision of the Court to abate the property as he was unable to finish the work on his own, solely due to the economic hardship from the costs of permits and the hiring a of licensed contractor.

The Statement of Costs included the hiring of a licensed contractor, labor and materials to complete the roof work, and costs to the City for legal fees and staff time. Considerations for Mr. Belbey's costs were evaluated by staff and the Municipal Services Department waived some fees to keep the lien amount to a minimum. Mr. Belbey was pleased with the quality of work that was done to legalize and make safe his detached garage, and was sent the Statement of Costs through the mail as protocols dictate. Mr. Belbey's was advised of the breakdown of these totals costs and did not wish to question the amounts.

LEGAL REVIEW

The City Attorney has consulted on the Statement of Costs for this property.

FISCAL IMPACT

There is no negative fiscal impact to the City based on this report, however the City will see a financial benefit when this lien is paid.

RECOMMENDATION

Staff recommends that the City Council receive and file this staff report.

Attachments: Statement of Costs for property located at 14412 Mansel Ave.

14717 BURIN AVENUE • LAWNDALE, CALIFORNIA 90260 • (310) 973-3200 • FAX (310) 644-4556

December 16, 2020

Stephen Belbey
14412 Mansel Avenue
Lawndale, CA 90260

Dear Mr. Stephen Belbey:

NOTICE OF ASSESSMENT FOR: REPLACEMENT OF THE GRANGE'S ROOF AND ALL NECESSARY REPLACEMENT AND REPAIR OF THE STRUCTURAL INTEGRITY OF THE GARAGE'S ROOF AND SUPPORT

NOTICE IS HEREBY GIVEN that the City Council of Lawndale, California, will, on the 19th day of January, 2021, in the Council Chamber of the City Hall (via WebEx) beginning at the hour of 6:30 p.m. of said day, hear any protest or objection to the cost of replacement of the grange's roof and all necessary replacement and repair of the structural integrity of the garage's roof and support as formerly located on LOT 7 and 8, BLOCK 18 in the City of Lawndale, California, for the purpose of correcting, modifying, or confirming the said costs and assessing the same against the said property. The property is commonly known as 14412 Mansel Avenue, Lawndale, California. The County Assessor's number of the property is 4078-032-049. Failure to make any objection will be deemed to be a waiver of any objection or protest to any and all procedures concerning the same. A statement showing all premises affected and charges against the same and/or the cost and assessment for such action is on file in the Office of the City Clerk at the City Hall and is open to public inspection.

Dated 16th day of December, 2020.

Matthew Ceballos
Assistant City Clerk of the City of Lawndale
(310) 973-3213

Enclosure: Statement of Costs Per. LMC 8.24.100(B)

'20 DEC 15 11:02AM

City of Lawndale

Statement of Costs per Lawndale Municipal Code § 8.24.100(B)

VIOLATION ADDRESS: 14412 Mansel Ave., Lawndale, CA 90260
ASSESSOR'S PARCEL NO: 4078-032-049
PROPERTY OWNER: Stephen Belbey
OWNER(S) ADDRESS: 14412 Mansel Ave., Lawndale, CA 90260

The City performed an abatement of violations to the Lawndale Municipal Code and County codes related the maintainance of a dilapidated roof on the detached garage structure on the property. The abatement included the replacement of the garage's roof and all necessary replacement and repair of the structural integrity of the garage's roof and support.

Cost Assessed **COST**

CONTRACTOR		**$7,700.00**
LEGAL FEES/COSTS FOR ABATEMENT ACTION		**$2,417.91**
TOTAL COST FOR ABATEMENT:		**$ 10,117.91**

Submitted by: _____

Michael Reyes, Director of Municipal Services

Date: 12-15, 2020

01001.0018/670769.2

City of Lawndale
14717 BURIN AVENUE
LAWNDALE, CALIFORNIA 90260

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

CERTIFIED MAIL®

7020 0640 0000 6107 5974

NEOPOST FIRST-CLASS MAIL
12/16/2020
US POSTAGE $006.90[9]

ZIP 90260
041M11456244

Stephen Belbey
14412 Mansel Avenue
Lawndale, CA 90260

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RESOLUTION NO. CC-2101-001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA AUTHORIZING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF $1,656,131.34

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

SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the 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 200553 through 200749 for the aggregate total of $1,656,131.34 are hereby authorized.

Effective Date: January 19th, 2021

Certified by:

Marla L. Pendleton CPA

Marla L. Pendleton CPA, Finance Director

PASSED, APPROVED AND ADOPTED this 19th day of January, 2021.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Matthew Ceballos, Assistant 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-2101-001 at a regular meeting of said Council held on the 19th day of January, 2021, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Rhonda Hofmann Gorman					
Sirley Cuevas					
Bernadette Suarez					

_____

Matthew Ceballos, Assistant City Clerk

City of Lawndale
Summary of Audited Claims and Demands

Claims and Demands Paid By Check:

Check Date	Check Number Beginning	Ending	Aggregate Total
12/3/2020	200553	200596	97,160.91
12/10/2020	200597	200628	185,862.85
12/21/2020	200629	200680	177,847.37
12/21/2020	200681	200688	40,000.00
12/23/2020	200689	200721	1,052,195.08
12/30/2020	200722	200742	85,252.35
1/7/2021	200743	200749	17,812.78
Total Checks			**1,656,131.34**

Claims and Demands Paid By Electronic ACH Transfer:

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

Total Audited Claims and Demands Paid	**1,656,131.34**

Check Register Report

Date: 12/02/2020
Time: 5:43 pm
Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
200553	12/03/2020	Printed		5481	ALL POINTS AUTOMOTIVE INC	VEHICLE MAINTENANCE	244.50
200554	12/03/2020	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	PEST CONTROL	45.00
200555	12/03/2020	Printed		7680	AMERIGAS PROPANE	BL OVERPAYMENT REFUND	94.00
200556	12/03/2020	Printed		5394	ANIMAL MEDICAL CENTER	VETERINARY CARE SERVICES	652.01
200557	12/03/2020	Printed		7660	ARAMSCO INC	MAINTENANCE SUPPLIES	806.86
200558	12/03/2020	Printed		6608	BELLAGIO CAR WASH	VEHICLE MAINTENANCE	350.00
200559	12/03/2020	Printed		0152	CALIFORNIA ASSOCIATION OF CODE	CACEO MEMBERSHIP DUES	285.00
200560	12/03/2020	Printed		7223	CHRISTINA CARROLL	PRSSC MEETING STIPEND	50.00
200561	12/03/2020	Printed		6459	CASC ENGINEERING & CONSULTING	CONTRACT SERVICES	3,407.50
200562	12/03/2020	Printed		0615	CLEANSTREET	STREET SWEEPING CITYWIDE	18,243.50
200563	12/03/2020	Printed		0190	COLONIAL LIFE & ACCIDENTS, INC	LIFE INSURANCE PREMIUMS	2,305.77
200564	12/03/2020	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	TRAFFIC SIGNAL MAINTENANCE	11,831.24
200565	12/03/2020	Printed		7681	JAMES J DANIELS	BL OVERPAYMENT REFUND	60.50
200566	12/03/2020	Printed		7577	DE NOVO PLANNING GROUP	GENERAL & SPECIFIC PLAN UPDATE	36,395.50
200567	12/03/2020	Printed		0216	DELTA DENTAL	DENTAL INSURANCE PREMIUMS	2,654.12
200568	12/03/2020	Printed		0389	DELTA DENTAL INS	DENTAL INSURANCE PREMIUM	147.91
200569	12/03/2020	Printed		0217	DEPT OF ANIMAL CARE & CONTROL	ANIMAL CARE/CONTROL SERVICES	250.16
200570	12/03/2020	Printed		5876	DUTHIE POWER SERVICES	EQUIPMENT MAINTENANCE	316.64
200571	12/03/2020	Printed		7665	EASY BADGES LLC	BADGE PRINTER & ENTRY CARDS	2,167.00
200572	12/03/2020	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGES	84.13
200573	12/03/2020	Printed		6530	GENERAL INDUSTRIAL TOOL & SUPP	MAINTENANCE SUPPLIES	209.48
200574	12/03/2020	Printed		4796	ERICA HARBISON	PRSSC MEETING STIPEND	50.00
200575	12/03/2020	Printed		7466	HAWTHORNE ELECTRIC SUPPLY	MAINTENANCE SUPPLIES	177.39
200576	12/03/2020	Printed		0673	HI-WAY SAFETY, INC	STREET SIGNS	171.44
200577	12/03/2020	Printed		7679	MFR CONSTRUCTION	CONST&DEMO DEBRIS DEP REFUND	150.00
200578	12/03/2020	Printed		7072	DAVID PEREZ	CONST&DEMO DEBRIS DEP REFUND	828.00
200579	12/03/2020	Printed		5216	POWERSTRIDE BATTERY	EQUIPMENT MAINTENANCE	122.13
200580	12/03/2020	Printed		7678	DERRIK PULLIAM	CONST&DEMO DEBRIS DEP REFUND	255.00
200581	12/03/2020	Printed		5895	RICOH USA INC	COPIER LEASE	2,142.66
200582	12/03/2020	Printed		6698	SHIRLEY RUDOLPH	PRSSC MEETING STIPEND	50.00
200583	12/03/2020	Printed		2051	MADONNA SITKA	PRSSC MEETING STIPEND	50.00
200584	12/03/2020	Printed		2193-A	SOUTH BAY FORD FLEET & TRUCKS	VEHICLE MAINTENANCE	625.00
200585	12/03/2020	Printed		6034	SOUTH COAST MECHANICAL INC	BUILDING MAINTENANCE	750.44
200586	12/03/2020	Printed		0211	SOUTHERN CALIFORNIA NEWS GROUP	LEGAL AD	594.42
200587	12/03/2020	Printed		7281	TELECOM LAW FIRM, P.C.	DOCUMENT REVIEW	160.00
200588	12/03/2020	Printed		0849	THE SAFEMART OF SO CAL INC	CREDIT MEMO	77.25
200589	12/03/2020	Printed		3672-FLEET	U.S. BANK VOYAGER FLEET SYS	CREDIT CARD PAYMENT	2,480.21
200590	12/03/2020	Printed		3672-CMD	U.S. BANK	CREDIT CARD PAYMENT	538.29
200591	12/03/2020	Printed		3672-CSD	U.S. BANK	CREDIT CARD PAYMENT	214.45
200592	12/03/2020	Printed		3672-FIN	U.S. BANK	CREDIT CARD PAYMENT	29.98
200593	12/03/2020	Printed		3672-MSD	U.S. BANK	CREDIT CARD PAYMENT	1,630.17
200594	12/03/2020	Printed		3672-PWD	U.S. BANK	CREDIT CARD PAYMENT	4,420.16
200595	12/03/2020	Printed		0479	VISION SERVICE PLAN	VISION PREMIUM	993.10

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
200596	12/03/2020	Printed		6697	DANIEL T WOODS	PRSSC MEETING STIPEND	50.00
			Total Checks: 44			**Checks Total (excluding void checks):**	**97,160.91**
			Total Payments: 44			**Bank Total (excluding void checks):**	**97,160.91**
			Total Payments: 44			**Grand Total (excluding void checks):**	**97,160.91**

