



CITY OF LAWNDALE

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

AGENDA
LAWNDALE CITY COUNCIL REGULAR MEETING
Monday, April 5, 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 5, will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

1. **National DMV/ Donate Life Month Proclamation**
Recommendation: that the City Council receive and file report.

2. Dispose of and Purchase Two Vehicles for Public Works Department

Recommendation: that the City Council (a) approve the purchase of two replacement vehicles, utilizing Air Quality Management District (AQMD) funding, from the National Auto Fleet Group for the total price of \$52,897.54; (b) decrease the AQMD budget by \$90,000; and (c) approve the sale of the 2005 Chevrolet and 2008 Honda through our standard public auction process facilitated by Ken Porter Auctions in Carson, California.

3. Annual Review and Updates to the Citywide Records Retention Schedules for Fiscal Year 20-21

Recommendation: that the City Council adopt Resolution No. CC-2104-016, Updating City Council Policy No. 77-04 (Records and Information Management), Annual Review and Schedule Updates for FY 2020-21.

4. Accounts Payable Register

Recommendation: that the City Council adopt Resolution No. CC-2104-015, authorizing the payment of certain claims and demands in the amount of \$266,319.84.

5. Minutes of the Lawndale City Council Regular Meeting – March 15, 2021

Recommendation: that the City Council approve.

G. PUBLIC HEARING

6. Adopting Updated User and Regulatory Fees (Master Fee Schedule)

Recommendation: that the City Council (a) conduct a public hearing and (b) adopt the proposed Resolution No. CC-2104-017, with updated fees to be effective July 1, 2021.

H. ADMINISTRATION

7. Updated Illegal Fireworks Suppression Plan for 2021

Recommendation: that the City Council review and approve the proposed Illegal Fireworks Suppression Plan for 2021.

I. CITY MANAGER'S REPORT

J. ITEMS FROM CITY COUNCILMEMBERS

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

K. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, April 19, 2021 in the Lawndale City Hall council chamber, 14717 Burin Avenue, Lawndale, California.

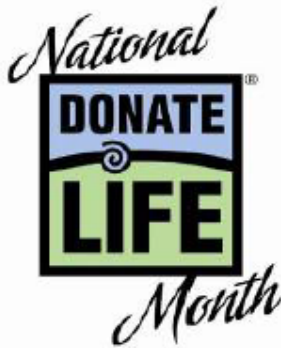
It is the intention of the City of Lawndale to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. 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 April 5, 2021 was posted not less than 72 hours prior to the meeting.

Matthew Ceballos, Assistant City Clerk

City of Lawndale Proclamation National DMV/Donate Life Month April 2021



WHEREAS, organ, eye, tissue, marrow and blood donation are life-giving acts recognized worldwide as expressions of compassion to those in need;

WHEREAS, more than 108,000 individuals nationwide and more than 21,000 in California are currently on the national organ transplant waiting list, and on average, 17 people die each day while waiting;

WHEREAS, the need for donated organs is especially urgent in Hispanic, Latino, and African American communities;

WHEREAS, a single individual's donation of the heart, lungs, liver, kidneys, pancreas and small intestine can save up to eight lives;

WHEREAS donation of tissue can save and heal the lives of more than 75 others;

WHEREAS, deceased organ donors saved more than 33,000 lives last year, the most ever;

WHEREAS any person can register to be an organ, eye and tissue donor regardless of age or medical conditions;

WHEREAS, over seventeen million Californians have signed up with the state-authorized Donate Life California Donor Registry to ensure their wishes to be organ, eye and tissue donors are honored;

WHEREAS, California residents can sign up to be an organ, eye and tissue donor when applying for or renewing their driver's licenses or ID cards at the California Department of Motor Vehicles;

WHEREAS, California residents can sign up with the Donate Life California Donor Registry online at any time by visiting www.donatelife.org or, for Spanish-speakers, www.doneVIDA.org

WHEREAS, California residents interested in saving a life through living kidney donation may visit www.LivingDonationCalifornia.org;

NOW, THEREFORE, BE IT RESOLVED that in recognition of National Donate Life Month, the month of April 2021 is hereby proclaimed "DMV/Donate Life Month" in the City of Lawndale, and in doing so we encourage all Californians to check "YES!" online, or when applying for or renewing their driver's license or I.D. card at the DMV.

Proclaimed this 5th Day of April 2021

Handwritten signature of Mayor Robert Pullen-Miles in black ink.

Mayor Robert Pullen-Miles

Handwritten signature of Mayor Pro Tem Pat Kearney in black ink.

Mayor Pro Tem Pat Kearney

Handwritten signature of Councilmember Bernadette Suarez in black ink.

Councilmember Bernadette Suarez

Handwritten signature of Councilmember Rhonda Hofmann Gorman in black ink.

Councilmember Rhonda Hofmann Gorman

Handwritten signature of Councilmember Sirley Cuevas in black ink.

Councilmember Sirley Cuevas



CITY OF LAWDALE

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

DATE: April 5, 2021

TO: Honorable Mayor and City Council

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

PREPARED BY: Julian Lee, Director of Public Works/City Engineer *[Signature]*
Marla L. Pendleton, CPA, Director of Finance/ City Treasurer *[Signature]*
Grace Huizar, Administrative Analyst *[Signature]*

SUBJECT: **Approval to Dispose of and Purchase Two Vehicles for Public Works Department**

BACKGROUND

On an annual basis, staff performs a needs assessment of vehicles and equipment based on mileage, age, and resources lost due to down time for repairs. For this year, there are two Public Works Department vehicles that need to be replaced due to the replacement criteria, including one that has an expired Compressed Natural Gas (CNG) fuel tank.

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

The two vehicles listed below have incurred significant resources due to repair needs and are being recommended for replacement.

Year Make and Model: 2005 Chevrolet ¾ Ton Pickup (Expired CNG Tank)
License Plate Number: 1254677
Vehicle Identification Number: 1GBGC24U55E30901
City Vehicle Number: 470

Year Make and Model: 2008 Honda Civic (CNG Tank)
License Plate Number: 1237919 (previously 6EVW925)
Vehicle Identification Number: 1HGFA46528L001115
City Vehicle Number: 489

Approval to Dispose of and Purchase Two Vehicles for Public Works Department

Rather than purchasing a replacement truck and a car, staff recommends purchasing two (2) Ford Escape Hybrid vehicles to meet the needs of the Public Works Department. One of new replacement vehicles will be assigned to the Maintenance Supervisor, who currently utilizes a 2018 Ford pickup truck, City vehicle number 512. However, his position does not require a truck and, therefore, the truck can be reallocated to another Public Works operations staff. The second replacement vehicle will be utilized by multiple Public Works Department staff to perform necessary assignments without having to use their personal vehicles for City business. The current pool vehicle number 489, a 2008 Honda, is currently inoperable and is in need of extensive repairs.

For the vehicle purchases, staff requested a quote from the National Auto Fleet Group, a division of Chevrolet of Watsonville and the vendor that was awarded the exclusive contract with Sourcewell to assist member cities in obtaining vehicles at a substantial discount. The quote for two new 2021 Ford Escape Hybrids is \$52,897.54.

For the disposal of the two vehicles recommended for retirement, 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 two vehicles will be sold at the highest price possible. In addition, the City will receive 100% of the proceeds, and at no cost to the City.

LEGAL REVIEW

N/A

FISCAL IMPACT

Street Maintenance budgeted two replacement vehicles for a total of \$75,000 in Fiscal Year 2019-20. One of the vehicles (2007 Chevy Silverado) was sent to auction during that year, but the two new clean energy vehicles to be acquired with Air Quality Management District (AQMD) funding were not purchased. The \$75,000 appropriations was continued into Fiscal Year 2020-21 to purchase the vehicles in the current year. In addition, \$75,000 was included in the Fiscal Year 2020-21 Adopted Budget, arriving at the current available funding in the Amended Budget of \$150,000. Based on the quote received to acquire the two needed vehicles, it is recommended to decrease the budget by \$90,000, leaving funding to acquire the vehicles and any additional allowable costs under AQMD, which may be needed to place the vehicles in service.

Decrease appropriations:

202-330-550.300	AQMD Street Maint Vehicles	<u>\$90,000.00</u>
	Air Quality Management District Subtotal	<u>\$90,000.00</u>

RECOMMENDATION

Staff recommends that the City Council:

1. Approve the purchase of two replacement vehicles, utilizing AQMD funding, from the National Auto Fleet Group for the total price of \$52,897.54.
2. Decrease the AQMD budget by \$90,000.
3. Approve the sale of the 2005 Chevrolet and 2008 Honda through our standard public auction process facilitated by Ken Porter Auctions in Carson, California.

Attachment: National Auto Fleet Group Quote



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

3/24/2021

Quote ID: **27627**

Order Cut Off Date: **4/30/2021**

Grace Huizar
City of Lawndale
Public Works

14717 Burin Ave

Lawndale, California, 90260

Dear Grace Huizar,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

Two (2) New/Unused (2021 Ford Escape (U0B) SE Hybrid FWD,) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Extended Unit's (2)	Total Savings
Contract Price	\$28,850.00	\$26,440.02	8.353 %	\$52,880.04	\$4,819.96
Tax (0.0000 %)		\$0.00		\$0.00	
Tire fee		\$8.75		\$17.50	
Total		\$26,448.77		\$52,897.54	

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell (Formerly Known as NJPA) Contract 120716-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497



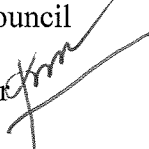



CITY OF LAWDALE

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DATE: April 5, 2021

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager 

PREPARED BY: Matthew Ceballos, Assistant City Clerk 

SUBJECT: **Updating City Council Policy No. 77-04 (Records and Information Management), Annual Review and Schedule Updates for FY 2020-21**

BACKGROUND

On July 20, 2020, the City Council passed Resolution No. CC-2007-040, which approved and adopted an updated Citywide Records Retention Schedule and City Council Policy No. 77-04 (Records and Information Management).

On February 16, 2021, the City Council passed Resolution No. CC-2102-006 which approved and adopted Authorization to Destroy Paper after Imaging/Trustworthy Electronic Records Compliance.

STAFF REVIEW

In an ongoing effort to modernize records management, free up physical space, and make records more accessible to both staff and the public, staff is recommending updating certain Department Records Retention Schedule to reflect annual legal review and updates for Fiscal Year 2020-21. The updates are to keep our records retention schedules current in line with changes in law and “Best Practices” of other agencies.

Major highlights of this year’s changes in records management/retention schedules, include:

- City-Wide: Added “staff videoconference chats, notes and recordings” to CW-009-Correspondence – Transitory / Preliminary Drafts (When No Longer Required)
- City Clerk: Added new law regarding Redistricting
- Community Development / Planning: Added new Environmental / CEQA / NEPA Correspondence and internal staff notes (required to be retained until completion of the CEQA process – by new case law)
- Human Resources: New Law - COVID-19 Exposure Notifications to Employees (3-year retention)

The updates have been reviewed and approved by the City’s records management consultant, who specializes in California local government records (Gladwell Governmental Services, Inc.).

City Council Meeting – April 5, 2021

Updating City Council Policy No. 77-04 (Records and Information Management), Annual Review and Updates for FY 2020-21

LEGAL REVIEW

The City Attorney's office has reviewed Resolution No. CC-2104-016 and has approved it to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. CC-2104-016, Updating City Council Policy No. 77-04 (Records and Information Management), Annual Review and Schedule Updates for FY 2020-21

Attachments: Resolution No. CC-2104-016

RESOLUTION NO. CC-2104-016

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
ANNUAL REVIEW AND UPDATES TO THE CITYWIDE
RECORDS RETENTION SCHEDULES FOR FISCAL YEAR 20-21**

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

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

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

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

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

WHEREAS, the City Council of the City of Lawndale previously adopted Resolution CC-2007-040 adopting a Citywide retention schedule as Council Policy No. 77-04; and

WHEREAS, the City Council desires to keep in line with recent changes in State law and current “best practices” of other agencies, as an updated version of Council Policy No. 77-04.

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

SECTION 1. The City Council approves the updates to Policy No. 77-04, entitled “Records and Information Management”, as attached hereto as Exhibit “A”, and incorporated herein by this reference, as if fully set forth herein and directs City staff to include said updated policy and records retention schedules in the Policy Manual.

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

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

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

PASSED, APPROVED AND ADOPTED this 5th day of April, 2021.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2104-016 at a regular meeting of said Council held on the 5th day of April, 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					

Erica Harbison, City Clerk

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney

Exhibit “A”

COUNCIL POLICY

<u>SUBJECT:</u> Records and Information Management	<u>POLICY NO.:</u> 77-04	<u>DATE</u>
	<u>AUTHORITY:</u> a) Resolution CC-0402-010... b) Resolution CC-1506-019 c) Resolution No. CC-1703-010 d) Resolution No. CC-1711-054 e) Resolution No. CC-2007-040 f) Resolution No. CC- 2102-006 <u>g) Resolution No. CC- 2104-016</u>	<u>ADOPTED:</u> a) 2/17/04 b) 6/1/15 c) 3/6/17 d) 11/6/17 e) 7/20/20 f) 2/16/21 <u>g) 4/5/21</u>

PROGRAM PURPOSE:

1. To control the organization, maintenance, retention, preservation and disposition of the City's records in a uniform manner and in accordance with federal, state and local laws, ordinances, regulations or rules, contractual requirements and best business practices. The term "records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by the City regardless of physical form or characteristics. The term "writing" includes handwriting, typewriting, printing, photostating, photographing and every other means of recording upon any form of communication or representation including letters, words, pictures, sounds or symbols, or any combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, discs, drums, optical storage devices and other documents.
2. To ensure the following:
 - a. That City records are available when needed, maintained in the appropriate place, and in possession of the appropriate department staff;
 - b. That permanent records are retained;
 - c. That historical records are retained; and
 - d. That non-essential, non-historical records are appropriately destroyed when the need for their existence has ended.

POLICY:

OBJECTIVES: The objectives of the policy are:

1. Preservation of records with long-term or permanent value;
2. Protection of records vital to the continuation of City operations in the event of a disaster;
3. Reduction or elimination of unnecessary, duplicate records and staff time;
4. Reduction of potential offsite storage cost and maintenance;
5. Orderly destruction of records no longer required for administrative/operational, legal, fiscal or historical purposes;

6. Orderly destruction of hardcopy/physical records after imaging and trustworthy records compliance; and
7. Documentation of records destroyed.

City records are authorized to be destroyed on an ongoing basis in accordance with the retention periods prescribed by the Records Retention Schedule (Exhibit "A"). . The Director of the Department responsible for records requested to be destroyed shall submit the records and a *Records Destruction Authorization Form* (Exhibit "B") to the City Clerk. The Records Destruction Authorization Form shall be approved by the Department Director, City Attorney and City Manager, and verified by the City Clerk Department.

The Director of the Department responsible for authorizing the substitution and subsequent destruction request of hardcopy/physical records after imaging and trustworthy records compliance and shall submit proof of records storage and an *Authorization to Destroy Paper after Imaging/Trustworthy Electronic Records Compliance Form* (Exhibit "C") to the City Clerk.

The Records Retention Schedule, attached hereto as Exhibit "A", shall serve to govern the disposition of City records, as the schedule specifies the minimum length of time records shall be maintained either in Departmental files or the City's archives. When more than one legal citation applies to a particular record, the longest retention period shall apply. The City may require a longer retention period than that period established by law based on Departmental preference and/or best business practice.

Notwithstanding the provisions herein and in accordance with Government Code Section 34090, the City is not authorized to destroy any of the following records for any reason:

- Records affecting the title of real property or liens thereon
- Court records or records relating to legal proceedings
- Records required to be kept by statute
- Records less than two years old
- The minutes, ordinances or resolutions of the City Council of the City or of any city board or commission

PROCEDURES:

On a routine, ongoing basis, City staff shall review all records under their control which have been retained for the period of time required by the Records Retention Schedule. All records shall be categorized within one of the Records Retention Categories as set forth in Exhibit "A", attached hereto, which may be amended by resolution of the City Council. Such records shall also be assessed for the following:

Administrative/Operational Value - Records are administratively valuable when they assist the City in performing its primary functions, including current and future work.

Legal Value - Records with legal value are required to be retained by law and/or contain evidence of legally enforceable rights or obligations of the City.

Fiscal Value - Records with fiscal value contain information pertinent to the City's financial transactions, especially when they are required for audit and tax purposes.

Historical Value - Historical documents reflect significant events and trends over time.

Upon determining that specific records no longer retain any of the values described, above, and are obsolete, and non-essential, staff will identify the appropriate category of the record, verify the date of the record and request their destruction. An Authority to Destroy Records form, fully describing each record, must be submitted with the records to the City Clerk's Department.

Prior to the destruction of any records, the Department Director, City Manager and City Attorney must authorize such destruction by signing the Authority to Destroy Records form. It is imperative that signatories carefully review both the form and the records themselves to determine whether the records listed are involved in litigation or if there is an administrative and/or operational requirement, or an exemption, which may require an extension of the customary retention period.

All records identified as vital or permanent records shall be protected against theft or damage. Vital and permanent records in their original form shall be secured in an off-site controlled environment, as well as preserved digitally. Non-vital or Non-Permanent records necessary to the conduct of normal business can also be preserved and produced in whatever photographic, micrographic or electronic means determined by the Department Director to be most effective.

The City Council, City Attorney and City staff shall each be responsible for future records management policy development and procedural implementation, as follows:

City Council - The City Council shall approve, by resolution, all records and information management policies, retention schedules, any amendments thereto..

City Manager - The City Manager shall:

1. Periodically confirm that all departments comply with the records management policy;
2. Present to the City Council recommendations for policy amendments;
3. Review and approve/disapprove all Records Destruction Authorization Form; and
4. Perform the responsibilities of Department Director for Administrative Services (as listed below).

City Attorney - The City Attorney shall:

1. Review recommendations to the City Council regarding amendments to records management policies or document retention schedules;
2. Review and approve/disapprove all Records Destruction Authorization Forms before records may be destroyed; and
3. Notify the City Clerk's Department immediately of all document discovery requests or any other situations which may arise that would require the City to refrain from destroying records.

City Clerk - The City Clerk, or his/her designee, shall be responsible for the following:

1. In consultation with the City Attorney, present recommendations to the City Manager for amendments to records management policies or records retention schedules;

2. Create, maintain and distribute forms necessary to implement the records management program;
3. Review non-essential, obsolete records and Records Destruction Authorization Forms submitted by departments and verify that the documents proposed for destruction are those attached to the form; recommend approval/disapproval of Authorization forms and forward to the City Manager and City Attorney;
4. Supervise the destruction of records, ensuring that confidential records are destroyed by shredding;
5. Certify the destruction of records and maintain a permanent file of Records Destruction Authorization Form and Certificates of Records Destruction (if applicable to confidential records); and
6. Perform the responsibilities of Department Director listed below.

Department Director - The designated director/lead of each City department shall:

1. Create and maintain reliable and accurate filing systems to ensure the efficient maintenance, retrieval and disposition of records under their control;
2. Institute systems and procedures to protect vital records and ensure their availability in the event of a disaster;
3. On an ongoing basis, identify non-essential, obsolete records and forward such records to the City Clerk's Department to be considered for destruction;
4. Submit to the City Clerk's Department a complete Records Destruction Authorization Form when seeking to destroy records and the records proposed for destruction;
5. Ensure that no City records are destroyed prior to the expiration of their required retention period;
6. Forward to the City Clerk's Department for retention all records which have historical value; and
7. Submit requests to the City Clerk's Department for records management policy or retention schedule amendments.

The records of the City as set forth in the approved departmental Records Retention Schedules are authorized to be destroyed and said destruction shall be witnessed by City Clerk Department Staff.

