## OF LAWYORK CALIFORNIAN

#### CITY OF LAWNDALE

AGENDA OF THE LAWNDALE
CITY COUNCIL REGULAR MEETING

Monday, February 3, 2025, 6:30 PM Council Chambers 14717 Burin Ave Lawndale, CA 90260

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

#### How to observe the Meeting:

To maximize public safety while still maintaining transparency and public access, members of the public can now observe the meeting in person. Members of the public are still be able to view the meeting on YouTube "Lawndale CityTV", the City Website, and Lawndale Community Cable Television on Spectrum and Frontier Channel 3

Copies of this Agenda may be obtained prior to the meeting inside 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
  - 1. Los Angeles County Sheriff's Department Update
  - 2. Los Angeles County Fire Department Update
- D. ORAL COMMUNICATIONS ITEMS NOT ON THE AGENDA (Public Comments)
- E. COMMENTS FROM COUNCIL
- F. CONSENT CALENDAR

Items F.3 through F.5 will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

- 3. Motion to read by title only and waive further reading of all ordinances listed on the Agenda
  - Recommendation: that the City Council read by title only and waive further reading of all ordinances listed on the agenda.
- 4. Accounts Payable Register
  - Recommendation: that City Council adopts Resolution No. CC-2502-007 authorizing the payment of certain claims and demands in the amount of \$901,800.42.

- 5. Minutes of the Lawndale City Council Regular Meeting January 21, 2025
  - Recommendation: that the City Council approve the minutes.

#### G. PUBLIC HEARING

- 6. Introduction of Ordinance No. 1208-25 to Amend Title 17 of the Lawndale Municipal Code to Update the City's Accessory Dwelling Unit Regulations In Compliance with State Laws
  - Recommendation: that the City Council 1.) Conduct a public hearing; 2.) Determine that the Ordinance No. 1208-25 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines; and 3.) Introduce for first reading by title only Ordinance No. 1208-25, an Ordinance amending the Lawndale Municipal Code regarding Accessory Dwelling Units to reflect recent changes in state law, and waive further reading.

#### H. ADMINISTRATION

- 7. Approval of the Youth Development Center and Skatepark Conceptual Design
  - Recommendation: that the City Council review and approve the proposed Conceptual Design for the Youth Development Center and Skatepark (Attachment C) and affirm the Categorical Exemptions and Categorical Exclusion.
- 8. Emergency Alert Registration Process
  - Recommendation: that City Council receive and file this report.
- 9. Solar LED Blinking Stop Signs
  - Recommendation: that the City Council review the information contained in this report, discuss, and provide direction to staff for future implementation of these devices.
- 10. Regional Early Action Plan 2 Grant Program Objectives Discussion
  - Recommendation: that the City Council 1.) Discuss the REAP 2.0 Grant Program; 2.) Direct staff to communicate to the Executive Director of the South Bay Cities Council of Governments that the City at this time is not interested in participating in the REAP 2.0 Grant Program; or 3.) Direct staff to communicate to the Executive Director of the South Bay Cities Council of Governments that the City is interested in participating in the REAP 2.0 Grant Program; or 4.) Provide further direction to staff.
- 11. Approve the Disposal of Two Vehicles, One Air Compressor, and One Traffic Message Board
  - -Recommendation: that the City Council approve the sale of two vehicles, one air compressor, and one traffic message board through the City's standard public auction process facilitated by Ken Porter Auctions in Carson, California.
- 12. Discussion of the Existing Software Used by City Departments
  - Recommendation: that the City Council provide City Staff with direction.
- 13. Consideration of Professional Legislative Lobbyist Services RFP
  - Recommendation: that City Council: 1) review the Request for Proposals (RFP) received from the responding firms and provide further direction to staff to proceed with a selection process for lobbying services, which may include establishing a selection committee; or 2) provide other direction to staff as appropriate.
- 14. Purchasing Policy Reorganization and Amendment to Authorize City Manager Purchases in Specified Situations
  - Recommendation: that the City Council review the proposed changes and adopt Resolution No. CC-2409-095 making the changes to the purchasing policy.

- 15. Approval of Senior Citizen Advisory Committee Resolution
  - Recommendation: that the City Council approve Resolution No. CC 2502-008 modifying Council Policy 94-09 by reducing the number of appointed positions from twelve (12) to seven (7) for the Senior Citizen Advisory Committee.

#### I. CITY MANAGER REPORT

#### J. ITEMS FROM CITY COUNCILMEMBERS

16. Consideration of Compensation Increase for City Clerk

Requested by Mayor Pro Tem Kearney.

— Recommendation: that the City Council 1) review and discuss this report regarding the City Clerk compensation; and 2) discuss and provide direction to staff regarding the total monthly compensation amount to be added to the draft ordinance amending Chapter 2.16 of the Lawndale Municipal Code regarding compensation for the City Clerk; or 3) provide other direction to the City Manager and staff.

#### 17. Code Enforcement Process

Requested by Councilmember Suarez.

- Recommendation: that City Council receive and file this staff report.
- 18. Consideration and Direction Regarding Funding for Bus Transportation

Requested by Councilmember Cuevas and Councilmember Suarez.

- Recommendation: that the City Council: 1) review and discuss this item; 2) authorize and direct the Director of Finance/City Treasurer to appropriate \$6,200 from the General Fund to account number 100-160-530.100 Contract Services to fund bus transportation for Lawndale residents attending the Metro C Line (Green) Project meeting; OR 2) provide other direction to the City Manager and staff, if any.
- 19. Report of Attendance at Meetings

#### K. CLOSED SESSION

- 20. Conference with Legal Counsel Existing Litigation
  - The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).
- 21. Conference with Legal Counsel Anticipated Litigation
  - The City Council will conduct a closed session pursuant to Government Code section 54956.9(d)(4), to discuss the potential initiation of litigation: one (1) case.

#### L. ADJOURNMENT

The regular meeting scheduled to be held on February 17, 2025 was canceled by order of the City Council on November 4, 2024. The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Tuesday, February 18, 2025, 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 need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact the City Clerk Department (310) 973-3213 prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodation to attend or participate in meetings on a regular basis.

I hereby certify under penalty of perjury under the laws of the State of California that the agenda for the regular meeting of the City Council to be held on February 3, 2025, was posted not less than 72 hours prior to the meeting.

/s/ Yvette Palomo

Yvette Palomo, Assistant City Clerk

Date Posted: January 30, 2025



#### **CITY OF LAWNDALE**

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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Vanesa Alvarez, Administrative Assistant

SUBJECT: Motion to read by title only and waive further reading of all ordinances listed on

the Agenda

#### **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 LAWNDALE**

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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Hrant Manuelian, Finance Director/City Treasurer

SUBJECT: Accounts Payable Register

#### **RECOMMENDATION**

Staff recommends that City Council adopts Resolution No. CC-2502-007 authorizing the payment of certain claims and demands in the amount of \$901,800.42.

#### **Attachments**

A. CC-2502-007 - AP Resolution - Feb. 3, 2025.pdf

## **ATTACHMENT A**

#### **RESOLUTION NO. CC-2502-007**

#### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA **AUTHORIZING CERTAIN CLAIMS AND DEMANDS** IN THE SUM OF \$901,800.42

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

SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the 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

07062

by the City Council.	mese ca	aims and den	iands are included in the annual budget as app
SECTION 3. That for the aggregate total of \$9			ands paid by check numbers 207001 through 20 authorized.
			Effective Date: February 3 <sup>rd</sup> , 2025
			Approved by:
			Hrant Manuelian, Director of Finance
			Gregory M. Murphy, City Attorney
PASSED, APPROVED AI	ND AD(	OPTED this 3	<sup>rd</sup> day of February 2025.
			Robert Pullen-Miles, Mayor
ATTEST:			
State of California County of Los Angeles City of Lawndale	)	SS	

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-2502-007 at a regular meeting of said Council held on the 3<sup>rd</sup> day of February 2025, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
I Name	Aye	No	Abstain	Not Participating	Ausciit
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Bernadette Suarez					
Sirley Cuevas					
Francisco M. Talavera					

Erica Harbison,	, City Clerk	

## City of Lawndale Summary of Audited Claims and Demands

#### Claims and Demands Paid By Check:

#### Check Number

Check Date	Beginning	Endi	ng	Aggregate Total
1/16/202	5 207001	2070	35	94,089.80
1/23/202	5 207036	2070	62	807,710.62
	Total Checks			901,800.42
Claims and Dem	nands Paid By Electronic.	ACH Transfer:	,	
Date	Name of Payee	Description	Amo	ount
	Total ACH Payments			0.00
7-4-14-15-10	laims and Demands Paid		_	901,800.42

Date:

01/15/2025

Time: Page: 5:52 pm 1

BANK: WELLS FARGO BANK N.A City of Lawndale

Amount Check Description Check Number Check Date Status Void/Stop Date Vendor Number Vendor Name WELLS FARGO BANK N.A Checks EMERGENCY LIGHT INSTALL -6.794.86 207001 01/16/2025 Printed 8192 310 KREATIONS LEGAL SERVICES - DEC. 2024 223.99 207002 01/16/2025 Printed 1541 ALESHIRE & WYNDER, LLP 184,00 207003 01/16/2025 Printed 4185-WEST AMERICAN STRUCTURAL PEST MONTHLY PEST CONTROL-997.62 2207 ASAP SIGN & BANNER, LLC 2025 PARKING TAGS -207004 01/16/2025 Printed PLAN CHECK FEE REFUND 11.931.28 207005 01/16/2025 Printed 8511 SANDRA R ATTAALLA ELECTRICAL BALLAST - CITY HALL 227.06 207006 01/16/2025 Printed 0163 CAPITAL OF SOUTH BAY INC. 3.575.00 NPDES PERMIT COMPLIANCE SVCS -207007 01/16/2025 Printed 6459 CASC ENGINEERING & CONSULTING ASSOC PLANNER CONSULTING SVCS-12,450,00 207008 01/16/2025 Printed 2893 CIVIC SOLUTIONS INC. **BUILDING & SAFETY SERVICES** 16.156.52 0219 COUNTY OF LA DEPT OF PUBLIC WK 207009 01/16/2025 Printed 694,05 8316 DIAMOND ENVIRONMENTAL SERVICES PORTABLE RESTROOM RENTAL -207010 01/16/2025 Printed INSTRUCTOR FEES- DANCE CLASSES 2,142.00 207011 01/16/2025 Printed 8176 ELYSIAN ARTS AND EVENTS, LLC 179,94 EWING IRRIGATION PRODUCTS INC **IRRIGATION REPAIR PARTS - JANE** 1288 207012 01/16/2025 Printed MASTER KEYS - CSD 775.00 207013 01/16/2025 Printed 8510 JIFFY LOCKSMITH 425.75 207014 01/16/2025 Printed 8512 **EHAB KIROLLOS** PLANNING DEPOSIT REFUND 616.46 **ELEVATOR MAINTENANCE SERVICES** 207015 01/16/2025 5560 MITSUBISHI ELECTRIC US, INC Printed INSTRUCTOR FEES-SENIOR FITNESS 1,590.00 **OPUS VENTURE LLC** 207016 01/16/2025 Printed 8019 500.00 207017 01/16/2025 8513 DORA PALOMINO SHOP LOCAL HOME IMPROV. Printed PERRY MAILING SERVICES INC. MAILING SVCS - LAWNDALIAN 1.217.33 4931 207018 01/16/2025 Printed 46,40 PRUDENTIAL OVERALL SUPPLY WEEKLY MOP CHARGES 207019 01/16/2025 Printed 6123 438.85 207020 01/16/2025 Printed 8514 QUADIENT INC SURE SEAL & INK FOR POSTAGE 330.00 207021 01/16/2025 6034 SOUTH COAST MECHANICAL LLC HVAC REPAIR - PWD Printed 17,741.14 0439 SOUTHERN CALIFORNIA EDISON CO. UTILITIES ELECTRICITY 207022 01/16/2025 Printed 1.255.64 207023 01/16/2025 Printed 0440 SOUTHERN CALIFORNIA GAS CO. UTILITY GAS CHARGES 679.60 207024 01/16/2025 0211 SOUTHERN CALIFORNIA NEWS GROUP LEGAL ADS - PC MEETING -Printed 599 40 CREDIT CARD PAYMENT 207025 01/16/2025 3672-CDD U.S. BANK Printed 3,165.71 CREDIT CARD PAYMENT 207026 01/16/2025 Printed 3672-CSD U.S. BANK 526.41 CREDIT CARD PAYMENT 207027 01/16/2025 Printed 3672-FIN U.S. BANK 134.25 CREDIT CARD PAYMENT 207028 01/16/2025 Printed 3672-MSD U.S. BANK 93.74 207029 01/16/2025 2883 UNDERGROUND SERVICE ALERT SC MONTHLY MAINT, FEE Printed 103.28 207030 01/16/2025 Printed 7768 UNITED SITE SERVICES PORTABLE RESTROOM RENTAL 308.32 GRAFFITI REMOVAL SUPPLIES 207031 01/16/2025 Printed 4526 **URBAN RESTORATION GROUP** 25.02 M2M ACCOUNT SHARE DATA LINE 207032 01/16/2025 3373 VERIZON WIRELESS Printed DESK & CELL PHONE SERVICE/ SIM 4,475.51 207033 01/16/2025 Printed 3373 VERIZON WIRELESS 2,510.67 **GRAFFITI SUPPLIES** 207034 01/16/2025 Printed 0480 VISTA PAINT 975.00 WEST COAST FIRE PROTECTION FIRE SPRINKLER INSPECTION & 207035 01/16/2025 Printed 7147 94,089.80

Total Checks: 35

Checks Total (excluding void checks):

Bank Total (excluding void checks):

94,089.80

Total Payments: 35

**Total Payments: 35** 

Grand Total (excluding void checks):

94.089.80

01/22/2025

Date:

6:01 pm Time: City of Lawndale BANK: WELLS FARGO BANK N.A. Page: Check Date Void/Stop Date Check Description Amount Check Number Status Vendor Number Vendor Name WELLS FARGO BANK N.A Checks 10,080.00 207036 8357 4LEAF INC. CDD PERMIT TECHNICIAN SVCS -01/23/2025 Printed 12,731.54 0112 ALL CITY MANAGEMENT SVCS. INC SCHOOL CROSSING GUARD SERVICES 207037 01/23/2025 Printed 01/23/2025 8045 ART PRINTING SERVICE **BUSINESS CARDS - F. TALAVERA** 264.60 207038 Printed 1,130.15 207039 01/23/2025 Printed 0372C AT & T PHONE CHARGES 452,02 207040 01/23/2025 Printed 0142 BOULEVARD FLORIST 911 MEMORIAL WALL -1.00 01/23/2025 1053 CITY OF REDONDO BEACH 2025 ANNUAL RENT TRANSIT 207041 Printed 16,357,55 207042 01/23/2025 Printed 7577 DE NOVO PLANNING GROUP **GENERAL PLAN & SPECIFIC PLAN** Q4 2024 CASP FEE REPORT 400,80 207043 01/23/2025 Printed 5702 DIV OF THE STATE ARCHITECT 1,669,23 207044 01/23/2025 8515 MARIA FREIRE PLAN CHECK FEE REFUND Printed CONS & DEM DEPOSIT REFUND 441.00 207045 01/23/2025 Printed 8516 GCC DEVELOPMENT CO 350.19 207046 01/23/2025 Printed 6051 INFANTE BROS LAWNMOWER SHOP 5 CHAINSAWS - \$260.19 14,798.00 207047 01/23/2025 0321 LEAGUE OF CALIFORNIA CITIES 2025 MEMBERSHIP DUES Printed 630,972.06 207048 01/23/2025 0308 LOS ANGELES COUNTY PUBLIC SAFETY SERVICES -Printed 6,364.00 207049 01/23/2025 7940 MARIPOSA LANDSCAPES, INC. TREE TRIMMING - OCT. 2024 Printed 27,300.00 CDD MANAGER CONSULTING SVCS -207050 01/23/2025 Printed 6445 MICHAEL BAKER INTL, INC. 546.50 REPLACED 2 SWINGS @ 207051 01/23/2025 Printed 0663 MIRACLE RECREATION EQUIP CO ODP BUSINESS SOLUTIONS LLC OFFICE SUPPLIES 867.75 207052 01/23/2025 Printed 7890 SOUTHERN CA FIRE REFIEF EFFORT 500,00 RESTORATION LIFE CHRISTIAN 207053 01/23/2025 Printed 5790 9.400.00 AUDIT SERVICES FY 2023-24 207054 01/23/2025 Printed 7575 ROGERS, ANDERSON, MALODY & 207055 01/23/2025 Printed 6812 SOUTH L.A. STATION FUND BAKER TO VEGAS RUN 150.00 301.92 207056 01/23/2025 0440 SOUTHERN CALIFORNIA GAS CO. **UTILITY GAS CHARGES** Printed APPLE LAPTOP FOR COUNCILMEM. 1.363.48 207057 01/23/2025 Printed 6238 SOUTHERN COMPUTER WAREHOUSE 207058 01/23/2025 6349 STEAMX, LLC HOT WATER PRESSURE WASHER & 17,471.02 Printed LAWNDALE BEAT FIXED ROUTE -50,507,23 207059 01/23/2025 Printed 8141 TRANSPORTATION CONCEPTS 724.73 CREDIT CARD PAYMENT 207060 01/23/2025 Printed 3672-CCK U.S. BANK CORPORATE PAYMENT 2.075.79 207061 01/23/2025 Printed 3672-CMD U.S. BANK CREDIT CARD PAYMENT 490.06 207062 01/23/2025 Printed 3672-PWD U.S. BANK CREDIT CARD PAYMENT 807,710.62 Checks Total (excluding void checks): Total Checks: 27 807,710.62 Bank Total (excluding void checks): Total Payments: 27 807,710.62 Grand Total (excluding void checks): Total Payments: 27

## Council Meeting 2/03/2025 Details of US Bank Credit Card Charges & Petty Cash Expenses

Date	Vendor	Description	Am	ount
Vendor# 36	72-CDD			
12/23/2	024 US Bank	Late fee charge		20.15
12/4/2	024 Amazon	Writing pads		13.95
12/7/2	024 Amazon	Card stock and SPR folders		50.38
12/7/2	024 Amazon	Air duster for PC equipment		31.26
12/9/2	024 Amazon	Hands sanitizer, masks, writing pads, folders, stpl. rmvr.		117.16
12/10/2	024 ACE	x3 2025 CEQA law books		152.35
12/12/20	024 Amazon	Air duster for PC equipment		31.26
12/20/2	024 Amazon	Stamp, Tape measure, x5 portable heaters		182.89
Check Date	1/16/2025; Check# 207025		\$	599.40

Date	Vendor	Description	Amount
Vendor# 3672-	-CSD		
11/26/2024	Dollar Tree	Supplies for Angel Tree Special Event	64.97
12/2/2024	LA Sign Factory	18x24 signs for Angel Tree Special Event	525.89
		Holiday cupcake boxes for elementary school singers volunteers for Senior	
12/6/2024	l Amazon	Lunch	61.70
12/6/2024	Smart and Final	Snacks for Angel Tree School Volunteers	74.84
12/6/2024	VIP Detail Services	Bus 524 wash	150.00
12/6/2024	Papa John's	x5 large pizzas for Angel tree event Volunteers and staff	86.99
12/9/2024	Target	Holiday Senior Luncheon Raffle Prizes	194.46
12/10/2024	Smart and Final	Senior Lunch Program supplies	297.90
12/10/2024	Amazon	Office supplies	81.49
12/11/2024	Smart and Final	Senior Lunch Program coffee cups	82.33
12/13/2024	Costco	Senior Lunch Program coffee cups	242.53
12/16/2024	National Restaurant ServSafe	Online course and exam for x2 kitchen rec leaders (covers 5 years)	286.40
12/16/2024	Amazon	Senior lunch program table covers & mouse pad	110.11
12/17/2024	LAX Equipment	x3 light towers, delivery and diesel for Angel tree special event	811.73
12/21/2024	Amazon	Office supplies (Mouse pad & card stock)	94.37
Check Date 1/1	16/2025; Check# 207026		\$ 3,165.71

Date	Vendor	Description	An	ount
Vendor# 36	572-FIN			
12/6/2	024 Microsoft	Microsoft 365 Business Standard - license adjustment 11/26/24 - 11/15/25		145.89
		Microsoft 365 Business Standard - license adjustment period 10/16/24 -		
12/12/2	024 Microsoft	11/15/24		9.84
		Office 365 E3 (1 license )12/15/24 - 12/14/25		
12/16/2	024 Microsoft	Administrator@lawndalecity.org account		276.00
12/16/2	024 Microsoft	Microsoft 365 Audio Conferencing (3 licenses) 12/15/24 - 12/14/25		94.68
Check Date	1/16/2025; Check# 207027		\$	526.41

Date	Vendor	Description	Amount
Vendor# 3672	-MSD		
11/25/2024	4 Amazon	Amazon Note Pad For MSD Staff	8.81
11/25/2024	4 Amazon	Legal Writing Pads For MSD Staff	24.26
11/25/2024	4 Lightning Express Car Wash	Car Wash For MSD Fleet Veh 508 Emp 1309	9.00
11/27/2024	4 Lightning Express Car Wash	Car Wash For MSD Fleet Veh 499 Emp 1560	16.00
12/1/2024	4 Lightning Express Car Wash	Car Wash For MSD Fleet Veh 520 Emp 1561	9.00
12/4/2024	4 Lightning Express Car Wash	Car Wash For MSD Fleet Veh 522 Emp 1560	16.00
12/3/2024	4 Amazon	Printer For MSD Staff	66.14
12/4/2024	4 Amazon	Tape Dispenser, Scissors, Calculator For Msd Staff	19.94
12/4/2024	4 Sprouts	Water For Coffee With A Cop Event	5.99
12/4/2024	4 Starbucks	Coffee Travler For Coffee With A Cop Event	44.00
12/3/2024	4 Amazon	Desk Calendar Pad For MSD Staff	11.58
12/3/2024	4 Amazon	Office Chair For MSD Staff	88.18
12/4/2024	4 Amazon	Desk File Organizer	35.25
12/4/2024	4 Amazon	Door Stoppers For MSD Staff	11.01
12/4/2024	4 Amazon	Furniture Pads For MSD Staff	14.32
12/3/2024	4 Costco	Lg Curved Mointor For MSD Staff	390.86
12/3/2024	4 Amazon	Marker Set, Heater, Wireless Mouse, Hole Punch For MSD Staff	139.54
12/4/2024	4 Amazon	Stapler With Staples For MSD Staff	84.00
12/5/2024	4 Amazon	Headset For MSD Staff	27.55
		Light Towers For CSD Angel Tree Lighting - Inadvertently Charged To MSD	
12/9/2024	Lax Equipment	Card - Will Be Refunded	138.60
12/10/2024	4 Amazon	Wirless Keyboard	31.96
12/11/2024	Lightning Express Car Wash	Car Wash For MSD Fleet Veh 520 Emp 1561	9.00

12/11/2024 Lightning Express Car Wash	Car Wash For MSD Fleet Veh 499 Emp 1560	16.00
12/16/2024 Amazon	Refund Credit For Printer For Msd Staff	(66.14)
	Light Towers For CSD Angel Tree Lighting - Inadvertently Charged To MSD	
12/17/2024 Lax Equipment	Card = Refunded (\$878.00 + \$138.00 = \$1,016.00)	(1,016.60)
Check Date 1/16/2025; Check# 207028		\$ 134.25

Date Vendor	Description	Am	ount
Vendor# 3672-CCK			
11/25/2024 Crumbl	Giftcards for holiday event		40.00
11/25/2024 Chipotle	Giftcards for holiday event		150.00
11/25/2024 dollar tree	Giftcards for holiday event		70.00
11/25/2024 Costco	Chocolate candy - holiday event		71.86
11/25/2024 starbucks	Giftcards for holiday event		150.00
11/27/2024 smart and final	Mini candy canes - holiday event		20.09
12/4/2024 Amazon	Glue gun sticks - holiday event		6.92
12/4/2024 Target	Credit - holiday event		(0.20)
12/4/2024 Target	Glue gun sticks, balloon weights, gift bags - holiday event		56.72
12/4/2024 Amazon	Beads necklaces - holiday event		13.20
12/4/2024 Amazon	Beads necklaces - holiday event		9.91
12/4/2024 Michaels	Christmas tree and decorations, glue gun - holiday event		83.33
12/10/2024 Amazon	Raffle prizes - holiday event		30.86
12/19/2024 Amazon	Table tent names for meetings		22.04
Check Date 1/23/2025; Check# 207060		\$	724.73

Date	Vendor	Description	Amount
Vendor# 3672-	-CMD		
12/2/2024	Kasai Teriyaki Bowl (Lawndale)	14 Pre Council Meeting Meals ON 11/04/24 - 5 elected meals & 9 Staff meals	222.79
		Oath of Office Reception Food (quesadilla bites, chicken striops, dressing,	
12/5/2024	SNAX Catering (Torrance)	lemonade, chafing dishes and fuel for 75 people- 12/16/24	629.62
12/10/2024	Nothing Bundt Cakes (Manhatan Beach)	Oath of Office Reception Pastries - 7 Dozen Bundtini's - 12/16/24	246.33
12/12/2024	Smart & Final, Lawndale	12/16/24	142.45
12/12/2024	Dollar Tree (Lawndale)	Oath of Office Reception Décor	22.60
12/12/2024	E&H Trophy and Engraving (Torrance)	Plaque - Outgoing Councilmember Hofmann Gorman	96.25
12/12/2024	Twins Cleaners (Lawndale)	City Linens Drycleaned (two extra large tablecloths) - Council events	32.96
12/13/2024	Dollar Tree (Lawndale)	Oath of Office Reception - Flowers for Wreath and Vases Décor	20.67

12/13/2024 Dollar Tree (Lawndale)	Oath of Office Reception - Flowers for Wreath Décor	6.89
12/14/2024 Dollar Tree (Torrance)	Oath of Office Reception - Décor for Centerpieces	8.25
12/12/2024 Michaels (Craft in Hawthorne)	Oath of Office Reception Décor - 5 packs of Ribbon for wreaths and vases	27.51
12/13/2024 Torrance Bakery (Gardena)	Oath of Office Reception - 2 Cakes (1 Sheet Cake, 1 Tort Round Cake)	165.35
12/14/2024 Michaels (Store 3008 Torrance)	Oath of Office Reception Décor supplies - ribbon, glue gun, glue	30.73
12/15/2024 Trader Joes (Torrance)	Oath of Office Reception - Flowers for tables and Décor	55.01
12/16/2024 Kasai Teriyaki Bowl, Lawndale	15 Meals - Pre-Council Mtg Dinners (5 Electeds and 10 staff) - 12/16/24	207.13
12/16/2024 Vons (Redondo Beach)	Oath of Office supplies (Sugar, creamer for coffee; knife for cakes)	31.27
12/16/2024 Vons (Redondo Beach)	Oath of Office Reception - 2 Veggie Platters	79.98
	LCC Mtg Jan 2025 - S. Cuevas (Meeting was cancelled due to the So Cal	
12/19/2024 League of California Cities	Fires and a refund or credit for future meeting is being handled)	50.00
Check Date 1/23/2025; Check# 207061		\$ 2,075.79

Date	Vendor	Description	Amount
Vendor# 3672-	PWD		
11/24/2024	Amazon	Clocks for PWD	30.80
11/22/2024	Amazon Prime	Prime membership fee	16.53
11/21/2024	The Home Depot	Weather resistant GFCI outlet, kneeling pad	86.53
11/30/2024	Amazon	Green folders returned	(59.52)
12/5/2024	Amazon	Lithium battery for admin emergency alarm button	19.74
12/3/2024	The Home Depot	Black steel schedule 40 cut pipe	19.27
12/3/2024	The Home Depot	Aim-n- Flame lighter, coupling fitting, nipple	18.76
12/3/2024	The Home Depot	Big gap filler insulating spray foam sealant, pipe thread sealant, Bi-meatal hole	93.56
12/5/2024	Amazon	Green folders returned	(89.28)
12/4/2024	The Home Depot	MIP steel gas fitting, gas connector	49.55
12/5/2024	The Home Depot	Scotch double sided tape, hooks for City streets décor	19.61
12/10/2024	Amazon	Blue folders	313.08
12/10/2024	Amazon	Green folders returned	(59.52)
12/10/2024	Smart Sign	Recycle used Batteries here labels	35.26
12/10/2024	VIP Detail Services	Car wash for vehicle # 517	34.74
12/9/2024	The Home Depot	Extension cord	19.80
12/11/2024	VIP Detail Services	Car wash for vehicle # 515	34.74
12/10/2024	The Home Depot	Lock with key	9.35
12/17/2024	Amazon	Green folders returned	(59.52)
12/17/2024	Amazon	Green folders returned	(89.28)

12/16/2024 The Home Depot	White midsize wall plate, single pole switch	4.04
12/18/2024 The Home Depot	LED light bulbs	25.29
12/22/2024 Amazon Prime	Prime membership fee	16.53
Check Date 1/23/2025; Check# 207062		\$ 490.06

Petty Cash
\*No petty cash replenishment during this period.