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Date: 12/10/2020
Time: 1:32 pm
Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
200597	12/10/2020	Printed		1541	ALESHIRE & WYNDER, LLP	LEGAL SERVICES	36,565.69
200598	12/10/2020	Printed		4567	ALL AMERICAN ASPHALT	BL OVERPAYMENT REFUND	26.00
200599	12/10/2020	Printed		0115	AT & T	PHONE CHARGES	14.99
200600	12/10/2020	Printed		0613	BERICOM IT & DESIGN	INFORMATION AND TECH SERVICES	11,902.00
200601	12/10/2020	Printed		7686	BRAUN LINEN SERVICE INC	BL OVERPAYMENT REFUND	65.00
200602	12/10/2020	Printed		7690	BROOKLYN BAR	COVID-19 SMALL BUSINESS GRANT	5,000.00
200603	12/10/2020	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	BUILDING INSPECTION SERVICES	31,383.53
200604	12/10/2020	Printed		7577	DE NOVO PLANNING GROUP	GENERAL & SPECIFIC PLAN UPDATE	28,161.50
200605	12/10/2020	Printed		7695	GWEN C DECKERT	BL OVERPAYMENT REFUND	30.75
200606	12/10/2020	Printed		6450	EXF BOXING-KICKBOXING ACADEMY	COVID-19 SMALL BUSINESS GRANT	5,000.00
200607	12/10/2020	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGES	128.78
200608	12/10/2020	Printed		7687	GREVILLEA INVESTMENTS	BL OVERPAYMENT REFUND	14.00
200609	12/10/2020	Printed		7691	HAWTHORNE MOTORS EXPRESS	COVID-19 SMALL BUSINESS GRANT	5,000.00
200610	12/10/2020	Printed		0283	HINDERLITER, DE LLAMAS & ASSOC	2020 2ND QTR SALES TAX AUDIT	27,250.36
200611	12/10/2020	Printed		7693	CAROL M HURWITZ	BL LATE FEES CHARGED	176.50
200612	12/10/2020	Printed		7696	IDEAL CUSTOM CATERING INC	BL OVERPAYMENT REFUND	21.00
200613	12/10/2020	Printed		7694	AMIRALI H KASSIM	BL OVERPAYMENT REFUND	32.75
200614	12/10/2020	Printed		0329	L.A. COUNTY ASSESSOR'S OFFICE	MAPS	5.00
200615	12/10/2020	Printed		7692	LA BAMBA	COVID-19 SMALL BUSINESS GRANT	5,000.00
200616	12/10/2020	Printed		0325	LIEBERT CASSIDY WHITMORE	EMPLOYEE INVESTIGATION	8,767.00
200617	12/10/2020	Printed		6428	MINUTEMAN PRESS OF GARDENA	OFFICE SUPPLIES	316.19
200618	12/10/2020	Printed		7684	MIRACLE PROPERTIES LTD	BL OVERPAYMENT REFUND	28.00
200619	12/10/2020	Printed		2075-A	NATIONAL ANIMAL CARE AND	MEMBERSHIP DUES	75.00
200620	12/10/2020	Printed		1140	PACIFIC TIRE SERVICE	VEHICLE MAINTENANCE	440.00
200621	12/10/2020	Printed		1801	NARCISO POLANCO	BL OVERPAYMENT REFUND	25.00
200622	12/10/2020	Printed		7689	SAIGON DISH	COVID-19 SMALL BUSINESS GRANT	5,000.00
200623	12/10/2020	Printed		7685	SANG AUTO REPAIR	BL OVERPAYMENT REFUND	88.50
200624	12/10/2020	Printed		7683	SHERWIN WILLIAMS CO THE #4362	BL OVERPAYENT REFUND	20.13
200625	12/10/2020	Printed		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES ELECTRICITY	12,418.60
200626	12/10/2020	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	2,071.78
200627	12/10/2020	Printed		7688	THE ROBERT A MARCUM TRUST	BL OVERPAYMENT REFUND	25.00
200628	12/10/2020	Printed		4142	TIME WARNER CABLE	SPECTRUM BUSINESS TV	809.80

Total Checks: 32 — **Checks Total (excluding void checks): 185,862.85**

Total Payments: 32 — **Bank Total (excluding void checks): 185,862.85**

Total Payments: 32 — **Grand Total (excluding void checks): 185,862.85**

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Date: 12/22/2020
Time: 12:58 pm
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City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
200629	12/21/2020	Printed		7711	99 PANDA INC	SMALL BUS RELIEF GRANT COVID19	5,000.00
200630	12/21/2020	Printed		6369	AM-TEC SECURITY	ALARM SVCS 04/01/20-06/30/20	924.00
200631	12/21/2020	Printed		7660	ARAMSCO INC	JANITORIAL/CUSTODIAL SUPPLIES	818.65
200632	12/21/2020	Printed		2207	ASAP SIGN & BANNER	PRE-INKED CUSTOM STAMP ENG DOC	63.95
200633	12/21/2020	Printed		7719	ALFONSO BARRERA	REFUND SUP PROJ ID SPR 18-33	1,841.11
200634	12/21/2020	Printed		6608	BELLAGIO CAR WASH	VEHICLE MAINT SVCS-MSD/SHERIFF	165.00
200635	12/21/2020	Printed		7047	BEN MOTORSPORT INC	VEHICLE MAINT SVCS-CSD	126.72
200636	12/21/2020	Printed		7047	BEN MOTORSPORT INC	SMALL BUS RELIEF GRANT COVID19	5,000.00
200637	12/21/2020	Printed		0142	BOULEVARD FLORIST	VETERANS DAY WREATH 2020	152.14
200638	12/21/2020	Printed		7717	ROSA CASTRO	SMALL BUS RELIEF GRANT COVID19	5,000.00
200639	12/21/2020	Printed		7716	SHANDA E COTTLE	SMALL BUS RELIEF GRANT COVID19	5,000.00
200640	12/21/2020	Printed		7721	MERCEDES DE LA CRUZ	REFUND PROJ ID SPR 19-15	1,813.61
200641	12/21/2020	Printed		7710	XIANGHUI DONG	SMALL BUS RELIEF GRANT COVID19	5,000.00
200642	12/21/2020	Printed		7702	THOMAS & PATRICIA FARMER	REFUND BL#RR01336 OVERPAYMENT	2.00
200643	12/21/2020	Printed		0441	GOLDEN STATE WATER CO.	WATER USAGE SERVICES	15,618.08
200644	12/21/2020	Printed		3377	H F & H CONSULTANTS, LLC	SOLID WASTE CONSULTING OCT2020	7,381.50
200645	12/21/2020	Printed		7701	DONNA HAMILTON	REFUND BL#08489 OVERPAYMENT	7.50
200646	12/21/2020	Printed		7662	ITERIS INC	ENGINEERING SVCS-ROAD SAFETY	24,640.00
200647	12/21/2020	Printed		7703	JAY MAA LLC	REFUND BL#11018 OVERPAYMENT	4.00
200648	12/21/2020	Printed		7706	TIMOTHY JONES	SMALL BUS RELIEF GRANT COVID19	5,000.00
200649	12/21/2020	Printed		7150	KOA CORPORATION	STAFF AUGMENTATION SVC NOV20	8,700.00
200650	12/21/2020	Printed		7708	LOUIS LEE II	SMALL BUS RELIEF GRANT COVID19	5,000.00
200651	12/21/2020	Printed		0325	LIEBERT CASSIDY WHITMORE	EEMPLOYEE INVESTIGATION SVCS	2,173.00
200652	12/21/2020	Printed		7709	LUCKY 518 MASSAGE INC	SMALL BUS RELIEF GRANT COVID19	5,000.00
200653	12/21/2020	Printed		7720	MARIA MACIAS	REFUND PROJ ID SPR 19-03	356.99
200654	12/21/2020	Printed		0337	MANAGED HEALTH NETWORK	EMP ASSIST PROGRAM DEC 2020	94.05
200655	12/21/2020	Printed		0714	MANHATTAN AUTO SERVICE INC	SMALL BUS RELIEF GRANT COVID19	5,000.00
200656	12/21/2020	Printed		7698	PAUL J MCPHERSON	REFUND BL#RR01700 OVERPAYMENT	12.50
200657	12/21/2020	Printed		6428	MINUTEMAN PRESS OF GARDENA	BUSINESS CARDS-JOB 35151	191.79
200658	12/21/2020	Printed		5560	MITSUBISHI ELECTRIC & ELECT, I	ELEVATOR SVCS-NOV 2020	616.46
200659	12/21/2020	Printed		7713	PHOUNG K NGUYEN	SMALL BUS RELIEF GRANT COVID19	5,000.00
200660	12/21/2020	Printed		0367	OFFICE DEPOT	OFFICE SUPPLIES-CSD	233.82
200661	12/21/2020	Printed		7712	PATT MOTORS	SMALL BUS RELIEF GRANT COVID19	5,000.00
200662	12/21/2020	Printed		7707	LOC H PHAM	SMALL BUS RELIEF GRANT COVID19	5,000.00
200663	12/21/2020	Printed		5068A	QUADIENT FINANCE USA INC	POSTAGE METER REFILL-11/24/20	554.80
200664	12/21/2020	Printed		7714	RAFFI AUTO BODY INC	SMALL BUS REFIEF GRANT COVID19	5,000.00
200665	12/21/2020	Printed		7715	REAL BEAUTY SALON	SMALL BUS RELIEF GRANT COVID19	5,000.00
200666	12/21/2020	Printed		7700	REDBOX AUTOMATED RETAIL LLC	REFUND BL#08334 OVERPAYMENT	9.17
200667	12/21/2020	Printed		5895	RICOH USA INC	COPIER LEASE SVCS NOV 2020	491.16
200668	12/21/2020	Printed		7705	ROBERT ROBINSON	SMALL BUS RELIEF GRANT COVID19	5,000.00
200669	12/21/2020	Printed		7718	SOUTH BAY BCH CITIES MONTESSOR	SMALL BUS RELIEF GRANT COVID19	5,000.00
200670	12/21/2020	Printed		4533	SOUTH BAY LANDSCAPING INC	LANDSCAPING MAINT SVC NOV 2020	17,575.00
200671	12/21/2020	Printed		6034	SOUTH COAST MECHANICAL INC	HOT WATER HEATER DOWN-CCD	2,038.65