CITY OF LAWDALE
RECORDS RETENTION SCHEDULE



Approved February 17, 2004
Resolution No. CC-0402-010
Amended July 20, 2020
Resolution No. CC-2007-040
Resolution No. CC-2104-016

Latest Revision ~~July 20, 2020~~ April 5, 2021

INTRODUCTION

In 1999, the California legislature added Section 12236 to the Government Code, requiring the Secretary of State to establish a Local Government Records Program to develop records retention guidelines and an archival support program. The "Local Government Records Management Guidelines" subsequently published by the State Archives in August 2001 provided the model from which the City of Lawndale Records Retention Schedule was developed. It is important that City staff periodically review the Records Retention Schedule, and present appropriate amendments to the City Council in accordance with changes in law and/or City policies and operational procedures.

The Records Retention Schedule has been divided into departmental sections to enable staff members to quickly determine the required retention period for documents stored in their department. Each departmental section is further divided into subsections, each representing large categories of records. Finally, specific information is included for each record series maintained in the department, as follows:

Record Series: Record series are groups of records which deal with a particular subject, result from the same activity, or have a special form. They are generally maintained under a single filing system and treated as a unit. Depending on their purpose, a record series may contain only one or many different types of individual documents.

Vital Record: Vital records contain information which: 1) is essential for the City to resume operation after a disaster; 2) is pertinent to claims to present or future income; 3) is necessary to protect the City against fraud or overpayment; or 4) furnish data on current assets, equipment, securities and real estate. Many permanent records are classified as vital records because their historical value warrant special protection from theft or damage.

Retention: The retention period is the minimum amount of time the record series must be maintained by the City. Unless otherwise noted, retention periods are expressed in years. Some retention periods have been administratively extended beyond the legal requirement for operational reasons. In cases where a department retains a copy of a certain record series, the original of which is stored in another department, the retention period for copies may have been reduced by the department head.

It should be noted that California Government Code section 34090.5 authorizes a city officer to destroy **original** records, without the approval of the City Attorney or City Council once they have been electronically or photographically reproduced and certain specific conditions have been satisfied.

Citation: The citations provide the legal basis for the retention periods. If more than one citation is listed, the citation requiring the longest retention period applies.

Descriptor: Descriptors provide additional information to assist staff in correctly identifying which record series corresponds to a specific document or file.

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY-WIDE (Used by All Departments)								
Lead Dept.	CW-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-002	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 2 CFR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	CW-003	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	City preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
	CW-004	Boards, Commissions, & Committees: External Organizations - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-005	Committees: Ad Hoc Committees, Task Forces, Employee Staff Meetings / Department Staff Meetings Agendas, Minutes, Staff Reports, etc.	2 years		Mag, Ppr			GC §34090 et seq.
Lead (Responding) Dept.	CW-006	Complaints / Concerns from Citizens	Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-007	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-008	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)	2 years		Mag, Ppr			GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-009	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings , supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their CONTENT . Records, e-mails, electronic records, or social media postings where the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California, 2017
Lead Dept.	CW-010	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-011	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-012	Grants (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Lead Dept.	CW-013	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-014	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-015	Newspaper Clippings	When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Human Resources	CW-016	Personnel Files (Department-level Files)	Separation + 3 years	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-017	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-018	Photographs	When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-019	Public Relations / Press Releases	2 years		Mag, Ppr			GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-020	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-021	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.333; 24 CFR 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
	CW-022	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-023	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc: Produced by YOUR Department	Minimum 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-024	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc: Produced by OTHER Departments	When Superseded		Mag, Ppr			Copies; GC §34090.7
Lead Dept.	CW-025	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-026	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-027	Safety Meetings (all)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Lead Dept.	CW-028	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-029	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-030	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 12960 , 34090, 53235.2(b)

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CABLE TV								
Admin. Services / Cable TV	AS-001	Cable Commission AGENDAS & AGENDA PACKETS	When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
City Clerk	AS-002	Cable Commission MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7
Admin. Services / Cable TV	AS-003	Cable TV Programming, Production & Scheduling	When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090 et seq.
Admin. Services / Cable TV	AS-004	Cable TV Video Footage: Historical events & programming	P		Mag, Mfr, OD	I	Yes: After QC'd & OD	When content is of historic significance; GC §34090.7
Admin. Services / Cable TV	AS-005	Cable TV Video Media - Events (DVD & Video) - Master Files Not public meetings - See City Clerk for City Council, Planning Commission or other public meetings	Minimum 90 days		Mag, Mfr, OD	I	Yes: After QC'd & OD	Consistent with video tape retention for public meetings; GC §34090.7
Admin. Services / Cable TV	AS-006	Media Technology Advisory Committee AGENDAS & AGENDA PACKETS	When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
City Clerk	AS-007	Media Technology Advisory Committee MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
HUMAN RESOURCES								
Admin. Services / Human Resources	AS-008	Benefit Plan Documents (Optical, Dental, etc.)	Duration of the Contract + <u>2-6</u> years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal Law requires 6 years after filing date for retirement ; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; 11 CCR 560; 28 CCR 1300.85.1 ; GC §34090
Admin. Services / Human Resources	AS-009	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Ppr			Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960 , 34090
Admin. Services / Human Resources	AS-010	Compensation Surveys & Studies	Minimum 3 years		Mag, Ppr			Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960 , 34090
Admin. Services / Human Resources	AS-011	Contracts for Investigators	Completion + 5 years	Yes: Before Completion	Mag, Ppr			Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
Admin. Services / Human Resources	AS-011.1	COVID-19 Exposure Notifications to Employees	3 years		Mag, Ppr			LC §6409.6(k), GC §34090

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Admin. Services / Human Resources	AS-012	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Minimum Final Disposition + 5 years		Mag, Ppr			Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960 , 34090
Admin. Services / Human Resources	AS-013	DMV Pull Notices (ALL, Including Police Officers)	When Superseded or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Admin. Services / Human Resources	AS-014	Employee Investigations	Minimum Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960 , 34090;
Admin. Services / Human Resources	AS-015	Employee Verifications (responses to outside banks, mortgage brokers, and others about an employee's employment status)	When No Longer Required		Mag, Ppr			Non-records / Content Not Substantive, therefore there is no obligation to retain responses; GC §34090 et seq.
Admin. Services / Human Resources	AS-016	Harassment Prevention Training Certificates	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC'd & OD	GC §§34090, 53237.2(b)

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Admin. Services / Human Resources	AS-017	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960 , 34090
Admin. Services / Human Resources	AS-018	Job Descriptions / Classification Specifications	Minimum Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960 , 34090
Admin. Services / Human Resources	AS-019	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c
Admin. Services / Human Resources	AS-020	Personnel Board AGENDAS & AGENDA PACKETS	When No Longer Required - Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
City Clerk	AS-021	Personnel Board MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Human Resources	AS-022	Personnel Files - Employee File (Main File / Background File) Includes Application, Evaluations, Grievances, Policy Acknowledgements, Personnel Action Forms, Livescan results, Training Certificates, etc.	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960 , 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Admin. Services / Human Resources	AS-023	Personnel Files - Medical File (all employees) Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, etc.	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960 , 34090
Admin. Services / Human Resources	AS-024	Recruitment and Testing File - (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Close of Recruitment + 3 years		Mag, Ppr			Department preference (Part Time Employee Recruitments are retained by the Department, except for the Successful Application); EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960 , 34090
Admin. Services / Human Resources	AS-025	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		Mag, Ppr			Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090

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Admin. Services / Human Resources	AS-026	Workers Compensation Claim Runs	5 years		Mag Ppr			Department preference (meets municipal government auditing standards); GC §34090
Admin. Services / Human Resources	AS-027	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960 , 34090
RISK MANAGEMENT								
Admin. Services / Risk Manage.	AS-028	Accident Reports / Incident Reports (No Claim Filed)	2 years		Mag, Ppr			GC §34090
Admin. Services / Risk Manage.	AS-029	Claims / Civil & Liability	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Admin. Services / Risk Manage.	AS-030	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag Ppr			Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960 , 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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Admin. Services / Risk Manage.	AS-031	Employee Litigation	Separation + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; ; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Admin. Services / Risk Manage.	AS-032	Incident Reports where a Loss of Property was incurred that can be recovered (Vandalism, Vehicle Accidents, etc.)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Admin. Services / Risk Manage.	AS-033	OSHA Inspections & Citations	5 years		Mag, Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c

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CITY CLERK								
City Clerk	CC-001	Agenda Packets: City Council, Public Finance Authority, Redevelopment Agency / Successor Agency, Lawndale Cable Usage Corporation and Lawndale Housing Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department preference; Includes Appeals; GC §34090
City Clerk	CC-002	<p>Agreements - Council-Approved If Imaged, Infrastructure, CIPs, MOUs, MOAs</p> <p>includes all contractual obligations (e.g. Amendments, Insurance Certificates, Scope of Work or Successful Proposal)</p> <p>Examples of Infrastructure: Architects, CalPERS, CIPs (Capital Improvement Projects,) franchise agreements, settlement agreements, subdivision improvement agreements, development, Joint Powers, MOUs, settlement, water rights, etc.</p>	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090
City Clerk	CC-003	<p>Agreements - Council-Approved Non-Infrastructure that are NOT Imaged</p> <p>includes all contractual obligations (e.g. Amendments, Insurance Certificates, Scope of Work or Successful Proposal)</p> <p>Examples of NON-Infrastructure: Consulting, disposal, City Manager employment contracts, leases, loans, mutual aid, professional services, services, etc.</p>	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Department preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

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City Clerk	CC-004	Assessment Districts	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-005	Audits - Final / CAFR (Consolidated Annual Financial Report / Annual Financial Statements / Single Audits	P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
City Clerk	CC-006	Bid Packets: Bids or Proposals in response to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications), Notices, Specifications	2 years		Mag, Ppr			After 2/2012, Purchasing maintains originals for 7 years (their preference to comply with Federal Agency requirements); GC §34090
City Clerk	CC-007	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Ppr			GC §34090
City Clerk	CC-008	Board & Commission Applications - (All Advisory Bodies)	2 years		Mag, Ppr			GC §34090
City Clerk	CC-009	Board & Commission Bylaws - (All Advisory Bodies)	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-010	Bonds: CIP Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permit Bonds, etc.	Release of Bond / Letter of Credit		Mag, Ppr			Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
City Clerk	CC-011	Budgets - Final	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-012	City Articles of Incorporation / Charter	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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City Clerk	CC-013	City Council, Board & Commission Historical List of Members / Rosters	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	Department preference; GC §34090
Admin. Services / Risk Manag.	CC-014	Claim Forms	Copies - When No Longer Required		Mag, Ppr			GC §34090.7
City Clerk	CC-015	Deeds (Easements and Rights-of-Way are maintained by Public Works)	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(a)
City Clerk	CC-016	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-017	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; GC §81009(e)
City Clerk	CC-018	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-019	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009(e)
City Clerk	CC-020	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18705.5; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
City Clerk	CC-021	FPPC Lobbyist Authorization / Reporting - FPPC Form 635 / 602	5 years		Mag, Ppr			2 CCR 18615(d); GC §34090
ELECTIONS - CONSOLIDATED								
City Clerk	CC-022	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-023	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)

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City Clerk	CC-024	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-025	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-026	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Mag, Ppr			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-027	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Mag, Ppr			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-028	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Ppr			GC §34090
City Clerk	CC-029	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090

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City Clerk	CC-030	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination + 1 year after petition examination if petition is insufficient		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)								
City Clerk	CC-031	Applications to View Voter Registration Information	5 years		Ppr			EC §2188(f)
City Clerk	CC-032	Elections - Ballots, Ballot Security Envelopes - After Election	6 mo.		Ppr			EC §17302
City Clerk	CC-033	Elections - Ballots, Ballot Security Envelopes - After Recount	6 mo.		Ppr			EC §17306
City Clerk	CC-034	Elections - Challenged & Assisted Voters List	6 mo.		Ppr			If uncontested, EC §17304
City Clerk	CC-035	Elections - Inspector Receipts for Ballots	6 mo.		Ppr			EC 17302, 17306
City Clerk	CC-036	Elections - Precinct Officer Appointments	6 mo.		Ppr			EC §17503
City Clerk	CC-037	Elections - Roster of Voters	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	EC §17300
City Clerk	CC-038	Elections - Tally Sheets, Logic & Accuracy Tests	6 mo.		Ppr			EC §17304
City Clerk	CC-039	Elections - Vote-by-Mail Applications, Roster of Absentee Applications	6 mo.		Ppr			EC §17505
City Clerk	CC-040	Elections - Vote-by-Mail Identification Envelopes	6 mo.		Ppr			EC §17302
City Clerk	CC-041	Elections - Voter Index Copies used as the Voting Record at Polling Places	6 mo.		Ppr			EC §17304

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City Clerk	CC-042	Elections - Voter Index Original	5 years		Ppr			EC §17001
(End of Elections Section)								
City Clerk	CC-043	Ethics Training Certificates	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC'd & OD	GC §§34090, 53235.2(b)
City Clerk	CC-044	Historical Records, Photographs, & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-045	Insurance Certificates that are not filed with Contracts (Filed chronologically by month)	11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; Covers E&O and Latent Defect Statute of Limitations; CCP §337 et. seq., GC §34090
City Clerk	CC-046	Minutes: All Boards & Commission (Planning Commission, Beautification Committee, Parks, Recreation & Social Services Commission, Senior Citizen Advisory Committee, Youth Advisory Committee, etc.)	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-047	Minutes: City Council , Cable Corporation, Public Finance Authority, Redevelopment Agency / Successor Agency, Lawndale Cable Usage Corporation and Lawndale Housing Authority	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-048	Oath of Office: City Council, Planning Commission Members, All Boards & Commissions	Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113

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City Clerk	CC-049	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-050	Prop. 218 Fees & Charges: Ballots and/or protest letters	2 years		Ppr			GC §53753(e)(2)
City Clerk	CC-051	Public Records Requests / Subpoenas Duces Tecum	2 years		Mag, Ppr			GC §34090
City Clerk	CC-052	Recordings - VIDEO - City Council & Planning Commission (and associated bodies)	Minimum 2 years		Mag, OD			Department preference; Video tapes of meetings are required for 90 days; GC §34090.6
City Clerk	CC-053	Records Destruction Authorization Forms & Certifications	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-053.1	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		Mag, Ppr			EC §21608(g); GC §34090
City Clerk	CC-054	Resolutions: All Boards & Commissions (Planning Commission & Parks & Recreation Commission)	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-055	Resolutions: City Council , Cable Corporation, Public Finance Authority, Redevelopment Agency / Successor Agency, Lawndale Housing Authority	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090(e)
City Clerk	CC-056	Statement of Facts / Registry of Public Agencies	2 years		Mag, Ppr			GC §34090

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BUILDING								
Comm. Dev. / Building	CD-001	Address Files / Building Permits	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090, H&S §19850
Comm. Dev. / Building	CD-002	Building Permit Database (CityView / Citizenserve)	P	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Comm. Dev. / Building	CD-003	Building Plans - Cancelled, Expired or Withdrawn	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Comm. Dev. / Building	CD-004	Building Plans - Finalled - TENANT IMPROVEMENTS	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Comm. Dev. / Building	CD-005	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090

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Comm. Dev. / Building	CD-006	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES Energy Calculations, Structural Calculations, Soil Reports, Geotechnical Reports	10 years		Mag, Ppr			Department preference (180 days is required); State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Comm. Dev. / Building	CD-007	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §50022.6
Comm. Dev. / Building	CD-008	Certificate of Occupancy (CofO)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Comm. Dev. / Building	CD-009	Correction Notices, Stop Work Notices	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. Dev. / Building	CD-010	Plan Check Comments (Site Plan File)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. Dev. / Building	CD-011	Reports: Building Activity	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Preliminary drafts (the database can re-create the reports on demand); GC §34090
Comm. Dev. / Building	CD-012	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090

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Comm. Dev. / Building	CD-013	Utility Clearances, School District Clearances	When Permit Finalled		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
CDBG / HOUSING / FORMER REDEVELOPMENT PROJECTS								
Comm. Dev. / CDBG, Housing, Redev.	CD-014	Five Year Consolidated Action Plan and the related Action Plans / PHA Plans	Expiration of Plan + 5 years		Mag, Ppr			Consolidated Plan Requirement; GC §34090
Comm. Dev. / CDBG, Housing, Redev.	CD-015	Great Neighborhoods Program (Commercial and Residential Rehabilitation)	5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; 24 CFR 982.158, 884.214 ;

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Comm. Dev. / CDBG, Housing, Redev.	CD-016	Housing Programs: All, including Low-Mod, CalHome, CDBG & HOME WITH Recapture or Resale Restrictions	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S	Yes: After QC &OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090; 24 CFR 982.158, 884.214 ;
Comm. Dev. / CDBG, Housing, Redev.	CD-017	Housing Programs: All, including ow-Mod, CalHome, CDBG & HOME NO RECAPTURE / RESALE RESTRICTIONS	Loan Pay-off or Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC &OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090; 24 CFR 982.158, 884.214 ;
Comm. Dev. / CDBG, Housing, Redev.	CD-018	HUD Reports (ALL Reports to HUD)	5 years		Mag, Ppr			Department preference; ; GC §34090

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Comm. Dev. / CDBG, Housing, Redev.	CD-019	Redevelopment Plans, Redevelopment Projects (Historical)	P	Yes	Mag, Ppr			Department preference; GC §34090 et seq.
Comm. Dev. / CDBG, Housing, Redev.	CD-020	Redevelopment Projects (Not Historical)	10 years	Yes	Mag, Ppr			Department preference; GC §34090 et seq.
Comm. Dev. / CDBG, Housing, Redev.	CD-021	Redevelopment Successor Agency Real Property - Acquisition and Sale or Transfer	P	Yes	Mag, Ppr			Department preference; GC §34090 et seq.
COMMUNITY DEVELOPMENT / ENGINEERING (PRIVATE DEVELOPMENT)								
Community Dev. / Engineering / Private Dev.	CD-022	Design & Construction Standards - Authored by the City for Private Development	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Community Dev. / Engineering / Private Dev.	CD-023	Developer's Bonds / Security	Close or Default + 5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Community Dev. / Engineering / Private Dev.	CD-024	Parcel Maps / Tract Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Community Dev. / Engineering / Private Dev.	CD-025	Private Development Projects / Job Files: Administration File / Construction Inspection Construction Inspections, Correspondence, Daily Logs, Inspector's Records, Photos, etc.	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Community Dev. / Engineering / Private Dev.	CD-026	Private Development Projects / Job Files: Permanent Files Certificate of Acceptance / Approval (copy), Dedications, Abandonments, Drainage, Driveway, Private Lab Verifications, Testing Lab Final Reports, Studies, Reports, Geotechnical and Soil Reports / Hydrology Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PLANNING								
Comm. Dev. / Planning	CD-027	<p>Planning Projects - Discretionary & Ministerial - Approved Permanent Entitlements & Permits</p> <p>(Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans)</p> <p>Examples: Conditional Use Permits (CUPs), Determination of Similarity, Development Review, Development Plan Review, Environmental Assessment, General Plan Amendment, Historic District Designation, Home Occupation Permit, Certificate of Appropriateness, Site Development Permit, Master Sign Program, Mills Act Participation, Outdoor Dining, Public Use Permit, Specific Plans, Tentative Parcel or Tract Map, Variances, Wireless Communication, Zone Changes, etc.</p>	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Comm. Dev. / Planning	CD-028	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Comm. Dev. / Planning	CD-029	Census, Demographics	When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Dev. / Planning	CD-029.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exceptions, etc.) / CEQA / NEPA Correspondence submitted to, or transferred from the agency, and all internal agency communications, including staff notes related to a non-exempt CEQA action	Completion of CEQA Process		Mag, Ppr			Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167.6; GC §34090
Comm. Dev. / Planning	CD-030	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA Inside City boundaries	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Comm. Dev. / Planning	CD-031	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA Outside City boundaries	When No Longer Required		Mag, Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Comm. Dev. / Planning	CD-032	General Plan, Elements and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Dev. / Planning	CD-033	Long Range Planning / Planning Studies	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Comm. Dev. / Planning	CD-034	Master Plans, Specific Plans, Land Use Plans and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Dev. / Planning	CD-035	Materials Boards	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Comm. Dev. / Planning	CD-036	Planning Commission AGENDAS & AGENDA PACKETS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Comm. Dev. / Planning	CD-037	Planning Commission AUDIO RECORDINGS	Minimum 2 years		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
City Clerk	CD-038	Planning Commission MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7
Comm. Dev. / Planning	CD-039	Temporary Use Permits (TUP) / Temporary Signs / Banner Permits, etc. (Approved & Unapproved) Christmas Tree Lots, Pumpkin Lots, etc.	Expiration + 2 years	Yes: During Event	Mag, Ppr			Department preference; GC§§34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Dev. / Planning	CD-040	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090
Comm. Dev. / Planning	CD-041	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

RESOLUTION NO. CC-2104-015

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWDALE, CALIFORNIA
AUTHORIZING CERTAIN CLAIMS AND DEMANDS
IN THE SUM OF \$266,319.84**

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

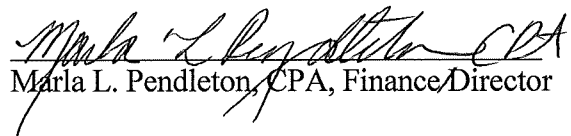
SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the Finance Director, as certified below, hereby attests to the accuracy of these demands and to the availability of funds for the payment thereof.

