



CITY OF LAWDALE

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

AGENDA LAWDALE CITY COUNCIL REGULAR MEETING Monday, May 16, 2022 - 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 speakers' names are correctly recorded in the meeting minutes and, where appropriate, to provide contact information for later staff follow-up. You are still eligible to submit comment via the [Temporary eComment Policy for Public Meetings](#), the comments will be read verbatim into the record.

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**
- D. **ITEMS FROM CITY CLERK**
- E. **ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA** (Public Comments)
- F. **COMMENTS FROM COUNCIL**
- G. **CONSENT CALENDAR**

Items 1 through 6, 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. **Consideration of Claim Against the City**
Recommendation: that the City Council reject the claims filed by Maddison McKinnie-Bennett and instruct staff to process the appropriate correspondence to the claimants.
3. **Annual Review and Update to the Citywide Records Retention Schedules for Fiscal Year 2021-22**
Recommendation: that the City Council adopt Resolution No. CC-2205-022, Updating City Council Policy No. 77-04 Exhibit "A" Records and Retention Schedule for Fiscal Year 2021-22.
4. **Federally Funded Employment and Job Training – South Bay Workforce Investment Board Activities Summary**
Recommendation: that the City Council receive and file the report.
5. **Accounts Payable Register**
Recommendation: that the City Council adopt Resolution No. CC-2205-021, authorizing the payment of certain claims and demands in the amount of \$1,841,547.28
6. **Minutes of the Lawndale City Council Regular Meeting – May 2, 2022**
Recommendation: that the City Council approve.

H. PUBLIC HEARING

7. **Case No. 22-09 Consideration of an Urgency Ordinance Establishing Rules and Regulations for Car Wash Facilities within the City of Lawndale**
Recommendation: that the City Council (a) conduct a Public Hearing; (b) determine that Ordinance No. 1190-22 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) of the CEQA Guidelines, as the activity will not result in a direct or reasonable foreseeable indirect physical change in the environment, and also exempt under Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is not possibility that the adoption of this ordinance may have significant effect on the environment and (c) adopt by four-fifths (4/5) vote of the City Council, Interim Urgency Ordinance No. 1190-22, extending 45-day Interim Urgency Ordinance No. 1189-22 by 10 months 15 days.

I. ADMINISTRATION

8. **Mid-Year Budget Update Report**
Recommendation: that the City Council approve all recommended budget amendments noted in the Mid-Year Update for Fiscal Year 2021-2022, as outlined in Attachment A.

J. CITY MANAGER REPORT

K. ITEMS FROM CITY COUNCILMEMBERS

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

L. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, June 6, 2022 in the Lawndale City Hall council chamber, 14717 Burin Avenue, Lawndale, California.

It is the intention of the City of Lawndale to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact the City Clerk Department (310) 973-3213 prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

I hereby certify under penalty of perjury under the laws of the State of California that the Agenda for the regular meeting of the City Council to be held on May 16, 2022 was posted not less than 72 hours prior to the meeting.

Cynthia Rodriguez, Administrative Assistant



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

DATE: May 16, 2022
TO: Honorable Mayor and City Council
FROM: Cynthia Rodriguez, Administrative Assistant II 
SUBJECT: Motion Pertaining to the Reading of Ordinances

BACKGROUND

California Government Code reads, in part, as follows:

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

RECOMMENDATION

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



CITY OF LAWDALE

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DATE: May 16, 2022

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager 

PREPARED BY: Raylette Felton, Assistant to the City Manager/ Human Resources Director 

SUBJECT: Consideration of Claims for Damage against the City

BACKGROUND

The City of Lawndale received a claim for property damage filed by Fair Cases Law Group, APC, representing Maddison McKinnie-Bennett (Claimant) on January 27, 2022. The claim filed alleged that on August 1, 2021, their motor scooter wheel was caught on an uneven/elevated concrete slap near the Los Angeles County's Alondra Community Regional Park, causing a personal injury. This matter was referred to the City's third party claims administrator (Carl Warren & Company) for review and investigation.

STAFF REVIEW

The City's third party claims administrator, Carl Warren & Company, reviewed and completed investigation regarding filed claim. Based on an investigation completed by Carl Warren, it was determined that the liability for the claim could not be assigned to the City and recommends that the City reject the claim as filed.

LEGAL REVIEW

None.

RECOMMENDATION

Staff recommends that the City Council reject the claim filed by Maddison McKinnie-Bennett and instruct staff to process the appropriate correspondence to the claimants.

Attachments: 1) Claim for Damages to Person or Property and Rejection Notice – Maddison McKinnie-Bennett (3029516 - WRG)



CITY OF LAWNDALÉ
CLAIM FOR DAMAGES TO PERSON OR PROPERTY

File with the City Clerk
14717 Burin Ave., Lawndale, CA 90260
(310) 973-3200, Fax: (310) 644-4556

22 JAN 27 10:50 AM
Reserve for Filing Stamp

Claim No.: _____

Instructions:

1. Claims for death, injury to person or to personal property must be filed not later than six (6) months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than one (1) year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim form before filing.
4. See page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.
7. Claim must be filed with the City Clerk. (Gov. Code Sec. 915a)

CITY OF LAWNDALÉ			
Claimant's Name	Maddison McKinnie-Bennett	Claimant's Occupation	
Claimant's Home Address		Claimant's Home Phone #	
Claimant's Business Address		Claimant's Business Phone #	

Address and telephone number to which you desire notices or communications to be sent regarding this claim:
Fair Cases Law Group, APC - 11726 San Vicente Blvd., Suite 212, Los Angeles, CA 90049 - (424) 428-0000 - josh@faircases.com

When did DAMAGE or INJURY occur? Date: 8/1/21 Time: 5:30 pm
If claim is for Equitable Indemnity, give date claimant served with the complaint: Date: _____
Names of any city employees involved in INJURY or DAMAGE

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:

South side curb of Manhattan Beach Blvd., abutting Alondra Park.

Describe in detail how the DAMAGE or INJURY occurred.

Ms. McKinnie-Bennett was traveling via scooter on the South side curb of Manhattan Beach Blvd., abutting Alondra Park, when her scooter's wheel caught onto an uneven/elevated slab of concrete, causing her to fall and hit the floor, sustaining severe injuries to her head.

Why do you claim the city is responsible?

The City of Lawndale owns, maintains, controls and operates the defective sidewalk and area including and surrounding the dangerous condition. As such, the City owed a duty to Ms. McKinnie-Bennett to prevent dangerous conditions on the property. The City failed in preventing such a dangerous condition in that the City negligently owned, maintained, managed and operated the premises, by allowing an uneven floor on its premises, which ultimately caused Mr. McKinnie-Bennett's severe injuries.

Describe in detail each INJURY or DAMAGE

Head trauma

THIS CLAIM MUST BE SIGNED ON PAGE 2

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):	\$	Estimated prospective damages as far as known:	\$ 1,000,000
Damage to property	\$	Future expenses for medical and hospital care	\$
Expenses for medical and hospital care	\$	Future loss of earnings	\$
Loss of Earnings	\$	Other prospective special damages	\$
Special Damages for	\$	Prospective general damages	\$
		Total estimate prospective damages	\$
General Damages	\$ 1,000,000		
Total Damages incurred to date	\$ 1,000,000		
Total amount claimed as of date of presentation of this claim			\$ 2,000,000

Was damage and/or injury investigated by police? UNKN If so, what city? _____ File #: _____

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

If injured, state date, time, _____

name and address of doctor of your first visit _____

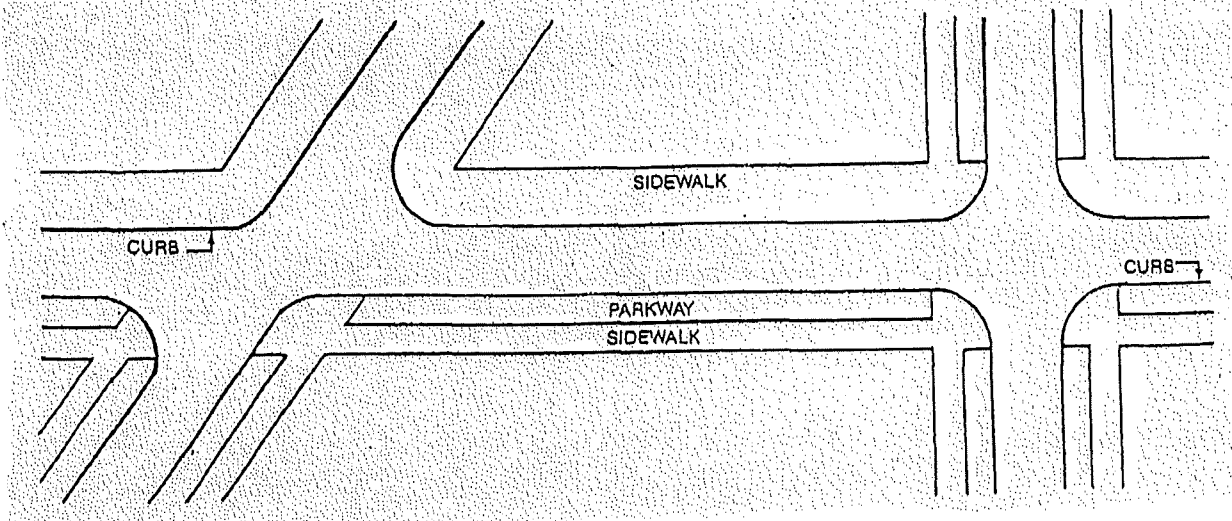
WITNESSES to DAMAGE or INJURY: List all persons and addresses of person known to have information:

Name <u>Ashley McKinnle</u>	Address _____	Phone _____
Name _____	Address _____	Phone _____
Name _____	Address _____	Phone _____

DOCTORS and HOSPITALS:

Hospital <u>Torrance Medical Center</u>	Address <u>3330 Lomita Blvd., torrance CA, 90505</u>	Date of Hospitalization _____
Doctor <u>Dental Playground</u>	Address <u>3530 W Century Blvd #107, Inglewood, CA 90304</u>	Date of Treatment _____
Doctor _____	Address _____	Date of Treatment _____

For all accident claims place on following diagram names of streets, including North, East, South and West; indicate place of accident by "X" and by showing house numbers or distances to street corners. If city vehicle was involved, designate by letter "A" location of city vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw city vehicle; location of city vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X". NOTE: if diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Signature of Claimant or person filing on his/her behalf giving relationship to Claimant:

Typed/Printed Name

Date

[Handwritten signature]

Joshua Kohanim, Esq. - Attorney for Claimant

1/19/22



CARL WARREN & COMPANY
Claims Management and Solutions

May 11, 2022

TO: City of Lawndale

ATTENTION: Raylette Felton

RE: Claim	:	McKinnie-Bennett vs. Lawndale
Claimant	:	Maddison McKinnie-Bennett
Date of Event	:	8-1-2021
Claim Number	:	3029516 WRG

Please allow this correspondence to acknowledge receipt of the captioned claim. Please take the following action:

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

Please include a Proof of Mailing with your rejection notice to the claimant. Please provide us with a copy of the Notice of Rejection and copy of the Proof of Mailing. If you have any questions feel free to contact the assigned adjuster or the undersigned supervisor.

Very Truly Yours,

Emily Gutierrez

Claims Supervisor

Carl Warren & Company, LLC | A Venbrook Company

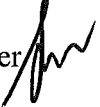


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DATE: May 16, 2022

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager 

PREPARED BY: Raylette Felton, Assistant to the City Manager/ Human Resources Director 

SUBJECT: **Adopt Resolution to Approve Fiscal Year 2021-22 Annual Review and Schedule Updates to City Council's Records and Information Policy**

BACKGROUND

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

On April 5, 2021, City Council adopted Resolution No. CC-2104-016, approving updates to City Council Policy No. 77-04 (Records and Information Management), incorporating the Annual Review and Schedule Updates for FY 2020-21.

On October 4, 2021, City Council adopted Resolution No. CC-2110-041, adding a Record Series and Schedule updates to City Council Policy No. 77-04 (Records and Information Management).

STAFF REVIEW

The City annually reviews its retention schedule to ensure the schedule is in compliance with changes in law and consistent with "best practices." In efforts to continuously maintain the Citywide Retention Schedule, certain changes to Department Records Retention Schedule is recommended to reflect the annual legal review for fiscal year 2021-22.

The highlights for this current fiscal year records management/retention schedule are as follows:

- Administrative Services / Human Resources
 - AS-024 – Recruitment and Testing File retention schedule for all full-time and part-time employees changed to 4 years.
 - AS-012 - added "Harassment Claims" to Department of Fair Employment & Housing (DFEH or EEOC) Claims.
- Community Development - Planning:
 - CD-029.1 – CEQA Correspondence retention schedule changed to "Project Approval or Denial + 2 years."

- Finance:
 - FIN-027 – W-9s retention schedule changed to inactive + 3 years
 - FIN-005 & CC-005 – Comprehensive Annual Financial Report (CAFR) changed to Annual Comprehensive Financial Report (ACFR).
- Public Works – Environmental Services
 - PW-019 – added SB 1383 Compliance (Organic Waste Collection and Recycling) records retained 5 years.

The remaining changes to the schedule were in regards to repeals or additions to legal citations that do not affect the document retention. All of the updates have been reviewed and approved by the City's records management consultant, Gladwell Governmental Services, Inc., who specializes in local government records.

LEGAL REVIEW

The City Attorney's Office has reviewed Resolution No. CC-2205-022 and has approved it to form.

FUNDING

None.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. CC-2205-022, Updating City Council Policy No. 77-04, Exhibit "A" Records and Retention Schedule for Fiscal Year 2021-22.

Attachments: Resolution No. CC-2205-022

ATTACHMENT 1

Resolution No. CC-2205-022

Resolution of the City Council of the City of Lawndale, California
Annual Review and Updates to Citywide Records Retention Schedule
for Fiscal Year 2021-22

RESOLUTION NO. CC-2205-022

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNDAL, CALIFORNIA
ANNUAL REVIEW AND UPDATES TO THE CITYWIDE
RECORDS RETENTION SCHEDULE FOR FISCAL YEAR 2021-22**

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

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

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

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

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

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

WHEREAS, the City Council now desires to keep in line with recent changes in state law and current "best practices" of other agencies and update Exhibit A, Records Retention Schedule, of Council Policy No. 77-04, for fiscal year 2021-22.

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

SECTION 1. The City Council approves the updates to Council Policy No. 77-04, Exhibit A, Records Retention Schedule for Fiscal Year 2021-22, as attached hereto as Exhibit "A", and incorporated herein by this reference, as if fully set forth herein and directs City staff to include said updated records retention schedule in the Policy Manual

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

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

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

PASSED, APPROVED AND ADOPTED this 16th day of May, 2022.

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-2205-022 at a regular meeting of said Council held on the 16th day of May, 2022, by the following roll call vote:

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

Erica Harbison, City Clerk

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney

EXHIBIT “A”

CITY-WIDE RETENTION AND RECORDS SCHEDULE FOR FISCAL YEAR 2021-22

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
HUMAN RESOURCES								
Admin. Services / Human Resources	AS-008	Benefit Plan Documents (Optical, Dental, etc.)	Duration of the Contract + 2 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §34090
Admin. Services / Human Resources	AS-009	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Ppr			Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-010	Compensation Surveys & Studies	Minimum 3 years		Mag, Ppr			Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-011	Contracts for Investigators	Completion + 5 years	Yes: Before Completion	Mag, Ppr			Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337, 337.1(a), 337.15, 343; GC §34090
Admin. Services / Human Resources	AS-011.1	COVID-19 Notifications to Employees	3 years		Mag, Ppr			LC §6409.6(k), GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFRR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Admin. Services / Human Resources	AS-012	Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Minimum Final Disposition + 5 years		Mag, Ppr			Department preference: All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-013	DMV Pull Notices (ALL, including Police Officers)	When Superseded or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Admin. Services / Human Resources	AS-014	Employee Investigations	Minimum Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; statute of limitations for EEOC/FLSA/ADFEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
Admin. Services / Human Resources	AS-015	Employee Verifications (responses to outside banks, mortgage brokers, and others about an employee's employment status)	When No Longer Required		Mag, Ppr			Non-records / Content Not Substantive, therefore there is no obligation to retain responses; GC §34090 et seq.
Admin. Services / Human Resources	AS-016	Harassment Prevention Training Certificates	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC'd & OD	GC §§34090, 53237.2(b)

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFRR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Admin. Services / Human Resources	AS-017	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLISA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-018	Job Descriptions / Classification Specifications	Minimum Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLISA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-019	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33, 8 CCR §3203(b)(1), GC §34090; LC §6429c
Admin. Services / Human Resources	AS-020	Personnel Board AGENDAS & AGENDA PACKETS	When No Longer Required - Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
City Clerk	AS-021	Personnel Board MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	Send all originals to the City Clerk; GC §34090.7

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Admin. Services / Human Resources	AS-022	Personnel Files - Employee File (Main File / Background File) Includes Application, Evaluations, Grievances, Policy Acknowledgements, Personnel Action Forms, Livescan results, Training Certificates, etc.	Separation + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference: statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADFEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5; 26 CFR 31-6001-1; 53235.2(b); 53237.2(b)
Admin. Services / Human Resources	AS-023	Personnel Files - Medical File (all employees) Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, etc.	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference: Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-024	Recruitment and Testing File - <u>ALL (Full-time and Part-time)</u> (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Close of Recruitment + 4-5 years		Mag, Ppr			Department preference: State Law requires 4-2-3 years; (Part Time Employee Recruitment are retained by the Department, except for the Successful Application); EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-025	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		Mag, Ppr			Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFRR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Human Resources	AS-026	Workers Compensation Claim Runs	5 years		Mag Ppr			Department preference (meets municipal government auditing standards); GC \$34090
Admin. Services / Human Resources	AS-027	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference: Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR \$3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC \$312946, 12960, 34090
RISK MANAGEMENT								
Admin. Services / Risk Manage.	AS-028	Accident Reports / Incident Reports (No Claim Filed)	2 years		Mag, Ppr			GC \$34090
Admin. Services / Risk Manage.	AS-029	Claims / Civil & Liability	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Admin. Services / Risk Manage.	AS-030	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag Ppr			Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADDEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Risk Manage.	AS-031	Employee Litigation	Separation + 5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference: ; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Admin. Services / Risk Manage.	AS-032	Incident Reports where a Loss of Property was incurred that can be recovered (Vandalism, Vehicle Accidents, etc.)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Admin. Services / Risk Manage.	AS-033	OSHA Inspections & Citations	5 years		Mag, Ppr			OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

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

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record (OFRR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Comm. Dev. / Building	CD-006	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES Energy Calculations, Structural Calculations, Soil Reports, Geotechnical Reports	10 years		Mag, Ppr			Department preference (180 days is required); State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&SS 19850, GC \$34090
Comm. Dev. / Building	CD-007	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC \$50022.6
Comm. Dev. / Building	CD-008	Certificate of Occupancy (Cofo)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC \$34090
Comm. Dev. / Building	CD-009	Correction Notices, Stop Work Notices	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC \$34090
Comm. Dev. / Building	CD-010	Plan Check Comments (Site Plan File)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC \$34090
Comm. Dev. / Building	CD-011	Reports: Building Activity	When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Preliminary drafts (the database can re-create the reports on demand); GC \$34090
Comm. Dev. / Building	CD-012	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC \$34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Comm. Dev. / Building	CD-013	Utility Clearances, School District Clearances	When Permit Finalled		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC \$34090
CDBG / HOUSING / FORMER REDEVELOPMENT PROJECTS								
Comm. Dev. / CDBG, Housing, Redev.	CD-014	Five Year Consolidated Action Plan and the related Action Plans / PHA Plans	Expiration of Plan + 5 years		Mag, Ppr			Consolidated Plan Requirement; GC \$34090
Comm. Dev. / CDBG, Housing, Redev.	CD-015	Great Neighborhoods Program (Commercial and Residential Rehabilitation)	5 years		Mag, Ppr			Meets auditing standards: Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC \$34090; 24 CFR 982.158, 884.214;

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Comm. Dev. / CDBG, Housing, Redev.	CD-016	Housing Programs: All, including Low-Mod, CalHome, CDBG & HOME WITH Recapture or Resale Restrictions	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, whichever is Longer		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090; 24 CFR 982.158, 884.214;
Comm. Dev. / CDBG, Housing, Redev.	CD-017	Housing Programs: All, including ow-Mod, CalHome, CDBG & HOME NO RECAPTURE / RESALE RESTRICTIONS	Loan Pay-off or Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090; 24 CFR 982.158, 884.214;
Comm. Dev. / CDBG, Housing, Redev.	CD-018	HUD Reports (ALL Reports to HUD)	5 years		Mag, Ppr			Department preference; ; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Comm. Dev. / CDBG, Housing, Redev.	CD-019	Redevelopment Plans, Redevelopment Projects (Historical)	P	Yes	Mag, Ppr			Department preference; GC §34090 et seq.
Comm. Dev. / CDBG, Housing, Redev.	CD-020	Redevelopment Projects (Not Historical)	10 years	Yes	Mag, Ppr			Department preference; GC §34090 et seq.
Comm. Dev. / CDBG, Housing, Redev.	CD-021	Redevelopment Successor Agency Real Property - Acquisition and Sale or Transfer	P	Yes	Mag, Ppr			Department preference; GC §34090 et seq.
COMMUNITY DEVELOPMENT / ENGINEERING (PRIVATE DEVELOPMENT)								
Community Dev. / Engineering / Private Dev.	CD-022	Design & Construction Standards - Authored by the City for Private Development	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Community Dev. / Engineering / Private Dev.	CD-023	Developer's Bonds / Security	Close or Default + 5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Comm. Dev. / Planning	CD-033	Long Range Planning / Planning Studies	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Comm. Dev. / Planning	CD-034	Master Plans, Specific Plans, Land Use Plans and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Dev. / Planning	CD-035	Materials Boards	When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Comm. Dev. / Planning	CD-036	Planning Commission AGENDAS & AGENDA PACKETS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Comm. Dev. / Planning	CD-037	Planning Commission AUDIO RECORDINGS	Minimum 2 years		Mag, OD			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.6
City Clerk	CD-038	Planning Commission MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090.7
Comm. Dev. / Planning	CD-039	Temporary Use Permits (TUP) / Temporary Signs / Banner Permits, etc. (Approved & Unapproved) Christmas Tree Lots, Pumpkin Lots, etc.	Expiration + 2 years	Yes: During Event	Mag, Ppr			Department preference; GC§§34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Comm. Dev. / Planning	CD-040	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference: GC \$34090
Comm. Dev. / Planning	CD-041	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies): GC \$34090.7

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

FINANCE

Finance	FIN-001	1099s / 1096s	5 years		Mag, Ppr			Department Preference: IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR \$31.6001-1(e)(2), R&T \$19530, GC \$34090; 29 USC 436
Finance	FIN-002	Accounts Payable / Invoices and Backup / Warrants (includes Invoices, Travel Expense Reimbursements and copies of checks)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 5 years	Department preference: 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference for P-Card Invoices (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP \$337 et. seq.; GC \$34090
Finance	FIN-003	Accounts Receivable: Revenue - Our Invoices to Outside Entities, Transient Occupancy Tax (TOT), etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference: Meets auditing standards; GC \$34090 et seq.
Finance	FIN-004	Audit Work Papers	When No Longer Required		Mag, Ppr			Preliminary drafts / content not substantive; GC \$34090
Finance	FIN-005	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, Annual Comprehensive Financial Report (ACFR), CAFR (Consolidated Annual Financial Report) etc.	5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC \$34090