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City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
200672	12/21/2020	Printed		7464	SWRCB	PERMIT FEE 7/1/2020-6/30/2021	2,848.00
200673	12/21/2020	Printed		2002	THE STANDARD, UNIT 22	LIFE/AD&D/LTD INS PREM DEC-20	1,599.00
200674	12/21/2020	Printed		5319A	THREE BROTHERS PARTY SUPPLIES	SMALL BUS RELIEF GRANT COVID19	5,000.00
200675	12/21/2020	Printed		4142	TIME WARNER CABLE	INTERNET SVC 11/24/20-12/23/20	1,107.74
200676	12/21/2020	Printed		3373	VERIZON WIRELESS	SHARE DATA LINE 11/3-12/2/20	639.99
200677	12/21/2020	Printed		0479	VISION SERVICE PLAN	VISION COBRA-DEC 2020	21.49
200678	12/21/2020	Printed		7697	FRANK W WONG	REFUND BL#RR04203 OVERPAYMENT	12.50
200679	12/21/2020	Printed		7699	JIN T WONG	REFUND BL#RR06343 OVERPAYMENT	12.00
200680	12/21/2020	Printed		7704	Z & H AUTO BODY & PAINT INC	REFUND BL#05856 OVERPAYMENT	1.00
			Total Checks: 52			**Checks Total (excluding void checks):**	**177,847.37**
			Total Payments: 52			**Bank Total (excluding void checks):**	**177,847.37**
			Total Payments: 52			**Grand Total (excluding void checks):**	**177,847.37**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
200681	12/21/2020	Printed		7706	ADVANCED COMMUNICATION & TECHN	SMALL BUS RELIEF GRANT COVID19	5,000.00
200682	12/21/2020	Printed		7707	BEBE NAILS	SMALL BUS RELIEF GRANT COVID19	5,000.00
200683	12/21/2020	Printed		7708	EUBANKS CONSERVATORY OF MUSIC	SMALL BUS RELIEF GRANT COVID19	5,000.00
200684	12/21/2020	Printed		7710	NO. 1 FOOT SPA	SMALL BUS RELIEF GRANT COVID19	5,000.00
200685	12/21/2020	Printed		7713	PTJ NAILS & SPA	SMALL BUS RELIEF GRANT COVID19	5,000.00
200686	12/21/2020	Printed		7705	RB FINANCIAL	SMALL BUS RELIEF GRANT COVID19	5,000.00
200687	12/21/2020	Printed		7716	S' SALON	SMALL BUS RELIEF GRANT COVID19	5,000.00
200688	12/21/2020	Printed		7717	SINLESS TATTOO	SMALL BUS RELIEF GRANT COVID19	5,000.00
			Total Checks: 8			**Checks Total (excluding void checks):**	**40,000.00**
			Total Payments: 8			**Bank Total (excluding void checks):**	**40,000.00**
			Total Payments: 8			**Grand Total (excluding void checks):**	**40,000.00**

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Date: 12/23/2020
Time: 5:02 pm
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City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
200689	12/23/2020	Printed		2615	A-THRONE CO., INC	PORTABLE RESTROOM RENTAL	95.11
200690	12/23/2020	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	PEST CONTROL SERVICES	815.00
200691	12/23/2020	Printed		7660	ARAMSCO INC	COVID19 SUPPLIES	205.99
200692	12/23/2020	Printed		0163	CAPITAL OF SOUTH BAY INC.	MAINTENANCE SUPPLIES	327.36
200693	12/23/2020	Printed		1105	CDW GOVERNMENT, INC.	COMPUTER MONITORS	998.64
200694	12/23/2020	Printed		0615	CLEANSTREET	STREET SWEEPING CITYWIDE	18,243.50
200695	12/23/2020	Printed		7726	CLEAR CHANNEL OUTDOOR	BL OVERPAYMENT REFUND	1,128.25
200696	12/23/2020	Printed		7723	COMFORT ZONE SPORTS BARBER SHO	COVID19 SMALL BUSINESS GRANT	5,000.00
200697	12/23/2020	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	TRAFFIC SIGNAL TIMING	336.65
200698	12/23/2020	Printed		7595	DBX, INC.	TRAFFIC SIGNAL PROJECT	424,494.53
200699	12/23/2020	Printed		7725	DC STYLISTICS	COVID19 SMALL BUSINESS GRANT	5,000.00
200700	12/23/2020	Printed		4796	ERICA HARBISON	PRSSC MEETING STIPEND	50.00
200701	12/23/2020	Printed		7466	HAWTHORNE ELECTRIC SUPPLY	LIGHTING SUPPLIES	34.73
200702	12/23/2020	Printed		6557	HAWTHORNE HARDWARE	KEYS	7.11
200703	12/23/2020	Printed		7662	ITERIS INC	PROFESSIONAL ENGINEERING SVCS	25,540.00
200704	12/23/2020	Printed		0308	LOS ANGELES COUNTY	PUBLIC SAFETY SERVICES	549,137.04
200705	12/23/2020	Printed		7676	ROBERTO C MARTINEZ	LIGHTING INSTALLATION	3,443.00
200706	12/23/2020	Printed		7227	OCCUPATIONAL HEALTH CENTERS	PREEMPLOY PHYSICAL-DRUG SCREEN	45.00
200707	12/23/2020	Printed		0367	OFFICE DEPOT	OFFICE SUPPLIES	77.56
200708	12/23/2020	Printed		6245	OUTFRONT MEDIA LLC.	BL OVERPAYMENT REFUND	1,158.75
200709	12/23/2020	Printed		1140	PACIFIC TIRE SERVICE	VEHICLE MAINTENANCE	160.00
200710	12/23/2020	Printed		7407	PLATINUM CHEMICALS, INC.	COVID19 SUPPLIES	456.00
200711	12/23/2020	Printed		7722	PRAIRIE HOSPITALITY GROUP INC	COVID19 SMALL BUSINESS GRANT	5,000.00
200712	12/23/2020	Printed		6123	PRUDENTIAL OVERALL SUPPLY	WEEKLY MOP CHARGES	222.80
200713	12/23/2020	Printed		5068	QUADIENT LEASING USA, INC	MAIL MACHINE LEASING SERVICES	712.16
200714	12/23/2020	Printed		6499	RJS CONSTRUCTION SUPPLIES	CREDIT MEMO	17.94
200715	12/23/2020	Printed		2051	MADONNA SITKA	PRSSC MEETING STIPEND	50.00
200716	12/23/2020	Printed		6034	SOUTH COAST MECHANICAL INC	BUILDING MAINTENANCE	1,953.71
200717	12/23/2020	Printed		0444	SPCA LA	ANIMAL SHELTERING SERVICES	6,265.00
200718	12/23/2020	Printed		6349	STEAMX, LLC - SIGNAL HILLS	EQUIPMENT MAINTENANCE	498.81
200719	12/23/2020	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	524.44
200720	12/23/2020	Printed		7551	SHIRLEY WESTBROOK	SR TRAVEL CLUB REFUND	146.00
200721	12/23/2020	Printed		6697	DANIEL T WOODS	PRSSC MEETING STIPEND	50.00

Total Checks: 33 — **Checks Total (excluding void checks): 1,052,195.08**

Total Payments: 33 — **Bank Total (excluding void checks): 1,052,195.08**

Total Payments: 33 — **Grand Total (excluding void checks): 1,052,195.08**

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Date: 12/30/2020
Time: 9:37 am
Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
200722	12/30/2020	Printed		7727	ANS BUILDERS	CONST&DEMO DEBRIS DEP REFUND	135.00
200723	12/30/2020	Printed		6459	CASC ENGINEERING & CONSULTING	NPDES COMPLIANCE SERVICES	1,957.50
200724	12/30/2020	Printed		0190	COLONIAL LIFE & ACCIDENTS, INC	INSURANCE PREMIUMS	2,305.77
200725	12/30/2020	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	BUILDING INSPECTION SERVICES	36,199.92
200726	12/30/2020	Printed		0216	DELTA DENTAL	DENTAL INSURANCE PREMIUM	2,654.12
200727	12/30/2020	Printed		0389	DELTA DENTAL INS	DENTAL INSURANCE PREMUIM	136.92
200728	12/30/2020	Printed		7729	EMANCIPATE ME	COVID19 SMALL BUSINESS GRANT	5,000.00
200729	12/30/2020	Printed		7730	G & Y ASSOCIATES, INC	COVID19 SMALL BUSINESS GRANT	5,000.00
200730	12/30/2020	Printed		6530	GENERAL INDUSTRIAL TOOL & SUPP	TOOLS	79.91
200731	12/30/2020	Printed		6231	GREENLAND SUPPLY INC.	IRRIGATION PARTS	558.20
200732	12/30/2020	Printed		7150	KOA CORPORATION	INTERVIEW ASSISTANCE	600.00
200733	12/30/2020	Printed		7731	LE HAIR AFFAIR, LLC	COVID19 SMALL BUSINESS GRANT	5,000.00
200734	12/30/2020	Printed		7732	ISRAEL R. LOPEZ	CONST&DEMO DEBRIS DEP REFUND	180.00
200735	12/30/2020	Printed		7733	MARIA'S GARDEN CENTER &	PLANTS FOR HAWTHORNE BLVD	902.50
200736	12/30/2020	Printed		7734	NINO SCHEMBRI BRAZILIAN JIU-	COVID19 SMALL BUSINESS GRANT	5,000.00
200737	12/30/2020	Printed		5895	RICOH USA INC	COPIER LEASE AND USAGE CHARGES	2,142.66
200738	12/30/2020	Printed		7464	SWRCB	ANNUAL SANITARY SYSTEMS FEE	14,984.00
200739	12/30/2020	Printed		4526	URBAN RESTORATION GROUP	GRAFFITI SUPPLIES	677.75
200740	12/30/2020	Printed		0479	VISION SERVICE PLAN	VISION PREMIUM	993.10
200741	12/30/2020	Printed		7231	VOLUNTEER FIREFIGHTER ALLIANCE	DONATION FROM P. KEARNEY	100.00
200742	12/30/2020	Printed		7147	WEST COAST FIRE SERVICES INC	C.C. ANNUAL KITCHEN INSPECTION	645.00
			Total Checks: 21			**Checks Total (excluding void checks):**	**85,252.35**
			Total Payments: 21			**Bank Total (excluding void checks):**	**85,252.35**
			Total Payments: 21			**Grand Total (excluding void checks):**	**85,252.35**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 01/07/2021
Time: 12:25 pm
Page: 1

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
200743	01/07/2021	Printed		7735	730 MERCANTILE, LLC	COVID19 SMALL BUSINESS GRANT	5,000.00
200744	01/07/2021	Printed		0372C	AT & T - CALNET3	PHONE CHARGES	1,909.21
200745	01/07/2021	Printed		7728	DEKRA-LITE	HOLIDAY LED LIGHTS	2,542.02
200746	01/07/2021	Printed		0441	GOLDEN STATE WATER CO.	WATER USAGE SERVICES	236.37
200747	01/07/2021	Printed		7736	ICON & IKON, INC	COVID19 SMALL BUSINESS GRANT	5,000.00
200748	01/07/2021	Printed		0572	ONE WAY PHOTOGRAPHY	PHOTOGRAPHY SERVICES	328.20
200749	01/07/2021	Printed		3672-ASD	U.S. BANK	CREDIT CARD PAYMENT	2,796.98
			Total Checks: 7			**Checks Total (excluding void checks):**	**17,812.78**
			Total Payments: 7			**Bank Total (excluding void checks):**	**17,812.78**
			Total Payments: 7			**Grand Total (excluding void checks):**	**17,812.78**

Back to Agenda

MINUTES OF THE
LAWNDALE CITY COUNCIL REGULAR MEETING
December 7, 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 Pat Kearney, Councilmember Daniel Reid, Councilmember James Osborne, Councilmember-elect Rhonda Hofmann-Gorman, Councilmember-elect Sirley Cuevas

Other Participants: City Manager Kevin M. Chun, City Attorney Tiffany J. Israel, Los Angeles County Sheriff's Department Lieutenant Leo, 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, Interim Public Works Director Lea Reis

B. CEREMONIALS

Councilmember Daniel Reid led the flag salute.

C. PRESENTATION

1. James Osborne – Outgoing Member of the City Council

Mayor Robert Pullen-Miles and the City Council presented the Service Recognition Plaque for 12 years of dedicated service and valuable contributions to outgoing councilmember, James Osborne.

Each Councilmember congratulated, praised and wished James Osborne well.

