



CITY OF LAWDALE

14717 Burin Avenue, Lawndale, California 90260

Phone (310) 973-3200 – www.lawndalecity.org

AGENDA OF THE LAWDALE CITY COUNCIL REGULAR MEETING

Monday, October 2, 2023 - 6:30 p.m.

Lawndale City Hall Council Chamber

14717 Burin Avenue

Any person who wishes to address the City Council regarding any item listed on this agenda or any other matter that is within its subject matter jurisdiction is invited, but not required, to fill out a [Public Meeting Speaker Card](#) and submit it to the City Clerk prior to the oral communications portion of the meeting. The purpose of the card is to ensure that the speaker's name is correctly recorded in the meeting minutes and, where appropriate, to provide contact information for staff follow-up.

How to observe the Meeting:

To maximize public safety while still maintaining transparency and public access, members of the public can now observe the meeting in person, with limited capacity, while strictly adhering to the [City Facilities Entry Protocols](#). Members of the public are still be able to view the meeting on [YouTube "Lawndale CityTV"](#), the [City Website](#), or Lawndale Community Cable Television on Spectrum & Frontier Channel 3.

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 and Inspiration)

C. PUBLIC SAFETY REPORT

- a. Los Angeles County Sheriff's Department Update
- b. Los Angeles County Fire Department Update

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

E. COMMENTS FROM COUNCIL

F. CONSENT CALENDAR

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

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

Recommendation: that the City Council approve.

2. **Accounts Payable Register**

Recommendation: that the City Council adopt Resolution No. CC-2310-039 authorizing the payment of certain claims and demands in the amount of \$508,313.83.

3. **Minutes of the Lawndale City Council Regular Meeting, September 18, 2023**

Recommendation: that the City Council approve.

4. **Routine Records Destruction**

Recommendation: that the City Council adopt Resolution No. CC-2310-038, approving the requests from the City Manager's Office, City Clerk's Department, Community Services Department and Public Works Department for authorization to destroy routine records as listed in the exhibits of the Resolution.

G. **ADMINISTRATION**

5. **Potential Reschedule and/or Cancellation of Upcoming City Council Meetings**

Recommendation: that the City Council 1.) discuss if the City Council wishes to cancel the meeting on Monday, November 20, 2023; 2.) Cancel the City Council meetings on Monday, January 1, 2024, and Monday, January 15, 2024, and reschedule a City Council meeting to Tuesday, January 16, 2024; and 3.) Cancel the City Council meeting on Monday, February 19, 2024; or 4.) Provide staff with other direction.

6. **Request for Additional Funding for Increase to Contract with SPCA (Society for the Prevention of Cruelty to Animals) for Kenneling and Animal Care Services**

Recommendation: that the City Council approve the Request for Additional Funding for Increase to Contract with SPCA (Society for the Prevention of Cruelty to Animals) for Kenneling and Animal Care Services, and Staff will prepare a new contract reflecting these changes for September 2023 - August 2024.

7. **Lawndale Beat Fixed-route Transportation System Ridership Report**

Recommendation: that the City Council 1.) receives and files this report; or 2) provides further direction.

8. **Public Works Part-Time Office Assistant Amendment**

Recommendation: that the City Council approve funding for the part-time Office Assistant position and approve the budget amendment of \$18,199.

H. **CITY MANAGER REPORT**

I. **ITEMS FROM CITY COUNCILMEMBERS**

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

J. CLOSED SESSION

10. Conference with Legal Counsel – Anticipated Litigation

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(2), because there is significant exposure to litigation in one (1) case. Facts unknown to the potential plaintiff.

K.

ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, October 16, 2023, 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 accommodation to attend or participate in meetings on a regular basis.

I hereby certify under penalty of perjury under the laws of the State of California that the Agenda for the regular meeting of the City Council to be held on October 2, 2023, was posted not less than 72 hours prior to the meeting.

/s/ Yvette Hall

Yvette Hall, Assistant City Clerk



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

DATE: October 2, 2023
TO: Honorable Mayor and City Council
FROM: Yvette Hall, Assistant City Clerk *YH*
SUBJECT: Motion Pertaining to the Reading of Ordinances

BACKGROUND

California Government Code reads, in part, as follows:

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

RECOMMENDATION

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

RESOLUTION NO. CC-2310-039

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWDALE, CALIFORNIA
AUTHORIZING CERTAIN CLAIMS AND DEMANDS
IN THE SUM OF \$508,313.83**

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

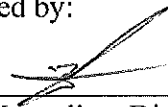
SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the Director of Finance, as certified below, hereby attests to the accuracy of these demands and to the availability of funds for the payment thereof.

SECTION 2. That the following claims and demands have been audited as required by law, and that appropriations for these claims and demands are included in the annual budget as approved by the City Council.

SECTION 3. That the claims and demands paid by check numbers 204881 through 204931 for the aggregate total of \$508,313.83 are hereby authorized.

Effective Date: October 2nd, 2023

Approved by:



Hrant Manuelian, Director of Finance

Gregory M. Murphy, City Attorney

PASSED, APPROVED AND ADOPTED this 2nd day of October 2023.

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-2310-039 at a regular meeting of said Council held on the 2nd day of October 2023, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Sirley Cuevas, Mayor Pro Tem					
Pat Kearney					
Rhonda H. Gorman					
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
9/14/2023	204881	204895	209,753.99	
9/21/2023	204896	204931	298,559.84	
Total Checks				508,313.83

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			508,313.83

Check Register Report

Date: 09/13/2023

Time: 8:54 am

Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
204881	09/14/2023	Printed		6878	ALTA LANGUAGE SERVICES, INC.	LISTENING & SPEAKING TEST	68.00
204882	09/14/2023	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	CITY HALL& MSD - QUARTERLY	1,008.00
204883	09/14/2023	Printed		2207	ASAP SIGN & BANNER, LLC	CLEAN UP WEEK BANNERS (2) EDIT	120.00
204884	09/14/2023	Printed		7665	EASY BADGES LLC	100 PRINTABLE PROXIMITY CARDS	339.00
204885	09/14/2023	Printed		8182	SHANE FALKENSTEIN	CONS & DEMO DEPOSIT REFUND	2,250.00
204886	09/14/2023	Printed		8125	G2K CONSTRUCTION, INC	PWD & SHERIFF STATION	197,529.08
204887	09/14/2023	Printed		8183	OMAR MIGUEL	PLANNING DEPOSIT REFUND	1,193.52
204888	09/14/2023	Printed		7890	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	39.68
204889	09/14/2023	Printed		6759	SMARTHIRE INC.	BACKGROUND CHECKS - JULY 2023	135.40
204890	09/14/2023	Printed		8120	TUCKER TOURS, LLC	TRAVEL CLUB - ED SULLIVAN SHOW	2,898.00
204891	09/14/2023	Printed		3672-CCK	U.S. BANK CORPORATE PAYMENT	CREDIT CARD PAYMENT	200.00
204892	09/14/2023	Printed		2883	UNDERGROUND SERVICE ALERT SC	DIG ALERT TICKETS& MAINT. FEE	132.06
204893	09/14/2023	Printed		5661	EDDIE URRUTIA	LC0683 DOG FEE REFUND	20.00
204894	09/14/2023	Printed		3373	VERIZON WIRELESS	M2M ACCOUNT SHARE DATA LINE	25.02
204895	09/14/2023	Printed		3373	VERIZON WIRELESS	DESK & CELL PHONE SERVICE	3,796.23
				Total Checks: 15			Checks Total (excluding void checks): 209,753.99
				Total Payments: 15			Bank Total (excluding void checks): 209,753.99
				Total Payments: 15			Grand Total (excluding void checks): 209,753.99

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 09/21/2023

Time: 10:09 am

Page: 1

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
204896	09/21/2023	Printed		1541	ALESHIRE & WYNDER, LLP	LEGAL SERVICES - AUG. 2023	1,271.00
204897	09/21/2023	Printed		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	940.47
204898	09/21/2023	Printed		2207	ASAP SIGN & BANNER, LLC	SIGNS & BOARDS - 2023 BLUE	303.19
204899	09/21/2023	Printed		0372C	AT & T - CALNET3	PHONE CHARGES	1,302.38
204900	09/21/2023	Printed		0158	CALIFORNIA JPIA	2023/24 ALL RISK PROPERTY INS.	107,659.00
204901	09/21/2023	Printed		7949	CHAPALA DANCE ACADEMY LLC	INSTRUCTOR FEES - MEXICAN FOLK	2,900.00
204902	09/21/2023	Printed		0615	CLEANSTREET, LLC	CITY-WIDE STREET SWEEPING	18,243.50
204903	09/21/2023	Printed		8158	DISCOUNTCELL INC	ANTENNAS/CABLES - INTERNET	926.64
204904	09/21/2023	Printed		0441	GOLDEN STATE WATER CO.	WATER USAGE SERVICES	17,190.39
204905	09/21/2023	Printed		8184	HENRIETTE HABASH	CONS & DEMO DEPOSIT REFUND	225.00
204906	09/21/2023	Printed		7104	KILGORE FITNESS SVC, LLC	SERVICE CALL FOR TREADMILLS	327.50
204907	09/21/2023	Printed		2773	L. A. CNTY DEPT PUBLIC WORKS	TRAFFIC SIGNAL ACCIDENT REPAIR	913.21
204908	09/21/2023	Printed		7362	LA UNIFORM & TAILORING INC	UNIFORMS FOR MSD GIANCARLO	198.28
204909	09/21/2023	Printed		7801	IGNATIUS LIN	PRSSC MEETING STIPEND	50.00
204910	09/21/2023	Printed		8107	JOANNE LOEZA	PRSSC MEETING STIPEND	50.00
204911	09/21/2023	Printed		7940	MARIPOSA LANDSCAPES, INC	IRRIGATION REPAIR - HAWTHORNE/	36,962.37
204912	09/21/2023	Printed		3781	PARS	FY 2023/24 PARS FEES	7,200.00
204913	09/21/2023	Printed		6123	PRUDENTIAL OVERALL SUPPLY	WEEKLY COVERALL CHARGES	415.83
204914	09/21/2023	Printed		5068	QUADIENT LEASING USA, INC	MAIL MACHINE LEASING SERVICES	712.16
204915	09/21/2023	Printed		8098	REECE PLUMBING	HAND DRYER - W. GREEN PARK	787.62
204916	09/21/2023	Printed		5895	RICOH USA INC	USAGE CHARGES FOR COPIERS-	681.12
204917	09/21/2023	Printed		1071	SHOETERIA INC.	WORK BOOTS FOR PWD CREW	532.38
204918	09/21/2023	Printed		8185	DEODORO SOLARES	CONS & DEMO DEPOSIT REFUND	510.00
204919	09/21/2023	Printed		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES ELECTRICITY	28,303.30
204920	09/21/2023	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	78.09
204921	09/21/2023	Printed		0211	SOUTHERN CALIFORNIA NEWS GROUP	LEGAL ADS - LOT SIZE EXEMPTION	2,424.49
204922	09/21/2023	Printed		8177	SOUTHWEST PATROL, INC.	ARMED SECURITY SERVICES	2,400.00
204923	09/21/2023	Printed		0346	SPARKLETTS	BOTTLE WATER SERVICE-	1,232.33
204924	09/21/2023	Printed		7752	TORRANCE AUTO REPAIR	TOWING FEE & MECHANIC FEE -	523.00
204925	09/21/2023	Printed		8141	TRANSPORTATION CONCEPTS	LAWNDALE BEAT FIXED ROUTE -	52,941.11
204926	09/21/2023	Printed		3938	TRANSTECH ENGINEERS INC	PROFESSIONAL SVCS - PWD	3,196.00
204927	09/21/2023	Printed		3672-CMD	U.S. BANK	CREDIT CARD PAYMENT	2,027.49
204928	09/21/2023	Printed		3672-MSD	U.S. BANK	CREDIT CARD PAYMENT	2,729.37
204929	09/21/2023	Printed		3672-PWD	U.S. BANK	CREDIT CARD PAYMENT	2,249.34
204930	09/21/2023	Printed		7768	UNITED SITE SERVICES	PORTABLE RESTROOM RENTAL	103.28
204931	09/21/2023	Printed		6697	DANIEL T WOODS	PRSSC MEETING STIPEND	50.00
Total Checks: 36						Checks Total (excluding void checks):	298,559.84
Total Payments: 36						Bank Total (excluding void checks):	298,559.84
Total Payments: 36						Grand Total (excluding void checks):	298,559.84

**DRAFT MINUTES
LAWNDALE CITY COUNCIL REGULAR MEETING
September 18, 2023**

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:33 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

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

Other Participants: City Manager Sean M. Moore, City Attorney Gregory M. Murphy, City Clerk Erica Harbison, Assistant City Clerk Yvette Hall, Deputy City Manager/Director of Human Resources Raylette Felton, Los Angeles County Sheriff's Department Sergeant Justin Smith, Los Angeles County Fire Department Assistant Battalion Chief Martin Maher, Municipal Services Director Michael Reyes, Finance Director Hrant Manuelian, Community Development Manager Jared Chavez, Public Works Director Lea Reis, Community Services Director Mike Estes

B. CEREMONIALS

Councilmember Suarez led the flag salute and City Clerk Harbison provided the inspiration.