#### **CITY OF LAWNDALE**

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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Vanesa Alvarez, Administrative Assistant

Yvette Palomo, Assistant City Clerk

SUBJECT: Minutes of the Lawndale City Council Regular Meeting - January 21, 2025

#### **RECOMMENDATION**

Staff recommends that the City Council approve the minutes.

#### **Attachments**

City Council Regular Meeting-01-22-2025-minutesDraft.pdf

## ATTACHMENT A

#### **DRAFT MINUTES**

#### City Council Regular Meeting

January 21, 2025

#### A. CALL TO ORDER AND ROLL CALL

Mayor Pro Tem Kearney called the meeting to order at 6:30 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Pro Tem Kearney, Councilmember Bernadette Suarez, Councilmember Frank M. Talavera

Councilmembers Absent: Mayor Robert Pullen-Miles, Councilmember Sirley Cuevas

Other Participants: City Manager Sean M. Moore, City Attorney Gregory M. Murphy, City Clerk Erica Harbison, Assistant City Clerk Yvette Palomo, Los Angeles County Sheriff's Department Lieutenant Ricky Osburn, Los Angeles County Fire Department Acting Assistant Chief Brian Kane, Municipal Services Director Michael Reyes, Finance Director Hrant Manuelian, Community Services Director Jason Minter, Community Development Director Peter Kann

#### **B. CEREMONIALS (Flag Salute and Inspiration)**

Councilmember Suarez led the flag salute. Retired Pastor Dwight Dudley provided the inspiration.

Mayor Pro Tem Kearney announced that agenda items G.5. Approval of the Youth Development Center Conceptual Design, G.7. Discussion of the Existing Software Used by City Departments, G.8. Lobbyist Request for Proposals, G.9. Purchasing Policy Reorganization and Amendment to Authorize City Manager Purchases in Specified Situations, J.13. Conference with Legal Counsel – Existing Litigation, and J.14. Conference with Legal Counsel – Anticipated Litigation will be continued to the next meeting.

City Attorney Murphy announced that the Closed Session items are being continued until all the City Councilmembers are present.

#### C. PUBLIC SAFETY REPORT

#### 1. Los Angeles County Sheriff's Department Update

Lieutenant Ricky Osburn summarized the recent law enforcement activities.

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

Holly Osborne, Redondo Beach Resident, commented that the Metro C Line (Green) Project has been renamed Metro K Line (Pink) Project.

Dulce Stein, Experimentally Structured Museum of Art (ESMoA) Staff, invited everyone to visit ESMoA.

Randall Abram, Resident, commented on wildfires, illegal fireworks, community partners allowed to sell fireworks and their profits.

#### **E. COMMENTS FROM COUNCIL**

Councilmember Talavera commented that he is looking forward to learning about the Metro C Line (Green) Project, plans to visit ESMoA and will address illegal fireworks when the Fireworks Ad Hoc Subcommittee

Minutes - City Council January 21, 2025

meets.

Councilmember Suarez thanked everyone that attended tonight's meeting, and thanked ESMoA for the programs.

Mayor Pro Tem Kearney thanked everyone that spoke at tonight's meeting, commented on the history of when the Interstate 405 Freeway was built and the Metro C Line (Green) Project.

#### F. CONSENT CALENDAR

A motion was made by Councilmember Suarez and seconded by Councilmember Talavera to approve the consent calendar. The motion passed by a vote of 3-2 with Mayor Pullen-Miles and Councilmember Cuevas absent.

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

— Recommendation: that the City Council read by title only and waive further reading of all ordinances listed on the agenda.

#### 3. Accounts Payable Register

— Recommendation: that City Council adopts Resolution No. CC-2501-006 authorizing the payment of certain claims and demands in the amount of \$389,831.13.

#### 4. Minutes of the Lawndale City Council Regular Meeting - January 6, 2025

— Recommendation: that the City Council approve the minutes.

#### **G. ADMINISTRATION**

#### 5. Approval of the Youth Development Center Conceptual Design-

— Recommendation: that the City Council review and approve the proposed Conceptual Design for the Youth Development Center and Skatepark and affirm the Categorical Exemptions and Categorical Exclusion.

By consensus, the City Council continued this item to the next meeting.

#### 6. Quarterly Investment Report for the Quarter Ended December 31, 2024

— Recommendation: that the City Council receive and file the Quarterly Investment Report for the quarter ended December 31, 2024.

Finance Director Manuelian presented the staff report.

By consensus, the City Council received and filed the Quarterly Investment Report for the quarter ended December 31, 2024.

#### 7. Discussion of the Existing Software Used by City Departments-

— Recommendation: that the City Council provide City Staff with direction.

By consensus, the City Council continued this item to the next meeting.

#### 8. Lobbyist Request for Proposals-

— Recommendation: that City Council: 1) review the Request for Proposals (RFP) received from the responding firms and provide further direction to staff to proceed with a selection process for lobbying services, which may include establishing a selection committee; or 2) provide other direction to staff as appropriate.

By consensus, the City Council continued this item to the next meeting.

Minutes - City Council January 21, 2025

## 9. Purchasing Policy Reorganization and Amendment to Authorize City Manager Purchases in Specified Situations-

— Recommendation: that the City Council review the proposed changes and adopt Resolution No. CC-2409-095 making the changes to the purchasing policy.

By consensus, the City Council continued this item to the next meeting.

## 10. Award Three Year On-Call HVAC Preventative Maintenance and Repair at City Facilities Services Contract

— Recommendation: that the City Council Award an On-Call HVAC Preventative Maintenance and Repair at City Facilities Services agreement to South Coast Mechanical, LLC, for a three-year term, with an option to extend up to three one-year extensions.

Public Works Director Lucho presented the staff report.

Councilmember Suarez asked how much has the City paid for repairs, and how often service calls are made.

Public Works Director Lucho responded that the City pays between \$1,000 and \$3,000 per item and commented that the preventative maintenance is \$28,000. He indicated that calls for service are made often.

In response to Councilmember Talavera's and Mayor Pro Tem Kearney's questions of if the system needs replacement and why William Green Park is included in the service report, Public Works Director Lucho stated that he can provide a detailed report.

City Manager Moore responded that staff can do research and bring the item back with the new information.

By consensus, the City Council continued this item.

#### **H. CITY MANAGER REPORT**

City Manager Moore commented that he has nothing to report.

#### I. ITEMS FROM CITY COUNCILMEMBERS

#### 11. Discussion of City Clerk Compensation

— Recommendation: that the City Council 1) review and discuss the City Clerk compensation; 2) provide direction to the City Manager and staff to prepare an amendment to the Lawndale Municipal Code to provide an adjustment to the City Clerk compensation; or 3) provide other direction to the City Manager and staff.

Mayor Pro Tem Kearney provided background information on this item.

Mayor Pro Tem Kearney opened public comments.

There was no one wishing to make a public comment.

Mayor Pro Tem Kearney closed public comments.

Councilmember Suarez asked for more information on City Clerk positions in other cities.

Councilmember Talavera commented in favor of a salary increase.

A motion was made by Councilmember Talavera and seconded by Councilmember Kearney to direct the City Manager and staff to provide additional information on the City Clerk position and bring this item back

Minutes - City Council January 21, 2025

for further discussion. The motion passed by a vote of 2-1-2 with Councilmember Suarez voting no and Mayor Pullen-Miles and Councilmember Cuevas absent.

#### 12. Report of Attendance at Meetings

Councilmember Talavera attended a Senior's Lunch.

Councilmember Suarez attended a South Bay Cities Council of Governments (SBCCOG) Steering Committee meeting, Ribbon Cutting for Made Burgers, Traffic Committee meeting, and Homeless Solutions Standing Committee meeting.

Mayor Pro Tem Kearney attended a Ribbon Cutting for Made Burgers, Liability Trust and Oversight Committee meeting, Los Angeles County West Vector Control District meeting, and the Holiday Decorating Contest Annual Awards Ceremony.

#### J. CLOSED SESSION

Erica Harbison, City Clerk

#### 13. Conference with Legal Counsel - Existing Litigation -

— The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).

By consensus, the City Council continued this item to the next meeting.

#### 14. Conference with Legal Counsel - Anticipated Litigation-

— The City Council will conduct a closed session pursuant to Government Code section 54956.9(d)(4), to discuss the potential initiation of litigation: one (1) case.

By consensus, the City Council continued this item to the next meeting.

# K. ADJOURNMENT There being no further business to conduct, Mayor Pro Tem Kearney adjourned the meeting at 7:12 p.m. Robert Pullen-Miles, Mayor



#### CITY OF LAWNDALE

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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Peter Kann, Community Development Director

Introduction of Ordinance No. 1208-25 to Amend Title 17 of the Lawndale

SUBJECT: Municipal Code to Update the City's Accessory Dwelling Unit Regulations In

**Compliance with State Laws** 

#### **BACKGROUND**

The approval of Ordinance No. 1208-25 will amend Title 17 of the Lawndale Municipal Code, revising Accessory Dwelling Units (ADUs) regulations in compliance with State ADU laws. In recent years, the California Legislature has approved, and the Governor has signed into law, numerous bills that impose limits on local authority to regulate Accessory Dwelling Units (ADUs). In 2024, the California Legislature approved and the Governor signed into law two new bills — Assembly Bill (AB) 2533 and Senate Bill (SB) 1211 — that further amend State ADU law as summarized below.

#### STAFF REVIEW

**Analysis:** In 2024, the California Legislature approved, and the Governor signed into law Assembly Bill (AB) 2533 and Senate Bill (SB) 1211, introducing significant amendments to the State Accessory Dwelling Unit (ADU) law. These legislative changes are intended to address barriers to ADU development and streamline permitting processes. To remain compliant with these new requirements, the City of Lawndale must amend its ADU ordinances.

Assembly Bill (AB) 2533 introduces provisions aimed at simplifying the permitting process and legalizing unpermitted ADUs and Junior ADUs (JADUs). AB 2533 expands the prohibition on cities denying permits for unpermitted ADUs constructed before January 1, 2018, to now include JADUs, and shifts the construction cutoff date to January 1, 2020. It also refines the health and safety denial criteria, requiring compliance with the Health and Safety Code's substandard building standards rather than broader standards. However, before submitting a permit to legalize an unpermitted ADU or JADU, property owners must now undergo an inspection to confirm that the violation does not pose a health or safety hazard under the updated standards. This inspection ensures that the proposed legalization aligns with state requirements and provides clarity for both property owners and local agencies. These standards include front yard setbacks, architectural requirements such as lighting, and window and door line-of-sight considerations.

Senate Bill (SB) 1211 addresses parking requirements, multifamily ADU development, and housing density. The bill prohibits cities from requiring replacement parking for uncovered spaces demolished for or replaced with ADUs, further reducing financial burdens on property owners. Additionally, SB 1211 increases the number of detached ADUs allowed on lots with existing multifamily dwellings, permitting up to eight detached ADUs or as many as the number of primary dwelling units on the lot, whichever is less. This streamlined approach reduces regulatory barriers and encourages property owners to legalize or construct new ADUs.

The proposed ordinance incorporates changes, increasing the number of detached ADUs allowed on lots with existing multifamily dwellings to up to eight or equal to the number of primary units, whichever is less while maintaining the two-ADU limit for proposed multifamily dwellings. These changes apply to multifamily zone areas. AB 2533 allows the legalization of unpermitted ADUs if they meet Health and Safety Code section 17920.3 standards. Both bills aim to streamline permitting, remove barriers, and promote increased ADU development, supporting compliance with state law and advancing housing production goals.

**Planning Commission Review:** On January 8, 2025, the City's Planning Commission voted 3-0 to approve Resolution 25-01, recommending that the City Council adopt an Ordinance to comply with the State's revised ADU regulations.

Environmental Assessment: Staff recommends that the City Council find the proposed amendments to the Lawndale Municipal Code exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3), which applies to activities with no potential for significant environmental impact. These amendments are administrative in nature and update the Accessory Dwelling Unit (ADU) Ordinance to align with recent changes in state law, ensuring compliance with Chapter 13 to Division 1 of Title 7 of the Government Code.

**Public Review:** Notices of a public hearing were posted on the bulletin board outside City Hall and published in the *Daily Breeze* on January 14, 2024. As of the writing of this staff report, no comments from the public have been received concerning the proposed Accessory Dwelling Unit Ordinance amendments.

#### **LEGAL REVIEW**

The City Attorney has reviewed and approved the Ordinance.

#### **RECOMMENDATION**

It is recommended the City Council:

1. Conduct a public hearing;

2. Determine that Ordinance No. 1208-25 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines; and

3. Introduce for first reading by title only Ordinance No. 1208-25, an Ordinance amending the Lawndale Municipal Code regarding Accessory Dwelling Units to reflect recent changes in state law, and waive further reading.

#### **Attachments**

Attachment 1 Proposed Ordinance.pdf

Attachment 2 Planning Commission Resolution.pdf

Attachment 3 Assembly Bill No. 2533.pdf

Attachment 4 Senate Bill No. 1211.pdf

## **ATTACHMENT 1**

#### **ORDINANCE NO. 1208-25**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, AMENDMENTS TO TITLE 17 OF THE LAWNDALE MUNICIPAL CODE TO UPDATE ACCESSORY DWELLING UNIT (ADU) REGULATIONS IN COMPLIANCE WITH STATE LAW (CITYWIDE) AND FINDING THE AMENDMENT IS EXEMPT FROM CEQA

- <u>SUMMARY</u>: This ordinance amends the regulations in the City's Zoning Code for accessory dwelling units and junior accessory dwelling units consistent with new state law.
- WHEREAS, Title 17 (Zoning) of the City of Lawndale City's Municipal Code ("Planning and Zoning Code") provides for the creation and regulation of accessory dwelling units ("ADUs") and junior accessory dwelling units ("JADUs") development within the City; and
- **WHEREAS**, in 2024, the California Legislature and the Governor signed into law Assembly Bill 2533 ("AB 2533") and Senate Bill 1211 ("SB 1211") to further amend the ADUs; and
- **WHEREAS**, the City desires to amend its local regulatory scheme for the construction of ADUs and JADUs to reflect AB 2533's and SB 1211's changes to state law; and
- **WHEREAS**, the Planning Commission held the hearing on January 8, 2025, during which they recommended its adoption by the City Council; and
- **WHEREAS**, on January 14, 2025, the City issued proper notice of proposed amendments to update accessory dwelling unit (ADU) regulations in compliance with state law. A public hearing to consider these amendments was held on February 3, 2025, in the City Hall Council Chamber at 14717 Burin Avenue, Lawndale, California.
- NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:
- **SECTION 1 Recitals:** The recitals above are true and correct and incorporated herein by this reference.
- **SECTION 2 General Plan:** The City Council further finds and determines that the changes to the City's Zoning Code proposed by this Ordinance are consistent with the General Plan of the City of Lawndale. Additionally, the proposed updates to the Lawndale Municipal Code would bring the City's Code into compliance with the State Laws pertaining to Accessory Dwelling Units.
- **SECTION 3 CEQA:** The City Council finds the proposed amendments exempt from CEQA under CEQA Guidelines Section 15061(b)(3), which applies to activities with no potential for significant environmental impact, as the amendments are administrative in nature and do not

directly result in physical changes to the environment. These amendments update the Lawndale Municipal Code to align the Accessory Dwelling Unit Ordinance with recent changes in state law.

**SECTION 4 Code Amendment:** Section 17.48.056 of the Lawndale Municipal Code is hereby amended as provided in Attachment "2" with additions shown in Bold and deletions in strikethrough, attached hereto and incorporated herein by reference.

**SECTION 5 Submittal to the State:** In accordance with Government Code section 66326, the City Clerk shall submit a copy of this Ordinance to the California Department of Housing and Community Development within 60 days after adoption.

**SECTION 6 Adoption, Certification, and Effective Date:** The City Clerk shall certify the passage and adoption of this ordinance and shall make a minute of the passage and adoption thereof in the records of the proceedings of the City Council at which the same is passed and adopted. This ordinance shall be in full force and effect thirty (30) days after its adoption and within fifteen (15) days after its final passage, the City Clerk shall cause it to be posted and published in a newspaper of general circulation in the manner required by law.

**SECTION 7 Publication:** The City Clerk will certify the adoption of this ordinance and post or publish this ordinance as required by law.

SECTION 8 Severability: If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason is held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such a decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause, and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

PASSED, APPROVED, AND ADOPTED this 3rd day of February 2025.

ATTEST:			Robert Pullen-Miles, Mayor
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 approved and adopted the foregoing Ordinance No. 1208-25 at its regular meeting held on the 3rd day of February 2025 by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
Tvarric	Aye	No	Abstain	Not Participating	Ausent
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Bernadette Suarez					
Frank M. Talavera					
Sirley Cuevas					

Erica Harbison, City Clerk	Date
APPROVED AS TO FORM:	
Gregory Murnhy City Attorney	

Title 17 ZONES

Chapter 17.48 RESIDENTIAL ZONES

Article 1 GENERALLY

Section 17.48.056 Accessory Dwelling Units

(Additions are **Bold**, and deletions with strikethrough)

§ 17.48.056 Accessory Dwelling Units

Α. Permit Requirements. Accessory dwelling units will be permitted ministerially, subject to compliance with the objective standards and regulations for the applicable zone, in areas zoned to allow single-family or multifamily residential use within sixty days of a complete application if there is an existing single-family or multifamily dwelling on the lot, in accordance with state law, including, but not limited to, Government Code Sections 66310 et seq. 65852.2 and 65852.22. If the permit application to create an accessory dwelling unit is submitted with a permit application to create a new singlefamily dwelling on the lot, the city may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until it acts on the permit application to create the new single-family dwelling, but in such event the application to create the accessory dwelling unit or junior accessory dwelling unit will be considered without discretionary review or hearing. Accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located and will be considered a residential use that is consistent with the existing general plan and zoning designation for the lot.

#### B. Fees

- 1. An accessory dwelling unit will not be considered to be a new residential use for purposes of calculating connection fees or capacity charges for utilities, including water and sewer service, unless the accessory dwelling unit was constructed with a new single-family dwelling.
- 2. No impact fees will be imposed upon the development of an accessory dwelling unit less than seven hundred fifty square feet. Any impact fees charged for an accessory dwelling unit of seven hundred fifty square feet or more shall be charged proportionately in relation to the square footage of the primary dwelling unit. "Impact fee" does not include any connection fee or capacity charge charged by the city-, except where such fees are necessary to meet utility infrastructure requirements under Section 17920.3 of the

Health and Safety Code or required for unpermitted accessory dwelling unit (ADU) or junior accessory dwelling unit (JADU).

- 3. For an accessory dwelling unit on a lot with a proposed or existing single-family dwelling, the city will not require the installation of a new or separate utility connection directly between the accessory dwelling unit and the utility or impose a related connection fee or capacity charge, unless the accessory dwelling unit was constructed with a new single-family home.
- 4. For an accessory dwelling unit that is described in Section 17.48.056(D), new or separate utility connections directly between the accessory dwelling unit and the utility are required, unless the proposed ADU will be located within an existing structure. Consistent with Government Code Section 66013, the connection may be subject to a connection fee or capacity charge that is proportionate to the burden of the proposed accessory dwelling unit, based upon either its square feet or the number of its drainage fixture unit (DFU) values, as defined in the Uniform Plumbing Code adopted and published by the International Association of Plumbing and Mechanical Officials, upon the water or sewer system. This fee will not exceed the reasonable cost of providing this service.
- C. Accessory dwelling units on a lot zoned for single-family or multifamily use that is either attached or detached from the primary structure must comply with the following requirements:
- 1. The lot on which an accessory dwelling unit is located must be one in which residential uses are permitted and contain an existing or proposed single-family or multifamily dwelling.
- 2. The accessory dwelling unit will be located on the same lot as the proposed or existing primary dwelling and either: (a) attached to; (b) located within the proposed or existing primary dwelling, including attached garages, storage areas or similar uses; (c) within an accessory structure; or (d) detached from the proposed or existing primary dwelling.
- 3. No more than one accessory dwelling unit is permitted, except as allowed by subsection D of this section.
- 4. The total area of floor space of an attached accessory dwelling unit shall not exceed either:

  (a) fifty percent of the existing primary dwelling living area, but in no case shall said requirement prohibit an eight hundred square foot accessory dwelling unit; or (b) eight hundred fifty square feet for a unit with one bedroom; or (c) one thousand square feet for an accessory dwelling unit that provides more than one bedroom.
- 5. The total area of floor space of a detached accessory dwelling unit shall not exceed one thousand square feet for an accessory dwelling unit that provides more than one bedroom.
- 6. Accessory dwelling units shall comply, without limitation, with all applicable building and safety codes as adopted by Title 15 of the Lawndale Municipal Code.

- 7. No passageway shall be required in conjunction with the construction of an accessory dwelling unit.
- 8. No setback shall be required for an ADU constructed within an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU. However, a setback of four feet from the side and rear lot lines shall be required for both an accessory dwelling unit that is not converted from an existing structure and any new structure constructed in the same location and to the same dimensions as an existing structure.
- 9. The ADU shall comply with the lot coverage percentage and open space requirements of the zone in which the parcel is located, except that application of this standard shall not preclude the construction of an ADU of at least eight hundred square feet with four-foot side and rear yard setbacks, in compliance with all other local development standards.
- 10. An ADU will not be required to provide fire sprinklers if they are not required for the primary residence.
- 11. The accessory dwelling unit shall be architecturally compatible and designed such that it matches with the design of the primary dwelling unit in terms of exterior treatment, landscaping, and architecture, including, but not limited to, roofing pitch, roofing materials, and paint color.
- 12. The maximum height of an accessory dwelling unit shall be eighteen feet in height or twenty-five feet if the ADU meets the requirements set forth under Section 17.48.056(D)(2)(c).
- 13. Parking requirements for accessory dwelling units shall be one parking space per accessory dwelling unit. These parking spaces may be provided as tandem parking, including on a driveway or in setback areas, excluding the non-driveway front yard setback. No parking shall be required for an accessory dwelling unit in any of the following circumstances:
- a. The accessory dwelling unit is located within one-half mile walking distance of public transit.
- b. The accessory dwelling unit is located within an architecturally and historically significant historic district.
- c. The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.
- d. On-street parking permits are required but not offered to the occupant of the accessory dwelling unit.
- e. There is a car share vehicle located within one block of the accessory dwelling unit.
- 14. When a garage, carport, or covered parking structure, or uncovered parking space is demolished in conjunction with the construction of an accessory dwelling unit or

- converted to an accessory dwelling unit, the city will not require that those off-street parking spaces be replaced.
- 15. Other than as set forth in subsection (A)(134) above, nothing in this section shall prohibit the city from enforcing the parking requirements for the existing single-family residence or multi-family residence on the same parcel as the ADU, in a manner consistent with state law.
- 16. Before permit issuance, the city shall be provided with a copy of the recorded deed restriction, which shall run with the land, using the city's form, memorializing the following: (a) the accessory dwelling unit shall not be sold or owned separately from the primary residence, and the property shall not be subdivided in any manner which would authorize such separate sale or ownership; (b) neither the primary residence nor the accessory dwelling unit on the property may be rented for a period of less than thirty days; and (c) the accessory dwelling unit may not exceed the size and attributes described in the deed restriction. This section shall comply with any future amendments to state law.
- 17. Building Separation. An accessory dwelling unit shall comply with the building separation requirements of the underlying zone including the twenty foot building separation requirement in the Single-Family Residential (R-1) zone, but in no case shall said requirement prohibit an accessory dwelling unit that is a minimum of eight hundred square feet, maximum of eighteen feet in height with four-foot side and rear yard setbacks.
- 18. Landscaping. All setback areas shall be landscaped as required by Section 17.44.015 of this code.
- 19. Location. An ADU of at least eight hundred square feet shall exhaust all possible scenarios and/or options before considering a proposal to locate an ADU within the front yard setback, which include the following in no particular order:
- a. ADU proposal at the rear and/or side yard of the subject lot (detached or conversion of an existing legal structure).
- b. ADU proposal within the legal enclosed area of a proposed or existing single-family residence of the subject lot.
- c. ADU proposal that is an expansion/addition of a proposed or existing singly-family residence.
- d. All applicable Lawndale Municipal Code development standards of the underlying zone must be met.