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 200980 through 201070 for the aggregate total of \$266,319.84 are hereby authorized.

Effective Date: April 5th, 2021

Certified by:


Marla L. Pendleton, CPA, Finance Director

PASSED, APPROVED AND ADOPTED this 5th day of April, 2021.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2104-015 at a regular meeting of said Council held on the 5th day of April, 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					

 Erica Harbison, City Clerk

City of Lawndale
Summary of Audited Claims and Demands

Claims and Demands Paid By Check:

Check Date	Beginning	Check Number	Ending	Aggregate Total
3/11/2021	200980	201015	201015	91,778.76 *
3/18/2021	201016	201051	201051	88,146.87
3/25/2021	201052	201070	201070	86,394.21
Total Checks				266,319.84

*Check # 200985 is a reissuance of previously approved check # 200396

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			266,319.84

Check Register Report

Date: 03/10/2021
 Time: 2:42 pm
 Page: 1

BANK: WELLS FARGO BANK N.A

City of Lawndale

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
200980	03/11/2021	Printed		1938	ADAPT CONSULTING, INC.	RECYCLING CONTAINER	360.23
200981	03/11/2021	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	MONTHLY PEST CONTRL-C/H KITCHEN	715.00
200982	03/11/2021	Printed		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	2,117.07
200983	03/11/2021	Printed		0115	AT & T	LONG DISTANCE SERVICE	15.55
200984	03/11/2021	Printed		0372C	AT & T - CALNET3	PHONE CHARGES	2,082.04
200985	03/11/2021	Printed		7663	SALVADOR BARAHONA GONZALEZ	CONST&DEMO DEBRIS DEP REFUND	276.00*
200986	03/11/2021	Printed		0163	CAPITAL OF SOUTH BAY INC.	MAINTENANCE SUPPLIES	123.48
200987	03/11/2021	Printed		6459	CASC ENGINEERING & CONSULTING	SOLID WASTE MANAGEMENT CONSULT	507.50
200988	03/11/2021	Printed		0615	CLEANSTREET	STREET SWEEPING CITYWIDE	18,243.50
200989	03/11/2021	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	BUILDING INSPECTION SERVICES	30,190.58
200990	03/11/2021	Printed		4673	INSIGHT PUBLIC SECTOR	COMPUTER EQUIPMENT	185.71
200991	03/11/2021	Printed		7757	CHRISTINE LU	PLANNING DEPOST REFUND	462.89
200992	03/11/2021	Printed		0337	MANAGED HEALTH NETWORK	EMPLOYEE ASSISTANCE PROGRAM	91.96
200993	03/11/2021	Printed		6134	JOHN MARTINEZ	PLANNING COMMISSION STIPEND MT	100.00
200994	03/11/2021	Printed		6445	MICHAEL BAKER INTL, INC	CDBG Consulting Services from	5,700.00
200995	03/11/2021	Printed		5560	MITSUBISHI ELECTRIC & ELECT, I	ELEVATOR MAINTENANCE-COMMUNITY	616.46
200996	03/11/2021	Printed		2045	MMASC	MMASC MEMBERSHIP RENEWAL	90.00
200997	03/11/2021	Printed		1050	UFFE MOLLER	PLANNING COMMISSION STIPEND MT	100.00
200998	03/11/2021	Printed		0367	OFFICE DEPOT	OFFICE SUPPLIES	171.63
200999	03/11/2021	Printed		1140	PACIFIC TIRE SERVICE	VEHICLE MAINTENANCE	35.00
201000	03/11/2021	Printed		5216	POWERSTRIDE BATTERY	BATTERY	93.71
201001	03/11/2021	Printed		7759	AZALIA REVELES	PLANNING DEPOST REFUND	164.35
201002	03/11/2021	Printed		6499	RJS CONSTRUCTION SUPPLIES	IRRIGATION REPAIR	192.32
201003	03/11/2021	Printed		6680	SCOTT SMITH	PLANNING COMMISSION STIPEND MT	100.00
201004	03/11/2021	Printed		4533	SOUTH BAY LANDSCAPING INC	ANNUAL CONTRACT-TREE TRIMMING	21,875.00
201005	03/11/2021	Printed		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES ELECTRICITY	9.25
201006	03/11/2021	Printed		2002	THE STANDARD, UNIT 22	LIFEAD&D,LTD INSURANCE PREM	1,557.20
201007	03/11/2021	Printed		4142	TIME WARNER CABLE	INTERNET SERVICES	1,607.90
201008	03/11/2021	Printed		0462	TODD PIPE & SUPPLY-HAWTHORNE	PLUMBING PUTTY	2.53
201009	03/11/2021	Printed		3672-CSD	U.S. BANK	CREDIT CARD PAYMENT	269.86
201010	03/11/2021	Printed		3672-MSD	U.S. BANK	CREDIT CARD PAYMENT	297.25
201011	03/11/2021	Printed		3672-PWD	U.S. BANK	CREDIT CARD PAYMENT	938.55
201012	03/11/2021	Printed		0469	U.S. POSTAL SERVICE	PERMIT#34 RENEWAL	245.00
201013	03/11/2021	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	857.24
201014	03/11/2021	Printed		7147	WEST COAST FIRE SERVICES INC	ANNUAL FIRE EXTINGUISHER SVC	450.00
201015	03/11/2021	Printed		7758	CHEN WEN WU	SECURITY DEPOSIT REFUND	934.00

Checks Total (excluding void checks): 91,778.76

Bank Total (excluding void checks): 91,778.76

Grand Total (excluding void checks): 91,778.76

Total Checks: 36

Total Payments: 36

Total Payments: 36

Check Register Report

Date: 03/18/2021
 Time: 9:12 am
 Page: 1

BANK: WELLS FARGO BANK N.A

City of Lawndale

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
201016	03/18/2021	Printed		7263	ACCOUNTING PRINCIPALS INC	TEMP SVCS W/E 3-7-21	2,248.32
201017	03/18/2021	Printed		7470	ARAMARK REFRESHMENT SVCS LLC	COFFEE/TEA SERVICES	185.03
201018	03/18/2021	Printed		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	848.98
201019	03/18/2021	Printed		7457	BEACH ELECTRIC COMPANY	ELECTRONIC POWER INSTALLATION	872.00
201020	03/18/2021	Printed		7223	CHRISTINA CARROLL	PRSSC MEETING STIPEND MEETING	50.00
201021	03/18/2021	Printed		0182	CITY OF LAWDALE PETTY CASH	PETTY CASH REIMBURSEMENT	156.05
201022	03/18/2021	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	TRAFFIC SIGNAL MAINTENANCE	10,096.23
201023	03/18/2021	Printed		4240	DIRECT APPLICATIONS INC	2020 HOLIDAY DECORATION AWARDS	476.83
201024	03/18/2021	Printed		0236	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT INSURANCE	23,850.50
201025	03/18/2021	Printed		1288	EWING IRRIGATION PRODUCTS INC	MATERIAL FOR R.A. PARK	275.05
201026	03/18/2021	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGES	122.02
201027	03/18/2021	Printed		0441	GOLDEN STATE WATER CO.	WATER USAGE SERVICES	10,678.84
201028	03/18/2021	Printed		6231	GREENLAND SUPPLY INC.	IRRIGATION CONTROL VALVE R.A.	967.29
201029	03/18/2021	Printed		0283	HINDERLITER, DE LLAMAS & ASSOC	CONTRACT/AUDIT SVCS SALES TAX	2,943.61
201030	03/18/2021	Printed		6051	INFANTE BROS LAWNMOVER SHOP	TOOLS	42.98
201031	03/18/2021	Printed		0329	L.A. COUNTY ASSESSOR'S OFFICE	MAP	5.00
201032	03/18/2021	Printed		4249	LOS ANGELES COUNTY CLERK	FILING FEES	75.00
201033	03/18/2021	Printed		7308	JESSICA MARTINEZ	PRSSC MEETING STIPEND MEETING	50.00
201034	03/18/2021	Printed		0367	OFFICE DEPOT	OFFICE SUPPLIES	511.34
201035	03/18/2021	Printed		1140	PACIFIC TIRE SERVICE	TIRE REPAIR	15.00
201036	03/18/2021	Printed		5068A	QUADIENT FINANCE USA INC	POSTAGE METER REFILL	607.30
201037	03/18/2021	Printed		5068	QUADIENT LEASING USA, INC	QTR LEASING PMT-MAIL MACHINE	712.16
201038	03/18/2021	Printed		4802	DANIEL REID	PRSSC MEETING STIPEND MEETING	50.00
201039	03/18/2021	Printed		5895	RICOH USA INC	LEASE AND USAGE CHARGES FOR CO	481.07
201040	03/18/2021	Printed		4533	SOUTH BAY LANDSCAPING INC	LANDSCAPING MAINTENANCE SVCS	18,575.00
201042	03/18/2021	Printed		6034	SOUTH COAST MECHANICAL INC	HVAC REPAIR	2,388.64
201043	03/18/2021	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	1,380.39
201044	03/18/2021	Printed		0211	SOUTHERN CALIFORNIA NEWS GROUP	LEGAL AD	1,285.56
201045	03/18/2021	Printed		0346	SPARKLETTS	BOTTLE WATER SERVICE	359.78
201046	03/18/2021	Printed		0444	SPCA LA	ANIMAL SHELTERING SERVICES	6,265.00
201047	03/18/2021	Printed		0462	TODD PIPE & SUPPLY-HAWTHORNE	PLUMBING PARTS	6.07
201048	03/18/2021	Printed		3672-ASD	U.S. BANK	CREDIT CARD PAYMENT	759.24
201049	03/18/2021	Printed		2883	UNDERGROUND SERVICE ALERT SC	MONTHLY DATABASE MAINT FEE	47.95
201050	03/18/2021	Printed		3373	VERIZON WIRELESS	CELL PHONE SERVICES	610.42
201051	03/18/2021	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	98.22
201051	03/18/2021	Printed		6697	DANIEL T WOODS	PRSSC MEETING STIPEND MEETING	50.00

Checks Total (excluding void checks): 88,146.87
Bank Total (excluding void checks): 88,146.87
Grand Total (excluding void checks): 88,146.87

Check Register Report

Date: 03/24/2021
 Time: 2:15 pm
 Page: 1

BANK: WELLS FARGO BANK N.A

City of Lawndale

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
201052	03/25/2021	Printed		7263	ACCOUNTING PRINCIPALS INC	TEMP SVCS W/E 3/14/21	1,124.16
201053	03/25/2021	Printed		1541	ALESHIRE & WYNDER, LLP	LEGAL SERVICES	45,198.71
201054	03/25/2021	Printed		0372C	AT & T - CALNET3	PHONE CHARGES-#9391047889	2,105.03
201055	03/25/2021	Printed		1056	AT&T GLOBAL SERVICES, INC.	TELEPHONE SYSTEM LEASE, MAINT	865.67
201056	03/25/2021	Printed		6608	BELLGIO CAR WASH	VEHICLE MAINTENANCE CAR WASHES	165.99
201057	03/25/2021	Printed		0142	BOULEVARD FLORIST	SYMPATHY FLOWERS	247.17
201058	03/25/2021	Printed		0615	CLEANSTREET	STREET SWEEPING SVCS-FEB 21	18,243.50
201059	03/25/2021	Printed		0190	COLONIAL LIFE & ACCIDENTS, INC	MAR 2021-INS PRE-TAX/POST TAX	2,516.04
201060	03/25/2021	Printed		0216	DELTA DENTAL	MAR 2021 DENTAL INSURANCE-REG	2,094.02
201061	03/25/2021	Printed		0389	DELTA DENTAL INS	MAR 2021 DENTAL PREMIUM	150.28
201062	03/25/2021	Printed		7760	DAVID GLASS	PRSSC MEETING STIPEND MEETING	50.00
201063	03/25/2021	Printed		6996	VILMA HALL	MILEAGE REIMBURSEMENT	72.45
201064	03/25/2021	Printed		7150	KOA CORPORATION	STAFF AUGMENTATION SVCS	6,525.00
201065	03/25/2021	Printed		6809	NATIONAL TRENCH SAFETY	COLD MIX FOR STREET REPAIRS	915.88
201066	03/25/2021	Printed		0367	OFFICE DEPOT	OFFICE SUPPLIES	133.46
201067	03/25/2021	Printed		1140	PACIFIC TIRE SERVICE	TIRE REPAIR	15.00
201068	03/25/2021	Printed		6123	PRUDENTIAL OVERALL SUPPLY	COVERALLS RENTAL	193.96
201069	03/25/2021	Printed		6538	UTILITY CRANE & EQUIPMENT, INC	LIFT TRUCK REPAIR	4,923.91
201070	03/25/2021	Printed		0479	VISION SERVICE PLAN	MAR 2021 VISION PREMIUM	853.98

Total Checks: 19 **Checks Total (excluding void checks): 86,394.21**

Total Payments: 19 **Bank Total (excluding void checks): 86,394.21**

Total Payments: 19 **Grand Total (excluding void checks): 86,394.21**

**MINUTES OF THE
LAWDALE CITY COUNCIL REGULAR MEETING
March 15, 2021**

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 Pat Kearney, Councilmember Bernadette Suarez, Councilmember Rhonda Hofmann-Gorman, Councilmember Sirley Cuevas

Other Participants: City Clerk Erica Harbison, City Manager Kevin M. Chun, City Attorney Gregory M. Murphy, Los Angeles County Sheriff's Department Captain Duane Allen, Community Services Director Mike Estes, Assistant to the City Manager/Human Resources Director Raylette Felton, Municipal Services Director Michael Reyes, Finance Director Marla Pendleton, Community Development Director Sean Moore, Assistant City Clerk Matthew Ceballos, Public Works Director Julian Lee

B. CEREMONIALS

Councilmember Sirley Cuevas led the flag salute.

C. PRESENTATION

1. Recognition of Service - Outgoing Commissioners & Committee Members

Mayor Pullen-Miles presented the recognition of service for outgoing Commissioners & Committee Members.

D. PUBLIC SAFETY REPORT

Captain Duane Allen summarized the recent law enforcement activities.

E. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

- Caroline Bustillos, Resident, spoke of the Metro railway location and suggested Hawthorne Boulevard to attract pedestrians into the businesses and keep the railway away from a residential area where it will cancel the green belt and affect home values.
- Pam London, Resident, spoke in opposition of business advertisements placed on vehicles and homes due to clutter and/or damage to property.
- Randall Abram, Resident, spoke of the fireworks booth application enforcement.

F. COMMENTS FROM COUNCIL

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

G. CONSENT CALENDAR

2. Consideration of Claim Against the City

Recommendation: that the City Council reject the claim filed by Larry Justason and instruct staff to process the appropriate correspondence to the claimant.

3. Accounts Payable Register

Recommendation: that the City Council adopt Resolution No. CC-2103-013, authorizing the payment of certain claims and demands in the amount of \$ 622,087.67.

4. Minutes of the Lawndale City Council Regular Meeting – March 1, 2021

Recommendation: that the City Council approve.

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

H. ADMINISTRATION

5. Annual 2020 General Plan Progress Report

Recommendation: that the City Council (a) review the 2020 draft Annual Report; (b) make any revisions; and (c) direct staff to forward the report to the State Department of Housing and Community Development and the Governor's Office of Planning and Research.

Community Development Director Sean Moore, reported on the Annual 2020 General Plan Progress Report.

A motion by Mayor Pro Tem Kearney review the 2020 draft Annual Report, make any revisions, and direct staff to forward the report to the State Department of Housing and Community Development and the Governor's Office of Planning and Research, was seconded by Councilmember Cuevas and carried by a vote of 5-0.

6. Change Order No. 1 for Fiscal Year 2019-2020 Annual Street Improvement Project No. 2020-5 and 2020-6 (Measure M Street Improvement Project)

Recommendation: that the City Council (a) approve the contract change Order No. 1 for Fiscal Year 2019-2020 Annual Street Improvement Project in the amount of \$337,105.00; (b) approve contingency in amount of \$16,895.00 for the Contract Change Order No. 1 for FY 2019-20 Annual Street Improvement Project; (c) approve Contract Amendment No. 1 for FY 2019-20 Annual Street Improvements Project No. 2020-5 and 2020-6; and (d) approve the allocation of Measure M Fund in the amount of \$354,000.00 to the account number 272-310-700.146 Street Improvements.

Public Works Director Julian Lee, reported on the Change Order No. 1 for Fiscal Year 2019-2020 Annual Street Improvement Project No. 2020-5 and 2020-6 (Measure M Street Improvement Project).

Mayor Pro Tem Kearney inquired if the amount allocated was a matching fund. Public works Director Lee and Finance Director Pendleton confirmed it is a matching fund.

A motion by Mayor Pro Tem Kearney to approve the contract change Order No. 1 for Fiscal Year 2019-2020 Annual Street Improvement Project in the amount of \$337,105.00, approve contingency in amount of \$16,895.00 for the Contract Change Order No. 1 for FY 2019-20 Annual Street Improvement Project, approve Contract Amendment No. 1 for FY 2019-20 Annual Street Improvements Project No. 2020-5 and 2020-6; and approve the allocation of Measure M Fund in the amount of \$354,000.00 to the account number 272-310-700.146 Street Improvements, was seconded by Councilmember Suarez and carried by a vote of 5-0.

7. **City Council Subcommittee for Metro C Line (Green) Extension Project**

Recommendation: that the City Council consider the formation of a City Council subcommittee for the C Line (Green) Extension Project.

City Manager Kevin M. Chun presented the proposed formation of a City Council subcommittee for the C Line (Green) Extension Project.

City Council came to a unanimous consensus, without objection, to appoint Mayor Pullen-Miles and Councilmember Hofmann-Gorman on the City Council Subcommittee for Metro C Line (Green) Extension Project.

I. CITY MANAGER'S REPORT

City Manager Kevin Chun announced the scoping review period for Metro C Line (Green) Extension to Torrance has been extended to March 29, 2021 and up to when the Draft Environmental Impact (EIR) is submitted and presented. Mr. Chun added the City is looking into a date to open city facilities, under Los Angeles County's guidance.