RECORDS RETENTION SCHEDULE: FINANCE

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance	FIN-006	Bank Deposits	5 years		Mag, Ppr			Department Preference; Meets auditing standards; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance	FIN-007	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance	FIN-008	Bonds & Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §3336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
		See Bank Statements for statement retention.						
Finance	FIN-009	Budgets Work Papers	When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Finance	FIN-010	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash / Credit Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

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If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance	FIN-011	CDBG (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (Successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC \$34090
Finance	FIN-012	Checks / Warrants (Cashed - Retained at the Bank)	5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	May contain Fire District independent contractor's compensation, expense reimbursement, or District credit card records; Meets municipal government auditing standards; GC \$ 34090
Finance	FIN-013	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Ppr			These are bank instruments, and not City records; per bank agreement.
Finance	FIN-014	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance	FIN-015	Film Permits	5 years		Mag, Ppr			Department Preference; GC §34090

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance	FIN-016	Financial Services Database (Citizenserve / Tyler Fund Balance)	Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC \$34090
Finance	FIN-017	Fixed Assets	Life of Asset		Mag, Ppr			Department Preference (bond auditing purposes; IRS regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds"); 26 CFR 1.6001-1(e); GC \$34090
Finance	FIN-018	Investment Reports & Backup	5 years		Mag, Ppr			Department Preference; GC \$34090
Finance	FIN-019	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)	5 years		Mag, Ppr			Department Preference: Meets auditing standards; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance	FIN-020	Journal Entries / Journal Vouchers	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC \$34090, 26 CFR 31.6001-1
Finance	FIN-021	OES / FEMA Claims	10 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); GC \$34090
Finance	FIN-022	Reports, General Ledger, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		Mag, Ppr			Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC \$34090

RECORDS RETENTION SCHEDULE: FINANCE

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance	FIN-023	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference, Meets auditing standards; GC \$34090
Finance	FIN-024	SB-90 Claims / State Reimbursement for Unfunded Mandates	Initial Payment by State + 3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After 5 years	Department preference; CCP §337 et seq.; GC \$34090
Finance	FIN-025	Surplus Property Disposition	5 years		Mag, Ppr			Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC \$34090
Finance	FIN-026	Vehicle Titles "Pink Slips"	Upon Disposition of Vehicle		Ppr			Provided to new owner upon sale; GC \$34090
Finance	FIN-027	W-9s	Vendor Inactive + 3 years Minimum 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets IRS municipal government auditing standards); GC \$34090; 29 USC 436

RECORDS RETENTION SCHEDULE: FINANCE

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

BUSINESS LICENSE

Finance / Business License	FIN-028	Business License & Permit Database (Citizenserve)	Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Business License	FIN-029	Business License New Applications & Permits (ALL Revenue and Regulatory, Massage Establishment, Taxi, Solicitor, etc) Includes ABC License, Fictitious Business Name Certificates, Sales Permits, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference: Planning uses initial application for Zoning clearances and history (meets municipal government auditing standards); GC §34090 et seq.
Finance / Business License	FIN-030	Business License Renewals & Notices	5 years		Mag, Ppr			Department preference: meets auditing standards; GC §34090 et seq.
Finance / Business License	FIN-031	Fireworks Permits, Including post-sales accounting	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference: meets auditing standards; GC §34090 et seq.
Finance / Business License	FIN-032	Yard Sale Permits	2 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
FINANCE / PAYROLL								
Finance / Payroll	FIN-033	1095-C, 1094-C (Employer-Provided Health Insurance Offer and Coverage & Transmittal Form)	4 years		Mag, Ppr			Department Preference; Instructions state "Generally, keep copies of information returns you filed with the IRS or have the ability to reconstruct the data for at least 3 years, from the due date of the returns" GC §34090
Finance / Payroll	FIN-034	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	5 years		Mag, Ppr			Department Preference; GC §34090

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If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Payroll	FIN-035	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Ppr			Department Preference: IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg \$31.6001-1(e)(2), R&T \$19530; 29CFR 516.5 - 516.6, 29USC 436, GC \$34090
Finance / Payroll	FIN-036	Deferred Compensation (City Statements)	5 years		Mag, Ppr			Produced by Deferred Comp. Provider; consistent with proposed statewide guidelines; GC \$34090; 26 CFR 31.6001-1
Finance / Payroll	FIN-037	Employee Payroll Files - Includes W-4s	Separation + 5 years		Mag, Ppr			Department preference: Meets municipal government auditing standards; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; GC \$34090
Finance / Payroll	FIN-038	Garnishments	Satisfied + 5 years, or Separation of Employee		Mag, Ppr			GC \$34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-039	Payroll Database	Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC \$34090
Finance / Payroll	FIN-040	Payroll Reports - Periodic Bi-weekly Payroll Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; PERS Circular letter 200-051-17; GC \$34090

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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Payroll	FIN-041	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference: Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg \$31.6001-1(e)(2), R&T \$19530; LC \$ 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c); GC \$34090
Finance / Payroll	FIN-042	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes: Meets municipal government auditing standards; GC \$34090
FINANCE / PURCHASING								
Finance / Purchasing	FIN-043	Purchase Order Database (Fund Balance)	Minimum 5 years	Yes	Mag			Data Fields / Records are interrelated; GC \$34090
Finance / Purchasing	FIN-044	Purchase Orders and Backup (Quotations, RFPs, Bids, Requisitions)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP \$337 et. seq.; GC \$34090
INFORMATION TECHNOLOGY								

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
If the record is not listed here, refer to the Retention for City-Wide Standards								
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Information Technology	FIN-045	Backups - DAILY	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC \$34090 et seq.
Finance / Information Technology	FIN-046	Backups - WEEKLY	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; GC \$34090 et seq.
Finance / Information Technology	FIN-047	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line)	When Superseded	Yes	Mag.			GC \$34090 et seq.
Finance / Information Technology	FIN-048	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC \$34090 et seq.
Finance / Information Technology	FIN-049	UNALTERABLE MEDIA (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 34090, 12168.7, EVC 1550, CCR 22620 et seq.
Finance / Information Technology	FIN-050	Video Recordings - Department Activity (Employees Performing Work, Cashiering, Building Security, etc.) See City Clerk's schedule for City Council Video Recordings	1 year		Mag			GC \$34090.6 et seq.

RECORDS RETENTION SCHEDULE: FINANCE

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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Finance / Information Technology	FIN-051	Video Recordings - Public Activity (Doors, Hallways, Parks, Public Areas, etc.) See City Clerk's schedule for City Council Video Recordings	When No Longer Required		Mag			Does not record regular ongoing operations of the City; GC §34090.6(a)

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / ENGINEERING - PUBLIC RIGHT-OF-WAY PROJECTS								
Public Works / Engineering - Public Right-of Way	PW-001	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Hazardous Materials Plans, Meeting Minutes, Photos, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Specs=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statwide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering - Public Right-of Way	PW-002	Capital Improvement Projects (CIP): Permanent File Specifications & Addenda, Contract Copies, Change Orders, CEQA / Environmental Documents - EIRs, Negative Declarations, Exemptions, Materials Testing Reports, Soil Reports, Studies, Submittals, Successful Proposal, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference: retained for disaster preparedness purposes; Statwide guidelines propose Permanent for Infrastructure plans; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering - Public Right-of Way	PW-003	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering - Public Right-of Way	PW-004	Easements, Right of Ways Deeds are sent to the City Clerk	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Send all originals to the City Clerk; GC §34090.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Engineering - Public Right-of Way	PW-005	Encroachment Permits / Excavation Permits: Temporary (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts, etc.) Includes Insurance Certificates	Final / Completion + 2 years	Yes: Until Completion	Mag, Ppr			GC § 34090
Public Works / Engineering - Public Right-of Way	PW-006	Encroachments - Permanent (Permanent structures in the City's Right of Way)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference: GC §34090
Public Works / Engineering - Public Right-of Way	PW-007	Engineering Studies / Surveys (Public Right-of-Way) - Geotechnical and Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference: GC §34090
Public Works / Engineering - Public Right-of Way	PW-008	Grading Plans (Public Right of Way)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference: GC §34090
PUBLIC WORKS / ENGINEERING - TRANSPORTATION								
Public Works / Engineering / Transportation	PW-009	Schedule for Pavement Overlays	10 years		Mag Ppr			Department preference: GC §34090
Public Works / Engineering / Transportation	PW-010	Traffic Calming Requests / Stop Sign Surveys (Speed Humps, etc.)	10 years		Mag Ppr			Department preference: GC §34090
Sheriff	PW-011	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag Ppr			copies: GC §34090.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
Public Works / Engineering / Transportation	PW-012	Traffic Committee - ALL records (internal employee committee)	10 years		Mag Ppr			Department preference; GC \$34090
Public Works / Engineering / Transportation	PW-013	Traffic Counts	10 years		Mag Ppr			Department preference; GC \$34090
Public Works / Engineering / Transportation	PW-014	Traffic Signal Timing Plans	Current Plan Superseded + 5 years		Mag Ppr			Department preference; GC \$34090
Public Works / Engineering / Transportation	PW-015	Traffic Speed Surveys / Stop Sign Warrants	10 years		Mag Ppr			Department preference (required every 5 years, but can be extended to 7 or 10 years); GC \$34090
Public Works / Engineering / Transportation	PW-016	Transportation Permits issued by the City (Wide Load Permits, Heavy Load Permits, etc.)	2 years		Mag Ppr			GC \$34090
PUBLIC WORKS / ENVIRONMENTAL SERVICES								
Public Works / Solid Waste	PW-017.1	Construction & Demolition Applications	Completion + 2 years		Ppr			GC \$34090
Public Works / Solid Waste	PW-017	Prop. 218 Fees & Charges: Master Mailing List	2 years		Ppr			GC \$34090
Public Works / Solid Waste	PW-018	Prop. 218 Fees & Charges: Undeliverable Mail	3 months		Ppr			Transitory records not retained in the ordinary course of business; GC \$34090
Public Works / Solid Waste	PW-019	Solid Waste / SB 90 Reports / Waste Reduction / Tonnage Reports / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling)	10 years		Mag, Ppr			Department preference; SB 1383 compliance is required for 5 years; 14 CCR § 18995.2; GC \$34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

Public Works / Solid Waste	PW-020	Stormwater: NPDES Monitoring Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
Public Works / Solid Waste	PW-021	Stormwater: NPDES Permits / Water Quality Permits	Permit Superseded + 3 years	Yes: Until Expiration	Mag, Ppr			Department Preference to conform with Statewide Guidelines; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Solid Waste	PW-022	Street Sweeping Records	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: 5 years	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41

PUBLIC WORKS / MAINTENANCE

Public Works / Maint.	PW-023	AQMD Permits (Generators, etc.)	Issue Date + 5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Lead Dept.	PW-024	Generator Operation Logs & Inspections	5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Street Maintenance	PW-025	Graffiti Consent Forms / Agreements	Expiration + 2 years		Mag, Ppr			GC §34090
Lead Dept.	PW-026	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et seq.
Public Works / Street Maintenance	PW-027	Sidewalk Maintenance Log	10 years		Mag Ppr			Department preference (stored in GIS); GC §34090
Public Works / Street Maintenance	PW-028	Tree Maintenance Database (West Coast Arborists)	Minimum 5 years		Mag			Data is interrelated; GC §34090
Public Works / Equip. Maint. & Fleet	PW-029	Underground Service Alerts (USAs) / Dig Alert	3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(d) & 4216.3(d); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).

Division Providing Service / Work	PW-030	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Minimum 5 years		Mag			Data is interrelated; GC \$34090
Division Providing Service / Work	PW-031	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC \$34090
Division Providing Service / Work	PW-032	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag Ppr			City Preference: CCP §§338 et seq., 340 et seq., 342, GC §, GC \$34090

PUBLIC WORKS / FLEET

Public Works / Fleet	PW-033	Inspections or Audits by the DMV & CHP	5 years		Mag, Ppr			Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090
Public Works / Fleet	PW-034	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Ppr			GC \$34090; 13 CCR 1234(c)
Public Works / Fleet	PW-035	Vehicle & Equipment History Files Maintenance, Smog Certificates, Registrations, Inspections, Testing of Push-out Windows, Emergency Doors, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC \$34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.								
HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
CITY-WIDE (Used by All Departments)								
Lead Dept.	CW-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-002	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Specs=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 2 CFR 200.334, 2 CFR 200.333; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133GC §34090
Lead Dept.	CW-003	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	City preference; Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Specs=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFRR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).								
	CW-004	Boards, Commissions, & Committees: External Organizations - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Ppr			Non-records
Staffing Dept.	CW-005	Committees: Ad Hoc Committees, Task Forces, Employee Staff Meetings / Department Staff Meetings Agendas, Minutes, Staff Reports, etc.	2 years		Mag, Ppr			GC \$34090 et seq.
Lead (Responding) Dept.	CW-006	Complaints / Concerns from Citizens	Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC \$34090
Lead Dept.	CW-007	Copies or duplicates of any record	Copies - When No Longer Required		Mag Ppr			GC \$34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-008	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Letters, Memorandums, Administrative, Chronological, General Files, Reading File, Working Files, etc.)	2 years		Mag, Ppr			GC \$34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Lead Dept.	CW-011	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents): GC \$34090 et seq.
Lead Dept.	CW-012	Grants (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; <u>2 CFR 200.334, 2 CFR 200.333-24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC \$34090</u>
Lead Dept.	CW-013	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Ppr			GC \$34090
Lead Dept.	CW-014	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC \$34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Lead Dept.	CW-015	Newspaper Clippings	When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC \$34090
Human Resources	CW-016	Personnel Files (Department-level Files)	Separation + 3 years	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC \$34090.7
Lead Dept.	CW-017	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC \$34090 et seq.
Lead Dept.	CW-018	Photographs	When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC \$334090, 6252, 6254(a)
Lead Dept.	CW-019	Public Relations / Press Releases	2 years		Mag, Ppr			GC \$34090
Lead Dept. (Who Ordered the Appraisal)	CW-020	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC \$334090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-021	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334-2 CFR 200.333; 24 CFR 91.106(h), & 570.502(b); 29 CFR 97.42, GC \$34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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

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Lead Dept.	CW-029	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-030	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference: Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(1), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b)

SOUTH BAY WORKFORCE INVESTMENT BOARD
11539 Hawthorne Blvd., Suite 500, Hawthorne, CA 90250
Office 310-970-7700; Fax 310-970-7712

Quarterly Summary of the
January 20, 2022 South Bay Workforce Investment Board of Directors
Meeting
Lawndale

This report summarizes the April 21, 2022, South Bay Workforce Investment Board's (SBWIB) meeting activities and program accomplishments during the 3rd Quarter of Program Year 2021-2022. As you are aware, the South Bay WIB is comprised of representatives from the eleven participating Cities of Lawndale, Inglewood, El Segundo, Hermosa Beach, Hawthorne, Redondo Beach, Carson, Manhattan Beach, Torrance, Lomita and Gardena for the delivery of employment and training services through its One-Stop Business and Career Centers.

*Last quarter, the South Bay Workforce Investment Board (SBWIB) was awarded a \$500,000 Community Project Grant from Congresswoman Maxine Waters to help fund the SBWIB's Bridge-to-Work Career Pathways Program for foster youth with an emphasis on older youth transitioning out of the foster care system. The funding will be used to provide up to 100 foster youth ages 18 – 24 years with occupational skills training and other support services that will help them prepare for career pathways in high wage/high growth sectors including healthcare, construction, advanced manufacturing, digital media/film, trade and logistics, and hospitality. The services that will be offered by the SBWIB will include short-term vocational training, pre-apprenticeship and apprenticeship opportunities, paid work experience, on-the-job training, and unsubsidized employment.

*The South Bay WIB's online self-paced and interactive Customer Service training course utilizes its successful Blueprint for Workplace Success model and is available to all South Bay cities for employee training at no cost. The training includes a mix of lessons and exercises, has pre- and post-assessments, and a comprehension quiz for each module. Cities interested in the Customer Service training program should connect with the SBWIB at (310) 970-7700.

*A new nontraditional apprenticeship earn and learn program called, IT-Flex is being developed through a partnership with El Camino College, the South Bay WIB, and West Los Angeles College to generate a talent pipeline that supports the Information Technology (IT) sector. Thanks to the

awarding of a \$500,000 California Apprenticeship Initiative (CAI) Grant to El Camino College, the Program will prepare candidates for apprenticeship positions in programming, coding, software development, and information security analytics. Under the CAI Grant, the SBWIB will handle the recruitment of a total of 80 participants, the creation and implementation of a resume portal, and employer engagement. Through IT-Flex, the participants will receive classroom-based training, employer led on-the-job training, online learning, and academic and career coaching.

*The third quarter totals reflect that a total of 16 Los Angeles County Department of Public Social Services General Relief Opportunities for Work (GROW) youth ages 18-24 have been enrolled into the TAYportunity program. So far, all 16 participants were enrolled in pre-apprenticeships and another 3 participants were enrolled in construction apprenticeships.

*The SBWIB is part of a two-year Allied Health Regional Project with West Los Angeles College and 12 other community colleges to do sector-based work in allied health with a goal of increasing enrollments, completions, and living wage attainments for community college students. The group meets once a month to discuss training on a regional level in an effort to meet local workforce needs. As the convener, the South Bay WIB initiates the monthly virtual meetings comprised of representatives from the community colleges, industry partners, and associations to explore collaboration opportunities. Project goals identified thus far, include creation of a digital brochure of all allied health programs throughout the County, creation of new courses and certificates in allied health, and, the establishment of employer partnerships within the healthcare industry to provide internships, externships, apprenticeships, and/or employment.

*America's Job Center of California (AJCC)/One-Stop Services – The SBWIB operates four One-Stop Business & Career Service Centers located in Inglewood, Torrance, Gardena and Carson. Due to the COVID-19 pandemic, for the safety of the public and to reduce the number of people in close proximity, the One-Stop Centers continue to offer services virtually or in-person and highly recommend scheduling an appointment for services. Each South Bay One-Stop Business & Career Center continues to assist about 25-30 laid-off workers daily during the hours of 8:00 a.m. – 11:00 a.m. with applying for unemployment insurance benefits. Recruitments, workshops, orientation/info sessions, case management, and career pathway counseling are provided virtually or in-person. Clients are being assisted with crossing over in their short-term vocational training

programs from the traditional seat-based instruction to distance learning platforms. The Job Development team conducts recruitment fairs in-person however, the virtual option via Zoom remains available. The Job Development team will continue to screen and refer applicants to essential service employers that are in desperate need of employees.

*Rapid Response services were provided to 14 South Bay companies that employ 438 individuals who were affected by layoffs/closures during the 3rd Quarter of Program Year 2021-2022. The SBWIB's Rapid Response team reached out to the employers and offered to provide webinars to assist with the layoffs. The webinars covered services offered at the America's Job Centers of California, unemployment insurance, healthcare options, and financial services. The Rapid Response team will continue to provide webinars and virtual assistance to employers and dislocated workers.

*Last quarter, the SBWIB, West Los Angeles College (WLAC), and El Camino College (ECC) formed a partnership to create an innovative healthcare apprenticeship program called, Health-Flex that will prepare and train underserved individuals with barriers to employment to fill urgently needed positions including dental and nursing assistant occupations in the greater South Bay area. The partnership was formed when West Los Angeles College was awarded a \$500,000 grant through the California Apprenticeship Initiative. WLAC and ECC are the primary healthcare training partners. WLAC has a dental assistant program and a certified nursing assistant program and ECC has a certified nursing program, as well as respiratory care and radiologic technician programs, providing Health-Flex with tremendous capacity to meet the needs of employers. The South Bay WIBs involvement includes recruitment, employer engagement, and operating an online portal where Los Angeles County community college students can apply for paid apprenticeships while completing their certificate or degree.

*Last quarter, the SBWIB enrolled 27 additional individuals in the statewide National Dislocated Worker Employment Recovery grant (NDWG) making the total number enrolled 202. Under this program, displaced workers are provided with job training and placement services. California Employment Development Department (EDD) awarded the South Bay WIB the NDWG Employment Recovery grant to assist workers displaced as a result of the COVID-19 pandemic. So far, 92 out of 107 participants exited the program with employment.

*On March 31st, the Hawthorne Teen Center in collaboration with the Walton Foundation and We Thrive hosted a pop-up event for Teen Center entrepreneurs at the Hawthorne Teen Center. During the event, the Lawndale and Hawthorne youth showcased and sold their goods, services, and ideas.

*In the last quarter, South Bay One Stop Business & Career Centers were successfully able to enroll a total of 17 Lawndale residents in the WIOA (Workforce Innovation and Opportunity Act) adult and dislocated worker programs.

*South Bay One-Stop Business & Career Centers exited a total of 4 Lawndale residents with employment during the third quarter.

*It is the goal of South Bay WIB to provide essential online services to support students, teachers, and parents by assisting them navigate through virtual platforms and school assignments during the COVID-19 pandemic. SBWIB has taken a number of steps to ensure that youth have access to the resources they need to prosper amid a pandemic. We strive to assist our local K-12 partners with virtual services through our Virtual Learning Ambassadors Program. Virtual Learning Ambassadors (VLAs) are paid high school students who support elementary/middle/high school students, teachers, and parents who need assistance adapting to a virtual presence. VLAs are paid student interns from ages 16-24. VLA's will receive 20 hours of paid training and up to \$1500 of paid work experience. The VLA's will be trained on several online platforms such as Google Classroom, Canvas, Schoology, Edgenuity, Google Meets, Acellus Learning Accelerator, Zoom, etc. online or in-person at either the Hawthorne Teen Center, the Inglewood Teen Center, or the SBWIB YouthBuild site before delivering a minimum of 120 hours of virtual services.

*This past quarter, the Los Angeles Basin Regional Planning Unit (LABRPU) successfully enrolled 70 additional individuals in the State of California's Prison to Employment (P2E) Program. The South Bay Workforce Investment Board serves as the lead and fiscal agent under the (P2E) initiative on behalf of the seven Workforce Development Boards in Los Angeles County apart of the LABRPU. The LABRPU has already exceeded the goal of providing employment and job placement services to over 700 formerly incarcerated individuals. Over 1,602 individuals have received direct services and thus far, 845 individuals have completed the program with unsubsidized employment.

*Five additional youth from the City of Lawndale were enrolled in the WIOA year-round Youth Program last quarter; these individuals received pre-employment Blueprint for Workplace Success training and access to free occupational training based on their career interest. Other services included paid work experience at a worksite in the City of Lawndale.

*Last quarter, the James Irvine Foundation awarded the South Bay WIB with a \$250,000 grant to expand career pathways for women and women of color with a focus on the advanced manufacturing sector. Over a two-year period, the SBWIB will identify and train at least 50 low-income women, women of color, and/or others with multiple barriers to enter the advanced manufacturing sector with a focus on aerospace and bioscience. As a result, employers will have access to a pipeline of diverse and skilled entry-level job seekers. The SBWIB is currently recruiting female advanced manufacturing pre-apprentices to participate in a cohort that will run from June to August of 2022. For more information, please contact the SBWIB at (310) 970-7700.