- D. Notwithstanding any other requirements of this Title 17, the city will ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:
- 1. One ADU per lot with a proposed or existing single-family dwelling, including dwelling units within R-2 Zones (Two Family Residence Zone) if all of the following apply:
- a. The JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and not more than one hundred fifty square feet beyond the same physical dimensions of the existing accessory structure if necessary to accommodate ingress and egress.
- <u>b.</u> The space has exterior access separate from the proposed or existing single-family dwelling.
- <u>c.</u> The side and rear setbacks are sufficient for fire and safety.
- <u>d.</u> The JADU complies with the requirements in Section <u>17.48.057</u>.
- 2. One detached, new construction, ADU per lot that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The ADU may be combined with a JADU described above in Section 17.48.056(D)(1). The following limitations shall apply to the ADU:
- <u>a.</u> A total floor area limitation of eight hundred square feet.
- <u>b.</u> A height of eighteen feet for a detached accessory dwelling unit on a lot with an existing or proposed single-family or multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the <u>Public Resources Code</u>. An additional two feet in height may be accommodated if a roof pitch of the accessory dwelling unit is aligned with the roof pitch of the primary dwelling unit (limited to one-story).
- <u>c.</u> A height limitation of twenty-five feet (two stories) or the height limitation in the underlying zoning that applies to the primary dwelling (existing or proposed two-story), whichever is lower, for an accessory dwelling unit that is attached to a primary dwelling (existing or proposed two-story).
- 3. Multiple ADUs within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings. The city will allow at least one ADU and up to twenty-five percent of the existing number of multifamily dwelling units.
- 4. Not more than two ADUs Multiple accessory dwelling units, not to exceed the number specified in (a) or (b), as applicable, that are located on a lot that has an existing or

proposed multifamily dwelling(s) but are detached from that multifamily dwelling. Such ADUs shall be subject to a height limit of eighteen feet and four-foot rear yard and side setbacks.

- a. On a lot with an existing multifamily dwelling, not more than eight detached accessory dwelling units. However, the number of accessory dwelling units allowable pursuant to this clause shall not exceed the number of existing units on the lot.
- b. On a lot with a proposed multifamily dwelling, not more than two detached accessory dwelling units.
- E. The following requirements shall apply to ADUs or JADUs created pursuant to subsection D of this section:
- 1. The city will not require, as a condition for ministerial approval of a permit application for the creation of an ADU or a JADU, the correction of nonconforming zoning conditions.
- 2. The installation of fire sprinklers shall not be required in an accessory dwelling unit if sprinklers are not required for the primary residence.
- 3. Rental of an ADU or JADU pursuant to subsection D for thirty days or less is prohibited.
- 4. As part of the application for a permit to create an accessory dwelling unit connected to an onsite water treatment system, a percolation test shall completed within the five years preceding the application, or, if the percolation test has been recertified, within the ten years preceding the application.
- F. Unpermitted Accessory Dwelling Unit and Junior Accessory Dwelling Unit
  - 1. The City will not deny an unpermitted accessory dwelling unit (ADU) or junior accessory dwelling unit (JADU) permit application solely due to a nonconforming zoning condition, building code violation, or unpermitted structure on the lot prior to January 1, 2020, provided the condition does not present a threat to public health and safety and is not affected by the construction of the ADU or JADU.
  - 2. Unpermitted accessory dwelling units (ADU) or junior accessory dwelling units (JADU) may be denied if the City finds that correcting a violation is necessary to comply with the standards specified in California Health and Safety Code section 17920.
  - 3. A confidential third-party code inspection from a licensed contractor must be conducted prior to submitting an application.

## ATTACHMENT 2

#### RESOLUTION NO. 25-01

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF LAWNDALE, CALIFORNIA, RECOMMENDING THAT THE CITY COUNCIL AMEND TITLE 17 OF THE LAWNDALE MUNICIPAL CODE PERTAINING TO ACCESSORY DWELLING UNITS (CITYWIDE) AND FIND THE AMENDMENT IS EXEMPT FROM CEQA

- WHEREAS, Title 17 (Zoning) of the City of Lawndale City's Municipal Code ("Planning and Zoning Code") provides for the creation and regulation of accessory dwelling units ("ADUs") and junior accessory dwelling units ("JADUs") development within the City; and
- WHEREAS, in 2024, the California Legislature and the Governor signed into law Assembly Bill 2533 ("AB 2533") and Senate Bill 1211 ("SB 1211") to further amend the ADUs; and
- **WHEREAS**, the City desires to amend its local regulatory scheme for the construction of ADUs and JADUs to reflect AB 2533's and SB 1211's changes to state law; and
- WHEREAS, the Planning Commission now desires to recommend that the City Council revise the City's Zoning Code related to ADUs to make the Lawndale Municipal Code (LMC) compliant with AB 2533 and SB 1211; and
- **WHEREAS**, on December 28, 2024, the proposed amendments to Title 17 of the LMC were properly noticed and set for a public hearing before the Planning Commission on January 8th, 2025; and
- WHEREAS, evidence was heard and presented from all people interested in affecting said proposal, from all people protesting the same, and from members of the City staff, and the Planning Commission has reviewed, analyzed, and studied said proposal; and
- NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF LAWNDALE, CALIFORNIA, DOES HEREBY RESOLVE AND RECOMMEND AS FOLLOWS:
- Section 1. The Planning Commission finds and determines that the recitals above are true and correct.
- Section 2. The Planning Commission further finds and determines that the changes to the City's Zoning Code proposed by this Ordinance are consistent with the General Plan of the City of Lawndale. Additionally, the proposed updates to the Lawndale Municipal Code would bring the City's Code into compliance with the State Laws pertaining to Accessory Dwelling Units.
- Section 3. The Planning Commission hereby recommends that the City Council amend the Lawndale Municipal Code by adopting the proposed ordinance and amending the Code regarding Accessory Dwelling Units in order to reflect recent changes in State Law.
- Section 4. The Planning Commission hereby recommends that the City Council find the proposed amendments exempt from CEQA under CEQA Guidelines Section 15061(b)(3), which applies to activities with no potential for significant environmental impact, as the

amendments are administrative in nature and do not directly result in physical changes to the environment. These amendments update the Lawndale Municipal Code to align the Accessory Dwelling Unit Ordinance with recent changes in state law.

#### PASSED, APPROVED, AND ADOPTED THIS 8th DAY OF JANUARY 2025

	Mi Kel & Pure					
	Ni K	Ni Kal S. Price, Chairperson				
	Lawr	Lawndale Planning Commission				
ATTEST						
STATE OF CALIFORNIA COUNTY OF LOS ANGELES CITY OF LAWNDALE	) )	SS				

I, Peter Kann, Community Development Director for the City of Lawndale, California, do hereby certify that the foregoing **Resolution No. 25-01** was duly approved by the Planning Commission of the City of Lawndale at a regular meeting of said Commission held on the 8<sup>th</sup> day of January 2025 by the following roll call vote:

AYES:

Price, Sitka, Urrutia

NOES:

ABSENT:

Martinez, Smith

ABSTAINED:

Peter Kann,

Community Development Director

## **ATTACHMENT 3**



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California Law

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## AB-2533 Accessory dwelling units: junior accessory dwelling units: unpermitted developments. (2023-2024)

#### As Amends the Law Today

As Amends the Law on Nov 18, 2024

**SECTION 1.** Section 66332 of the Government Code is amended to read:

- **66332.** (a) Notwithstanding any other law, and except as otherwise provided in subdivision (b), a local agency shall not deny a permit for an unpermitted accessory dwelling unit or unpermitted junior accessory dwelling unit that was constructed before January 1, 2018, 2020, due to either of the following:
- (1) The accessory dwelling unit *or junior accessory dwelling unit* is in violation of building standards pursuant to Article 1 (commencing with Section 17960) of Chapter 5 of Part 1.5 of Division 13 of the Health and Safety Code.
- (2) The accessory dwelling unit or junior accessory dwelling unit does not comply with this article or Article 3 (commencing with Section 66333), as applicable, or any local ordinance regulating accessory dwelling units or junior accessory dwelling units.
- (b) Notwithstanding subdivision (a), a local agency may deny a permit for an accessory dwelling unit or junior accessory dwelling unit subject to subdivision (a) if the local agency makes a finding that correcting the violation is necessary to protect the health and safety of the public or occupants of the structure: comply with the standards specified in Section 17920.3 of the Health and Safety Code.
- (c) This section shall not apply to a building that is deemed substandard pursuant to Section 17920.3 of the Health and Safety Code.
- (d) A local agency shall inform the public about the provisions of this section through public information resources, including permit checklists and the local agency's internet website, which shall include both of the following:
- (1) A checklist of the conditions specified in Section 17920.3 of the Health and Safety Code that would deem a building substandard.
- (2) Informing homeowners that, before submitting an application for a permit, the homeowner may obtain a confidential third-party code inspection from a licensed contractor to determine the unit's existing condition or potential scope of building improvements before submitting an application for a permit.
- (e) A homeowner applying for a permit for a previously unpermitted accessory dwelling unit or junior accessory dwelling unit constructed before January 1, 2020, shall not be required to pay impact fees or connection or capacity charges except when utility infrastructure is required to comply with Section 17920.3 of the Health and Safety Code and when the fee is authorized by subdivision (e) of Section 66324.
- (f) Subject to subdivision (c), upon receiving an application to permit a previously unpermitted accessory dwelling unit or junior accessory dwelling unit constructed before January 1, 2020, an inspector from the local agency may inspect the unit for compliance with health and safety standards and provide recommendations to comply with health and safety standards necessary to obtain a permit. If the inspector finds noncompliance with health and safety standards, the local agency shall not penalize an applicant for having the unpermitted accessory dwelling unit or junior accessory dwelling unit and shall approve necessary permits to correct noncompliance with health and safety standards.

**SEC. 2.** If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

## **ATTACHMENT 4**



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**Bill Information** 

California Law

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#### SB-1211 Land use: accessory dwelling units: ministerial approval. (2023-2024)

#### As Amends the Law Today

As Amends the Law on Nov 18, 2024

**SECTION 1.** Section 66313 of the Government Code is amended to read:

#### **66313.** For purposes of this chapter:

- (a) "Accessory dwelling unit" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated. An accessory dwelling unit also includes the following:
- (1) An efficiency unit.
- (2) A manufactured home, as defined in Section 18007 of the Health and Safety Code.
- (b) "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.
- (c) "Efficiency unit" has the same meaning as defined in Section 17958.1 of the Health and Safety Code.
- (d) "Junior accessory dwelling unit" means a unit that is no more than 500 square feet in size and contained entirely within a single-family residence. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.
- (e) "Livable space" means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.
- (e) (f) "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
- (f) "Local agency" means a city, county, or city and county, whether general law or chartered.
- (g) (h) "Nonconforming zoning condition" means a physical improvement on a property that does not conform to current zoning standards.
- (h) "Objective standards" means standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal.
- (i) "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.
- (j) (k) "Permitting agency" means any entity that is involved in the review of a permit for an accessory dwelling unit or junior accessory dwelling unit and for which there is no substitute, including, but not limited to, applicable planning departments, building departments, utilities, and special districts.
- (k) (I) "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.

- (H) (m) "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
- (m) "Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.
- **SEC. 2.** Section 66314 of the Government Code is amended to read:
- **66314.** A local agency may, by ordinance, provide for the creation of accessory dwelling units in areas zoned to allow single-family or multifamily dwelling residential use. The ordinance shall do all of the following:
- (a) Designate areas within the jurisdiction of the local agency where accessory dwelling units may be permitted. The designation of areas may be based on the adequacy of water and sewer services and the impact of accessory dwelling units on traffic flow and public safety. A local agency that does not provide water or sewer services shall consult with the local water or sewer service provider regarding the adequacy of water and sewer services before designating an area where accessory dwelling units may be permitted.
- (b) (1) Impose objective standards on accessory dwelling units that include, but are not limited to, parking, height, setback, landscape, architectural review, maximum size of a unit, and standards that prevent adverse impacts on any real property that is listed in the California Register of Historical Resources. These standards shall not include requirements on minimum lot size.
- (2) Notwithstanding paragraph (1), a local agency may reduce or eliminate parking requirements for any accessory dwelling unit located within its jurisdiction.
- (c) Provide that accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located, and that accessory dwelling units are a residential use that is consistent with the existing general plan and zoning designation for the lot.
- (d) Require the accessory dwelling units to comply with all of the following:
- (1) Except as provided in Article 4 (commencing with Section 66340), the accessory dwelling unit may be rented separate from the primary residence, but shall not be sold or otherwise conveyed separate from the primary residence.
- (2) The lot is zoned to allow single-family or multifamily dwelling residential use and includes a proposed or existing dwelling.
- (3) The accessory dwelling unit is either attached to, or located within, the proposed or existing primary dwelling, including attached garages, storage areas or similar uses, or an accessory structure or detached from the proposed or existing primary dwelling and located on the same lot as the proposed or existing primary dwelling, including detached garages.
- (4) If there is an existing primary dwelling, the total floor area of an attached accessory dwelling unit shall not exceed 50 percent of the existing primary dwelling.
- (5) The total floor area for a detached accessory dwelling unit shall not exceed 1,200 square feet.
- (6) No passageway shall be required in conjunction with the construction of an accessory dwelling unit.
- (7) No setback shall be required for an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an accessory dwelling unit or to a portion of an accessory dwelling unit, and a setback of no more than four feet from the side and rear lot lines shall be required for an accessory dwelling unit that is not converted from an existing structure or a new structure constructed in the same location and to the same dimensions as an existing structure.
- (8) Local building code requirements that apply to detached dwellings, except that the construction of an accessory dwelling unit shall not constitute a Group R occupancy change under the local building code, as described in Section 310 of the California Building Code (Title 24 of the California Code of Regulations), unless the building official or enforcement agency of the local agency makes a written finding based on substantial evidence in the record that the construction of the accessory dwelling unit could have a specific, adverse impact on public health and safety. Nothing in this paragraph shall be interpreted to prevent a local agency from changing the occupancy code of a space that was unhabitable space or was only permitted for nonresidential use and was subsequently converted for residential use pursuant to this article.

- (9) Approval by the local health officer where a private sewage disposal system is being used, if required.
- (10) (A) Parking requirements for accessory dwelling units shall not exceed one parking space per accessory dwelling unit or per bedroom, whichever is less. These spaces may be provided as tandem parking on a driveway.
- (B) Offstreet parking shall be permitted in setback areas in locations determined by the local agency or through tandem parking, unless specific findings are made that parking in setback areas or tandem parking is not feasible based upon specific site or regional topographical or fire and life safety conditions.
- (C) This subparagraph shall not apply to an accessory dwelling unit that is described in Section 66322.
- (11) When a garage, carport, or covered parking structure structure, or uncovered parking space is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, the local agency shall not require that those offstreet parking spaces be replaced.
- (12) Accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence. The construction of an accessory dwelling unit shall not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.
- (e) Require that a demolition permit for a detached garage that is to be replaced with an accessory dwelling unit be reviewed with the application for the accessory dwelling unit and issued at the same time.
- (f) An accessory dwelling unit ordinance shall not require, and the applicant shall not be otherwise required, to provide written notice or post a placard for the demolition of a detached garage that is to be replaced with an accessory dwelling unit, unless the property is located within an architecturally and historically significant historic district.
- **SEC. 3.** Section 66323 of the Government Code is amended to read:
- **66323.** (a) Notwithstanding Sections 66314 to 66322, inclusive, a local agency shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:
- (1) One accessory dwelling unit and one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling if all of the following apply:
- (A) The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.
- (B) The space has exterior access from the proposed or existing single-family dwelling.
- (C) The side and rear setbacks are sufficient for fire and safety.
- (D) The junior accessory dwelling unit complies with the requirements of Article 3 (commencing with Section 66333).
- (2) One detached, new construction, accessory dwelling unit that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The accessory dwelling unit may be combined with a junior accessory dwelling unit described in paragraph (1). A local agency may impose the following conditions on the accessory dwelling unit:
- (A) A total floor area limitation of not more than 800 square feet.
- (B) A height limitation as provided in subparagraph (A), (B), or (C) of paragraph (4) of subdivision (b) of Section 66321, as applicable.
- (3) (A) Multiple accessory dwelling units within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.
- (B) A local agency shall allow at least one accessory dwelling unit within an existing multifamily dwelling and shall allow up to 25 percent of the existing multifamily dwelling units.

- (4) (A) Not (i) more than two accessory dwelling units. Multiple accessory dwelling units, not to exceed the number specified in clause (ii) or (iii), as applicable, that are located on a lot that has an existing or proposed multifamily dwelling, but are detached from that multifamily dwelling and are subject to a height limitation in subparagraph (A), (B), or (C) of paragraph (4) of subdivision (b) of Section 66321, as applicable, and rear yard and side setbacks of no more than four feet.
- (ii) On a lot with an existing multifamily dwelling, not more than eight detached accessory dwelling units. However, the number of accessory dwelling units allowable pursuant to this clause shall not exceed the number of existing units on the lot.
- (iii) On a lot with a proposed multifamily dwelling, not more than two detached accessory dwelling units.
- (B) If the existing multifamily dwelling has a rear or side setback of less than four feet, the local agency shall not require any modification of the existing multifamily dwelling as a condition of approving the application to construct an accessory dwelling unit that satisfies the requirements of this paragraph.
- (b) A local agency shall not impose any objective development or design standard that is not authorized by this section upon any accessory dwelling unit that meets the requirements of any of paragraphs (1) to (4), inclusive, of subdivision (a).
- (b) (c) A local agency shall not require, as a condition for ministerial approval of a permit application for the creation of an accessory dwelling unit or a junior accessory dwelling unit, the correction of nonconforming zoning conditions.
- (c) (d) The installation of fire sprinklers shall not be required in an accessory dwelling unit if sprinklers are not required for the primary residence. The construction of an accessory dwelling unit shall not trigger a requirement for fire sprinklers to be installed in the existing multifamily dwelling.
- (d) (e) A local agency shall require that a rental of the accessory dwelling unit created pursuant to this section be for a term longer than 30 days.
- (e) (f) A local agency may require, as part of the application for a permit to create an accessory dwelling unit connected to an onsite wastewater treatment system, a percolation test completed within the last five years, or, if the percolation test has been recertified, within the last 10 years.
- (f) (g) Notwithstanding Section 66321 and subdivision (a) a local agency that has adopted an ordinance by July 1, 2018, providing for the approval of accessory dwelling units in multifamily dwelling structures shall ministerially consider a permit application to construct an accessory dwelling unit that is described in subdivision (a), and may impose objective standards including, but not limited to, design, development, and historic standards on said accessory dwelling units. These standards shall not include requirements on minimum lot size.

  SEC. 4. No reimbursement is required by this act pursuant to Section 6 of Article XIIIB of the California Constitution because a local agency or school district has the authority to levy service charges, fees, or assessments sufficient to pay for the program or level of service mandated by this act, within the meaning of Section 17556 of the Government Code.



#### CITY OF LAWNDALE

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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Jason Minter, Community Services Director

SUBJECT: Approval of the Youth Development Center and Skatepark Conceptual Design

#### **BACKGROUND**

In December 2023 the Community Services Department released a Request for Proposals (RFP) soliciting proposals to design the Lawndale Youth Development Center and Skatepark. As a result of the RFP there were 8 proposals received, with the recommended award of the design contract going to BOA Architecture of Long Beach.

In March 2024 the City Council approved a Phase One Services Agreement in the amount of \$157,000 to BOA Architecture (Attachment A). The Phase One Agreement included the following tasks:

- Pre-design, including a kickoff meeting, obtaining as-built drawings, project management, cost and work plan, site observations and assessments, and measurements and photos;
- Community Outreach, including a project site meeting, community collective/vision meeting, final draft master plan meeting, and refine meeting, and a final master plan meeting;
- Completion of property and environmental reports, including land and soils surveys, topographical land survey reports, geotechnical and percolation testing, and hazardous materials testing; and
- Deliverables, including CAD renderings, continuously evolving technical conceptual designs, necessary number of city-required revisions, final conceptual designs, and cost estimates for presentation of a final conceptual design.

In July 2024 Community Services Department staff, along with representatives from BOA Architecture, presented 4 design options to City Council, each with a list of amenities and estimated project costs. After public comment and questions, the Council direction was to pursue option D (Attachment B), including the following:

- Keep the 2 story version of the project with Municipal Services Offices and Cable on the second floor, and the first floor a dedicated Youth Development Center;
- Include the skatepark on the west side of the parcel;
- Eliminate the parking lot portion (northwest corner of Burin Ave. and De Oro Lane) to a later phase of the project when additional funding can be obtained;
- Reduce the footprint/scope of the project from the estimated \$14,428,800 to get closer to the current budget of \$9,500,000; and
- Complete the community outreach meetings to get public input on the overall design.

In December 2024 staff met with representatives from BOA Architecture to review the updated final conceptual design. Staff reviewed the proposed design with members of the Municipal Services Department and City Cable to ensure their needs were being met by the design. BOA made the final adjustments, incorporating the landscape design and skatepark features, which are now ready to be presented to the City Council.

#### STAFF REVIEW

The Lawndale Youth Development Center and Skatepark will be a landmark facility in the City, which will have a positive impact on the youth in the community for decades to come. This unique project combines city office space, a cable TV studio, a teen center and resource facility, and a skatepark all on one property. The effort put into the design of this facility has been shared by multiple departments, a team of architects, and community input, all with the goal of making the Youth Development Center and Skatepark a critical focal point for youth and teen programs, public engagement, community enrichment, and the overall enhancement of the Lawndale community.

The conceptual design being presented at this time has incorporated community feedback, along with input from the City staff included in the facility, to ensure that there is adequate public access, while maintaining a multi-purpose feel to allow a variety of programming, training, and counseling opportunities. The teen center itself includes the following components:

- A dedicated teen center entrance off of De Oro Lane for teen center participants only;
- A large room for teens to gather, watch movies, play games, do homework, study, and hangout with their peers;
- A pantry for snacks and drinks that will be available at a nominal cost;
- Office space for staff to create programs, meet with students, parents or service providers, all with sight lines of the rest of the teen center;
- A patio for special events, job fairs, college fairs, etc., complete with a stage for entertainment if needed:
- A development and resource room with separate counseling offices that will be multipurpose in nature with movable furniture, audio visual connections, a service counter, and more;
- A small multi-purpose room for club meetings, study groups, homework sessions, etc.; and
- Restrooms dedicated to the teen center.

The first floor of the facility will also include a separate public entrance for direct access to the Municipal Services Department (MSD) and the Cable TV studio that will be housed on the second floor. This entrance will be located off of Burin Avenue, at the southeast corner of the building. The entrance will give the public both elevator and stair access to the second floor where there will be a small waiting area with a counter to give the public easy access to the department. There is also a breakroom, restrooms, and storage for both the MSD and cable staff.

The skatepark itself is roughly 9,500 square feet, with a series of elements that combine beginner and intermediate skill levels. The skatepark perimeter will be fenced, allowing staff to secure it at night or during periods of inclement weather where it would be unsafe to have the skatepark open. There will be landscaping around the skatepark, with a buffer to separate the skatepark from the teen center patio.

Overall the Youth Development Center has been designed to complement the architectural style of the nearby Public Library and the Harold Hofmann Community Center. The design features sloped roofs for easier maintenance and better drainage, modern styling and furniture, and large windows for natural light. The Youth Development Center will provide many programs and opportunities to the community, while housing critical staff functions for the overall quality of life in the City of Lawndale.

#### **ENVIRONMENTAL ASSESSMENT**

The Lawndale Youth Development Center project has been previously cleared by the California Natural Resources Agency (CNRA), the grant administrator for the State funding, with a "Notice of Exemption" filed by the City in October 2022. The project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15061(b)(3) and 15302 (Reconstruction). Pursuant to 24 CFR (Code of Federal Regulations) 58.35(a), the project is categorically excluded activity under Section 58.5(3) (iii)(A) Rehabilitation of buildings and improvements of public buildings under the following conditions: The facilities and improvements are in place and will not change in size or capacity by more than 20 percent.

#### LEGAL REVIEW

N/A

#### **FISCAL IMPACT**

The current budget allocation for this project is \$9,745,000. With the current construction costs estimated at \$11,477,180, additional funding will be required. In addition to construction costs, there will be costs for the creation of construction documents and the approval of an agreement for project management services. Finally, the actual construction costs will require a competitive bid, which could change the overall project cost as well.

The current funding is made up of the following:

- \$4,000,000 State Restricted Funding for the Youth Development Center Project
- \$4,000,000 Federal Restricted Funding for the Youth Development Center Project
- \$1,280,000 in Los Angeles County Recreation, Parks and Open Space Measure A Annual Allocation from FY 24/25 and previous
- \$285,000 in Los Angeles County Technical Assistance Program Allocation
- \$180,000 Los Angeles County Recreation, Parks and Open Space Measure A Annual Allocation for FY 25/26 due to be allocated in September 2025
- Total Funding: \$9,745,000

With an estimated project cost of \$11,477,180, and a budget of \$9,745,000, there is a gap of \$1,732,180. Without additional funding this excess in the project cost would come out of the City's General Fund Reserves. Staff is looking for guidance from council on funding.

#### RECOMMENDATION

Staff recommend that the City Council review and approve the proposed Conceptual Design for the Youth Development Center and Skatepark (Attachment C) and affirm the Categorical Exemptions and Categorical Exclusion.