C. PRESENTATION

1. Recognition of Candidate Nomination Finalist for the 2023 California Joint Powers Insurance Authority Capstone Award

Presentation of Certificate of Commendation to Deputy City Manager/ Director of Human Resources Raylette Felton for her outstanding contributions and achievement in Risk Management resulting in her Candidate Nomination as a Finalist for the 2023 California Joint Powers Insurance Authority Capstone Award.

Mayor Pullen-Miles presented the Certificate of Commendation to Deputy City Manager/ Director of Human Resources Raylette Felton for being a finalist for the 2023 California Joint Powers Insurance Authority (CJPIA) Capstone Award.

Deputy City Manager/ Director of Human Resources Felton thanked the City Council for the Certificate of Commendation.

D. PUBLIC SAFETY REPORT

a. Los Angeles County Sheriff's Department Update

Sergeant Smith summarized the recent law enforcement activities.

b. Los Angeles County Fire Department Update

Assistant Battalion Chief Maher summarized the recent Fire Department enforcement activities.

Councilmember Hofmann Gorman requested a report on the AP20 Pilot Program in the City.

Assistant Battalion Chief Maher responded that the Fire Department will prepare the requested report.

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

David Ross, Resident, commented on the State housing density laws, his request for public information, and the timeframe for the City to respond.

Michelle Pino, Library Manager, provided information on the upcoming library activities and announced that the library has a Security Guard inside their building.

Deena Sopko, Resident, commented on bulky items placed on the curb for pick-up, coyotes in the City, the Homeless Solutions Standing Committee meeting, an art gallery moving to the City and asked the City to look into installing license plate readers.

Randall Abram, Resident, commented on the illegal fireworks citations, the City's response time to disseminate information to residents, and on the armed security guards contracted by the City.

Bruce Milligan, Resident, thanked the City for repairing the lights and installing a trash receptacle at Hogan Park, parking problems on Osage Avenue, 167th Street and at Hogan Park, car sales on public streets, sprinkler system at Hogan Park, debris underneath the sidewalk, and California Department of Transportation (Caltrans) performing work and not removing their debris.

Monica Padilla, Resident, commented on the illegal fireworks citations received by residents, the short turnaround time before the citations expire, the bail amount to request an appeal hearing, and the illegal fireworks ordinance not being followed by the City.

Ray Hollar, Resident, commented that the Hawthorne Boulevard option for the Metro C Line (Green) Extension Project should be selected because it is more cost effective.

F. COMMENTS FROM COUNCIL

Councilmember Hofmann Gorman thanked everyone for their comments and asked Community Development Manager Chavez to address Mr. Ross' comment regarding his public records request. She asked Municipal Services Director Reyes to address the comment about coyote sightings in the City.

Community Development Manager Chavez confirmed that Mr. Ross submitted a public records request and stated that the City is currently investigating a possible code enforcement case at the subject property.

Municipal Services Director Reyes responded that staff has protocols to follow when there is a report of a coyote sighting. He stated that if there is an immediate danger, residents can call the Los Angeles County Sheriff's Department (LASD).

Councilmember Hofmann Gorman commented on the City's unhoused outreach efforts, utility box art program, license plate readers, illegal firework citations, the City's security guards and the issues at Hogan Park.

City Manager Moore responded that there are illegal firework citation appeals scheduled for the upcoming weeks and that a report will be provided to the City Council on the status. He commented that the armed security guards are working well with Municipal Services and LASD to address issues in the City.

Councilmember Hofmann Gorman asked Public Works Director Reis about Caltrans working in the City, the sprinkler system at Hogan Park, and the standing water in the storm drain.

Public Works Director Reis responded that staff will check the sprinkler system at Hogan Park, communicate with Caltrans on the work they are performing and check the storm drain with standing water.

Councilmember Hofmann Gorman commented that the City has publicized it does not allow illegal fireworks and asked City Manager Moore to comment on the citations. Councilmember Hofmann Gorman stated that she will attend the upcoming Metro meeting.

City Manager Moore stated that he cannot comment further on the illegal fireworks citation process as it is a legal matter.

Councilmember Kearney thanked everyone that spoke at tonight's meeting and asked City Manager Moore to comment on the City's compliance with the Regional Housing Needs Allocation (RHNA) numbers.

City Manager Moore commented that the City is working towards complying with the RHNA numbers and has already adopted its Housing Element Report.

Councilmember Kearney suggested that Resident Mr. Milligan contact the Municipal Services Department for information on parking issues and illegal car sales, requested the City to check on the standing water at Hogan Park, and commented on the upcoming Metro meetings.

Municipal Services Director Reyes responded that staff is working on the parking issues and illegal car sales reported by the resident.

City Manager Moore responded that staff is working with Caltrans to address the standing water in the storm drain and announced the upcoming Metro meeting dates.

Councilmember Suarez thanked everyone that attended tonight's meeting to make a public comment, announced Fall Clean-Up Week, asked how long residents have to appeal their illegal fireworks citation and requested an update on the illegal fireworks citation appeal results. Councilmember Suarez thanked Mr. Hollar for always attending the Metro related meetings.

Municipal Services Director Reyes responded that residents have 20 days to appeal a citation and that the City will provide an extension if requested.

Mayor Pro Tem Cuevas asked how the City is addressing the citations that are received late in the mail by residents.

Municipal Services Director Reyes replied that all citations were mailed in a timely manner and that extensions were provided several weeks after the holiday.

Mayor Pro Tem Cuevas asked for information on the costs to implement a citizen notification system.

Mayor Pullen-Miles thanked everyone that attended tonight's meeting and made public comments. He commented on the City's RHNA numbers, stated that there is no plan to implement a homeless shelter on Hawthorne Boulevard, refrigerator doors should be removed when placed on the sidewalk for safety reasons, coyotes, art on utility boxes, implementing a citizen notification system, and car sales on public streets. Mayor Pullen-Miles thanked staff for the clarification on the appeal extensions for citations, and asked if the City has the authority to change the fireworks citation bail amounts when a resident wants to request an appeal.

City Attorney Greg Murphy commented that a report on citation bail amounts will be provided to the City Council.

Mayor Pullen-Miles encouraged residents to attend the upcoming Metro meetings.

G. CONSENT CALENDAR

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

Recommendation: that the City Council approve.

3. **Accounts Payable Register**

Recommendation: that the City Council adopt Resolution No. CC-2309-036 authorizing the payment of certain claims and demands in the amount of \$1,496,722.51.

4. **Minutes of the Lawndale City Council Regular Meeting, August 21, 2023**

Recommendation: that the City Council approve.

5. **Consideration of Claims for Damage against the City**

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

6. **Disposal of Surplus Property**

Recommendation: that the City Council approve the auctioning of City surplus property, specifically the 2011 Ford El Dorado Transit Bus, by Ken Potter Auctions located in Carson, California to the highest bidder.

7. **Installation of Bus Mobile Validators for City Transportation Service**

Recommendation: that the City Council 1.) approve the installation costs for installation of three pre-owned Bus Mobile Validators for the three-contractor owned Lawndale Beat Fixed-route Transportation vehicles in the amount of \$4,971.99 to be paid to Cubic Transportation Services, Inc.; or 2.) provide further direction.

LAWNDALE PUBLIC FINANCING AUTHORITY

8. **Annual Accounting of Lawndale Public Financing Authority Financial Activities**
Recommendation: that the Board of the Lawndale Public Financing Authority receive and file the annual accounting of financial activities.
9. **Minutes of the Lawndale Public Financing Authority Annual Meeting – November 7, 2022**
Recommendation: that the City Council approve.

A motion was made by Councilmember Kearney and seconded by Councilmember Suarez to approve the Consent Calendar. The motion passed by a vote of 5-0, with Mayor Pro Tem Cuevas and Councilmember Kearney abstaining on Consent Calendar item No. 4.

CITY COUNCIL

H. **ADMINISTRATION**

10. **Replacement of Community Center Kitchen Appliances**
Recommendation: that the City Council approve the total cost of \$11,869.52 to purchase one Traulsen Reach-In Side-by-Side Freezer, Model Number G22010-32 and one Traulsen Reach-in Refrigerator, Model Number G100010-032 using American Rescue Plan Act (ARPA) dollars.

Community Services Director Estes presented the staff report.

A motion was made by Mayor Pro Tem Cuevas and seconded by Councilmember Kearney to approve the total cost of \$11,869.52 to purchase one Traulsen Reach-In Side-by-Side Freezer, Model Number G22010-32 and one Traulsen Reach-in Refrigerator, Model Number G100010-032 using American Rescue Plan Act (ARPA) dollars. The motion carried by a vote of 5-0.

11. **Appropriate Funds for the Removal and Replacement of Diseased Palm Trees on the east Manhattan Beach Boulevard City Median and Award Construction Services Contract to Moon Valley Nurseries.**
Recommendation: that the City Council authorize the funding of \$106,049.87 for the removal and replacement of the palm trees within the west median at Manhattan Beach Boulevard and Prairie Avenue intersection. Staff also recommends that the City Council award a construction services contract in the amount of \$106,049.87 to the lowest bidder, Moon Valley Nursery, for the removal of the existing two palm trees, and planting of three (3) new date palms.

Public Works Director Reis presented the staff report.

Mayor Pro Tem Cuevas asked if any quotes were received from Lawndale businesses.

Public Works Director Reis indicated that a quote was received from a local business.

City Attorney Murphy stated that because this is a Public Works bid project, the contract must be granted to the lowest bidder.

Councilmember Hofmann Gorman asked about the warranty for the trees.

Public Works Director Reis responded that there is a one-year warranty from the vendor.

Councilmember Hofmann Gorman asked if the palm trees can be decorated during the holidays.

Public Works Director Reis along with City Manager Moore responded that the palm trees can be decorated with lights.

A motion was made by Councilmember Kearney and seconded by Councilmember Hofmann Gorman to authorize the funding of \$106,094.87 for the removal and replacement of the palm trees within the west median at Manhattan Beach Boulevard and Prairie Avenue intersection and award a construction services contract in the amount of \$106,094.87 to the lowest bidder, Moon Valley Nursery, for the removal of the existing two palm trees, and planting of three (3) new date palms. The motion carried by a vote of 5-0.

12. Notice of Completion for the City Hall and Public Works Department Roof Replacement Project

Recommendation: that the City Council 1.) Accept the project completion by ERC Roofing & Waterproofing, Inc. for the City Hall and Public Works Department Roof Replacement Project; 2.) Authorize staff to file the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk's Office for the City Hall and Public Works Department Roof Replacement Project; and 3.) Authorize staff to release the retention in the amount of \$23,028.29 for the City Hall and Public Works Department Roof Replacement Project.

Public Works Director Reis presented the staff report.

A motion was made by Councilmember Kearney and seconded by Mayor Pro Tem Cuevas to accept the project completion by ERC Roofing & Waterproofing, Inc. for the City Hall and Public Works Department Roof Replacement Project, authorize staff to file the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk's Office for the City Hall and Public Works Department Roof Replacement Project and authorize staff to release the retention in the amount of \$23,028.29 for the City Hall and Public Works Department Roof Replacement Project. The motion carried by a vote of 5-0.

13. Notice of Completion - FY 2021/22 Citywide Sign Replacement Project, Project No. 2022-12

Recommendation: that the City Council 1.) Accept the project completion by Superior Pavement Markings, Inc. for the FY 2021/22 Citywide Sign Replacement Project; 2) Authorize the City Clerk's Office to file the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk's Office for the FY 2021/22 Citywide Sign Replacement Project; and 3.) Authorize staff to release 5% retention in the amount of \$48,093.47 for the FY 2021/22 Citywide Sign Replacement Project.

Public Works Director Reis presented the staff report.

Councilmember Hofmann Gorman asked if a report could be provided that would specify which signs were replaced.

Public Works Director Reis responded that staff is creating a Geographical Information System (GIS) map that will show which street signs were replaced and the age of each sign.

City Manager Moore commented that this is the first stage of replacing the signs and that the second stage will start once the request for proposal process is completed. He stated that a report will be provided indicating which signs were replaced.

Mayor Pullen-Miles asked if the second stage included the street signs similar to what Torrance has.

City Manager Moore responded that the bigger signs will be installed in the future with the funds received from Congresswoman Maxine Waters' office.