*As part of the Youth at Work Jobs Program, 4 additional Lawndale students were recruited and enrolled for an opportunity to receive paid pre-employment training and 120 hours of paid work experience during the third quarter. Youth had a chance to earn up to \$1,590.

*The South Bay One-Stop Business & Career Center held 8 virtual recruitment fairs during the 3rd quarter with close to 300 job seekers in attendance, resulting in over 45 pending hires. Various employers participated including Hilton-LAX, View Heights Convalescent Hospital, Urth Café, Woven, SMS Transportation, Road Ex America, and Smile More Dental.

*As part of the continued partnership with Los Angeles County Supervisorial District 2, the SBWIB received a grant for \$206,000 to provide life sciences pre-apprenticeships, career exploration, and training to at least 75 District residents.

*Our 3rd quarter totals reflect 44,643 individuals received services through our South Bay One-Stop Business and Career Centers of which 21,529 received services through the Inglewood One-Stop. The Inglewood location provides services to the residents and businesses of Lawndale, Hawthorne, Inglewood, and El Segundo.

*Last quarter, the SBWIB received a new \$590,780 grant from the California Employment Training Panel to reimburse employers for new and incumbent worker upskill training. The grant funding will be used to assist companies in the manufacturing, information technology, logistics and healthcare sectors through November 2023. The SBWIB will analyze and manage the employer's workforce training needs and connect participating employers with appropriate training providers to deliver services if needed. For more information, please contact the SBWIB at (310) 970-7700.

*Applications are currently being accepted for enrollment into the SBWIB's YouthBuild career pathway program. The program is open to at-risk out-of-school youth ages 16-24. The SBWIB's YouthBuild program provides a seamless progression from education to work-based training that includes classroom instruction leading to a high school diploma and occupational skills training in construction building trades at approved work sites. YouthBuild Charter School of California provides the academic skills curriculum and Habitat for Humanity manages the housing construction or rehabilitation project sites. Please contact the SBWIB YouthBuild site at (310) 225-3060 for additional information.

*116 Lawndale and Hawthorne youth received in-person or virtual assistance through the Hawthorne Teen Center during the third quarter. The Center provides educational and enrichment programming in-person including workshops in a safe socially distanced environment daily from 3:00 p.m. until 6:00 p.m. Please encourage youth to contact the Hawthorne Teen Center at 310-970-7001 to schedule an appointment.

*During the 3rd quarter, the South Bay One-Stop Business & Career Center reached out to 22 Lawndale-based employers which resulted in the Center successfully executing 1 on-the-job training contract. The employers included Leiva Group, LLC, Centinela Valley Union High School District, Lawndale Elementary School District, and Target. The South Bay One-Stop Business & Career Center will continuously conduct monthly outreach to Lawndale businesses to market SBWIB services available to meet their hiring and business needs.

*The South Bay Workforce Investment Board, the City of Lomita and the Lomita Chamber of Commerce have partnered to implement a new program offering enhanced services to City of Lomita businesses. The City of Lomita secured funding through the American Rescue Plan Act of 2021

(ARAP) to fund the program. The program is designed to accelerate economic recovery for Lomita businesses by offering a menu of no-cost business services, including training options for business owners and their employees as well as, wage subsidy programs and other forms of assistance. Last quarter, a postcard was created and mailed out to Lomita businesses announcing an informational webinar. Over 50 businesses attended the May 8th informational webinar and listened as the SBWIB presented on the organization's enhanced business services, the City of Lomita shared information about available services, resources and a new façade improvement grant, and the Lomita Chamber of Commerce provided information on the services available to businesses through the Chamber. Cities interested in creating an enhanced business services program for their respective city, please connect with the SBWIB at (310) 970-7700.

A written summary, along with a report of Program Year 2021-2022's 3rd quarter activities and accomplishments is being provided for your personal review.

Thank you,

Jan Vogel
SBWIB Executive Director

Committees Activity Report
(Based upon the April 21, 2022, South Bay Workforce Investment Board Meeting)

***Rapid Response Summary of Activity from July 2021 – March 2022:**

Number of Companies Affected	Number of Employees Affected	Number of companies utilizing services	Number of companies not receiving service
14	438	14	0

City	Number of Companies Affected	Number of Employees Affected
Carson	1	3
El Segundo	2	120
Gardena	1	8
Gardena (Unincorporated)	1	5
Hawthorne	1	45
Hermosa Beach	1	6
Inglewood	0	0
Lawndale	0	0
Lomita	0	0
Los Angeles	0	0
Manhattan Beach	1	6
Redondo Beach	1	21
Torrance	3	57
Torrance (Unincorporated)	1	167

Youth Development Council (YDC) Committee Meeting, February 1, 2022:

The February 1, 2022, Youth Development Council meeting was called to order at 9:03 a.m. The following information was discussed or acted upon:

The Committee took action to approve the November 2, 2021 Meeting Minutes and the Youth Activity and Performance Report.

South Bay Workforce Investment Board (SBWIB) Regional Affairs Manager, Mr. Chris Cagle provided the Committee with a presentation on the Allied Health Regional Project. The Committee was informed that the SBWIB is part of a two-year project with West Los Angeles College and 12 other community colleges to do sector-based work in allied health with a goal of increasing enrollments, completions, and living wage attainments for community college students. The group meets once a month to discuss training on a regional level in an effort to meet local workforce needs.

During the meeting, SBWIB staff members provided updates on activities conducted at the Hawthorne and Inglewood Teen Centers, both Bridge to Work Programs, the YouthBuild Program, the Youth at Work Summer Program, and Special Youth Projects and Grants.

Presidents, Superintendents and Representatives from CSU, Dominguez Hills, West Los Angeles College, Los Angeles Southwest College, El Camino College, Lawndale, Hawthorne, Inglewood, Centinela Valley, Lennox, Redondo Beach, Torrance, and Wiseburn school districts provided the Committee with brief updates on things happening in their districts.

The meeting was adjourned at 10:05 a.m.

One Stop Policy Committee Meeting, February 15, 2022:

The February 16, 2022, One Stop Policy Committee meeting was called to order at 9:02 a.m. The following items were discussed or acted upon.

The November 17, 2021 meeting minutes and the 2nd Quarter Summary for Classroom Training Providers Activity reports were approved.

The PY 21-22 3rd Quarter Self-Service Activity Report through January 31, 2022 was presented by Mr. Robert Chavez and approved unanimously by the Committee.

Mr. Michael Trogan provided a brief update on disability services offered by the South Bay Workforce Investment Board in partnership with community partners including the Department of Rehabilitation (DOR).

During the meeting, the Committee was presented with the 2022 – 2024 AJCC (America's Job Center of California) Certification Continuous Improvement Plan. The AJCC Certification Indicator Assessment was accomplished through the use of a neutral facilitator who conducted several AJCC Certification Indicator evaluations and training sessions that reviewed the certification process, requirements set by the US Department of Labor and the State of California. The evaluations and recommendations were reviewed in order to identify any deficiencies and or potential opportunity for continuous improvement. After review and discussion, the One-Stop Policy Committee unanimously approved the AJCC Comprehensive & Affiliate Continuous Improvement Plan.

Mr. David Baquerizo, SBWIB One-Stop Operator provided a brief report on his role as the Operator and the Comprehensive One-Stop partner meetings.

The meeting was adjourned at 9:47 a.m.

Performance & Evaluation Committee Meeting, February 16, 2022:

The February 15, 2022, Performance & Evaluation Committee meeting was called to order at 9:01 a.m. The following items were discussed or acted upon:

The November 16, 2021, meeting minutes were reviewed and approved by the Committee.

The WIOA FY 2021-22 2nd quarter expenditure report through December 31, 2021 was approved unanimously, as well as the Self-Service and Activity report through January 31, 2022.

Staff member Justina Munoz presented the 2nd Quarter One-Stop Centers and Service Providers Report. Ms. Munoz noted that most of the South Bay One-Stop Centers and Service Providers have been doing pretty good meeting their quarterly enrollment, exit and wage goals. Ms. Munoz pointed out that the Inglewood One-Stop Business and Career Center was still struggling with meeting their enrollment goals under the Youth and Dislocated Worker Programs. Staff have been closely monitoring the Inglewood One-Stops enrollment numbers over two quarters however, there has been little improvement. Staff recommendations were to issue letters of concern to the Inglewood One-Stop regarding enrollments under the Youth and Dislocated Worker Programs. After review and discussion, the Committee unanimously approved the 2nd Quarter Service Provider and Operating Cities Report and issuing letters of concern.

Ms. Laura Bischoff presented the 2nd Quarter Vendor Performance Report. Staff recommendations were to place 9 training providers on probation and to place 1 training course on hold. Ms. Bischoff informed the Committee that South Bay Workforce Investment Board (SBWIB) staff will send letters of concern to the training providers allowing them an opportunity to work out any discrepancies before action is taken. The providers placed on hold will not receive any more referrals until their placement numbers have improved. After discussion, the 2nd Quarter Vendor Performance Report for classroom training providers was approved unanimously by the Committee.

The meeting was adjourned at 9:42 a.m.

Business & Economic Development Committee Meeting, April 6, 2022:

The April 6, 2022, Business, Technology and Economic Development Committee meeting was called to order at 9:00 a.m.

The Committee reviewed and approved the January 5, 2022, Meeting Minutes.

Staff member Laura Bischoff presented the PY 21-22 3rd quarter Rapid Response Activity Report. 14 companies received Rapid Response services through March 31, 2022, with a total of 438 employees affected by layoffs/closures. After review and discussion, the Rapid Response Activity Report was approved unanimously by the Committee.

The latest Construction and Utilities Preparation Program (CUPP) report was reviewed by the Committee and reflected that over 1,283 individuals were hired to work on a construction site or enrolled in an apprenticeship program since the program began in January of 2017.

Mr. Michael Trogan provided a brief update on the SBWIB's healthcare initiatives including the new dental assistant training program and the apprenticeship program in the areas of specialty nursing, certified nursing assistant, phlebotomy and clinical laboratory science.

During the meeting, Ms. Amelia Klawon also provided the Committee with updates on the Aero-Flex and Bio-Flex Pre-Apprenticeship and Apprenticeship Programs, the South Bay WIB's Customer Service Training Course, the Enhanced Business Services Program with the City of Lomita, Employment Training Panel (ETP) funding, other special projects, and new funding opportunities.

The meeting was adjourned at 9:38 a.m.

Executive Committee Meetings:

The following are highlights of the February 10, 2022, March 10, 2022, and April 14, 2022, Executive Committee Meetings:

The Executive Committee approved all committee reports and meeting minutes this quarter.

Last quarter, Ms. Justina Munoz presented the Executive Committee with the results and recommendations for the legal services Request for Quotes (RFQ) released February 16, 2022. The SBWIB received a total of two quotes from the Law Office of Jack Ballas and Devaney Pate Morris & Cameron LLP and the results reflected that the Law Office of Jack Ballas had a consensus score of 77.75% and Devaney Pate Morris & Cameron LLP had a consensus score of 76%. The Committee was informed that the Law Office of Jack Ballas is current providing the South Bay WIB with legal services and has done so for many years. Due to the Law Office of Jack Ballas scoring the highest based on cost effectiveness, experience, and the ability to meet the organization's needs, SBWIB staff recommended engaging with the Law Office of Jack Ballas and enter into an agreement for legal services. After review and discussion, the Committee unanimously approved authorizing the SBWIB staff to move forward with negotiating an agreement with the Law Office of Jack Ballas and placing Devaney Pate Morris & Cameron LLP on the Slate of Providers List for legal services.

During the April 14, 2022 meeting, the Executive Committee approved the SBWIB April 21, 2022, Meeting Agenda.

This concludes the Executive Committee Report.

SOUTH BAY WORKFORCE INVESTMENT BOARD

PY 2021-2022

NUMBER OF INDIVIDUALS SERVED - INFORMATIONAL/SELF SERVICE ONLY

	PREVIOUS CUMULATIVE REPORT	PREVIOUS MONTH	MONTH OF MARCH	CUMULATIVE PY 21/22
INGLEWOOD, HAWTHORNE, LAWDALE, EL SEGUNDO ONE-STOP BUSINESS AND CAREER CENTER	18626	2425	2903	21529
GARDENA ONE-STOP BUSINESS AND CAREER CENTER	8178	984	1505	9683
TORRANCE ONE-STOP BUSINESS AND CAREER CENTER	8443	1354	1274	9717
CARSON BUSINESS AND CAREER CENTER	3072	475	642	3714
TOTAL	38319	5238	6324	44643

ADULT PROGRAM (G201)

	Gardena	Qtr. Plan	% Plan	Yr. Plan	% Plan	ΔQ	Inglewood	Qtr. Plan	% Plan	Yr. Plan	% Plan	ΔQ	Torrance	Qtr. Plan	% Plan	Yr. Plan	% Plan	ΔQ	Carson	Qtr. Plan	% Plan	Yr. Plan	% Plan	ΔQ	SBWIB TOTAL	Qtr. Plan	% Plan	Year-End Plan	% Plan	ΔQ
I. TOTAL CLIENTS	49	40	123%	47	104%		153	143	107%	178	86%		106	104	102%	123	86%		37	37	100%	47	79%		345	324	106%	395	87%	
A. CARRIED IN	18	18		18			39	39		39			47	47		47			7	7		7			111	111		111		
B. NEW	31	22	143%	29	107%	6	114	104	109%	139	82%	46	59	57	104%	76	78%	14	30	30	100%	40	75%	10	234	213	110%	284	82%	76
II. TOTAL EXITS	20						69						43						34						166					
A. UNSUBSIDIZED EMPLOYMENT	19					9	57					33	34					7	27					12	137					61
B. ALSO ATTAINED CREDENTIAL	7					3	29					14	19					3	8					3	63					23
C. % OF PLACEMENT	95%						83%						79%						79%						83%					
D. AVERAGE PLACEMENT WAGE	\$17.41						\$20.76						\$19.22						\$21.48						\$19.72					

Grant (201)

Serving economically disadvantaged adults 18 years and over in the nine cities that comprise the South Bay Workforce Investment Area.

YOUTH PROGRAM (G301)

	Gardena	Qtr. Plan	% Plan	Yr. Plan	% Plan	ΔQ	Inglewood	Qtr. Plan	% Plan	Yr. Plan	% Plan	ΔQ	Torrance	Qtr. Plan	% Plan	Yr. Plan	% Plan	ΔQ	Carson	Qtr. Plan	% Plan	Yr. Plan	% Plan	ΔQ	SBWIB TOTAL	Qtr. Plan	% Plan	Year-End Plan	% Plan	ΔQ
I. TOTAL CLIENTS	32	25	129%	29	110%		86	89.3	96%	111	77%		74	67	111%	78	95%		23	22	107%	28	82%		215	202	106%	246	87%	
A. CARRIED IN	12	12		12			24	24		24			32	32		32			2	2		2			70	70		70		
B. NEW ENROLLEES	20	13	157%	17	118%	0	62	65	95%	87	71%	34	42	35	122%	46	91%	14	21	20	108%	26	81%	8	145	132	110%	176	82%	56
II. TOTAL EXITS	25						38						47						11						121					
A. UNSUBSIDIZED EMPLOYMENT	20					5	24					8	17					3	6					2	67					18
B. ENT. TRAINING/POST-SECONDARY	3					1	14					2	21					0	3					1	41					4
C. ATTAINED RECOGNIZED DEGREE	9					2	15					2	4					1	1					0	29					5
D. AVERAGE PLACEMENT WAGE	\$16.16						\$17.73						\$16.60						\$15.67						\$16.54					
YOUTH POSITIVE EXIT RATE	92%						100%						81%						82%						89%					

Grant (301)

Serving low income, in school and out of school youth between the ages of 14 and no more than 21 years of age in the nine cities that comprise the South Bay Workforce Investment Area.

DISLOCATED WORKER (G501)

	Gardena	Qtr. Plan	% Plan	Yr. Plan	% Plan	ΔQ	Inglewood	Qtr. Plan	% Plan	Yr. Plan	% Plan	ΔQ	Torrance	Qtr. Plan	% Plan	Yr. Plan	% Plan	ΔQ	Carson	Qtr. Plan	% Plan	Yr. Plan	% Plan	ΔQ	SBWIB TOTAL	Qtr. Plan	% Plan	Year-End Plan	% Plan	ΔQ
I. TOTAL CLIENTS	42	37	115%	42	100%		132	132	100%	155	85%		217	218	100%	239	91%		55	56	99%	64	86%		446	442	101%	500	89%	
A. CARRIED IN	20	20		20			64	64		64			153	153		153			30	30		30			267	267		267		
B. NEW	22	17	133%	22	100%	4	68	68	100%	91	75%	43	64	65	99%	86	74%	22	25	26	98%	34	74%	4	179	175	102%	233	77%	73
II. TOTAL EXITS	16						44						91						33						184					
III. TOTAL UNSUBSIDIZED EMPLOYMENT	14					6	36					20	68					21	23					6	141					53
A. RETRAINING	9					6	16					6	39					16	13					1	77					29
ALSO ATTAINED CREDENTIAL	9					6	16					6	39					16	13					1	77					29
B. CALLED BACK WITH EMPLOYER	0						0						0						0						0					
IV. % PLACEMENT (INCL. CALL BACKS)	88%						82%						75%						70%						77%					
V. % PLACEMENT (EXCL. CALL BACKS)	88%						82%						75%						70%						77%					
AVERAGE PLACEMENT WAGE	\$21.52						\$23.21						\$33.94						\$23.10						\$25.44					

Grant (501)

Serving laid off workers; with priority given to those individuals that have been laid-off from employers located in the nine cities that comprise the South Bay Workforce Investment Area.

SOUTH BAY WORKFORCE INVESTMENT BOARD																																				
PROGRAM YEAR 2021 / 2022										MONTHLY ACTIVITY REPORT (NEW ENROLLMENT REPORT)																										
GRANT PERIOD 07/01/2021 TO 6/30/2022										DETAIL BY CITY																										
REPORT PERIOD: 07/01/2021 TO 3/31/2022										PAGE 3																										
ADULT PROGRAM (G201)																																				
	Gardena	Year Plan	ΔQ	Inglewood	Year Plan	ΔQ	Hawthorne	Year Plan	ΔQ	Lawndale	Year Plan	ΔQ	El Segundo	Year Plan	ΔQ	Redondo	Year Plan	ΔQ	Hermosa	Year Plan	ΔQ	Manhattan	Year Plan	ΔQ	Torrance	Year Plan	ΔQ	Lomita	Year Plan	ΔQ	Carson	Year Plan	ΔQ	TOTAL SBWIB	Year Plan	ΔQ
I. TOTAL CLIENTS	49	47		85	93		46	57		14	20		8	8		31	35		2	5		4	6		60	68		9	9		37	47		345	395	
A. CARRIED IN	18	18		27	27		10	10		2	2		0	0		16	16		1	1		0	0		25	25		5	5		7	7		111	111	
B. NEW	31	29	6	58	66	10	36	47	23	12	18	10	8	8	3	15	19	5	1	4	0	4	6	2	35	43	7	4	4	0	30	40	10	234	284	76
II. TOTAL EXITS	20	20		51	51		13	13		3	3		2	2		9	9		2	2		0	0		26	26		6	6		34	34		166	166	
A. UNSUBSIDIZED EMPLOYMENT	19	19	9	39	39	20	13	13	10	3	3	1	2	2	2	8	8	1	2	2	0	0	0	0	22	22	5	2	2	1	27	27	12	137	137	61
ALSO ATTAINED CREDENTIAL	7		3	26		12	3		2	0		0	0		0	2		0	1		0	0		0	15		3	1		0	8		3	63	23	
B. OTHER TERMINATION	1		0	12		5	0		0	0		0	0		0	1		0	0		0	0		0	4		1	4		1	7		6	29	13	
YOUTH PROGRAM (G301)																																				
	Gardena	Year Plan	ΔQ	Inglewood	Year Plan	ΔQ	Hawthorne	Year Plan	ΔQ	Lawndale	Year Plan	ΔQ	El Segundo	Year Plan	ΔQ	Redondo	Year Plan	ΔQ	Hermosa	Year Plan	ΔQ	Manhattan	Year Plan	ΔQ	Torrance	Year Plan	ΔQ	Lomita	Year Plan	ΔQ	Carson	Year Plan	ΔQ	TOTAL SBWIB	Year Plan	ΔQ
I. TOTAL CLIENTS	32	29		61	64		17	32		7	10		1	5		15	19		4	4		5	5		46	46		4	4		23	28		215	246	
A. CARRIED IN	12	12		23	23		1	1		0	0		0	0		7	7		2	2		2	2		19	19		2	2		2	2		70	70	
B. NEW	20	17	0	38	41	19	16	31	10	7	10	5	1	5	0	8	12	0	2	2	1	3	3	1	27	27	10	2	2	2	21	26	8	145	176	56
II. TOTAL EXITS	25	25		32	32		3	3		2	2		1	1		14	14		2	2		3	3		26	26		2	2		11	11		121	121	
A. UNSUBSIDIZED EMPLOYMENT	20		5	18		8	3		0	2		0	1		0	5		1	0		0	2		0	9		2	1		0	6		2	67	18	
ALSO ATTAINED CREDENTIAL	12		2	10		2	3		0	1		0	1		0	5		0	0		0	2		1	3		0	0		0	1		0	38	5	
B. ENT. TRAINING/POST-SECONDARY	4		1	14		2	0		0	0		0	0		0	5		0	1		0	1		0	14		0	0		0	3		1	42	4	
C. ATTAINED RECOGNIZED DEGREE	0			0			0			0			0			0			0			0			0			0			0			0		
D. RETURNED TO SCHOOL	0			0			0			0			0			0			0			0			0			0			0			0		
E. OTHER EXITS	1		0	0		0	0		0	0		0	0		0	4		0	1		0	0		0	3		1	1		1	2		1	12	3	
DISLOCATED WORKER (G501)																																				
	Gardena	Year Plan	ΔQ	Inglewood	Year Plan	ΔQ	Hawthorne	Year Plan	ΔQ	Lawndale	Year Plan	ΔQ	El Segundo	Year Plan	ΔQ	Redondo	Year Plan	ΔQ	Hermosa	Year Plan	ΔQ	Manhattan	Year Plan	ΔQ	Torrance	Year Plan	ΔQ	Lomita	Year Plan	ΔQ	Carson	Year Plan	ΔQ	TOTAL SBWIB	Year Plan	ΔQ
I. TOTAL CLIENTS	42	42		75	87		30	39		15	17		12	12		60	67		15	18		21	27		102	109		19	18		55	64		446	500	
A. CARRY IN	20	20		44	44		8	8		7	7		5	5		43	43		11	11		18	18		70	70		11	11		30	30		267	267	
B. NEW	22	22	4	31	43	12	22	31	18	8	10	7	7	7	6	17	24	7	4	7	2	3	9	0	32	39	13	8	7	0	25	34	4	179	233	73
II. TOTAL EXITS	16	16		33	33		6	6		3	3		2	2		23	23		10	10		10	10		38	38		10	10		33	33		184	184	
III. TOTAL UNSUBSIDIZED EMPLOYMENT	14	14	6	26	26	12	5	5	3	3	3	3	2	4	2	19	19	8	8	8	1	8	8	2	26	26	8	7	7	2	23	23	6	141	143	53
A. RETRAINING	9		6	13		5	2		0	0		0	1		1	8		4	6		2	9		3	13		7	3		0	13		1	77	29	
ALSO ATTAINED CREDENTIAL	9		6	13		5	2		0	0		0	1		1	8		4	6		2	9		3	13		7	3		0	13		1	77	29	
B. CALLED BACK WITH EMPLOYER	0			0			0			0			0			0			0			0			0			0			0			0		
IV. ALL OTHER TERMINATIONS	2		2	7		3	1		0	0		0	0		0	4		2			2				12		5	3		1	10		0	43	11	

I. TOTAL CLIENTS	4	15	24	19	4				15	22	15	0
A. CARRIED IN	0	0	0	0	0				0	0	0	0
B. NEW	4	15	24	19	4				15	22	15	0
II. TOTAL EXITS	0	0	0	0	0				0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0				0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0				0	0	0	0
	0.00	0.00	0.00	0.00	0.00				0.00	0.00	0.00	0.00
I. TOTAL CLIENTS	17	20	0	5	4	0	13	12	0	25	39	18
A. CARRIED IN	0	0	0	0	0	0	0	0	0	0	0	0
B. NEW	17	20	0	5	4	0	13	12	0	25	39	18
II. TOTAL EXITS	0	0	0	0	0	0	0	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0	0	0	0	0	0	0	0
I. TOTAL CLIENTS	6	14	13	35	12	4	26					0
A. CARRIED IN	0	0	0	0	0	0	0					0
B. NEW	6	14	13	35	12	4	26					0
II. TOTAL EXITS	0	0	0	0	0	0	0					0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0	0	0					0
OTHER TERMINATIONS	0	0	0	0	0	0	0					0
I. TOTAL CLIENTS	12	10	0	0	0	0	0					
A. CARRIED IN	0	0	0	0	0	0	0					
B. NEW	12	10	0	0	0	0	0					
II. TOTAL EXITS	0	0	0	0	0	0	0					
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0	0	0					
OTHER TERMINATIONS	0	0	0	0	0	0	0					
ENROLLMENT GOALS	585	85	76	41	616	95	189	563	2250	409	2,250	18%
I. TOTAL CLIENTS	66	22	15	0	153	15	0	116				
A. CARRIED IN	0	0	0	0	0	0	0	0				
B. NEW	66	22	15	0	153	15	0	116				
II. TOTAL EXITS	0	0	0	0	0	0	0	0				
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0	0	0	0				
OTHER TERMINATIONS	0	0	0	0	0	0	0	0				
% OF PLACEMENT												
AVERAGE PLACEMENT WAGE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				

Targets Temporary Assistance to Needy Families, TANF participants; and places them into Paid Work Experience activity. Participants are placed at worksites that are either Public or Non-Profit in an effort to obtain unsubsidized employment and long term self-sufficiency.