#### **Attachments**

Attachment A: Excerpt of Minutes.3.18.2024

Attachment B: Excerpt of Minutes.7.15.2024

Attachment C: Lawndale YDC SD Presentation 2-3-25

# ATTACHMENT A Excerpt of Minutes from the 3/18/2024 City Council Meeting

A motion was made by Mayor Pro Tem Suarez and seconded by Councilmember Hofmann Gorman to approve the attached First Amendment to Contract Services Agreement to Use City Facilities between the City of Lawndale and Chapala Dance Academy, LLC for an amount not to exceed \$45,000.00. The motion passed by a vote of 4-0-1, with Councilmember Cuevas absent.

#### 10. Lawndale Youth Development Center, Phase One Services Agreement

Recommendation: that the City Council 1.) Approve the attached Contract Services Agreement for Phase One Architectural, Design and Planning Services for the Lawndale Youth Development Center between the City and BOA Architecture at a cost not to exceed \$157,000.00; or 2.) Provide further direction.

Community Servies Director Estes presented the staff report.

Councilmember Kearney commented that he prefers option 2, with an extension of the building to the building, no dog park, remove gardening, and keep De Oro Lane open.

Discussion ensued among the City Council regarding the inclusion of a skatepark, dog park, parking, and funding.

Mayor Pro Tem Suarez asked if the City will ask for community input.

Community Servies Director Estes responded that community input will be requested.

Mayor Pullen-Miles commented in favor of a passive park, a teen meeting space design, and on the projected costs of the agreement with BOA Architecture.

Councilmember Kearney asked who rates the proposals received in response to the City's request for proposals.

Community Servies Director Estes responded that staff from Municipal Services, Public Works and himself reviewed, and rated the proposals.

By Consensus, the City Council agreed to include a passive park.

A motion was made by Councilmember Kearney and seconded by Councilmember Hofmann Gorman to approve the attached Contract Services Agreement for Phase One Architectural, Design and Planning Services for the Lawndale Youth Development Center between the City and BOA Architecture at a cost not to exceed \$157,000.00. The motion passed by a vote of 4-0-1, with Councilmember Cuevas absent.

#### 11. Community Development Department Permit Processing Timeline

Recommendation: that the City Council receive and file the Community Development Permit Processing Timeline report.

Community Development Manager Chavez presented the staff report.

# ATTACHMENT B Excerpt of Minutes from the 7/15/2024 City Council Meeting

Discussion ensued among the City Councilmembers and staff regarding which groups may qualify for the Wall of Distinction.

Mayor Pullen-Miles opened public comments.

Deena Sopko, Resident, commented in favor of the Lawndale Women's Club being added to the Wall of Distinction.

Mayor Pullen-Miles closed public comments.

By consensus, the City Council agreed to add groups and/or organizations to the Wall of Distinction Policy and change the qualifying criteria to five years for organizations and two years for individuals.

#### 8C. Approval of Youth Development Center Conceptual Design

-Recommendation: that the City Council review the four design options as presented along with their respective cost estimates, and provide staff direction as to which conceptual design, or combination of designs, they would like staff to pursue for the Youth Development Center Project.

City Manager Moore provided an overview of the Youth Development Center project.

Community Services Director Minter presented the staff report.

Councilmember Cuevas commented on housing city services in a different location from the youth center.

Mayor Pullen-Miles opened public comment.

Zion Delery, Resident, commented on the planned skate park, suggested water refilling stations, separate sections for skate experience, and electrical outlets.

Andres Soto, Hawthorne Resident, asked who will select the design, commented in favor of the youth center, and suggested mental health counseling for youth to be available.

Ryan, Resident, suggested a multifunctional media room.

Ignatius Lin, Resident, commented in favor of the youth center and asked if the public will be able to provide input on the design and on the resources that will be available at the youth center.

Mayor Pullen-Miles opened closed comment.

Community Services Director Minter provided information on the actions the City is taking to receive community input.

Mayor Pullen-Miles thanked the residents that commented on the project, commented on the resources that may be available, and mentioned that Larry R. Rudolph Park was designed by the

community.

Mayor Pro Tem Suarez asked if the City of Norwalk Teen Alliance Program visit will be open for everyone to attend, and commented on making resources available to the community once the youth center is built.

Community Services Director Minter responded that everyone will be invited to the City of Norwalk Teen Alliance Program visit.

In response to Councilmember Cuevas' question, Community Services Director Minter responded that the city services offices would have a separate access point.

Mayor Pullen-Miles commented that the funding is contingent upon the city housing city services in the youth center.

Councilmember Hofmann Gorman commented that she would like additional input from the youth.

City Manager Moore commented on the budget status for the youth center and recommended possibly scaling back on the design.

By consensus, the City Council selected conceptual design Option D for the Youth Development Center Project.

#### 8D. Ratify the Unanticipated Emergency Repair of Two Public Works Vehicles

-Recommendation: that the City Council Ratify the Unanticipated Emergency Repair of Two Public Works Vehicles for a total amount of \$3,347.93.

Oversight Contract Project Manager Ansari presented the staff report.

City Attorney Murphy explained that it was brought forth to the City Council due to an unanticipated repair that bypassed the procurement of obtaining bids.

In response to Councilmember Hofmann Gorman's and Councilmember Kearney's questions, Oversight Contract Project Manager Ansari will provide the year of the vehicles and the repair business information.

A motion was made by Councilmember Kearney and seconded by Councilmember Hofmann Gorman to ratify the Unanticipated Emergency Repair of Two Public Works Vehicles for a total amount of \$3,347.93. The motion passed with a vote of 5-0.

8E. Approve Purchase of a Portable Pressure Washer



## YOUTH DEVELOPMENT CENTER SCHEMATIC

YDC, MUNICIPAL SERVICES, CABLE DEPT, SKATE PARK

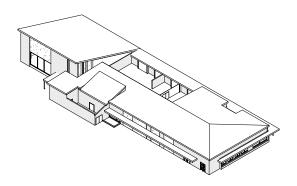




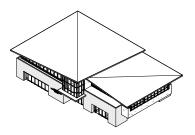




#### **PROJECT TIMELINE**



**EXISTING** 



**PROPOSED** 

Project Kick-Off April 3, 2024

Conducted Site Surveys

Preliminary Design Option May 16, 2024

Proceeded with Design Option for 2 Level Building

Community Outreach Meetings September, 2024

Schematic Design to Meet Desired Budget November, 2024

Reduced Size of Building

Present Schematic Design to City Council February, 2025







**EXTERIOR** 







INTERIOR





### SITE AND BUILDING PROGRAM

Existing Municipal Services Program		Schematic Design Site Program		Schematic Design Building Program (2 Story)	
Municipal Services Cable TV Historical Society Support and Circulation	2,697 SF 1,024 SF 720 SF 3,231 SF	Teen Center Courtyard Skate Park	2,250 SF 9,500 SF	First Level Teen Center Support, Circulation First Level Subtotal	3,609 SF 1,170 SF <b>4,779 SF</b>
				Second Level Municipal Services Cable TV Dept Support, Circulation	1,682 SF 1,410 SF 1,703 SF
				Second Level Subtotal	4,795 SF
Total Existing Building	7,672 SF	Site Subtotal	11,750 SF	Total Building	9,574 SF

### **CONSTRUCTION COST ESTIMATE**

First Level				
Building Renovation	3,855	SF	\$850	\$3,276,750
Building Addition	894	SF	\$950	\$849,300
Second Level				
Building Renovation	0	SF	\$850	\$0
Building Addition	4,825	SF	\$950	\$4,583,750
Circulation (Elevator, stairs)				\$200,000
<b>Building Subtotal</b>	9,574	SF		\$8,909,800
Exterior Improvements				
Skate park/Landscape		SF		\$924,000
Shade Structure		SI		\$924,000 \$0
Teen Center Courtyard	2,500	SF		\$200,000
2 Stall Park Restroom	2,000	SI		\$400,000
2 Stall Falk Restroom				Φ400,000
Landscape Subtotal	2,500	SF		\$1,524,000
	,			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Subtotal				\$10,433,800
Contingency	10%			\$1,043,380
Total				\$11,477,180







#### **LEGEND**

1 4' FENCE

- 6 POUF SEATING
- ① CHAISE SEATING

2 8' FENCE

- (7) CORNHOLE TABLES
- 12) METAL SLAT SEATING

- ③ EXISTING TREE
- 8 LOW PRECAST WALL 13 PING PONG

- (4) ENHANCED PAVERS
- ROCK COBBLE
- (14) BIKE RACK

- 5 DRAPE METAL BACK BENCH
- 10 STOOP SEATING
- 15 WASTE RECEPTACLES













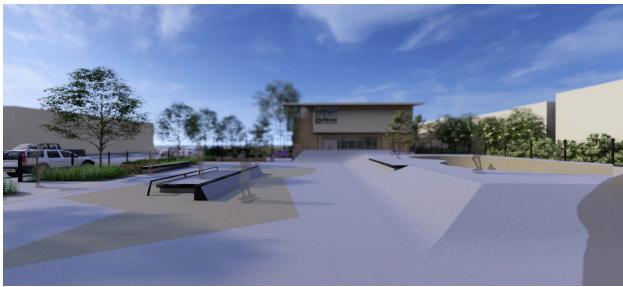


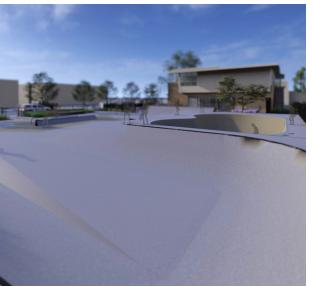












#### **BUILDING DESIGN GOALS**







Exterior design shall be consistent with other structures in the Civic Center vicinity

Provide a sloped roof to reduce the maintenance needs and provide future solar opportunities

Provide site connection between skate park and Youth Center

Provide separate entrances for Youth Center and Municipal Services

Maintain existing corner tree

Provide natural light for upper offices





#### **DE ORO LANE**













COURTYARD RECREATION





**OUTSIDE ENTRY** LOBBY











#### Goals:

Create an inviting, "living room" atmosphere Areas for games and activities, movies, homework and creating community







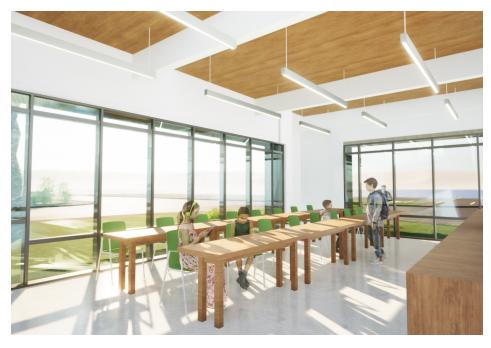


CAFE AND MOVIE AREA

**GAME ZONE** 









DEVELOPMENT AND RESOURCE CENTER

#### Goal:

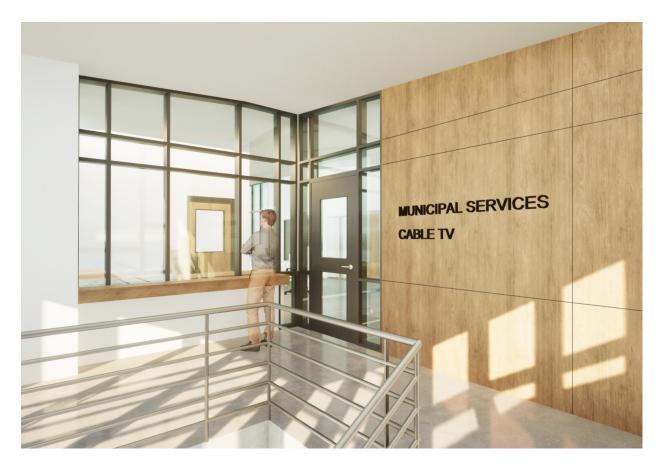
A room for seminars, job fairs, self and career development Provide rooms for private counseling











MUNICIPAL SERVICES PUBLIC COUNTER







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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Michael Reyes, Municipal Services Director

**SUBJECT:** Emergency Alert Registration Process

#### **BACKGROUND**

The City of Lawndale, in an effort to protect its residents and business owners in the event of a natural or man-made disaster recently purchased the Everbridge Alert System. The Everbridge Alert System allows City staff to deliver vital public safety information to residents across multiple electronic platforms such as cell phones, landlines, email, and faxes in multiple languages in the event of an emergency.

#### STAFF REVIEW

The Everbridge Alert System is the public alert system adopted by LA County to promote public awareness during emergencies. Many cities in LA County, including our neighboring South Bay cities like Inglewood, Torrance, Carson, and Hawthorne, have joined the Everbridge Alert System to improve public safety and awareness in their jurisdictions.

The Everbridge Alert System allows Emergency Management staff to deliver urgent notifications and important updates directly to our residents. Whether it's severe weather alerts, public safety announcements, or other critical information, the Everbridge system allows staff to ensure that recipients receive timely and accurate messages that can help residents make informed decisions during emergencies.

The Everbridge system has three major benefits: real-time alerts, customizable notifications, and accessibility.

- Real-Time Alerts: Residents and businesses receive immediate notifications regarding emergencies and safety information.
- Customizable Notifications: The City of Lawndale sends out personalized messages through multiple communication channels, including text, email, and phone calls. Staff can also modify messages to be in the preferred language of the recipient.
- Accessibility: Any resident or business owner can register by themselves through a QR code and website link. Residents may also contact the Municipal Service Department directly at (310) 973-3220 and staff can enter their information into the Everbridge database.

When the City of Lawndale recognizes emerging threats to our residents, the Director of the Municipal Services Department and the Emergency Preparedness Coordinator create a message. After City Manager approval, the message is sent out to residents, businesses, and employees of the City of Lawndale through the Everbridge portal website.

The Everbridge system allows staff to select recipients based on their addresses residents, etc.) to meet the particular needs of different recipient groups. Depending on the situation and needs, we can use the Everbridge Alert System to create two-way communications between the city emergency operations team and recipients.

Since this alert system is opt-in, it is critical to inform all of the City's residents of the Everbridge system. Staff have placed flyers and sign-up sheets in our community center, city hall, and Lawndale Library. We have also spoken with managers of fifteen retail stores, including Sprouts, Target, Starbucks, Walmart, Dollar Tree, CVS, Smart & Final, and others, to display our flyers for residents to register for our alert system. Additionally, staff have sent emails to school districts, churches, the Sheriff's Department, and EMI to seek cooperation. Staff will continue to make efforts to encourage and reach our residents so that we can maximize our outreach.

In addition to its use during emergency operations, the public alert system is a critical part of the city's preparation process. We will include our new alert system in our emergency operations plan and use it for training purposes for city employees and residents.

#### LEGAL REVIEW

No legal review is necessary.

#### **FISCAL IMPACT**

There is no fiscal impact as a result of this staff report.

#### **RECOMMENDATION**

Staff recommends the City Council receive and file this report.



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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Lucho Rodriguez, Public Works Director

SUBJECT: Solar LED Blinking Stop Signs

#### **BACKGROUND**

At the request of City Council, staff reviewed the light-emitting diode (LED) blinking stop signs available in the market today, and compiled the information contained in this staff report for Council discussion.

#### **STAFF REVIEW**

#### **Stop Signs History:**

The first stop signs documented were installed in Michigan in 1915, according to the Manual of Traffic Signs. Originally, they were square-shaped, measuring 2 feet by 2 feet and featured black letters on a yellow background, according to Manual on Uniform Traffic Control Devices (MUTCD). Retro-reflective material on the surface was mandated in the 1948 MUTCD, and it wasn't until 1954 that the MUTCD mandated all stop signs be red and octagonal.

LED Stop signs were first used in California in the 2000's, the MUTCD makes no reference to where or when to use of them, however it regulates the design standards of the LED signs.

#### **Use of LED Stop Signs**

Individual cities and counties decide where to install LED stop signs based on traffic analysis and accident data. In California, the implementation of LED stop signs is primarily done through local municipalities utilizing solar-powered flashing LED systems at intersections deemed high-risk for "roll-throughs" or "blow-throughs", adhering to the California MUTCD guidelines which allow for LED enhancements on regulatory signs like stop signs, but with specific limitations on their application based on factors like visibility and driver distraction concerns where LED units may be used to enhance the sign.

Typical concerns for agencies that have installed LED stop signs at key locations are excessive flashing as reported by neighbors in the vicinity of the signs, or overly bright LED lights causing driver distraction. The installation of the LED stop signs does not guarantee that drivers will stop at these locations, blinking LED stop signs just add visibility to the sign.

#### **LED Stop Signs**

The majority of LED stop signs utilize solar power for self-sustainability, using batteries to power the LED at night. The batteries may last three to five years before they need to be replaced.

#### **Ideal Locations**

When the width of the arterial road is a significant factor at an intersection and the stop sign is out of the normal line of vision of a driver. Furthermore, when there is a vertical curve, rise, slope, or hill approaching an intersection impeding driver's sight of the sign as they approach it. Also, blinking LED stop signs are used on roads where there are visual natural distractions to the driver.

Additionally a traffic analysis for an intersection may recommend the use of these LED signs.





Before installing a blinking LED stop sign, the standard practice is to study the suggested intersection, including performing vehicular and pedestrian traffic counts as well as reviewing the intersection geometrics and the traffic collision history. There are other options to explore prior to the installation of LED stop signs, such as installing Stop Ahead pavement markings and associated signage, or increasing the size of the stop signs.

The City of Lawndale has 444 documented stop signs according to the latest 2023 count, where the damaged stop signs are currently being replaced with new fully reflective signs as part of the 2023-2024 Citywide Sign Replacement capital improvement project, which is nearing completion.

#### **Cost of Solar Powered LED Blinking Stop Signs**

The cost of a quality solar powered blinking stop sign is \$3,000 - \$4,000 installed per sign (\$1,332,000 to \$1,776,000). Intersections require two to four signs at the time. Additional costs include the preparation of the traffic study required to justify the installation of the LED stop signs.

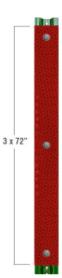
#### **Reflective Tape or Panels for Signposts**

Staff also reviewed reflective tape and reflective panels as a means of adding visibility of a stop sign at night, both work well and are more cost effective than LED stop signs.



The cost to install reflective tape on existing stop sign poles is estimated to be up to \$200 per pole, while the cost for installation of reflective panels on post is up to \$350 per pole. Tape is highly reflective, with an effective life span of 3 to 10 years. Reflective panels last around 7 years.





Typically, the use of reflective tape or reflective panels on city streets is limited to signs on streets with no or minimal public illumination.

#### **LEGAL REVIEW**

The City Attorney has reviewed this staff report.

#### **FUNDING**

No funding has been allocated.

#### **RECOMMENDATION**

Staff recommend that the City Council reviews the information contained in this report, discuss, and provide direction to staff for future implementation of these devices.



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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Peter Kann, Community Development Director

SUBJECT: Regional Early Action Plan 2 Grant - Program Objectives Discussion

#### **BACKGROUND**

The Regional Early Action Plan (REAP) Grant is a grant program that is administered by the California Department of Housing and Community Development (HCD). The principal goal of the REAP Grants is to make funding available to Metropolitan Planning Organization (MPOs) and other regional agencies for Transformative Planning and Implementation Activities that meet Housing and equity goals, reduce Vehicle Miles Traveled (VMT) Per Capita, and advance implementation of the region's Sustainable Communities Strategy. The MPOs that encompass the City of Lawndale is the Southern California Association of Government (SCAG), which was allocated approximately \$231.5 million in funding and they distributed a portion of it to the South Bay Cities Council of Governments (SBCCOG).

The REAP 2.0 is a flexible program that has three objectives:

- 1. Accelerate Infill Housing,
- 2. Supports efforts for Affirmatively Further Fair Housing (AFFH), and
- 3. Reduce VMT.

This REAP 2.0 Phase 2 is specifically exploring redevelopment of commercial sites into high density housing developments. SBCCOG is inquiring cities within their region to possibly volunteer two commercial sites for SBCCOG's consultants to screen commercial parcels for detailed analysis for a feasibility study. The Phase 2 study is particularly focused on the redevelopment of gas stations and under utilized retail commercial sites for conversion into high density housing developments.

As of the writing of this staff report, it is staff's understanding that the following cities have agreed to participate in the program:

- City of Carson,
- City of El Segundo,
- City of Hawthorne,
- City of Hermosa Beach,
- City of Manhattan Beach,
- · City of Redondo Beach, and
- City of Torrance.

#### STAFF REVIEW

Staff has reviewed the REAP 2.0 program procedural requirements, eligibility and guidance for infill, analysis of the existing gas stations and under utilized retail commercial sites within the City.

A summary of staff concern's regarding REAP 2.0's objectives which may conflict with the City's goals and objectives:

- 1. Accelerate Infill Housing The City's has seven gas stations (76, Speedway Express, three Arco, and two Chevron) which are all currently in operations. Staff has not discussed with property owners and/or business owners for their input regarding the infill development. In addition, the regulations and procedural requirements to convert a site previously used for a gas station into any residential use requires site remediation and coordination with the State Department of Toxic and Substance Control, which can take years to fully comply with. These gas stations' existing lot size and adjacent land uses would not produce a significant volume of housing units. The City's commercial zones are comprised of smaller lots of varying sizes that generally support local retail/commercial uses.
- 2. *Affirmatively Further Fair Housing* The City's recently certified Housing Element identify the City's Compliance with fair housing laws and regulations. As of the writing of this staff report, staff has not evaluated the policies of REAP 2.0's AFFH support effort. Due to the unknown of the study's AFFH support effort, staff would require additional time to research REAP's AFFH goals and objectives.
- 3. **Reduce Vehicle Miles Traveled** VMT is a method of evaluating transportation impacts with metrics that supports the reduction of greenhouse gas emission. In 2023, an Environmental Impact Report (EIR) was certified for the City of Lawndale General Plan 2045 Update. The certified EIR analyzed the City's greenhouse gas emission, transportation policy, and all required mitigation. Given staff's concerns about the accelerated infill housing section of the program, staff would need more time to research, evaluate, and discussions with the SBCCOG to get a better understanding on the goals and objectives concerning VMT as it pertains to the program.

In addition to requiring additional information about the REAP 2.0 program, staff has the long-term concerns:

- 1. Pursuant to the City's General Plan Land Use Element, the City has a total of 1,195 acres of land and only 38 acres designated for commercial land uses, which is 3.17 percent. The policy to potentially convert the City's very limited commercial land uses/businesses to high density housing will may have long term impacts to the City's sales and gas tax revenue generated in the City.
- 2. The City is subject to the AFFH goals and policies set forth in the City's Housing Element. The City's AFFH goal and policy is to expand the range of housing opportunities for seniors with fixed incomes, low and moderate income residents, the disabled, large families, female-headed households with children, and person at-risk of homelessness, and homeless. Staff has reviewed SBCCOG's report Redevelopment of Commercial to Sustainable Housing dated September 2023, they identify key findings and takeaways for South Bay Cities. To summarize one key finding, "infill development is often financially challenging due to increased building heights, parking costs due to sub-grade parking structure. In addition, these new units' cost cannot be supported despite elevated rents" Despite the City's effort, these market rate housing development would not meet the City's AFFH goals and policies.

#### **LEGAL REVIEW**

None.

#### **FISCAL IMPACT**

There are potential fiscal impacts with the REAP 2.0 program if commercial and gas station sites are selected for conversion into high density affordable housing through the REAP 2.0 program. The City could potentially lose out on sales and gas tax revenues due to the conversion of commercial sites into housing.

#### RECOMMENDATION

It is recommended that the City Council;

- 1. Discuss the REAP 2.0 Grant Program;
- 2. Direct staff to communicate to the Executive Director of the South Bay Cities Council of Governments that the City at this time is not interested in participating in the REAP 2.0 Grant Program; or
- 3. Direct staff to communicate to the Executive Director of the South Bay Cities Council of Governments that the City is interested in participating in the REAP 2.0 Grant Program; or
- 4. Provide further direction to staff.



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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Grace Huizar, Senior Management Analyst

Lucho Rodriguez, Public Works Director

SUBJECT. Approve the Disposal of Two Vehicles, One Air Compressor, and One Traffic

**Message Board** 

#### BACKGROUND

On an annual basis, staff performs a needs assessment of vehicles and equipment based on age, mileage, and resources lost due to down time for repairs. For this year, the Public Works Department has two vehicles, one air compressor, and one traffic message board that need to be disposed of due to age and inoperability, or have reached the end of use. Furthermore, both vehicles are equipped with Compressed Natural Gas (CNG) fuel tanks that are due to expire this year in December. Replacement vehicles were purchased in October 2024 with City Council approval on October 21, 2024.

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

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

#### STAFF REVIEW

The vehicles listed below have incurred significant resources due to mechanical failures and leaking CNG fuel tank repairs and are recommended for auction. These vehicles have already been replaced with prior Council approval on October 21, 2024.

#### Vehicle #1

Year Make and Model: 2012 Ford F-250 Truck

License Plate Number: 1397519

Vehicle Identification Number: 1FT7X2A63CEC56679

City Vehicle Number: 500

#### Vehicle #2

Year Make and Model: 2012 Ford F-250 Truck

License Plate Number: 1397518

Vehicle Identification Number: 1FTBF2A65CEC56678

City Vehicle Number: 501

The equipment listed below have reached the end of useful life and are inoperable. The manufacturer will no longer repair or update this equipment; therefore, it is being recommended for auction.

Air Compressor, Asset Tag #000019 Traffic Message Board, Serial No. 4GM1M091051 452806

#### **LEGAL REVIEW**

The City Attorney has reviewed the staff report.

#### FISCAL IMPACT

There is no fiscal impact as a result of this item. For the disposal via public auction of the vehicles and equipment, the City has utilized the services of Ken Porter Auctions (KPA) who honors the State bid arrangement for auctioned items at no cost to the City. Once the items have been sold the City will receive the proceeds and will be deposited to the General Fund.

#### **RECOMMENDATION**

Staff recommends that the City Council:

Approve the sale of two vehicles, one air compressor, and one traffic message board through the City's standard public auction process facilitated by Ken Porter Auctions in Carson, California.