A motion was made by Councilmember Suarez and seconded by Councilmember Kearney to accept the project completion by Superior Pavement Markings, Inc, for the FY 2021/22 Citywide Sign Replacement Project; authorize the City Clerk's Office to file the Notice of Completion with the Los Angeles County Registrar-Recorder County Clerk's Office for the FY 2021/22 Citywide Sign Replacement Project; and authorize staff to release 5% retention in the amount of \$48,093.47 for the FY 2021/22 Citywide Sign Replacement Project. The motion carried by a vote of 5-0.

14. Consideration of Senate Bill 329 – Regarding City Council Compensation

Recommendation: that the City Council 1) review and discuss this report regarding Senate Bill 329 and City Council salaries; and 2) provide direction to the City Manager and staff regarding any potential amendments to the City ordinances pursuant to Senate Bill 329, if any.

Deputy City Manager/Director of Human Resources Felton presented the staff report.

Mayor Pro Tem Cuevas asked how the City Council's compensation compared to other cities of similar size.

Deputy City Manager/Director of Human Resources Felton responded that she would report back on other Cities' compensation.

Mayor Pullen-Miles commented that the City Council's compensation is to compensate the Councilmembers for their time.

Mayor Pro Tem Cuevas and Councilmember Suarez requested information on the compensation and benefits that other comparable Cities receive.

City Attorney Murphy commented that research can be completed and presented at the same time as the first reading of the ordinance. He noted that \$950 per month is the maximum compensation per Senate Bill 329.

A motion was made by Mayor Pro Tem Cuevas and seconded by Councilmember Kearney to bring back a first reading to amend the City ordinance to increase the City Councilmembers salary to \$950 per month. The motion carried by a vote of 5-0.

15. Appropriate funding to Retrofit Public Works Safety Vehicles

Recommendation: that the City Council authorize the funding in the amount of \$10,000 to retrofit four vehicles with safety equipment.

Public Works Director Reis presented the staff report.

Mayor Pro Tem Cuevas asked what type of safety lights are being installed.

Public Works Director Reis responded that they are light bars that flash on the left side, right side, and the center.

A motion was made by Mayor Pro Tem Cuevas and seconded by Councilmember Kearney to authorize the funding in the amount of \$10,000 to retrofit four vehicles with safety equipment. The motion carried by a vote of 5-0.

I. CITY MANAGER REPORT

City Manager Moore reported that Republic Services has received concerns from residents about missed pick ups due to truck breakdowns and other issues.

Mayor Pullen-Miles commented that Republic Services should communicate with the City in a timely manner when trash collection services will not be provided.

Councilmember Hofmann Gorman requested the City Council receive a copy of the contract with Republic Services.

Councilmember Kearney commented that he contacted Republic Services to request a bulky-item pick up and was informed he had to call 48 hours in advance.

City Manager Moore reported that a property owner with an approved mixed-use project of 15 units is requesting approval for additional units; however, the owner must pay a Development Impact Fee (DIF) because sufficient parking is not available. City Manager Moore clarified that a shelter is not being built at this location.

Municipal Services Director Reyes announced Fall Clean-Up Week and what services to expect.

J. ITEMS FROM CITY COUNCILMEMBERS

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

Councilmember Hofmann Gorman attended a California Contract Cities Association (CCCA) Legislative Committee via Zoom, South Bay Cities Council of Governments (SBCCOG) meeting via Zoom, Back to School Backpack give-away at Jane Addams Park, Parking & Traffic Solutions Ad hoc Subcommittee meeting, 10th Annual Lawndale Blues Festival and Car Show, requested a status on the Sheriff and Firefighter of the year recognition, and requested that Southwest Patrol present a report at City Council meetings.

City Manager Moore responded that staff is working on the Sheriff and Firefighter of the year recognition and that Municipal Services Director Reyes will coordinate with Southwest Patrol staff to present a report.

Councilmember Hofmann Gorman inquired if the City could send a congratulatory letter to El Segundo Little League for their championship.

City Manager Moore replied that he will check the City's recognition policy and provide a response to the City Council via e-mail.

Councilmember Kearney attended the California Joint Powers Insurance Authority (CJPIA) Risk Management Conference, CCCA Liability Trust Fund Oversight Committee, and CCCA's 2023 Fall Educational Summit.

Councilmember Suarez attended the 10th Annual Lawndale Blues Festival and Car Show, SBCCOG Steering Committee Meeting which will be celebrating their 20th Anniversary Celebration on September 28, 2023, and the Homeless Solutions Standing Committee meeting.

Mayor Pro Tem Cuevas attended multiple SBCCOG meetings, Rolling Hills Estates and Palos Verdes League of Women Voters 19th Amendment Commemoration Plaque event, SBCCOG Homeless Services Task Force, 10th Annual Lawndale Blues Festival and Car Show, meeting with Supervisor Holly Mitchell's Field Deputy Ara An, City of Carson Cajun & Blues White Linen Affair, Homeless Solutions Standing Committee, League of California Cities Voting Delegate Informational Webinar, and the 3rd Annual Dolores Huerta Spirit Awards.

Mayor Pro Tem Cuevas commented that citizens have asked if City Council meetings can be conducted virtually to allow public comments orally rather than by submitting a written comment. She asked if that option can be considered when upgrading the Council Chambers. She inquired if there is a cemetery in Lawndale, and that Metro should be notified.

Mayor Pullen-Miles commented that it has been known that in the past, people created burials on their property; however, the State has authority over this matter.

City Manager Moore commented that he will let Metro know about a possible gravesite near the right-of-way.

Mayor Pro Tem Cuevas asked about the ridership numbers for the Lawndale Beat program.

City Manager Moore stated that he will report back to City Council on the Lawndale Beat ridership.

Mayor Pullen-Miles attended the Los Angeles County Sanitation Districts meeting, 10th Annual Lawndale Blues Festival and Car Show, CJPIA Risk Management Conference, and commented that Southern California Edison (SCE) has not been notifying residents of recent power outages.

City Manager Moore commented that he will contact SCE to request that they notify public officials and residents of planned outages.

K. CLOSED SESSION

17. Conference with Labor Negotiator

The City Council will conduct a closed session, pursuant to Government Code section 54957.6, with the City Manager, the City Attorney, and the City's negotiators, regarding labor negotiations with Local 1895, Council 36, American Federation of State, County and Municipal Employees, AFL-CIO, representing the City's mid-management and classified employees.

City Attorney Murphy read the aforementioned Closed Session matter by title only in conjunction with Closed Session Item No. K. 18.

18. Conference with Legal Counsel – Anticipated Litigation

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(2), because there is significant exposure to litigation in one (1) case. Facts unknown to the potential plaintiff.

City Attorney Murphy read the aforementioned Closed Session matter by title only.

The City Council convened into closed session at 8:51 p.m.

The City Council reconvened from closed session at 10:02 p.m.

City Attorney Murphy announced that there was no reportable action for Closed Session Item No. K.17. Conference with Labor Negotiator and no reportable action for Item No. K.18 Conference with Legal Counsel – Anticipated Litigation.

L. ADJOURNMENT

There being no further business to conduct, the Mayor adjourned the meeting at 10:04 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Erica Harbison, City Clerk

Approved: 10/03/2023



CITY OF LAWDALE

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

DATE: October 2, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Yvette Hall, Assistant City Clerk

SUBJECT: Routine Records Destruction

BACKGROUND

The City of Lawndale's Records Management Program (RMP), City Council Policy No. 77-04, regulates the organization, maintenance, retention, preservation, and disposition of the City's records in accordance with Federal, State, and local laws, ordinances, regulations or rules, contractual requirements, and standard business practices. The program applies uniformly to all City departments and ensures that we preserve and maintain essential, original records and that we appropriately destroy non-essential, non-historical records when the need for their retention has ended. In accordance with the policy, the City Council must consent to the destruction of any City records.

STAFF REVIEW

The City Manager's Office, City Clerk's Department, Community Services Department and Public Works Department staff have identified certain records that are no longer needed operationally and are not of historical value. Staff now deems the following records to be obsolete and requests the City Council's authorization to destroy them with the adoption of Resolution No. CC-2310-038.

It is notable that some of the records contain confidential personal information. As required by the RMP, the City Clerk's Office will shred these confidential documents before disposing of them. In addition, as required by the program, the destruction of all records will be fully documented.

Resolution No. CC-2310-038 authorizes the destruction of these records. As required, the City Attorney has consented to the destruction in writing, as has the City Manager. Staff recommends that the City Council approve the destruction of the records by adopting this Resolution.

ENVIRONMENTAL ASSESSMENT

City staff has determined, in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, that the routine records destruction are not subject to CEQA review because it can be seen with certainty that there is no possibility that this may have a significant effect on the environment as this is an administrative matter.

LEGAL REVIEW

In addition to reviewing the records destruction authorization forms and consenting to the destruction of the listed records, the City Attorney has reviewed the Resolution and approved it as to form.

FISCAL IMPACT

Staff estimates that the cost will be \$492 to destroy the proposed records. The funds are budgeted in the City Clerk Department's Fiscal Year 2023-24 budget and no additional budget amendment is necessary.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. CC-2310-038, approving the requests from the City Manager's Office, City Clerk's Department, Community Services Department and Public Works Department for authorization to destroy routine records as listed in the exhibits of the Resolution.

Attachment:

1. Resolution No. CC-2310-038

ATTACHMENT 1

RESOLUTION NO. CC-2310-038

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAWNDALE, CALIFORNIA AUTHORIZING THE DESTRUCTION OF
CERTAIN RECORDS IN THE CITY MANAGER'S OFFICE, CITY
CLERK'S DEPARTMENT, COMMUNITY SERVICES DEPARTMENT
AND PUBLIC WORKS DEPARTMENT**

WHEREAS, it is in the best interests of the city to retain essential, historical records and to appropriately destroy non-essential, non-historical records when the need for their existence has ended; and

WHEREAS, the City Council established Council Policy No. 77-04 "Records Management Program" in February 2004 to provide rules and guidelines for 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; and

WHEREAS, staff in the City Manager's Office, City Clerk's Department, Community Services Department and Public Works Department has determined that certain original records are no longer required for administrative, operational, legal, fiscal, or historical purposes; and

WHEREAS, City Clerk Department staff has reviewed the records specified in Exhibit "A" of this resolution and recommends their destruction; and

WHEREAS, the City Manager and City Attorney consent to said destruction by executing the Authorization to Destroy Records Forms, attached hereto as Exhibit "A"; and

WHEREAS, in accordance with Council Policy No. 77-04, as amended, the City Council agrees to the destruction of the subject records and wishes to appropriately document their destruction.

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

SECTION 1. The City Council hereby approves the destruction of those records, documents, instruments, books, or papers designated in Exhibit "A", attached to this resolution.

SECTION 2. That this resolution does not authorize destruction of:

- a. Records affecting the title to real property or a lien thereon;
- b. Court records or records relating to legal proceedings;
- c. Records required to be kept by statute; or
- d. The minutes, ordinances, or resolutions of the legislative body of the City Council of the city or of any board or commission.

SECTION 3. That the City Clerk Department is directed to (a) supervise the destruction of those records designated in Exhibit "A", (b) ensure that confidential records are destroyed and not simply discarded or recycled, and (c) certify to the destruction of said records and maintain a permanent file of Authorizations to Destroy Records and Certificates of Records Destruction.

SECTION 4. That the City Council finds and determines that the destruction of records is not a “project” under the California Environmental Quality Act (“CEQA”) as defined in Section 15378(b)(4) of the CEQA Guidelines.

PASSED, APPROVED AND ADOPTED this 2nd day of October, 2023.

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-2310-038 at a regular meeting of said Council held on the 2nd day of October, 2023 by the following roll call vote:

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

Erica Harbison, City Clerk

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney

EXHIBIT A

Date: 9/26/23

Department: City Clerk Dept.

Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed below (or on the attached list) are scheduled to be destroyed, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

List records here, or attach a list

File #	Records Description	From (Start Date)	To (End Date)	Box #	Retention #	Retention Period
	Bids/ Request for Proposals- hardcopy & electronic	2019	2019	CLERK-03	CC-006	2
	Public Records Request- hardcopy & electronic	2018	2018	CLERK-04	CC-051	2
	Bids/ Request for Proposals hardcopy & electronic	2019	2020	CLERK-05	CC-006	2
	Bids/ Request for Proposals- hardcopy & electronic	2019	2020	CLERK-06	CC-006	2
	Agreements – Public Works- hardcopy & electronic	1999	2007	CLERK-07	CC-003	10
	Agreements – Public Works- hardcopy & electronic	2005	2012	CLERK-08	CC-003	10
	Agreements – Community Development- hardcopy & electronic	2008	2012	CLERK-09	CC-003	10
	Agreements – Administrative Services- hardcopy & electronic	2003	2012	CLERK-10	CC-003	10
	Agreements – Community Services, City Clerk, Finance, Municipal Services & Community Development Depts.- hardcopy & electronic	1992	2012	CLERK-11	CC-003	10
	Subpoenas for records and Notices- hardcopy	2016	2020	CLERK-12	CC-051	2
	Subpoenas for records and Notices- electronic	2019	2020	Electronic format	CC-051	2
	Statement of Economic Interests- hardcopy	2008	2015	CLERK-12	CC-016	7
	Statement of Economic Interests- electronic	2013	2015	Electronic format	CC-016	7
	Bids/ Request for Proposals- hardcopy & electronic	2020	2020	CLERK-12	CC-006	2
	Bids/ Request for Proposals- electronic	2016	2020	Electronic format	CC-006	2
	Public Records Request- electronic	2018	2020	Electronic format	CC-051	2

Check one option for destruction:

☒ Shredding is Required (Records contain private information) OR

☐ Recycle (Records DO NOT contain private information)

Employee Preparing Records: Vanessa Alvarez *VAP* Date: 9/21/23

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

Tracie Hall
Department Head
[Signature]
City Manager

9/21/23
Date
9/25/23
Date

Date: _____

Department: City Clerk Dept.