Targets Temporary Assistance to Needy Families, TANF participants; and places them into Paid Work Experience activity. Participants are placed at worksites that are either Public or Non-Profit in an effort to obtain unsubsidized employment and long term self-sufficiency.

[illegible]

Targets Temporary Assistance to Needy Families, TANF participants; and places them into Paid Work Experience activity. Participants are placed at worksites that are either Public or Non-Profit in an effort to obtain unsubsidized employment and long term self-sufficiency.

GRANT PERIOD: 07/01/2021 TO 06/30/22

REPORT PERIOD: 07/01/2021 TO 3/31/2022

HOMELESS INITIATIVE

ENROLLMENT GOALS

I. TOTAL CLIENTS

A. CARRIED IN

B. NEW

II. TOTAL EXITS

UNSUBSIDIZED EMPLOYMENT

OTHER TERMINATIONS

% OF PLACEMENT

AVERAGE PLACEMENT WAGE

METRO NORTH WORKSOURCE CENTER	60	Δ	60	Δ	60	Δ	60	Δ	60	Δ	0	Δ
	28		13		15		20		5		0	
	0		0		0		0		0		0	
	28	2	13	4	15	3	20	2	5	0	0	
UNION STATION HOMELESS SERVICES	0		0		0		0		0		0	
	0		0		0		0		0		0	
	0		0		0		0		0		0	
SOUTHEAST LA CRENSHAW	0		0		0		0		0		0	
	0		0		0		0		0		0	
	0		0		0		0		0		0	
JVS CPC ANTELOPE VALLEY	0		0		0		0		0		0	
	0		0		0		0		0		0	
JVS PALMDALE	0		0		0		0		0		0	
	0		0		0		0		0		0	
	0		0		0		0		0		0	
	\$ -		\$ -		\$ -							

PAGE TOTALS	81	Δ	ΔQ	PLANNED ENROLLMENT	PERCENT OF PLAN
	0				
	81	11	24	300	27%
	0				
	0				
	0				
	\$ -				

The program is part of a countywide homeless initiative to target eligible CalWORKs families to participate in the Transitional Subsidized Employment (TSE) programs to improve their ability to become self-sufficient and retain housing. Program services will include paid work experience, specialized work experience, on-the-job training and classroom training.

GRANT PERIOD: 07/01/2021 TO 06/30/22

REPORT PERIOD: 07/01/2021 TO 3/31/2022

TSE COMMUNITY AMBASSADOR NETWORK PROGRAM (CAN)

I. TOTAL CLIENTS

A. CARRIED IN

B. NEW

II. TOTAL EXITS

UNSUBSIDIZED EMPLOYMENT

TRANSFER TO OTHER AGENCY

OTHER TERMINATIONS

% OF PLACEMENT

AVERAGE PLACEMENT WAGE

INGLEWOOD	6	0	2	11	7	4	11	7	4	6	58
	0		0	0	0	0	0	0	0	0	0
	6	0	2	11	7	4	11	7	4	6	58
JVS PALMDALE	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
JVS ANTELOPE VALLEY	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
CCD-RANCHO DOMINGUEZ	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
LAO JVS MARINA DEL REY	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
PACIFIC GATEWAY	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
LAI PACE	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
LAI WILSHIRE METRO	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
EL PROYECTO DEL BARIO	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
	0		0	0	0	0	0	0	0	0	0
	\$ -										

PAGE TOTALS	58	Δ	ΔQ	PLANNED ENROLLMENT	PERCENT OF PLAN
	0				
	58	3	7	45	129%
	0				
	0				
	0				
	0				
	\$ -				

The program is part of a countywide initiative to target eligible CalWORKs families to participate in the Transitional Subsidized Employment (TSE) programs to improve their ability to become self-sufficient. Program services will include paid work experience, Planned Enrollments are based on individual need and available funds.

I. TOTAL CLIENTS	L.A. CITY COLLEGE	1	Δ	EAST L.A. COLLEGE	22	Δ	EL CAMINO /COMPTON	4	Δ	L.A. MISSION COLLEGE	21	Δ	L.A. PIERCE COLLEGE	14	Δ	L.A. SOUTHWEST COLLEGE	0	Δ	LONG BEACH CITY COLLEGE	0	Δ	WEST L.A. COLLEGE	10	Δ		0	Δ		0	Δ		0	Δ
A. CARRIED IN		0			0			0			0			0			0			0			0			0			0			0	
B. NEW		1	0		22	0		4	3		21	0		14	1		0	0		0	0		10	6		0	0		0	0		0	
II. TOTAL EXITS		0			0			0			0			0			0			0			0			0			0			0	
UNSUBSIDIZED EMPLOYMENT		0			0			0			0			0			0			0			0			0			0			0	
OTHER TERMINATIONS		0			0			0			0			0			0			0			0			0			0			0	

I. TOTAL CLIENTS	0	0	0
A. CARRIED IN	0	0	0
B. NEW	0	0	0
II. TOTAL EXITS	0	0	0
OTHER TERMINATIONS	0	0	0

ENROLLMENT GOALS

I. TOTAL CLIENTS	72
A. CARRIED IN	0
B. NEW	72
II. TOTAL EXITS	0
UNSUBSIDIZED EMPLOYMENT	0
OTHER TERMINATIONS	0
% OF PLACEMENT	0%
AVERAGE PLACEMENT WAGE	\$0.00

PAGE TOTALS

Δ ΔQ

PLANNED
ENROLLMENT
159

PERCENT
OF PLAN
45%

Targets CalWORKs participants/Individuals whose families are on Public Assistance; enrolled in Community Colleges; and places them into a Paid Work Experience activity. Participants are placed at worksites that are either Public or Non-Profit in an effort to obtain unsubsidized employment and long term self-sufficiency.

GRANT PERIOD: 07/01/2021 TO 6/30/2022

REPORT PERIOD: 07/01/2021 TO 3/31/2022

DCFS ILP PROGRAM (006L TIER I)

ENROLLMENT GOALS					
I. TOTAL CLIENTS	1	0	2	1	1
A. CARRIED IN	0	0	0	0	0
B. NEW	1	0	2	1	1
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT	0				
AVERAGE PLACEMENT WAGE					
I. TOTAL CLIENTS	0	0	0	0	0
A. CARRIED IN	0	0	0	0	0
B. NEW	0	0	0	0	0
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
TRANSFER TO OTHER AGENCY	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					
GARDENA INGLENWOOD INGLEWOOD-POMONA CARSON TORRANCE CAREER CENTER FOOTHILL PACIFIC GATEWAY VERDUGO SELACO MCS HOLLYWOOD MCS COVINA JVS (MARINA DEL REY) JVS (ANTELOPE VALLEY) SCLA AREA SOCIAL SERVICES PAGE TOTALS \$ -					
HUB CITIES CANOGA PARK YOUTH POLICY INSTITUTE EI PROYECTO DEL BARRIO MCS SAN GABRIEL VALLEY					
Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ Δ ΔQ 1 2 PLANNED ENROLLMENT 16 PERCENT OF PLAN 38%					

Serving Youth in the Foster Care Independent Living Program, between 16-17 years of age, throughout Los Angeles County.

GRANT PERIOD: 07/01/2021 TO 06/30/2022

REPORT PERIOD: 07/01/2021 TO 3/31/2022

DCFS ILP PROGRAM (007L TIER II)

ENROLLMENT GOALS					
I. TOTAL CLIENTS	5	0	8	5	2
A. CARRIED IN	0	0	0	0	0
B. NEW	5	0	8	5	2
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					
I. TOTAL CLIENTS	3	0	0	0	1
A. CARRIED IN	0	0	0	0	0
B. NEW	3	0	0	0	1
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
TRANSFER TO OTHER AGENCY	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					
I. TOTAL CLIENTS	5	0	8	5	2
A. CARRIED IN	0	0	0	0	0
B. NEW	5	0	8	5	2
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					
I. TOTAL CLIENTS	5	0	8	5	2
A. CARRIED IN	0	0	0	0	0
B. NEW	5	0	8	5	2
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					
I. TOTAL CLIENTS	5	0	8	5	2
A. CARRIED IN	0	0	0	0	0
B. NEW	5	0	8	5	2
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					
I. TOTAL CLIENTS	5	0	8	5	2
A. CARRIED IN	0	0	0	0	0
B. NEW	5	0	8	5	2
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					
I. TOTAL CLIENTS	5	0	8	5	2
A. CARRIED IN	0	0	0	0	0
B. NEW	5	0	8	5	2
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					
I. TOTAL CLIENTS	5	0	8	5	2
A. CARRIED IN	0	0	0	0	0
B. NEW	5	0	8	5	2
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					
I. TOTAL CLIENTS	5	0	8	5	2
A. CARRIED IN	0	0	0	0	0
B. NEW	5	0	8	5	2
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					
I. TOTAL CLIENTS	5	0	8	5	2
A. CARRIED IN	0	0	0	0	0
B. NEW	5	0	8	5	2
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					
I. TOTAL CLIENTS	5	0	8	5	2
A. CARRIED IN	0	0	0	0	0
B. NEW	5	0	8	5	2
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					
I. TOTAL CLIENTS	5	0	8	5	2
A. CARRIED IN	0	0	0	0	0
B. NEW	5	0	8	5	2
II. TOTAL EXITS	0	0	0	0	0
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0
OTHER TERMINATIONS	0	0	0	0	0
% OF PLACEMENT					
AVERAGE PLACEMENT WAGE					

Serving Youth in the Foster Care Independent Living Program, between 18-21 years of age, throughout Los Angeles County.

GRANT PERIOD: 07/01/2021 TO 06/30/22

REPORT PERIOD: 07/01/2021 TO 3/31/2022

DPSS PROBATION PROGRAM (950L TIER I)

[illegible]

Serving Youth on probation, between 16-17 years of age, throughout Los Angeles County.

GRANT PERIOD: 07/01/2021 TO 07/31/21

REPORT PERIOD: 07/01/2021 TO 3/31/2022

DPSS PROBATION PROGRAM (951L TIER II)

ENROLLMENT GOALS															PLANNED ENROLLMENT		PERCENT OF PLAN	
I. TOTAL CLIENTS	1	1	0	0	0	0	0	0	0	0	0	0	0	0	3		5	60%
A. CARRIED IN	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
B. NEW	1	1	0	0	0	0	0	0	0	1	0	0	0	3				
II. TOTAL EXITS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
UNSUBSIDIZED EMPLOYMENT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
OTHER TERMINATIONS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
% OF PLACEMENT															0%			
AVERAGE PLACEMENT WAGE															\$ -			

Serving Youth on probation, between 18-21 years of age, throughout Los Angeles County.

YOUTHBUILD

GRANT TERM: 1/01/2020 TO 3/31/2024

REPORT PERIOD: 07/01/2020 TO 3/31/2022

PENDING ENROLLMENTS

ENROLLMENTS

EDUCATION & EMPLOYMENT

-Education (Obtained High School Diploma)

-Entered Employment

ATTAINMENT OF DEGREE/CERTIFICATE

LITERACY & NUMERACY ATTAINMENT

RETENTION (Quarter 4)

RECIDIVISM

	Enrolled	Planned Services	% of Plan	ΔQ
YOUTHBUILD	4			
	35	73	48%	5
	6	55		0
	4			2
	6			0
	12	58		0
	0	0		
	0	0		
	0	0		
**Open enrollment process				

3/2022-Grant extension received. The SBWIB YouthBuild program will provide educational, occupational skills training in construction and leadership skills to disadvantaged youth ages 16-24 years residing in targeted communities. Outcome measures are based on qualified enrollment criteria. The SBWIB YouthBuild partnership includes two required partners the YouthBuild Charter School of California (Education) and the Habitat for Humanity of Greater Los Angeles (Housing Construction).

HOME REHABILITATION AND REPAIRS PROGRAM (HRRP) - 2ND DISTRICT

GRANT TERM: 7/01/2020 TO 6/30/2022

REPORT PERIOD: 07/01/2020 TO 3/31/2022

HOME REPAIR PROJECTS

HOME REPAIR COMPLETIONS

CLEARED HOME REPAIR APPLICATIONS BY CDBG

PENDING HOME REPAIR APPLICATIONS/INTAKE/INQUIRIES

	Enrolled	Year Plan	% of Plan	ΔQ
HRRP	10	20	50%	0
	10	20	50%	0
	3			0
	3			0

* New constuction contract to start April 2022

The HRRP program provides residential home repairs to 18-20 eligible low income homeowners residing in the 2nd District and Athens-Westmont area that includes Inglewood and Lennox. Repairs promote and eliminate unhealthy and unsafe living conditions. Funding is sponsored by the Los Angeles Community Development Block Grants.

Chancellor Apprenticeship Initiative CAI #4 – EL Camino College (Bio-Flex Apprenticeship)

GRANT TERM: 01/01/2020 TO 12/31/2022

REPORT PERIOD: 01/1/2020 TO 3/31/2022

APPRENTICESHIP ENROLLMENTS

CAI #4 - ECC BIO-FLEX RA	Enrolled	Program Plan	% of Plan	ΔQ
	2	50	4%	0

Assist the District in the enrollment of 50 apprentices into Bio-Flex and help to build additional Bioscience apprenticeship programs.

GROW TAYPORTUNITY APPRENTICESHIP PROGRAM

GRANT TERM: 7/01/2021 TO 06/30/2022

REPORT PERIOD: 7/01/2021 TO 3/31/2022

ENROLLMENTS

PRE-APPRENTICESHIP ENROLLMENTS

APPRENTICESHIP ENROLLMENTS - Aero-Flex, Bio-Flex, Other

APPRENTICESHIP ENROLLMENTS - Construction

COMPLETIONS

PRE-APPRENTICESHIP ENROLLMENTS

APPRENTICESHIP ENROLLMENTS - Aero-Flex, Bio-Flex, Other

APPRENTICESHIP ENROLLMENTS - Construction

JOB PLACEMENT

PRE-APPRENTICESHIP JOB PLACEMENT - Aero-Flex and Bio-Flex

APPRENTICESHIP JOB PLACEMENT - Construction

GROW TAYportunity	Enrolled	Program Plan	% of Plan	ΔQ
	16	15	107%	6
	0	25	0%	0
	3	35	9%	2
	4			2
	0			0
	2			2
	2			2
	2			2
	2			2

Enroll 15 pre-apprentices in either Aero-Flex or Bio-Flex and 25 Apprentices. Additionally 35 apprentices will be enrolled into construction training programs, ages 18-24 years old.

HOWMET FOUNDATION - GRANT

GRANT TERM: 9/21/2021 TO 8/31/2022

REPORT PERIOD: 9/21/2021 TO 3/31/2022

SCHOOLS INVOLVED
BUSINESS ENGAGEMENT
ENROLLMENTS
ATTAINMENT OF CREDENTIAL/CERTIFICATE

Howmet	Enrolled	Program Plan	% of Plan	ΔQ
	6	8	75%	4
	7	10	70%	0
	20	30	67%	11
	6	24	25%	0

Enroll thirty (30) individuals from the Aero-Flex or Bio-Flex Pre-Apprenticeship Programs, graduate twenty-four (24), involve eight (8) schools, and engage ten (10) businesses to support the Pre-Apprenticeships through work-based learning.

IRVINE FOUNDATION - GRANT

GRANT TERM: 11/03/2021 TO 11/03/2023

REPORT PERIOD: 11/03/2021 TO 3/31/2022 (NEW)

ENROLLMENTS

Irvine Foundation	Enrolled	Program Plan	% of Plan	ΔQ
	5	50	10%	5

Identify and train 50 low-income women, women of color, and/or other individuals with multiple barriers in the advanced

DOL Scaling Apprenticeship Grant - West LA College (Bio-Flex & Aero-Flex Apprenticeship & Pre-Apprenticeship)

GRANT TERM: 07/15/2019 TO 07/14/2023

REPORT PERIOD: 07/15/2019 TO 3/31/2022

	Enrolled	Program Plan	% of Plan	ΔQ
APPRENTICESHIP ENROLLMENTS				
SBWIB APPRENTICESHIP ENROLLMENTS	125	1240	10%	43
OTHER PROJECT PARTNER APPRENTICESHIP ENROLLMENTS	1909	3760	51%	348
TOTAL APPRENTICE ENROLLMENTS	2034	5000	41%	
APPRENTICESHIP COMPLETIONS				
SBWIB APPRENTICE COMPLETIONS	4			2
OTHER PARTNER APPRENTICE COMPLETIONS	1063			232
TOTAL PROJECT APPRENTICE COMPLETIONS	1067			
PRE-APPRENTICESHIP ENROLLMENTS				
OTHER PARTNER PRE-APPRENTICESHIP ENROLLMENTS	467			0

Nationwide 4 year grant provided by the United States Department of Labor through WLAC. The goal is to recruit and enroll 5,000 apprentices. SBWIB is responsible for 1,240 apprenticeship enrollments. SBWIB pre-apprenticeship enrollments an allowable expense, but not a deliverable.

Employment Training Panel (ETP) - Multiple Employer Contract (MEC)

GRANT TERM: 11/22/2021 TO 11/21/2023

REPORT PERIOD: 11/22/2021 TO 3/31/2022 (NEW)

	Enrolled	Program Plan	% of Plan	ΔQ
EMPLOYER PARTNERS	5	15	33%	5
ENROLLMENTS (100%)	0	515	0%	
RETENTION IN EMPLOYMENT	0	515	0%	
AVERAGE WAGE AFTER EMPLOYMENT				

Training reimbursement for employers from Employment Training Panel Fund.

LACYJ WDACS

GRANT TERM: 7/1/2021 TO 06/30/2022

REPORT PERIOD: 7/1/2021 TO 3/31/2022

ENROLLMENTS
ATTAINMENT OF CREDENTIAL/CERTIFICATE
ENTERED INTO EMPLOYMENT

LACYJ WDACS	Enrolled	Program Plan	% of Plan	ΔQ
	5	5	100%	5
	0	5	0%	0
	0	5	0%	

Enroll five youth ages 18-24, from LA County Supervisory District 4, into the Aero-Flex Pre-Apprenticeship Program, graduate the youth and place them into unsubsidized employment.

YOUTH AT WORK EMPLOYMENT PROGRAM

GRANT TERM: 7/1/2021 TO 6/30/2022

REPORT PERIOD: 7/01/2021 TO 3/31/2022

TOTAL ENROLLMENTS
CALWORKS
OUSY
FOSTER YOUTH
PROBATION YOUTH
SYSTEM INVOLVED YOUTH (New)

Youth at Work	Enrolled	Year Plan	% of Plan	ΔQ
	255	366	70%	41
	34	123		10
	163	162		18
	22	24		4
	0	12		0
	36	45		9

The Youth At Work Employment Program (also referred to as the Summer Jobs Programs) provides eligible youth ages 14-21 with paid work experience and education support year-round and during school breaks.

INVEST LA COUNTY PROBATION GRANT

GRANT TERM: 7/1/2021 TO 6/30/2022

REPORT PERIOD: 7/1/2021 TO 3/31/2022

	Enrolled	Year Plan	% of Plan	ΔQ
INVEST YEAR 3				
ENROLLMENTS	35	120	29%	13
ENROLLED INTO TRAINING	22	72	31%	5
TRAINING COMPLETION	6	61	10%	0
UNSUBSIDIZED PLACEMENTS	24	58	41%	12
TRAINING RELATED PLACEMENTS	6	10	60%	0
RETENTION SERVICES (2ND QUARTER)	0	57	0%	
RETENTION SERVICES (4TH QUARTER)	0	54	0%	

Provide work-based learning services to 120 referred Probation Adult participants including BluePrint Workplace for Success training, short-term vocational training, Paid Work Experience, interviews and job referrals, and job placement.

FAMILIES FIRST

GRANT TERM: 7/1/2021 TO 6/30/2022

REPORT PERIOD: 7/01/2021 TO 3/31/2022

	Enrolled	Year Plan	% of Plan	ΔQ
PY22-22				
ORIENTATIONS/WORKSHOPS	14	50	28%	0
INDIVIDUAL MEETINGS	26	50	52%	7
JOB REFERRALS / INTERVIEWS	176	50	352%	52
JOB READINESS / RESUME COMPLETION	10	50	20%	3

The South Bay WIB, Inc., will provide job development staff support and services to Family First Charter School students at the Century Regional Detention Facility. Job Development services will include job readiness workshops, one-on-one interviewing and counseling, job match and referrals to employment and worksites, progress monitoring and follow-up.