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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Peter Kann, Community Development Director

SUBJECT: Discussion of the Existing Software Used by City Departments

#### **BACKGROUND**

The City uses various software solutions to aid in the daily functions of numerous departments. At one time, Community Development, Municipal Services, and Public Works were all under one software solution, which was CityView. However, since 2021, the Code Enforcement and Animal Control divisions of Municipal Services have migrated over to Citizenserve.

Below is a summary of the software being currently used by the various departments within the City:

**Community Development** has been using CityView since 2007. Functions include monitoring planning applications and entitlements, record keeping, and issuing building and planning permits.

**Public Works** has been using CityView since 2007. Functions include issuance of encroachment permits and tracking inspections.

**Municipal Services** has been using Citizenserve since 2021. Functions include tracking and monitoring code enforcement and animal control cases as well as record keeping for animal vaccination and registration.

**Finance** has been using Citizenserve since 2019. Functions include day-to-day administration of Finance reports and business license applications.

The annual costs for the software are:

CityView - \$25,500 (with an annual increase of up to 5%)

Citizenserve - \$28,800 (the number of users is factored in the annual costs)

Analysis: Some departments prefer keeping their existing software while other departments would prefer finding a new software solution to obtain new and expanded services. For example, Community Development prefers to keep CityView because it can issue building permits, track site plans, and entitlement applications as well as maintain historical permit and entitlement data since first using CityView.

However, CityView is not the preferred software for the Municipal Services Department, who left CityView and migrated to Citizenserve. Municipal Services is considering seeking other software alternatives. Common issues are data search inquiries not finding the appropriate records as well as current up-to-date information about animal control matters. The data migration and process implementation took a lot of staff time due to fixing glitches or correcting data errors made during the migration. Staff have also mentioned that residents have encountered issues with accessing their online accounts through Citizenserve or have encountered issues when generating dog license renewal notices.

The use of various software also impacts communication and efficiency between departments as information and data is not easily accessible between departments. The different software's do not communicate or interact with one another, causing delays in getting updates and information on property data, permit and enforcement case information, and entitlement status, which can cause miscommunication of information between departments and delays moving forward with enforcement cases or development projects.

In addition, the current software solutions do not allow customers to pay for permits and entitlements online or view permits and application status through an accessible online portal. Implementing such a feature would add a more convenient option for customers to apply or follow up on an application and improve transparency on application or project status and more easily access publicly available information on properties.

An example of a common feature requested by staff includes a GIS-based interface that would allow numerous actions to be performed when selecting a parcel. Desired actions include tasks such as viewing zoning and property information, viewing permit records, viewing and managing code enforcement and animal control cases, reviewing and issuing permits and entitlements, keeping track of any public right-of-way improvements and permits. The benefit of implementing such feature would allow staff to view all information on properties in real time under one software, improving communication and efficiency between departments.

In summary, the purpose of this report is to keep the City Council informed about the existing software used and future software needs for the day-to-day operations of the various City Departments.

#### STAFF REVIEW

Staff is seeking direction from the City Council regarding the City's direction regarding implementation of the existing and/or future software:

Should staff continue using CityView, and migrate all departments back to CityView, with expanded features and services?

Should staff maintain the status quo of different software for each City Department?

Should staff seek a Request for Proposal (RFP) to software companies to integrate the functions of the various departments into one software?

City staff have communicated with the different vendors for possible solutions to improve services as requested by the City Council and the public.

#### LEGAL REVIEW

None

#### FISCAL IMPACT

Discussion for the City Council's direction will not have a Fiscal Impact.

#### **RECOMMENDATION**

Staff recommends that the City Council provide City Staff with direction.



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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Raylette Felton, Deputy City Manager/Director of Human Resources

SUBJECT: Consideration of Professional Legislative Lobbyist Services RFP

#### **BACKGROUND**

At the July 15, 2024, City Council meeting, City Councilmember, Rhonda Hofmann Gorman, presented an item for City Council's discussion regarding the possibility of hiring a federal lobbyist. Based on City Council's discussion during this meeting, this item was continued to the September 16, 2024, meeting whereby staff presented a draft Request for Proposals (RFP) for cost services for further review and discussion. During this meeting, City Council approved the draft RFP and provided staff with direction to proceed.

On September 30, 2024, staff advertised the attached RFP to obtain competitive bids from experienced firms to provided professional legislative lobbying services. Four (4) firms responded to the RFP: Joe A. Gonsalves & Son, Kiley Associates, LLC, Carpi & Clay and Townsend Public Affairs, Inc.

Attached for City Council's review are the proposals from the above-mentioned firms for consideration. Staff reached out to the responding firms to obtain permission to include their proposals with this staff report, which was received.

#### **STAFF REVIEW**

On September 30, 2024, City staff sent out an RFP for Professional Legislative and Lobbying Services for Local Government to ten firms, registered with the State of California, Secretary of State's Office to lobby the legislature and administrative branches of state government. The City Clerk's Department received four sealed proposals on or before the October 31, 2024, submission deadline. Per City Council's direction, responding firms included a fee schedule to provide federal lobbyist services, which are as follows:

Firm	Fee Schedule
Joe A. Gonsalves & Son	Monthly Retainer - \$3,500
Kiley Associates, LLC	Monthly Retainer - \$4,000
Carpi & Clay	Monthly Retainer - \$5,000
Townsend Public Affairs, Inc.	Monthly Retainer - \$8,000

Staff completed a preliminary review of the submitted proposals and determined that the proposals meet the minimum qualifications as identified in the RFP. In efforts to move forward and further review, evaluate and select a potential firm, staff is seeking further direction from City Council as to next steps. As such, staff is recommending that City Council further discuss the possibility of hiring a legislative federal lobbyist and provide staff with direction regarding potential next steps.

#### **LEGAL REVIEW**

The City Attorney's Office has reviewed and approved the staff report and its attachments.

#### FISCAL IMPACT

N/A

#### RECOMMENDATION

Staff recommends that City Council: 1) review the Request for Proposals (RFP) received from the responding firms and provide further direction to staff to proceed with a selection process for lobbying services, which may include establishing a selection committee; or 2) provide other direction to staff as appropriate.

#### **Attachments**

Attachment A -RFP for Legislative Lobby Services -2024.pdf

Attachment B -RFP Response - Joe A. Gonsalves & Son.pdf

Attachment C -RFP Response - Kiley Associates, LLC.pdf

Attachment D -RFP Response - Capri & Clay.pdf

Attachment E-RFP Response - Townsend Public Affairs.pdf

## ATTACHMENT A



### REQUEST FOR PROPOSAL RFP NO. 2410-34

# PROFESSIONAL LEGISLATIVE AND LOBBYING SERVICES FOR LOCAL GOVERNMENT

RELEASE DATE: SEPTEMBER 30, 2024

PROPOSALS DUE: OCTOBER 31, 2024, AT 5:00PM

**SUBMIT TO:** City Clerks' Office

**Attention: Legislative and Lobbying Services** 

14717 Burin Ave. Lawndale, CA 90260

#### **SECTION I - GENERAL INFORMATION**

#### INTRODUCTION AND OBJECTIVE:

The City Council of the City of Lawndale invites experienced firms or individuals to submit Cost Proposals for Professional Legislative and Lobbing Services as described in the Scope of Services set forth in Section II of this request. The selected firms or individuals will work collaboratively with the City Council, City Manager, and designated staff to develop legislative priorities, serve as an advocate for the City at local state and federal levels, gain support from policy makers on local initiatives, monitor grants, and obtain funding opportunities and services based on the needs and priorities of the Lawndale community.

The City is seeking experienced firms or individuals who have demonstrated experience providing legislative representation and lobbying services with State legislators and public officials. The selected firm or individuals will serve at the pleasure of the City Council and under the management of the City Manager's Office.

#### **BACKGROUND:**

The City of Lawndale is located in the southwestern region of the Greater Los Angeles County. This "Heart of the South Bay" city is approximately fifteen miles southwest of downtown Los Angeles and five miles east of the Pacific Ocean. Lawndale encompasses approximately 1.9 square miles and is bounded by the cities of Hawthorne, Redondo Beach and Torrance. Lawndale is an urbanized, diverse, close-net community, comprised of predominately single-family homes, with a household median income of \$76,213, and a median home price of \$800,000. The City is well served by several regional transportation systems, including the San Diego (405) Freeway and Hawthorne Boulevard (107 Highway), which both pass through the community and provide access to major employment centers in Los Angeles County.

The City of Lawndale was founded in 1905 and incorporated in 1959, with a population of approximately 32,000 residents. Lawndale has transformed from a rural community to a blossoming suburban community with residential neighborhoods, schools, parks, and commercial areas that caters to the needs of the community. These establishments contribute to the local economy and add to the overall character of Lawndale.

The City of Lawndale is a General Law City, governed by a five-member, City Council and operates under a City Council/Manager form of government. The City Council, chaired by an elected mayor enacts laws and establishes policy for the City. The City Council appoints the City Manager, City Attorney, and members of the City boards, commissions, and committees. The City Council meets on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Monday of the month at 6:30 p.m. and the Planning Commission meets every second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Wednesday of the month at 6:30 p.m. More information can be found on the City's website: <a href="https://www.lawndalecity.org">www.lawndalecity.org</a>

#### **DEFINITIONS:**

The following meanings are intended for the following words when used in these specifications. The word "City" means the City of Lawndale. The words "Proposer" or "Vendor" or "Contractor" means the person, firm, or corporation submitting a Proposal on these specifications or any part thereof. "Successful Proposer" means the Proposer, Vendor or Contractor will be awarded the contract. The words "purchase agreement", "contract", ""blanket contract" mean the contract services agreement between the Successful Proposer and the City for the purchase of goods and services.

#### PROPOSAL SUBMISSION REQUIREMENTS:

- 1. Proposals must be made on the form (Exhibit A) provided for that purpose herein and included with all submitted proposals. No substitutes to the form will be accepted.
- 2. Proposers must submit one (1) original complete hard copy of the Proposal with original signature, plus one (1) electronic copy in PDF format saved on a USB flash drive. All Proposals must be submitted in a sealed envelope clearly marked on lower left-hand corner "Legislative and Lobbyist Services."
- 3. Proposals must be delivered in person, by U.S. Postal Service, or by a courier service such as Federal Express, UPS, etc. and must be and must be received no later than **October 31, 2024, 5:00 p.m. PST**, at the address listed below:

Yvette Palomo City of Lawndale City Clerk's Office 14717 Burin Ave. Lawndale, CA 90260

- 4. Proposers must direct all questions, clarifications, request for information, specifications, etc. regarding the RFP in writing to Raylette Felton, Deputy CM/HR Director, by email only to <a href="mailto:refelton@lawndalecity.org">refelton@lawndalecity.org</a>. The email subject line shall include the following: RFP Legislative and Lobbyist Services.
- 5. The deadline to submit any questions is: **October 16, 2024, at 4:00 p.m.** Responses to questions and any clarifications regarding this RFP communicated between the City and Proposers will be documented in an addendum that will be posted and made public on the city's website. In addition, the addendum will be emailed to all Proposers that the city has on its Proposer's list. The City will not be responsible for any oral interpretation of the RFP.
- 6. Any change in the RFP or its requirements made by the City will be by issuance of an addendum which will be made available on the city's website and emailed to all recipients of the RFP, and such addendum shall be a part of the RFP requirements.
- 7. All Proposals shall be dated and signed by a representative authorized to enter into agreements for the proposing firm.

- 8. The City of Lawndale is not liable for any costs incurred by a Proposer in the preparation and/or presentation of the Proposal. All Proposals, associated costs, and agreements shall remain valid for a period of ninety (90) days following the deadline date for submittals.
- 9. All responses to the RFP accepted by the City shall become the exclusive property of the City. All Proposals accepted by the City shall become a matter of public record and shall be regarded as public, with the exception of those elements considered a legal exception to public disclosure.
- 10. If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for any damages resulting from the disclosure of any such records or part thereof. If the City receives a request for any document submitted in response to this RFP, it will not assert any privileges that may exist on behalf of Proposers. In the event that a demand for disclosure of information designated as "confidential and/or proprietary" by a Proposer is made, the City as a courtesy will notify the Proposer in writing of such demand and will furnish to the Proposer a copy of the City's written response to the requestor. It would be the sole responsibility of each Proposer to assert any applicable privileges or reasons why the document should not be produced, and to obtain a court order prohibiting disclosure.
- 11. The City reserves the right to accept or reject any or all Proposals or portions thereof without stated cause. The City may also elect to cancel the RFP, reject all Proposals and/or re-issue a new RFP.
- 12. Clarification of Proposals: The City reserves the right to obtain clarification of any point in a consultant's Proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within two (2) business days.
- 13. The City is not bound to accept the Proposal with the lowest cost but may accept the Proposal that demonstrates the best ability and most qualified to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any Proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City.
- 14. The City reserves the right to disqualify any Proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consultant.

#### PROPOSAL SCHEDULE OF EVENTS:

The Proposal Schedule of Events represents the City's best estimate of the schedule to be followed. Unless otherwise specified, the time-of-day deadline for the following events will be 5:00 PM PST.

The City reserves the right, at its sole discretion, to adjust this schedule as deemed necessary. Notification of any adjustment to the Proposal Schedule of Events will be provided to all Proposers.

City Issues/ Release RFP	September 30, 2024, by 4:00 p.m.
Deadline for Written Questions	October 16, 2024, at 4:00 p.m.
City's Responses to Questions (if applicable)	October 23, 2024, at 5:00 p.m.
Deadline for Proposal Submission	October 31, 2024, at 5:00 p.m.
City's Review and Evaluate RFPs*	November 27, 2024*

Tentative Award of Contract * December 18, 2024*	
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<sup>\*</sup>Dates are subject to change depending on scheduled events and activities.

#### **NONDISCRIMINATION:**

The City of Lawndale requires all Proposers to comply with all federal, state and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals, including without limitation all environmental laws, employment laws, and non-discrimination laws while performing any activity or work pursuant to the agreement.

#### INDEPENDENT CONTRACTOR:

The City Attorney is not an employee of the City and will be an independent contractor. All persons employed by a firm in accordance with a contract resulting from this RFP will be employees of the firm and not the City of Lawndale. The City Council may reserve the right to retain or employ other attorneys or special counsel as may be needed, in its sole judgment, to take charge of any litigation or legal matters or to assist the City Attorney.

#### STANDARD TERMS AND CONDITIONS:

Prior to the award of any work, the City and Contractor shall enter into the written contract attached as the Standard Agreement. Please see Exhibit "B". Proposers to this RFP are strongly advised to review all the terms and conditions of the contract.

Licenses: The selected Proposer shall hold, and provide copies upon request by the City, of valid permits, licenses, certificates, and other documents as required by the Federal, State, County, City and other governmental or regulatory bodies to legally engage in the services to be provided

The selected Proposer shall obtain a City of Lawndale business license from the Finance Department before the commencement of services. In addition, the selected proposer shall be required to pay all other required license and permit fees related to doing business with the City, if applicable.

The selected proposer must notify the City immediately of any suspension, termination, lapse, non-renewals or restriction of required licenses, certificates, or other documents which may be cause for immediate termination of the Agreement

#### **INSURANCE REQUIREMENTS:**

Proof of insurance is not required to be submitted with your proposal. However, all approved Certificates of Liability Insurance, Additional Insured, Primary, Non-contributory, Notice of Cancellation and Waiver of Subrogation endorsements from an insurance company with an approval rating of A-VII or greater in Best's Rating Guide will be required prior to the City's award of the contract. The following are the standard types and minimum amounts of insurance which will be required by the City:

- o <u>Commercial General Liability Insurance</u> with minimum limits of \$1,000,000.00 for each occurrence and \$2,000,000 annual aggregate.
- Business Automobile Liability Insurance with minimum limits of \$1,000,000.00 for each occurrence, combined single limit for Bodily Injury and Property Damage, including owned and non-owned and hired automobile coverage.

- o <u>Workers' Compensation Insurance</u> (Statutory Limits) and Employer's Liability Insurance on state approved policy with liability limits no less than \$1,000,000 per accident and disease.
- o <u>Professional (Errors and omissions) Liability Insurance</u> with limits of not less than \$1,000,000 per claim or per occurrence and \$1,000,000 annual aggregate.

Each policy must include the City of Lawndale, its officers, agents, employees and servants as additional insureds, but only with respect to work performed under the contract. The additional insured endorsement must be provided with the certificate of insurance.

#### SECTION II LEGISLATIVE AND LOBBYIST SERVICE REQUIREMENTS

#### **SCOPE OF SERVICES:**

The selected firm or individual will be responsible for providing legislative representation and lobbying services on behalf of the City. Services to be provided may include, but are not limited to, the following:

- Assist in the development and implementation of legislative priorities and strategies that are important to the City of Lawndale and successfully promotes the City's legislative priorities.
- Work collaboratively and cooperatively with City's key staff to bring visibility to budget and legislative priorities.
- Review periodic revenue forecasts and the proposed biennial State budget. Identify funding opportunities and assess program requirements and guidelines.
- Accurately and persuasively present the City's views and initiatives.
- Provide support on City efforts and initiatives beyond the legislative session to position the City to advance its objectives.
- Develop, prepare, and present position statements, exhibits, testimony, correspondence, proposed bill text, and amendments as necessary for the support, opposition, or amendment of pending legislation.
- Advocate on issues that directly or indirectly impact the City's ability to conduct its business efficiently and cost-effectively.
- Establish, strengthen, and maintain relationships with legislators, legislative staff, State agencies, State advisory boards/committees, and other relevant stakeholders to gain support for the County's legislative priorities.
- Attend City Council and staff meetings, as may be requested by the City Manager, in order to brief City Officials on legislative activities.
- Serve as an go-between for information to and from City and legislative agencies.
- Review, analyze and keep the City informed in real time on all existing and proposed legislative policies and programs and any key developments, factors and obstacles that could affect the City's legislative efforts.
- Comply with all Public Disclosure Commission requirements for lobbying activities.
- Identify opportunities for City Officials and staff to testify before legislative committees and subcommittees with respect to proposed legislation; communicate such opportunities to the City Manager or designee in a timely manner; assist in the preparation of testimony to be given; and as requested, liaison on the City's behalf.

The City may propose additional tasks as deemed necessary. Firms may also include additional services in their submitted Proposal's. Any additional work shall be determined and negotiated, as agreed upon in the final Professional Services Agreement between the successful Proposer and the City.

#### **MINIMUM QUALIFICATIONS:**

To be eligible for consideration, Proposers must demonstrate that they have successfully performed the services identified in the Scope of Services section of this Proposal. At a minimum, Proposers qualifications should include at least five (5) or more years' experience successfully providing state and federal lobbyist services to local public sector clients and information regarding registration as a federal lobbyist in the manner as prescribed by law in good standing concerning standards of conduct.

#### SECTION III PROPOSAL FORM AND CONTENT

#### PROPOSAL SUBMITTAL

All pages of the Proposal must be numbered consecutively. The Proposal shall not exceed fifteen (15) pages in length and must be typed in a font size no less than 12, single-spaced. Resumes, references, and licenses shall not count against this page limit. The Proposal must be organized in accordance with the list of Proposal contents.

#### PROPOSAL FORM AND CONTENT

Proposal must be concise, structured, presented, and formatted in the following manner:

Proposal Form (Exhibit A)

- A. Cover Letter
- B. Proposer Firm Background/Qualifications
- C. Understanding of Scope of Services and Approach
- D. Compensation and Fee Proposal
- E. References
- F. Disclosure of Conflicts of Interest
- G. Additional Information

Failure to follow the specific format, to label the responses correctly, or to address all the subsections may, at the City's sole discretion, result in the rejection of the Proposal.

All information presented in the Proposal must be relevant in response to a requirement of this RFP, must be clearly labeled, and, if not incorporated into the body of the Proposal itself, must be referenced to the appropriate place within the body of the Proposal.

#### A. Cover Letter

Include a cover letter signed by a duly authorized representative of the firm. The cover letter must include an introduction of the firm, firm's interest in the project, statement attesting to the accuracy of the Proposal submittal, and the firm's ability to provide the services noted in Section II of this RFP. In addition, the cover letter should include a statement indicating the Proposal

remains valid for at least 90 days from the deadline for Receipt of Proposal, with automatic extension should the Proposer be selected for negotiation.

#### B. Proposer Firm Background/Qualifications

This section should identify the following:

- A description of the Proposer's background, nature of business, experience (in detail) and length of time providing legislative and lobbying services to California local government agencies.
- Description of experience analyzing, reviewing, presenting, and educating clients regarding legislation impacting their organizations.
- Recent (at least three (3) relevant) initiatives and efforts made by Proposer for a local municipality of similar scope and size of the City.
- Examples of recent successful legislative outcomes achieved for clients within the last three (3) years.
- Past success in obtaining funding and favorable legislation for government clients.

#### C. Understanding of Scope of Services and Approach

In this section, the Proposer should identify firm/staff extensive experience in the scope of services. More specifically, this section should identify the following:

- Understanding and approach in assisting the City in establishing and reaching its goals and priorities.
- Explain firm(s) philosophy and approach for carrying out the scope of services outlined in the RFP.
- List of person(s) designated to work with the City, and there specific areas of expertise. This section should include key staff resumes and any supporting staff as needed to meet the scope of services.
- Describe how key staff would interact with the City officials and staff. Estimate number hours key staff would dedicate to meeting the contractual obligations.

#### D. Compensation and Fee Proposal

Please provide a separate detailed compensation and fee proposal, in a table format, for the Scope of Services identified in this RFP. The cost proposal should provide the costs for a fiscal year cycle, July 1st through June 30th, and include the costs for the current Fiscal Year 2024-2025 (remaining 6 months) and cost for next Fiscal Year 2025-2026. The compensation and fee proposal should include either the fixed hourly rate, monthly retainer, or other billable rate for all proposed services. If a fixed monthly retainer rate is proposed, please describe in detail what is included in the retainer. The compensation and fee proposal should include an itemized list of all billable costs for the Scope of Services identified in this RFP as well as any other areas which the Proposer believes should be included but was not stipulated in this RFP. This compensation and fee proposal should also include any additional out-of-pocket expenses and costs for all tasks and services, as well as any expanded services proposed. The City will use these expenses in the selection process and reserves the right to negotiate the final fees with the selected firm or individual.

#### E. References

Provide five (5) current professional references from local government entities within California for whom the Proposer has provided services similar to those services requested in this RFP within the last three (3) years. Please include the name of business, name of contact person,

telephone, email address, and description of services provided. In addition, please include a list of all local government clients for whom you currently provide services.

#### F. Additional Information

Any other relevant information that the Proposer feels applicable to the evaluation of the Proposal or of their qualification for accomplishing the legal services should be included in this section. You may use this section to address those aspects of your services that distinguish your firm from other firms.

#### PROPOSAL EVALUATION AND SELECTION:

All submitted Proposals will be initially screened by City staff. Late, incomplete, noncompliant or proposals determined to not meet with minimum qualifications as identified in this RPF may be eliminated from further review and evaluation.

A selection committee comprised of City Officials and Staff will further evaluate the selected proposals based on experience with State and Federal legislative process, conformance and ability to meet the scope of services required, quality of the approach, strength of the proposed team, experience with State and Federal legislative process, references and demonstrated success, budget, valued return to the City, as well as other qualifications/criteria as deemed appropriate and necessary by the City. The qualifications and references for the top Proposer will be verified and reviewed.

After an initial screening and review of the Proposals, City Council may choose to interview the top candidates. If conducted, these interviews will allow the Proposer an opportunity to answer any outstanding questions relative to their Proposal.

After all evaluations of the Proposals have been completed, the City Council will select the finalist in its sole discretion. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist; the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable Proposal.

#### **EXHIBIT A**

CITY OF LAWNDALE 14717 Lawndale Blvd. Lawndale, CA 90260

RFP NO. 2410-34

#### **RFP PROPOSAL FORM**

### PROPOSER'S RESPONSES TO RFP FOR LEGISLATIVE AND LOBBYING SERVICES

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE RFP.

The following Proposal is submitted to the City of Lawndale.

Other:

Proposal Submitted	Ву:		
Name of Firm		Website	
Address			
City	State	Zip Code	
Printed Name/Title	of Contact	Email	
Telephone Numbe	r/Fax Number		
Name of official au	thorized to bind firm to terms of submittal		
Form of Business	Organization:		
Please indicate the	following (check one):		
Corporation			
Partnership			
Sole Proprietorship			

Years		
		npany was in business under a different name, what was th
Addenda Received:		
Please indicate addenda info	ormation you	have received regarding this RFP: (if needed)
Addendum No Addendum No Addendum No	_	Date Received: Date Received: Date Received:
No Addenda received regard	ling this RFP	):
References:		
Please supply the names	of companie	
comparable goods as reques	sted in this R	es/agencies for whom you recently supplied and installe FP.
		• • • • • • • • • • • • • • • • • • • •
comparable goods as reques		FP.
comparable goods as reques  Name of Company/Agency	Address	Person to contact/Telephone No.

# EXHIBIT "B" SAMPLE AGREEMENT

#### CONTRACT SERVICES AGREEMENT FOR

#### [REPLACE THIS LINE WITH DESCRIPTION OF SERVICES]

This Contract Services Agreement ("Agreement") is made and entered into this	day of
, 20, by and between the City of Lawndale, a municipal corporation	("City"), and
("Consultant"). The term Consultant includes	professionals
performing in a consulting capacity. The parties hereto agree as follows:	

#### 1.0 SERVICES OF CONSULTANT

- 1.1 <u>Scope of Services</u>. In compliance with all terms and conditions of this Agreement, Consultant shall provide the work and services specified in the "Scope of Services" attached hereto as *Exhibit "A"* and incorporated herein by this reference. Consultant warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.
- 1.2 <u>Consultant's Proposal</u>. The Scope of Services shall include the Consultant's proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.
- 1.3 <u>Compliance with Law</u>. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction.
- 1.4 <u>Licenses, Permits, Fees and Assessments</u>. Consultant shall obtain at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant's performance of the services required by this Agreement; and shall indemnify, defend and hold harmless City against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.
- 1.5 <u>Familiarity with Work</u>. By executing this Agreement, Consultant warrants that Consultant (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.
- 1.6 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation must be approved by the City Council. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services

or reasonably contemplated therein. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor.