J. ITEMS FROM CITY COUNCILMEMBERS

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

Councilmember Suarez attended a meeting with Metro regarding the C Line extension.

Councilmember Cuevas attended the League of California Cities meeting.

Councilmember Hofmann-Gorman attended a meeting with Metro where she asked various questions on behalf of Lawndale residents.

Mayor Pro Tem Kearney attended Sherriff's Liability Trust Oversight Committee and the City Council subcommittee meeting with the Lawndale Elementary School District.

Mayor Pullen-Miles attended the League of California Cities meeting and spoke about the various roles of the Secretary of State, Shirley N. Weber.

K. CLOSED SESSION

At 7:35 p.m. the City Council entered into closed session.

9. Conference with Legal Counsel – Anticipated Litigation

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(4), because the City is considering whether to initiate litigation in one case.

10. Conference with Legal Counsel – Potential Litigation

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

At 8:07 p.m. the City Council entered back into open session.

City Attorney Gregory M. Murphy reported that the City Council met in Closed Session to discuss the two items listed on the Closed Session agenda. On item number 9, the City Council unanimously voted to authorize the initiation of litigation. The City Council was updated on item number 10 and there was no reportable action taken.

L. ADJOURNMENT

There being no further business to conduct, the Mayor adjourned the meeting in memoriam of Penny Verna E. Johnston Bolton at 8:09 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Erica Harbison, City Clerk

Approved: 04/05/2021



CITY OF LAWDALE

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

DATE: April 5, 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: **PUBLIC HEARING: RESOLUTION ADOPTING UPDATED USER AND REGULATORY FEES**

BACKGROUND

This item provides findings and recommendations from the user and regulatory fee study commenced in FY 2020-21. This item includes an updated fee schedule proposed for adoption by the City Council. Prior to adopting new or increased fees, the City Council shall conduct a public hearing. At the conclusion of the public hearing, City Council shall determine whether to adopt the updated schedule of user and regulatory fees. If updated fees are adopted, staff recommends a July 1, 2021 effective date for fee changes.

The City provides many services to ensure safe, orderly, and aesthetically pleasing development and construction within City limits. The broad categories of these services include, but are not limited to, project entitlement review, improvement plan check, map check, permitting (building, grading, encroachment, etc.) and land action review (dedications, parcel mergers, and lot line adjustments). User and regulatory fees are the mechanism by which the City may recoup a portion, or all, of the costs associated with these services. By law, the City may receive fees commensurate with the cost of providing services (no more than the cost of providing services).

The user and regulatory fee study, commenced in FY 2020-21, with support from ClearSource Financial Consulting (ClearSource), provides an up-to-date analysis of the City's current costs of providing fee-related services. This information can be used by the City Council as it considers potential updates to fees. User and regulatory fees are set at the direction of the City Council at the conclusion of a public hearing to consider adoption of any new fees or fee increases.

The services for which a city imposes a user or regulatory fee typically derive from an individual person or entity's action, request, or behavior. Therefore, except in cases where there is an

overwhelming public benefit generated by a city’s involvement in the individual action, a fee for service ensures that the individual bears most, if not all, of the cost incurred by the City to provide that service. When a fee targets “100% or full cost recovery,” the individual is bearing the entirety of the cost. When a fee targets less than full cost recovery, another City revenue source – in most cases, the General Fund – subsidizes the individualized activity.

Industry best practice and California statute are in harmony: User and regulatory fees should be set according to the estimated reasonable cost of service and should bear a fair and reasonable relationship to the payer’s burdens on, or benefits received from the activities and/or services provided by the City.

Recovering the costs of providing fee-related services directly influences the following City Council goals:

- Operate the City government in a fiscally and managerially responsible and prudent manner.
- Provide cost-effective, quality safety services and facilities that result in a safe environment for citizens to pursue professional and personal activities.

Additionally, ongoing review and adjustment of fees provides multiple benefits, including:

- Increasing the availability of General Fund revenues to be used for services and activities available to all Lawndale residents and businesses, such as public safety services.
- Keeping pace with general cost inflation.
- Avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for a multiyear period.
- Providing fee payers, city staff, and city policymakers with a pattern of consistency that provides information for forecasting and decision-making purposes.
- Helps meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.
- Encouraging generational equity among fee payers by avoiding long-term stagnation of fees followed by significant fee increases.

Fee Categories that Were Examined in this Study

This study specifically examined fee categories including, but not limited to:

- Building Fees, such as permitting of new construction or modifications to existing structures
- Planning Fees, such as entitlement review and review for compliance with the zoning code
- Land Development Engineering Fees, such as public improvement review
- Encroachment Permit Fees, for work or activities conducted in the City right-of-way
- Animal Control Fees
- Facility Rental Fees
- False Alarm Response Fees

Items Not Examined in this Study

This study specifically excluded examination of the following:

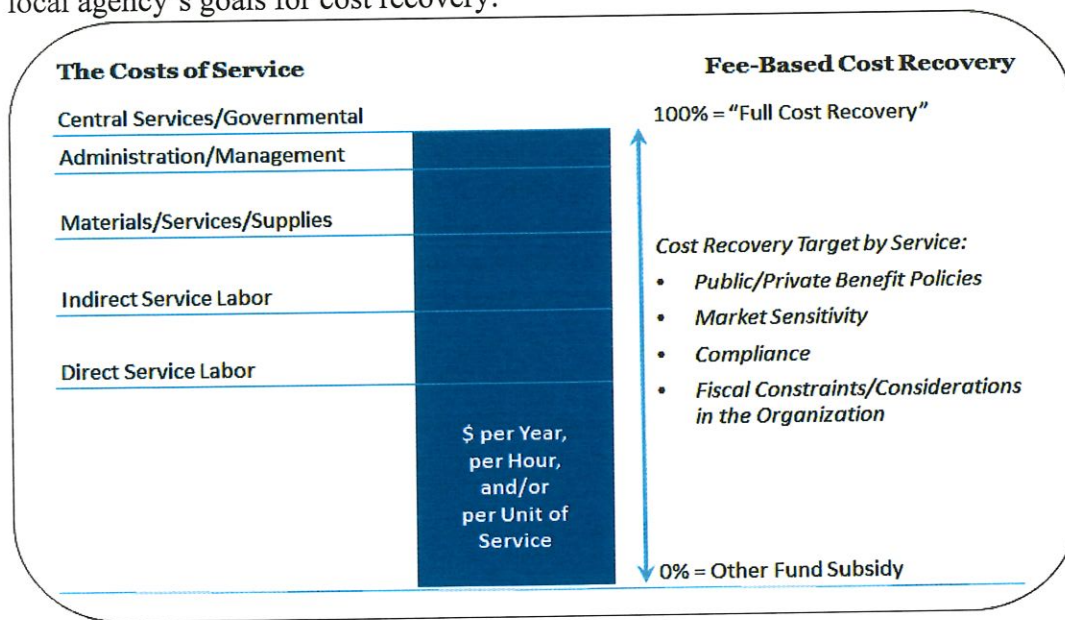
- Development Impact Fees
- Taxes
- Assessments
- Fines or Penalties
- Franchise Fees
- Utility Rates and Services Charges

These items are subject to different approval thresholds or are not subject to the same cost of service limitations as the fees examined as part of this study. Consequently, they are specifically excluded from the scope of this study.

DISCUSSION:

The proposed fees are intended to comply with applicable federal, state, and local laws including providing confirmation that the proposed fees and charges are not a tax as defined in Article 13C of the California Constitution and that the proposed fees are no more than necessary to cover the reasonable costs of the City’s activities and services addressed in the fees. Additionally, the manner in which the costs are allocated to a payor bear a fair and reasonable relationship to the payor’s burdens on, or benefits received from the activities and services provided by the City.

Nearly every service for which a fee is imposed can be illustrated as follows, contrasting the components of the full cost of service, which is the maximum fee amount justified, against the local agency’s goals for cost recovery:



Based on the consultant’s experience working with municipalities throughout California, most fee paying stakeholders and city councilmembers accept high cost recovery targets for development-related fees as long as:

- The elements of the cost of service and assumptions are clearly communicated.
- The city clearly communicates that only eligible costs are included in fees.

Consultant findings indicate the City currently subsidizes approximately \$780,000 of fee-related service costs. Consultant recommends fee adjustments intended to enhance cost recovery and allow staff to monitor the impact of fee changes. The anticipated revenue impact of the proposed changes is \$210,000.

DIRECT FEE-RELATED SERVICES	PREVAILING FEES			PROPOSED FEES	
	Annual Cost of Service	Est. Annual Fee Revenue	General Fund Subsidy	Annual Fee Revenue	New Revenue to General Fund *
Current Planning	\$293,000	\$91,000	\$202,000	\$201,000	\$110,000
Land Eng'rg / Encroachment	\$329,000	\$170,000	\$159,000	\$255,000	\$85,000
Building (1)	\$787,000	\$787,000	\$0	\$787,000	\$0
Animal Control & Regulation	\$442,000	\$28,000	\$414,000	\$35,000	\$7,000
Vehicle Impound Fees	\$36,000	\$28,000	\$8,000	\$36,000	\$8,000
Total	\$1,887,000	\$1,104,000	\$783,000	\$1,314,000	\$210,000

** Amounts shown are estimates. Actual amounts will vary based on applicant volume and project types. Many individual fees for current planning and engineering services will target full cost recovery (100%). Revenue impact is intended to represent a conservative estimate to allow for development and refinement of deposit tracking and (1) Estimated building revenues are estimated based on previously adopted FY 2020/21 increase in fees. City should monitor actual volumes and revenues to verify cost recovery levels.*

It is important to note that while adjusting fees and billing rates will provide a fiscal impact in the form of additional revenue, the revenue is not intended to be used to fund new services, rather the revenue is intended to offset the costs of providing existing services that are recoverable from fees. Consequently, while fees may rise annually, typically labor and contract services costs (the primary driver of fee-related costs) also rise annually. Recalibration of these fees simply provides an offset of existing expenditures/needs rather than a source of funding for expanded service levels.

Primary Outcomes

Current Planning Fees

- The majority of fee-related services provided by the Division are proposed to be billed on an hourly basis, with an initial deposit collected, and a minimum fee amount due. This billing method is intended to recover the cost of time and materials provided by City staff and contract service personnel during the review of fee-related service applications.
- The current hourly billing rates are significantly less than the City's full cost of service. For example, the current typical billing rate for Planner staff is \$70 per hour; the full cost of service per hour is \$154. The Division collects approximately \$90,000 annually in fee revenues.
- Modifying billings to reflect the City's current full cost hourly rate should result in \$110,000 in additional fee collections to offset the City's costs of providing fee-related services.

Land Development Engineering and Encroachment Permit Fees

- The department uses outside service providers to perform certain plan review and inspection activities. Although, the services are primarily performed by an outside service provider, City staff have to oversee and administer the review and approval of reports and findings and may also perform certain plan review and inspection-related activities. The proposed fee structure encourages recovery of City costs in addition to contract service provider costs.
- Many of the City's fixed fee services (e.g., encroachment permits) have remained unchanged for more than a decade. Proposed fees have been updated to reflect the City's current costs of service.
- The City's existing encroachment permitting, and inspection fees were developed using an hourly rate of \$75, while other hourly billings frequently use a rate of \$105 per hour. The City's current full cost of service is \$150 per hour, consequently modifying the billing rate will enhance cost recovery.
- The Division collects approximately \$170,000 annually in fee revenues. Modifying billings to reflect the City's current full cost hourly rate should result in \$85,000 in additional fee collections to offset the City's costs of providing fee-related services.

Building Fees

- Fees were most recently updated in July 2020 via separate resolution. No additional updates are recommended.
- Cities throughout the State typically target full cost recovery from building permit fees.
- The City's current fee structure results in lower fees for less complex projects and allows for scaling and higher fees for more complex projects (i.e., a nexus between fees and typical service requirements).
- Assuming development patterns remain similar to recent years, fee collections should be sufficient to allow for recovery of citywide overhead support provided by central service departments, and allow for reserve collections to help offset the costs of future updates to the City's General Plan, Zoning Code, Housing Element, and dedicated software/hardware used to monitor and support development within the City.

- The City should continue its practice of annually adjusting fees to reflect changes in annual cost inflation. Cost inflation information is provided annually by the County of Los Angeles. Accordingly, the fees are not incorporated into the City's user and regulatory fee schedule included as part of this resolution.

Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions.

ENVIRONMENTAL ASSESSMENT:

The California Environmental Quality Act (CEQA) does not apply to activities that will not result in a direct or reasonably foreseeable indirect physical change in the environment or is otherwise not considered a project as defined by CEQA Statute §21065 and CEQA State Guidelines §15060(c)(3) and §15378. The approval of the resolution meets the above criteria and is not subject to CEQA. No additional environmental review is required.

SUBCOMMITTEE REVIEW

The City Council Budget Subcommittee has reviewed the proposed schedule of fees and recommended the following discrete changes to fees in addition to other adjustments to enhance cost recovery:

- **Parking Permit Fees:** Adjust parking permit fees to \$30 (full cost recovery); current fees vary from \$5 to \$16.
- **Fireworks Stand Permit Fees:** Adjust fee to \$300 (full cost recovery); current fee is \$150
- **Kitchen Use Fee Tied to Facility Rental:** Increase rental fees by \$50.
- **Snack Bar Rental Fee:** Establish rental rate for snack bar consistent with other agencies in the region. Proposed fee ranges from \$75 to \$150 per day depending on user classification (e.g., resident non-profit, non-resident, etc.)

LEGAL REVIEW

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

PUBLIC NOTICING

Notices of a public hearing were posted in the public noticing board located just outside City Hall and published in the Daily Breeze pursuant to the City's public noticing requirements. As of the drafting of this staff report, no comments were received from the public concerning this project.

FUNDING

No budget appropriation is required. Adopting the revised schedule of fees will reduce the use of general funds to cover the operational costs of the City's direct operating units.

CONCLUSION

Similar fees are collected by communities throughout the region and the State. The proposed fee amounts do not exceed the City's cost of service and are in-range of amounts charged by other jurisdictions.

RECOMMENDATION:

Staff recommends the City Council hold a Public Hearing and adopt the proposed Resolution, with updated fees to be effective July 1, 2021.

ATTACHMENTS:

- A. Resolution Adopting Updated Schedule of Various User and Regulatory Fees
- B. User and Regulatory Fee Study Report
- C. Public Hearing Notice

ATTACHMENT "A"

RESOLUTION NO. CC-2104-017

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAWNDALE, CALIFORNIA, ADOPTING A REVISED
SCHEDULE OF VARIOUS USER AND REGULATORY FEES**

WHEREAS, this action is exempt under the California Environmental Quality Act (CEQA), Article 18, Statutory Exemptions, Section 15273(a) Rates Tolls Fares and Charges; and

WHEREAS, this hearing to set fees was duly noticed pursuant to Government Code Section 6062a – Manner of Publication – for new fees and increases; procedures; and

WHEREAS, user and regulatory fees are established by the City Council; and

WHEREAS, the City recently completed a study to identify the cost of providing various user and regulatory fee-related services; and

WHEREAS, the study examined fee-related services provided by the City, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City Council finds that providing these services is of special benefit to applicants both separate and apart from the general benefit to the public; and therefore, in the interests of fairness to the general public, the City desires to better recover the costs of providing these services from applicants who have sought or require the City's services by revising its schedule of fees; and

WHEREAS, the City Council hereby finds that the study provides adequate evidence to conclude that the revised fees do not exceed the cost to provide the services for which the fees are charged; and

WHEREAS, the City Council desires that annually the City Manager may update the fees based on the annual percentage change in the all-urban Consumer Price Index for Los Angeles, Riverside, Anaheim (CPI). If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, in adopting this Resolution, the City Council is taking action only on those fees for the services, programs or products set forth in Exhibit "A" which have been modified from prior resolutions of the City Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

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

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

SECTION 2. The City Council hereby adopts the fees and charges as set forth in attached Exhibit "A" and incorporated by this reference.

SECTION 3. Any new or adjusted fees adopted by this Resolution shall go into effect July 1, 2021.

SECTION 4. The City Clerk shall certify the passage and adoption of this resolution.

SECTION 5. The fees established by this Resolution shall repeal and replace all previously established fees for the same service, including but not limited to, Resolutions CC-8905-032, CC-9008-80, CC-9111-83, CC-9203-16, CC-9512-117, CC-9805-35, CC-0003-25, CC-0103-025, CC-0201-001, CC-0209-069, CC-0212-088, CC-0403-019, CC-0412-096, CC-0611-077, CC-0701-002, CC-0701-005, CC-0704-017, CC-0708-050, CC-0712-083, CC-0901-004, CC-0905-032, CC-0910-056, CC-9610-118, CC-9711-94, CC-9805-35, CC-1003-018, CC-1009-051, CC-1012-010, CC-1012-070, CC-1201-010, CC-1204-026, CC-1205-032, CC-1205-038, CC-1210-067, CC-1301-002, CC-1302-010, CC-1303-014, CC-1407-031, CC-1606-031, CC-1709-044, CC-1710-052, CC-1712-059, CC-1802-004, CC-1906-026, CC-1908-039, CC-0501-002, CC-2001-004, CC-2006-027, and CC-2009-052.

PASSED, APPROVED, and ADOPTED this 5th day of April, 2021.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2104-017 at a regular meeting of said Council held on the 5th day of April 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					
Sirley Cuevas					
Rhonda Hofmann-Gorman					
Bernadette Suarez					

Erica Harbison, City Clerk

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney



Schedule of User and Regulatory Fees

Effective July 1, 2021

Table of Contents

Note: This Fee Schedule does not include all fees, rates, or charges that may be imposed by the City. Examples of excluded items include, but are not limited to, building permit and plan review fees, development impact fees, utility rates, and punitive fines and penalties.

FEE SCHEDULE	PAGE
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Animal License Fees	3
Billing Rates for Fee-Related Services (Hourly / T&M Billings)	4
Business License Fees	6
Engineering and Encroachment Permit Fees	10
AB 939 Fee	15
Fireworks Stand Permit Fee	16
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Vehicle Release Fees	22
Youth Sports and Facility Use Fees	23
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Administrative Citation	29
Cancellation of Citation Linked to Display of Disabled Placard	30

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

ADMINISTRATIVE FEES / CITYWIDE RECORDS

Fee Description	Fee	Charge Basis	Note
1 Documents - Hard Copy			
a) Standard Size	\$0.10	per single-sided page	
b) Non-Standard	Actual Cost	per request	
c) Certified Copy (in addition to per page fees)	\$5	per request	
2 Election Related Fees			
a) Filing Fee - Candidates Nominations Fee	\$25		[a]
b) Filing Fee - Initiative Petition Fee	\$200		[b]
c) Election Recount Fee	Full Cost Recovery		[c]
3 Requests Requiring Special Programming or Formatting	Actual cost		
4 Digital Media (e.g. USB Flash Drive)	\$8 or actual cost; whichever is greater	per device	
5 Postage	Actual cost		
6 Retrieval and Request of Records Held in Offsite Archives	Actual cost		
7 Hourly Rate for Service Requests	See City Hourly Billing Rate Schedule or Maximum Authorized by Outside Agency (e.g. State of California)		

[a] CA Election Code 10228.

[b] CA Election Code 9202(b).

[c] CA Election Code 15624.