HACLA GRANT

GRANT TERM: 12/01/2021 TO 6/30/2022

REPORT PERIOD: 12/01/2021 TO 3/31/2022

	Activities	Qrt. Plan	% of Plan	Actual	Year Plan	% of Plan	ΔQ
HACLA							
REFERRAL OF ELIGIBLE YOUTH & REENTRY CLIENTS	9	7	129%	14	50	28%	11
PLACEMENTS	4	5	80%	4	35	11%	2

SBWIB is being contracted by the Housing Authority of the City of Los Angeles, for referral of youth and reentry participants that reside at the Mar Vista Gardens Housing Project to HACLA for workforce development programming including assisting participant as they become employable and remain employed.

SECTOR GRANT - FRIENDS OUTSIDE OF LOS ANGELES

GRANT TERM: 01/01/2022 TO 12/31/2022

REPORT PERIOD: 01/01/2022 TO 3/31/2022 (NEW)

COMPLETION OF ASSESSMENT(S)

ENROLLMENT

ENROLLMENT INTO TRAINING

Sector Grant - FOLA	Activities	Qrt. Plan	% Plan	Actual	Year Plan	% of Plan	ΔQ
	13	5	260%	13	20	65%	13
	13	5	260%	13	20	65%	13
	8	3	267%	8	12	67%	8

* Agreement pending

SBWIB is being contracted by FOLA to provide career pathways case management for recently released prisoners into short-term vocational training and assisting them as they need to become employable and remain employed. Funding by the Los Angeles County, Office of Diversion and Reentry.

VETERANS EMPLOYMENT RELATED ASSISTANCE PROGRAM (VEAP)

GRANT TERM: 4/01/2021 TO 3/31/2023

REPORT PERIOD: 4/01/2021 TO 3/31/2022

ENROLLMENTS (100%)

ATTAINMENT OF CREDENTIAL/CERTIFICATE (90%)

ENTERED EMPLOYMENT RATE (80%)

EMPLOYMENT RETENTION (70%)

AVERAGE WAGE AT EMPLOYMENT

VEAP - AATA (SBWIB Sub-contractor)	Enrolled	Year Plan	% of Plan	ΔQ
	10	75	13%	0
	0	68	0%	0
	0	60	0%	0
	0	42	0%	
	\$ -			

The VEAP project(s) will assist eligible veterans with significant barriers to employment (i.e., long-term unemployed, homeless, transitioning) to receive career and training services leading to employment in high growth employment sectors such as Construction Trades. Additionally, SBWIB has partnered with AATA to provide employment and training services as a sub-contractor.

CALIFORNIA CAREER PATHWAYS GRANTS - ACADEMY

GRANT TERM: 01/01/2022 TO 8/31/2023

REPORT PERIOD: 01/01/2022 TO 3/31/2022

OPPORTUNITIES OFFERED

COMPANY TOURS

GUEST SPEAKERS/ADVISORY BOARD

INTERNSHIP

EVENT VENDORS

BLUEPRINT

Centinela Valley Union High School District (CVUHSD)	Activities	Year Plan	% of Plan	ΔQ
	155	106	146%	125
	0	10	0%	0
	15	56	27%	9
	27	75	36%	21
	53	100	53%	1
	16	75	21%	16

SBWIB will provide work-based learning support to Centinela Valley Union High School District's nine academies and two career pathways. SBWIB will outreach to employers, engage in work based learning activities, which include guest speaking, providing opportunities for job shadowing, company tours, hosting interns, or serving as an advisory board member. Other activities will include participation in activities such as Career Day and Maker Faire.

CALIFORNIA CAREER PATHWAYS GRANTS - ONSITE PROGRAM

GRANT TERM: 10/01/2021 TO 8/31/2022

REPORT PERIOD: 10/01/2021 TO 3/31/2022

STUDENT ENGAGEMENT

EMPLOYERS CONNECTED

WORKSHOPS

GUEST SPEAKERS

INTERNSHIPS

JOB LEADS

Centinela Valley Union High School District (CVUHSD)	Activities	Year Plan	% of Plan	ΔQ
	2504	340	736%	1367
	35	120	29%	15
	70	32	219%	49
	5	12	42%	5
	19	40	48%	3
	671	300	224%	65

SBWIB will supply staff onsite at each of theCentinela Valley Union High School District's four high schools to provide work-based learning support and other career pathway activities.

INGLEWOOD SCHOOL DISTRICT STRONG WORKFORCE

GRANT TERM: 10/07/2021 TO 9/30/2022

REPORT PERIOD: 10/07/2021 TO 3/31/2022

BUSINESS ENGAGEMENT/GUEST SPEAKERS

INTERSHIPS

OCCUPATIONAL TRAINING

BLUEPRINT/WORK READINESS

Inglewood Unified School District	Activities	Year Plan	% Plan	ΔQ
	12	35	34%	0
	34	50	68%	27
	2	2	100%	1
	34	50	68%	27

SBWIB will provide outreach to employers, work readiness, internships, hiring and recruitment activities.

AMERICORPS YOUTHBUILD

GRANT TERM: 8/15/2019 TO 8/14/2022

REPORT PERIOD: 08/15/2019 TO 3/31/2022

FULL-TIME ENROLLMENTS (TEACHERS AIDES)
 QUARTER-TIME ENROLLMENTS (YOUTHBUILD MEMBERS)
 NATIONAL SERVICE EVENTS / IN-SERVICE
 SCHOLARSHIP ATTAINMENT

	Enrolled	Year	% of	ΔQ
		Plan	Plan	
AmeriCorps	4	4	100%	
	32	88	36%	0
	14	40	35%	1
	4	40	10%	0

* 1 TA dropped due to medical

** Activities impacted by COVID-19

8/2021-New Year Allotment and Goals. The AmeriCorps project supports resources to the SBWIB YouthBuild programs by providing teachers aides. YouthBuild members can enroll into the program and earn credits/hours toward scholarships through training and community engagement activities. New funds awarded for continuation of services for year three (agreement pending).

HOMELESS LA RISE (REGIONAL)

GRANT TERM: 07/01/2021 TO 6/30/2022

REPORT PERIOD: 07/01/2021 TO 3/31/2022

ENROLLMENTS
 EMPLOYMENT
 EMPLOYMENT RATE - 2ND QRT AFTER EXIT
 EMPLOYMENT RATE - 4TH QRT AFTER EXIT
 WAGE AT EMPLOYMENT

	Activities	Qrt.	%	Year	% of	ΔQ
		Plan	Plan	Plan	Plan	
Homeless LA Rise Year 3	25	16	161%	31	81%	10
	20	11	182%	22	91%	15
	0			20	0%	
	0			12	0%	
	\$ 19.11					

(Outcomes include carry-in activities)

Effective 10/01/18, SBWIB will serve 18 and over Homeless Individuals through a Transitional Subsidized Employment Program leading towards Unsubsidized employment in the competitive marketplace that is along an articulated career pathway.

SoCalGas

GRANT TERM: 11/1/2021 TO 10/31/2022

REPORT PERIOD: 1/01/2022 TO 3/31/2022 (NEW)

Recruitment-Interested SoCalGas Applicants
 Referral of applicants to SoCalGas Employment Opportunities
 Placement

	Activities	Qrt.	%	Year	% of	ΔQ
		Plan	Plan	Actual	Plan	
SoCalGas	91	50	182%	347	200	128%
	24	25	96%	24	100	0%
	0	6	0%	0	25	0%

BOARD OF STATE AND COMMUNITY CORRECTIONS (BSCC) YOUTH REINVESTMENT PROGRAM

GRANT TERM: 10/01/2019 TO 2/28/2023

REPORT PERIOD: 10/01/2019 TO 3/31/2022

	Enrolled	Year	% of	ΔQ
		Plan	Plan	
REFERRALS (100%)	143	150	95%	
PENDING INTAKE/PARENT APPT. (100%)	11	0		11
RISK ASSESSMENT (100%)	29	75	39%	5
ENROLLMENTS (100%)	132	150	88%	22
INTEVENTION WORKSHOPS/WORK READINESS PREPARATION	132	75	176%	26
PAID WORK EXPERIENCE, INTERNSHIP OR OJT	86	75	115%	0
FOLLOW-UP SERVICES FOR 12 MONTHS	84	150	56%	13

This project will provide services to Inglewood, Hawthorne and Lennox youth that are disproportionately affected by violence and will receive evidence-based services for diversion, restorative justice, and employment opportunities through the Inglewood Community and Regional Engagement Violence Intervention and Prevention (I-CARE VIP) collaboration. The project will serve 100 youth ages 14-18 and provide intervention and diversion activities, case management along with paid pre-employment training, paid work experience and job search assistance.

WORKFORCE ACCELERATOR 9.0

GRANT TERM: 8/01/2021 TO 12/31/2022

REPORT PERIOD: 8/01/2021 TO 3/31/2022

	Enrolled	Year	% of	ΔQ
		Plan	Plan	
ENROLLMENTS (100%)	29	75	39%	29
CREDENTIAL ATTAINED (85%)	0	64		0
APPRENTICES (100%)	0	15		0
EMPLOYMENT AT EXIT (80%)	0	60		0

* 19 Apprentices pending for May 2022 start

This project is in partnership with SELACO, Health Impact and the Hospital Association to train or place into apprenticeship 75 under presented individuals in the healthcare field. Occupations include: Speciality Nursing, CNA, Clinical Laboratory and Phlebotomy

COVID NDWG EMPLOYMENT RECOVERY GRANT

GRANT TERM: 4/10/2020 TO 3/31/2023

REPORT PERIOD: 4/10/2020 TO 2/28/2022

	Grant Plan	ΔQ
I. TOTAL CLIENTS	232	
A. ENROLLED	202	87%
B. NEW	17	27
C. TRAINING	52	3
D. OJT	16	1
E. Pre-Apprenticeship/Apprenticeship	0	
II. TOTAL EXITS	107	23
III. TOTAL UNSUBSIDIZED EMPLOYMENT	92	20
A. RETRAINING	33	11
ALSO ATTAINED CREDENTIAL	33	11
B. CALLED BACK WITH EMPLOYER	0	
IV. % PLACEMENT (INCL. CALL BACKS)	86%	
V. % PLACEMENT (EXCL. CALL BACKS)	86%	
AVERAGE PLACEMENT WAGE	\$ 23.11	

12/2021-SBWIB received additional funds (\$240K), enrollment slots (55) and a period of performance extension through March 31, 2023. The NDWG Employment Recovery grant is a statewide grant to provide employment and training services to 232 displaced workers as a result of the COVID-19 pandemic.

QUARTERLY REPORTING

PRISON TO EMPLOYMENT

REPORT PERIOD: 12/01/2019 TO 3/31/2022

GRANT PERIOD: 12/01/2019 TO 3/31/2022

TOTAL PLANNED ENROLLMENTS	35	Δ	282	Δ	269	Δ	28	Δ	35	Δ	28	Δ	28	Δ		Δ	ΔQ	PLANNED 705	PERCENT OF PLAN
I. TOTAL CLIENTS																			
A. Individual Direct Services	100	15	806	0	578	0	36	0	19	0	49	0	14	0	1602	15	70	400	401%
B. Supportive Services & Earn and Learn	65	4	229	0	422	0	28	0	30	0	50	0	1	0	825	4	48	305	270%
II. ACTIVITIES																			
SUBSIDIZED EMPLOYMENT	8	0	234	0	209	0	6	0	0	0	11	0	0	0	468	0	0		
Transfer to Other Agency															0	0	0		
TRAINING	41	0	178	0	145	0	13	0	12	0	17	0	7	0	413	0	16	305	135%
CREDENTIAL OBTAINED	24	0	140	0	101	0	12	0	6	0	14	0	5	0	302	0	0	233	130%
UNSUBSIDIZED EMPLOYMENT	47	4	406	0	341	0	3	0	6	0	37	0	5	0	845	4	213	422	200%

Prison to Employment is a regional employment and training program to assist formerly incarcerated individuals. On behalf of the LA Basin, SBWIB serves as the fiscal agent and program lead on behalf of the seven Workforce Boards in Los Angeles County.

Other Grants

City of Lomita - NEW

Grant Term: January 2022 through December 2022

Funding Amount: \$100,000

In partnership with the City of Lomita, the SBWIB is creating a new program to offer enhanced services to businesses in the City of Lomita. The project is funded by Lomita through a grant received from the American Rescue Plan Act of 2021 (ARAP). The partnership includes the Lomita Chamber of Commerce and will be designed to accelerate economic recovery for Lomita businesses.

Activities: Designed, printed and mailed a postcard announcing services to every business in the city; direct outreach has begun to all Lomita businesses

WLAC Allied Health Project - NEW

GRANT TERM: 11/03/2021 TO 11/03/2023

Funding Amount: \$55,000 per year

The SBWIB was retained by WLAC to facilitate discussions about Allied Health training options among 13 community Colleges throughout LA County. Discussions will include a variety of topics that will ensure they are meeting the needs of students and industry. Employer speakers are also arranged to attend by the SBWIB to present to the schools and discuss their hiring needs.

Activities: Monthly meetings are being held with the consortium of colleges, first Friday of each month

Customer Service Training - City of Hawthorne and City of Gardena

GRANT TERM: Open

Over 95 people from the City of Hawthorne and 5 people from the City of Gardena have completed the SBWIB's customer service training. The training utilizes the SBWIB's successful Blueprint for Workplace Success model and is available to South Bay municipalities for employee training at no cost for one year. The class is entirely online, self-paced, interactive, available in English and Spanish, and includes a pre- and post-assessment and comprehension quiz for each module.

New Grants - waiting for contract

Chancellor Apprenticeship Initiative (CAI #5) – West Los Angeles College (Health-Flex Apprenticeship)

GRANT TERM: 4/01/2022 TO 2/28/2025

Funding Amount: \$100,000

Assist in the enrollment of 80 apprentices into Health-Flex and help to build additional healthcare apprenticeship programs.

Chancellor Apprenticeship Initiative (CAI #6) – El Camino College (IT-Flex Apprenticeship)

GRANT TERM: 4/01/2022 TO 2/28/2025

Funding Amount: \$100,000

Assist in the enrollment of 80 apprentices into IT-Flex and help to build additional IT apprenticeship programs.

LA County Supervisor Second District (Bio-Flex Pre-Apprenticeship)

GRANT TERM: 2022-2023

Funding Amount: \$206,000

Provide career exploration and training to at least 75 participants residing in the Second District.

Teen Center Attendance Report -3rd Quarter

January 1, 2022- January 31, 2022

Inglewood Teen Center	New	Returning	Total
Inglewood	4	9	13
Hawthorne			0
Lawndale			0
Gardena			0
TOTAL	4	9	13

Hawthorne Teen Center	New	Returning	Total
Inglewood			0
Hawthorne	18	19	37
Lawndale			0
Gardena			0
Torrance			0
TOTAL	18	19	37

February 1, 2022 February 28, 2022

Inglewood Teen Center	New	Returning	Total
Inglewood	0	4	4
Hawthorne			0
Lawndale			0
Gardena			0
TOTAL	0	4	4

Hawthorne Teen Center	New	Returning	Total
Inglewood	9	33	42
Hawthorne			0
Lawndale			0
Gardena			0
Torrance			0
TOTAL	9	33	42

March 1, 2022- March 31, 2022

Inglewood Teen Center	New	Returning	Total
Inglewood	3	24	27
Hawthorne			0
Lawndale			0
Gardena			0
TOTAL	3	24	27

Hawthorne Teen Center	New	Returning	Total
Inglewood			0
Hawthorne	18	19	37
Lawndale			0
Gardena			0
Torrance			0
TOTAL	18	19	37

QUARTER TOTAL	Quarter 1	Quarter 2	Quarter 3	Total
Inglewood Teen Center	66	77	44	187
Hawthorne Teen Center	154	59	116	329

South Bay Cities

Featuring the Weekly Newspapers of Hawthorne, Inglewood and Lawndale

Hawthorne Press Tribune
The Weekly Newspaper of Hawthorne

Inglewood News
The Weekly Newspaper of Inglewood

Lawndale Tribune
AND LAWDALE NEWS The Weekly Newspaper of Lawndale

Herald Publications - El Segundo, Hawthorne, Lawndale & Inglewood Community Newspapers Since 1911 - (310) 322-1830 - Vol. 4, No. 10 - March 10, 2022

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Pets.....5

Weekend Forecast

Friday

Sunny
70°/49°



Saturday

Mostly Sunny
73°/51°



Sunday

Mostly Sunny
69°/51°



Breeze Airways Brings a New Way to Travel to the South Bay



LAX welcomes Breeze Airways to its fleet of airlines offering coast-to-coast service in time for the anticipated busy summer travel season. Beginning in June and July, Breeze Airways will expand service for LAX passengers with direct flights on three brand-new routes from LAX to Providence, R.I., Norfolk, Va., and Savannah, Ga. Breeze will begin operations out of the Tom Bradley International Terminal to pilot a new technologically driven check-in process without the use of a ticket counter. Ticketed passengers will check-in through the airline’s app while a mobile team with Breeze Airways will assist them with baggage drop-off. Photo courtesy LAX.

SBWIB Highlights New Programs

Apprenticeship Initiative Grant will Train Underserved Populations for Critical Healthcare Occupations

An innovative Healthcare apprenticeship program will be created to provide opportunities to underserved individuals with employment barriers to gain training and fill urgently needed positions including dental and nursing assistant occupations in the greater South Bay area over the next two years. Thanks to the awarding of a California Apprenticeship Initiative grant of \$500,000 to West Los Angeles College, a partnership will be formed that will include the South Bay Workforce Investment Board (SBWIB) and El Camino College.

The Health-Flex apprenticeship program, modeled after the highly successful Aero-Flex apprentice program for aerospace manufacturing, will connect future workers to employers sooner than after college graduation. Built on commonly accepted core skills defined by healthcare employers, Health-Flex will allow employers to tailor the curriculum and on-the-job experiences of each apprentice to prepare them for their chosen occupation.

West Los Angeles College (WLAC) and El Camino College (ECC) are the primary health training partners. WLAC has a dental assistant and certified nursing assistant program with partners willing to host apprentices and provide them paid apprenticeships. ECC has a nursing program as well as respiratory care and radiologic technician programs, providing Health-Flex with tremendous capability to meet the needs of employers.

The SBWIB’s involvement includes operating an online portal so Los Angeles County community college students can apply for paid apprenticeships while completing their certificate or degree. The SBWIB will also recruit and outreach to participants and employers utilizing its network of career service providers,

America’s Job Centers, co-located partners, agency partners and other community-based partners to perform outreach and recruitments.

Irvine Foundation Awards \$250,000 Grant to Train Low-Income Women, Women of Color and Underserved Populations

The Irvine Foundation has awarded a \$250,000 grant to the South Bay Workforce Investment Board (SBWIB) to help fund a new program to identify and train 50 low-income women, women of color and other individuals with barriers to employment that prevent them from gaining access to entry-level positions in advanced manufacturing sectors of the aerospace and bioscience industries.

The SBWIB will partner with community-based organizations to create new training models (including pre-apprenticeship, ap-

prenticeship, and customized training) that reflect current advanced manufacturing industry occupational demand (e.g., in IT, cyber, big data, AI/VR, additive manufacturing), while also expanding existing aerospace and bioscience apprenticeship programs.

The program will strive to enable participants to increase their qualifications for advanced manufacturing careers, with the intent to pursue post-secondary education, obtain employment and/or obtain access to entrepreneurial opportunities in advanced manufacturing.

Partners with El Camino College and West Los Angeles College to Prepare Job Seekers for Careers in Information Technology

A new nontraditional apprenticeship earn and learn program called, IT-Flex is being

See SBWIB, page 4

AAA Travel Offers Tips for First-Time and Repeat Visitors to The Aloha State

The Hawaiian Islands are welcoming visitors back just in time for the spring and summer travel seasons. Now that Omicron cases are on the decline worldwide and fears of the variant are easing up, the State of Hawaii is inviting travelers from the mainland United States, as well as international travelers, to return to the island chain’s colorful sandy beaches, jagged coastline, lush forest reserves, and majestic volcanoes.

Hawaii Entry Requirements:

Hawaiian state officials recently announced that travelers are not required to have a COVID-19 booster shot to enter the state.

U.S. citizens traveling to any of the islands, who wish to bypass the state’s

5-day quarantine mandate, must be fully vaccinated at least 14 days prior to arrival or have had a *Nucleic Acid Amplification Test* (NAAT) no more than 72 hours prior to arrival.

Before your departure for Hawaii, if you are an adult (age 18 years or older) you will need to create an online user account and register with the State of Hawaii Safe Travels Hawaii program. This applies only for domestic passengers from the U.S. and its territories.

Once you create your Safe Travels Hawaii account, you will then need to enter your traveler information and trip details on the program’s application form. It is important to get the correct test

See Travel, page 8

Lawndale Tribune

AND LAWNDALE NEWS

The Weekly Newspaper of Lawndale

Herald Publications - El Segundo, Hawthorne, Lawndale & Inglewood Community Newspapers Since 1911 - (310) 322-1830 - Vol. 81, No. 10 - March 10, 2022

Beach Cities Rotaract Serves the South Bay



The Rotaract club rebranded from Hawthorne-Lennox Rotaract to Beach Cities Rotaract to represent the geographic area they aim to serve and recruit young professional from. If you're a young professional that lives in the beach city communities or westside of Los Angeles, Beach Cities Rotaract wants to connect with you to serve the community, build goodwill, and create lifelong friendships. Photo courtesy Beach Cities Retract.

SBWIB

from front page

formed through a partnership with El Camino College, the South Bay Workforce Investment Board (SBWIB) and West LA College. The new program will generate a talent pipeline that supports the Information Technology (IT) sector. Thanks to the awarding of a California Apprenticeship Initiative Grant of \$500,000 to El Camino College, the initial focus of IT-Flex will be to prepare candidates for apprenticeship positions in programming, coding, software development and information security analytics.

The IT-Flex partnership will reach out to socio-economic populations disproportionately left out of the IT field and to employers wanting to diversify their workforce under a structured plan that helps meet their talent needs.

Based on the successful apprenticeship programs the SBWIB has pioneered for the aerospace and bioscience industries, Aero-Flex and Bio-Flex, IT-Flex will create an additional training model that is flexible and able to meet the needs of employers and provide opportunities for job seekers throughout the region.