- 1.7 <u>Special Requirements</u>. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as *Exhibit "B"* and incorporated herein by this reference. In the event of a conflict between the provisions of *Exhibit "B"* and any other provisions of this Agreement, the provisions of *Exhibit "B"* shall govern.
- 1.8 <u>Environmental Laws</u>. Consultant shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Consultant shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

#### 2.0 COMPENSATION

2.1 <u>Contract Sum.</u> For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Schedule of Compensation" attached hereto as *Exhibit "C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of \_\_\_\_\_\_\_ dollars (\$\_\_\_\_\_\_\_) ("Contract Sum"), except as provided in Section 1.6. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Consultant's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Consultant at all project meetings reasonably deemed necessary by the City.

Consultant agrees that if Consultant becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 <u>Method of Payment</u>. Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Consultant wishes to receive payment, no later than the first (1st) working day of such month, Consultant shall submit to the City, in a form approved by the City's Director of Finance, an invoice for services rendered prior to the date of the invoice. Except as provided in Section 7.2, City shall pay Consultant for all expenses stated thereon which are approved by City pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form. City will review each invoice submitted by Consultant to determine whether the work performed and expenses incurred are in compliance with this Agreement. If no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by City, the invoice will be returned by City to Consultant for correction and resubmission. City reserves the right to withhold future payment to Consultant if any aspect of the Consultant's work is found substantially inadequate.

2.3 <u>Availability of Funds</u>. It is mutually understood between the parties that this Agreement is valid and enforceable only if sufficient funds are made available by the City Council of the City for the purposes of this Agreement. The availability of funding is affected by matters outside the City's control, including other governmental entities. Accordingly, the City has the option to void the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

#### 3.0 PERFORMANCE SCHEDULE

- 3.1 <u>Time of Essence</u>. Time is of the essence in the performance of this Agreement.
- 3.2 <u>Schedule of Performance</u>. Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as *Exhibit "D"*, if any, and incorporated herein by this reference.
- 3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall, within ten (10) days of the commencement of such delay, notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused; Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4	Term.	Unless earlier ter	mina	ted in acc	ordan	e with	Sec	tion 7.4	4 belo	w, this Agi	reement
shall begin on			and	continue	in ful	lforce	and	effect	until	completion	of the
services no late	er than										

#### 4.0 COORDINATION OF WORK

4.1 <u>Representative of Consultant.</u> is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith.

It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for City to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced nor may his responsibilities be substantially reduced by Consultant without the express written approval of City.

4.2 <u>Contract Officer</u>. The City's City Manager is hereby designated as the representative of the City authorized to act in its behalf with respect to the work and services and to make all decisions

in connection therewith ("Contract Officer"). It shall be the Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Consultant shall refer any decisions which must be made by City to the Contract Officer. The City may designate another Contract Officer by providing written notice to Consultant.

- 4.3 <u>Prohibition Against Subcontracting or Assignment.</u> The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Consultant taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Consultant or any surety of Consultant of any liability hereunder without the express consent of City.
- <u>Independent Contractor</u>. Neither the City nor any of its employees shall have any control over the manner or means by which Consultant or employees, perform the services required herein, except as otherwise set forth herein. Consultant shall perform all services required herein as an independent contractor of City and shall remain under only such obligations as are consistent with that role. Consultant represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by Consultant as employees. Consultant shall not at any time or in any manner represent that it or any of its employees are employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant. In the event that Consultant or any employee of Consultant providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the City, then Consultant shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Consultant or any staff Consultant used to provide services under this Agreement are employees of the City.

#### 5.0 INSURANCE AND INDEMNIFICATION

- 5.1 <u>Insurance</u>. Consultant shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance:
- (a) <u>Commercial General Liability Insurance</u>. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$1,000,00.00 per occurrence for all covered losses and no less than \$2,000,000.00 general aggregate.

- (b) <u>Workers' Compensation Insurance</u>. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000 per accident for all covered losses.
- (c) <u>Automotive Insurance</u>. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$1,000,000.00 per accident, combined single limit. Said policy shall include coverage for owned, non owned, leased and hired cars.
- (d) <u>Professional Liability or Error and Omissions Insurance</u>. A policy of insurance in an amount not less than \$1,000,000.00 per claim with respect to loss arising from the actions of Consultant performing professional services hereunder on behalf of the City. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

All of the above policies of insurance shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall also provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Consultant shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until Consultant has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Consultant agrees that the provisions of this Section 5.1 shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible. If the Consultant's insurance policies have higher limits and coverage than those required by this contract, the City will have access to those higher limits and coverage maintained by the Consultant.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances.

In the event that the Consultant is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Consultant and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 5.1.

#### 5.2 Indemnification.

- (a) <u>Indemnity for Design Professional Liability</u>. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782,8 applicable to services provided by a "design professional", Consultant shall indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, employees of subcontractors (or any entity or individual for which Consultant shall bear legal liability) in the performance of professional services under this Agreement.
- (b) <u>Indemnity for Other Than Design Professional Liability</u>. Other than in the performance of design professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, employees or subcontractors of Consultant.

#### 6.0 RECORDS AND REPORTS

- 6.1 <u>Reports</u>. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.
- 6.2 Records. Consultant shall keep, and require subcontractors to keep, such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.
- 6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Consultant, its employees, and subcontractors in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of such documents and materials. Consultant may retain copies of such documents for its own use and Consultant shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Except as necessary for the performance of services under this Agreement, no documents prepared under this Agreement may be released by Contractor to any other person or entity without City's prior written approval.

6.4 Confidentiality of Information. All information gained or work product produced by Contractor in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law. Contractor, its officers, employees, or agents, may not, without prior written authorization from the City Manager or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the services performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena. If Contractor, or any officer, employee, or agent of Contractor, provides any information or work product in violation of this Agreement, then City will have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct. Contractor must promptly notify City should Contractor, its officers, employees, or agents be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. City retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response. All media and press releases, including graphic display information, must be approved and distributed solely by City, unless otherwise agreed to in writing by City. All media interviews regarding the performance of services under this Agreement are prohibited unless expressly authorized by City.

#### 7.0 ENFORCEMENT OF AGREEMENT

- 7.1 <u>California Law.</u> This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Consultant agrees to submit to the personal jurisdiction of such court in the event of such action.
- Retention of Funds. Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Consultant to insure, indemnify, and protect City as elsewhere provided herein.
- 7.3 <u>Waiver</u>. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not

be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

- 7.4 <u>Termination Prior to Expiration of Term.</u> Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Consultant shall immediately cease all work or services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation and City shall be entitled to reimbursement for any compensation paid in excess of the services rendered.
- 7.5 Completion of Work After Termination for Default of Consultant. If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.
- 7.6 <u>Attorneys' Fees</u>. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

#### 8.0 CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

- 8.1 <u>Non-liability of City Officers and Employees</u>. No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.
- 8.2 <u>Conflict of Interest; City.</u> No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.
- 8.3 <u>Conflict of Interest; Consultant</u>. Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Consultant shall comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code which is on file in the City Clerk's office. Accordingly, should the City Manager determine that Consultant will be performing a specialized or general service for the City and there is substantial likelihood that the Consultant's work product will be presented, either

written or orally, for the purpose of influencing a governmental decision, the Consultant and its officers, or employees, as applicable, shall be subject to the City's Conflict of Interest Code.

8.4 <u>Covenant Against Discrimination</u>. Consultant covenants that, by and for itself, its executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

### 9.0 MISCELLANEOUS PROVISIONS

- 9.1 <u>Notice</u>. Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer, City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Consultant, to the person at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.
- 9.2 <u>Interpretation</u>. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.
- 9.3 <u>Integration; Amendment</u>. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by an instrument in writing signed by both parties.
- 9.4 <u>Severability</u>. Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.
- 9.5 <u>Corporate Authority</u>. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement is binding upon the heirs, executors, administrators, successors and assigns of the parties.
- 9.6 <u>Counterparts</u>. This Agreement may be executed in several counterparts, each of which will constitute one and the same instrument and will become binding upon the parties when at least one

copy has been signed by both parties. This Agreement and any amendment will be considered executed when the signature page of a party is delivered by facsimile or other electronic transmission. Such electronic signatures will have the same effect as an original signature, provided that a wet signature copy is also mailed to the other party.

9.7 <u>Modification of Agreement</u>. No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and by the City Council or City Manager, as applicable. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

[SIGNATURES ON FOLLOWING PAGE]

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

	CITY:		
		LAWNDALE,	
	a municip	al corporation	
	By:		
ATTEST:	Ro	obert Pullen -Miles, Mayor	
Erica Harbison, City Clerk			
APPROVED AS TO FORM: Burke Williams & Sorensen, LLP			
	CONSUI	TANT: mpany name here] nia corporation]	
	By: Name: Title:	. ,	
	By:		
	Name:	[insert name here]	
	Title:	[insert title]	

# EXHIBIT "A"

# SCOPE OF SERVICES

[INSERT TEXT HERE]

#### EXHIBIT "B"

#### SPECIAL REQUIREMENTS

[Delete when not applicable.]

A new Section 2.4 is added to the Agreement to read as follows:

Prevailing Wages; Indemnification. Consultant and all subcontractors shall comply with the State Labor standards. State Labor standards provisions, including prevailing wage requirements, will be enforced such that the general rate of per diem wages (prevailing wage) shall be paid for each craft, classification, or type of worker needed to execute the contract to all workers employed in the execution of the contract for the work to be performed by The State General Prevailing Wage Determination is as established by the California Department of Industrial Relations for Los Angeles County. (Refer to http://www.dir.ca.gov/OPRL/PWD/Determinations/Statewide/C-TT.pdf for additional information.) The prevailing rate of per diem wages are on file at the City of Lawndale Department of Public Works, 4722 Manhattan Beach Boulevard, Lawndale, California 90266, and are available to any interested party on request. The statutory provisions for penalties for failure to pay prevailing wages and/or failure to otherwise comply with state's wage and hour laws will be enforced. The Consultant is required to post at the job site the prevailing rate of per diem wages and other notices prescribed by regulation.

The Consultant and all subcontractors must submit electronic certified payroll records weekly directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) no less than monthly and must comply with all statutory requirements relating to certified copies of payroll records, including the maintenance of the records, their certification, and their availability for inspection as required by <u>Labor Code Section 1776</u> and as required under Subsection 7-2.6 of said Standard Specifications for Public Works Construction.

Consultant shall indemnify, defend with legal counsel approved by the City, and hold the City and City's Parties harmless from and against any all liability, loss, damage, costs, or expenses (including attorneys' fees and court costs) arising from or as a result of any action, claim, or determination relating in any way to the failure to properly pay of prevailing wages. Moreover, the City retains the right to settle or abandon any such the matter without the Consultant's consent as to the City's liabilities or rights only."

- A new Section 5.1(e) is added to the Agreement to read as follows:
- (e) Cyber Liability Insurance. The cyber liability insurance must include the following coverage:

- Liability arising from the theft, dissemination and/or use of confidential or personally identifiable information; including credit monitoring and regulatory fines arising from such theft, dissemination or use of the confidential information.
- Network security liability arising from the unauthorized use of, access to, or tampering with computer systems.
- Liability arising from the failure of technology products (software) required under the Agreement for Contractor to properly perform the services intended.
- Electronic media liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper deep-linking or framing, and infringement or violation of intellectual property rights.
- Liability arising from the failure to render professional services

If coverage is maintained on a "claims-made" basis, Cont must maintain such coverage for an additional period of three years following termination of the Agreement.

# EXHIBIT "C"

# SCHEDULE OF COMPENSATION

[INSERT TEXT HERE]

# EXHIBIT "D"

# SCHEDULE OF PERFORMANCE

[INSERT TEXT HERE]

# **ATTACHMENT B**



# JOE A. GONSALVES & SON

CITY OF LAWNDALE - RFP#. 2410-34
PROFESSIONAL LEGISLATIVE AND
LOBBYING SERVICES FOR LOCAL
GOVERNMENT

GONSALVES@GONSALVI.COM

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October 28, 2024

Ms. Raylette Felton, Deputy City Manager, City of Lawndale 14717 Burin Ave. Lawndale, CA 90260

Dear Ms. Felton,

Thank you for the opportunity for Joe A. Gonsalves and Son to submit our proposal for Legislative and Lobbying Services For Local Government to the City of Lawndale. Our firm had the honor of representing the City of Lawndale from 2001 - 2006. During that time, we shared in many successes together, including protecting your Bradley-Burns Sales Tax (AB 680, Steinberg 2001 and AB 1221, Steinberg 2003). In addition to protecting your local sales tax revenues, our office helped the City secure a \$7.3 Million Library Grant. Given our history together, we are once again honored to provide the attached proposal re-introducing you, and the Lawndale City Council, to our firm. This proposal shall remain valid for at least 90 days.

Our firm is extremely confident in our ability to provide the serviced outlined in Section II of this RFP. Our strategic approach to advocacy is custom tailored to the unique needs of each of our clients by utilizing our 49 years of experience and relationships with Legislator's, the Administration and stakeholders. Our advocacy will embrace and assist in the legislative goals and priorities outlined by the City through a tailored-made made approach unique to the City of Lawndale.

Joe A. Gonsalves & Son is a family firm that provides non-partisan legislative advocacy before the Governor, the Administration, the California State Legislature, and various State regulatory agencies. The Gonsalves family's participation in the legislative process dates back to 1962 when our founder, Joe Gonsalves, was sworn in as the first member of the California State Assembly from Portuguese ancestry. Joe served in the State Assembly until 1974 and, in 1975, he founded Joe A. Gonsalves & Son. Prior to that, he served as a Dairy Valley Council Member, including two years as Mayor of the city of Dairy Valley, which is now the city of Cerritos.

Our firm charges a retainer on a monthly basis and contains a 30-day cancellation clause, as we are confident in our ability to provide your City with an unparalleled level of service. The retainer is all inclusive of the services we would provide for the City. We do not charge for any

additional costs unless you require us to meet outside of Sacramento. Please note, our contract lists our scope of services in very general terms. We purposely do this to ensure that each client has the flexibility to request any assistance you may require in Sacramento, such as setting up meetings with the appropriate legislators, Governor's office or the various state departments.

We represent a very distinguished group of clients other than cities. For example, Long Beach Transit, providing transit services throughout the Long Beach region; and Access Services, the only paratransit service provider in Los Angeles County. In addition, we represent 29 Palms Band of Mission Indians, a leader amongst tribal governments. I strongly believe it is this blend of special people who assist us in being as effective as we are.

Our firm operates on a very personal and professional level, always working hard to accomplish our clients' goals. The late Senator, Ken Maddy, coined our firm the "Gonsalvi". When asked what he meant by the nickname, Senator Maddy responded, "you're like alumni, when you guys are working an issue you are everywhere". Still today the members of the Legislature refer to us as "the Gonsalvi".

I would recommend you contact any Legislator and ask them about our firm. In addition, we encourage you to discuss our representation with our clients. We want you to know that we would be honored to represent City of Lawndale as your legislative advocates. Should you have any questions or concerns, please feel free to contact me.

Sincerely,

JASON A. GONSALVES

## FIRM BACKGROUND/QUALIFICATIONS

Joe A. Gonsalves & Son is a family firm that provides non-partisan legislative advocacy before the Governor, the Administration, the California State Legislature, and various State regulatory agencies. The Gonsalves family's participation in the legislative process dates back to 1962 when our founder, Joe Gonsalves, was sworn in as the first member of the California State Assembly from Portuguese ancestry. Joe served in the State Assembly until 1974 and, in 1975, he founded Joe A. Gonsalves & Son. Prior to that, he served as a Dairy Valley Council Member, including two years as Mayor of the city of Dairy Valley, which is now the city of Cerritos.

In January 1977, Anthony joined the firm after having worked for the California State Senate. Shortly after Anthony joined the firm, we incorporated; and we are now known as Joe A. Gonsalves & Son. The political process in Sacramento is truly complex. In the almost five decades Anthony has been lobbying in Sacramento, he has had the opportunity to master such complexities, which enables our firm to be successful when representing our clients on particularly difficult and controversial issues.

In December of 1998, Jason joined our firm to assist with our lobbying efforts. That gave our firm the proud distinction of being the first to have three generations of legislative advocates working on behalf of their clients, which continued until Joe passed away in July, 2000. Jason has successfully represented our clients before the Legislature and various State Agencies in the areas of local government finance, utilities and commerce, water, public employees' retirement, workers' compensation, environmental regulation, telecommunications, and conflict of interest issues.

In October of 2004, Paul, joined our firm after most recently serving as a legislative aide to former Assemblymember Rudy Bermudez. Paul received a B.A. in Political Science, a minor in Public Administration, and became Certified in Grant Writing from San Diego State University. Paul has successfully represented our clients before the Legislature and various State Agencies in the area of transportation, environmental quality, water, affordable housing, local governance and telecommunications. In addition, Paul has helped secure millions in State grant funding for our clients.

Our firm intentionally does not divide up workload. We have three full time lobbyists in our firm and each lobbyist is fully engaged in our representation of your City. Our entire firm intentionally uses the same <a href="mailto:gonsalves@gonsalvi.com">gonsalves@gonsalvi.com</a> email address. We do this in order to make sure each member of our firm is aware of the issues of importance as we coordinate our efforts. Whenever we take on an issue, all three lobbyists actively advocate on your behalf. We are a family firm with three lobbyists, Anthony Gonsalves, and his two sons, Jason and Paul Gonsalves. As with most family businesses you can safely assume the organizational structure, with one significant difference, we consider each and every one of our clients to be "the boss".

I have enclosed a list of our present clients. As you can see, we represent a large number of cities. We believe our base of client cities has provided us the unique opportunity to work with each member of the Legislature. Recognizing the number of Legislators coming out of local governments, we have established relationships with them prior to their election to the

Legislature. In addition, I have enclosed an outline of both our legislative and grant funding accomplishments. Please note, this is a partial list as it would be impossible to fully communicate the level of success we have enjoyed in representing our clients over the past 49 years.

I would recommend you contact any Legislator and ask them about our firm. In addition, we encourage you to discuss our representation with our clients.

# Project Team

Joe A. Gonsalves & Son intentionally does not divide up workload. We have three full-time lobbyists in our firm and each lobbyist is fully engaged in our representation of your Agency. As an example, when a sponsored bill is being heard in committee, we will have each of us in committee. One of us will provide testimony, one may be meeting with Members and/or staff in their offices, and one will likely be pulling a member out of committee to request their support. It is very difficult for one lobbyist to actually lobby an entire committee alone. All three of us will be available for the duration of the project and no person will be removed or replaced without the prior written concurrence of the City. Additionally, there is no limitation on the number of hours our firm will dedicate to the City. Our firm works tirelessly until the job is done.

We are a family firm with three lobbyists, Anthony Gonsalves (father), and his two sons, Jason and Paul Gonsalves. As with most family businesses you can safely assume the organizational structure, with one significant difference, we consider each and every one of our clients to be "the boss".

Organizational Structure

Organizational Structure	
Anthony D. Gonsalves (48 years)	President - Joe A. Gonsalves & Son
Jason A. Gonsalves (26 years)	Vice President - Joe A. Gonsalves & Son
Paul A. Gonsalves (20 years)	Lobbyist - Joe A. Gonsalves & Son

# **Biographies**

# Anthony D. Gonsalves

Anthony joined Joe A. Gonsalves & Son in 1977. Anthony started his career working for the California State Senate. The political process in Sacramento is truly complex, with over 4 decades of experience; Anthony has had the opportunity to master such complexities.

Anthony is a smart, never-give-up kind of lobbyist. He thinks of every angle. Most lobbyists will slow down at some point; not Anthony. He will not slow down until the job is done. The desire to win for our clients is paramount in his mind.

Anthony is widely recognized as one of Sacramento's longest tenured and successful lobbyists. Anthony and his wife Evelyn have been married for 49 years and they have 4 grown sons and 9 grandchildren.

Jason A. Gonsalves

Jason joined Joe A. Gonsalves & Son in 1998. This gave Joe A. Gonsalves & Son the proud distinction of being the first California lobbying firm to have 3 generations lobbying in Sacramento. The firm held this distinction until Joe A. Gonsalves passed away on July 7, 2000.

Jason continues to represent our clients before the Legislature and various state agencies in the areas of, local government finance, utilities and commerce, public employees retirement, workers compensation, telecommunications, and conflict of interest issues.

Over the past two decades, Jason has mastered the internal machinery of the California legislative process and our clients look to him for guidance on the most complex issues such as redevelopment dissolution.

Jason lives in Folsom, CA. with his wife Tracy. They have two children, daughter Taylor and son Joe.

Paul A. Gonsalves

Paul joined the firm in 2004. Paul started his career working at the State Capitol for Assembly Member Rudy Bermudez in 2002.

Paul earned his Bachelor of Arts degree in Political Science with a minor in Public Administration and became Certified in Grant Writing from San Diego State University.

Paul's previous experience working inside the Capitol has benefited our clients tremendously. He has mastered the process from the inside out and has developed life-long relationships that have enabled him to successfully represent our clients.

Paul has successfully represented our clients before the Legislature and various State Agencies in the area of transportation, environmental quality, water, affordable housing, local governance and telecommunications. In addition, Paul has helped secure millions in State grant funding for our clients.

Paul lives in Loomis, Ca. with his wife Jamie, and their two sons, Parker and Peyton.

We also have 2 support assistants and a communications director who assist our firm with the daily activities.

Taylor Gonsalves (1 year)	Communications Director – Joe A. Gonsalves & Son
Sasha Spangler (21 years)	Office Assistant – Joe A. Gonsalves & Son
Stacey Scambray (8 Years)	Office Assistant– Joe A. Gonsalves & Son

For almost 5 decades, our firm has shared in a number of successes with our clients ranging from No & Low Property Taxes, City Dependent Special Districts, Municipal Utility, and the Constitutional protection of your City's Bradley-Burns sales tax resulting from the negotiations

and passage of Proposition 1A. Additionally, our firm is one of the few, if any, who have been successful in finding resolutions to the ever-challenging redevelopment dissolution process. We assisted numerous cities in developing a path forward with the State Department of Finance and we coordinated several successful land transfers.

Attached for your review is an outline of both our legislative and grant funding accomplishments. Please note, this is a partial list as it would be impossible to fully communicate the level of success we have enjoyed in representing our clients. The following will provide you with highlights of three experiences of a similar nature:

1. Redevelopment Dissolution: On behalf of the City of San Bernardino and many of our other client cities:

Joe A. Gonsalves & Son has extensive experience assisting our client Cities with the redevelopment dissolution process. Many of our clients were well behind in the process and had not received a Finding of Completion (FOC). Therefore, many Cities were not eligible to secure their Long-Range Property Management Plan and the "fire sale" provisions contained in AB26x were quickly approaching.

In May 2014, we scheduled a series of meetings for the City of San Bernardino with the RDA dissolution manager's, Justyn Howard, Allen Parker and Jim Morris. These meetings provided an invaluable opportunity for the City to better understand DOF's misgivings as well as the City's sincere desire to work through the dissolution process.

We began working on the Successor Agencies (SA) installment plan with DOF in order to satisfy the City's Low- and Moderate-Income Housing Fund Due Diligence Review Payment and the Other Funds and Accounts Due Diligence Review amounts due. This was a critical step as it enabled the City's SA to proceed with a request for their FOC and on December 22, 2015 the City of San Bernardino received the much-awaited FOC.

Our attention then shifted to securing their LRPM, which was critically important for the City/SA, especially considering the number of properties owned by the former redevelopment agency. Just to mention a few, we sought direction/negotiated on the following:

- California National Guard Armory: was approved to be transferred to the City as Governmental Use.
- U.S. Army Reserve: was approved to be transferred to the City as governmental use and is approved as listed on the LRPMP.
- 2 Parking lots were approved as a permissible use of Sale. The statute was amended to allow these to be retained by the City.

The prior examples are just a few examples of the many properties we had to ensure were listed appropriately on the City's LRPMP as we were up against the December 31, 2015 "fire sale" deadline. Most importantly, at 4:03pm on December 31, 2015, with less than 8 hours to spare the city of San Bernardino's 236-page LRPMP was approved by the DOF. This was quite a relief to all who had worked so diligently through the holidays in order to ensure we did not miss the LRPMP deadline.

Dissolution of redevelopment never seems to end. Our firm has assisted our client Cities in facilitating the transfer and/or sale of countless former redevelopment agency properties. In many instances, we were able to turn the City's relationship with DOF around in order for their SA to receive its FOC and LRPMP.

# 2. AB 1250 (Jones-Sawyer, 2018): On behalf of our client cities:

In 2017, Assemblymember Jones-Sawyer introduced AB 1250, which proposed to prohibit cities and counties from contracting for personal services currently or customarily performed by city or county employees. Local governments have a long history of addressing service delivery challenges with creativity, self-reliance and innovation. Unique challenges and limited budgets fuel innovative efforts to obtain expertise and provide high quality services. Many services are provided by city employees, while others, such as refuse collection and specialized services, are provided on a contract basis. Law enforcement services are also commonly provided via contract with the sheriff and fire and park services by a special district.

AB 1250 would have placed substantial burdens on local agencies by adding onerous, over prescriptive and unnecessary requirements that impede on local control and have significant impacts on local governance. The impacts to local governments would create significant cost and workload requirements, while taking into consideration unfunded pension liabilities and normal pension costs, including the discount rate reduced by the California Public Employees' Retirement System, and creation of a new, fully searchable database posted on the city website. Additionally, AB 1250 would have created a series of new reporting requirements prior to entering or renewing a contract, along with increased litigation.

Our firm worked closely with the sponsors, the California State Council of the Service Employees International Union and the Author's office to have cities removed from the bill. After weeks of conversations, the Author sponsors decided not to remove cities from the bill and brought it up for a vote on the Assembly floor.

We spent countless hours talking with Legislator's and their staff about the impact AB 1250 would have on cities ability to contract out for services. When the bill was heard on the Assembly Floor, which also happened to be the deadline to pass AB 1250 out of the Assembly, the first roll call was significantly short of the 41 votes necessary to pass. Once we were able to prevent the necessary votes on the Assembly Floor, the Author and sponsors were quick to reengage in our negotiations.