Councilmember Osborne appreciated all comments, colleagues and past members then spoke about his time as the Councilmember of Lawndale. Mr. Osborne went on contributing his experience and knowledge to late councilmember Larry Rudolph, late Charmaine Doty, late Pastor Chris Beamer, Alizabeth Bigness, Bob and Janice Gibbons, Lenore Bemis, Sandy Suarez, Bonnie Coronado, Shirley Rudolph, Marco Sandoval and City Staff.

Lawndale Elementary School district board president Bonnie Coronado and Superintendent read verbatim deep gratitude and wished him the best in his future endeavors

Centinela Valley Union High School District Dr. Gregory O’Brian, behalf of the board of education, expressed appreciation of Mr. Osborne’s many years of service and partnership.

Amanda Cunningham, representing the Office of Assemblywoman Autumn Burke, read a resolution of December 7, 2020 highlighting all of James Osborne's achievements.

2. Dan Reid – Outgoing Member of the City Council

Mayor Pullen-Miles highlight all of the subcommittees councilmember Dan Reid represented and presented him with a plaque for six years of service to Lawndale City Council.

All Councilmembers commended Mr. Reid for the empathetic commitment to the Lawndale Community and the City Council.

Representatives of Lawndale Elementary School District, Centinela Valley Union High School District, and Office of Assemblywoman Autumn Burke, delivered Recognition Certificates and presented Resolutions emphasizing his service to the community of Lawndale.

D. PUBLIC SAFETY REPORT

Lieutenant Leo applauded the outgoing Councilmembers for their support then summarized the recent law enforcement activities.

Councilmember Pat Kearney commended the enforcement officers for securing 8 weapons in November.

E. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

Dave, Lawndale Resident, inquired if street sweeping will be terminated through stay at home orders and suggested it should be cancelled due to most residents staying home.

F. COMMENTS FROM COUNCIL

No comments provided.

G. CONSENT CALENDAR

3. Approval of Final Parcel Map No. 83092
Recommendation: that the City Council approve the final Parcel Map 83092.

4. Federally Funded Employment and Job Training – South Bay Workforce Investment Board Activities Summary
Recommendation: that the City Council receive and file the report.

5. Youth Advisory Committee (YAC) Appointments
Recommendation: that the City Council (a) approve the Mayor's appointments by directing staff to insert the appointees' names in Section 1 of Resolution No. CC-2012-065, and (b) adopt the Resolution as amended.

6. Accounts Payable Register

Recommendation: that the City Council adopt Resolution No. CC-2012-064, authorizing the payment of certain claims and demands in the amount of $843,374.36

7. Minutes of the Lawndale City Council Regular Meeting – November 16, 2020
Recommendation: that the City Council approve.

REDEVELOPMENT SUCCESSOR AGENCY

8. Minutes of the Successor Agency Meeting – June 3, 2020
Recommendation: that the Board approves.

9. Recognized Obligation Payment Schedule (ROPS) 21-22 and the Administrative Budget for Fiscal Year 2021-2022
Recommendation: that the Successor Agency approve and direct staff to submit to the Los Angeles County Consolidated Oversight Board and California Department of Finance (DOF) the ROPS 21-22 and Administrative Budget FY 2021-22, and authorize staff to make any changes requested by the DOF.

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

H. ADMINISTRATION

10. Certification of Election Results - General Municipal Election 2020
Recommendation: that the City Council approve the Election Official's Certificate of Canvass and adopt Resolution No. CC-2012-066, declaring the results of the 2020 Lawndale General Municipal Election.

Assistant City Clerk Matthew Ceballos reported on the Certification of Results for the General Municipal Election 2020.

A motion by Councilmember Osborne approve the Election Official's Certificate of Canvass and adopt Resolution No. CC-2012-066, declaring the results of the 2020 Lawndale General Municipal Election, was seconded by Councilmember Kearney and carried by a vote of 5-0.

11. Installation of Elected Officials
The newly elected members of the City Council will take the oath of allegiance and be seated.

Assistant City Clerk Matthew Ceballos administered the oath of allegiance to elected Mayor Robert Pullen-Miles

Assistant City Clerk Matthew Ceballos administered the oath of allegiance to elected Councilmember Rhonda Hofmann-Gorman.

Mr. Ray Cordova, Chair of South County Labor administered the Oath of Office to elected Councilmember Sirley Cuevas.

Assistant City Clerk Matthew Ceballos conducted a roll call for the new Lawndale City Council.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Bernadette Suarez, Councilmember Pat Kearney, Councilmember Rhonda Hofmann-Gorman, Councilmember Sirley Cuevas

12. <u>Annual Reorganization of the City Council</u>

Recommendation: that the City Council appoint one of its members to serve as Mayor Pro Tem for a term beginning on January 1, 2021 and ending on December 31, 2021.

Mayor Pro Tem Suarez nominated Councilmember Pat Kearney to serve as Mayor Pro Tem.

Councilmember Rhonda Hofmann-Gorman concurred.

A motion by Mayor Pro Tem Suarez appoint Councilmember Pat Kearney to serve as Mayor Pro Tem for a term beginning on January 1, 2021 and ending on December 31, 2021, was seconded by Councilmember Hofmann-Gorman and carried by a vote of 4-0 with 1 abstention being Councilmember Kearney.

13. <u>City Representatives to Intergovernmental Agency boards</u>

Recommendation: that Mayor Pullen-Miles (a) appoint delegates and alternates to the intergovernmental agencies listed in Resolution No. CC-2012-067; (b) that the City Council confirm the Mayor's appointments by directing staff to amend Section 1 of the Resolution by filling in the names of the Mayor's appointees; and (c) that the City Council adopt the Resolution as amended.

At this time the Mayor and City Council came to a consensus on the following appointments:

California Contract Cities Association, Board of Directors
<u>Representatives</u>: delegate Pat Kearney, alternate Robert Pullen-Miles and Rhonda Hofmann-Gorman.
California Joint Powers Insurance Authority, Board of Directors
<u>Representatives</u>: delegate Robert Pullen-Miles, alternate Rhonda Hofmann-Gorman.
Centinela Youth Services, Board of Directors
<u>Representative</u>: delegate Bernadette Suarez, *alternate not allowed*
County Sanitation District No 5 of Los Angeles County, Board of Directors
<u>Representatives</u>: delegate Robert Pullen-Miles, alternate Pat Kearney
League of California Cities, Los Angeles County Chapter
<u>Representatives</u>: delegate Sirley Cuevas, alternate Robert Pullen-Miles
South Bay Cities Council of Governments, Board of Directors
<u>Representatives</u>: delegate Bernadette Suarez, alternates Robert Pullen-Miles and Sirley Cuevas.

A motion by Mayor Pro Tem Suarez to confirm the Mayor's appointments by directing staff to amend Section 1 of the resolution by filling in the names of the mayor's appointees and adopt the resolution as amended was seconded by Councilmember Kearney and carried by a vote of 5-0.

14. Vacancy in the Office of City Clerk – Options

Recommendation: that the City Council (a) commence the process to appoint someone to fill the vacancy of the City Clerk for the remainder of the term, which is approximately two years, and (b) approve the application and interview process as detailed in the staff report and application, or direct staff as appropriate.

Assistant City Clerk Matthew Ceballos reported on the Vacancy in the Office of City Clerk – Options.

A motion by Mayor Pullen-Miles to commence the process to appoint someone to fill the vacancy of the City Clerk for the remainder of the term, which is approximately two years, and approve the application and interview process as detailed in the staff report and application, was seconded by Councilmember Kearney and carried by a vote of 5-0.

I. CITY MANAGER'S REPORT

City Manager Kevin Chun reminded everyone the upcoming City Council meetings have been cancelled due to the holidays and will resume on Tuesday, January 19. 2021. City Manager Chun also reported the Angel Tree Lighting Event will be available via live streaming. Mr. Chun went on commending the outgoing Councilmembers and applauding and welcoming the newly elected members.

ITEMS FROM CITY COUNCILMEMBERS

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

Councilmember Rhonda Hofmann-Gorman encouraged anyone interested in learning about government and be a representative to apply for the City Clerk opening.

Councilmember Sirley Cuevas thanked all of her supporters and looked forward to a successful term.

Councilmember Kearney attended the Citizen's Oversight Committee meeting, the Assemblywoman Autumn Burke's "Drive-thru Operation Gobble", and wished everyone a Merry Christmas and Happy New Year. Mr. Kearney went on acknowledging the U.S. Navy and Dan Reid for the history of the date December 7th.

Mayor Pro Tem Suarez attended an emergency South Bay Cities Council of Governments meeting and welcomed the new Councilmembers.

Mayor Pullen-Miles congratulated the newly seated Councilmembers, attended County Sanitation District No 5 of Los Angeles County meeting, and participated in the turkey giveaway from Assemblywoman Autumn Burke, he went on to wish everyone a safe holiday.

J. ADJOURNMENT

There being no further business to conduct, the Mayor adjourned the meeting at 7:22 p.m.

_____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Matthew Ceballos, Assistant City Clerk

Approved: 1/19/2021

Back to Agenda

MINUTES OF THE
LAWNDALE CITY COUNCIL SPECIAL MEETING
January 11, 2021

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 9:00 a.m. in the Lawndale Community Center, 14700 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Pat Kearney, Councilmember Bernadette Suarez, Councilmember Rhonda Hofmann-Gorman, Councilmember Sirley Cuevas

Other Participants: City Manager Kevin M. Chun, Assistant to the City Manager/Human Resources Director Raylette Felton

B. CEREMONIALS

Mayor Pro Tem Pat Kearney led the flag salute.

C. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

None.

D. COMMENTS FROM COUNCIL

None.

E. CLOSED SESSION

At 9:06 a.m. the City Council entered into closed session.

1. Public Employee Appointment
The City Council will conduct a closed session, pursuant to Government Code section 54957(b), to consider the appointment of an employee to the position of City Attorney.

At 2:26 p.m. the City Council entered back into open session.

City Manager Kevin M. Chun reported the City Council met in Closed Session to discuss the one item listed on the Closed Session agenda. The City Council unanimously voted to appoint Burke, Williams & Sorensen, LLP to the position of City Attorney contingent upon negotiations by staff regarding the rate proposal, provisions related to other cost of operations, and optional special counsel for special issues.

F. ADJOURNMENT

There being no further business to conduct, the Mayor adjourned the meeting at 2:27 p.m.

_____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Matthew Ceballos, Assistant City Clerk

Approved: 1/19/2021

Back to Agenda

CITY OF LAWNDALE

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager

PREPARED BY: Sean M. Moore, AICP, Director of Community Development

SUBJECT: **Selection of Projects for the Fiscal Year 2021-22 (47th) Program Year of the Community Development Block Grant Program**

BACKGROUND

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

The City of Lawndale is a participant in the Los Angeles Urban County CDBG program, and receives an annual allocation of CDBG funds from the Los Angeles County Development Authority (LACDA). The current estimate for the new CDBG allocation for FY 2020-21 is $326,861. This estimate is based on current CDBG funding levels and is consistent with the amount of funding the City has received over the last several years. This proposed CDBG allocation is a planning estimate only; LACDA will release final appropriations in spring 2021. The City's final CDBG allocation is generally within five to ten percent (5%-10%) of the estimate provided.

There are a number of other requirements for CDBG programs. CDBG funds may only be spent in those areas of the City determined to be block grant eligible (See Attachment A). The public must be given the opportunity to comment on the proposed budget (See Attachment B, Public Hearing Notice). Notices of a public hearing were posted at City Hall and published in the *Daily Breeze* on December 25, 2020, pursuant to the applicable public noticing requirements.