City Attorney

Date

*Return this form to the City Clerk Department following approval
(they coordinate the destruction arrangements)*

(Complete after destruction has been performed. If destruction is performed by a commercial vendor, have them provide a certificate.)

I HEREBY CERTIFY that the items listed above have been reviewed and destroyed in accordance with City policies and procedures:

City Clerk/Assistant City Clerk

Date

BN	FILE NAME	DATED	BOX #
BN-1902-01	City Hall and Public Works Partial Roof Repairs	2/20/2019	3
BN-1903-03	CSD RFP - city newsletter graphic artist and production services	3/11/2019	3
BN-1910-10	PW RFP - Vehicle Fleet Leasing and Management Services	10/17/2019	3
BN-1910-11	CS RFP - Unarmed Security Services	10/31/2019	3
BN-1912-12	ADMIN RFP - City Attorney Services	12/9/2019	3
BN-1910-09	RFP - Website Design and Development	10/24/2019	5
BN-1908-08	FIN RFP - Professional Auditing Services	10/9/2019	5
BN-1904-04	PW RFP - Integrated Solid Waste Management Services	4/15/2019	6
BN-1904-05	CSD RFP - Fixed-Route Transit	4/29/2019	6
BN-1908-07	PW BID - Grevillea Avenue CDBG Project NO.601966-18, Alley East of Hawthorne Blvd. and SB1: 149th Street, 160th Street	9/10/2019	6
BN-2004-03	HR RFP - Classification and Compensation	4/20/2020	6

CITY OF LAWDALE
INACTIVE CONTRACT FILES

CC No.	Dept.	Contractor	Description	Start Date	Expiration Date	Retention Period	Comments	File Location
CC.381	PW	WEST COAST ARBORISTS, INC.	Citywide tree trimming (landscaping, streets). Unlimited one-year extensions allowed - see schedule of compensation. Note: many agreements in file.	9/7/99 1st agreement 1/17/06 last agreement	9/6/00 1st agreement 2/28/06 last agreement	10	Funding: general fund and UDAG	Destroy, CC-003, Box Clerk-07
CC.437A	PW	HILTON, FARNKOPF & HOBSON, LLC. (subsequently, HFBH Consultants, LLC)	Solid waste disposal review, AB939 compliance (trash, Laith Ezzet)	3/16/01	11/16/01	10	No expiration in letter agreement. Report from consultant is dated 11/16/01.	Destroy, CC-003, Box Clerk-07
CC.496	PW	HILTON, FARNKOPF & HOBSON, LLC.	AB 939 consulting, solid waste recycling (trash, garbage, disposal). Note: Professional liability insurance required until 2007. Certificates not in file, possibly filed in other contracts with the consultant.	5/5/03 7/21/03	6/30/03 6/30/04	10		Destroy, CC-003, Box Clerk-07
CC.513	PW	BERRYMAN & HENIGAR	Preparation of ordinance pertaining to public works functions related to property development, and inspection procedures & fees, including permits, plan check, parcel maps, traffic analysis, hydrology, legal descriptions	08/18/03	02/17/04	10	RFP and proposal not in file	Destroy, CC-003, Box Clerk-07
CC.514	PW	GAS EQUIPMENT SYSTEMS, INC.	CNG fueling station preventative maintenance	09/01/03	08/31/04	10		Destroy, CC-003, Box Clerk-07
CC.518	PW	NATIONWIDE ENVIRONMENTAL SERVICES	Street sweeping services	12/1/03 6/20/05	6/30/05 7/31/05	10	RFP/proposal in file; bonds not in file	Destroy, CC-003, Box Clerk-07
CC.519	PW	TRUGREEN LANDCARE (formerly U.S. Landscapes, Inc.)	Landscape maintenance services (streets, public facilities). Note: On 3/20/06, council approved one year extension and directed staff to provide written notice. Notice given in the form of a letter, not a contract amendment.	1/12/04 (1st agreement)	6/30/07 (last agreement)	10	RFP/proposal/bonds in file	Destroy, CC-003, Box Clerk-07
CC.800	PW	PCI	Citywide street traffic and pavement markings on local and collector residential streets - center lines, stop bar limit lines, stop legends, arrow markings. Start date is contract approval date: NTP not in file	8/16/10 see description	12/27/10		Specs, bid, bonds and recorded NOC in file Funding: Gas tax	Destroy, CC-003, Box Clerk-07
CC.814	PW	TREE ELEMENTS, INC.	Citywide tree trimming services. Note: Contract terminated for failure to perform prior to expiration.	12/6/10	11/28/12			Destroy, CC-003, Box Clerk-07
CC.832	PW	FCI MANAGEMENT CONSULTANTS	Energy efficiency block grant consulting services for energy retro-fit projects including heating/air conditioning and lighting in city facilities.	4/4/11	5/12/12			Destroy, CC-003, Box Clerk-07
CC.873	PW	EPIC LAND SOLUTIONS, INC.	Right of way cost estimate services	8/11/11	11/10/11	10		Destroy, CC-003, Box Clerk-07

CITY OF LAWDALE
INACTIVE CONTRACT FILES

CC No.	Dept.	Contractor	Description	Start Date	Expiration Date	Retention Period	Comments	File Location
CC.522	PW	ABBOTT, CHARLES, ASSOCIATES, INC.	National Pollution Discharge Elimination System (NPDES) compliance assistance services (storm water, environment, Clean Water Act) commercial, industrial facility inspection services. See City Clerk Misc Files for 2005-06 NPDES Annual Report. Note: Two separate agreements (plus amendments) in file.	7/18/05	12/30/09	10		Destroy, CC-003, Box Clerk-08
CC.528	PW	SOCAL UNIFORM RENTAL		6/7/04 5/18/07	6/30/07 6/30/10	10		Destroy, CC-003, Box Clerk-08
CC.552	PW	CLEANSTREET (formerly California Street Maintenance/South Bay Sweeping)	Street sweeping services	01/01/06	12/31/08	10	RFP and proposal in file	Destroy, CC-003, Box Clerk-08
CC.556	PW	CONSOLIDATED DISPOSAL SERVICE	Commercial and multi-family recycling services (solid waste, trash, garbage, disposal AB929)	10/1/05	12/31/10	10	RFP and proposal in file	Destroy, CC-003, Box Clerk-08
CC.568	PW	WILLDAN, INC.	Project management and engineering services - remodel former county health clinic building at 14516 Grevillea Avenue for city use (library project). Note: First amendment, dated 11/13/06, increased contract sum and was executed by city manager, no authorization found in council minutes.	03/06/06	03/05/07	10	Contract file only, no plans in file	Destroy, CC-003, Box Clerk-08
CC.572	PW	WILLDAN, INC.	Engineering services -- city engineer, capital improvement project management, parcel map and site plan review services, traffic engineering, labor compliance services for federal grant funded projects	6/5/06	6/30/09	10		Destroy, CC-003, Box Clerk-08
CC.592	PW	TRANSTECH ENGINEERS, INC.	Los Angeles County Metropolitan Authority (Metro) (MTA) 2007 "Call for Projects", project study report consulting services (Inglewood Avenue and Marine Avenue, Inglewood Avenue and Manhattan Beach Blvd. Intersection Capacity Enhancement Project)	01/16/07	02/28/07	10		Destroy, CC-003, Box Clerk-08
CC.593	PW	TREE ELEMENTS, INC	Citywide tree pruning services (trimming). Note: Agreement is in the form of a public works construction contract, not contract services. There is no NTP. However, a new contract was approved in Dec 2010 for services in 2011 and 2012.	02/20/07	NTP + 30 days see description	10??		Destroy, CC-003, Box Clerk-08
CC.599	PW	CARPET PROS	Purchase agreement, carpeting for Lawndale Sheriff's Service Center	02/20/07	Not specified	10		Destroy, CC-003, Box Clerk-08
CC.600	PW	HARBOR ORNAMENTAL, INC.	Purchase agreement, bus stop trash receptacles	2/20/07	Not specified	10		Destroy, CC-003, Box Clerk-08
CC.609	PW	MERCHANTS LANDSCAPE SERVICES, INC.	Citywide landscaping services. City manager exercised option to extend in one-year increments in letters dated 3/18/09 & 3/30/10, and and expanded the scope to include Hopper Park by letter agreement dated 5/28/09 w/o council approval	a) 6/18/07 b) 7/1/12	a) 6/30/09 see description b) 10/31/12	10	RFP and proposal in file	Destroy, CC-003, Box Clerk-08
CC.677	PW	TREE ELEMENTS, INC.	Citywide tree pruning services with phase I to be completed by 2/28/09 and phase II by 2/28/10.	12/1/08	2/18/10	10	Bid/specs/bonds in file	Destroy, CC-003, Box Clerk-08
CC.690	PW	BELAIRE-WEST LANDSCAPE, INC.	Tree planting project, area bounded by Hawthorne & Manhattan Beach Blvds, Inglewood & Marine Aves (CDBG project No. 601144-08)	2/17/09	5/15/09	10	Specs/bid/bonds and recorded NOC in file.	Destroy, CC-003, Box Clerk-08
CC.764	PW	WEST BASIN MUNICIPAL WATER DISTRICT	Contribution of \$11,370 to city's street median, parkway, garden site retrofit program, WBWMD contract #W2142. If funds not used, must be returned with 5%/year interest.	3/22/10	None stipulated See comments	10	City required to use the funding within one year of receipt. Per PW 3/19/13, no project was done.	Destroy, CC-003, Box Clerk-08
CC.775	PW	SOUTH BAY LANDSCAPING	Tree planting, installing tree well grates, landscaping on Avis Ave (adjacent to Leuzinger HS) & 154th St (adjacent to Anderson Elem School) - CDBG No. 601218-09 - City Project No. PW 0910-09	6/7/10	10/6/10	10	Specs, bid, bonds and recorded NOC in file Funding: CDBG	Destroy, CC-003, Box Clerk-08