Assemblymember Jones-Sawyer and the sponsors agreed to remove cities from AB 1250 entirely, which was a significant victory for cities and one that was the result of several weeks of tireless advocacy in Sacramento and in Assemblymember's districts. Recognizing that the Legislature had to pass AB 1250 that day, and it was too late to amend the bill on the Assembly Floor, Assemblymember Jones-Sawyer gave us his commitment that he would amend the bill in the Senate to remove cities from the bill.

Our firm was able to secure enough no votes on the bill that the Assembly Democratic leadership requested we submit a letter to the Author stating that our clients were removing their opposition. We delivered the memo to the Capitol, removing our opposition, and Assembly Democratic Leadership made 80 copies in the Speaker's office, distributed the memo to the Members of the Legislature, and the bill passed out of the Assembly. When AB 1250 was passed to the Senate, Assemblymember Jones-Sawyer stayed true to his word and removed cities form the bill.

# 3. SB 107 (Budget, 2015): On behalf of the Cities of Eastvale, Jurupa Valley, Menifee and Wildomar.

In 1998, the Legislature began cutting the VLF rate from 2% to 0.65% of a vehicle's value. The State General Fund backfilled the lost VLF revenues to cities and counties. As part of the 2004-05 budget agreement, the Legislature enacted the "VLF-property tax swap," which replaced the VLF backfill from the State General Fund with property tax revenues that otherwise would have gone to schools through the Educational Revenue Augmentation Fund (ERAF). This replacement funding is known as the "VLF adjustment amount." The State General Fund backfills schools for their lost ERAF money.

The VLF-property tax swap did not reallocate extra property tax revenues to cities that were not in existence when the State was compensating cities for the difference between the 2% and 0.65% VLF rates. As a result, new cities received less VLF funding than they would have if they had incorporated before the VLF property tax swap. Cities asked the Legislature to reallocate a portion of existing cities' remaining VLF funds to new cities to help make new city incorporations financially feasible. In response, the Legislature passed AB 1602 (Laird, Chapter 556, Statutes of 2006), which changed the allocation of VLF funds to restore the VLF revenues for city incorporations that were lost under the VLF-property tax "swap." AB 1602's formula allocated \$50 per capita adjusted annually for growth.

In 2011, The Legislature passed SB 89, which re-calculated the Department of Motor Vehicle's administration fund to \$25 million and increased vehicle license registration by \$12 per vehicle to offset DMV's cut budget. SB 89 also eliminated VLF revenues allocated to cities and shifted those revenues to fund public safety realignment. Proposition 30 (2012) amended the Constitution to permanently dedicate a portion of the sales tax and VLF to local governments to pay for the programs realigned in 2011-12.

Four new cities incorporated after the Laird bill enacted new VLF funding allocations for new cities and before those allocations were repealed. The City of Wildomar incorporated on July 1, 2008. The City of Menifee incorporated on October 1, 2008. The City of Eastvale incorporated on October 1, 2010. The City of Jurupa Valley officially incorporated on July 1, 2011, only two days after SB 89 repealed the VLF allocation formulas for new cities. SB 89's elimination of VLF allocations created severe fiscal hardships for cities that incorporated with the expectation that they would receive VLF revenues under the formulas enacted by the 2006 Laird bill.

After 4 years of relentless work and effort on this issue, our firm was able to secure \$24 million dollars in fiscal relief to these four cities through a budget trailer bill, SB 107 (Budget, 2016).

# UNDERSTANDING OF SCOPE OF SERVICES & APPROACH

Our firm lists our scope of services in very general terms. We purposely do this to ensure that each client has the flexibility to request any assistance you may require in Sacramento, such as setting up meetings with the appropriate legislators, Governor's office, various state departments and funding opportunities.

Our firm will work cooperatively with the City's management team to review, learn and provide advice on the City's legislative priorities and project funding needs. We have years of experience reviewing and advising our local government clients on their Legislative Platforms in order to shape them around the City Councils priorities. Our firm will assist the City in reviewing and guiding the legislative priorities, outlined by the City Council, for the current year and outyears, along with providing the management team with draft letters and resolutions that reflect the City's legislative priorities. This will help ensure we have direction from the City, which will assist our firm in providing a strategy to accomplish the City's priorities and goals. Additionally, our firm will provide the City with ongoing reports that identify and outline grant funding opportunities.

Advocacy:

Our firm actively monitors, reviews and participates in the daily activities of the Capitol and the State Agencies. We receive a copy of every bill introduced and each set of amendments. We will read each bill and the amendments and send those that we feel may be of interest to your City. In addition, as the legislative proposals develop, we provide you with fact sheets and analysis of the bills that may affect you. We provide your City a "weekly report" with the status of all bills either watched, supported and/or opposed by your City.

Additionally, we actively sponsor bills on behalf of our client's as well as maintain a constant line of communication with the Members of the Legislature and their staff to ensure we are apprised of upcoming proposals. Our firm will assist in preparing written correspondence on any/all issues of importance to the City. That said, we do not unilaterally adopt positions on behalf of the City. We work very closely with the City's management team under the direction of the City Council.

Whenever your City sponsors or adopts a position on legislation and/or proposed regulations, we cover all bases. We meet with the Author's office, the Committee Consultants (both Democrat and Republican), Legislative Leadership, Governor's office, all pertinent stakeholders, and provide testimony in each Committee in order to ensure your City's position is known and ultimately supported. Additionally, we will assist the management team with draft letters of support, position statements, talking points and any additional advocacy that the issue requires.

Our firm will work closely with the City's management team under the direction of the City Council to develop strategies tailored to the specific issues. Every legislative policy has numerous strategies, proponents and opponents, and they all vary depending on the issue. Our firm will assist in identifying the most appropriate strategy for each issue and building coalitions with stakeholders that support the City's legislative and policy positions.

Funding:

Our firm proactively identifies any/all funding opportunities for your City and will provide you, on a quarterly basis, with a memo outlining all available grant funding from the State. Our firm will also assist you in developing your project proposals for each potential grant application. Once the City has identified a grant to apply for, our firm will schedule a meeting with the Agency staff overseeing the project to discuss the City's project and application in greater detail to ensure the City's application is competitive and meets all of the guidelines and requirements of the grant program. Often times, these meetings lead to additional funding opportunities for the City. Additionally, we will work with your legislator's, Assemblymember Wilson and Senator Dodd, to obtain letters of support for your grant applications.

We recommend the City request our firm set-up a series of "action days" in Sacramento to meet with the various State Agencies overseeing the desired grant funding in an effort to craft a competitive proposal. This is also an opportunity to meet with Legislator's and Legislative Committees to seek their input and support on any funding the City is seeking. Likewise, this will provide an opportunity for the City to receive information and provide input on any funding opportunities that may be available or coming available.

In addition to grant funding, our firm will assist the City in developing and submitting "Members Request" for funding through the State Budget. We have been extremely successful in advocating for "Members Requests" on behalf of our clients. Please note, our attached funding accomplishments do not reflect Members Requests. Although our firm assists in the efforts for this funding, ultimately, it is your Legislator's that make the request and they deserve the credit.

Increased presence:

An invaluable part of achieving the City's goals and objectives is establishing a voice in Sacramento. Our firm will accomplish this by maintaining our relationships and communication with key policy makers on your behalf. We strongly recommend you request our firm to set up a series of "action days" in Sacramento to meet with legislator's, key committee members and staff, the Governor's office, and State Agencies to discuss the City's priorities.

Our firm will be present to represent Suisun City's positions on legislation in every pertinent committee, on the floors of both houses, and in front of any state agency overseeing an issue of importance to the City. This will ensure your priorities are heard while developing a presence in Sacramento on important local government issues.

Regulatory and Administrative:

The regulatory and administrative process are often the most time consuming and onerous part of advocacy. State Agencies within the State of California have continued to grow as the Legislature has provided many of them with new powers and responsibilities. Moreover, recent state budget investments and legislation have resulted in unprecedented amounts of funding for various projects. Our firm will monitor, analyze, participate and influence State Agencies with administrative actions of interest to the City. The process for regulations and funding guidelines will be handled in the same manner as legislative matters. We will work closely with the City to establish policy direction and we will take the necessary steps to best represent the City before the State Agencies.

Tracking and Reporting:

Our firm actively monitors, reviews and participates in the daily activities of the Capitol and the State Agencies. We receive a copy of every bill introduced and each set of amendments. We will read each bill and the amendments and send those that we feel may be of interest to your City. In addition, as the legislative proposals develop, we provide you with fact sheets and analysis of the bills that may affect you.

Our firm will provide your City with a weekly report, which we send out every Thursday or Friday, depending upon the legislative calendar. We tailor our weekly report to ensure it provides a specific update on the legislative proposals identified/adopted by your City Council. Additionally, we will provide the City with a monthly written and oral report of legislative activity, as requested, either virtually or in person, as requested by the City. Furthermore, our firm will assist the City in the filing of all lobbyist and expenditure disclosure forms and reports in a timely manner.

Our firm maintains a constant line of communication with the Members of the Legislature and their staff to ensure we are apprised of upcoming proposals. Our firm will assist in preparing written correspondence on any/all issues of importance to the City. That said, we do not unilaterally adopt positions on behalf of the City. We work very closely with the City's management team under the direction of the City Council.

Relationship Building:

Our strategic approach to advocacy is custom tailored to the unique needs of each of our clients by utilizing our 47 years of experience and relationships with Legislator's, the Administration and stakeholders. As previously mentioned, we represent a large number of local governments, which provides us the unique opportunity to work with each member of the Legislature. Recognizing the number of Legislators coming out of local governments, we have established relationships prior to them being elected to the Legislature.

Relationships and respect matter in Sacramento and we are extremely proud of the personal and professional relationships we have with the Executive Branch, State Agencies as well as the members of the Legislature. Our long-standing presence in Sacramento enables us to successfully represent your City. We encourage you to contact our clients and any member of the Legislature and ask them about our firm and the services we provide.

## REFERENCES

In addition to the following references, I have enclosed a list of our present clients. As you can see, we represent a large number of municipal agencies. We believe our base of clients have provided us the unique opportunity to work with each member of the Legislature. Recognizing the number of Legislators coming out of local governments, we have established relationships prior to them being elected to the Legislature. I would recommend you contact any Legislator and ask them about our firm. In addition, we encourage you to discuss our representation with any of our clients.

- 1. David Gassaway, City Manager City of Fairfield
  1000 Webster Street
  Fairfield, CA 94533
  (707) 428-7398
  dgassaway@fairfield.ca.gov
- 2. Thaddeus McCormick, City Manager City of Lakewood 5050 Clark Ave Lakewood, CA 90712 562-866-9771 Tmack@lakewoodcity.org
- 3. Chris Freeland, City Manager City of Indian Wells 44-950 El Dorado Drive Indian Wells, CA 92210 760 346-2489 cfreeland@indianwells.com
- 4. John Moreno, City Manager
  City of Paramount
  16400 Colorado Ave
  Paramount, CA 90723
  (562) 220-2000
  imoreno@paramountcity.com
- 5. Michael Chandler, City Manager 525 Henrietta Street Martinez, CA 94553 Phone: (925) 372-3517 mchandler@cityofmartinez.org

# **COMPENSATION AND FEE PROPOSAL**

Please see the separate attached document.

# **CONFLICTS OF INTEREST**

Our firm intentionally only considers new clients that will not conflict with our existing clients. We have had numerous offers from Counties and large Cities to represent them in Sacramento, however, we always decline. Counties and large Cities do not have the same fiscal structure as our current client Cities and typically have different priorities. A majority of our client cities are small to medium size cities that rely heavily on sales tax and have specific issues that the large local government associations will not take on. We specialize in one-off issues related to your City and will utilize our base of client cities to be part of the solution.

In the extremely rare case that there is a conflict between any of our clients, we have successfully work with both clients to find a solution that works for both parties. In our Firm's 49 years of experience, we have only experienced 1 conflict amongst our clients. In that case, one client City introduced legislation to take over land use in another clients City, which made a conflict for all of our client cities. We tried to find an agreement between the 2 clients, however, we were unable to. Ultimately, the City that was trying to take over land use terminated our contract, our firm killed their bill in the Legislature, and the City reinstated our contract after the issue was resolved. Both Cities are clients today.

# ADDITIONAL INFORMATION

Please see attached documents.



# Joe A. Gonsalves & Son

Jason A. Gonsalves Paul A. Gonsalves PROFESSIONAL LEGISLATIVE REPRESENTATION 925 L ST. · SUITE 250 · SACRAMENTO, CA 95814-3766 916 441-0597 · FAX 916 441-5061

Email: gonsalves@gonsalvi.com

# COMPENSATION AND FEE PROPOSAL

In our contract we charge a retainer on a monthly basis. The retainer is all inclusive of the services we would provide for your City. We do not charge for any additional costs. Additionally, all of our contracts include a 30-day cancelation clause as we are confident on our ability to provide your City with an unparallel level of service.

Our Firm lists the scope of services we provide for our clients in very general terms. We purposely do this to ensure that each client has the flexibility to request any assistance our clients may require in Sacramento such as setting up meetings with the appropriate legislators, Governor's office or the various state departments. Should you have any changes you would like to make in the Scope of Services, please feel free to discuss them with me.

Given our prior relationship with the City, we respectfully propose a monthly fee of \$3,500 per month.

2024-2025 (Remaining 6 months)

TOTAL ANNUAL RATE	MONTH	MONTHLY RATE
\$21,000	JANUARY	\$3,500
<b>42</b> 1,000	FEBRUARY	\$3,500
	MARCH	\$3,500
	APRIL	\$3,500
	MAY	\$3,500
	JUNE	\$3,500

25-2026 FOTAL ANNUAL RATE	MONTH	MONTHLY RATE
\$42,000	JULY	\$3,500
<b>4.2,000</b>	AUGUST	\$3,500
	SEPTEMBER	\$3,500
	OCTOBER	\$3,500
	NOVEMBER	\$3,500
	DECEMBER	\$3,500
	JANUARY	\$3,500
	FEBRUARY	\$3,500
	MARCH	\$3,500
	APRIL	\$3,500
	MAY	\$3,500
	JUNE	\$3,500

# **EXHIBIT A**

CITY OF LAWNDALE 14717 Lawndale Blvd. Lawndale, CA 90260

RFP NO. 2410-34

# RFP PROPOSAL FORM

# PROPOSER'S RESPONSES TO RFP FOR LEGISLATIVE AND LOBBYING SERVICES

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE RFP.

The following Proposal is submitted to the City of Lawndale.

# **Proposal Submitted By:**

r toposai oabiiiitoa =	1 Toposai Gasinicoa Sy.					
Joe A. Gonsalves	& Son	Gonsalvi.com				
Name of Firm	. 4. 0011	Website				
925 L Street, Suite	e 250					
Address						
Sacramento	CA	95814				
City	State	Zip Code				
Jason Gonsalves		Gonsalves@gonsalvi.com				
Printed Name/Title	of Contact	Email				
916-441-0597	916-441-5061					
Telephone Number/Fax Number						
Jason Gonsalves						
Name of official authorized to bind firm to terms of submittal						
Form of Business Organization:						
Please indicate the following (check one):						
Corporation	X					
Partnership						
Sole Proprietorship						
Other:						

	s History: g have you been in b	usiness under	your current nar	ne and form of busi	ness organization?
49			•		
If less th					nt name, what was that
Addend	a Received:				
Please ii	ndicate addenda info	rmation you ha	ave received reg	arding this RFP: (if	needed)
P	Addendum No1_ Addendum No Addendum No	_	Date Received Date Received Date Received	·	
No Adde	enda received regard	ling this RFP: _	RFP No. 2	2410-34 Addendu	m #1
Referen	ces:				
Please compara	supply the names able goods as reques	of companies/ sted in this RFI	/agencies for w ⊃.	hom you recently	supplied and installed
City of Ind Name o	ian Wells 44-950 f f Company/Agency	<u>El Dorado Dr.</u> Address	Indian Wells, ( Person to co	CA 92210 Chris F ntact/Telephone No	reeland, City Manage o. 760-346-2489
ity of Lake	ewood 5050 Clark	Ave, Lakewo	od, CA 90712	Thaddeus McCo	ormick, City Manager
Name o	f Company/Agency	Address	Person to con	act/Telephone No.	562-866-9771
City of Fair	rfield 1000 Webst	er St., Fairfiel	d, CA 94533	David Gassaway,	City Manager
	f Company/Agency	Address	Person to con	act/Telephone No.	707-428-7398
□ Is t	he Compensation arent for Fiscal Year Yes	and Fee Prop 2024-2025 (re	osal attached maining 6 mon	and include a cos ths) AND cost for l	st breakdown for bot Fiscal Year 2025-2026

# RFP No. 2410-34 - ADDENDUM #1 Professional Legislative and Lobbying Services October 17, 2024

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

	QUESTIONS AND ANSWERS			
While we understand the city is seeking both state and federal		Question (s): Is this RFP for BOTH Federal and State legislative and lobbyist services?  While we understand the city is seeking both state and federal advocacy services, would the City consider a proposal focused solely on state advocacy or solely on federal advocacy?		
The state of the s		Answer: The City is primarily focused on the federal level. However, if your firm is able provide both federal and state level advocacy services, that would be great to note and include in your proposal.		

## **END OF ADDENDUM**

Proposer's Signature:

Proposer's Firm Name: 100 A. GONSTWES + SON

(Please sign and submit this acknowledgement with your RFP)

# Joe A. Gonsalves & Son

Anthony D. Gonsalves Jason A. Gonsalves Paul A. Gonsalves

PROFESSIONAL LEGISLATIVE REPRESENTATION 925 L ST. · SUITE 250 · SACRAMENTO, CA 95814-3766 916 441-0597 · FAX 916 441-5061

Email: gonsalves@gonsalvi.com

# **CLIENT LIST**

## ACCESS SERVICES

3449 Santa Anita Avenue El Monte, CA 91731 Andre Colaiace, Executive Director (213) 270-6000

# AMERICAN PROMOTIONAL EVENTS, INC. dba TNT FIREWORKS

555 North Gilbert Street Fullerton, CA 92833 Carson Anderson, President (714) 738-1002

## **BOYS REPUBLIC**

1907 Boys Republic Drive Chino Hills, CA 91709 Chris Burns, Ph.D., Executive Director (909) 628-9222

# **BURRTEC WASTE & RECYCLING SERVICES,** LLC

41-575 Eclectic Street Palm Desert, CA 92260 Frank Orlett, Vice President (760) 340-5901

# <u>CALIFORNIA ASSOCIATION OF DUI</u> TREATMENT PROGRAMS "CADTP"

218 North Glendora Avenue La Puente, CA 91744 Barbara Aday-Garcia, Executive Director (626) 862-2215

# CALIFORNIA CITY MANAGEMENT FOUNDATION "CCMF"

2533 Brown Dr. El Cajon, CA 92020 Ken Pulskamp, Executive Director (844) 226-2411

# CALIFORNIA MUNICIPAL FINANCE **AUTHORITY "CMFA"**

2111 Palomar Airport Road Carlsbad, CA 92011 John Stoecker, Financial Advisor (760) 930-1221

# CALIFORNIA PRODUCER-HANDLER ASSOCIATION

313 Casa Linda Drive Woodland, CA 95695-4722 Amos DeGroot, President (530) 662-1228

# GALE BANKS ENGINEERING

546 South Duggan Avenue Azusa, CA 91702 Gale Banks, President (626) 969-9600

# GATEWAY WATER MANAGEMENT **AUTHORITY "GWMA"**

16401 Paramount Blvd. Paramount, CA 90723 Grace J. Kast, Executive Officer (626) 485-0338

# LONG BEACH TRANSIT

Post Office Box 731 1963 E. Anaheim St. Long Beach, CA 90801 Kenneth McDonald, President & CEO (562) 489-8485

#### MOSH-1

1320 Calaveras Streetr Graham, TX 76450 Shawn Bryan, CEO (505) 463-2219

# ORANGE COUNTY WATER DISTRICT

18700 Ward Street Fountain Valley, CA 92708 Alicia Harasty Legislative Affairs Liaison (714) 378-3268

# PACIFIC EDUCATIONAL SERVICES, INC.

Auburn, CA 95603 Walt Stockman, President (530) 888-1010

# PORT OF STOCKTON

2201 W. Washington Street Stockton, CA 95203 Kirk DeJesus, Port Director (209) 946-0246

# SAN GABRIEL VALLEY WATER ASSOCIATION "SGVWA"

725 North Azusa Avenue Azusa, CA 91702 Russ Bryden, Executive Officer (626) 815-1305

# SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT "SCAQMD"

21865 Copley Drive Diamond Bar, CA 91765 Wayne Nastri, Executive Officer (909) 396-3203

# TWENTY-NINE PALMS BAND OF

MISSION INDIANS

46-200 Harrison Place Coachella, CA 92236 Mike Darrell, Chairman (760) 625-6067

# <u>VALLEJO FLOOD AND WASTEWATER</u> DISTRICT "VFWD"

450 Ryder Street Vallejo, CA 94590 Jeff Tucker, Director of Finance/Treasurer (707) 652-7802

### WILLDAN GROUP, INC.

2401 East Katella Avenue, Suite 300 Anaheim, CA 92806-6073 Vanessa Munoz, President Business Development (714) 940-6300

#### **CITY OF ARTESIA**

18747 Clarkdale Avenue Artesia, CA 90701 Melissa Burke, City Manager (562) 865-6262

### CITY OF ATASCADERO

6500 Palma Avenue Atascadero, CA 93422 Jim Lewis, City Manager (805) 461-5000

### ATHERTON, TOWN OF

80 Fair Oaks Lane Atherton, CA 94027 George Rodericks, City Manager (650) 752-0529

# **CITY OF BANNING**

99 East Ramsey Street Banning, CA 92220 Doug Schulze, City Manager (951) 922-4860

## CITY OF BARSTOW

220 East Mountain View St. Suite A Barstow, CA 92311 Andy Espinoza Jr., City Manager (760) 255-5195

#### CITY OF BELLFLOWER

16600 Civic Center Drive Bellflower, CA 90706-5494 Ryan Smoot, City Manager (562) 804-1424

#### CITY OF BLYTHE

235 N. Broadway Blythe, CA 92225 Mallory Crecelius, City Manager (760) 922-4938

# CITY OF CARSON

701 E. Carson Street Carson, CA 90745 David C. Roberts, Jr., City Manager (310) 952-1728

#### CITY OF CERRITOS

Post Office Box 3130 18125 Bloomfield Avenue Cerritos, CA 90703-3130 Robert A. Lopez, City Manager (562) 860-0311

#### CITY OF CHINO

T3220 Central Avenue Chino, CA 91710 Dr. Linda Reich, City Manager (909) 334-3390

#### CITY OF COMMERCE

2535 Commerce Way Commerce, CA 90040-1487 Ernie Hernandez, City Manager (323) 722-4805

#### **CITY OF CUPERTINO**

10300 Torre Avenue Cupertino, CA 95014 Pamela Wu, City Manager (408) 777-3212

### CITY OF DIAMOND BAR

21810 Copley Drive Diamond Bar, CA 91765 Dan Fox, City Manager (909) 839-7010

#### CITY OF EL CENTRO

1275 W. Main Street El Centro, CA 92243 Cedric Ceseña, City Manager (760) 337-4540

## CITY OF EL SEGUNDO

350 Main Street El Segundo, CA 90245 Darrell George, City Manager (310) 524-2300

#### CITY OF ELK GROVE

8401 Laguna Palms Way Elk Grove, CA 95758 Jason Behrmann, City Manager (916) 478-2249

## **CITY OF FAIRFIELD**

1000 Webster Street Fairfield, CA 94533 David Gassaway, City Manager (707) 428-7400

#### CITY OF FILLMORE

250 Central Avenue Fillmore, CA 93015 David W. Rowlands, City Manager (805) 524-1500 ext. 209

## CITY OF FOLSOM

50 Natoma Street Folsom, CA 95630 Elaine Andersen, City Manager (916) 461-6010

## CITY OF FONTANA

8353 Sierra Avenue Fontana, CA 92355 Matthew Ballantyne, City Manager (909) 350-7659

#### CITY OF GLENDORA

116 East Foothill Blvd. Glendora, CA 91741 Adam Raymond, City Manager (626) 914-8201

# CITY OF HAWAIIAN GARDENS

21815 Pioneer Blvd. Hawaiian Gardens, CA 90716 Ernesto Marquez, City Manager (562) 420-2641 ext. 201

# CITY OF INDIAN WELLS

44-950 El Dorado Drive Indian Wells, CA 92210 Chris Freeland, City Manager (760) 346-2489

#### **CITY OF INDUSTRY**

15625 East Stafford Street City of Industry, CA 91744 Joshua Nelson, City Manager (626) 333-2211

#### CITY OF IRWINDALE

5050 N. Irwindale Avenue Irwindale, CA 91706 Julian A. Miranda, City Manager (626) 430-2217

## CITY OF JURUPA VALLEY

8930 Limonite Avenue Jurupa Valley, CA 92509 Rod Butler, City Manager (951) 332-6464

### CITY OF KERMAN

850 S. Madera Avenue Kerman, CA 93630 John Jansons, City Manager (559) 846-9450

#### CITY OF LA MIRADA

13700 La Mirada Blvd. La Mirada, CA 90638 Jeff Boynton, City Manager (562) 943-0131

## CITY OF LA PUENTE

La Puente, CA 91744 Bob Lindsey, City Manager (626) 855-1500

## CITY OF LA QUINTA

78-495 Calle Tampico LaQuinta, CA 92253 Jon McMillen, City Manager (760) 777-7030