Lastly, the maximum amount of CDBG monies that the City may devote to public service projects is up to 20% of its new year allocation (approximately $65, 372) and no single public service activity may be funded for less than $10,000.

The recommended CDBG expenditures for FY 2021-22 are consistent with the requirements listed above. The City's FY 2020-21 proposed program of projects and funding levels must be submitted to the LACDA no later than February 3, 2021.

STAFF REVIEW

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

Senior Activities Program: The amount to be allocated for senior activities will be the maximum percentage (20%) allowed for public service programs. An estimated $65,372 will be used to continue the existing Senior Activities Nutrition Program.

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

Proposed Resurfacing Projects

Street Name:	From:	To:	PCI:	Estimated:
169th	Grevillea	Hawthorne	~25	$ 130,000.00
Kingsdale	145th	147th	~24	$ 130,000.00
Total				$ 260,000.00

These projects will consist of street improvements, including cold mill variable depth of existing asphalt pavement, installation of new asphalt - asphalt rubber hot mix (ARHM), saw cutting and removal and reconstruction of PCC curb & gutters, reconstruction of curb ramps, reconstruction of driveway approaches, reconstruction of sidewalk, adjusting utility covers to grade, and pavement striping. The estimated construction cost is $260,000. Any unallocated CDBG funds not utilized (contingency funds) are rolled over to the following fiscal year and applied toward roadway projects.

COMMISSION REVIEW

Planning Commission review for this project is not required.

LEGAL REVIEW

The City Attorney has reviewed Resolution No CC-2102-002 and approved it as to form.

FISCAL IMPACT

Funding is for the FY 2021-22 budget year and will be incorporated into the City's budget as that budget is prepared. Additionally, CDBG funds awarded to the City will offset direct fiscal impacts to the City's General Fund.

RECOMMENDATION

It is recommended that the City Council:

1. Conduct a public hearing;
2. Adopt the FY 2021-22 budget for the CDBG program; and

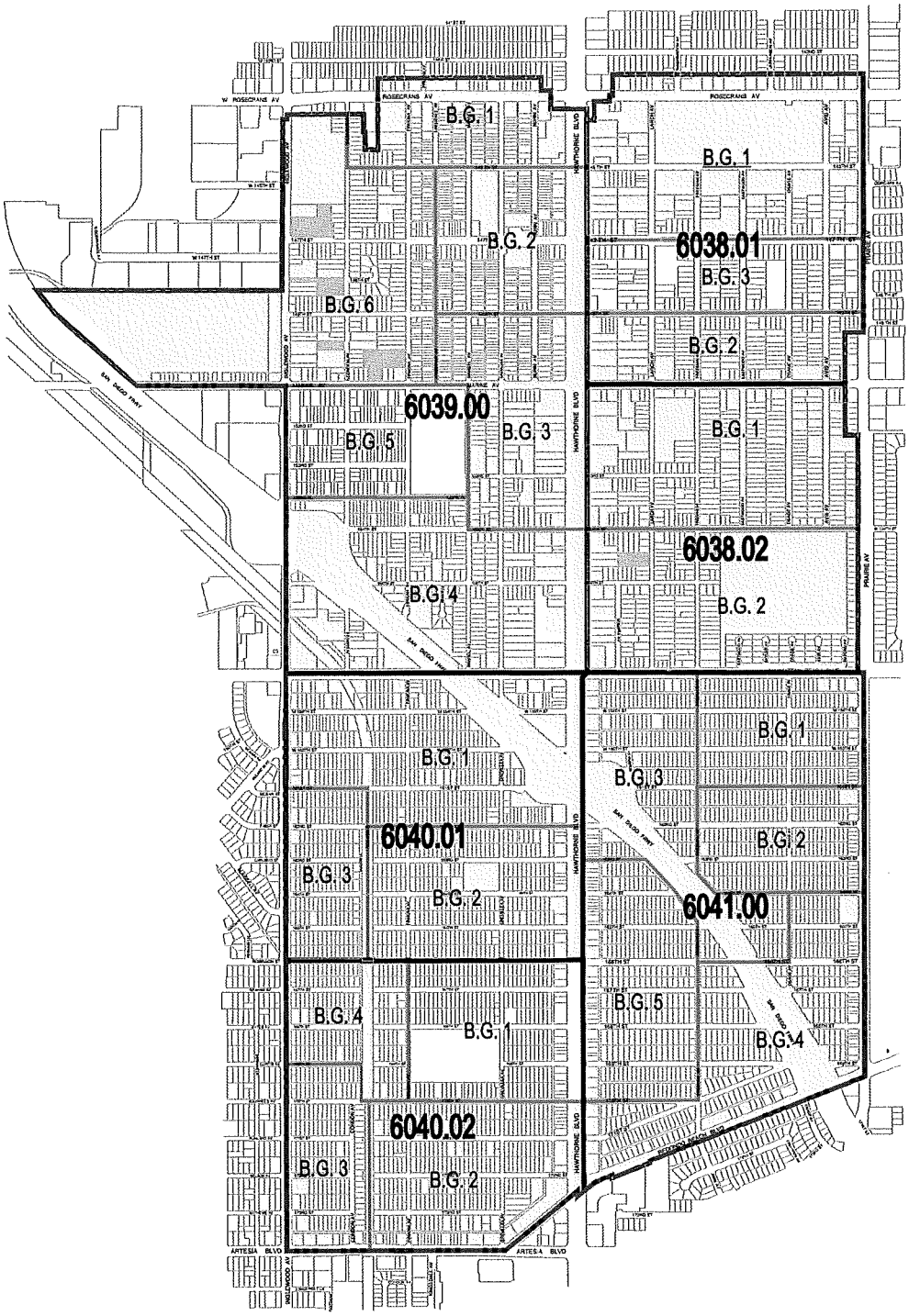
3. Adopt Resolution No. CC-2102-002, approving the City's participation in the FY 2021-22 CDBG Program.

ATTACHMENTS

A – CDBG Eligible Low/Mod Census Tract Map
B – Public Hearing Notice
C – Resolution No. CC-2102-002

ATTACHMENT A

CDBG Eligible Low/Mod Census Tract Map



CDBG - LOW AND MODERATE INCOME AREA MAP
2010 CENSUS AREAS

(As of July 1, 2014)

LEGEND:

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

N W E S

0 ft. 500 ft. 1,000 ft.
scale

ATTACHMENT B

Public Hearing Notice

Daily Breeze
400 Continental Blvd, Suite 600
El Segundo, CA 90245
310-543-6635
Fax: 310-316-6827

(Space below for use of County Clerk Only)

5007749

Legal No. **0011433088**

CITY OF LAWNDALE/COMMUNITY DEVELOPMENT DEPT
ACCOUNTS PAYABLE
14717 BURIN AVENUE
LAWNDALE, CA 90260

PUBLIC NOTICE
CITY OF LAWNDALE
CITY COUNCIL MEETING

Notice is hereby given that at **6:30 p.m.** on **Tuesday, January 19, 2021**, the Lawndale City Council will hold a public hearing in the City Council Chambers located at 14717 Burin Avenue, Lawndale, CA to review the following proposal:

PROJECT SELECTION FOR THE 2021-2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM YEAR. The City of Lawndale is soliciting public input to consider the expenditure of funds to be received as a result of the 1974 Housing and Community Development Act. The public is encouraged to attend and suggest needs and priorities for possible funding during the 2021-2022 (47th) program year beginning July 1, 2021. Initial estimates are that Lawndale will be allocated approximately $326,861 for this Program Year. These are restricted funds to be used to assist low and moderate income persons, or to remove slum and blight conditions. A maximum of 15% of the annual allocation may be used for public service projects. A draft program will be presented for the City Council to consider. Current programs include: Senior Activities and Street Improvements.
Those wishing to comment on this item may do so in person at the public hearing, or by submitting written comments by 5:30 p.m., December 17, 2018. You may contact Sean M. Moore, AICP, Community Development Director for further information regarding this matter at (310) 973-3231.

Dec 25, 2020(1t)DB(11433088)

PROOF OF PUBLICATION
(2015.5 C.C.P.)

STATE OF CALIFORNIA
County of Los Angeles

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of THE DAILY BREEZE, a newspaper of general circulation, printed and published in the City of Torrance*, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of County of Los Angeles, State of California, under the date of June 10, 1974, Case Number SWC7146. The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

12/25/2020

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Torrance, California
On this 25th day of December, 2020.

Pauline Fernandez

Signature

*The Daily Breeze circulation includes the following cities: Carson, Compton, Culver City, El Segundo, Gardena, Harbor City, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Long Beach, Manhattan Beach, Palos Verdes Peninsula, Palos Verdes, Rancho Palos Verdes, Rancho Palos Verdes Estates, Redondo Beach, San Pedro, Santa Monica, Torrance and Wilmington.

ATTACHMENT C

Resolution No. CC-2102-002

RESOLUTION NO. CC-2102-002

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA APPROVING THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FOR FISCAL YEAR 2021-2022

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

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

WHEREAS, for the past 46 years the City of Lawndale (City) has participated in the Community Development Block Grant (CDBG) Program which was established under the Act; and

WHEREAS, the City has received a planning estimate that $326,861 in CDBG funds will be available to the City for the 2021-2022 Fiscal Year; and

WHEREAS, the City has posted information regarding the Community Development Block Grant Program as required by law and, after notice duly given as required by law, held a public hearing on January 19th, 2021 to consider approving the City's proposed Community Development Block Grant Program for fiscal year 2021-2022, and evidence was heard and presented from all persons interested in affecting said proposal, from all persons protesting the same and from members of the City staff, and the City Council has reviewed, analyzed and studied said proposal.

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

SECTION 1. The CDBG projects, FY 2021-2022 funding allocations, as listed in the CDBG Funding Chart for FY 2021-2022 as set forth on Exhibit A attached hereto and incorporated herein are hereby approved as the City's CDBG Program for Fiscal Year 2021-2022.

SECTION 2. That the Mayor and/or City Manager are authorized and directed to submit the City's proposed 2021-2022 planning documents to the Los Angeles County Development Authority (LACDA) setting forth the City's proposed projects and funding allocations. Should minor adjustments to the allocations vary from the figures contained herein and/or any amounts remaining unspent at the close of the preceding fiscal year, the City Manager is authorized to adjust funding to the approved eligible activities as necessary.

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

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

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

PASSED, APPROVED AND ADOPTED this 19th day of January, 2021

_____
Robert Pullen-Miles, Mayor

ATTEST:

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

I, Matthew Caballos, Assistant City Clerk of the City of Lawndale, California, do hereby certify that the City Council duly introduced the foregoing Resolution No. CC-2102-002 at its regular meeting held on the 19th day of January, 2021, and duly approved and adopted said resolution at its regular meeting held on the 19th day of January, 2021, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Bernadette Suarez					
Rhonda Hofmann Gorman					
Sirley Cuevas					

_____
Matthew Ceballos, Assistant City Clerk

APPROVED AS TO FORM:

_____
Tiffany J. Israel, City Attorney

EXHIBIT A
CDBG FUNDING CHART FOR FY 2021-2022

Project Title	Allocated CDBG Funds	Unallocated CDBG Funds(Prior Year) and Leveraged Funds	Total
Senior Activities (Max. 20%) **Nutrition**	$ 65,372.00	N/A	$ 65,372.00
Street Projects	$ 261,489.00	$ N/A	$ 261,489.00
TOTAL	**$ 326,861.00**	**$** N/A	**$ 326,861.00**

Street Name:	**From:**	**To:**	**PCI:**	**Estimated:**
169th	Grevillea	Hawthorne	~25	$ 130,000.00
Kingsdale	145th	147th	~24	$ 130,000.00
Total				$ 260,000.00

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CITY OF LAWNDALE

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager

PREPARED BY: Matthew Ceballos, Assistant City Clerk

SUBJECT: **City of Lawndale Website Redesign**

BACKGROUND

At the March 2, 2020 City Council meeting, the City Council approved a Contract Services Agreement with Intrado Interactive Services Corporation for a website redesign and ongoing hosting, maintenance, support, and security services for a five (5) year term.