In addition to providing a resume portal for those interested in an apprenticeship opportunity, the SBWIB will handle employer engagement and manage a recruitment effort over the course of the project with a goal of enrolling 80 participants into an IT-Flex apprenticeship, utilizing classroom-based training, employer led on- the-job training, online learning and academic and career coaching. •

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PUBLIC NOTICES

Fictitious Business Name Statement 2022018577

The following person(s) is (are) doing business as 1) SHAUNA'S NOTARY SERVICES, 8809 S 4TH AVE, INGLEWOOD, CA 90305-2811, 2) SCR MANAGEMENT, P.O. BOX 451994, LOS ANGELES, CA 90045-8525, 3) ROBERTS REALTY, LOS ANGELES COUNTY. Registered Owner(s): SHAUNA C. ROBERTS, 8809 S 4TH AVE, INGLEWOOD, CA 90305-2811. This business is being conducted by an Individual. The registrant commenced to transact business under the fictitious business name or names listed above on: 11/2021. Signed: SHAUNA C. ROBERTS, OWNER. This statement was filed with the County Recorder of Los Angeles County on January 26, 2022.
NOTICE: This Fictitious Name Statement expires on January 26, 2027. A new Fictitious Business Name Statement must be filed prior to January 26, 2027. Fictitious Business Name in violation of the rights of another under Federal, State, or Common Law (See Section 14400 ET SEQ., Business and Professions Code).
Ingewood Daily News: Pub. 2/17, 2/24, 3/3, 3/10/22 HI-2481

Fictitious Business Name Statement 2022046592

The following person(s) is (are) doing business as 1) TRU CONSULTING, 15418 UNIT C HAWTHORNE BLVD, LAWNDAL, CA 90260, 2) TRU CONSULTATION, 3) LEE WAY, 4) LEE WAY CONSULTATION, 5) LEE WAY CONSULTING, 6) LEEWAY'S CONSULTATION, 7) LEEWAY'S CONSULTING, 8) LEEWAYS, 9) TRU MOBILE DETAILING, LOS ANGELES COUNTY. Registered Owner(s): JOHN TAUJES, 15418 UNIT C HAWTHORNE BLVD, LAWNDAL, CA 90260, CA. This business is being conducted by an Individual. The registrant commenced to transact business under the fictitious business name or names listed above on: N/A. Signed: JOHN TAUJES, OWNER. This statement was filed with the County Recorder of Los Angeles County on February 28, 2022.
NOTICE: This Fictitious Name Statement expires on February 28, 2027. A new Fictitious Business Name Statement must be filed prior to February 28, 2027. Fictitious Business Name in violation of the rights of another under Federal, State, or Common Law (See Section 14400 ET SEQ., Business and Professions Code).
Lawndale Tribune: Pub. 3/3, 3/10, 3/17, 3/24/22 HL-2489

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PRESS RELEASE

April 7, 2022

South Bay Workforce Investment Board
11539 Hawthorne Blvd., Suite 500
Hawthorne, CA 90250
Contact: 310-970-7700

Congresswoman Maxine Waters Awards \$500,000 Community Grant to South Bay Workforce Investment Board To Provide Occupational Skills Training for Former Foster Care Youth

HAWTHORNE – The South Bay Workforce Investment Board (SBWIB) has been awarded a \$500,000 Community Project Grant from Congresswoman Maxine Waters (43rd District) to help fund the SBWIB's Bridge to Work – Foster Youth Career Pathways Program. The goal is to provide up to 100 foster youth ages 18-24 with occupational skills training and other support services that can help them prepare for career pathways in high wage/high growth sectors including healthcare, construction, advanced manufacturing, digital media/film, trade & logistics and hospitality.

This project will include short-term vocational training, Pre-Apprentice and Apprenticeships, paid work experience, On the Job Training and unsubsidized employment for eligible participants, with an emphasis on 21-24 year old youth who are transitioning out of the Foster Care System.

"We are truly grateful for the continuing support Congresswoman Maxine Waters has provided over the years which has enabled us to provide employment opportunities for adults and youth that contribute to economic growth throughout her district and our South Bay region," said SBWIB Executive Director Jan Vogel. "This grant will help foster youth to overcome barriers that keep them from gaining meaningful employment and vital career preparation services," he further noted.

Working in collaboration with LA County Department of Family and Child Services over the years, the Bridge to Work program has resulted in nearly 1,000 foster youth gaining valuable work experience and placement in unsubsidized jobs.

The Congresswoman was successful in procuring \$13 million for 10 Community Project Grants within her district including three in Hawthorne.

The SBWIB provides no cost services to employers and job seekers through its four One-Stop Business and Career Centers that serve 11 South Bay communities. It also serves youth ages 14-24 at its two Teen Centers in Inglewood and Hawthorne. For further information go to www.sbwib.org or call 310-970-7700.



PRESS RELEASE

March 4, 2022

South Bay Workforce Investment Board
11539 Hawthorne Blvd., Suite 500
Hawthorne, CA 90250
Contact: 310-970-7700

South Bay Workforce Investment Board Joins with West Los Angeles College to Conduct a Project Identifying Regional Allied Health Training Options and Needs

HAWTHORNE – West Los Angeles College (WLAC) has contracted with the South Bay Workforce Investment Board (SBWIB) to serve as a convener for a two-year project of current Allied Health training options at 13 community colleges throughout Los Angeles County and determine what areas could be improved or new options initiated to meet the changing needs of the healthcare industry.

The SBWIB has initiated monthly virtual meetings comprised of representatives from the community colleges, industry partners and associations to explore collaboration opportunities. Included among the goals of the project are: create a digital brochure of all allied health programs throughout the county; creation of new courses and certificates in allied health; and, establish employer partnerships with the industry to provide internships, externships, employment and/or apprenticeships.

Allied health professions fall outside of the traditional healthcare professions of doctors, nurses, pharmacists and dentists, and are identified in two broad categories which are technicians (assistants) and therapists/technologists. Technicians are trained to perform procedures and their education lasts less than two years.

“West LA College has always been an important partner with us in developing new programs to better prepare students for career pathways into high demand jobs,” said SBWIB Executive Director Jan Vogel. “We appreciate their trust in us to convene this impressive collaboration of educators and healthcare partners to address training and preparation of future allied healthcare workers,” he concluded.

Included among the participating colleges in addition to WLAC are East Los Angeles, El Camino College, LA City College, LA Harbor College, LA Mission College, Pierce College, Southwest College, LA Trade – Technical College, Long Beach City College, Mt. San Antonio College, Pasadena City College, and Rio Hondo College.

The SBWIB provides no cost services to employers and job seekers through its four One-Stop Business and Career Centers that serve 11 South Bay communities. It also serves youth ages 14-24 at its two Teen Centers in Inglewood and Hawthorne. For further information go to www.sbwib.org or call 310-970-7700.

● * *



PRESS RELEASE

February 28, 2022

South Bay Workforce Investment Board
11539 Hawthorne Blvd., Suite 500
Hawthorne, CA 90250
Contact: Jan Vogel 310-970-7700

South Bay Workforce Investment Board Partners with El Camino College and West Los Angeles College to Prepare Job Seekers for Careers in Information Technology

HAWTHORNE – A new nontraditional apprenticeship earn and learn program called, IT-Flex is being formed through a partnership with El Camino College, the South Bay Workforce Investment Board (SBWIB) and West LA College. The new program will generate a talent pipeline that supports the Information Technology (IT) sector. Thanks to the awarding of a California Apprenticeship Initiative Grant of \$500,000 to El Camino College, the initial focus of IT-Flex will be to prepare candidates for apprenticeship positions in programming, coding, software development and information security analytics.

The IT-Flex partnership will reach out to socio-economic populations disproportionately left out of the IT field and to employers wanting to diversify their workforce under a structured plan that helps meet their talent needs.

Based on the successful apprenticeship programs the SBWIB has pioneered for the aerospace and bioscience industries, Aero-Flex and Bio-Flex, IT-Flex will create an additional training model that is flexible and able to meet the needs of employers and provide opportunities for job seekers throughout the region.

SBWIB Executive Director Jan Vogel noted, “The fast-evolving IT career field requires a long-term pipeline of qualified applicants to fill vacant high wage positions. Our outstanding partners in education and the IT business sector have helped us create this model, which will support many IT occupations.”

In addition to providing a resume portal for those interested in an apprenticeship opportunity, the SBWIB will handle employer engagement and manage a recruitment effort over the course of the project with a goal of enrolling 80 participants into an IT-Flex apprenticeship, utilizing classroom-based training, employer led on-the-job training, online learning and academic and career coaching.

The SBWIB operates four One-Stop Business and Career Centers that serve 11 South Bay communities as well as two Teen Centers in Hawthorne and Inglewood. For further information call (310) 970-7700 or visit www.sbwib.org.

#



FOR IMMEDIATE RELEASE

February 28, 2022

South Bay Workforce Investment Board
11539 Hawthorne Blvd., Suite 500
Hawthorne, CA 90250
Contact: Jan Vogel 310-970-7700

**Irvine Foundation Awards \$250,000 Grant to
South Bay Workforce Investment Board
to Train Low-Income Women, Women of color and Underserved Populations for
In-Demand Occupations**

HAWTHORNE – The Irvine Foundation has awarded a \$250,000 grant to the South Bay Workforce Investment Board (SBWIB) to help fund a new program to identify and train 50 low-income women, women of color and other individuals with barriers to employment that prevent them from gaining access to entry-level positions in advanced manufacturing sectors of the aerospace and bioscience industries.

The SBWIB will partner with community-based organizations to create new training models (including pre-apprenticeship, apprenticeship, and customized training) that reflect current advanced manufacturing industry occupational demand (e.g., in IT, cyber, big data, AI/VR, additive manufacturing), while also expanding existing aerospace and bioscience apprenticeship programs.

“We are honored to partner with the Irvine Foundation to build more living wage career pathways within the local advanced manufacturing ecosystem for underemployed and underrepresented populations within Los Angeles County and to provide a diverse workforce pipeline for our local employers,” said SBWIB Executive Director Jan Vogel.

The program will strive to enable participants to increase their qualifications for advanced manufacturing careers, with the intent to pursue post-secondary education, obtain employment and/or obtain access to entrepreneurial opportunities in advanced manufacturing.

Established in 1937, the James Irvine Foundation is a philanthropic nonprofit organization established to benefit the people of California. The Foundation’s grantmaking focuses on a California where all low-income workers have the power to advance economically.

The SBWIB provides no-cost business services, job search and employment preparation support to job seekers at its four One-Stop Business and Career Centers serving 11 South Bay communities and operates two teen centers in Hawthorne and Inglewood. For more information call (310) 970-7700 or visit www.sbwib.org.



FOR IMMEDIATE RELEASE

February 28, 2022

South Bay Workforce Investment Board
11539 Hawthorne Blvd., Suite 500
Hawthorne, CA 90250
Contact: Jan Vogel 310-970-7700

**California Apprenticeship Initiative Grant
will Train Underserved Populations for Critical Healthcare Occupations**

HAWTHORNE – A innovative Healthcare apprenticeship program will be created to provide opportunities to underserved individuals with employment barriers to gain training and fill urgently needed positions including dental and nursing assistant occupations in the greater South Bay area over the next two years. Thanks to the awarding of a California Apprenticeship Initiative grant of \$500,000 to West Los Angeles College, a partnership will be formed that will include the South Bay Workforce Investment Board (SBWIB) and El Camino College.

The Health-Flex apprenticeship program, modeled after the highly successful Aero-Flex apprentice program for aerospace manufacturing, will connect future workers to employers sooner than after college graduation. Built on commonly accepted core skills defined by healthcare employers, Health-Flex will allow employers to tailor the curriculum and on-the-job experiences of each apprentice to prepare them for their chosen occupation.

“There is an urgent need for qualified workers in these high demand middle – skill occupations,” noted SBWIB Executive Director Jan Vogel. “The goal of our Health-Flex apprentice model is to bring new populations into apprenticeships that will prepare them for entry into high-wage high-skill employment,” he continued.

West Los Angeles College (WLAC) and El Camino College (ECC) are the primary health training partners. WLAC has a dental assistant and certified nursing assistant program with partners willing to host apprentices and provide them paid apprenticeships. ECC has a nursing program as well as respiratory care and radiologic technician programs, providing Health-Flex with tremendous capability to meet the needs of employers.

The SBWIB’s involvement includes operating an online portal so Los Angeles County community college students can apply for paid apprenticeships while completing their certificate or degree. The SBWIB will also recruit and outreach to participants and employers utilizing its network of career service providers, America’s Job Centers, co-located partners, agency partners and other community-based partners to perform outreach and recruitments.

The SBWIB provides no-cost business services, job search and employment preparation support to job seekers at its four One-Stop Business and Career Centers serving 11 South Bay communities and operates two teen centers in Hawthorne and Inglewood. For more information call (310) 970-7700 or visit www.sbwib.org.



PRESS RELEASE

February 22, 2022

South Bay Workforce Investment Board
11539 Hawthorne Blvd., Suite 500
Hawthorne, CA 90250
Contact: 310-970-7700

South Bay Workforce Investment Board Awarded Nearly \$591,000 Grant by the California Employment Training Panel to Fund Employee Training

HAWTHORNE – The California Employment Training Panel (ETP) has awarded a \$590,780 grant to the South Bay Workforce Investment Board (SBWIB) to continue a program that provides cost reimbursements to employers for training to upskill their workforce. The program will assist companies in the Manufacturing, IT, Logistics and healthcare sectors and will support employee training at multiple job sites throughout California through November 2023.

ETP is a business and labor-supported state agency that funds the costs of employee skills training. The SBWIB will analyze and manage the employer's workforce training needs and connect employers with appropriate training providers to deliver services if needed. The funding can reimburse a portion of training costs for current employees and newly hired workers.

"Training costs are a major concern for small and large companies who need to stay competitive," said SBWIB Executive Director Jan Vogel. "As we begin to recover during this post-pandemic period, these types of innovative subsidy programs can help struggling employers attract and retain skilled workers who need to improve their job skills and knowledge," he noted.

The SBWIB provides comprehensive employment and training services with the goal of providing a fully-integrated workforce system that maximizes employment and economic opportunity in partnership with business.

No cost services are provided for job seekers and employers through the SBWIB's four One-Stop Business & Career Centers serving 11 South Bay communities. It also operates two Teen Centers in Inglewood and Hawthorne. Employers interested in participating in the SBWIB new ETP program, or to access other services available, please call (310) 970-7700 or visit www.sbwib.org.

#



FOR IMMEDIATE RELEASE

January 13, 2022

South Bay Workforce Investment Board
11539 Hawthorne Blvd., Suite 500
Hawthorne, CA 90250
Contact: Jan Vogel 310-970-7700

**WEST LOS ANGELES COLLEGE STUDENTS GRADUATE SOUTH BAY WORKFORCE
INVESTMENT BOARD'S BIO-FLEX PRE-APPRENTICESHIP PROGRAM**

HAWTHORNE – The South Bay Workforce Investment Board (SBWIB) presented a virtual graduation ceremony for West Los Angeles College students in their Biotech 001 class who recently completed the Bio-Flex Pre-Apprenticeship program. Students ranged from individuals just starting out on their career path to those looking to change careers into bioscience.

Over the course of the program, participants completed work readiness training through the SBWIB's Blueprint for Workplace Success work readiness training and attended virtual workshops with employers. They learned how to start a career in bioscience and about the broad range of careers in research and development, including environmental and food science. Participants were also introduced to professional connections in their area of interest to provide them with guidance on their career path.

"We are extremely proud of the partnership and collaboration West Los Angeles College has forged with us to make these bioscience pre-apprenticeship career exploration pathway programs available to youth throughout our region," noted SBWIB Executive Director Jan Vogel.

Participating employers and industries that supported this cohort included: Bachem Americas, Inc. in Torrance; The Aerospace Corporation in El Segundo; Basepaws Inc. in Torrance; BioLabs at the Lundquist Institute in Torrance; BioscienceLA in Culver City; rPlanet Earth in Vernon, and Business Brain Consulting in Los Angeles.

During the virtual graduation ceremony, Keynote Speaker Elizabeth Mendes, a second year PhD candidate at Duke University, shared lessons learned with the graduates from the twists and turns of her bioscience career pathway as a first-generation college student. All students received stackable certificates for completing the program. This cohort is the first students to participate in West Los Angeles College's new Biotechnology program. Funding for this cohort was provided by the Howmet Aerospace Foundation.

Leroy Anderson, West Los Angeles College student and Bio-Flex Pre-Apprenticeship graduate stated, *"Through the program, I saw different types of biotechnology fields and it expanded my mind regarding which way I want to work towards; I thank you for that."*

The SBWIB provides business and employment services for youth and adults at no cost to the public through its four One-Stop Business and Careers Centers serving 11 South Bay cities. It also manages countywide programs and operates two Teen Centers in Hawthorne and Inglewood and a Youthbuild program in Lennox. For more information, please visit www.sbwib.org/bioflex or call (310) 970-7700.



www.sbwib.org

SOUTH BAY WORKFORCE INVESTMENT BOARD
SBWIB



Photo caption: West Los Angeles College students graduate South Bay Workforce Investment Board Bio-Flex Pre-Apprenticeship Program.

RESOLUTION NO. CC-2205-021

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
AUTHORIZING CERTAIN CLAIMS AND DEMANDS
IN THE SUM OF \$1,841,547.28**

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

SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the 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 202612 through 202674 for the aggregate total of \$1,841,547.28 are hereby authorized.

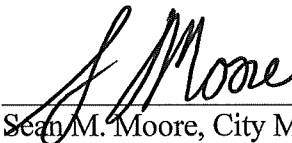
Effective Date: May 16th, 2022

Certified by:



Hrant Manuelian, Director of Finance

Approved by:



Sean M. Moore, City Manager

PASSED, APPROVED AND ADOPTED this 16th day of May, 2022.

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-2205-021 at a regular meeting of said Council held on the 16th day of May, 2022 by the following roll call vote:

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

Erica Harbison, City Clerk

[illegible]

Check Register Report

Date: 04/28/2022
Time: 2:00 pm
Page: 1

BANK: WELLS FARGO BANK N.A

City of Lawndale

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
202612	04/28/2022	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	3,893.75
202613	04/28/2022	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	CSD 3RD FLOOR KITCHEN	125.00
202614	04/28/2022	Printed		6608	BELLAGIO CAR WASH	CAR WASH - MAR. 2022	120.00
202615	04/28/2022	Printed		7885	ANTHONY BENAVIDES	C&D DEPOSIT REFUND	2,235.00
202616	04/28/2022	Printed		2829	BKIM BERISHA	MICROSOFT 365 ANNUAL	4,824.00
202617	04/28/2022	Printed		7836	BUCKNAM INFRASTRUCTURE GROUP	PAVEMENT MGMT SYSTEM	904.00
202618	04/28/2022	Printed		7223	CHRISTINA CARROLL	PRSSC MEETING STIPEND	50.00
202619	04/28/2022	Printed		0615	CLEANSTREET, LLC	STREET SWEEPING CITYWIDE	13,050.13
202620	04/28/2022	Printed		0190	COLONIAL LIFE & ACCIDENTS, INC	APR. 2022-INS PRE-TAX/POST TAX	2,338.16
202621	04/28/2022	Printed		0216	DELTA DENTAL	APR. 2022 DENTAL PREMIUM	1,679.12
202622	04/28/2022	Printed		0389	DELTA DENTAL INS	APR. 2022 DENTAL PREMIUM	195.13
202623	04/28/2022	Printed		0217	DEPT OF ANIMAL CARE & CONTROL	ANIMAL CONTROL SERVICES -	109.60
202624	04/28/2022	Printed		5876	DUTHIE POWER SERVICES	BACKUP GENERATOR - CITY HALL	615.68
202625	04/28/2022	Printed		0441	GOLDEN STATE WATER CO.	WATER USAGE SERVICES	219.23
202626	04/28/2022	Printed		7801	IGNATIUS LIN	PRSSC MEETING STIPEND	50.00
202627	04/28/2022	Printed		0308	LOS ANGELES COUNTY	PUBLIC SAFETY SERVICES -	501,442.78
202628	04/28/2022	Printed		0337	MANAGED HEALTH NETWORK	EMPLOYEE ASSIST PROGRAM	83.60
202629	04/28/2022	Printed		7402	SEAN MOORE	ICMA MEMBERSHIP REIMBURSEMENT	1,400.00
202630	04/28/2022	Printed		6815	OOH LA-LA FACE PAINTING	FACE PAINTER & BALLOON ARTIST	925.00
202631	04/28/2022	Printed		1140	PACIFIC TIRE SERVICE	TIRE REPAIR FOR VEH# 510	60.00
202632	04/28/2022	Printed		6461	PAPE MATERIAL HANDLING, INC	ANNUAL SERVICE FOR PW TRACTOR	1,894.04
202633	04/28/2022	Printed		0384	PEP BOYS	BRAKE LIGHT BULB INSTALL LABOR	24.42
202634	04/28/2022	Printed		7575	ROGERS, ANDERSON, MALODY &	AUDIT SERVICES FY 2020-2021	4,800.00
202635	04/28/2022	Printed		7827	SA ASSOCIATES	CONSTRUCTION INSPECTION SVCS -	2,908.75
202636	04/28/2022	Printed		6896	SEQUEL CONTRACTORS INC	ANNUAL ST IMPROVEMENT PROJECT-	470,724.16
202637	04/28/2022	Printed		7866	SHAMROCK PLUMBING, INC	PLUMBING PROJECT- WATER BOTTLE	2,400.00
202638	04/28/2022	Printed		6379	SHI INTERNATIONAL CORP	3 YEAR WARRANTY FOR CISCO	997.50
202639	04/28/2022	Printed		4533	SOUTH BAY LANDSCAPING INC	EMERGENCY REPAIR AT MARINE AVE	29,825.00
202640	04/28/2022	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	119.44
202641	04/28/2022	Printed		2002	THE STANDARD, UNIT 22	LIFE,AD&D LTD INSURANCE PREM	1,413.50
202642	04/28/2022	Printed		7886	TOLAR MANUFACTURING COMPANY	8' STEEL STRAP BUS BENCH W/	999.97
202643	04/28/2022	Printed		3672-FLEET	U.S. BANK VOYAGER FLEET SYS	FLEET SERVICES-FUEL	3,570.24
202644	04/28/2022	Printed		0479	VISION SERVICE PLAN	VISION PREMIUM APR. 2022	702.41
202645	04/28/2022	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	436.06
202646	04/28/2022	Printed		6697	DANIEL T WOODS	PRSSC MEETING STIPEND	50.00

Checks Total (excluding void checks): 1,055,185.67

Bank Total (excluding void checks): 1,055,185.67

Grand Total (excluding void checks): 1,055,185.67

Total Checks: 35

Total Payments: 35

Total Payments: 35

Check Register Report

Date: 05/05/2022
Time: 8:11 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							
202647	05/05/2022	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	7,748.56
202648	05/05/2022	Printed		7888	MIGUEL APODACA	DEPOSIT REFUND	150.00
202649	05/05/2022	Printed		2207	ASAP SIGN & BANNER, LLC	HAWTHORNE BLVD PARKING TAGS	1,757.83
202650	05/05/2022	Printed		7785	BERICOM DESIGN	NETWORK MAINTENANCE & SUPPORT	11,900.00
202651	05/05/2022	Printed		7382	BLUEPRINT SERVICE	SIGN REPLACEMENT PROJECT	395.58
202652	05/05/2022	Printed		7766	BURKE, WILLIAMS &	LEGAL SERVICES - MAR. 2022	43,151.15
202653	05/05/2022	Printed		7887	CALIFORNIA STATE FIRE PROTECTI	PLAN CHECK REFUND	607.80
202654	05/05/2022	Printed		7889	CHARTER COMMUNICATIONS	INTERNET SERVICES	1,896.24
202655	05/05/2022	Printed		7806	SYLVIA CHAVEZ	PRSSC MEETING STIPEND	50.00
202656	05/05/2022	Printed		0615	CLEANSTREET, LLC	STREET SWEEPING CITYWIDE	15,396.83
202657	05/05/2022	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	BUILDING INSPECTION SERVICES -	30,054.22
202658	05/05/2022	Printed		7767	ERICK ESCAMILLA	PLANNING COMMISSION STIPEND	50.00
202659	05/05/2022	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGES	202.30
202660	05/05/2022	Printed		0329	L.A. COUNTY ASSESSOR'S OFFICE	MAP	6.00
202661	05/05/2022	Printed		7801	IGNATIUS LIN	PRSSC MEETING STIPEND	50.00
202662	05/05/2022	Printed		4249	LOS ANGELES COUNTY CLERK	POSTING FEE-EXEMPTION NOTICE	75.00
202663	05/05/2022	Printed		7308	JESSICA MARTINEZ	PRSSC MEETING STIPEND	50.00
202664	05/05/2022	Printed		6134	JOHN MARTINEZ	PLANNING COMMISSION STIPEND	50.00
202665	05/05/2022	Printed		5560	MITSUBISHI ELECTRIC US, INC	ELEVATOR MAINTENANCE SERVICES	616.46
202666	05/05/2022	Printed		7227	OCCUPATIONAL HEALTH CENTERS	PREEMPLOY PHYSICAL/DRUG SCREEN	22.00
202667	05/05/2022	Printed		0367	OFFICE DEPOT	OFFICE SUPPLIES	198.92
202668	05/05/2022	Printed		7764	NI KAL S. PRICE	PLANNING COMMISSION STIPEND	50.00
202669	05/05/2022	Printed		6896	SEQUEL CONTRACTORS INC	ANNUAL ST IMPROVEMENT	26,694.44
202670	05/05/2022	Printed		1044	SIALIC CONTRACTORS CORPORATION	INGLEWOOD AVE ST. IMPROV	643,744.41
202671	05/05/2022	Printed		2051	MADONNA SITKA	PLANNING COMMISSION STIPEND	50.00
202672	05/05/2022	Printed		0458	THE SALVATION ARMY	MEALS FOR BEACH CITIES-	126.00
202673	05/05/2022	Printed		3672-FIN	U.S. BANK	CREDIT CARD PAYMENT	1,218.07
202674	05/05/2022	Printed		6697	DANIEL T WOODS	PRSSC MEETING STIPEND	50.00

Total Checks: 28

Checks Total (excluding void checks):

786,361.61

Total Payments: 28

Bank Total (excluding void checks):

786,361.61

Total Payments: 28

Grand Total (excluding void checks):

786,361.61

**MINUTES OF THE
LAWNDAL CITY COUNCIL REGULAR MEETING
May 2, 2022**

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:35 p.m. in the City Hall council chamber, 14717 Burin Avenue, Lawndale, California.