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

ADMINISTRATIVE FEES

Fee Description	Fee	Charge Basis	Note
1 Returned Check Fee			
a) First Check	\$25	each	[a]
b) Each Additional Check	\$35	each	[a]
2 EFT/ACH Return/Error	\$25	each	

[a] CA Civil Code Sec 1719

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

ANIMAL LICENSE

Activity Description	Fee	Charge Basis	Note
Dog License			
1 Altered Animal (Spayed / Neutered)			
a) License Fee - Non-Senior	\$20	per year	
b) License Fee - Senior	\$10	per year	[a]
c) Late Penalty	50% of License Fee		[b]
d) Late Renewal	50% of License Fee		[c]
2 Unaltered Animal			
a) License Fee - Non-Senior	\$60	per year	
b) License Fee - Senior	\$30	per year	[a]
c) Late Penalty	50% of License Fee		[b]
d) Late Renewal	50% of License Fee		[c]
Animal Pick-Up / Impound Fee (City Fee)			
3 Animal Pick-Up / Impound Fee			
a) First Pick-Up / Impound	\$20	each	
b) Second Pick-Up / Impound	\$40	each	
c) Third and Each Add'l Pick-Up / Impound	\$60	each	

[a] Fee for residents at least sixty years of age.

[b] Non-registered dog is discovered by staff.

[c] Registered dog is renewed after license has expired.

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

BILLING RATES FOR FEE-RELATED SERVICES (HOURLY / T&M BILLINGS)

Fee Category / Division	Position	Hourly Billing Rate	Inflator Added to Base Salary	Note
1 Planning	Director of Community Development	\$231		
2 Planning	Administrative Assistant II	\$89		
3 Planning	Senior Planner	\$151		
4 Planning	Associate Planner	\$146		
5 Planning	Uniform Hourly Billing Rate	\$154		
6 Planning	All Other Positions		3.17	[a]
7 Planning	Contract Service Support	Greater of \$154 or Pass-through + 15%		[b]
8 Building	Uniform Hourly Billing Rate	\$166		[c]
9 Building	Contract Service Support	Greater of \$166 or Pass-through + 15%		[b]
10 Public Works, Eng'rg & Encl.	Director of Public Works	\$228		
11 Public Works, Eng'rg & Encl.	Administrative Analyst	\$137		
12 Public Works, Eng'rg & Encl.	Administrative Assistant II	\$106		
13 Public Works, Eng'rg & Encl.	PWD Inspector	\$123		
14 Public Works, Eng'rg & Encl.	Associate Engineer	\$175		
15 Public Works, Eng'rg & Encl.	Assistant Engineer	\$148		
16 Public Works, Eng'rg & Encl.	Maintenance Supervisor	\$151		
17 Public Works, Eng'rg & Encl.	Maintenance Worker III	\$112		
18 Public Works, Eng'rg & Encl.	Maintenance Worker II	\$102		
19 Public Works, Eng'rg & Encl.	Maintenance Worker I	\$87		
20 Public Works, Eng'rg & Encl.	Uniform Hourly Billing Rate	\$150		
21 Public Works, Eng'rg & Encl.	All Other Positions		3.44	[a]
22 Public Works, Eng'rg & Encl.	Contract Service Support	Greater of \$150 or Pass-through + 15%		[b]
23 Municipal Services	Director of Municipal Services	\$196		
24 Municipal Services	Municipal Services Supervisor	\$138		
25 Municipal Services	Administrative Assistant II	\$96		
26 Municipal Services	Code Enforcement Officer II	\$120		
27 Municipal Services	Municipal Services Officer II	\$85		
28 Municipal Services	Uniform Hourly Billing Rate	\$110		
29 Municipal Services	All Other Positions		3.10	[a]
30 Municipal Services	Contract Service Support	Greater of \$110 or Pass-through + 15%		[b]

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

BILLING RATES FOR FEE-RELATED SERVICES (HOURLY / T&M BILLINGS)

Fee Category / Division	Position	Hourly Billing Rate	Inflator Added to Base Salary	Note
31 Finance	Director of Finance	\$197		
32 Finance	Accounting Manager	\$122		
33 Finance	Payroll/Accounting Specialist	\$80		
34 Finance	Accounting Specialist	\$71		
35 Finance	Uniform Hourly Billing Rate	\$111		
36 Finance	All Other Positions		2.58	[a]
37 Finance	Contract Service Support	Pass-through + 15% Admin		[b]
38 City Clerk	Assistant City Clerk	\$126		
39 City Clerk	Administrative Assistant II	\$66		
40 City Clerk	Uniform Hourly Billing Rate	\$96		
41 City Clerk	All Other Positions		2.09	[a]
42 City Clerk	Contract Service Support	Pass-through + 15% Admin		[b]
43 Public Safety - Police / Sheriff	Deputy Sheriff	\$137		
44 Public Safety - Police / Sheriff	Uniform Hourly Billing Rate	\$137		
45 Public Safety - Police / Sheriff	All Other Positions		3.34	[a]
46 Public Safety - Police / Sheriff	Contract Service Support	Pass-through + 15% Admin		[b]

[a] To calculate hourly rate for positions not listed, multiply base salary rate per hour by factor shown. Outcome is fully-burdened hourly rate. Fully-burdened hourly rate includes benefits, adjustment for productive hours, indirect costs, etc. Example: \$90,000 annual salary / 2,080 hours = \$43.27/hr. Multiple by factor of 3.17 to calculate fully-burdened hourly rate of \$137/hr.

[b] For deposit-based or pass-through billings.

[c] Positional billings are not used for building fees. Use uniform hourly billing rate when required.

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

BUSINESS LICENSE

Activity Description	Fee	Note
BUSINESS LICENSE AND PERMIT FEE SCHEDULE		
1 Annual Business Tax	\$66	
2 Residential Rental (per Unit Over Five)	\$25	
3 Plus, Coin-operated fee (if > 9 Units)	\$66	
4 Mobile home and Boarding house (per Unit & Room)	\$11	
5 Application Fee (new applications)	\$78	[a],[b]
6 Plus, Per Employee	\$10	
7 Plus, Per Vehicle (Contractor Over Four Vehicles)	\$26	
8 Annual Renewal Fee	\$52	
9 Appeal Fee	\$52	
10 Duplicate License	\$11	
11 Change of License (Name or Address)	\$11	
12 Contractor's Vehicle Sticker	\$26	
13 Billboard Businesses		
a) First \$10,000 of Gross Receipts, plus	\$515	
b) \$10,000 to \$25,000 Gross Receipts (Per \$1,000), plus	\$52	
c) Gross Receipts Over \$25,000 (Per \$1,000)	\$21	
14 Wheeled Vehicle Business (Per vehicle)		
a) Two to three Vehicles	\$103	
b) Four to six Vehicles	\$155	
c) Seven to nine Vehicles	\$206	
d) Ten or more Vehicles	\$258	
15 Petroleum (Per barrel, over 1,800 barrels)	\$1	
16 Vending / Service Machine		
a) Stamps (per \$1,000 gross receipts)	\$6	
17 Coin-operated Machines-exclusive business		
a) First \$10,000 of gross receipts, plus	\$118	
b) \$10,000 to \$25,000 Gross Receipts (Per \$1,000), plus	\$52	
c) Gross Receipts Over \$25,000 (Per \$1,000)	\$21	
18 Benches, plus	\$52	
a) Per bench	\$14	
19 Handbills		
a) Annual	\$232	
b) Quarter; or	\$129	
c) Daily	\$26	

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

BUSINESS LICENSE

Activity Description	Fee	Note
20 Auctioneers		
a) Auction Sale Daily	\$103	
b) Personal Property	\$103	
c) Real Estate	\$103	
d) Bankruptcy Sale (Daily)	\$103	
21 Alarm Permit	\$52	
22 Entertainment		
a) Café	\$103	
b) Carnival (Daily)	\$258	
c) Circus (Daily)	\$103	
d) Side Show (Daily)	\$103	
23 Financial		
a) Broker, Stock or Securities	\$155	
24 Collection Agency	\$258	
25 Garage Sale (Daily)	\$4	
26 Junk		
a) Auto Wrecker	\$361	
b) Junk Collector	\$52	
c) Plus, per vehicle	\$129	
d) Junk Dealer	\$515	
27 Machines		
a) Amusement devices (per machine)	\$52	
b) Juke box (per machine)	\$52	
28 Amusement Rides and Children's Rides		
a) Annual per ride	\$52	
b) Daily per ride	\$26	
c) Weekly Unlimited Number Rides	\$134	
29 Petroleum (per oil well)	\$103	
30 Retail / Services		
a) Home Occupation	\$11	
b) Locksmith	\$52	
c) Pest Control	\$52	
31 Souvenir Sales (Daily)	\$11	
32 Subscription Service		
a) CATV FEE	\$52	
b) Plus, per subscriber	\$2	
33 Transportation		
a) Passenger/Bus Transport for Hire (excludes Taxi & PUC regulated)	\$52	

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

BUSINESS LICENSE

Activity Description	Fee	Note
34 Vehicles		
a) Auto Wrecker / Dismantler	\$335	
b) Parking lot	\$26	
c) Plus, per stall	\$10	
35 Film Permits (in City)		
a) Still Film:		
i) Use of Public R/W (Daily)	\$258	
ii) Use of Public Buildings (Daily)	\$258	
b) Motion Film:		
i) Use of Public R/W (Daily)	\$515	
ii) Use of Public Buildings (Daily)	\$515	
36 Residential Film (private property)		
a) Still (Daily)	\$52	
b) Motion (Daily)	\$103	
37 Ambulance Driver / Operator (private)	\$52	
38 Entertainment		
a) Arcade - per machine	\$11	
b) Bowling Alley	\$52	
i) Plus, per alley over 5 alleys	\$11	
c) Billiard / Pool Hall	\$52	
i) Plus, per table over 1 table	\$11	
d) Bingo		
i) Seller / Leasor of supplies	\$26	
ii) Equipment Renewal	\$26	
iii) Manager of Game	\$26	
e) Cabaret	\$103	
f) Dance Hall	\$258	
g) Professional Entertainment	\$103	
h) Theater / burlesque	\$515	
i) Pawnshop, Secondhand Dealer	\$206	
j) Musician / Street	\$26	
39 Games of Skill		
a) Bowling Machine	\$26	
b) Pinball Machine	\$26	
c) Pool Table	\$26	
d) Shuffleboard	\$26	
e) Mechanical Game (Device)	\$26	
f) Electronic Game (Device)	\$26	
g) Similar Devices	\$26	
40 House Number Painter	\$26	

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

BUSINESS LICENSE

Activity Description	Fee	Note
41 Retail / Service		
a) Acupressure	\$155	
b) Bar, Beer	\$284	
c) Bar, Liquor	\$284	
d) Check Cashing	\$258	
e) Computer Dating / Dating Services	\$515	
f) Fortune-Telling	\$258	
g) Kennel	\$206	
h) Massage Establishment	\$412	
i) Plus: Massage Technician License	\$103	
i) Private Patrol	\$52	
j) Solicitor	\$284	
i) Solicitor Agent	\$11	
k) Solid Waste (per Truck)	\$721	
l) Taxicab Co (substantially located within City)	\$103	
m) Tobacco Retailer License	\$155	

[a] If, the license is denied, fifty dollars (\$50) shall be refundable to the applicant.

[b] Includes home occupations.

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fixed Fee	Minimum Fee / Initial Deposit	Charge Basis	Note
Permit Issuance Fee				
1 Permit Issuance Fee - for Encroachment Permits, Excavation Permits, or Construction Permits (Issuance Fee Only, Additional Fees May Apply)	\$150		flat fee	
Permit Fee				
2 Curb and Gutter (per 200 LF or fraction thereof)	\$300		flat fee	[a]
3 Curb Drain	\$300		flat fee	[a]
4 Driveway Approach - Residential (per approach)	\$300		flat fee	[a]
5 Driveway Approach - Non-Residential (per approach)	\$450		flat fee	[a]
6 Sidewalk (per 200 LF or fraction thereof)	\$300		flat fee	[a]
7 Pavement (per 500 SF or fraction thereof)	\$300		flat fee	[a],[b]
8 Trenching (per 500 SF or fraction thereof)	\$300		flat fee	[a],[c]
9 Additional Inspection Fee / Missed Inspection Fee (each)	\$150		flat fee	
10 Inspections Outside of Normal Business Hours	1.5x standard fee / billing rate		flat fee	[d]
Encroachment Permit Fee (Holiday Specific Exceptions)				
11 Homeowner Holiday Decorations Only (non-electrical)	No charge		flat fee	[e],[f]
12 Business Issuance of "Temporary No Parking" Permit				
a) Permit Issuance Fee, plus	\$75		flat fee	[e],[g]
b) Per Day Fee	\$25		flat fee	[e],[g]
Construction and Demolition Materials Management				
13 Construction and Demolition Materials Management Plan - Application Plan Review and Deposit Administration Fee	\$113		flat fee	
14 Appeal of Decision to Deny Exemption or Withhold all or any Portion of Security Deposit	\$600		flat fee	

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fixed Fee	Minimum Fee / Initial Deposit	Charge Basis	Note
Public Right-of-Way Use Permit Fees				
15 Street Closures (per day)	\$150		flat fee	
16 Lane Closures (per day, per lane)	\$75		flat fee	
17 Temporary "No Parking" (per day)				
a) Up to 250 LF	\$75		flat fee	
b) each add'l LF	\$1		flat fee	
18 Parade/March/Procession Permit (per event)				
a) Permit, plus	\$300		flat fee	
b) actual costs of personnel other permits req'd, plus		See fee schedule		
c) Security/damage/clean-up deposit		\$1,000 - \$5,000	deposit	
19 Bus Benches (per bench)				
a) Permit, plus	\$225		flat fee	
b) Security/damage/clean-up deposit		\$500		
20 Newspaper Racks (per rack)				
a) Permit, plus	\$75		flat fee	
b) Security/damage/clean-up deposit (per application)		\$500		
21 Temporary Trash Bin/Dumpster Permit in Right-of-Way				[e]
a) Initial (up to five consecutive days)	\$75		flat fee	[e]
b) Renewal (up to additional five consecutive days)	\$75		flat fee	[e]
c) Initial deposit		\$250	deposit	[e]
22 Improvement Plan Review and Inspection (Cost Est.)				
a) Plan Review				
i) First \$250,000		5% with \$1,200 minimum fee	deposit	[h]
ii) Next \$250,000 up to \$500,000		4%	deposit	[h]
iii) Over \$500,000		3%	deposit	[h]
b) Inspection				
i) First \$250,000		5% with \$1,200 minimum fee	deposit	[h]
ii) Next \$250,000 up to \$500,000		4%	deposit	[h]
iii) Over \$500,000		3%	deposit	[h]

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fixed Fee	Minimum Fee / Initial Deposit	Charge Basis	Note
23 Grading Plan Review and Inspection				
a) Plan Review		\$1,200 deposit with \$600 minimum fee	deposit	
b) Inspection		\$1,200 deposit with \$600 minimum fee	deposit	
24 Landscape Plan Review and Inspection				
a) Plan Review		\$600 deposit with \$600 minimum fee	deposit	
b) Inspection		\$300 deposit with \$300 minimum fee	deposit	
25 Map Review				
a) Lot Line Adjustment		See Planning	deposit	
b) Lot Merger		See Planning	deposit	
c) Tentative Parcel/Tract Map		See Planning	deposit	
d) Final Map		See Planning	deposit	
e) Certificate of Compliance		\$1,800	deposit	
26 Report / Special Studies Review				
Review of Reports or Special Studies Not Recovered via other deposit based billings (e.g. Hydrology, soils, NPDES, SWPPP, etc.)		\$2,000	deposit	
Traffic Control				
27 Oversize Load Permit				
a) One Day	\$16		flat fee	
b) Annual	\$90		flat fee	
28 Traffic Control Plan Review				
a) Minor (Local Streets)	\$113		per location	
b) Major (Arterial Streets)	\$450		per location	
Vacation / Easement Processing				
29 Street / Alley Vacation		\$2,500	deposit	
30 Easement		\$2,500	deposit	

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fixed Fee	Minimum Fee / Initial Deposit	Charge Basis	Note
Parking Permit District Fees				
31 Parking Permit District Application Fee				
a) Driveway Parking Permit District	\$534			flat fee
b) Preferential or Overnight Parking Permit District	\$819			flat fee
32 Parking Permit Issuance Fee				
a) Driveway Parking Permit (per year)	\$38			flat fee
b) Preferential or Overnight Parking Permit				
i) One Permit per Household (per year)	\$38			flat fee
ii) Two Permits per Household (per year)	\$40			flat fee
33 Issuance of Replacement Permit or Second Permit	\$8			flat fee
34 Violation Fee (per violation)	\$45			flat fee
Franchise Review Fee				
35 Franchise Review Fee		\$5,000		deposit
Other				
36 Time Extension	\$150			flat fee
37 Excess Plan Review (more than 3 reviews) (per hour)			See hourly billing rate schedule	deposit
38 Excess Inspections / Missed Inspection (each)	\$150			flat fee
39 Other Services Provided			See hourly billing rate schedule	deposit

[a] Fee includes up to four site visits. Additional fees apply for each additional visit/inspection.

[b] For patch, repair, and replacement of AC or PCC pavement per City Engineer. Additional fees may apply.

[c] For installation of substructure to property line for trench only. Additional fees for pavement inspection and others may apply.

[d] For hourly billings assume 2 hour minimum.

[e] No additional permit issuance fees apply.

[f] Fee waiver applies only for permits issued between the first Saturday after Thanksgiving through Christmas Eve for the installation and maintenance of non-electrical holiday decorations.

[g] Only applicable for businesses requiring additional equipment storage during specific holiday timeframes. Permit applies for up to 250

[h] Initial deposits are based on engineer's cost estimate. There is also a minimum fee payable to the City.

City of Lawndale

SCHEDULE OF USER AND REGULATORY FEES

ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fixed Fee	Minimum Fee / Initial Deposit	Charge Basis	Note
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Overview of Fee Structure
<p>Fees may be either fixed fees (i.e. flat fees), or deposits with a minimum fee amount due. When a fee is deposit-based with a minimum fee amount due, the City will collect the initial deposit/minimum fee. The initial deposit amount represents the minimum amount the applicant will pay to the City. If the City's costs ultimately exceed the minimum fee collected, the City will bill the applicant for additional amounts due as outlined below.</p>

Full Cost Deposits and Deposit Replenishment Policy
<p>Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.</p>
<p>If City review costs are anticipated to exceed the initial deposit/minimum fee collected, the applicant will be notified and required to supplement the initial amount paid with an additional deposit. Any additional deposits will be collected and held by the City in a deposit account. Project billing amounts will be drawn from the deposit account.</p>
<p>Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).</p>
<p>As may be required by the Community Development Department or Public Works Department for project evaluation or environmental review, all payment for attorney and consultant work shall be the responsibility of the applicant.</p>

* Applicants shall be responsible for any additional materials or outside agency costs (e.g. postage, public noticing, peer review, County Recorder-Clerk Office, Department of Fish and Wildlife, etc.).

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

AB 939 FEE

Fee Description	Fee	Charge Basis	Note
1 AB 939 Fee	12%	% of gross receipts	

* Fee is included in schedule for reference purposes only. Fee was not examined or updated as part of fee study. Fee should not be updated as part of routine CPI adjustments.

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

FIREWORKS STAND PERMIT FEE

Fee Description	Fee	Charge Basis	Note
1 Fireworks Stand Permit Fee	\$300	per application	[a]

[a] See LMC Chapter 8.12.

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

FALSE ALARM RESPONSE FEES

Fee Description	Fee	Charge Basis	Note
False Alarm Response			
1 False Alarm Response			
a) First Response	No Charge	each	
b) Second Response	No Charge	each	
c) Third Response	\$100	each	
d) Each Additional Response	\$125	each	

* Based on number of false alarms in a 365 day period.