From that time the staff has been working with Intrado Interactive Services to redesign and implement a new City website to resolve the following issues of the current site:

- Lack of Visual Appeal
- Difficult Website Navigation
- Plain Navigation Buttons
- Unrecognizable Search Function
- Difficult Content Management System
- Outdated Software

STAFF REVIEW

After the completing the following stages of Design, Content Migration, User Integration, User Acceptance Testing, SSL Certification, and Training, staff is now ready for the Deployment phase.

The new website is set to "go live" at 8 a.m. on Wednesday January 20, 2021.

The key improvements made to the website are as follows:

- Modern Design
- User-friendly features
- Security
- Interactivity
- Comprehensive Content Migration and Integrated Services
- Easy Backend Process for City Staff

LEGAL REVIEW

None.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council receive and file the report and demonstration.

Back to Agenda

CITY OF LAWNDALE

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager

PREPARED BY: Julian Lee, Director of Public Works/City Engineer
Marla Pendleton, Director of Finance
Grace Huizar, Administrative Analyst

SUBJECT: Authorize the Purchase and Installation of Touchless Automatic Sliding Doors at Various City Facilities

BACKGROUND

In response to the Coronavirus (COVID-19) pandemic, the federal government approved the Coronavirus Aid, Relief, and Economic Security (CARES) Act providing over $2 trillion dollars in economic relief to protect the American people from the public health and economic impact.

The City received a total of $405,000 to cover costs that were necessary expenditures related to COVID-19 that were not included in the City's operating budget. This funding needed to be spent by December 31, 2020.

STAFF REVIEW

A large portion of the CARES Act allocation was used to fund a Small Business Grant Program and to reimburse the City for previously incurred City expenditures such as staff time off of work due to illness and quarantine, and City Attorney and Sheriff's Departments work related to Project Roomkey. The remainder of the funds were used to purchase custodial and personal protection equipment and supplies, improve tele-work capability for employees to work from home due to the pandemic, and to improve City buildings by installing touchless automatic sliding doors to further reduce the spread of COVID-19.

All intended expenditures were completed by the end of December with the exception of the automatic sliding doors. Due to timing constraints, the automatic doors were not procured with the CARES Act funds; instead, a larger portion of the funds were allocated to the Sheriff's Department charges related to patrolling the Project Roomkey vicinity. This additional allocation for Sheriff's Department expenditures resulted in alleviating funds in the General Fund for the purchase of the automatic sliding doors.

Staff proceeded to obtain the required quotes for the purchase and installation of the automatic sliding doors at three City facilities; City Hall, Municipal Services Department, and Public Works. The table below illustrates the quotes received:

Vendor	Amount
Specialty Doors	$29,887.16
Vortex Industries	$33,243.92
Lucky's Glass	$60,686.00

Vortex Industries offers better quality materials and an extended warranty on labor and all new materials. Staff recommends that City Council approve the purchase with Vortex Industries in the total amount of $33,243.92.

LEGAL REVIEW

N/A

FISCAL IMPACT

Since the touchless automatic sliding doors could not be purchased and installed by the December 31st CARES Act expenditure deadline, the funds were applied to qualifying Sheriff Department expenditures budgeted in the General Fund. Staff desires to continue with the automatic sliding door project, however, CARES Act funding is not available for the project. Since General Fund appropriations in the Sheriff budget are available, staff recommends a $34,000 General Fund budget transfer from the Sheriff Department to Public Works Building Improvements to acquire the doors from the recommended vendor, Vortex Industries. The following budget adjustment is recommended:

Increase appropriations 100-320-550.500	GF PW Grounds Maintenance- Building Improvements	$34,000
Decrease appropriations 100-210-530.700	GF Police Service – County Sheriff Services	$34,000

RECOMMENDATION

Staff recommends that the City Council:

1. Authorize the purchase of touchless automatic sliding doors from Vortex Industries for an amount not-to-exceed $34,000 ($33,243.92 proposed cost plus $756.08 contingency); and
2. Authorize the General Fund budget appropriation transfer of $34,000 from County Sheriff's Department Services to Building Improvements.

Back to Agenda

CITY OF LAWNDALE

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager

PREPARED BY: Matthew Ceballos, Assistant City Clerk MC

SUBJECT: **City Council Subcommittees**

BACKGROUND

From time to time, the City Council appoints its various members to subcommittees (ad hoc). These temporary advisory committees are composed solely of less than a quorum of the City Council, serve a limited or single purpose (that is not perpetual), and are dissolved once its specific task is completed.

If the City Council creates or sustains a subcommittee, irrespective of its composition, which have either: (1) a continuing subject matter jurisdiction; or (2) a meeting schedule fixed by ordinance, resolution, or formal action of the City Council, these would be considered "standing committees" subject to the Brown Act, even if it is comprised of less than a quorum of the City Council.

STAFF REVIEW

The subcommittees and their appointees, which have met in the past 5 years are as follows:

Business Revitalization Subcommittee
Mayor Robert Pullen-Miles
Councilmember Bernadette Suarez
(Appointed 6/1/2020)

Billboard Subcommittee
Councilmember Dan Reid – Left Office on 12/7/2020
Councilmember Pat Kearney
(Appointed 5/4/2020)

Social Media Subcommittee
Mayor Robert Pullen-Miles
Councilmember Bernadette Suarez
(Appointed 12/5/2016)

City/School Districts Parks Maintenance Subcommittee
Councilmember Dan Reid – Left Office on 12/7/2020
Councilmember Pat Kearney
(Appointed 1/4/2016)

Fiscal Year 21-22 Budget Subcommittee
Prior FY 20-21 Budget Subcommittee:
Councilmember Dan Reid – Left Office on 12/7/2020
Councilmember Pat Kearney
(Appointed 4/6/2020 for Fiscal Year 20-21)

Staff is seeking direction from City Council on which subcommittees can be dissolved, outstanding tasks that have not met completion by the subcommittee, modify the focus or scope of the current subcommittee, and appointment, replacement, or modification of members.

Review of City subcommittees will take place on an annual basis to coincide with the appointments to intergovernmental agencies.

LEGAL REVIEW

None.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council review the list of subcommittees and direct staff on their dissolution, continuation due to the need to complete outstanding or future tasks, modify the focus or scope of the current subcommittee, and, where appropriate appointment, replacement, or modification of members.

Back to Agenda

CITY OF LAWNDALE

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager

SUBJECT: **Safe and Sane Fireworks Sale**

BACKGROUND

Since 1968, safe and sane fireworks have been allowed for sale in Lawndale to celebrate the Independence Day holiday, for the benefit of community groups and their operations serving the community.

STAFF REVIEW

Over the years, illegal fireworks usage has steadily increased in Southern California and throughout the state causing problems in communities, including: physical injuries from fire and explosions, property damage, loud noise and air pollution, pets terrified by explosions, use of illegal fireworks as weapons, etc. Last year the City received numerous complaints from residents about the constant barrage of illegal fireworks being discharged throughout the nights and months before and after Independence Day. Many residents made statements that the City should not allow any fireworks to be sold or used in Lawndale.

As a result of these complaints, there was discussion by the City Council about whether safe and sane fireworks sales should be banned, or continued to be allowed for sale as in previous years. The City Council discussed several points, such as:

- Safe and sane fireworks should not be conflated with the problems associated with illegal fireworks
- Safe and sane fireworks sales are used to support community group operations
- Banning safe and sane fireworks will not eliminate illegal fireworks from being purchased or used

Staff requests that the City Council provide direction regarding the future of safe and sane fireworks, as in January of each year, per the Lawndale Municipal Code (LMC), the process for City permitting of fireworks sales must begin. If the City Council decides to ban safe and sane fireworks, staff will not begin the permitting process as outlined in the LMC.

LEGAL REVIEW

N/A

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council discuss the future of safe and sane fireworks sales in Lawndale and provide direction to staff to continue to allow or ban such sales beginning in 2021.

Back to Agenda

CITY OF LAWNDALE

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager

PREPARED BY: Matthew Ceballos, Assistant City Clerk

SUBJECT: **Filling the Vacancy in the Office of City Clerk**

BACKGROUND

At the December 7, 2020 City Council meeting, the City Council decided to fill the vacancy in the Office of City Clerk by appointment, to solicit applications for appointment with a submission deadline of January 13, 2021, and to interview candidates at the January 19, 2021 meeting. As well, City Council directed staff to prepare a resolution that would formalize the appointment of the City Council's candidate selection so that that person could be immediately sworn into office.

STAFF REVIEW

To inform the community of the vacancy and appointment process, staff posted notices on the City's website, social media, and on City's cable television channel on December 8, 2020. The application for appointment was also made available on the website, social media and at the public counter.

During the nearly five week application period, the Office of the City Clerk received applications from the following:

Christina Carroll
Erica Harbison
Jessica Martinez

QUALIFICATIONS
Both elected and appointed City Clerks must be at least 18 years of age, must reside in Lawndale and must be registered to vote in Lawndale. Staff has reviewed the application and confirms that the applicants are qualified to hold the office of City Clerk.

INTERVIEW
The interview questions listed on the application to be considered for appointment are as follows:

(a) What strengths, skills, knowledge and assets would you bring to service as the City Clerk?
(b) Why do you want to serve as the City Clerk?
(c) In your opinion, what are the most important issues facing the City Clerk's office?

City Council may choose to ask these three questions of the applicant and/or may ask other questions as desired.

FORMAL APPOINTMENT

Upon deciding who to appoint to fill the vacancy, the City Council should formalize that appointment by resolution. Staff has drafted such a resolution for your consideration. The resolution provides the following:

- The appointed City Clerk will serve a term of office that will expire at the time the City Council declares the results of the 2022 General Municipal Election.
- Upon being sworn into office, the appointed City Clerk will "possess all the rights and powers, and will be subject to the same liabilities, duties, and obligations, of the City Clerk".
- As provided in the Municipal Code, the appointed City Clerk will receive compensation in the amount of $350 per month.
- As provided by resolution, the appointed City Clerk will receive a flexible benefits allowance in the same amount as provided to the Central Management Team.

Once the City Council adopts the resolution, the new City Clerk will immediately take and sign the oath of allegiance, and will be seated in the City Clerk's position in the City Council Chamber.

If, however, the City Council prefers to take more time to decide on the appointment, City Council should consider the fact that the legal deadline to appoint or call for a Special Election to fill the vacancy is February 5, 2021.