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

Other Participants: City Clerk Erica Harbison, City Manager Sean M. Moore, City Attorney Gregory M. Murphy, Assistant to the City Manager/Human Resources Director Raylette Felton, Los Angeles County Sheriff's Department Sergeant Ricky L. Osborne, Finance Director Hrant Manuelian, Community Services Director Mike Estes, Municipal Services Director Michael Reyes, Acting Director of Community Development Jared Chavez, Public Works Director Julian Lee

B. CEREMONIALS

Councilmember Bernadette Suarez led the flag salute and Pastor Dwight Dudley with Calvary Chapel South Bay, provided the inspiration.

C. PUBLIC SAFETY REPORT

Los Angeles County Sheriff's Department Sergeant Ricky L. Osborne summarized the recent law enforcement activities and introduced Lieutenant Glenn Emery. Lieutenant Glenn Emery provided a brief history of his history the Los Angeles County Sheriff's Department and spoke about theft prevention of catalytic converters on vehicles.

Mayor Pro Tem Rhonda Hofmann Gorman requested a catalytic converter clinic hosted by Los Angeles County Sheriff's Department and inquired if there is a vehicle model often being targeted for catalytic converter theft.

Lieutenant Glenn Emery responded newer car models with precious metals are often the target.

Mayor Robert Pullen-Miles welcomed the new Lieutenant to the City and inquired how reliable is the VIN etching.

Lieutenant Glenn Emery and Sergeant Ricky L. Osborne responded accordingly.

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

Gary Adams, Resident, spoke about the continuous potential code violations and illegal parked vehicles by RJ's Construction Supply, business located on 4505 Manhattan Beach Blvd. Mr. Gary Adams commented severe penalties should be applied for catalytic converter theft.

Michelle Pino, Lawndale Library Manager, spoke about upcoming library programs and events.

E. COMMENTS FROM COUNCIL

The City Council responded generally to the public comments.

The City Council responded the City continues to monitor and address concerns with RJ's Construction Supply, business located on 4505 Manhattan Beach Blvd.

F. CONSENT CALENDAR

1. Consideration of Claim Against the City

Recommendation: that the City Council reject the claims filed by Jorge Sanchez Principe and instruct staff to process the appropriate correspondence to the claimants.

2. Accounts Payable Register

Recommendation: that the City Council adopt Resolution No. CC-2205-020, authorizing the payment of certain claims and demands in the amount of \$608,887.64.

3. Minutes of the Lawndale City Council Regular Meeting – April 18, 2022

Recommendation: that the City Council approve.

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

G. ADMINISTRATION

4. South Bay Workforce Investment Board (SBWIB) Appointment – Business Private Sector Representative

Recommendation: that the City Council (a) review the submitted information from Mr. Edward J. Leiva, as supported by the SBWIB; (b) re-affirm the SBWIB 's nomination of Mr. Edward J. Leiva as the City of Lawndale' s SBWIB representative on the Business Private Sector seat, filling the new term from July 1, 2022 to June 30, 2026, and direct staff to provide that name to the SBWIB for the Inglewood Chamber of Commerce's final approval; **or** (c) Direct staff to open up nominations for additional applications including advertising the opening on the City's website and social media platforms; and (d) bring the nomination applications to an upcoming City Council meeting and provide direction to staff to provide a name to the SBWIB for the Inglewood Chamber of Commerce's final approval, to fill the upcoming vacancy on the City of Lawndale's SBWIB Business Private Sector seat, filling the new term of July 1, 2022 to June 30, 2026.

City Manager Sean M. Moore provided the staff report for the South Bay Workforce Investment Board (SBWIB) Appointment – Business Private Sector Representative. City Manager Sean M. Moore clarified the SBWIB appointment will be a new position and new term.

Councilmember Pat Kearney invited Mr. Edward J. Leiva to formally present himself to the Council.

Mr. Edward J. Leiva introduced himself and expressed his support for opportunity to serve and commitment to the youth community.

A motion by Councilmember Pat Kearney to review the submitted information from Mr. Edward J. Leiva, as supported by the SBWIB; re-affirm the SBWIB's nomination of Mr. Edward J. Leiva as the City of Lawndale's SBWIB representative on the Business Private Sector seat, filling the new term from July 1, 2022 to June 30, 2026, and direct staff to provide that name to the SBWIB for the Inglewood Chamber of Commerce's final approval. Councilmember Bernadette Suarez second the motion which carried by a vote of 5-0.

5. Award of Construction Contract to Hardy and Harper, Inc. and Construction Management Services to SA Associates for the Redondo Beach Blvd. Street Improvement Project (from Artesia Blvd. to Prairie Ave.) Project No. 2021-02 Bid No. BN-2110-10

Recommendation: that the City Council (a) award the construction contract in the amount of \$2,111,000 to Hardy and Harper, Inc. for the Redondo Beach Blvd. Street Improvement Project (b) award construction management services in the amount of \$191,000 to SA Associates for the Redondo Beach Blvd. Street Improvement Project and (c) approve the construction contingency amount of \$422,200 for the project to avoid delays and facilitate timely project completion.

Public Works Director Julian Lee provided the staff report for Award of Construction Contract to Hardy and Harper, Inc. and Construction Management Services to SA Associates for the Redondo Beach Blvd. Street Improvement Project (from Artesia Blvd. to Prairie Ave.) Project No. 2021-02 Bid No. BN-2110-10.

Councilmember Sirley Cuevas inquired if the construction project covers all of Redondo Beach Blvd. or section owned by the City.

Public Works Director Julian Lee responded the construction will include the areas of Redondo Beach Blvd. owned by the City and the cities of Redondo Beach and Torrance. Public Works Director Julian Lee commented the cities were not asked to share in project cost since the full funding for the project will be available from Metro's Funding Agreement in Proposition C 25 Grant funds and Measure R funds from the South Bay Council of Governments (SBCOG), potentially minimal to no cost to the City.

Councilmember Sirley Cuevas inquired if the City's General Fund will be used for this project.

Public Works Director Julian Lee responded both Metro's Proposition C 25 and Measure R funds will be used to cover all project costs.

Councilmember Pat Kearney inquired if the cities of Redondo Beach and Torrance will share the construction cost.

Public Works Director Julian Lee responded initially Redondo Beach and Torrance were contributing, however, based on the Metro's Proposition C 25 and Measure R funds received, they will not need to contribution to the project.

Councilmember Pat Kearney inquired on the bid selection to award the construction contract.

Public Works Director Julian Lee responded the lowest bidder requested a Relief of Bid and then the second lowest bidder was selected.

Councilmember Pat Kearney inquired on the selection of the fourth lowest engineering firm proposal to award the construction management contract.

Public Works Director Julian Lee responded the firm selected has an understanding and experience with the special technology needed for this project.

Councilmember Pat Kearney inquired on an engineer cost estimate completed for the project.

Public Works Director Julian Lee responded the construction management services cost is typically estimated at 15% of the construction contract cost.

A motion by Councilmember Bernadette Suarez to award the construction contract in the amount of \$2,111,000 to Hardy and Harper, Inc. for the Redondo Beach Blvd. Street Improvement Project; award construction management services in the amount of \$191,000 to SA Associates for the Redondo Beach Blvd. Street Improvement Project; and approve the construction contingency amount of \$422,200 for the project to avoid delays and facilitate timely project completion. Councilmember Sirley Cuevas second the motion which carried by a vote of 5-0.

6. Pedestrian Crossing Statistics Review- All City Management Crossing Guard Service

Recommendation: that the City Council consider one of the following: (a) make no changes to the existing agreement between the City of Lawndale and All City Management Services, Inc. and continue to provide services at all 10 crosswalk (b) eliminate the location with the fewest number of recorded crossings at the controlled intersection of Manhattan Beach Blvd. and Prairie Ave. and continuing services at nine (9) remaining locations (c) eliminate the two locations with the fewest number of recorded crossings at the controlled intersections of Manhattan Beach Blvd. and Prairie Ave., and Marine Ave. and Freeman Ave. and continuing services at eight (8) remaining locations (d) eliminate the three locations with the three of the four fewest number of recorded crossings at the controlled intersections of Manhattan Beach Blvd. and Prairie Ave., Marine Ave. and Freeman Ave., and W. 169th St. and Hawthorne Blvd. or Manhattan Beach Blvd. and Freeman Ave. and continuing services at seven (7) remaining locations.

Community Services Director Mike Estes provided the staff report for Pedestrian Crossing Statistics Review- All City Management Crossing Guard Service.

Councilmember Sirley Cuevas requested clarification on a controlled crosswalk.

Community Services Director Mike Estes responded a controlled crosswalk has traffic lights and non-controlled crosswalk would not.

Councilmember Pat Kearney suggested to revisit this Agenda Item No. 6 after the current school year ends and agrees with recommendation no. 4 to eliminate three locations with the fewest number of recorded crossings at the controlled intersection of Manhattan Beach Blvd. /Prairie Ave., Marine Ave. /Freeman Ave., as well as a non-controlled intersection of W. 154th St. /Osage Ave., instead of W.169th St. /Hawthorne Blvd.

Councilmember Bernadette Suarez inquired if the informal pedestrian count made a distinction between adult and student pedestrians.

Community Services Director Mike Estes responded the pedestrian count was informal and would generally only count children, however, if uncertain would count all pedestrians.

Councilmember Bernadette Suarez responded she concurs with Councilmember Pat Kearney suggestions.

Mayor Pro Tem Rhonda Hofmann Gorman inquired if the funding for cleaning bus stops can be applied to this project.

Community Services Director Mike Estes responded Proposition A funding is related to streets and sidewalks, however, this funding could not be applied to crossing guard service.

Mayor Robert Pullen-Miles inquired if adult pedestrians are counted in the crossing count.

Community Services Director Mike Estes responded everyone is counted with discretion.

Councilmember Sirley Cuevas responded she concurs with Councilmember Pat Kearney to revisit this Agenda Item No. 6 next school year and eliminate the lowest two or three crossings.

City Manager Sean M. Moore responded the pedestrian count was an informal survey and not a scientific survey.

Mayor Robert Pullen-Miles responded also concurring with Councilmember Pat Kearney to revisit this Agenda Item No. 6 next school year and eliminate the lowest two or three crossings.

A dialogue ensued between City Council regarding revisiting this agenda item in July or before during budget process.

The City Council reached a unanimous consensus to receive and file report and continue Agenda Item No. 6 to a future City Council meeting. No action was taken.

7. Report on Fence Permit Update

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

Acting/Interim Community Development Director Jared Chavez provided the staff report for the Report on Fence Permit Update.

Councilmember Bernadette Suarez explained why she requested this agenda item, inquired how the City compared with other cities that do not require fence permits and requested clarification on how the permit process works for fence repairs.

Acting/Interim Community Development Director Jared Chavez responded a fence permit is required when installing a new fence or repairing more than 25%.

Councilmember Bernadette Suarez requested staff to report on number of permit applications received, does the fee deter fence repairs or improvements, and other options besides requiring a fence permits.

A dialogue ensued between City Council and staff regarding when a fence permit applies, the cost, number of violations for illegal fences, and fee waivers for seniors or low income families.

City Manager Sean M. Moore responded the City has an extensive wall and fence permit ordinance due to numerous zoning violations in the City. City Manager Sean M. Moore noted the fence permit fee is calculated based on time and material, one of the lowest fees, and do not require a building permit. City Manager Sean M. Moore added if City Council desires to change policy to allow for a waiver or subsidy there will be an additional process to review qualifications, assessments and staff time that would be required and can bring back an item for consideration by City Council.

Mayor Robert Pullen-Miles commented regarding the difference between building permit and zoning permit and commented the zoning fence permit fee is costly.

Councilmember Bernadette Suarez commented she would like to see options for promoting homeownership and ways to encourage home improvement without financial burdens.

Councilmember Pat Kearney inquired if the fence permit fee is refundable.

City Manager Sean M. Moore responded the fence permit fee is a flat fee, not a deposit fee, and covers staff time to process the application and inspections. City Manager Sean M. Moore commented the City Council can change the policy to allow for a deposit based fee, reduce or subsidize the fee using General Fund. City Manager Sean M. Moore added this change would not allow for cost recovery.

Councilmember Sirley Cuevas inquired if the fence permit fee can be a percentage of the cost for the fence.

City Manager Sean M. Moore responded a percentage fee of the cost of the fence would require staff to request verification of the cost and evaluation of work. City Manager Sean M. Moore commented staff can return with a proposal with various actions for City Council to review.

The City Council reached a unanimous consensus to continue Agenda Item No. 7 to a subsequent City Council meeting.

H. CITY MANAGER REPORT

City Manager Sean M. Moore announced and welcomed the new Director of Finance/City Treasurer Hrant Manuelian.

Director of Finance/City Treasurer Hrant Manuelian thanked the Council for the opportunity.

I. ITEMS FROM CITY COUNCILMEMBERS

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

Councilmember Pat Kearney attended the California Contract Cities Association Board of Director's Outgoing President Mark Waronek Recognition meeting.

Councilmember Bernadette Suarez attended the California Contract Cities Association Board of Director's Outgoing President Mark Waronek Recognition meeting and the South Bay Cities Council of Governments Board of Director meeting.

Councilmember Sirley Cuevas attended the California Contract Cities Association Board of Director's Outgoing President Mark Waronek Recognition meeting, the ribbon cutting event for Curly Girl Luv Beauty Supply, a State and Local Official webinar on democracy and voting rights, US Department of Health & Human Services "We Can Do This" zoom meeting. Councilmember Sirley Cuevas requested information on implementing a Lemonade Program event for the Lawndale community, an update on the Teen Center, and a report of pedestrian and vehicle collision near crosswalks when reviewing the school crossing guard program.

Mayor Pro Tem Rhonda Hofmann Gorman attended the California Contract Cities Association Board of Director's Outgoing President Mark Waronek Recognition meeting, the ribbon cutting for Curly Girl Luv Beauty Supply. Mayor Pro Tem Rhonda Hofmann Gorman requested an announcement for residents regarding the upcoming Memorial Day Remembrance event and Health, Safety and Pet Fair.

Community Services Director Mike Estes provided the details for the Memorial Day and Health, Safety and Pet Fair events.

Mayor Pro Tem Rhonda Hofmann Gorman encouraged the residents to attend the upcoming events.

Mayor Robert Pullen-Miles attended the Los Angeles County Sanitation District Board of Directors meeting and the ribbon cutting event for Curly Girl Luv Beauty Supply.

J. ADJOURNMENT

There being no further business to conduct, the Mayor adjourned the meeting at 8:06 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Erica Harbison, City Clerk

Approved: / /

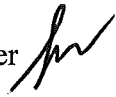


CITY OF LAWDALE

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

DATE: May 16, 2022

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager 

PREPARED BY: Jared Chavez Acting Director of Community Development 

SUBJECT: Case 22-09: Consideration of an Urgency Ordinance to establish Rules and Regulations for car wash facilities within the City of Lawndale.

BACKGROUND

On April 18, 2022, the City Council adopted Urgency Ordinance No. 1189-22, a 45-day Moratorium prohibiting approval, expansion, initisification or relocation of car wash facilities within City limitis. (Attachment A, staff report and 45-day Moritorium Ordiance).

During the initial moratorium period, staff has commenced the development of an ordinance regulating car wash facilities. Staff is conducting additional research regarding car wash facilities and their effect on the surrounding communities. Staff is requesting additional time to further develop rules and regulations and present these regulations to the Planning Commission and City Council. Pursuant to Government Code Section 65858(a), the initial 45-day moratorium may be extended for an additional 10 months and 15 days, and subsequently extended for an additional year if needed, subject to compliance with procedural requirements.

STAFF ANALYSIS

As mentioned above, staff is requesting additional time to develop rules and comprehensive rules and regulations to be incorporated into the Lawndale Municipal Code. If approved, the proposed 10 months and 15 day extension will become effective immediately upon adoption. The extension requires a public hearing and must be approved by a 4/5 vote of the City Council pursuant to Government Code Section 65858(a) (Attachment B, 10 Month 15 Day Moratorium Extension Ordinance).

ENVIRONMENTAL ASSESSMENT

Staff is requesting that the City Council determine that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to Division 13 (commencing with Section 21000) of the Public Resources Code and Government Code sections 65858.21(j) and 66411.7(n) because an ordinance adopted to implement the rules of SB 9 is not considered a project under Division 13.

LEGAL REVIEW

The City Attorney has reviewed Ordinance No. 1190-22 and has approved it as to form.

PUBLIC REVIEW

The Notice of public hearing was posted on the City's notice board located outside City Hall and published in the *Daily Breeze* on May 6, 2022.

COMMISSION REVIEW

Not applicable.

FISCAL IMPACT

No additional funding required.

RECOMMENDATION

It is recommended that the City Council do the following;

- A. Conduct a public hearing;
- B. Determine that Ordinance No. 1190-22 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) of the CEQA Guidelines, as the activity will not result in a direct or reasonable foreseeable indirect physical change in the environment, and also exempt under Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that the adoption of this ordinance may have a significant effect on the environment; and
- C. Adopt, by four-fifths (4/5) vote of the City Council, Interim Urgency Ordinance No. 1190-22, extending 45-day Interim Urgency Ordinance No. 1189-22 by 10 months 15 days.

ATTACHMENTS

- A) Urgency Ordinance No. 1189-22, Staff Report**
- B) Urgency Ordinance Extension No. 1190-22**

ATTACHMENT A

Ordinance No. 1189-22 Staff Report

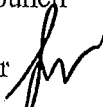


CITY OF LAWDALE

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

DATE: April 18, 2022

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager 

PREPARED BY: Jared Chavez Acting Community Development Director 

SUBJECT: **Case No. 22-09: Consideration of an Urgency Ordinance to Establish Rules and Regulations for Car Wash Facilities within the City of Lawndale**

BACKGROUND

City Staff drafted an urgency ordinance prohibiting car wash facilities within the City of Lawndale. Staff is requesting that City Council impose a 45-day moratorium on the approval, expansion, intensification or relocation of car wash facilities to allow staff to conduct research and analysis on the impacts that car wash facilities have in the community. There are reasons to believe that the development of new, expansion of existing and relocated car wash uses may have a negative impact on traffic, circulation, noise, security, and the environment. Additionally, by allowing these use to operate in the City it could potentially deter other uses that may be better suited for the City and that have far less negative impacts on the surrounding community.

Car wash facilities are considered to be a high intensity use and may be detrimental to the health, welfare and safety of the surrounding community. Car wash facilities have been reviewed previously by City staff and it has been found that various negative impacts derived from such use, including as the increase noise from vacuums and cars waiting to use the facility, and an increase in traffic and circulation issues, specifically vehicles queuing amongst major traffic corridors blocking traffic circulation, business access, and pedestrian walkways. Overall, car wash uses have the tendency to create dangerous traffic conditions for pedestrians and drivers. Without the appropriate regulations within the Lawndale Municipal Code, the impacts of the community may be exacerbated. This moratorium is necessary to ensure the prevention of further negative impacts to the community of Lawndale, and ensure the immediate preservation of the public peace, health, and safety.

STAFF ANALYSIS

The Lawndale Municipal Code (LMC) allows car washes in the following zones subject to a Special Use Permit: General Commercial, C-3 Unlimited Commercial District, C-4 Unlimited Commercial District, C-M Commercial Manufacturing. However the LMC does not contain specific findings or requirements for the subject land use.

The moratorium would not prohibit the renewal of a business license for an existing car wash facility wishing to maintain the establishment current.

City Council Meeting – April 18, 2022

Case No. 22-09: Urgency Ordinance to Establish Rules and Regulations for Car Wash

Government Code Section 65858 authorizes the City to adopt a 45-day moratorium and subsequently allows the City to extend the 45-day Ordinance for a period of 10 months and 15 days after notice and hearing.

ENVIRONMENTAL ASSESSMENT

Staff is requesting that the City Council determine that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to California Code of Regulations, Title 14, Section 15060, subdivision (c)(2), because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment nor under Section 15061 subdivision (b)(3) because the activity has no potential for resulting in physical change to the environment, directly or indirectly and so is not a project. The proposed Urgency Ordinance temporarily ensures that the status quo is maintained by establishing a moratorium on the development of new, relocated, or expanded car wash uses in the City.

LEGAL REVIEW

The City Attorney has reviewed Ordinance No. 1189-22 and has approved it as to form.

PUBLIC REVIEW

The Notice of public hearing was posted on the City's notice board located outside City Hall and published in the *Daily Breeze* on March 31, 2022.

COMMISSION REVIEW

Not applicable.

FISCAL IMPACT

No additional funding required.

RECOMMENDATION

Staff recommends that the City Council

- A. Conduct a public hearing;
- B. Determine that Ordinance No. 1189-22 is exempt from the California Environmental Quality Act ("CEQA") pursuant to California Code of Regulations, Title 14, Section 15060, subdivision (c)(2), because the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment, and Section 15061 subdivision (b)(3) because the activity has no potential for resulting in physical change to the environment, directly or indirectly and so is not a project; and
- C. Adopt by four-fifths (4/5) vote of the City Council Ordinance No. 1189-22 regulating shared mobility devices.