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

PARKING PERMIT FEES

Fee Description	Fee	Charge Basis	Note
Parking Permits			
1 Parking Permit			
a) Recreational Vehicle Parking Permit	\$30	per permit	
b) Trailer and Oversized Vehicle Parking Permit	\$30	per permit	
c) Replacement of Parking Permit	\$30	per permit	

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

PLANNING AND ENTITLEMENT FEES

Activity Description	Fixed Fee	Initial Deposit	Charge Basis	Note
Appeals				
1 Appeal to Planning Commission		\$2,500	deposit	
2 Appeal to City Council		\$2,500	deposit	
CEQA / Environmental Review				
3 Negative Declaration/Mitigated Negative Declaration		\$5,000	deposit	
4 Environmental Impact Report		\$10,000	deposit	
Condominium / Apartment Conversion Review				
5 Apartment / Condominium Conversion Review		\$10,000	deposit	
Convenants, Conditions, Restrictions (CC&R's)				
6 Covenants, Conditions, Restrictions (CC&Rs)		\$3,500	deposit	
Design Review				
7 Design Review		\$2,000	deposit	
Development Permit				
8 Development Permit		\$6,500	deposit	
Extension				
9 Time Extension		\$2,500	deposit	
General Plan Amendment / Specific Plan Amendment / Zone Change				
10 General Plan Amendment		\$8,000	deposit	
11 Specific Plan Amendment / Zone Change / Planning Text Amendment		\$8,000	deposit	
Land Use Determination				
12 Land Use Determination		\$3,500	deposit	
Map Review Fees				
13 Tentative Parcel/Tract Map		\$5,000	deposit	
14 Final Map		\$4,000	deposit	
15 Lot Line Adjustment		\$1,500	deposit	
16 Lot Merger		\$1,500	deposit	

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

PLANNING AND ENTITLEMENT FEES

Activity Description	Fixed Fee	Initial Deposit	Charge Basis	Note
Restrictive Use Covenant				
17 Restrictive Use Covenant		\$1,000	deposit	
Site Plan Review/Planning Plan Check				
18 Site Plan Review/Planning Plan Check		\$2,500	deposit	
Special Use Permit				
19 Special Use Permit		\$8,000	deposit	
Variance				
20 Variance		\$5,000	deposit	
Wireless Facilities Plan Review				
21 Administrative/Plan Check Review Wireless		\$2,500	deposit	
Minor Permitting and Reviews (Fixed Fees)				
22 Business License Review/App	\$139		flat fee	
23 Director's Determination	\$465		flat fee	
24 Flat Work Permit/Inspection	\$390		flat fee	
25 Fence Plan/Inspection	\$420		flat fee	
26 Minor Development	\$1,875		flat fee	
27 Covenants of Easements	\$1,000		flat fee	
28 Shed Permit	\$390		flat fee	
29 Temporary Banner/Sign Review and Inspection	\$115		flat fee	
Letters / Reports / Research				
30 Planning Letter	\$450		flat fee	
31 Residential Property Report	\$240		flat fee	
32 Zoning Verification Letter Per Property	\$450		flat fee	
33 Research	\$450		flat fee	
Other				
34 Re-Inspection (each, per hour)	\$154		flat fee	
35 Expedited Service Request		1.5x standard fee and billing rates		
36 Other Services Provided		See hourly billing rate schedule		

City of Lawndale

SCHEDULE OF USER AND REGULATORY FEES

PLANNING AND ENTITLEMENT FEES

Activity Description	Fixed Fee	Initial Deposit	Charge Basis	Note
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Overview of Fee Structure
<p>Fees may be either fixed fees (i.e. flat fees), or deposits with a minimum initial deposit collected. The initial deposit amount represents the typical minimum amount the applicant will pay to the City. If the City's costs ultimately exceed the minimum fee collected, the City will bill the applicant for additional amounts due as outlined below.</p>

Full Cost Deposits and Deposit Replenishment Policy
<p>Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.</p>
<p>If City review costs are anticipated to exceed the initial deposit/minimum fee collected, the applicant will be notified and required to supplement the initial amount paid with an additional deposit. Any additional deposits will be collected and held by the City in a deposit account. Project billing amounts will be drawn from the deposit account.</p>
<p>Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).</p>
<p>As may be required by the Community Development Department or Public Works Department for project evaluation or environmental review, all payment for attorney and consultant work shall be the responsibility of the applicant.</p>

* Applicants shall be responsible for any additional materials or outside agency costs (e.g. postage, public noticing, peer review, County Recorder-Clerk Office, Department of Fish and Wildlife, etc.).

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

VEHICLE RELEASE FEES

Fee Description	Fee	Charge Basis	Note
Vehicle Release 1 Vehicle Release Fee	\$165	each	
Repossessed Vehicle Report Filing Fee 2 Repossessed Vehicle Report Filing Fee	\$15	each	[a]

[a] California Government Code Section 41612.

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

YOUTH SPORTS AND DAY CAMP FEES

Activity Description		Resident	Non-Resident	Charge Basis	Note
YOUTH SPORTS FEES					
1	Youth Basketball	\$60	\$85	per season	
2	Youth Soccer	\$60	\$85	per season	
3	Youth Sports Volunteer Coach Discount	50%	50%	per season	
SUMMER DAY CAMP FEES					
1	Summer Day Camp (M - Th)	\$100	\$140	per week	
2	Summer Day Camp Field Trips and Transportation	Actual Cost of field trip plus \$10 Bus Fee	Actual Cost of field trip plus \$10 Bus Fee	per field trip	
REGISTRATION REFUND PROCESSING FEE					
1	Registration Refund Processing Fee (applicable fee for sports programs, camp, class, club, excursion fees, etc.)	\$15	\$15	per refund processed	

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

FACILITY RENTAL FEES

Activity Description		Rate	Charge Basis	Deposit	Note
Community Center Rental					
1	Meeting Room				
	a) Full Room	\$100	per hour	\$500	
	b) Half-Room	\$50	per hour	\$250	
2	Main Event Room				
	a) Full Room	\$200	per hour	\$1,000 Security; \$500 Alcohol	
	b) Half-Room	\$100	per hour	\$500 Security; \$500 Alcohol	
3	Kitchen Use				
	a) Partial Use	\$150	per rental	\$250	
	b) Full Use	\$250	per rental	\$500	
4	Stage Use	\$75	per rental	\$250	
5	Staffing	\$25	per hour		

* All hourly rental rates are rounded up to the nearest hour. Example 5.25 hour rental pays for six hours.

** Alcohol deposits are in addition to standard security deposits.

*** Depending on the rental requested, security staffing may be required. Costs for security shall be paid to the City by the applicant prior to permit approval.

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

FACILITY / FIELD RENTAL FEES

Activity Description	Resident - Non-Profit	Resident - Private	Non-Resident - Non-Profit	Non-Resident - Private	Charge Basis	Deposit	Note
1 Gymnasium	\$30	\$40	\$50	\$60	per hour	\$250	
2 Baseball Fields	\$30	\$40	\$50	\$60	per hour	\$50 per field	
3 Soccer / Football Fields	\$30	\$40	\$50	\$60	per hour	\$50 per field	
4 Track	\$30	\$40	\$50	\$60	per hour	\$50 per field	
5 Snack Bar	\$75	\$100	\$125	\$150	per day	\$500	[a]
6 Park Community Room	\$40	\$45	\$50	\$55	per hour	\$250	
7 Show Wagon Mobile Trailer	\$450	n/a	n/a	n/a	per rental	\$500	[b]

* All hourly rental rates are rounded up to the nearest hour. Example 5.25 hour rental pays for six hours.

** Applicants for non-profit rental rates must meet requirements established by City policy.

[a] Snack bar to be used only with concurrent field(s) permit.

[b] Flat rate for five day rental. Available for pickup and deliver Monday through Thursday only.

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

FACILITY RENTAL RESERVATION CANCELLATION FEES

Activity Description	Fee	Charge Basis	Note
Facility/Field Rental Cancellation Fees / Refund Policy			
1 Refund Processing Fee (applies to all refunds processed for facility rentals)	\$15	per refund processed	
2 Cancellation Fee			
a) Cancellation Notice Received Less than 15 days before rental	100% of fees due, no refund provided	per cancellation	
b) Cancellation Notice Received 15-30 days before rental	50% of fees due, 50% refund provided	per cancellation	
c) Cancellation Notice Received 30-days before rental	0% of fees due, 100% refund provided; processing fee still applies	per cancellation	

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

FACILITY RENTAL FEES

Activity Description		Rate	Charge Basis	Deposit	Note
	Community Garden				
1	Community Garden				
	a) Lawndale Resident				
	i) Senior	\$25	per year	\$25	
	ii) All Others	\$35	per year	\$25	
	b) Non-Resident	\$50	per year	\$25	

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

BLOCK PARTY PERMIT FEES

Fee Description	Fee	Charge Basis	Note
Block Party Permit			
1 Block Party Permit			
a) Permit Fee	\$100	per permit	
b) Special Services Required from City Staff (e.g. on-site support, clean-up, etc.)	Overtime rate - 2 hour minimum	per hour	
c) Refundable Deposit for Use of City Equipment or Special Services Required	\$500	per permit	

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

ADMINISTRATIVE CITATIONS

Activity Description	Fee	Charge Basis	Note
Administrative Citation			
1 Administrative Citation			
a) First Violation	\$100	per violation	
b) Second Violation	\$250	per violation	
c) Third Violation	\$500	per violation	
2 Administrative Citation - Violation of LMC Chapter 8.12 (Fireworks)	\$1,000	per violation	
3 Late Payment Fee for Administrative Citations			
a) First Month Late	50%	% of fine due	
b) Each Additional Month Late	10%	% of fine due	
c) Maximum Late Fees	100%	% of fine due	

* Amounts are included in schedule of user and regulatory fees for reference purposes only. Amounts are fines. See Lawndale Municipal Code Chapter 1.11 - Administrative Citations.

City of Lawndale
SCHEDULE OF USER AND REGULATORY FEES

CANCELLATION OF CITATION LINKED TO DISPLAY OF DISABLED PLACARD

Fee Description	Fee	Charge Basis	Note
1 Administrative Fee for Processing Cancellation of Citation Linked to Display of Disabled Placard	\$25	each	[a]

[a] California Vehicle Code Section 40226.

ATTACHMENT "B"

**Illustration of Current and Proposed Fees
July 1, 2021**

Note: Specific Recommendations of the City's Fee Committee are identified in ***bold italics***

City of Lawndale
Administrative Fees / Citywide Records
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Proposed Fee	Proposed Increase
1	Documents - Hard Copy				
2	a) Standard Size	CA Government Code 6251	\$0.20	\$0.10	(\$0.10)
3	b) Non-Standard	CA Government Code 6251	n/a	Actual Cost	New
4	c) Certified Copy (in addition to per page fees)	CA Government Code 6251	n/a	\$5	New
5	Election Related Fees				
6	a) Filing Fee - Candidates Nominations	CA Election Code 10228	\$25	\$25	New
7	b) Filing Fee - Initiative Petition Fee	CA Election Code 9202(b)	\$200	\$200	New
8	c) Election Recount Fee	CA Election Code \$15624	Full Cost Recovery	Full Cost Recovery	New
9	Requests Requiring Special Programming or Formatting	CA Government Code 6251	n/a	Actual cost	New
10	Digital Media (e.g. USB Flash Drive)	CA Government Code 6251	n/a	\$8 or actual cost; whichever is greater	New
11	Postage	CA Government Code 6251	n/a	Actual cost	New
12	Retrieval and Request of Records Held in Offsite Archives	CA Government Code 6251	n/a	Actual cost	New
13	Hourly Rate for Service Requests	CA Government Code 6251	See City Hourly Billing Rate	See City Hourly Billing Rate	No Change
			Schedule or Maximum	Schedule or Maximum	
			Authorized by	Authorized by	
			Outside Agency	Outside Agency	
			(e.g. State of California)	(e.g. State of California)	

City of Lawndale
 Administrative Fees / Finance Fees
 July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Proposed Fee	Proposed Increase
1	Returned Check Fee				
2	a) First Check	CA Civil Code Sec 1719	\$10	\$25	\$15
3	b) Each Additional Check	CA Civil Code Sec 1719	\$10	\$35	\$25
4	EFT/ACH Return/Error	CA Civil Code Sec 1719	n/a	\$25	\$25

City of Lawndale
Animal License Fee Schedule
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Proposed Fee	Proposed Increase
1	Dog License	Reso CC-2009-052			
2	Altered Animal (Spayed / Neutered)	Reso CC-2009-052			
3	a) License Fee - Non-Senior	Reso CC-2009-052	\$20	\$20	No Change
4	b) License Fee - Senior	Reso CC-2009-052	\$10	\$10	No Change
5	c) Late Penalty	Reso CC-2009-052	50% of License Fee	50% of License Fee	No Change
6	d) Late Renewal	Reso CC-2009-052	50% of License Fee	50% of License Fee	No Change
7	Unaltered Animal	Reso CC-2009-052			
8	a) License Fee - Non-Senior	Reso CC-2009-052	\$60	\$60	No Change
9	b) License Fee - Senior	Reso CC-2009-052	\$30	\$30	No Change
10	c) Late Penalty	Reso CC-2009-052	50% of License Fee	50% of License Fee	No Change
11	d) Late Renewal	Reso CC-2009-052	50% of License Fee	50% of License Fee	No Change
12	Animal Pick-Up / Impound Fee (City Fee)	Reso CC-2009-052			
13	Animal Pick-Up / Impound Fee	Reso CC-2009-052			
14	a) First Pick-Up / Impound	Reso CC-2009-052	n/a	\$20	New
15	b) Second Pick-Up / Impound	Reso CC-2009-052	n/a	\$40	New
16	c) Third and Each Add'l Pick-Up / Impound	Reso CC-2009-052	n/a	\$60	New

City of Lawndale
Business License and Permit Fee Schedule
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Rate	Proposed Rate	Proposed Increase
1	Annual Business Tax	Reso CC-2001-004	\$66	\$66	no change
2	Residential Rental (per Unit Over Five)	Reso CC-2001-004	\$25	\$25	no change
3	Plus, Coin-operated fee (if > 9 Units)	Reso CC-2001-004	\$66	\$66	no change
4	Mobile home and Boarding house (per Unit & Room)	Reso CC-2001-004	\$11	\$11	no change
5	Application Fee (new applications)	Reso CC-2001-004	\$78	\$78	no change
6	(if the license is denied, fifty dollars (\$50) shall be refundable to the applicant.)	Reso CC-2001-004			
7	Plus, Per Employee	Reso CC-2001-004	\$10	\$10	no change
8	(Includes \$1 Administrative Fee Per Employee.)	Reso CC-2001-004			
9	Plus, Per Vehicle (Contractor Over Four Vehicles)	Reso CC-2001-004	\$26	\$26	no change
10	Annual Renewal Fee	Reso CC-2001-004	\$52	\$52	no change
11	Appeal Fee	Reso CC-2001-004	\$52	\$52	no change
12	Duplicate License	Reso CC-2001-004	\$11	\$11	no change
13	Change of License (Name or Address)	Reso CC-2001-004	\$11	\$11	no change
14	Contractor's Vehicle Sticker	Reso CC-2001-004	\$26	\$26	no change
15	Billboard Businesses	Reso CC-2001-004			
16	First \$10,000 of Gross Receipts, plus	Reso CC-2001-004	\$515	\$515	no change
17	\$10,000 to \$25,000 Gross Receipts (Per \$1,000), plus	Reso CC-2001-004	\$52	\$52	no change
18	Gross Receipts Over \$25,000 (Per \$1,000)	Reso CC-2001-004	\$21	\$21	no change
19	Wheeled Vehicle Business (Per vehicle)	Reso CC-2001-004			
20	Two to three Vehicles	Reso CC-2001-004	\$103	\$103	no change
21	Four to six Vehicles	Reso CC-2001-004	\$155	\$155	no change
22	Seven to nine Vehicles	Reso CC-2001-004	\$206	\$206	no change
23	Ten or more Vehicles	Reso CC-2001-004	\$258	\$258	no change
24	Petroleum	Reso CC-2001-004			
25	Per barrel, over 1,800 barrels	Reso CC-2001-004	\$1	\$1	no change
26	Vending / Service Machine	Reso CC-2001-004			
27	Stamps (per \$1,000 gross receipts)	Reso CC-2001-004	\$6	\$6	no change
28	Coin-operated Machines-exclusive business	Reso CC-2001-004			

City of Lawndale
Business License and Permit Fee Schedule
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Rate	Proposed Rate	Proposed Increase
29	First \$10,000 of gross receipts, plus	Reso CC-2001-004	\$118	\$118	no change
30	\$10,000 to \$25,000 Gross Receipts (Per \$1,000), plus	Reso CC-2001-004	\$52	\$52	no change
31	Gross Receipts Over \$25,000 (Per \$1,000)	Reso CC-2001-004	\$21	\$21	no change
32	Benches	Reso CC-2001-004	\$52	\$52	no change
33	Plus, per bench	Reso CC-2001-004	\$14	\$14	no change
34	Handbills	Reso CC-2001-004			
35	Annual	Reso CC-2001-004	\$232	\$232	no change
36	Quarter; or	Reso CC-2001-004	\$129	\$129	no change
37	Daily	Reso CC-2001-004	\$26	\$26	no change
38	Auctioneers	Reso CC-2001-004			
39	Auction Sale Daily	Reso CC-2001-004	\$103	\$103	no change
40	Personal Property	Reso CC-2001-004	\$103	\$103	no change
41	Real Estate	Reso CC-2001-004	\$103	\$103	no change
42	Bankruptcy Sale (Daily)	Reso CC-2001-004	\$103	\$103	no change
43	ALARM Permit	Reso CC-2001-004	\$52	\$52	no change
44	Entertainment	Reso CC-2001-004			
45	Café	Reso CC-2001-004	\$103	\$103	no change
46	Carnival (Daily)	Reso CC-2001-004	\$258	\$258	no change
47	Circus (Daily)	Reso CC-2001-004	\$103	\$103	no change
48	Side Show (Daily)	Reso CC-2001-004	\$103	\$103	no change
49	Financial	Reso CC-2001-004			
50	Broker, Stock or Securities	Reso CC-2001-004	\$155	\$155	no change
51	Collection Agency	Reso CC-2001-004	\$258	\$258	no change
52	Garage Sale (Daily)	Reso CC-2001-004	\$4	\$4	no change
53	Junk	Reso CC-2001-004			
54	Auto Wrecker	Reso CC-2001-004	\$361	\$361	no change
55	Junk Collector	Reso CC-2001-004	\$52	\$52	no change
56	Plus, per vehicle	Reso CC-2001-004	\$129	\$129	no change
57	Junk Dealer	Reso CC-2001-004	\$515	\$515	no change
58	Machines	Reso CC-2001-004			
59	Amusement devices (per machine)	Reso CC-2001-004	\$52	\$52	no change

City of Lawndale
Business License and Permit Fee Schedule
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Rate	Proposed Rate	Proposed Increase
60	Juke box (per machine)	Reso CC-2001-004	\$52	\$52	no change
61		Reso CC-2001-004			
	Amusement Rides and Children's Rides				
62	Annual per ride	Reso CC-2001-004	\$52	\$52	no change
63	Daily per ride	Reso CC-2001-004	\$26	\$26	no change
64	Weekly Unlimited Number Rides	Reso CC-2001-004	\$134	\$134	no change
65	Petroleum (per oil well)	Reso CC-2001-004	\$103	\$103	no change
66	Retail / Services	Reso CC-2001-004			
67	Home Occupation	Reso CC-2001-004	\$11	\$11	no change
68	Locksmith	Reso CC-2001-004	\$52	\$52	no change
69	Pest Control	Reso CC-2001-004	\$52	\$52	no change
70	Souvenir Sales (Daily)	Reso CC-2001-004	\$11	\$11	no change
71	Subscription Service	Reso CC-2001-004			
72	CATV FEE	Reso CC-2001-004	\$52	\$52	no change
73	Plus, per subscriber	Reso CC-2001-004	\$2	\$2	no change
74	Transportation	Reso CC-2001-004			
75	Passenger/Bus Transport for Hire (excludes Taxi & PUC regulated)	Reso CC-2001-004	\$52	\$52	no change
76	Vehicles	Reso CC-2001-004			
77	Auto Wrecker / Dismantler	Reso CC-2001-004	\$335	\$335	no change
78	Parking lot	Reso CC-2001-004	\$26	\$26	no change
79	Plus, per stall	Reso CC-2001-004	\$10	\$10	no change
80	Film Permits (in City)	Reso CC-2001-004			
81	<i>Still Film:</i>	Reso CC-2001-004			
82	Use of Public R/W (Daily)	Reso CC-2001-004	\$258	\$258	no change
83	Use of Public Buildings (Daily)	Reso CC-2001-004	\$258	\$258	no change
84	<i>Motion Film:</i>	Reso CC-2001-004			
85	Use of Public R/W (Daily)	Reso CC-2001-004	\$515	\$515	no change
86	Use of Public Buildings (Daily)	Reso CC-2001-004	\$515	\$515	no change
87	Residential Film (private property)	Reso CC-2001-004			
88	Still (Daily)	Reso CC-2001-004	\$52	\$52	no change
89	Motion (Daily)	Reso CC-2001-004	\$103	\$103	no change