CITY OF LAWDALE
INACTIVE CONTRACT FILES

CC. No.	Dept.	Contractor	Description	Start Date	Expiration Date	Retention Period	Comments	File Location
CC.576	CD	LAWDALE CHAMBER OF COMMERCE	Certified farmer's market. Use of facilities.	4/23/08	3/31/10	10		Destroy, CC-003, Box Clerk-09
CC.576	CD	LAWDALE CHAMBER OF COMMERCE	Certified farmers' market	1/20/10	1/19/11	10		Destroy, CC-003, Box Clerk-09
CC.587	CD	SOUTH BAY CENTER FOR DISPUTE RESOLUTION	Mediation services, referrals of code enforcement complaints	6/30/08	6/30/10	10		Destroy, CC-003, Box Clerk-09
CC.603	CD	CIVIC SOLUTIONS, INC.	As needed professional planning services to temporarily fill vacant planner position. Initial agreements approved by city manager, but each was amended to increase the contract sum, and amendments were approved by council.	3/22/07 10/22/2007	3/1/08 10/1/2008	10		Destroy, CC-003, Box Clerk-09
CC.627	CD	TURCH, DAVID & ASSOCIATES	Lobbying services, federal funding. Note: 2 agreements in file	11/5/07 12/7/09	11/30/09 12/8/12	10		Destroy, CC-003, Box Clerk-09
CC.713	CD	MDG ASSOCIATES, INC.	Housing and commercial rehabilitation program administration and Section 8 monitoring	5/18/09	6/30/12	10	RFP and proposal in file. Funding: redevelopment	Destroy, CC-003, Box Clerk-09
CC.714	CD	MDG ASSOCIATES, INC.	Community Development Block Grant (CDBG) administration services	5/18/09	6/30/12	10	RFP and proposal in file. CDBG retain 5 years after closeout	Destroy, CC-003, Box Clerk-09
CC.771	CD	NAGASAKI AND ASSOCIATES	Real estate appraisal services - properties owned by Gladys Wilson family and Jinnat Hajj Hassan (14719, 14805, 14725 Larch Ave, purchase approved 3/7/11)	6/2/10	12/31/10	10		Destroy, CC-003, Box Clerk-09
CC.785	CD	TAM, VERONICA AND ASSOCIATES	Prepare General Plan Housing Element update, assist achievement of state certification	6/28/10	6/30/11	10		Destroy, CC-003, Box Clerk-09
CC.807	CD	DIGITAL MAP PRODUCTS, LLC.	Geographical information system - City GIS2 subscription and sublicense agreement (maps, property records, parcels and streets, zoning, General Plan, code enforcement)	10/1/10	9/30/11	10		Destroy, CC-003, Box Clerk-09
CC.824	CD	MAYWOOD, CITY OF	Agreement to purchase unused Community Development Block Grant funds (CDBG) \$645,841. Maywood to make best effort to effectuate assignment no later than 30 days after agreement executed by both parties.	3/7/11	Not specified see description	10		Destroy, CC-003, Box Clerk-09
CC.825	CD	EL SEGUNDO, CITY OF	Agreement to purchase unused Community Development Block Grant funds (CDBG) \$90,061. El Segundo to make best effort to effectuate assignment.	3/7/11	Not specified see description	10		Destroy, CC-003, Box Clerk-09
CC.826	CD	BRADBURY, CITY OF	Agreement to purchase unused Community Development Block Grant funds (CDBG) \$3,434. Bradbury to make best effort to effectuate assignment no later than 30 days after agreement executed by both parties.	3/7/11	Not specified see description	10		Destroy, CC-003, Box Clerk-09
CC.831	CD	CHAMBERS, RICK	Lease agreement 14720 Burin Avenue pending close of escrow in sale of property to the city	3/19/11	4/4/11	10		Destroy, CC-003, Box Clerk-09
CC.843	CD	LAWDALE CHRISTIAN CHURCH	Lease of city owned property - 14719, 14725 Larch Avenue - for auto show overflow parking lot (facilities)	6/18/11	6/18/11	10		Destroy, CC-003, Box Clerk-09
CC.844	CD	LOS ANGELES COUNTY COMMUNITY DEVELOPMENT COMMISSION	Exchange \$100K general fund monies for \$142,857 FY 2011-12 Community Development Block Grant (CDBG) funds (also see Resolution No. CC-1104-037). Note: Term expired when both parties completed their mutual obligations.	8/31/11	See description	10		Destroy, CC-003, Box Clerk-09
CC.845	CD	LA HABRA HEIGHTS, CITY OF	Exchange \$14,214.72 general fund monies for \$21,216 FY 2011-12 Community Development Block Grant (CDBG) funds (also see Resolution No. CC-1106-044). Note: term expired when both parties completed their mutual obligations.	6/7/11	See description	10		Destroy, CC-003, Box Clerk-09
CC.846	CD	AGOURA HILLS, CITY OF	Exchange \$108,146 general fund monies for \$154,494 FY 2011-12 Community Development Block Grant (CDBG) funds (also see Resolution No. CC-1104-036). Note: term expired when both parties completed their mutual obligations.	6/7/11	See description	10		Destroy, CC-003, Box Clerk-09
CC.847	CD	SANTA FE SPRINGS, CITY OF	Exchange \$63,000 general fund monies for \$90,000 FY 2011-12 Community Development Block Grant (CDBG) funds (also see Resolution No. CC-1104-035). Note: term expired when both parties completed their mutual obligations.	6/7/11	See description	10		Destroy, CC-003, Box Clerk-09
CC.848	CD	HERMOSA BEACH, CITY OF	Phase I Environmental site assessment, limited asbestos and lead-base paint survey- 14611 Firmona Avenue	07/28/11	07/31/12	10		Destroy, CC-003, Box Clerk-09
CC.872	CD	CONVERSE CONSULTANTS	Geographical information system - City GIS subscription and sublicense agreement (maps, property records, parcels and streets, zoning, General Plan, code enforcement)	10/1/11	10/1/12	10		Destroy, CC-003, Box Clerk-09
CC.888	CD	LAWDALE CHAMBER OF COMMERCE	Christmas tree lot - 15801 Hawthorne Blvd.	11/22/11	11/29/11	10		Destroy, CC-003, Box Clerk-09
CC.897	CD	NAGASAKI AND ASSOCIATES	Real estate appraisal services	12/14/11	3/31/12	10		Destroy, CC-003, Box Clerk-09

CITY OF LAWDALE
INACTIVE CONTRACT FILES

CC. No.	Dept.	Contractor	Description	Start Date	Expiration Date	Retention Period	Comments	File Location
CC.521	AS	AFSCME - LOCAL 1895, COUNCIL 36, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO (AFSCME)	Memorandum of understanding. Recognizes AFSCME as representative organization for the LCE Unit (classified) and LPMME Unit (mid-management/professional) (personnel, MOU, labor units). Note: Two separate agreements (plus amendments) in file.	7/1/03 7/1/04	6/30/04 6/30/07	10		Destroy, CC-003, Box Clerk-10
CC.580	AS	NASH AND COMPANY, INC.	Employee classification and compensation study, update job descriptions (personnel). Contract in force for one year; however, schedule of performance required submission of final reports 12 weeks from contract date.	10/05/06	10/4/07 See description	10	Proposal and work product in file. Work product also filed in Miscellaneous Files.	Destroy, CC-003, Box Clerk-10
CC.589	AS	AFSCME - LOCAL 1895, COUNCIL 36, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO (AFSCME)	Memorandum of understanding. Conditions of employment, salaries and benefits for mid-management, classified and part-time employees (personnel, MOU, labor units)	07/01/07	06/30/10	10	File also contains agency shop agreement	Destroy, CC-003, Box Clerk-10
CC.629	AS	ALLIANCE RESOURCES CONSULTING, LLC	Staff recruitment - city engineer (personnel). Note: Term expired 1 year after date signed, but none of the signatures were dated. New city engineer began employment approx Apr 2008	11/05/07	11/05/08	10		Destroy, CC-003, Box Clerk-10
CC.631	AS	SPHINX GRAPHICS	Outreach mailers for April 8, 2008 general municipal elections measure authorizing expenditure for new community center - design, production layout and graphic materials	11/14/07	5/1/09	10		Destroy, CC-003, Box Clerk-10
CC.637	AS	BARON CENTER, INC.	Conflict resolution, team building, executive coaching - city manager	11/1/2007	06/30/09	10		Destroy, CC-003, Box Clerk-10
CC.639	AS	FLYING COLORS USA, LLC	Printing services for public educational mailers - new community center funding ballot measure, April 8, 2008 general municipal election	1/21/2008	06/01/09	10		Destroy, CC-003, Box Clerk-10
CC.642	AS	GAILEY ASSOCIATES, INC.	Human resource investigative services, initially re allegations of hostile work environment but including as-needed services. Note: Term written to expire upon completion of services. On 5/19/08 council approved amendment to increase contract amount	04/09/08	Not specified See description	10		Destroy, CC-003, Box Clerk-10
CC.650	AS	LIEBERT CASSIDY WHITMORE	Legal counsel to Personnel Board and personnel officer in appeals of disciplinary, grievance matters	05/01/08	04/30/09	10		Destroy, CC-003, Box Clerk-10
CC.663	AS	BARON CENTER, INC.	Team building, coaching for city manager and central management team including staff interviews, behavioral assessment, and training sessions	7/21/08	07/20/09	10	Proposal in file	Destroy, CC-003, Box Clerk-10
CC.664	AS	BARON CENTER, INC.	Team building, coaching for municipal services department	08/11/08	08/10/09	10		Destroy, CC-003, Box Clerk-10
CC.717	AS	BARON CENTER, INC.	As-needed executive coaching services - city manager and/or specified department heads	05/01/09	05/11/10	10		Destroy, CC-003, Box Clerk-10
CC.816	AS	AFSCME - LOCAL 1895, COUNCIL 36, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO (AFSCME)	Memorandum of understanding. Conditions of employment, salaries and benefits for mid-management, classified and part-time employees (personnel, MOU, labor units). Also see Resolution CC-1102-011. Note: Contract approved on 2/7/11	07/01/10	06/30/11	10		Destroy, CC-003, Box Clerk-10
CC.883	AS	TRAUB, NORMAN AND ASSOCIATES	Personnel investigation services	09/15/11	09/14/12	5		Destroy, CC-003, Box Clerk-10
CC.908	AS	KAU, GLEN W.C.	Interim public works director employment agreement	4/16/12	4/29/12	10		Destroy, CC-003, Box Clerk-10
CC.924	AS	FILARSKY AND WATT, LLP	Personnel investigation services	09/04/12	12/31/12	5		Destroy, CC-003, Box Clerk-10
CC.926	AS	HANSON INVESTIGATIONS & BACKGROUND PROFILES	Post background checks on two employment candidates (personnel, CMT, management)	09/13/12	12/31/12	10	Insurance approved by risk manager, but no confirmation that city is add'l	Destroy, CC-003, Box Clerk-10