LEGAL REVIEW

The City Attorney's office has reviewed Resolution No. CC-2101-03 and has approved it as to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council interview the applicants and determine who to appoint to the Office of City Clerk. Upon making that determination, the City Council should direct staff to fill in the blanks in Resolution No. CC-2101-03 with the appointee's name and adopt the Resolution as amended.

Attachments: 1) Application for Appointment to Fill the Vacant Office of City Clerk – received from: Christina Carroll, Erica Harbison, and Jessica Martinez
2) Interview Questions/Notes
3) Resolution No. CC-2101-03

CITY OF LAWNDALE

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

APPLICATION FOR APPOINTMENT TO FILL THE VACANT OFFICE OF CITY CLERK

This application is a public record and will be included with the applicable City Council materials. Personal contact information will be redacted.

All applicants must be residents and registered voters in the City of Lawndale at the time of application. Within 30 days of assuming office, the appointed City Clerk will be required to file a Statement of Economic Interests (Fair Political Practices Commission Form 700).

1. PERSONAL INFORMATION

Name: Christina Carroll

Home Address: [redacted] Lawndale CA 90260

Email Address: [redacted]

Telephone #: [redacted] (daytime)

[redacted] (evening)

Number of Years as a Lawndale Resident: 3

2. AVAILABILITY

The City Council regularly meets on the 1st and 3rd Mondays of the month at 6:30 p.m. at City Hall. Special meetings will be called as needed. The City Clerk also regularly attends City-sponsored events and attests to legislation, contracts, and other documents as needed. List any days or evenings during the week when you are not available:

open availability

3. SERVICE AS THE CITY CLERK

To be considered for appointment, you must appear at the City Council meeting at 6:30 p.m. on Tuesday, January 19, 2021 for an interview. Please be prepared to answer these questions and any other questions individual City Councilmembers may choose to ask.

(a) What strengths, skills, knowledge and assets would you bring to service as the City Clerk?

(b) Why do you want to serve as the City Clerk?

(c) In your opinion, what are the most important issues facing the City Clerk's office?

Applicant Name: Christina Carroll

4. **REFERENCES:** Provide contact information for three personal or professional references. You may submit reference letters with your application.

Name: Jeffrey Morris Daytime phone #: [redacted]

Name: Daniel Desouza Daytime phone #:

Name: Katie Kruft Daytime phone #:

DECLARATION

I declare under penalty of perjury under the laws of the State of California that all information stated in this application and any attached pages are true, correct and complete to the best of my knowledge and belief. I further declare that I am a resident and registered voter of the City of Lawndale.

Signature: [redacted] Date: 12/9/2020

Attach any additional information, such as your biography and/or resume. Your application must be received by email, mail, or hand delivered no later than 6:00 p.m. on January 13, 2021 to:

Office of the City Clerk
City of Lawndale
14717 Burin Ave.
Lawndale, CA 90260
Attn: Matthew Ceballos

Or via email

cityclerk@lawndalecity.org

Original applications and attachments submitted after the above-stated time will not be considered. Emails will be accepted, postmarks or faxes will NOT be accepted.

Applicants must appear at the City Council meeting on Tuesday, January 19, 2021, 6:30 p.m. to be interviewed and considered for appointment. Contact Matthew Ceballos in the City Clerk Department (310-973-3213) if you have any questions.

Individuals with disabilities requiring any accommodation to participate in the selection process must inform the Office of the City Clerk at the time this application is submitted.

FOR OFFICE USE ONLY: Voter registration verified by MC Date 1/5/2021

CHRISTINA CARROLL
Lawndale, CA
[redacted]

To apply the skills that I have acquired to accomplish the tasks I am presented with. Eager and willing to attain new skills that will assist me with future employment opportunities and life experiences.
Authorized to work in the US for any employer

WORK EXPERIENCE

Restaurant Manager Zislis Group Torrance, CA
August 2019 to Present
As a restaurant manager I handle all cash systems including drawers and safe. Manage the floor and day to day duties for staff. Make sure staff are up to date on company policies and health code procedures. Handle orders, inventory, scheduling, invoices, and other admin work. Overall make sure the restaurant is running accordingly.

Hostess Zislis Group Manhattan Beach, CA February 2019 to August 2019
As a hostess I am the face of the restaurant and the main goal is to represent the restaurant in a respective manner by greeting guests with a welcoming smile and to also make sure they have the best experience. I oversee all online reservations and walk-ins keeping track of guest numbers in and out. I assist with cleaning tables, expo, serving, and making sure floors and stairways are free of any dangerous spills and debris for the safety of staff and guests.

Manager Belamar Hotel Manhattan Beach, CA June 2018 to June 2019
As the manager I handle payroll, scheduling, inventory, and orders. Manage the floor by assisting the team and guests when needed and also making sure the team knows menu item details to our daily specials, and new products. Consistently working on ways for the team to be better as a unit and also sales drives.

Manager Specialty's Cafe El Segundo, CA February 2017 to June 2018
As a FOH manager I setup a daily deployment plan along with daily shift meetings to keep the days educational, exciting, and all about guest service. Daily counts of safe and registers along with controlling waste and pars. Due to it being a training store I am consistently training in all areas of the store such as, barista, cashier, expo, dish, baker, and more.

Supervisor HMS Los Angeles, CA
December 2015 to February 2017

Maintain a working knowledge of the location of various departments, buildings, access routes, and admitting non badge requirements. I manage three concepts and continue to make sure

staff are following safety and health protocol. I deal with cash handling on the floor and safe drops. Train new hires for FOH and BOH for all three locations and make sure current staff know the menus and guest service. Assist guests whenever needed and also assist surrounding restaurants when needed. Enforce procedural rules and regulations; ensure the personal safety of staff, visitors, and property. Conduct knife checks, bar counts, time keeping, sales recap, and inventory.

EDUCATION

Bachelors in Studies/Sociology CCSU Hartford, CT September 2009 to May 2010
Associates in General CCC Hartford, CT
September 2005 to May 2009

CERTIFICATIONS AND LICENSES

City of Lawndale

Vice Chairperson Parks, Recreations and Social Services March 2019

CITY OF LAWNDALE

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

APPLICATION FOR APPOINTMENT TO FILL THE VACANT OFFICE OF CITY CLERK

This application is a public record and will be included with the applicable City Council materials. Personal contact information will be redacted.

All applicants must be residents and registered voters in the City of Lawndale at the time of application. Within 30 days of assuming office, the appointed City Clerk will be required to file a Statement of Economic Interests (Fair Political Practices Commission Form 700).

1. PERSONAL INFORMATION

Name: Erica Harbison

Home Address: [redacted] Lawndale, CA 90260

Email Address: [redacted]

Telephone #: [redacted] (daytime)

same (evening)

Number of Years as a Lawndale Resident: 35

2. AVAILABILITY

The City Council regularly meets on the 1st and 3rd Mondays of the month at 6:30 p.m. at City Hall. Special meetings will be called as needed. The City Clerk also regularly attends City-sponsored events and attests to legislation, contracts, and other documents as needed. List any days or evenings during the week when you are not available:

I tutor on Thursday and Friday evenings and Monday afternoons, but I can also be flexi

3. SERVICE AS THE CITY CLERK

To be considered for appointment, you must appear at the City Council meeting at 6:30 p.m. on Tuesday, January 19, 2021 for an interview. Please be prepared to answer these questions and any other questions individual City Councilmembers may choose to ask.

(a) What strengths, skills, knowledge and assets would you bring to service as the City Clerk?

(b) Why do you want to serve as the City Clerk?

(c) In your opinion, what are the most important issues facing the City Clerk's office?

Applicant Name: Erica Harbison

4. **REFERENCES:** Provide contact information for three personal or professional references. You may submit reference letters with your application.

Name: Daniel Urrutia Daytime phone #: [redacted]

Name: Paula Rodas Daytime phone #: [redacted]

Name: John Feng Daytime phone #: [redacted]

DECLARATION

I declare under penalty of perjury under the laws of the State of California that all information stated in this application and any attached pages are true, correct and complete to the best of my knowledge and belief. I further declare that I am a resident and registered voter of the City of Lawndale.

Signature: [redacted] Date: 1/12/2021

Attach any additional information, such as your biography and/or resume. Your application must be received by email, mail, or hand delivered no later than 6:00 p.m. on January 13, 2021 to:

Office of the City Clerk
City of Lawndale
14717 Burin Ave.
Lawndale, CA 90260
Attn: Matthew Ceballos

Or via email

cityclerk@lawndalecity.org

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Applicants must appear at the City Council meeting on Tuesday, January 19, 2021, 6:30 p.m. to be interviewed and considered for appointment. Contact Matthew Ceballos in the City Clerk Department (310-973-3213) if you have any questions.

Individuals with disabilities requiring any accommodation to participate in the selection process must inform the Office of the City Clerk at the time this application is submitted.

FOR OFFICE USE ONLY: Voter registration verified by _____ Date _____

Erica M. Harbison
M.Ed.

[redacted]
Lawndale, CA 90260
[redacted]
[redacted]

EDUCATION

Concordia University, Irvine **May 2014**
Master of Arts in Education, Curriculum and Instruction –4.0 Irvine, CA
Accelerated, 1 year program

California State University, Dominguez Hills **May 2004**
California Preliminary Single Subject Teaching Credential, English – 3.94 Carson, CA

California State University, Dominguez Hills **May 2003**
Bachelor of Arts: English with emphasis on Literature (minor in Communications)– 3.36 Carson, CA

WORK EXPERIENCE

CVUHSD **August 2005 – Present**
Teacher Lawndale, CA

- Taught English at all high school grade levels from 9th grade through 12th grade in a diverse
- population.
- Taught 9th grade intervention course where students read between a 4th and 8th grade
- level - worked with scaffolded curriculum that allowed for student growth in interpretation.
- Taught regular and Honors 10th grade, and regular 11th grade and 12th grade infusing ERWC prompts and curriculum into regular curriculum to increase writing skills.
- Currently teaching AP Literature and Composition working to increase test scores.
- Currently teaching Advanced English and Public Health Honors for Biomedical Careers Academy - a specialized UCCI integrated curriculum.
- Deliver curriculum to students and maintaining online grades and attendance
- Communicating with parents and students regarding student progress and needs
- Collaborating with colleagues to strengthen curriculum, implement common assessments, and examine data from those assessments
- Coordinating the Biomedical Careers Academy including proper spending of grant monies, developing career pathways and including proper curriculum, designing and implementing student supports, completion of annual state report to ensure funding, and helping schedule and implement work-based learning opportunities for students

KIWI Education **August 2019 – Present**

Private Tutor Manhattan Beach, CA

● Test-taking skills and practice - ISEE and SAT
● Tutor students in academic subjects
● Communicate with parents and company about student progress and needs
● Study Skills

MAAC S.C.O.P.E. Learning Center **September 2004 – June 2005**

Private Tutor Los Angeles, CA

- Delivered instruction in English for module-based continuation school.
- Designed curriculum outside modules to increase connections, challenge students, and create opportunities for personal and scholastic growth.
- Designed and implemented a Holocaust unit where there was a survivor guest speaker invited from the Museum of Tolerance.
- Maintained current grades
- Communicated with parents and students about student progress
- Collaborated with administration and core teachers

SKILLS

Collaborative	Google Apps (Docs, Slides, etc.)
Adaptive	Microsoft Word and PowerPoint
Dependable	Prezi
Time Management	Canvas LMS
Organized	Adobe Acrobat

Affiliations

- UCCI (University of California Curriculum Integration): Advisory Board member, Institute Facilitator, Mentor Teacher, and conference presenter
- English Department Chairperson - 2010 to 2015
- Coordinator Biomedical Careers Academy 2016 - present
- Leadership Team Member, Student Leadership, Biomedical Careers Academy 2008 - 2015
- Head Softball Coach
- BTSA Support Provider
- Mentor Teacher of new teachers and interns
- Master Teacher mentoring Student Teachers

- PAR Committee Member 2012-2016 (helped develop program including designing collaboration, interviewing teacher mentors, and review of program process)
- PRSSC (Parks, Recreation, and Social Services Commission) Commissioner - Lawndale, CA 2010 - present

CERTIFICATIONS

- RIAP/ERWC (Reading Institute for Academic Preparation with Expository Reading and Writing Curriculum) - sponsored by CSUDH/CA Department of Education
- Adaptive Schools Training
- UCCI Institute Facilitator
- CPR Certified

CITY OF LAWNDALE

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

APPLICATION FOR APPOINTMENT
TO FILL THE VACANT OFFICE OF CITY CLERK

This application is a public record and will be included with the applicable City Council materials. Personal contact information will be redacted.