City of Lawndale
Business License and Permit Fee Schedule
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Rate	Proposed Rate	Proposed Increase
90	Ambulance Driver / Operator (private)	Reso CC-2001-004	\$52	\$52	no change
91	Entertainment	Reso CC-2001-004			
92	Arcade - per machine	Reso CC-2001-004	\$11	\$11	no change
93	Bowling Alley	Reso CC-2001-004	\$52	\$52	no change
94	Plus, per alley over 5 alleys	Reso CC-2001-004	\$11	\$11	no change
95	Billiard / Pool Hall	Reso CC-2001-004	\$52	\$52	no change
96	Plus, per table over 1 table	Reso CC-2001-004	\$11	\$11	no change
97	Bingo	Reso CC-2001-004			
98	Seller / Leasor of supplies	Reso CC-2001-004	\$26	\$26	no change
99	Equipment Renewal	Reso CC-2001-004	\$26	\$26	no change
100	Manager of Game	Reso CC-2001-004	\$26	\$26	no change
101	Cabaret	Reso CC-2001-004	\$103	\$103	no change
102	Dance Hall	Reso CC-2001-004	\$258	\$258	no change
103	Professional Entertainment	Reso CC-2001-004	\$103	\$103	no change
104	Theater / burlesque	Reso CC-2001-004	\$515	\$515	no change
105	Pawnshop, Secondhand Dealer	Reso CC-2001-004	\$206	\$206	no change
106	Musician / Street	Reso CC-2001-004	\$26	\$26	no change
107	Games of Skill	Reso CC-2001-004			
108	Bowling Machine	Reso CC-2001-004	\$26	\$26	no change
109	Pinball Machine	Reso CC-2001-004	\$26	\$26	no change
110	Pool Table	Reso CC-2001-004	\$26	\$26	no change
111	Shuffleboard	Reso CC-2001-004	\$26	\$26	no change
112	Mechanical Game (Device)	Reso CC-2001-004	\$26	\$26	no change
113	Electronic Game (Device)	Reso CC-2001-004	\$26	\$26	no change
114	Similar Devices	Reso CC-2001-004	\$26	\$26	no change
115	House Number Painter	Reso CC-2001-004	\$26	\$26	no change
116	Retail / Service	Reso CC-2001-004			
117	Acupressure	Reso CC-2001-004	\$155	\$155	no change
118	Bar, Beer	Reso CC-2001-004	\$284	\$284	no change
119	Bar, Liquor	Reso CC-2001-004	\$284	\$284	no change
120	Check Cashing	Reso CC-2001-004	\$258	\$258	no change

City of Lawndale
Business License and Permit Fee Schedule
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Rate	Proposed Rate	Proposed Increase
121	Computer Dating / Dating Services	Reso CC-2001-004	\$515	\$515	no change
122	Fortune-Telling	Reso CC-2001-004	\$258	\$258	no change
123	Kennel	Reso CC-2001-004	\$206	\$206	no change
124	Massage Establishment	Reso CC-2001-004	\$515	\$515	no change
125	Plus: Massage Technician License	Reso CC-2001-004	\$103	\$103	no change
126	Private Patrol	Reso CC-2001-004	\$52	\$52	no change
127	Solicitor	Reso CC-2001-004	\$284	\$284	no change
128	Solicitor Agent	Reso CC-2001-004	\$11	\$11	no change
129	Solid Waste (per Truck)	Reso CC-2001-004	\$721	\$721	no change
130	Taxicab Co (substantially located within City)	Reso CC-2001-004	\$103	\$103	no change
131	Tobacco Retailer License	Reso CC-2001-004	\$155	\$155	no change

City of Lawndale
Engineering and Encroachment Permit Fees
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Current Deposit	Proposed Fee	Proposed Deposit	Proposed Fee Increase	Proposed Deposit Increase
1	Permit Issuance Fee	Reso CC-0403-019			\$150		\$85	
2	Permit Issuance Fee - for Encroachment Permits, Excavation Permits, or Construction Permits (Issuance Fee Only, Additional Fees May Apply)	Reso CC-0403-019	\$65					
3								
4	Permit Fee	Reso CC-0403-019			\$300		\$160	
5	Curb and Gutter (per 200 LF or fraction thereof)	Reso CC-0403-019	\$140					
6	Curb Drain	Reso CC-0403-019	\$140		\$300		\$160	
7	Driveway Approach - Residential (per approach)	Reso CC-0403-019	\$140		\$300		\$160	
8	Driveway Approach - Non-Residential (per approach)	Reso CC-0403-019	\$160		\$450		\$290	
9	Sidewalk (per 200 LF or fraction thereof)	Reso CC-0403-019	\$140		\$300		\$160	
10	Pavement (per 500 SF or fraction thereof)	Reso CC-0403-019	\$140		\$300		\$160	
11	Trenching (per 500 SF or fraction thereof)	Reso CC-0403-019	\$140		\$300		\$160	
12	Additional Inspection Fee / Missed Inspection Fee (each)	Reso CC-0403-019	\$75/hr		\$150		n/a	
13	Inspections Outside of Normal Business Hours	Reso CC-0403-019	n/a		1.5x standard fee / billing rate		1.5x standard fee / billing rate	
14								
15	Encroachment Permit Fee (Holiday Specific Exceptions)	Reso CC-1012-070						
16	Homeowner Holiday Decorations Only (non-electrical)	Reso CC-1012-070	no charge		no charge		no change	
17	Business Issuance of "Temporary No Parking" Permit	Reso CC-1012-070						
18	a) Permit Issuance Fee, plus	Reso CC-1012-070	\$65		\$75		\$10	
19	b) Per Day Fee	Reso CC-1012-070	\$20		\$25		\$5	
20								
21	Construction and Demolition Materials Management	Reso CC-0701-005						
22	Construction and Demolition Materials Management Plan - Application Plan Review and Deposit Administration Fee	Reso CC-0701-005	\$88		\$113		\$25	

**City of Lawndale
Engineering and Encroachment Permit Fees
July 1, 2021**

Line #	Description	Authority for Existing Rate	Current Fee	Current Deposit	Proposed Fee	Proposed Deposit	Proposed Fee Increase	Proposed Deposit Increase
23	Appeal of Decision to Deny Exemption or Withhold all or any Portion of Security Deposit	Reso CC-0701-005	\$400		\$600		\$200	
24								
25	Public Right-of-Way Use Permit Fees	Reso CC-0403-019						
26	Street Closures (per day)	Reso CC-0403-019	\$100		\$150		\$50	
27	Lane Closures (per day, per lane)	Reso CC-0403-019	\$50		\$75		\$25	
28	Temporary "No Parking" (per day)	Reso CC-0403-019						
29	a) Up to 250 LF	Reso CC-0403-019	\$50		\$75		\$25	
30	b) each add'l LF	Reso CC-0403-019	\$1		\$1		\$0	
31	Parade/March/Procession Permit (per event)	Reso CC-0403-019						
32	a) Permit, plus	Reso CC-0403-019	\$100	n/a	\$300		\$200	See fee schedule
33	b) actual costs of personnel other permits req'd, plus	Reso CC-0403-019						\$1,000 - \$5,000
34	c) Security/damage/clean-up deposit	Reso CC-0403-019						
35	Bus Benches (per bench)	Reso CC-0403-019						
36	a) Permit, plus	Reso CC-0403-019	\$150		\$225		\$75	
37	b) Security/damage/clean-up deposit	Reso CC-0403-019				\$500		\$500
38	Newspaper Racks (per rack)	Reso CC-0403-019						
39	a) Permit, plus	Reso CC-0403-019	\$25		\$75		\$50	
40	b) Security/damage/clean-up deposit (per application)	Reso CC-0403-019				\$500		\$500
41	Temporary Trash Bin/Dumpster Permit in Right-of-Way	Reso CC-0403-019						
42	a) Initial (up to five consecutive days)	Reso CC-0403-019	\$50		\$75		\$25	
43	b) Renewal (up to additional five consecutive days)	Reso CC-0403-019	\$50		\$75		\$25	
44	c) Initial deposit	Reso CC-0403-019		\$200		\$250		\$50
45								
46	Improvement Plan Review and Inspection (Cost Est.)	Reso CC-0403-019						
47	a) Plan Review	Reso CC-0403-019		varies		5% with \$1,200 minimum fee		n/a
48	i) First \$250,000	Reso CC-0403-019						
49	ii) Next \$250,000 up to \$500,000	Reso CC-0403-019		varies		4%		n/a
50	iii) Over \$500,000	Reso CC-0403-019		varies		3%		n/a

City of Lawndale
Engineering and Encroachment Permit Fees
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Current Deposit	Proposed Fee	Proposed Deposit	Proposed Fee Increase	Proposed Deposit Increase
51	b) Inspection	Reso CC-0403-019						n/a
52	i) First \$250,000	Reso CC-0403-019		varies		5% with \$1,200 minimum fee		n/a
53	ii) Next \$250,000 up to \$500,000	Reso CC-0403-019		varies		4%		n/a
54	iii) Over \$500,000	Reso CC-0403-019		varies		3%		n/a
55								
56	Grading Plan Review and Inspection	Reso CC-0403-019						n/a
57	a) Plan Review	Reso CC-0403-019		varies		\$1,200 deposit with \$600 minimum fee		n/a
58	b) Inspection	Reso CC-0403-019		varies		\$1,200 deposit with \$600 minimum fee		n/a
59								
60	Landscape Plan Review and Inspection	Reso CC-0403-019						n/a
61	a) Plan Review	Reso CC-0403-019		varies		\$600 deposit with \$600 minimum fee		n/a
62	b) Inspection	Reso CC-0403-019		varies		\$300 deposit with \$300 minimum fee		n/a
63								
64	Map Review	Reso CC-0403-019						new
65	a) Lot Line Adjustment	Reso CC-0403-019		n/a		See Planning		new
66	b) Lot Merger	Reso CC-0403-019		n/a		See Planning		new
67	c) Tentative Parcel/Tract Map	Reso CC-0403-019		n/a		See Planning		new

City of Lawndale
Engineering and Encroachment Permit Fees
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Current Deposit	Proposed Fee	Proposed Deposit	Proposed Fee Increase	Proposed Deposit Increase
68	d) Final Map	Reso CC-0403-019	n/a	n/a		See Planning		new
69	e) Certificate of Compliance	Reso CC-0403-019	varies	varies		\$1,800		n/a
70								
71	Report / Special Studies Review	Reso CC-0403-019						
72	Review of Reports or Special Studies Not Recovered via other deposit based billings (e.g. Hydrology, soils, NPDES, SWPPP, etc.)	Reso CC-0403-019	varies	varies		\$2,000		n/a
73								
74	Traffic Control	Reso CC-0403-019						
75	Oversize Load Permit	Reso CC-0403-019						
76	a) One Day	Reso CC-0403-019	\$16		\$16			no change
77	b) Annual	Reso CC-0403-019	\$90		\$90			no change
78	Traffic Control Plan Review	Reso CC-0403-019						
79	a) Minor (Local Streets)	Reso CC-0403-019	varies		\$113			n/a
80	b) Major (Arterial Streets)	Reso CC-0403-019	varies		\$450			n/a
81								
82	Vacation / Easement Processing	Reso CC-0403-019		\$1,000		\$2,500		\$1,500
83	Street / Alley Vacation	Reso CC-0403-019		\$2,000		\$2,500		\$500
84	Easement	Reso CC-0403-019						
85								
86	Parking Permit District Fees	Reso CC-1003-018						
87	Parking Permit District Application Fee	Reso CC-1003-018						
88	a) Driveway Parking Permit District	Reso CC-1003-018	\$534		\$534			no change
89	b) Preferential or Overnight Parking Permit District	Reso CC-1003-018	\$819		\$819			no change
90	Parking Permit Issuance Fee	Reso CC-1003-018						
91	a) Driveway Parking Permit (per year)	Reso CC-1003-018	\$38		\$38			no change
92	b) Preferential or Overnight Parking Permit	Reso CC-1003-018						
93	i) One Permit per Household (per year)	Reso CC-1003-018	\$38		\$38			no change
94	ii) Two Permits per Household (per year)	Reso CC-1003-018	\$40		\$40			no change
95	Issuance of Replacement Permit or Second Permit	Reso CC-1003-018	\$8		\$8			no change
96	Violation Fee (per violation)	Reso CC-1003-018	\$45		\$45			no change
97								
98	Franchise Review Fee	Reso CC-9203-16						
99	Franchise Review Fee	Reso CC-9203-16		\$5,000		\$5,000		no change
100								
101	Other	Reso CC-0403-019						

City of Lawndale
Engineering and Encroachment Permit Fees
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Current Deposit	Proposed Fee	Proposed Deposit	Proposed Fee Increase	Proposed Deposit Increase
102	Time Extension	Reso CC-0403-019	n/a	n/a	\$150		\$150	
103	Excess Plan Review (more than 3 reviews) (per hour)	Reso CC-0403-019				See hourly billing rate schedule		new
104	Excess Inspections / Missed Inspection (each)	Reso CC-0403-019	n/a		\$150		\$150	
105	Other Services Provided	Reso CC-0403-019	n/a		See hourly billing rate schedule		n/a	

City of Lawndale
 AB 939 Fee
 July 1, 2021

Line #	Description	Authority for Existing Rate	Current Rate	Proposed Rate	Proposed Increase
1	AB 939 Fee	Reso CC-1201-010	12% of gross receipts	12% of gross receipts	no change

City of Lawndale
Fireworks Stand Permit Fee
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Proposed Fee	Proposed Increase
1	Fireworks Stand Permit Fee	Reso CC-9512-117	\$150	\$300	\$150

City of Lawndale
False Alarm Response Fees
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Proposed Fee	Proposed Increase
1	False Alarm Response	Reso CC-1303-014			
2	False Alarm Response	Reso CC-1303-014			
3	a) First Response	Reso CC-1303-014	no charge	no charge	no change
4	b) Second Response	Reso CC-1303-014	no charge	no charge	no change
5	c) Third Response	Reso CC-1303-014	no charge	\$100	\$100
6	d) Each Additional Response	Reso CC-1303-014	\$90	\$125	\$35

City of Lawndale
 Parking Permit Fees
 July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Proposed Fee	Proposed Increase
1	<i>Parking Permits</i>				
2	<i>Parking Permit</i>		\$16	\$30	\$14
3					
	<i>a) Recreational Vehicle Parking Permit</i>	<i>Reso CC-1710-052</i>			
4	<i>b) Trailer and Oversized Vehicle Parking Permit</i>	<i>Reso CC-0905-032</i>	\$5	\$30	\$25
5	<i>c) Replacement of Parking Permit</i>	<i>Reso CC-1710-052</i>	\$6	\$30	\$24

City of Lawndale
 Planning and Entitlement Fees
 July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fixed Fee	Current Deposit	Proposed Fixed Fee	Proposed Deposit	Proposed Fee Increase	Proposed Deposit Increase
1	Appeals	Reso CC-1712-059						
2	Appeal to Planning Commission	Reso CC-1712-059		\$2,263		\$2,500		\$237
3	Appeal to City Council	Reso CC-1712-059		\$2,263		\$2,500		\$237
4								
5	CEQA / Environmental Review	Reso CC-1712-059						
6	Negative Declaration/Mitigated Negative Declaration	Reso CC-1712-059		\$4,472		\$5,000		\$528
7	Environmental Impact Report	Reso CC-1712-059		\$7,272		\$10,000		\$2,728
8								
9	Condominium / Apartment Conversion Review	Reso CC-1712-059						
10	Apartment / Condominium Conversion Review	Reso CC-1712-059		\$5,063		\$10,000		\$4,937
11								
12	Convenants, Conditions, Restrictions (CC&R's)	Reso CC-1712-059						
13	Covenants, Conditions, Restrictions (CC&Rs)	Reso CC-1712-059		\$965		\$3,500		\$2,535
14								
15	Design Review	Reso CC-1712-059						
16	Design Review	Reso CC-1712-059		\$1,405		\$2,000		\$595
17								
18	Development Permit	Reso CC-1712-059						
19	Development Permit	Reso CC-1712-059		\$4,188		\$6,500		\$2,312
20								
21	Extension	Reso CC-1712-059						
22	Time Extension	Reso CC-1712-059		\$2,123		\$2,500		\$377
23								
24	General Plan Amendment / Specific Plan Amendment / Zone Change	Reso CC-1712-059						
25	General Plan Amendment	Reso CC-1712-059		\$6,765		\$8,000		\$1,235
26	Specific Plan Amendment / Zone Change / Planning Text Amendment	Reso CC-1712-059		\$6,765		\$8,000		\$1,235
27								
28	Land Use Determination	Reso CC-1712-059						
29	Land Use Determination	Reso CC-1712-059		\$2,543		\$3,500		\$957
30								
31	Map Review Fees	Reso CC-1712-059						
32	Tentative Parcel/Tract Map	Reso CC-1712-059		\$3,470		\$5,000		\$1,530
33	Final Map	Reso CC-1712-059		\$2,914		\$4,000		\$1,086

City of Lawndale
 Planning and Entitlement Fees
 July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fixed Fee	Current Deposit	Proposed Fixed Fee	Proposed Deposit	Proposed Fee Increase	Proposed Deposit Increase
34	Lot Line Adjustment	Reso CC-1712-059		\$1,074		\$1,500		\$426
35	Lot Merger	Reso CC-1712-059		\$1,074		\$1,500		\$426
36								
37	Restrictive Use Covenant	Reso CC-1712-059				\$1,000	(\$843)	\$1,000
38	Restrictive Use Covenant	Reso CC-1712-059	\$843					
39								
40	Site Plan Review/Planning Plan Check	Reso CC-1712-059				\$2,500		\$686
41	Site Plan Review/Planning Plan Check	Reso CC-1712-059		\$1,814				
42								
43	Special Use Permit	Reso CC-1712-059				\$8,000		\$2,937
44	Special Use Permit	Reso CC-1712-059		\$5,063				
45								
46	Variance	Reso CC-1712-059				\$5,000		\$1,317
47	Variance	Reso CC-1712-059		\$3,276 - \$3,683				
48								
49	Wireless Facilities Plan Review	Reso CC-1712-059				\$2,500		(\$2,952)
50	Administrative/Plan Check Review Wireless	Reso CC-1712-059		\$5,452				
51								
52	Minor Permitting and Reviews (Fixed Fees)	Reso CC-1712-059				\$139	(\$0)	
53	Business License Review/App	Reso CC-1712-059	\$139					
54	Director's Determination	Reso CC-1712-059	\$294			\$465	\$171	
55	Flat Work Permit/Inspection	Reso CC-1712-059	\$237			\$390	\$153	
56	Fence Plan/Inspection	Reso CC-1712-059	\$324			\$420	\$96	
57	Minor Development	Reso CC-1712-059	\$1,195			\$1,875	\$680	
58	Covenants of Easements	Reso CC-1712-059	\$727			\$1,000	\$273	
59	Shed Permit	Reso CC-1712-059	\$237			\$390	\$153	
60	Temporary Banner/Sign Review and Inspection	Reso CC-1712-059	\$67			\$115	\$48	
61								
62	Letters / Reports / Research	Reso CC-1712-059				\$450	(\$23)	
63	Planning Letter	Reso CC-1712-059	\$473					
64	Residential Property Report	Reso CC-1712-059	\$205			\$240	\$35	
65	Zoning Verification Letter Per Property	Reso CC-1712-059	\$473			\$450	(\$23)	
66	Research	Reso CC-1712-059	\$505			\$450	(\$55)	
67								
68	Other	Reso CC-1712-059				\$140		\$14
69	Re-Inspection (each, per hour)	Reso CC-1712-059				\$154		