CITY OF LAWDALE
INACTIVE CONTRACT FILES

CC. No.	Dept.	Contractor	Description	Start Date	Expiration Date	Retention Period	Comments	File Location
CC.1026	CS	LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY - LACMTA	Memorandum of Understanding (MOU), Proposition A Discretionary Grant Program - Metro payment of Proposition A funds to city for collecting and reporting FY 2009-10 Lawndale Beat data for the National Transit Database. Note: City to invoice Metro prior to 12/31/13 for \$35,556; unused funds to lapse 6/30/13 (funds received on 11/13/2012)	7/1/11	11/13/12	10		Destroy, CC-003, Box Clerk-11
CC.1028	CD	LAWDALE CHAMBER OF COMMERCE	Carnival and Christmas tree lot	11/5/12	12/24/12	10		Destroy, CC-003, Box Clerk-11
CC.213	MS	INGLEWOOD, CITY OF	Parking citation processing, computer services agreement. City may exercise option for two one-year extensions with prior written notice. Note: multiple agreements in file	5/7/92 (1st agreement)	11/30/12 (last agreement)	10		Destroy, CC-003, Box Clerk-11
CC.440	FIN	BERICOM DESIGN (BESIM BERISHA, PRINCIPAL)	Computer network maintenance services (information systems) (Note: 2 contracts in file)	9/17/01 11/4/02	9/16/02 6/30/08	10		Destroy, CC-003, Box Clerk-11
CC.601	FIN	WILLDAN FINANCIAL SERVICES (formerly MuniFinancial)	Comprehensive fee study (finance, revenues)	4/4/07	6/30/09	10		Destroy, CC-003, Box Clerk-11
CC.618	MS	GRAFFITI TRACKER, INC.	Upload of digital camera photos to GPS tracking system for graffiti enforcement. 4/30/08 memo to council reported no substantial increase in arrests. City did not exercise its option for 2 one-year extensions.	7/16/07	7/16/08	10		Destroy, CC-003, Box Clerk-11
CC.647	FIN	TOTAL COMPENSATION SYSTEMS, INC.	Retiree medical benefit actuarial liability (personnel)	4/1/08	10/1/08	10		Destroy, CC-003, Box Clerk-11
CC.657	FIN	BERICOM DESIGN (Besim Berisha dba)	Information technology services, network and website maintenance, special projects including building permit and public request system, telephone system assistance. Note: File contains 6/16/08 contract and 6/7/10 "6th amendment". The latter should have been written as 1st amendment; the recitals erroneously refer to the 11/4/02 agreement and subsequent amendments.	6/16/08	6/30/12	10		Destroy, CC-003, Box Clerk-11
CC.753	CS	RECREATION - USA PHOTOGRAPHY, INC.	Youth sports photography services	02/01/10	02/29/12	10		Destroy, CC-003, Box Clerk-11
CC.812	CS	LAKE JR., DON, THE LAW OFFICE OF	Free legal services (pro bono services for seniors). Note: Five-year contract terminated prior to expiration, copy of termination letter not signed	12/7/10	10/4/12	10		Destroy, CC-003, Box Clerk-11
CC.851	CS	RECREATION - SUAREZ, MARIA	Class instruction - senior fitness and aerobics to music. Note: File includes LA County CDC certification and CDBG professional services agreement.	7/1/11	6/29/12	10	Funding: CDBG (retention = closeout + 5 years)	Destroy, CC-003, Box Clerk-11
CC.851	CS	RECREATION - SALDANA, MARK	Class instruction - senior fitness and aerobics to music. Note: File includes LA County CDC certification and CDBG professional services agreement.	7/1/11	6/29/12	10	Funding: CDBG (retention = closeout + 5 years)	Destroy, CC-003, Box Clerk-11
CC.882	CC	MARTIN & CHAPMAN CO.	2012 general municipal election services	10/3/11	04/10/12	10		Destroy, CC-003, Box Clerk-11
CC.882	CC	MARTIN & CHAPMAN CO.	2012 general municipal election services	10/3/11	04/10/12	10		Destroy, CC-003, Box Clerk-11
CC.894	CS	SPORT SUPPLY GROUP - BSN SPORTS	Fitness equipment for new community center	12/5/11	1/19/12	10		Destroy, CC-003, Box Clerk-11
CC.904	CS	RECREATION - REGAN, MYLES	Community Center grand opening photography services	1/21/12	1/21/12	10	Endorsement page(s) waived - Alliant Insurance	Destroy, CC-003, Box Clerk-11
CC.904	CS	SOUTHERN CALIFORNIA SCHOOL BAND & ORCHESTRA ASSOCIATION	Youth Day Parade judging	4/28/12	4/28/12	10		Destroy, CC-003, Box Clerk-11
CC.904A	CS	RECREATION - ART TO GROW ON, INC.	Youth art classes	1/1/12	12/31/12	10		Destroy, CC-003, Box Clerk-11
CC.904B	CS	RECREATION - DUNCAN, JOSHUA	Youth, teen and adult karate classes	1/1/12	12/31/12	10		Destroy, CC-003, Box Clerk-11
CC.904C	CS	RECREATION - JOHNSON, JEROME	Winter and summer youth basketball program	1/14/12	8/25/12	10		Destroy, CC-003, Box Clerk-11
CC.904D	CS	RECREATION - ALVAREZ, MARIA ELENA	Youth, teen and adult dance classes	1/1/12	12/31/12	10	Endorsement page(s) waived - Alliant Insurance	Destroy, CC-003, Box Clerk-11
CC.904E	CS	RECREATION - SUAREZ, MARIA	Teen and adult fitness and exercise classes	1/1/12	12/31/12	10		Destroy, CC-003, Box Clerk-11
CC.904F	CS	RECREATION - TALBOTT, JANE	Youth, teen and adult art classes	1/1/12	12/31/12	10	Endorsement page(s) waived - Alliant Insurance	Destroy, CC-003, Box Clerk-11
CC.904G	CS	RECREATION - COOK, ROSALIND	Adult dance classes	1/1/12	12/31/12	10	Endorsement page(s) waived - Alliant Insurance	Destroy, CC-003, Box Clerk-11
CC.904H	CS	RECREATION - ORANGE COUNTY DANCE PRODUCTIONS, INC.	Youth dance and special interest classes	1/1/12	12/31/12	10		Destroy, CC-003, Box Clerk-11
CC.904I	CS	RECREATION - SOCCER SOUTH BAY REFEREE ASSOCIATION	Youth sports officials (spring youth soccer program)	3/31/12	6/16/12	10		Destroy, CC-003, Box Clerk-11
CC.904K	CS	RECREATION - GYRO DIMENSIONS, INC. dba Zoom Academy	Youth and teen computer classes	5/1/12	12/31/12	10		Destroy, CC-003, Box Clerk-11
CC.904L	CS	RECREATION - SHRED, TED OF DOUBLE DOG DARE PRODUCTIONS	Performance agreement - youth day parade	4/28/12	4/28/12	10		Destroy, CC-003, Box Clerk-11
CC.904M	CS	RECREATION - JUST DANCE COMPANY, INC.	Youth gymnastics classes	4/1/12	9/30/12	10		Destroy, CC-003, Box Clerk-11
CC.904N	CS	RECREATION - EDWARDS, ED	Health, safety and pet fair disc jockey and public address services	6/23/12	6/23/12	10		Destroy, CC-003, Box Clerk-11
CC.904O	CS	RECREATION - MUSICSTAR ACADEMY, INC.	Youth and adult music instruction classes	7/24/12	12/31/12	10		Destroy, CC-003, Box Clerk-11
CC.904P	CS	RECREATION - MIRANDA, FRANCISCO	Adult dance classes	8/28/12	12/31/12	10		Destroy, CC-003, Box Clerk-11
CC.904Q	CS	RECREATION - BROOME CHRISTINA	Teen and adult yoga class	7/23/12	12/31/12	10		Destroy, CC-003, Box Clerk-11
CC.904R	CS	RECREATION - PREHISTORIC, INC. DBA	Halloween Hunt Educational Reptile Show	10/31/12	10/31/12	10		Destroy, CC-003, Box Clerk-11

CITY OF LAWDALE
INACTIVE CONTRACT FILES

CC. No.	Dept.	Contractor	Description	Start Date	Expiration Date	Retention Period	Comments	File Location
CC.904S	CS	RECREATION - EDWARDS, ED	Halloween Haunt disc jockey and public address services	10/31/12	10/31/12	10		Destroy, CC-003, Box Clerk-11
CC.904T	CS	RECREATION - EDWARDS, ED	Angel tree lighting disc jockey and public address services	11/26/12	11/26/12	10	Endorsement page(s) waived - Alliant Insurance	Destroy, CC-003, Box Clerk-11
CC.904U	CS	RECREATION - THE ICEMAN,	2012 Angel tree lighting snow sled children's ride	11/26/12	11/26/12	10		Destroy, CC-003, Box Clerk-11
CC.904V	CS	RECREATION - SOUTHERN CALIFORNIA	Angel tree lighting event trackless train children's ride	11/26/12	11/26/12	10		Destroy, CC-003, Box Clerk-11
CC.912	CS	PHANTOM FIREWORKS	Provision of fireworks and other supplies/services for	6/18/12	7/5/12	10		Destroy, CC-003, Box Clerk-11

Box Clerk-12

Itemized List

- Subpoenas for Records and Notices 2016
 - Rony Wilbert vs. Jamison Management Co., Inc.
 - Whitefeather vs. Lawndale City
 - Larsen vs. City of Los Angeles
- Subpoenas for Records and Notices 2017
 - San Diego Community College District vs. Safeco Insurance Company, et. Al
 - Steve Duran vs. City of Gardena
- Subpoenas for Records and Notices 2018
 - Calderon vs. Jamison Management Co., Inc.
- Subpoenas for Records and Notices 2019
 - Martin Moreno, Et al vs. Juan Moreno
 - Liafriya Newton vs. Wallace Reed; Yvonne Reed; Casey Cook; Gary McDonald
 - George Mino vs. City of Lomita
 - Doy B. Herrin vs. Nevien Aped
 - Lawndale Plaza, LLC vs. CA Recycling, Inc.
- Subpoenas for Records and Notices 2020
 - Kevin Moghadasi vs. City of Lawndale
 - Tanya Greene vs. Allstate Northbrook Indemnity Company
- Statement of Economic Interest 2008
 - Staff
 - Parks, Recreation and Social Services
 - Cable Commissions
- Statement of Economic Interest 2009
 - Staff
 - Parks, Recreation and Social Services
 - Cable Commissions
- Statement of Economic Interest 2010
 - Staff
 - Parks, Recreation and Social Services
 - Cable Commissions
- Statement of Economic Interest 2011
 - Staff
 - Parks, Recreation and Social Services
 - Consultants
- Statement of Economic Interest 2012
 - Staff
 - Parks, Recreation and Social Services
 - Cable Commissions
- Statement of Economic Interest 2013
 - Staff
 - Parks, Recreation and Social Services
 - Cable Commissions

- o Consultants
- Statement of Economic Interest 2014
 - o Staff
 - o Parks, Recreation and Social Services
 - o Cable Commissions
 - o Consultants
- Statement of Economic Interest 2015
 - o Staff
 - o Parks, Recreation and Social Services
 - o Cable Commissions
 - o Consultants
- Bids
 - o BN-2008-04 Citywide Master Fee Schedule (August 2020)
 - o BN-2009-06 Street Improvement 147th street from Hawthorne Blvd to Prairie Ave (Sept. 2020)

Bids - Electronic format 2016

- BN-1602-02 RFP - Tree Trimming Award 6-6-16
- BN-1603-02 - Larch Ave. Parkway Improvements - Award 4-4-16
- BN-1605-04 Concrete Repairs Hawthorne, MBB, Marine Award 6-6-16
- BN-1611-05 Street Resurfacing Project - Larch Ave. - Award 12-5-16

Bids - Electronic format 2017

- BN-1703-01 Teen Center
- BN-1703-02 Storm Drain Replacement, Award 4-17-17
- BN-1704-03 RFP Lawndalian Production, Award 6-19-17
- BN-1706-04 FY 16-17 Citywide Asphalt Repairs, Award 6-19-17
- BN-1706-05 School Crossing Guard Services, Award 8-7-17
- BN-1707-06 City Hall HVAC Upgrade, bids rejected
- BN-1708-07 FY 1617 Annual Street Improvements Project, Award 9-5-17
- BN-1709-08 City Hall HVAC Upgrade, Award 10-16-17
- BN-1711-09 Street Resurfacing Project, 145th St. (Condon Ave to Hawthorne Blvd., Award 12-4-17

Bids - Electronic format 2018

- BN-1801-01 Demolition of Marquee Sign on Hawthorne Blvd
- BN-1803-02 Parks Recreation and Social Services Commission Fireworks Stand
- BN-1803-03 FY 2018-19 CDBG Program Administration, award 7-1-18
- BN-1806-04 Jane Addams School Parking Lot Resurfacing Project, not done
- BN-1809-05 Demolition of the Burin House and Expansion of Community Center Parking Lot, rejected
- BN-1811-06 Concrete Repairs Project, award 12-3-18
- BN-1811-07 Demolition of the Burin House and Expansion of The Community Ctr Parking Lot, Award 12318
- BN-1811-09 Purchase and Sale of City-owned property

Bids - Electronic format 2019

- BN-1902-01 City Hall and Public Works Partial Roof Repairs
- BN-1902-02 Inglewood Avenue Phase 3
- BN-1903-03 CSD RFP - city newsletter graphic artist and production services
- BN-1904-04 PW RFP - Integrated Solid Waste Management Services
- BN-1904-05 CSD RFP - Fixed-Route Transit
- BN-1906-06 CD RFP - General Plan
- BN-1908-07 PW BID - Grevillea Avenue CDBG Project NO.601966-18, Alley East of Hawthorne Blvd. and SB1 149th Street, 160th Street
- BN-1908-08 FIN RFP - Audit Services
- BN-1910-09 RFP - Website Redesign
- BN-1910-10 PW RFP Fleet Procurement
- BN-1910-11 CS RFP - Unarmed Security Services
- BN-1912-12 Admin RFP - City Attorney Services

Bids - Electronic format 2020

- BN-2001-01 PW RFP - Street Sweeping Services
- BN-2003-02 PW BID Traffic Signal Project
- BN-2004-03 HR RFP Classification and Compensation
- BN-2008-04 FIN RFP Citywide Master Fee Schedule
- BN-2008-05 PW BID INGLEWOOD AVENUE STREET IMPROVEMENT PROJECT PHASE 1 AND PHASE 2
- BN-2009-06 PW BID STREET IMPROVEMENT 147TH ST. FROM HAWTHORNE BLVD. TO PRAIRIE AVE. (CDBG NO. 602074-19-FEDERALLY FUNDED PROJECT)

Date: July 31, 2023

Department: City Manager

Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed below (or on the attached list) are scheduled to be destroyed, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

List records here, or attach a list

File #	Records Description	From (Start Date)	To (End Date)	Box #	Retention #	Retention Period
	Managers Memo	January 2019	June 2019	2023.07.001-CMD	CM-005	2 Years
	Packet Delivery Forms	January 2019	June 2019	2023.07.001-CMD	CM-005	2 Years
	Managers Memo	July 2019	December 2019	2023.07.002-CMD	CM-005	2 Years
	Packet Delivery Forms	July 2019	December 2019	2023.07.002-CMD	CM-005	2 Years
	Managers Memo	January 2020	December 2020	2023.07.004-CMD	CM-005	2 Years
	Packet Delivery Forms	January 2020	December 2020	2023.07.004-CMD	CM-005	2 Years

Check one option for destruction:

☐ Shredding is Required (Records contain private information) OR

☒ Recycle (Records DO NOT contain private information)

Employee Preparing Records: Diane Parsley *D. Parsley*

Date: July 31, 2023

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

Department Head

City Manager

City Attorney

Date

9/19/23

Date

Date

Return this form to the City Clerk Department following approval (they coordinate the destruction arrangements)

.....
(Complete after destruction has been performed. If destruction is performed by a commercial vendor, have them provide a certificate.)