Attachments: A. Ordinance 1189-22

Attachment "A"

Ordinance No. 1189-22

ORDINANCE NO. 1189-22

**AN URGENCY ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF LAWNDAL, CALIFORNIA
ADOPTING A 45-DAY MORATORIUM PROHIBITING
THE APPROVAL, EXPANSION, INTENSIFICATION
OR RELOCATION OF ANY NEW CAR WASH USES
WITHIN THE CITY OF LAWNDAL**

WHEREAS, per Article 11, Section 7 of the California Constitution, the City of Lawndale ("City") has the authority under its police power, to enact regulations for the public peace, morals, and welfare of the City; and

WHEREAS, the City has no proper development standards and regulations for car wash uses in the City; and

WHEREAS, it is necessary to analyze the current number of car wash uses to determine the impact to adjacent neighborhoods, businesses, property owners and residents, including noise, traffic, and circulation, in order to implement reasonable development standards, regulations, and land use controls; and

WHEREAS, there is a desire to study and possibly create guidelines and/or development standards for car wash uses to better incorporate such uses within City limits; and

WHEREAS, the adoption of a temporary moratorium is necessary to allow City staff, resident, and interested parties, sufficient time to properly assess the number of car washes in the City, impacts associated with having car wash uses within City limits, and the development standards, land use controls and zoning changes that may be proposed; and

WHEREAS, there is an immediate threat to the public health, safety and welfare of the community as the car wash uses located in the City do not have proper development standards and regulations in place, and absent this urgency ordinance it is likely that the establishment, relocation or expansion of new car wash facilities without appropriate controls in place to regular their impacts will result in harmful effects to surrounding neighborhoods, businesses, property owners and residents of the City, including but not limited to damage to the community goals, security, noise pollution, vehicle traffic congestion, impacts on water quality, and other negative environmental or secondary effects; and

WHEREAS, the Lawndale City Council ("City Council") finds a current and immediate threat to public health, safety and welfare would result if the City approves permits, business licenses and/ or other applicable licenses for new, expansion, or relocation of car wash facilities within City limits; and

WHEREAS, the City has a compelling interest in protecting the public health, safety, and welfare of its citizens, residents, visitors and businesses, and in preserving the peace and quiet of the neighborhoods within the City by regulating the use and operations of car wash facilities within City limits; and

WHEREAS, the City desires to place a 45-day moratorium on the establishment, relocation, or expansion of new car wash uses city-wide, to allow City staff to analyze the use and research the possible impacts to adjacent neighborhoods, businesses, property owners and residents.

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

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

SECTION 2. In accordance with the authority granted pursuant to Government Code Section 65858, from and after the effective date of Ordinance No. 1189-22, no person, partnership, corporation, or other entity shall commence doing business as a car wash in any zoning district within the City of Lawndale.

SECTION 3. Notwithstanding any other ordinance or provision of the Lawndale Municipal Code, no permits, entitlements or approvals shall be issued or approved for a project which is in conflict with the provisions of this urgency ordinance.

SECTION 4. CEQA. The City Council finds the approval of this urgency ordinance is exempt under Sections 15060(c)(2) of the CEQA Guidelines, as the activity will not result in a direct or reasonable foreseeable indirect physical change in the environment, and also exempt under Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that the adoption of this ordinance may have a significant effect on the environment.

SECTION 5. Severability. If any section, subsection, sentence, clause, or phrase of this urgency ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the each and every section, subsection, sentence, clause and phrase thereof not declared invalid or remaining portions of this ordinance. The City Council hereby declares that it would have passed this urgency ordinance, and unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

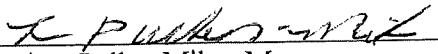
SECTION 6. Adoption. The City Clerk shall certify to the passage and adoption of this urgency ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted.

SECTION 7. Urgency. The City Council finds and declares that the adoption and implementation of this ordinance is necessary to address the danger to public health, safety, and general welfare as articulated above in the recitals. The City Council therefore finds and determines that this ordinance be enacted as an urgency ordinance pursuant to Government Code sections 36937 and 65858 and takes effect immediately upon adoption by four-fifths of the City Council.

SECTION 8. Expiration. This ordinance shall take effect upon publication, and shall remain in effect for a period of 45 days from the date of adoption, in accordance with California Government Code section 65858, unless earlier rescinded by the adoption of another ordinance.

SECTION 9. Publication. The City Clerk is directed to certify this ordinance and cause it to be published in the manner required by law.

PASSED, APPROVED, AND ADOPTED this 18th day of April, 2022.

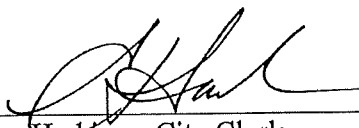

Robert Pullen-Miles, Mayor

ATTEST:

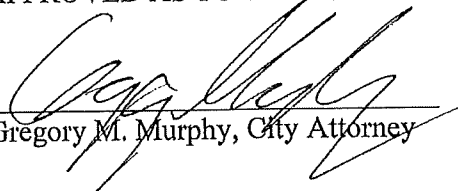
State of California)
County of Los Angeles) SS
City of Lawndale)

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council duly introduced and adopted the foregoing Urgency Ordinance No. 1189-22 at its regular meeting held on the 18th day of April, 2022, by the following roll call vote:

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


Erica Harbison, City Clerk

APPROVED AS TO FORM:


Gregory M. Murphy, City Attorney

**UPDATED
PUBLIC NOTICE
CITY OF LAWNDALE
CASE NO: 22-09**

Notice is hereby given that at 6:30 p.m. on April 18, 2022 the Lawndale City Council will hold a public hearing in the City Council Chambers located at 14717 Burlin Avenue, Lawndale, CA to review the following proposal:

CASE #22-09: CONSIDERATION TO AMEND THE LAWNDALE MUNICIPAL CODE. THE CITY COUNCIL WILL CONSIDER ADOPTING AN URGENCY ORDINANCE THAT WILL ESTABLISH RULES AND REGULATIONS TO BAN CAR WASH FACILITIES WITHIN CITY OF LAWNDALE.

Pursuant to the California Environmental Quality Act (CEQA) the City of Lawndale has determined that the project is exempt and a Categorical Exemption will be issued.

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

The City of Lawndale's contact person for this case is Jared Chavez Acting, Community Development Director, Community Development Department, at (310) 973-3206.

Torrance Daily Breeze
Published: 3/31/22

ATTACHMENT B

Ordinance No. 1190-22

ORDINANCE NO. 1190-22

**AN URGENCY ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
EXTENDING FOR 10-MONTHS 15-DAYS URGENCY
ORDINANCE NO. MORATORIUM PROHIBITING
THE APPROVAL, EXPANSION, INTENSIFICATION
OR RELOCATION OF ANY NEW CAR WASH USES
WITHIN THE CITY OF LAWNSDALE**

SUMMARY: Effective immediately this ordinance extends for 10 months and 15 days the City's rules and regulations to prohibit the approval, expansion, intensification or relocation of car wash facilities within City Limits.

WHEREAS, per Article 11, Section 7 of the California Constitution, the City of Lawnsdale ("City") has the authority under its police power, to enact regulations for the public peace, morals, and welfare of the City; and

WHEREAS, the City has no proper development standards and regulations for car wash uses in the City; and

WHEREAS, the City has the authority under its police power, to enact regulations for the public peace, morals, and welfare of the City; and

WHEREAS, it is necessary to analyze the current number of car wash uses to determine the impact to adjacent neighborhoods, businesses, property owners and residents, including noise, traffic, and circulation, in order to implement reasonable development standards, regulations, and land use controls; and

WHEREAS, there is a desire to study and possibly create guidelines and/or development standards for car wash uses to better incorporate such uses within City limits; and

WHEREAS, the adoption of a temporary moratorium is necessary to allow City staff, resident, and interested parties, sufficient time to properly assess the number of car washes in the City, impacts associated with having car wash uses within City limits, and the development standards, land use controls and zoning changes that may be proposed; and

WHEREAS, there is an immediate threat to the public health, safety and welfare of the community as the car wash uses located in the City do not have proper development standards and regulations in place, and absent this urgency ordinance it is likely that the establishment, relocation or expansion of new car wash facilities without appropriate controls in place to regular their impacts will result in harmful effects to surrounding neighborhoods, businesses, property owners and residents of the City, including but not limited to damage to the community goals, security, noise pollution, vehicle traffic congestion, impacts on water quality, and other negative environmental or secondary effects; and

WHEREAS, the Lawnsdale City Council ("City Council") finds a current and immediate threat to public health, safety and welfare would result if the City approves permits, business licenses and/ or other applicable licenses for new, expansion, or relocation of car wash facilities within City limits; and

WHEREAS, the City has a compelling interest in protecting the public health, safety, and welfare of its citizens, residents, visitors and businesses, and in preserving the peace and quiet of the neighborhoods within the City by regulating the use and operations of car wash facilities within City limits; and

WHEREAS, on April 18, 2022 the City Council of the City of Lawndale ("City Council") unanimously adopted Urgency Ordinance No. 1189-22, to establish a 45-day regulating car wash facilities; and

WHEREAS, it is necessary to extend the term of Urgency Ordinance No. 1189-22 to allow the City staff to process a permanent ordinance through the Planning Commission and City Council process, with accompanying public hearings, to best address the City's goals in consideration of its built-out status and parking deficiencies; and

WHEREAS, without such extension, there will be a period where there will be no policies, procedures, or objective standards available to guide and promote the orderly development of car wash facilities; and

WHEREAS, all of the findings cited in Urgency Ordinance No. 1189-22 concerning the existence of an immediate and current threat to the public peace, health, safety, and welfare, and

WHEREAS, on May 16, 2022 the City Council conducted a noticed public hearing, at which time all interested parties were heard; and

WHEREAS, the City Council desires to adopt this ordinance as an urgency ordinance, effective immediately, pursuant to Government Code sections 36934, 36937 and 65858; and

WHEREAS, the City Council desires to adopt this urgency ordinance extending Urgency Ordinance No. 1189-22 for 10 months and 15 days per California Government Code section 65858(a).

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

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

SECTION 2. Extension of Urgency Ordinance No. 1189-22. Urgency Ordinance No. 1189-22 is hereby extended by 10 months and 15 days.

SECTION 3. CEQA. The City Council finds the approval of this urgency ordinance is exempt under Sections 15060(c)(2) of the CEQA Guidelines, as the activity will not result in a direct or reasonable foreseeable indirect physical change in the environment, and also exempt under Section 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that there is no possibility that the adoption of this ordinance may have a significant effect on the environment.

SECTION 4. Severability. If any section, subsection, sentence, clause, or phrase of this urgency ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of

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

SECTION 5. Adoption. The City Clerk shall certify to the passage and adoption of this urgency ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted.

SECTION 6. Urgency. The City Council finds and declares that the adoption and implementation of this ordinance is necessary to address the danger to public health, safety, and general welfare as articulated above in the recitals. The City Council therefore finds and determines that this ordinance be enacted as an urgency ordinance pursuant to Government Code sections 36937 and 65858 and takes effect immediately upon adoption by four-fifths of the City Council.

SECTION 7. Expiration. This ordinance shall take effect upon publication, and shall remain in effect for a period of 45 days from the date of adoption, in accordance with California Government Code section 65858, unless earlier rescinded by the adoption of another ordinance.

SECTION 8. Publication. The City Clerk is directed to certify this ordinance and cause it to be published in the manner required by law.

PASSED, APPROVED, AND ADOPTED this 16th of May, 2022.

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 duly introduced and adopted the foregoing Urgency Ordinance No. 1190-22 at its regular meeting held on the 16th day of May, 2022, by the following roll call vote:

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

Erica Harbison, City Clerk

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney



CITY OF LAWDALE

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

May 16, 2022

TO: Honorable Mayor and City Council
FROM: Sean M. Moore, City Manager 
PREPARED BY: Hrant Manuelian, Director of Finance/City Treasurer 
SUBJECT: **Mid-Year Budget Update for Fiscal Year 2021-2022**

BACKGROUND

The Mid-Year report summarizes the status of the City's FY 21-22 budget at the halfway point of the fiscal year. However, since this mid-year report is being presented well after the mid-point finance has accumulated and analyzed data through April 2022, which is 10 months of the fiscal year. This mid-year report will focus on revenues and expenditures of the General Fund. The focus is on the General Fund since spending is at the discretion of the City Council to support the day-to-day activities of the City. The Fiscal Year 2021-2022 budget was adopted by City Council on June 28, 2021, Resolution No. CC-2106-029.

STAFF REVIEW

The Mid-Year for the Fiscal Year 2021-2022 budget update has been prepared to provide City Council with an overall update of the City's budget with an emphasis on the General Fund as of April 30, 2022. Budget adjustments are being proposed to increase anticipated General Fund revenue and also to increase General Fund appropriations.

Updated FY 21-22 General Fund Balance:

	FY 21-22 Adopted Budget	FY 21-22 Mid-Year Proposed Budget
Estimated Beginning Balance	19,211,232	21,994,920
Revenues	16,228,993	17,913,154
Expenditures	15,173,448	16,224,676
Net Transfers In/(Out)	(669,344)	(669,344)
Estimated Ending Fund Balance	19,597,433	23,014,054

LEGAL REVIEW

None.

Attachment A

Mid-Year Budget Update for FY 2021-2022



City of Lawndale
Budget Update
Mid-Year Fiscal Year 2021-22

FY 2021-2022

OVERVIEW

This Mid-Year report summarizes the status of the City's FY 21-22 budget at the halfway point of the fiscal year. However, since this midyear is being presented well after the mid-point finance has accumulated and analyzed data through April, which is 10 months of the fiscal year.

GENERAL FUND

The General Fund supports the day-to-day activities of the City, which include general government, public safety, municipal services, and public works. The General Fund activities are primarily tax-supported.

General Fund Financial Condition: As of April 30, General Fund revenues are at 65% of the budget estimate and expenditures are at 69%; compared to 69% and 72% respectively, during the same time period last fiscal year.

GENERAL FUND YTD SUMMARY			
	<i>Amended Budget</i>	<i>Actual YTD</i>	<i>Actual % to Budget</i>
Total Revenue	\$ 17,913,154	\$ 11,683,756	65%
Total Expenditures	16,224,676	10,921,164	67%

Revenue. The General Fund accounts for roughly 50% of the City's total revenue budget. Overall, General Fund revenue as of April 30 is 7.0% higher than the same period last fiscal year. The most significant increase is in Sales and Use Tax which increased 18.2%, \$370,728 from the same period in 2022. Below are the budgeted and projected revenue for the fiscal year by source.

GENERAL FUND REVENUE BY SOURCE				
<i>Revenue Source</i>	<i>Amended Budget</i>	<i>Actual YTD</i>	<i>FY Estimate</i>	<i>Anticipated Budget Variance</i>
Motor Vehicle In-Lieu Tax	\$ 4,100,000	\$ 2,080,925	\$ 4,100,000	\$ -
Sales & Use Tax	3,170,000	2,400,847	3,716,000	546,000
Sales Trans Tax	2,644,000	2,086,285	2,644,000	0
Utility Users Tax	1,675,000	1,350,705	1,750,000	75,000
Other Taxes	1,700,200	1,528,662	1,816,750	116,550
Property Tax	1,612,000	1,155,265	1,612,000	0
Court & Traffic Fines	735,000	596,323	775,000	40,000
Other Financing Sources	355,029	107,364	396,699	41,670
Charges for Services	165,000	208,015	257,320	92,320
Operating Transfers In	666,925	9,612	666,925	0
Use of Money & Property	12,264	3,394	12,264	0
Licenses & Permits	36,000	34,035	36,495	495
Other Revenue	24,500	122,322	129,701	105,201
Total General Fund	\$ 16,895,918	\$ 11,683,754	\$ 17,913,154	\$ 1,017,236

- **Property Tax:** Property taxes have remained fairly constant and the City is on track to meet the budgeted amount. The City remains on track to meet its budgeted revenues from property tax.
- **Sales and Use Taxes:** Based on current year-to-date revenues and projections provided by HdL our third-party sales tax consultant, we are anticipating better than budgeted revenues by about \$546,000 for the fiscal year. The largest factor in this improvement is a surge in sales combined with higher prices from local gasoline stations. Sales from restaurants also grew due to the re-opening after the COVID pandemic, and also the allocation from the county pool increased significantly due to increased online sales. We recommend the budget be adjusted at this time.



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- **Utility Users Tax:** UUT is a tax imposed on user consumption of utility services, including communication, electric, gas, water, and cable television. Based on actual year-to-date collections, revenue is increasing in the current year and is anticipated to exceed the budget by \$75,000. Therefore, a budget adjustment is recommended.
- **Other Taxes:** Franchise Fees, Transient Occupancy Tax (TOT) and Business License revenue are the most significant revenue sources included in Other Tax. The increase of \$116,550 in the budget is from Business License and Business License Late Fee revenues.
- **Court and Traffic Fines:** Based on current year-to-date revenues we anticipate surpassing the budget by \$40,000, therefore a budget adjustment is recommended.
- **Other Financing Sources:** Based on year-to-date revenues we expect an increase from investment returns mainly due to increasing interest rates as the economy recovers, therefore a budget adjustment is recommended.
- **Charges for Services:** These are revenues generated from the issuance of encroachment permits, Waste permits, and Plan Check fees. Year-to-date revenues have already exceeded the adopted budget by more than \$50,000 and the trend is expected to continue, therefore a budget adjustment of \$92,320 is recommended.
- **Other Revenue:** Other revenues accounts for all other miscellaneous revenues the City collects. This includes code enforcement tickets, donations, and insurance rebates. We recommend an increase in the budget mainly due to increased code enforcement collections.

Expenditures. At mid-year General Fund expenditures overall are on target. We are recommending a total expenditure budget amendment of \$344,772. Budget adjustments are proposed and described in detail on the following pages.

GENERAL FUND EXPENDITURES BY DEPARTMENT			
Department	Amended Budget	Actual YTD	Actual % to Budget
City Council	\$ 190,050	\$ 118,845	63%
City Attorney	400,000	374,448	94%
City Clerk	289,648	195,312	67%
City Manager	578,472	493,803	85%
Administrative Svcs	281,000	159,215	57%
General Operations	2,087,217	1,688,641	81%
Cable Television	168,352	37,569	22%
Information Systems	248,250	176,323	71%
Finance	673,585	317,521	47%
Police Services	6,508,065	4,594,866	71%
Municipal Services	1,191,109	853,634	72%
Public Works Admin.	1,356,890	699,495	52%
Grounds Maintenance	1,237,890	762,396	62%
Street Maintenance	356,179	290,891	82%
Engineering	89,822	39,341	44%
Community Services	140,175	89,974	64%
Special Events	83,200	28,890	35%
Total General Fund	\$ 15,879,904	\$ 10,921,164	69%



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The following are recommended budget adjustments for Council consideration and approval.

General Fund Revenue Budget Adjustments

Based on year-to-date collections, the General Fund is expected to receive \$17,913,154 by fiscal year-end. Therefore, an additional \$1,017,236 over the \$16,895,918 budget is anticipated. Recommended for City Council consideration, are the following revenue budget adjustments.

General Fund Revenue Budget Amendments		
Account	Description	Increase/ (Decrease)
100-000-400.200	Sales & Use Tax	546,000
100-000-400.201	Prepaid MTS	550
100-000-400.600	Utility Users Tax	75,000
100-000-410.100	Business License	80,000
100-000-410.103	Tobacco License	495
100-000-410.130	Encroachment Permits	85,000
100-000-410.900	Late Fees - BL	36,000
100-000-423.110	PW Plan Check Fees	4,000
100-000-423.112	Small Cell Wireless Facility Fee	3,320
100-000-430.200	Court Fines	15,000
100-000-430.300	Parking Fines & Forfeitures	75,000
100-000-430.400	Parking Bail - DMV	(50,000)
100-000-430.500	Case Fines/Payments	43,500
100-000-435.100	Interest - Investments	33,000
100-000-440.100	Donations/Contributions	2,770
100-000-450.100	Miscellaneous Revenues	18,000
100-000-450.110	Insurance Rebate	40,931
100-000-490.101	Capital Gain	8,670
	Total	1,017,236

General Fund Expenditure Budget Adjustments

Based on year-to-date expenditures, the General fund is expected to expend \$16,224,676 by fiscal year-end. This is an increase of \$344,772 as compared to the budgeted amount of \$15,879,904. The largest increase is for the City Attorney expenditure which we are recommending an additional \$150,000 budget. This is mainly due to the changeover of the prior city attorney firm, as well as legal fees for the separation of the previous City Manager. We are also recommending an additional \$50,000 in the City Managers' Salary account to account for the severance and vacation payout for the prior City Manager.

Due to the COVID pandemic, there were additional expenditures that had not been budgeted for. Council approved up to \$2,000 payment per employee as an ARPA reimbursement, which amounted to \$47,000. Other COVID expenditures such as salaries and PPE supplies such as masks and hand sanitizer account for an additional \$15,300 in increased General Fund expenditures. It is recommended that the budget amendments be made and at year-end once approved these COVID-related items will be reclassified to the American Rescue Plan fund which keeps track of the federal ARPA monies received and related COVID expenditures.

See the following page a detailed list of accounts and proposed budget amendments.



City of Lawndale
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General Fund Expenditure Budget Amendments			
Account	Department	Description	Increase/ (Decrease)
100-120-530.300	City Attorney	Legal Services	150,000
100-130-530.300	City Clerk	ARPA Reimbursement	2,000
100-140-501.100	City Manager	Salaries - Full Time	50,000
100-140-501.900	City Manager	Mandatory Leave	2,200
100-140-505.300	City Manager	Medicare	2,122
100-140-580.151	City Manager	ARPA Reimbursement	4,000
100-150-580.150	Administrative Svcs	COVID19 Expense	2,000
100-170-580.151	Cable Television	ARPA Reimbursement	1,000
100-190-501.900	Finance	Mandatory Leave	600
100-190-580.151	Finance	ARPA Reimbursement	6,000
100-300-501.900	Municipal Services	Mandatory Leave	3,500
100-300-520.600	Municipal Services	Vehicle Maintenance	6,500
100-300-520.610	Municipal Services	Vehicle Fuel	5,000
100-300-580.151	Municipal Services	ARPA Reimbursement	18,000
100-310-501.900	Public Works Admin.	Mandatory Leave	1,500
100-310-580.151	Public Works Admin.	ARPA Reimbursement	4,000
100-320-501.900	Grounds Maintenance	Mandatory Leave	1,500
100-330-501.100	Street Maintenance	Salaries - Full Time	30,000
100-330-501.900	Street Maintenance	Mandatory Leave	4,000
100-330-505.100	Street Maintenance	Flexible Benefit	6,850
100-330-505.200	Street Maintenance	Retirement	3,000
100-330-505.300	Street Maintenance	Medicare	1,000
100-330-515.200	Street Maintenance	Electricity	10,000
100-330-580.151	Street Maintenance	ARPA Reimbursement	8,000
100-340-501.100	Engineering	Salaries - Full Time	15,000
100-340-505.100	Engineering	Flexible Benefit	2,000
100-340-505.200	Engineering	Retirement	1,000
100-340-580.151	Engineering	ARPA Reimbursement	4,000
		Total	344,772



CITY OF LAWDALE
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PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: May 16, 2022

TO: Honorable Mayor and City Council

FROM: Cynthia Rodriguez, Administrative Assistant II 

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

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