City of Lawndale
 Planning and Entitlement Fees
 July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fixed Fee	Current Deposit	Proposed Fixed Fee	Proposed Deposit	Proposed Fee Increase	Proposed Deposit Increase
70	Expedited Service Request	Reso CC-1712-059	n/a		1.5x standard fee and billing rates		new	
71	Other Services Provided	Reso CC-1712-059	n/a		See hourly billing rate schedule		n/a	

City of Lawndale
 Vehicle Release Fees
 July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Proposed Fee	Proposed Increase
1	Vehicle Release				
2	Vehicle Release Fee	Reso CC-1407-031	\$128	\$165	\$37
3	Repossessed Vehicle Report Filing Fee				
4	Repossessed Vehicle Report Filing Fee	CA Government Code 41612	n/a	\$15	\$15

City of Lawndale
Youth Sports and Day Camp Fees
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Resident	Current Non-Resident	Proposed Resident	Proposed Non-Resident	Proposed Resident Increase	Proposed Non-Resident Increase
1	YOUTH SPORTS FEES							
2	Youth Basketball	Reso CC-1709-044	\$60	\$85	\$60	\$85	no change	no change
3	Youth Soccer	Reso CC-1709-044	\$60	\$85	\$60	\$85	no change	no change
4	Youth Sports Volunteer Coach Discount	CC Mtg. 5/19/2014	50%	50%	50%	50%	no change	no change
5	SUMMER DAY CAMP FEES							
6	Summer Day Camp (M - Th)	Reso CC-1709-044	\$100	\$140	\$100	\$140	no change	no change
7	Summer Day Camp Field Trips and Transportation		Actual Cost of field trip plus \$10 Bus Fee	Actual Cost of field trip plus \$10 Bus Fee	Actual Cost of field trip plus \$10 Bus Fee	Actual Cost of field trip plus \$10 Bus Fee	no change	no change
8	REGISTRATION REFUND PROCESSING FEE	Reso CC-1709-044						
9	Registration Refund Processing Fee (applicable fee for sports programs, camp, class, club, excursion fees, etc.)	Reso CC-1302-010	\$5	\$5	\$15	\$15	\$10	\$10

City of Lawndale
 Facility Rental Fees
 July 1, 2021

Line #	Description	Authority for Existing Rate	Current Rate	Current Deposit	Proposed Rate	Proposed Deposit	Proposed Rate Increase	Proposed Deposit Increase
1	Community Center Rental	Reso CC-1205-038						
2	Meeting Room	Reso CC-1205-038						
3	a) Full Room	Reso CC-1205-038	\$64	\$500	\$100	\$500	\$36	no change
4	b) Half-Room	Reso CC-1205-038	\$32	\$250	\$50	\$250	\$18	no change
5	Main Event Room	Reso CC-1205-038						
6	a) Full Room	Reso CC-1205-038	\$134	\$1,000 Security; \$500 Alcohol	\$200	\$1,000 Security; \$500 Alcohol	\$66	no change
7	b) Half-Room	Reso CC-1205-038	\$67	\$500 Security; \$500 Alcohol	\$100	\$500 Security; \$500 Alcohol	\$33	no change
8	Kitchen Use	Reso CC-1205-038						
9	a) Partial Use	Reso CC-1205-038	\$100	\$250	\$150	\$250	\$50	no change
10	b) Full Use	Reso CC-1205-038	\$200	\$500	\$250	\$500	\$50	no change
11	Stage Use	Reso CC-1205-038	\$75	\$250	\$75	\$250	no change	no change
12	Staffing	Reso CC-1205-038	\$15		\$25		\$10	no change

City of Lawndale
Facility / Field Rental Fees
July 1, 2021

Line #	Description	Authority for Existing Rate	Current			Proposed			Current			Proposed			Current			Proposed						
			Resident - Non-Profit	Resident - Private	Non-Resident - Profit	Resident - Non-Profit	Resident - Private	Non-Resident - Profit	Resident - Non-Profit	Resident - Private	Non-Resident - Profit	Resident - Non-Profit	Resident - Private	Non-Resident - Profit	Resident - Non-Profit	Resident - Private	Non-Resident - Profit	Resident - Non-Profit	Resident - Private	Non-Resident - Profit				
1	Gymnasium	Reso CC-1009-051	\$15	\$20	\$25	\$30	\$30	\$30	\$40	\$50	\$60	\$15	\$20	\$25	\$30	\$30	\$40	\$50	\$60	\$15	\$20	\$25	\$30	
2	Baseball Fields	Reso CC-1009-051	\$10	\$15	\$20	\$25	\$30	\$30	\$40	\$50	\$60	\$20	\$25	\$30	\$40	\$50	\$60	\$20	\$25	\$30	\$25	\$30	\$35	
3	Soccer / Football Fields	Reso CC-1009-051	\$10	\$15	\$20	\$25	\$30	\$30	\$40	\$50	\$60	\$20	\$25	\$30	\$40	\$50	\$60	\$20	\$25	\$30	\$25	\$30	\$35	
4	Track	Reso CC-1009-051	\$10	\$15	\$20	\$25	\$30	\$30	\$40	\$50	\$60	\$20	\$25	\$30	\$40	\$50	\$60	\$20	\$25	\$30	\$25	\$30	\$35	
5	Snack Bar	Reso CC-1009-051	n/a	n/a	n/a	n/a	\$75	\$75	\$100	\$125	\$150	\$75	\$75	\$100	\$125	\$150	\$75	\$75	\$100	\$125	\$125	\$150	\$150	
6	Park Community Room	Reso CC-1009-051	\$25	\$25	\$25	\$40	\$40	\$40	\$45	\$50	\$55	\$25	\$25	\$25	\$40	\$40	\$45	\$50	\$55	\$15	\$15	\$20	\$25	\$30
7	Show Wagon Mobile Trailer	Reso CC-1009-051	\$250	n/a	n/a	n/a	\$450	\$450	n/a	n/a	n/a	\$200	\$200	\$200	n/a	n/a	n/a	n/a	n/a	\$200	\$200	n/a	n/a	n/a

City of Lawndale
Facility Rental Reservation Cancellation Fees
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Proposed Fee	Proposed Increase
1	Facility/Field Rental Cancellation Fees / Refund Policy	Reso CC-1302-010			
2	Refund Processing Fee (applies to all refunds processed for facility rentals)	Reso CC-1302-010	\$5	\$15	\$10
3	Cancellation Fee				
4	a) Cancellation Notice Received Less than 15 days before rental		n/a	100% of fees due, no refund provided	new
5	b) Cancellation Notice Received 15-30 days before rental		n/a	50% of fees due, 50% refund provided	new
6	c) Cancellation Notice Received 30-days before rental		n/a	0% of fees due, 100% refund provided; processing fee still applies	new

City of Lawndale
Community Garden Fees
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Current Deposit	Proposed Fee	Proposed Deposit	Proposed Fee Increase	Proposed Deposit Increase
1	Community Garden	Reso CC-1009-051						
2	Community Garden	Reso CC-1009-051						
3	a) Lawndale Resident	Reso CC-1009-051						
4	i) Senior	Reso CC-1009-051	\$15	\$25	\$25	\$25	\$10	\$0
5	ii) All Others	Reso CC-1009-051	\$25	\$25	\$35	\$25	\$10	\$0
6	b) Non-Resident	Reso CC-1009-051	\$40	\$25	\$50	\$25	\$10	\$0

City of Lawndale
Block Party Permit Fees
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Proposed Fee	Proposed Increase
1	Block Party Permit	Reso CC-9805-35			
2	Block Party Permit	Reso CC-9805-35			
3	a) Permit Fee	Reso CC-9805-35	varies	\$100	n/a
4	b) Special Services Required from City Staff (e.g. on-site support, clean-up, etc.)	Reso CC-9805-35	n/a	Overtime rate - 2 hour minimum	new
5	c) Refundable Deposit for Use of City Equipment or Special Services Required	Reso CC-9805-35	\$500	\$500	no change

City of Lawndale
Administrative Citations
July 1, 2021

Line #	Description	Authority for Existing Rate	Current Amount	Proposed Amount	Proposed Increase
1	Administrative Citation	Reso CC-2009-053			
2	Administrative Citation	Reso CC-2009-053			
3	a) First Violation	Reso CC-2009-053	\$100	\$100	no change
4	b) Second Violation	Reso CC-2009-053	\$250	\$250	no change
5	c) Third Violation	Reso CC-2009-053	\$500	\$500	no change
6	Administrative Citation - Violation of LMC Chapter 8.12 (Fireworks)	Reso CC-2009-053	\$1,000	\$1,000	no change
7	Late Payment Fee for Administrative Citations	Reso CC-2009-053			
8	a) First Month Late	Reso CC-2009-053	50%	50%	no change
9	b) Each Additional Month Late	Reso CC-2009-053	10%	10%	no change
10	c) Maximum Late Fees	Reso CC-2009-053	100%	100%	no change

City of Lawndale
 Cancellation of Citation Linked to Display of Disabled Placard
 July 1, 2021

Line #	Description	Authority for Existing Rate	Current Fee	Proposed Fee	Proposed Increase
1	Administrative Fee for Processing Cancellation of Citation Linked to Display of Disabled Placard	Reso CC-0712-083	\$25	\$25	no change

ATTACHMENT "C"

Daily Breeze

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

5007750

CITY OF LAWNSDALE/CITY CLERK'S OFFICE
ACCOUNTS PAYABLE
14717 BURIN AVE
LAWNSDALE, CA 90260

**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:

03/25/2021, 03/31/2021

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

Dated at Torrance, California
On this 1st day of April, 2021.

Pauline Fernandez

Signature

*The Daily Breeze circulation includes the following cities: Carson, Compton, Culver City, El Segundo, Gardena, Harbor City, Hawthorne, Hermosa Beach, Inglewood, Lawnsdale, 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.

(Space below for use of County Clerk Only)

Legal No. **0011451234**

**CITY OF LAWNSDALE
Notice of Public Hearing**

NOTICE IS HEREBY GIVEN that the Lawnsdale City Council will conduct a public hearing to consider RESOLUTION No. CC-2104-017: Adoption of User and Regulatory Fees (Master Fee Schedule). All interested parties are encouraged to appear and express concerns on the proposal. If you challenge the nature of the proposed action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the City Council at or prior to the public hearing. The public hearing will be held on April 5, 2021 at 6:30 p.m. in the Lawnsdale City Hall located at 14717 Burin Ave., Lawnsdale, California 90260 via WebEx. For further information regarding this matter, you may contact the City Clerk Department at (310) 973-3200.

**Pub Mar 25; Apr 31, 2021
(21)DB(11451234)**



CITY OF LAWDALE

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

DATE: April 5, 2021
TO: Honorable Mayor and City Council
FROM: Kevin M. Chun, City Manager *[Signature]*
PREPARED BY: Michael Reyes, Director of Municipal Services *[Signature]*
SUBJECT: **Updated Illegal Fireworks Suppression Plan for 2021**

BACKGROUND

The City of Lawndale, like many municipalities is challenged in the days and months before and after the July 4th holiday with an onslaught of illegal fireworks usage which create noise and air pollution, health and safety issues, and a general disturbance for the community. While the City Council wishes to continue the use and sales of legal, safe and sane fireworks, it has also expressed their strong desire to limit the amount of illegal fireworks being used each year, and take stringent enforcement action against those causing such disturbances in the community.

STAFF REVIEW

In February 2021, staff proposed several concepts for addressing the sale and use of illegal fireworks this July 4th holiday season. Following further review and analysis by the City Attorney's Office and the Sheriff's Department, this report is intended to inform the City Council and community of staff's final recommendations for implementing an illegal fireworks suppression plan for this July 4th holiday season.

The following suppression concepts have been discussed with the City Attorney in regards to their legality, with the Sheriff's Department regarding safety and practicality for deputies, and there is consensus that the plan can be successfully implemented.

LASD PRESENCE

SAO Deputies

- The four Special Assignment Officer (SAO) deputies assigned to the City are currently scheduled to work morning to afternoon shifts seven days a week. The first two-man SAO crew is scheduled to work Sunday - Wednesday, and the second SAO crew from Wednesday - Saturday.
- For illegal fireworks suppression detail, starting on May 17th and continuing through July 5th, all four SAO deputies will begin their shifts at 1600 hours (4:00 PM) and work until 0200 hours (2:00 AM). Adjusting their shifts will position them to observe more illegal fireworks violations

City Council Meeting – April 5, 2021
Updated Illegal Fireworks Suppression Plan for 2021

which typically occur in the evening and early morning hours. This shift modification will still allow for SAO coverage seven days a week.

- From Friday, July 2nd through Monday, July 5th, all four SAO deputies will work the same shift (1600 – 0200 hours) so that the City can have the largest deputy presence during the anticipated heaviest period of illegal firework usage.

Additional Deputies

- In addition to the four SAO deputies, six overtime deputies will be added for these same four days and working the same shift (July 2-5, 1600 - 0200 hours), for a total of 10 deputies detailed for illegal fireworks suppression. These overtime deputies will be working as two man teams in undercover rental cars to be provided by the City. The rental cars will not be recognizable to violators as Sheriff's Department vehicles and will allow deputies to observe violating parties in the act of lighting illegal fireworks much easier than in marked black and white cruisers.

Sheriff's Department Enforcement Plan

- Deputies will make contact with violating parties who are observed in possession of or lighting illegal fireworks and issue Administrative Citations provided by the City, rather than criminal citations as in previous years. Illegal fireworks will also be confiscated by the deputies.
- When deputies observe illegal fireworks emanating from places where physical barriers exist that prevent the deputies from seeing the violating party, such as fences and backyard walls, deputies will begin to fill out an Administrative Citation with as much information as they can provide, such as address of property, time of incident, and include any photographic evidence that they can gather, along with a brief narrative on the front of the citation describing their observation. These partially completed citations will then be submitted by the deputies to the Municipal Services Department. The Municipal Services Department will then use the information provided by the deputies that observed the illegal activity and issue a citation to the property owner from information available in the City's Citizen Serve program the following day.
 - The Sheriff's Department is confident that this new process will allow for a greater number of citations to be issued than in previous years, and also reduce confrontations between its deputies and potentially combative and inebriated violating parties.

COMMUNICATIONS WITH THE COMMUNITY

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

- Heavy rotation on the City's social media sites, cable TV channel, and website advising of increased presence by deputies in undercover vehicles, and the potential issuance of Administrative Citations to property owners for allowing illegal fireworks to be used on their property.

City Council Meeting – April 5, 2021
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- Message trailer on Hawthorne Boulevard displaying the new fine amounts as well as a banner spanning Hawthorne Boulevard advising that illegal fireworks are prohibited.
- Mailers and email will be sent to property and business owners advising them of their liability for any illegal fireworks use that occurs on their property, whether or not they are present when the violation is observed. These mailers will provided updated information about the new enforcement techniques that are to be utilizing to reduce illegal fireworks usage.

NEW ENFORCEMENT TECHNIQUES - New enforcement techniques will also be introduced that have not been used in previous years, including:

- Administrative Citations will be issued rather than criminal citations, as in years past, eliminating the City's reliance on the Courts to impose fine amounts. Unpaid Administrative Citations will also be processed through collections in a similar manner as with Parking Citations.
- The existing Lawndale Municipal Code section 8.12.120, regarding the \$1,000 maximum fine for illegal firework use and possession will be amended to include a "Progressive Penalty" which will be created so that recurring violators, who are caught multiple times over a five year period lighting illegal fireworks can be issued a \$1,000 Administrative Citation for the first offense, and a \$2,000 for any subsequent illegal firework offense within a five year period of the original citation issue date.
- Property owners that allow fireworks to be used from their backyards or commercial properties, will be issued Administrative Citations if deputies observe illegal fireworks coming from their property, regardless of whether the property owners knew of the fireworks being used. Staff is currently working with the City Attorney to modify the existing municipal code to reflect this new level of enforcement which will be modeled after existing ordinances utilized by other cities for illegal firework suppression.

OPTIONAL ENFORCEMENT TECHNIQUE

- Resident reporting would allow residents to submit to the Municipal Services Department photographs or video footage showing illegal fireworks usage by their neighbors. As this new technique has the potential to create animosity amongst the residents, high standards would need to be met in order for an Administrative Citation to be issued.
 - Residents would have to provide clear and definitive photographic or video evidence of the violation.
 - Evidence provided by residents would have to definitively demonstrate that the incident occurred within Lawndale and be dated to prove it is current.
 - Residents would also have to be willing to appear as a witness against the violating party should the citation be appealed.

City Council Meeting – April 5, 2021
Updated Illegal Fireworks Suppression Plan for 2021

In meeting with the City Attorney and Sheriff's Department about resident reporting, it was determined that although there can be a path to legally issuing citations based on resident documentation, there are several concerns that were noted. First, allowing residents to report on their neighbors could create a sense of communal disharmony. Also, residents that wish to report on fellow residents would need to provide their names and information on each citation issued, and would be required to testify before a hearing officer should the citation be appealed, affectively removing any anonymity. Lastly, this would put staff in the middle of neighbor disputes, and give residents a tool for using the City against neighbors that they do not get along with. For this reason, staff recommends withdrawing the resident reporting concept from the Fireworks Suppression Plan until it can be further discussed and explored as to its effectiveness.

The City Attorney has examined each of these concepts and has determined that each of these new measures are legal and practical, and that they have been implemented by other cities to combat illegal firework usage in those communities. City staff seeks the City Council's approval of this plan as means for protecting the community from illegal fireworks. Staff understands that none of these measures taken individually or collectively will fully resolve the problem of illegal fireworks, however, these steps are staff's best recommendation for reducing illegal firework usage.

LEGAL REVIEW

The City Attorney has been consulted in the development of this plan and approves the implementation of these strategies.

FISCAL IMPACT

City staff expects projected costs of approximately \$25,000 - \$30,000 to include overtime pay for additional deputies, rental car costs for deputies to use over a period of several days, and additional costs for advertising the City's suppression plan and enforcement. Staff hopes to secure funding through the Justice Assistance Grant (JAG) program which in previous years has been used to pay for additional deputies for fireworks suppression detail. This year the City will receive an award of \$10,752 which will be put towards this year's fireworks suppression costs. According to the Sheriff's Department, this plan is expected to yield more Administrative Citations than in previous years, and therefore, is expected to generate sufficient fine revenue to pay for any related City expenses not paid for by the JAG grant.

RECOMMENDATION

Staff recommends that the City Council review and approve the proposed Illegal Fireworks Suppression Plan for 2021.



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

DATE: April 5, 2021
TO: Honorable Mayor and City Council
FROM: Matthew R. Ceballos, Assistant City Clerk *MC*
SUBJECT: Mayor/Councilmember Report of Attendance at Meetings and/or Events

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