I HEREBY CERTIFY that the Items listed above have been reviewed and destroyed in accordance with City policies and procedures:

City Clerk/Assistant City Clerk

Date

City Manager Department

Attachment 1

Weekly Managers Memo (Originals) - 2019

Packet Delivery Forms (Originals) - 2019

2 Year Retention Period for all

<u>Weekly Managers Memo</u>	<u>Packet Delivery Form</u>	
January 3, 2019	January 3, 2019	
January 10, 2019	January 10, 2019	
January 17, 2019	January 17, 2019	*Solid Waste RFP
January 24, 2019	January 24, 2019	Subcommittee delivery
January 31, 2019	January 31, 2019	
February 7, 2019	February 7, 2019	
February 14, 2019	February 14, 2019	**Weekly packet delivery on
February 21, 2019	February 21, 2019	schedule for 6/13/19. Weekly
February 28, 2019	February 28, 2019	Managers Memo prepared
March 7, 2019	March 7, 2019	and dated one day early on
March 14, 2019	March 14, 2019	6/12/19.
March 21, 2019	March 21, 2019	
March 28, 2019	March 28, 2019	
April 4, 2019	April 4, 2019	
April 11, 2019	April 11, 2019	
April 18, 2019	April 18, 2019	
April 25, 2019	April 25, 2019	
May 2, 2019	May 2, 2019	
May 9, 2019	May 9, 2019	
May 14, 2019	May 14, 2019	
May 23, 2019	May 23, 2019	
May 30, 2019	May 30, 2019	
June 6, 2019	June 6, 2019	
	June 10, 2019*	
June 12, 2019	June 13, 2019**	
June 20, 2019	June 20, 2019	
June 27, 2019	June 27, 2019	

City Manager Department

Attachment 2

Weekly Managers Memo (Originals) - 2019

Packet Delivery Forms (Originals) - 2019

2 Year Retention Period for all

<u>Weekly Managers Memo</u>	<u>Packet Delivery Form</u>	
July 3, 2019	July 3, 2019	*Delivery of memo from new City Manager
July 11, 2019	July 11, 2019	
July 18, 2019	July 18, 2019	
July 25, 2019	July 25, 2019	
August 1, 2019	August 1, 2019	
August 8, 2019	August 8, 2019	
August 15, 2019	August 15, 2019	
August 22, 2019	August 22, 2019	
August 29, 2019	August 29, 2019	
September 5, 2019	September 5, 2019	
September 12, 2019	September 12, 2019	
September 19, 2019	September 19, 2019	
September 26, 2019	September 26, 2019	
October 3, 2019	October 3, 2019	
October 10, 2019	October 10, 2019	
October 17, 2019	October 17, 2019	
October 24, 2019	October 24, 2019	
October 31, 2019	October 31, 2019	
November 7, 2019	November 7, 2019	
November 14, 2019	November 14, 2019	
November 21, 2019	November 21, 2019	
November 27, 2019	November 27, 2019	
December 5, 2019	December 5, 2019	
	December 11, 2019*	
December 12, 2019	December 12, 2019	
December 19, 2019	December 19, 2019	
December 26, 2019	December 26, 2019	

City Manager Department

Attachment 3

Packet Delivery Forms (Originals) - 2020

2 Year Retention Period for all

<u>Packet Delivery Form</u>	<u>Packet Delivery Form</u>	
January 2, 2020	July 9, 2020	
January 9, 2020	July 16, 2020	
January 16, 2020	July 23, 2020	
January 23, 2020	July 30, 2020	
January 30, 2020	August 6, 2020	
February 6, 2020	August 13, 2020	
February 13, 2020	August 20, 2020	
February 20, 2020	August 29, 2020	
February 27, 2020	September 3, 2020	
March 5, 2020	September 10, 2020	
March 12, 2020	September 17, 2020	
March 19, 2020	September 24, 2020	
March 26, 2020	October 1, 2020	
April 2, 2020	October 6, 2020 *	
April 9, 2020	October 8, 2020	
April 16, 2020	October 15, 2020	
April 23, 2020	October 22, 2020	
April 30, 2020	October 29, 2020	
May 7, 2020	November 5, 2020	
May 14, 2020	November 12, 2020	
May 21, 2020	November 19, 2020	
May 28, 2020	November 25, 2020	
June 4, 2020	December 3, 2020	
June 11, 2020	December 10, 2020	
June 18, 2020	December 17, 2020	
	December 23, 2020	
	December 30, 2020	

*Oct 6, 2020 – LCC Travel
Packets only

City Manager Department

Attachment 4

Weekly Managers Memo (Originals) - 2020

2 Year Retention Period for all

<u>Weekly Managers Memo</u>	<u>Weekly Managers Memo</u>	
January 2, 2020	July 2, 2020	
January 9, 2020	July 9, 2020	
January 16, 2020	July 16, 2020	
January 23, 2020	July 23, 2020	
January 30, 2020	July 30, 2020	
February 6, 2020	August 6, 2020	
February 13, 2020	August 13, 2020	
February 20, 2020	August 20, 2020	
February 27, 2020	August 27, 2020	
March 5, 2020	September 3, 2020	
March 12, 2020	September 10, 2020	
March 19, 2020	September 17, 2020	
March 26, 2020	September 24, 2020	
April 2, 2020	October 1, 2020	
April 9, 2020	October 8, 2020	
April 16, 2020	October 15, 2020	
April 23, 2020	October 22, 2020	
April 30, 2020	October 29, 2020	
May 7, 2020	November 5, 2020	
May 14, 2020	November 12, 2020	
May 20, 2020	November 19, 2020	
May 28, 2020	November 25, 2020	
June 4, 2020	December 3, 2020	
June 11, 2020	December 10, 2020	
June 18, 2020	December 17, 2020	
June 24, 2020	December 23, 2020	
	December 30, 2020	

Date: July 31, 2023

Department: City Manager

Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed below (or on the attached list) are scheduled to be destroyed, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

List records here, or attach a list

File #	Records Description	From (Start Date)	To (End Date)	Box #	Retention #	Retention Period
	Credit Card Reconciliation (Copies)	January 2017	December 2019	2023.07.003- CMD	CW-007	When no longer required

Check one option for destruction:

☒ Shredding is Required (Records contain private information) OR

☐ Recycle (Records DO NOT contain private information)

Employee Preparing Records: Diane Parsley *D. Parsley* Date: July 31, 2023

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

Department Head

City Manager

City Attorney

Date
7/19/23

Date

Date

Return this form to the City Clerk Department following approval (they coordinate the destruction arrangements)

(Complete after destruction has been performed. If destruction is performed by a commercial vendor, have them provide a certificate.)

I HEREBY CERTIFY that the items listed above have been reviewed and destroyed in accordance with City policies and procedures:

City Clerk/Assistant City Clerk

Date

Credit Card Reconciliations (Copies)

Includes statement, payment voucher(s) and receipts

Retention: When no longer required

CONFIDENTIAL

<u>Period Ending 2017</u>	<u>Period Ending 2018</u>	<u>Period Ending 2019</u>
January 23, 2017	January 22, 2018	January 22, 2019
February 22, 2017	February 22, 2018	February 22, 2019
March 22, 2017	March 22, 2018	March 22, 2019
April 22, 2017	April 22, 2018	April 22, 2019
May 22, 2017	May 22, 2018	May 22, 2019
June 22, 2017	June 22, 2018	June 22, 2019
July 24, 2017	July 23, 2018	July 22, 2019 *
August 22, 2017	August 22, 2018	Statement Only - Credit to be applied (Exec Assistant on Medical Leave of Absence.
September 22, 2017	September 24, 2018	August 22, 2019
October 23, 2017	October 22, 2018	September 23, 2019
November 22, 2017	November 23, 2018 *	October 22, 2019
December 22, 2017	Statement only – no payment due	November 22, 2019
	December 23, 2018 * (Finance Credit Card Used due to City Mgr. Dept. Card Billing Problem)	December 23, 2019
	December 24, 2018	

Date: August 30, 2023

Department: Community Services

Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM

The records listed below (or on the attached list) are scheduled to be destroyed, as indicated on the Records Retention Schedule.

The records are not the subject of any claim, litigation, investigation, or audit.

List records here, or attach a list

File #	Records Description	From (Start Date)	To (End Date)	Box #	Retention #	Retention Period
N/A	Participants' Registration/Liability Forms	2019	2019	0101	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2018	2018	0102	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2018	2018	0103	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2016	2017	0104	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2013	2016	0105	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2013	2021	0106	CS-001	2 years
N/A	Sign-in / Sign-Out Sheets for classes and programs	2009	2021	1201	CS-012	2 years
N/A	Hours (Volunteers)	2018	2018	1201	CS-013	When no longer Required
N/A	Hours (Volunteers)	2016	2017	1301	CS-013	When no longer Required
N/A	Senior Programs (Intake Forms)	2016	2017	1301	CS-017	5 Years
N/A	Senior Programs (Intake Forms)	2016	2018	1701	CS-017	5 Years
N/A	Facility Use Applications and Permits	2016	2019	0301	CS-003	2 Years
N/A	Facility Use Applications and Permits	2019	2020	0302	CS-003	2 Years
N/A	Facility Use Applications and Permits	2016	2016	0303	CS-003	2 Years
N/A	Facility Use Applications and Permits	2015	2015	0304	CS-003	2 Years
N/A	Facility Use Applications and Permits	2019	2019	0305	CS-003	2 Years
N/A	Facility Use Applications and Permits	2018	2018	0306	CS-003	2 Years
N/A	Senior Programs (Intake Forms)	2011	2013	1702	CS-017	5 Years
N/A	Senior Programs (Intake Forms)	2010	2012	1703	CS-017	5 Years
N/A	Senior Programs (Intake Forms)	2012	2013	1704	CS-017	5 Years
N/A	Senior Programs (Intake Forms)	2011	2013	1705	CS-017	5 Years
N/A	Senior Programs (Intake Forms)	2012	2014	1706	CS-017	5 Years
N/A	Senior Programs (Intake Forms)	2014	2016	1707	CS-017	5 Years
N/A	Senior Programs (Intake Forms)	2014	2015	1708	CS-017	5 Years
N/A	Senior Programs (Intake Forms)	2014	2015	1709	CS-017	5 Years
N/A	Park, Recreation & Social Services Commission Audio Recordings	2009	2012	0901	CS-009	2 Years
N/A	Rosters	2009	2009	1202	CS-012	2 years
N/A	Participants' Registration/Liability Forms	2012	2012	0107	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2012	2012	0108	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2013	2014	0109	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2013	2014	0110	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2012	2012	0111	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2012	2013	0112	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2013	2013	0113	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2013	2013	0114	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2013	2013	0115	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2012	2014	0116	CS-001	2 years
N/A	Waivers of Liability (Travel Club)	2013	2014	0117	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2013	2013	0118	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2014	2014	0119	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2014	2014	0120	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2014	2014	0121	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2014	2014	0122	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2014	2016	0123	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2014	2014	0124	CS-001	2 years

Date: August 30, 2023

Department: Community Services

N/A	Participants' Registration/Liability Forms	2014	2016	0125	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2015	2015	0126	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2015	2015	0127	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2015	2015	0128	CS-001	2 years
N/A	Waivers of Liability (Travel Club)	2015	2017	0129	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2016	2016	0130	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2016	2016	0131	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2016	2016	0132	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2017	2017	0133	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2016	2018	0134	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2017	2017	0135	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2018	2018	0136	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2018	2018	0137	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2018	2019	0138	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2018	2019	0139	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2019	2019	0140	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2018	2019	0141	CS-001	2 years
N/A	Participants' Registration/Liability Forms	2019	2020	0142	CS-001	2 years
N/A	Payment Vouchers and Purchase Req's COPIES	2009	2015	X6 boxes	CW-007	when no longer required.
N/A	Payment Vouchers and Purchase Req's COPIES	2019	2021	X2 boxes	CW-007	when no longer required.

Check one option for destruction:

☒ Shredding is Required (Records contain private information) OR☐ Recycle (Records DO NOT contain private information)

Employee Preparing Records: _____

Date: 8/29/23

Cynthia Rodriguez, Admin Assist.

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

ME

8-30-23

Department Head

Date

City Manager

Date 9/19/23

City Attorney

Date

Return this form to the City Clerk Department following approval (they coordinate the destruction arrangements)

(Complete after destruction has been performed. If destruction is performed by a commercial vendor, have them provide a certificate.)

I HEREBY CERTIFY that the items listed above have been reviewed and destroyed in accordance with City policies and procedures:

City Clerk/Assistant City Clerk

Date

Date: 9/26/23

Department: PUBLIC WORKS DEPT.

Form RM-1: RECORDS DESTRUCTION AUTHORIZATION FORM

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The records are not the subject of any claim, litigation, investigation, or audit.
List records here, or attach a list

File #	Records Description	From (Start Date)	To (End Date)	Box #	Retention #	Retention Period
	Traffic Committee Agendas	1994	2005	WORK-01	CW-007	When no longer req
	Traffic Committee Minutes	2002	2003	WORK-01	CW-007	When no longer req
	Traffic Committee Sign-Ins	2003	2004	WORK-01	PW-012	10
	Traffic Collision Reports	1999	2004	WORK-01	PW-011	When no longer req.
	Traffic Committee Agendas	2003	2005	WORK-02	CW-007	When no longer req
	Misc. Traffic Committee Correspondence	1999	1999	WORK-02	PW-012	10
	Public Works Interoffice Memorandums	1994	1994	WORK-01	CW-008	2
	Public Works Miscellaneous – Copies	1994	2015	WORK-01	CW-007	When no longer req

Check one option for destruction:

☒ Shredding Is Required (Records contain private information) OR

☐ Recycle (Records DO NOT contain private information)

Employee Preparing Records: Vanessa Alvarez *Vanessa* Date: July 17, 2023

DOCUMENTS HAVE BEEN REVIEWED AND APPROVED FOR DESTRUCTION

[Signature]
Department Head

9/25/23
Date

[Signature]
City Manager

9/26/23
Date

City Attorney

Date

Return this form to the City Clerk Department following approval (they coordinate the destruction arrangements)

(Complete after destruction has been performed. If destruction is performed by a commercial vendor, have them provide a certificate.)