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1. PERSONAL INFORMATION

Name: Jessica Martinez

Home Address: [redacted] Lawndale, CA, 90260

Email Address: [redacted]

Telephone #: [redacted] (daytime)

[redacted] (evening)

Number of Years as a Lawndale Resident: 22

2. AVAILABILITY

The City Council regularly meets on the 1st and 3rd Mondays of the month at 6:30 p.m. at City Hall. Special meetings will be called as needed. The City Clerk also regularly attends City-sponsored events and attests to legislation, contracts, and other documents as needed. List any days or evenings during the week when you are not available:

Tuesday evenings and Sundays

3. SERVICE AS THE CITY CLERK

To be considered for appointment, you must appear at the City Council meeting at 6:30 p.m. on Tuesday, January 19, 2021 for an interview. Please be prepared to answer these questions and any other questions individual City Councilmembers may choose to ask.

(a) What strengths, skills, knowledge and assets would you bring to service as the City Clerk?

(b) Why do you want to serve as the City Clerk?

(c) In your opinion, what are the most important issues facing the City Clerk's office?

Applicant Name: Jessica Martinez

4. **REFERENCES:** Provide contact information for three personal or professional references. You may submit reference letters with your application.

Name: Patricia Moeses-Flores Daytime phone #: [redacted]

Name: Adrian Martinez Daytime phone #: [redacted]

Name: Xochitl Mendez Daytime phone #: [redacted]

DECLARATION

I declare under penalty of perjury under the laws of the State of California that all information stated in this application and any attached pages are true, correct and complete to the best of my knowledge and belief. I further declare that I am a resident and registered voter of the City of Lawndale.

Signature: [redacted] Date: 01/12/2021

Attach any additional information, such as your biography and/or resume. Your application must be received by email, mail, or hand delivered no later than 6:00 p.m. on January 13, 2021 to:

Office of the City Clerk
City of Lawndale
14717 Burin Ave.
Lawndale, CA 90260
Attn: Matthew Ceballos

Or via email

cityclerk@lawndalecity.org

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Applicants must appear at the City Council meeting on Tuesday, January 19, 2021, 6:30 p.m. to be interviewed and considered for appointment. Contact Matthew Ceballos in the City Clerk Department (310-973-3213) if you have any questions.

Individuals with disabilities requiring any accommodation to participate in the selection process must inform the Office of the City Clerk at the time this application is submitted.

FOR OFFICE USE ONLY: Voter registration verified by _____ Date _____

Jessica Martinez

[redacted]

EDUCATION

Bachelor of Science in Business Administration **Graduation: December 2017**
California State University, Dominguez Hills, CA

EXPERIENCE

Magnetic Component Engineering, Torrance, CA
Lead Internal Auditor (40 hours/week) **November 2017 – June 2018**

- Performed objective system and process audits in line with statutory and regulatory requirements
- Evaluated operational processes within the organization that measured effectiveness among departments
- Managed a 5-person team that performed substantive testing and documentation of internal controls
- Coordinated and implemented required controls of production processes to improve product lead times
- Prepared department teams and managers for the transition of the revised quality management system (AS9100)
- Analyzed and compiled data to create over 100 standard operating procedures used to comply with regulations

Product Supply Specialist (40 hours/week) **November 2015 – December 2017**

- Reviewed trends, overhead, labor, and material to provide pricing on products to over 50 clients a week
- Developed professional and written skills by collaborating with sales, engineering, and manufacturing groups
- Created 10-15 daily proposal requests for customized assemblies that were used for potential clients
- Provided sales support by preparing cost and budget analysis on various aerospace projects
- Gathered and prioritized invoicing requests to process payments to vendor contracts with production deadlines

Production Planner (40 hours/week) **March 2011 – November 2015**

- Approved and implemented customer requirements through the company's own ERP system
- Processed and scheduled 5-10 customer work orders a day by analyzing several department's inputs
- Handled all aspects of production planning dealing with internal and external customers
- Created and distributed manufacturing process control sheets out to the production floor for multiple deadlines
- Monitored 10-30 production activities a day including shipping and delivery dates to customers

TECHNICAL SKILLS

Programming: HTML, JavaScript, and CSS
Certifications: AS9100 Internal Auditor Certification
Applications: Microsoft Office (Word, Excel, Access, PowerPoint, Outlook), Adobe Acrobat, Sage Business Works
IS/IT Courses: Info Sys/Tech Fundamentals, Info Sys Theory and Practice, Internet Literacy, Systems Analysis and Design
Other: Lean manufacturing, six sigma, continuous improvement, capable of creating standard operating procedures for companies, communicative, cooperative with others, self-centralized

LANGUAGES

Languages: Fluent in English and Spanish (written, spoken, and translation)

Patricia Moeses-Flores
[redacted]
Hawthorne, CA 90250

To whom it may concern:

I have known Jessica Martinez for 11 years and it is with great pleasure that I serve as a reference on her application for City Clerk. I have personally witnessed Jessica's strengths through the years in a variety of settings and I firmly believe that her many qualities and skillsets would make her an asset to the City Clerk Department.

In the many years I have known Jessica, she has demonstrated reliability and resourcefulness in everything she does. She is an individual who is always timely and prepared. For example, Jessica is known to be the most organized when participating in a friend gathering. She maintains the use of a personal planner and offers her organizational skills to help ensure that events are efficiently planned. She thinks ahead to what we may need and she is always the first person to arrive and offer support. Jessica is always ready with a genuine care and concern for the success of any activity she participates in.

To further attest to Jessica's character, her commitment in her role as a mother is admirable and inspiring. For the last two years, Jessica has been fully committed to her daughter's development. She has sought the best practices for caring for her daughter's growth. Like with anything she does, Jessica is organized and thinks ahead. Most importantly, she is a role model to those around her with the care she shows her daughter and the resilience she has demonstrated with this new chapter in her life.

There are many more qualities and examples I could give about Jessica's personal character. It is with confidence that I recommend her for the City Clerk position. If you have any questions or would like to discuss this reference further, please feel free to email me or call me.

Sincerely,

Patricia Moeses-Flores
[redacted]

Applicant:

INTERVIEW NOTES
APPLICANTS FOR APPOINTMENT TO THE OFFICE OF CITY CLERK

WHAT STRENGTHS, SKILLS, KNOWLEDGE AND ASSETS WOULD YOU BRING TO SERVICE AS THE CITY CLERK?

WHY DO YOU WANT TO SERVE AS THE CITY CLERK?

IN YOUR OPINION, WHAT ARE THE MOST IMPORTANT ISSUES FACING THE CITY CLERK'S OFFICE?

ADDITIONAL NOTES:

RESOLUTION NO. CC-2101-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA FILLING A VACANCY IN THE OFFICE OF CITY CLERK BY APPOINTMENT

WHEREAS, Rhonda Hofmann Gorman was elected to serve as a member of the City Council on November 3, 2020; and

WHEREAS, at the time she was sworn into office as a member the City Council, Ms. Hofmann Gorman had served two years of a four-year term as the elected City Clerk of the City of Lawndale, thereby leaving the Office of City Clerk vacant; and

WHEREAS, pursuant to California Government Code Section 36512 and Lawndale Municipal Code Section 2.16.045, when a vacancy in the Office of City Clerk occurs, the City Council shall either fill the vacancy by appointment or call a special election to fill the vacancy; and

WHEREAS, on December 7, 2020, the City Council decided to fill the vacancy by appointment; and

WHEREAS, the City Council directed staff to solicit applications from persons eligible to hold elective office in the City of Lawndale; and

WHEREAS, the City Council established an application deadline of January 13, 2021; and

WHEREAS, the City Council directed staff to place the matter of appointing a City Clerk on the agenda of its January 19, 2021 meeting, at which time applicants would be required to submit to an interview by the City Council to be considered for appointment; and

WHEREAS, the City Council interviewed all qualified applicants at its January 19, 2021 meeting and determined which of the applicants should be appointed to fill the vacant Office of City Clerk.

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

SECTION 1. The City Council hereby appoints _____ to the Office of City Clerk for an approximately two-year term to expire upon the declaration of results of the 2022 General Municipal Election.

SECTION 2. Pursuant to California Government Code Section 1777, after filing the official oath of office, _____ shall possess all the rights and powers, and will be subject to the same liabilities, duties, and obligations, of the City Clerk.

SECTION 3. Pursuant to Lawndale Municipal Code Section 2.16.010, the City Clerk shall receive as compensation the sum of three hundred fifty dollars per month.

SECTION 4. Pursuant to City Council Resolution No. CC-9809-89, the City Clerk shall receive a monthly allowance in the same amount as the Central Management Group for flexible benefits, including (but not limited to) medical, dental, vision, life or retirement benefits, which otherwise are available to all city employees. The allowance must be spent on flexible benefits, including (but not limited to) the maximum amount allowable under an Internal Revenue Code (IRC) Section 457(b) plan or life insurance, which otherwise are available to all City employees.

SECTION 4. Immediately upon the approval and passage of this Resolution, _____ shall take the Oath of Office.

SECTION 5. Immediately upon being sworn into the Office of City Clerk, _____ shall be seated and assume the duties of the City Clerk.

PASSED, APPROVED AND ADOPTED this 19th day of January, 2021.

_____
Robert Pullen-Miles, Mayor

ATTEST:

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

I, Matthew Ceballos, Assistant 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-2101-003 at a regular meeting of said Council held on the 19th day of January, 2021, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Bernadette Suarez					
Rhonda Hofmann Gorman					
Sirley Cuevas					

_____
Matthew Ceballos, Assistant City Clerk

APPROVED AS TO FORM:

_____
Tiffany J. Israel, City Attorney

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Matthew R. Ceballos, Assistant City Clerk

SUBJECT: Mayor/Councilmember Report of Attendance at Meetings and/or Events

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

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Matthew R. Ceballos, Assistant City Clerk

SUBJECT: Conference with Legal Counsel – Existing Litigation [Lawndale vs. Metropolitan Transportation Authority; Case Number 20STCP02875; L.A. County Superior Court]

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

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

DATE: January 19, 2021

TO: Honorable Mayor and City Council

FROM: Matthew R. Ceballos, Assistant City Clerk

SUBJECT: Public Employee Appointment – City Attorney

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