I HEREBY CERTIFY that the items listed above have been reviewed and destroyed in accordance with City policies and procedures:

City Clerk/Assistant City Clerk

Date

Traffic Committee Box #1

Agendas

- 1994
 - February
 - March
 - July
- 1996
 - September
 - October
 - November
- 1995
 - October
- 2008
 - January – December
- 2009
 - January – December
- 2020
 - January
 - March
- 2001
 - January
- 2002
 - September
 - October
 - November
- 2003
 - July
- 2005
 - May
 - July
 - August
 - September
 - November
 - December

Minutes - Copies

- 2002
 - August 15
 - September 19
 - October 17
 - November 21
 - December 19
- 2003
 - May 15
 - October 23

Sig-ins

- 2003
 - February 20
 - March 19
 - April 17
 - April 24
 - May 15
 - July 24
 - August 21
 - September 18
 - October 23
 - November 20
 - December 18
- 2004
 - January 15
 - February 19
 - March 18

Interoffice Memos

- 1994
 - February
 - March
 - April

Sheriff's Department

- 1999 – 2004
 - Collision Reports

Miscellaneous - Copies

- Resolution 94-13 – copy
- Resolution CC-9511-107 copy
- Resolution 94-09 – copy
- Traffic Investigation – June 1992
- Traffic Evaluations – August 1996
- Bikeway Planning Design July 1993
- Ordinance 741-93 – copy

Traffic Committee Box #1

- Resolution CC-9003-21 copy
- Staff Report Ord. 924-02 – Dec. 2002
- PC Staff Report Dec 2000
- Correspondence to Residents from PW/ Traffic Committee dated 1999; 2000; 2002; 2003; 2004; 2005 re: Parking request for red, blue, white curb paint
- Email Correspondence printout 2003
- Notepad with notes 2001
- Interoffice Memo re parking conflict August 2000
- Planning Commission Schedule 1999
- Traffic Committee application process
- Manager's memo re TC responsibilities
- LHA Agenda Distribution Lists email 2015
- LRAS Agenda Distribution Lists Email 2015

Traffic Committee Box #2
(10-year retention period for all)
CC-002

Agendas

- 2003
 - January – December
- 2004
 - March
 - April
 - May
 - June
 - July
 - September
- 2005
 - January

Miscellaneous

- Correspondence to Residents from
PW/ Traffic Committee dated 1999



CITY OF LAWDALE

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

DATE: October 2, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager 

PREPARED BY: Yvette Hall, Assistant City Clerk 

SUBJECT: **Potential Reschedule and/or Cancellation of Upcoming City Council Meetings**

BACKGROUND

The City Council may wish to cancel or reschedule meetings that are close to the City holidays. The Thanksgiving, New Year's Day, Martin Luther King, Jr., and President's Day holidays are soon approaching.

The City Council may wish to cancel the meeting scheduled on Monday, November 20, 2023, as it is on the same week as the Thanksgiving holiday.

The City Council meetings scheduled on Monday, January 1, 2024, and Monday, January 15, 2024, are observed City holidays, therefore; they will need to be canceled with City Council's approval.

The City Council meeting scheduled on Monday, February 19, 2024, is an observed City holiday, therefore; it will need to be canceled with City Council's approval.

STAFF REVIEW

A review of the upcoming agenda items by staff found no pressing agenda items for the meetings listed above. At this time, canceling a meeting will not present any impact to operations or City business. If canceled, staff would ensure that necessary business is addressed at meetings prior to or following the proposed canceled meeting(s) and plan accordingly. If unforeseen urgent business needs to be addressed, a special meeting can always be called, should any of the scheduled meetings be canceled.

LEGAL REVIEW

The City Attorney has reviewed and approved this report.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council:

1. Discuss if the City Council wishes to cancel the meeting on Monday, November 20, 2023;
2. Cancel the City Council meetings on Monday, January 1, 2024, and Monday, January 15, 2024, and reschedule a City Council meeting to Tuesday, January 16, 2024; and
3. Cancel the City Council meeting on Monday, February 19, 2024; or
4. Provide staff with other direction.

Attachments: None.

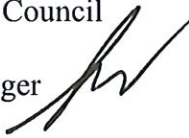


CITY OF LAWDALE

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

DATE: October 2, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager 

PREPARED BY: Michael Reyes, Municipal Services Director 

SUBJECT: **Request for Additional Funding for Increase to Contract with SPCA (Society for the Prevention of Cruelty to Animals) for Kenneling and Animal Care Services.**

BACKGROUND

The contract between the City of Lawndale and the Society for the Prevention of Cruelty to Animals, (SPCA) for animal kenneling and sheltering has been in place for more than two decades resulting in a positive and prosperous partnership for both parties. The SPCA has provided the City with afterhours care and kenneling for stray dogs and cats, as well as temporary kenneling for pets that are lost or otherwise separated from their owners. SPCA also handles the intake and disposal of all deceased animals found in the City of Lawndale.

City staff have seven days a week access to SPCA kennels, which is convenient for both employees and residents, as animal control staff can be called to retrieve and place lost animals seven days a week and at all hours.

The SPCA animal shelter is in the neighboring City of Hawthorne, and the process by which animals are taken in for processing is brief and simple, which shortens the time Animal Control staff are away from Lawndale.

STAFF REVIEW

Staff were notified in the summer of 2022 that the monthly fees for operating the SPCA were increasing, and as a result, the SPCA needed to raise the fees to all their partner cities. The proposed increase to the City of Lawndale was a raise from \$6,600 per month to \$9,600 per month for sheltering costs. As this rate seemed especially high, City staff spoke with SPCALA President Madeline Bernstein and negotiated an adjusted monthly rate increase of \$8,100 rather than \$9,600 for the 2022-2023 fiscal year.

This adjustment was only a temporary rate arrived at and agreed upon due to the long-standing mutually beneficial relationship that has existed between both organizations. Now that the City has entered the 2023-24 fiscal year, SPCA has increased their monthly fees to \$9,600.

City Council Meeting – October 2, 2023

Request for Additional Funding for Increase to Contract with SPCA (Society for the Prevention of Cruelty to Animals) for Kenneling and Animal Care Services.

While this amount is still higher than previous years, SPCA still offers the best option to the City of Lawndale for animal sheltering services and care, as compared to other animal care providers.

LEGAL REVIEW

The City Attorney has reviewed the staff report and does not see any outstanding legal issues.

FISCAL IMPACT

A budget amendment of \$13,260 is needed in account 100-300.530.100 (Municipal Services Department-- Contract Services) to cover the additional costs due to the increased contract amount.

RECOMMENDATION

Staff recommends that the City Council approve the Request for Additional Funding for Increase to Contract with SPCA (Society for the Prevention of Cruelty to Animals) for Kenneling and Animal Care Services, and Staff will prepare a new contract reflecting these changes for September 2023- August 2024.



CITY OF LAWDALE

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

October 2, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Mike Estes, Director of Community Services

SUBJECT: Lawndale Beat Fixed-route Transportation System Ridership Report

BACKGROUND

The Lawndale Beat Fixed-route Transportation System (LBTS) has been an active public transportation option for Lawndale residents and those from surrounding communities for several decades. LBTS is comprised of two routes: 1) Express; and 2) Residential.

STAFF REVIEW

LBTS Suspension:

The LBTS was suspended on May 6, 2020 due to the national health crisis, County and State health restrictions and sharply declining ridership numbers.

LBTS Return:

The LBTS returned to service on May 15, 2023 after City staff issued Request for Proposals (RFP) to a number of local transportation agencies. As a result of the RFP process, the City hired a new contractor to operate the system, Transportation Concepts, Inc.

Increases in Ridership:

The LBTS was at its peak, in terms of ridership, in FY 2014-15 in which a total of 89,056 passengers were transported. In FY 2014-15 through FY 2019-20, the LBTS transported 375,975 passengers, or an average of 62,663 per fiscal year.

Decline in Ridership:

Ridership began to decline significantly in FY 2018-19 from 63,107 in FY 2017-18 to 43,853 in FY 2018-19, a decline of approximately 31%. Ridership further declined in FY 2019-20 to 29,317 passengers, a decline of approximately 33% over a 10 month period prior to the national health crisis in March 2020 and suspension of the service on May 6, 2020.

Current Ridership Statistics:

Since LBTS' return in May 2023, the ridership has been slow to build. For the fourth month period May 15, 2023 through September 15, 2023, LBTS has averaged 878 passengers per 30-day period for a grand total of 3,511 passengers.

Current Ridership Statistics: (Cont.)

Please see table below for ridership statistics for the initial four-month period since LBTS' return to service:

LBTS Passenger Counts (May 15, 2023 through September 15, 2023)

Month/Dates	Express Route	Residential Route	System Total	Per Day Average	% Change	Revenue
May (15-31)	176	195	371	23	Baseline	Free Fares
June (1-30)	525	405	930	31	+26%	Free Fares
July (1-31)	408	464	872	25	-20%	\$260.99*
August (1-31)	416	460	876	28	+11%	\$349.62*
September (1-15)	208	254	462	31	+10%	\$124.55*
Totals	1,733	1,778	3,511	N/A	N/A	\$735.16*

*=Revenue offsets monthly operational costs.

Ridership Analysis:

LBTS ridership has been relatively steady since the system's return, but lower than anticipated. LBTS reached an average high of 31 passengers per day in May and September and a low of 25 passengers per day for June. With the recent spikes in the price of gas, it is expected that ridership numbers will increase in the fall. As well, as Metro TAP Smart Card Users will be able to use their cards on LBTS once the mobile validators that collect virtual payments are installed on the contractor-owned buses.

Ideas to Increase Ridership:

There are a number of ways the City can promote and market the LBTS service in addition to routine social media posts and use of the City's website such as: 1) street banners on Hawthorne Boulevard (\$1,200.00); 2) fence banners at City Parks (\$300.00); 3) resident and business mailer (\$4,250.00); and 4) a Lawndale CityTV promotional piece (No Cost). In addition, City staff would also enlist the contractor, Transportation Concepts, Inc. to provide some ideas for increasing ridership as well. City staff has confirmed with Los Angeles County Metropolitan Transportation Authority that the above-mentioned marketing costs are eligible Prop A expenses.

LEGAL REVIEW

None.

FISCAL IMPACT

There is no fiscal impact to the City's FY 2023-24 General Fund Budget if a marketing and promotions plan is put into place for the approximate costs identified in the section above in subheading "Ideas to Increase Ridership".

RECOMMENDATION

Staff recommends that the City Council: 1) receives and files this report; or 2) provides further direction.



CITY OF LAWNDALE

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

DATE: October 2, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Hrant Manuelian, Director of Finance/City Treasurer

SUBJECT: Public Works Part-Time Office Assistant Amendment

BACKGROUND

The Public Works department has historically had a part-time Office Assistant, however during the budget process for FY 23/24 this position was dropped. The position was dropped mainly because the part-time Office Assistant was hired as a full-time Administrative Assistant II and therefore it was assumed that the part-time position was not needed. Also, with the department not having a full-time director there was an oversight and the position was not budgeted.

STAFF REVIEW

Finance has discussed this with the permanent Public Works director and there is a need for a part-time Office Assistant, and they would like to begin recruitment as soon as possible.

LEGAL REVIEW

The City Attorney's office has reviewed this report.

FISCAL IMPACT

During the budget process there was funding for this position, however the position was inadvertently removed. Budget amendment of \$17,939 (Account # 100-310-501.300 General Fund - Public Works - Salaries Part-Time) and \$260 (Account # 100-310-505.300 General Fund Public Works – Medicare) is needed to fund this position for the remaining nine months of fiscal year 23/24.

A total budget amended of \$18,199 is needed from the General Fund.

RECOMMENDATION

Staff recommends that the City Council approve funding for the part-time Office Assistant position and approve the budget amendment of \$18,199.



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

DATE: October 2, 2023

TO: Honorable Mayor and City Council

FROM: Yvette Hall, Assistant City Clerk *YH*

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

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



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

DATE: October 2, 2023

TO: Honorable Mayor and City Council

FROM: Yvette Hall, Assistant City Clerk *YH*

SUBJECT: Conference with Legal Counsel – Anticipated Litigation
The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(2), because there is significant exposure to litigation in one (1) case. Facts unknown to the potential plaintiff.

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