## CITY OF LAKE FOREST

100 Civic Center Drive Lake Forest, CA 92630 Debra Rose, City Manager (949) 461-3437

## CITY OF LAKEWOOD

5050 Clark Avenue Lakewood, CA 90712 Thaddeus McCormack, City Manager (562) 866-9771

#### CITY OF LOMITA

24300 Narbonne Avenue, PO Box 339 Lomita, CA 90717 Andrew Vialpando, City Manager (310) 325-7110

# LOS ALTOS HILLS, TOWN OF

26379 Fremont Road Los Altos Hills, CA 94022 Peter Pirnejad, City Manager (650) 941-7222

#### CITY OF LYNWOOD

11330 Bullis Road Lynwood, CA 90262 Julian Lee, Interim City Manager (310) 603-0220 Ext. 200

#### **CITY OF MARTINEZ**

525 Henrietta Street Martinez, CA 94553 Michael Chandler, City Manager (925) 372-3505

### CITY OF MILPITAS

455 E. Calaveras Blvd. Milpitas, CA 95035 Ned Thomas, City Manager (408) 586-3059

#### **CITY OF NORCO**

2870 Clark Avenue Norco, CA 92860 Lori Sassoon, City Manager (951) 735-3900

#### CITY OF NORWALK

12700 Norwalk Blvd. Room 3 Norwalk, CA 90650 Jesus M. Gomez, City Manager (562) 929-5700

### CITY OF PALM DESERT

73-510 Fred Waring Drive Palm Desert, CA 92260 Todd Hileman, City Manager (760) 346-0611

### CITY OF PALMDALE

38300 Sierra Highway Ste. A Palmdale, CA 93550 Ronda Perez, City Manager (661) 267-5100

#### CITY OF PARAMOUNT

16400 Colorado Avenue Paramount, CA 90723 John Moreno, City Manager (562) 220-2225

#### CITY OF RANCHO CORDOVA

2729 Prospect Park Drive Rancho Cordova, CA 95670 Micah Runner, City Manager (916) 851-8700

#### CITY OF REDDING

777 Cypress Avenue Redding, CA 96001 Barry Tippin, City Manager (530) 225-5095

#### CITY OF ROSEVILLE

311 Vernon Street Roseville, CA 95678 Dominick Casey, City Manager (916) 774-5362

#### CITY OF SANTA CLARITA

23920 Valencia Blvd. Suite 120 Santa Clarita, CA 91355 Kenneth W. Striplin, Ed.D (661) 255-4905

# CITY OF SIGNAL HILL

2175 Cherry Avenue Signal Hill, CA 90755 Carlo Tomaino, City Manager (562) 989-7305

#### CITY OF SIMI VALLEY

2929 Tapo Canyon Road Simi Valley, CA 93063 Samantha Argabrite, City Manager (805) 583-6701

# CITY OF SOUTH GATE

8650 California Avenue South Gate, CA 90280 Rob Houston, City Manager (323) 563-9503

#### CITY OF THOUSAND OAKS

2100 Thousand Oaks Blvd. Thousand Oaks, CA 90280 Andrew P. Powers, City Manager (805) 449-2121

#### CITY OF TORRANCE

3031 Torrance Blvd. Torrance, CA 90503 Aram Chaparyan, City Manager (310) 328-5310

## CITY OF TWENTYNINE PALMS

6136 Adobe Road Twentynine Palms, CA 92277 H. Stone James, City Manager (760) 367-6799

#### CITY OF VACAVILLE

650 Merchant Street Vacaville, CA 95688 Aaron Busch, City Manager (707) 449-5100

#### **CITY OF VALLEJO**

555 Santa Clara Street, 3<sup>rd</sup> Floor Vallejo, CA 94590 Andrew Murray, City Manager (707) 648-4576

#### CITY OF VICTORVILLE

14343 Civic Drive Victorville, CA 92393 Keith C. Metzler, City Manager (760) 955-5029

#### CITY OF WEST COVINA

1444 West Garvey Avenue, Room 305 West Covina, CA 91790 Paulina Morales, City Manager (626) 939-8401

#### CITY OF WHITTIER

13230 Penn Street Whittier, CA 90602 Brian Saeki, City Manager (562) 567-9300

#### CITY OF WILDOMAR

23873 Clinton Keith Rd, Ste. 201 Wildomar, CA 92595 Dan York, City Manager (951) 677-7751 ext. 209

#### WINDSOR, TOWN OF

9291 Old Redwood Hwy, Bldg. 400 Windsor, CA 95492 Jon Davis, Town Manager (707) 838-5335

#### CITY OF YUCAIPA

34272 Yucaipa Blvd. Yucaipa, CA 92399 Chris Mann, City Manager (909) 797-2489, ext. 223



# PROJECT FUNDING SECURED BY: JOE A. GONSALVES & SON

Project Name	Joe A. Gonsalves & Son Client	Grant Amount S
Roseville Public Library	City of Roseville	\$10,000
Pomona Public Library	City of Pomona	\$8,500
Irwindale Public Library	City of Irwindale	\$5,000
Beaumont Library District	City of Beaumont	\$95,000
Torrance Public Library	City of Torrance	\$16,075
Santa Fe Springs City Library	City of Santa Fe Springs	\$19,000
Rancho Cucamonga Public Library	City of Rancho Cucamonga	\$561,982
Hemet Public Library	City of Hemet	\$28,657
Folsom Public Library	City of Folsom	\$23,000
Safe Routes to School	City of Redding	\$373,700

Safe Routes to School	City of Alameda	\$276,900
Safe Routes to School	City of Concord	\$436,400
Safe Routes to School	City of Claremont	\$450,000
Safe Routes to School	City of La Puente	\$387,000
Safe Routes to School	City of Palmdale	\$449,800
Safe Routes to School	City of South Gate	\$449,500
Safe Routes to School	City of Thousand Oaks	\$332,000
Safe Routes to School	City of Eastvale	\$150,100
Safe Routes to School	City of Fontana	\$254,200
Safe Routes to School	City of Moreno Valley	\$416,700
Safe Routes to School	City of Wildomar	\$170,800
Safe Routes to School	City of Placentia	\$409,000
Safe Routes to School	City of Pomona	\$900,000
Proposition 1B Trade Corridor Improvement Fund	Port of Long Beach	\$299,795,000
State Highway Operation and Protection Program	Port of Long Beach	\$200,205,000

Statewide Park Development & Community Revitalization Program	City of South Gate	\$2,000,000
Statewide Park Development & Community Revitalization Program	City of Rosemead	\$3,134,066
Statewide Park Development & Community Revitalization Program	City of Rancho Cucamonga	\$3,941,136
Statewide Park Development & Community Revitalization Program	City of Paramount	\$4,580,902
Safe Routes to School	City of La Puente	\$664,470
Bruggemeyer Memorial Library	City of Monterey Park	\$8,845,850
Camarillo Library	City of Camarillo	\$15,621,473
Fairfield Cordelia Library	City of Fairfield	\$4,100,385
Fontana Library	City of Fontana	\$14,900,075
Lawndale Library	City of Lawndale	\$7,300,132
National City Public Library	City of National City	\$11,112,814
Redding - Shasta County Library	City of Redding	\$12,177,532
Victoria Gardens Library	City of Rancho Cucamonga	\$7,752,688
SF Bay to Stockton Ship Channel Deepening Project	Port of Stockton	\$17,500,000

Sacramento River Deep Water Channel Project	City of West Sacramento Port of Sacramento	\$10,000,000
Gateway-Valley Grade Separation	City of Santa Fe Springs	\$25,570,000
Washington Blvd Widening & Reconstruction Project	City of Commerce	\$5,800,000
Gerald Desmond Bridge Replacement	Port of Long Beach	\$250,000,000
Ports Rail System Pier F	Port of Long Beach	\$4,650,000
Ports Rail System Track Realignment	Port of Long Beach	\$23,960,000
Port Rail System Pier B Realignment	Port of Long Beach	\$4,180,000
Port Terminal Island Track Realignment	Port of Long Beach	\$3,790,000
Port Computerized Train Control	Port of Long Beach	\$11,850,000
Reeves Ave Closure and Grade Separation	Port of Long Beach	\$31,180,000
Navy Mole Storage Yard	Port of Long Beach	\$5,930,000
New Cerritos Rail Bridge/Triple Track S. of	Port of Long Beach	\$38,330,000
West Basin road Rail Access Improvements	Port of Long Beach	\$47,560,000
Pier 400 Second Lead Track	Port of Long Beach	\$3,670,000
Sunset Avenue Grade Separation	City of Banning	\$10,000,000

Corridor Logistics Access Project (Cherry Street)	City of Fontana	\$30,773,000
Corridor Logistics Access Project (Citrus Street)	City of Fontana	\$23,600,000
Corridor Logistics Access Project (Riverside Street)	City of Fontana	\$14,096,000
Glen Ridge Apartments	City of Carlsbad	\$5,921,777
CalHome	City of Roseville	\$600,000
CalHome	City of Chino	\$400,000
CalHome	City of Vista	\$600,000
CalHome	City of Redding	\$600,000
CalHome	City of Fairfield	\$600,000
CalHome	City of Yuba City	\$600,000
Palmdale Transit Village	City of Palmdale	\$2,200,000
Santa Barbara Estates, Units 3 & 4	City of Redding	\$132,300
Santa Monica	City of Fairfield	\$1,080,000
Central Station Town Homes	City of Fillmore	\$480,000
Westerner Mobile Home Park	City of Elk Grove	\$250,000

Mountain View Terrace Apartments	City of Beaumont	\$2,960,000
Westview Terrace Apartments	City of Banning	\$2,833,000
CalHome	City of Pomona	\$900,000
CalHome	City of Fairfield	\$900,000
CalHome	City of Simi Valley	\$900,000
Workforce Housing Reward Program	City of Concord	\$324,800
Workforce Housing Reward Program	City of Roseville	\$20,240
Workforce Housing Reward Program	City of West Sacramento	\$54,880
Computers, Vehicles for Sheriff Station	City of Bellflower	\$30,000
Restoration of Camarillo Ranch	City of Camarillo	\$493,000
Cascade Park	City of Monterey Park	\$225,000
Community Center	City of Irwindale	\$150,000
Mae Boyer Park	City of Lakewood	\$750,000
Historic Roseville Project	City of Roseville	\$250,000
Preservation of Camarillo Ranch	City of Camarillo	\$492,605
School Bus Replacement	City of Ventura	\$300,000

Total Project Grants		\$1,208,628,639
BOE Use Tax Refund	City of Redding	\$1,500,000
Tiger Field Improvements	City of Redding	\$500,000
Youth Facility Improvements	City of Palmdale	\$500,000
Sports Complex	City of Redding	\$10,000,000
Police Services	City of La Mirada	\$500,000
East Ventura Park	City of Ventura	\$250,000
Pavement Improvement Program	City of Lakewood	\$700,000
ERAF Adjustment/Correction	City of Laguna Niguel	\$600,000
Performing Arts Center	City of La Mirada	\$400,000
Alternative to Gang Programs	City of Bellflower	\$50,000
Sleepy Hollow Community Center	City of Chino Hills	\$250,000
La Loma Park Renovation	City of Monterey Park	\$150,000
Langley Senior Center	City of Monterey Park	\$350,000

LEGISLATION	SUBJECT	SUMMARY
	Planning and zoning: housing	Would authorize a local government to pass an ordinance, notwithstanding any local restrictions on adopting zoning ordinances, to zone any parcel for up to 10 units of residential density per parcel, at a height specified by the local government in the ordinance, if the parcel is located in a transit-rich area, a jobs-rich area, or an urban infill site, as those terms are defined. In this regard, the bill would require the Department of Housing and Community Development, in consultation with the Office of Planning and Research, to determine jobs-rich areas and publish a map of those areas every 5 years, commencing January 1, 2022 Died in Assembly
SB 902 (Wiener)	development: density	Appropriations Committee located on an eligible parcel to submit an application for a streamlined, ministerial
	Planning and zoning: housing development: streamlined approval:	approval process that is not subject to a conditional use permit. The bill would define a "neighborhood multifamily project" to mean a project to construct a multifamily structure on vacant land, or to convert an existing structure that does not require substantial exterior alteration into a multifamily structure, consisting of up to 4 residential dwelling units and that meets local height, setback, and lot coverage zoning requirements as they existed on July 1, 2019. The bill would also define "eligible parcel" to mean a parcel that meets specified requirements, including requirements relating to the location of the parcel and restricting the demolition of certain housing development that may already exist on the site Died on the Senate
SB 50 (Wiener)	incentives	Would beginning January 1, 2019, and except as provided, exempt motor vehicles that are 8
AB 1274 (O'Donnell)	Smog check: exemption	or less model-years old from being inspected biennially upon renewal of registration. The bill would assess an annual smog abatement fee of \$25 on motor vehicles that are 7 or 8 model-years old. The bill would require a certain amount of the fee to be deposited into the Air Pollution Control Fund and to be available for expenditure, upon appropriation by the Legislature, to fund the Carl Moyer Memorial Air Quality Standards Attainment Program.
AB 1250 (Jones-Saywer)	Counties: contracts for personal services	Would establish specific standards for the use of personal services contracts by counties. The bill would allow a county or county agency to contract for personal services currently or customarily performed by employees, as applicable, when specified conditions are met. The bill would exempt certain types of contracts from its provisions, and would exempt a city and county from its provisions. By placing new duties on local government agencies, the bill would impose a state-mandated local program. The bill also would provide that its provisions are severable Worked with Author and the bill was amended to remove cities from the bill.
AB 398 (E. Garcia)	California Global Warming Solutions Act of 2006: market-based compliance mechanisms: fire prevention fees: sales and use tax manufacturing exemption.	The California Global Warming Solutions Act of 2006 requires the State Air Resources Board to prepare and approve a scoping plan for achieving the maximum technologically feasible and cost-effective reductions in greenhouse gas emissions and to update the scoping plan at least once every 5 years. The act authorizes the state board to adopt a regulation that establishes a system of market-based declining annual aggregate emissions limits for source or categories of sources that emit greenhouse gases, applicable from January 1, 2012, to December 31, 2020, inclusive, as specified. This bill would require the state board, no later than January 1, 2018, to update the scoping plan, as specified Signed by the Governor
AB 617 (C. Garcia)	Nonvehicular air pollution: criteria air pollutants and toxic air contaminants.	Would require the State Air Resources Board to develop a uniform statewide system of annual reporting of emissions of criteria air pollutants and toxic air contaminants for use by certain categories of stationary sources. The bill would require those stationary sources to report their annual emissions of criteria air pollutants and toxic air contaminants, as specified Signed by the Governor
AD 017 (C. Ourcia)		Would require that the city council of a city or the board of supervisors of a county have exclusive authority to adopt or amend a general plan, specific plan, or zoning ordinance, the would convert any discretionary land use approval necessary for a project to ministerial approval; change the land use or zoning designation of a parcel or parcels to a more intensive designation; or authorize more intensive land uses within an existing land use
AB 890 (Medina)	Land use: planning and zoning: initiative	edesignation or zoning designation Vetoed by Governor
		Current federal law recognizes the authority of a state or local government to manage public rights-of-way or to require fair and reasonable compensation from telecommunications providers, on a competitively neutral and nondiscriminatory basis, for the use of public rights-of-way on a nondiscriminatory basis, if the compensation required is publicly disclosed by that government. Current federal law provides that no state or local government has the authority to regulate the entry of, or the rates charged by, a commercial mobile service, but permits a state to regulate the other terms and conditions of commercial mobile services. This bill would provide that a small cell, as defined, is a permitted use, subject on

		LD. L. L. Markey Droggers to address deferred
SB 1 (Beall)	Transportation Funding	Would create the Road Maintenance and Rehabilitation Program to address deferred maintenance on the state highway system and the local street and road system. The bill would require the California Transportation Commission to adopt performance criteria, consistent with a specified asset management plan, to ensure efficient use of certain funds available for the program Signed by Governor
SB 5 (DeLeon)	California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018.	Would enact the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018, which, if approved by the voters, would authorize the issuance of bonds in an amount of \$4,000,000,000 pursuant to the State General Obligation Bond Law to finance a drought, water, parks, climate, coastal protection, and outdoor access for all program. The bill, upon voter approval, would reallocate \$100,000,000 of the unissued bonds authorized for the purposes of Propositions 1, 40, and 84 to finance the purposes of a drought, water, parks, climate, coastal protection, and outdoor access for all program.  Stand by the Governor
Sh 3 (DeLeon)	Local government finance: property tax revenue allocations: vehicle license fee	Beginning with the 2004–05 fiscal year and for each fiscal year thereafter, current law requires that each city, county, and city and county receive additional property tax revenues in the form of a vehicle license fee adjustment amount, as defined, from a Vehicle License Fee Property Tax Compensation Fund that exists in each county treasury Signed by
SB 130 (Budget)	adjustments.	Governor
SB 568 (Lara)	Primary elections: election date.	Would, beginning in 2019, change the date of the statewide direct primary and the presidential primary to the first Tuesday after the first Monday in March and would continue the requirement that those elections be consolidated Signed by Governor
	Wireless telecommunications facilities.	Current federal law recognizes the authority of a state or local government to manage public rights-of-way or to require fair and reasonable compensation from telecommunications providers, on a competitively neutral and nondiscriminatory basis, for the use of public rights-of-way on a nondiscriminatory basis, if the compensation required is publicly disclosed by that government. Current federal law provides that no state or local government has the authority to regulate the entry of, or the rates charged by, a commercial mobile service, but permits a state to regulate the other terms and conditions of commercial mobile services. This bill would provide that a small cell, as defined, is a permitted use, subject only to a specified permitting process adopted by a city or county, if the small cell meets specified requirements Vetoed by Governor
SB 649 (Hueso)	Wireless telecommunications facilities.	specified requirements.
AB 906 (Cooper)	Sacramento Regional Transit District.	Existing law provides for the creation of the Sacramento Regional Transit District, with specified powers and duties relative to the provision of public transit services and governed by a board of directors. Existing law provides for appointment of directors by member entities, and also provides that a city or county that is not annexed to the district may appoint at least one director as a participating entity if it enters into an agreement with the district that provides, among other things, for payment of the participating entity's proportionate share of the district's cost to provide rail or other districtwide transit services. Existing law, in that regard, provides for the proportionate share of the City of Elk Grove to be determined pursuant to a specified agreement between the city and the district. This bill would repeal those provisions relating to the proportionate share of the City of Elk Grove to be determined pursuant to the specified agreement Signed by the Governor
AD 1007 (D-L)	Orange County Fair: sale of state	Existing law divides the state into agricultural districts within the boundaries of which agricultural associations may be formed. Existing law creates District 32a from real property commonly known as the Orange County Fair and authorizes the Department of General Services to sell all or any portion of the real property that composes District 32a. This bill would repeal the provision creating District 32a out of the Orange County Fair property and would repeal the provision authorizing the sale of that property by the department. The bill would also repeal the creation of the District 32a Disposition Fund in the State Treasury Signed by the Governor
AB 1907 (Daly)	property.	This bill also would prohibit a member of the south coast district board from being issued a
SB 1387 (DeLeon)	South Coast Air Quality Management District Board	vehicle from the south coast district for greater than 7 days in a 30-day period if the board member is eligible for a vehicle or vehicle allowance from the local government from which he or she is appointed Read 3rd time, refused passage.
15 aac /5	HETVs	Authorizes the creation of an infrastructure and revitalization financing district and the issuance of debt with 2/3 voter approval. The bill would authorize the creation of a district for up to 40 years and the issuance of debt with a final maturity date of up to 30 years. The bill would authorize a district to finance projects in redevelopment project areas and former redevelopment project areas and former military bases Signed by Governor
AB 229 (Perez)	IFD's	recereiopatem project areas and control animaly seeds.
SB 628 (Beall)	Enhanced IFD's	Authorizes the legislative body of a city or a county, defined to include a city and county, to establish an enhanced infrastructure financing district, adopt an infrastructure financing plan, and issue bonds, for which only the district is liable, upon approval by 55% of the voters; to finance public capital facilities or other specified projects of communitywide significance. The bill would also authorize an enhanced infrastructure financing district to utilize any powers under the Polanco Redevelopment Act, - Signed by Governor
	Community development: economic	This bill would recast these provisions to instead authorize a city, county, or city and county, with the approval of its legislative body by resolution after a public hearing, to acquire, sell, or lease property in furtherance of the creation of an economic opportunity, as defined. The bill would require the resolution to contain a finding that the acquisition, sale, or lease of the property will assist in the creation of economic opportunity and would require the creation of an economic opportunity to be subject to specified public notice and hearing provisions Suned by the Governor
AB 806 (Dodd)	opportunity.	**Partial Lis

		Would reenact, revise, and recast specified provisions relating to the California Massage
		Therapy Council to, among other things, establish an interim board of directors to govern the council until September 1, 2015, and provide for the appointment of a new board of directors consisting of 13 members, as specified, whose 4-year terms would begin on that date Signed by Governor
AB 1147 (Bonilla)  AB 1839 (Gotto)	Massage Thompy	Extends the scope of the credits for a qualified motion picture to the applicable percentage of qualified expenditures up to \$100,000,000, would extend the credit to qualified expenditures for television pilot episodes, and would determine an applicable percentage of 25% or 20% for qualified expenditures. This bill would limit the aggregate amount of these new credits to be allocated in each fiscal year to up to \$330 million, and would, subject to a computation and ranking of applicants based on the jobs ratio, as defined, require the California Film Commission to allocate credit amounts subject to specified categories of qualified motion pictures Signed by Governor
AB 664 (Williams)		Would create the Gold Coast Transit District in the County of Ventura. The bill would provide that the jurisdiction of the district would initially include the Cities of Oxnard, Ventura, Port Hueneme, and Ojai and the unincorporated areas of the County of Ventura. The bill would authorize other cities in the County of Ventura to subsequently join the district. The bill would dissolve the existing joint powers agency known as Gold Coast Transit, and would create the district, on July 1, 2014 Signed by Governor
AB 971 (Garcia)	Paratransit Providers: Criminal History	Requires the Attorney General to furnish, and would authorize a local criminal justice agency to furnish, summary criminal information to a specified social services paratransit agency with respect to its contracted providers Signed by Governor
		This bill would, instead of separate allocations to the central and southern zones, establish a maximum of 49 racing weeks per year in the combined central and southern zones. The bill would also require the board to allocate from those weeks a minimum number of weeks to certain racetracks in the central and southern zones that were used to conduct thoroughbred race meetings prior to 2012 and would authorize the board to allocate from those weeks a maximum number of weeks to certain racetracks in the southern zone that were not used to conduct thoroughbred race meetings in the southern zone prior to 2012 Signed by
AB 1303 (Hall)	Horse Racing  Horse Racing: Satellite Wagering	Authorizes the California Horse Racing Board, notwithstanding any other law, to allocate racing days to a fair in the northern zone to be conducted by the fair or, at the request of the fair, to authorize the board to license a racing association that was licensed by the board to conduct racing meetings in California prior to 2010 to conduct live horse racing at the fair during the dates allocated to the fair by the board Signed by Governor
	Beach Fire Rings	Would require a city or county, including a charter city or charter county, to apply for a coastal development permit to remove or restrict the use of a beach fire ring, as defined, and would require that application to include specified information. The bill would not affect the applicability of a specified provision relating to ambient air quality standards, emission standards, or air pollution control programs or facilities established by the State Air Resources Board or an air pollution control or air quality management district Defeated Legilation
AB 1102 (Allen)	Beach Fire Kings	
AB 2011 (Cooper)	Thoroughbred racing: northern, central, and southern zones: auxiliary offsite stabling, training, and vanning.	This bill would increase the amount that is required to be deducted to an amount not to exceed 2% in the northern, central, and southern zones, and would provide that this amount in the northern zone, if adjusted by the board, may be a different percentage of the handle for different associations and fairs, but only if all the associations and fairs agree to the differing percentages Signed by the Governor
		Proposed to permit the legislative body of a city to provide by ordinance, without submitting the ordinance to the voters of the city for approval, for the election of members of the legislative body by district if the voters of the city previously rejected such an ordinance.
AB 1383 (Hernandez)	District-Based Elections	Proposed to permit the legislative body of a city to provide by ordinance, without submitting the ordinance to the voters of the city for approval, for the election of members of the legislative body by district if the voters of the city previously rejected such an ordinance.
AB 2715 (Hernandez)	District-Based Elections	Defeated Legislation
AB 1453 (Quirk-Silva)	Southern CA Veterans Cemetery	Requires the Department of Veterans Affairs, in voluntary cooperation with local government entities in Orange County, to design, develop, construct, and equip a state-owned and state-operated Southern California Veterans Cemetery to be located at a specified site in the City of Irvine. Subject to specified requirements described in federal law, the bill would make honorably discharged veterans, their spouses, and eligible dependent children eligible for interment in the cemetery Signed by Governor
		Allows an owner of residential property in the Cities of Palmdale and Lancaster in the County of Los Angeles or the City of Ukiah in the County of Mendocino, or an agent of the property owner, to register vacant real property with the local law enforcement agency and to execute, under penalty of perjury, a Declaration of Ownership of Residential Real
AB 1513 (Fox)	Resdential Property	Property Signed by Governor

AB 1656 (Dickenson)		Requires, by July 1, 2015, the Department of General Services to complete a long-range planning study of the state-controlled and owned office buildings in the County of Sacramento and the City of West Sacramento, including the headquarters of the State Board of Equalization (BOE), for the management of the state's space needs in the Sacramento region. The bill would require the Director of General Services to issue one or more requests for proposals for the planning, design, construction, and acquisition of facilities recommended by the Legislature based on the planning study. Signed by Governor
	Community rouitalization	This bill would authorize the calculation to be made with a combination of census tracts and census block groups. The bill would also revise the conditions to require, among other things, an annual median household income that is less than 80% of the statewide, countywide, or citywide annual median household income. The bill would also authorize an authority to carry out a community revitalization plan if the census tract or census block groups within the community revitalization and investment area are within a disadvantage community, as prescribed — Signed by the Governor
AB 2492 (Alejo)	Community revitalization.  Local Transportation Funds: Ventura  County	This bill would repeal the provisions specifically relating to Ventura County and the expenditure of local transportation funds there. This bill would also require the Ventura County Transportation Commission to post on its Internet Web site an annual report for 5 years, beginning September 1, 2014, on transit service within the county. Signed by
SB 203 (Pavley) SB 407 (Hill)	Local Government Contracts	Includes within the definition of "local agency executive" any person who is a deputy or assistant chief executive officer, and any person whose position is held by an employment contract between that person and the local agency Signed by Governor
SB 498 (Lara)	Solid Waste: Biomass Conversion	The California Integrated Waste Management Act of 1989 defines "biomass conversion," to mean the controlled combustion used for the production of heat or electricity of specified materials for the purposes of the act. This bill would revise the definition of the term "biomass conversion" to mean the production of heat, fuels, or electricity by the controlled combustion of, or the use of other noncombustion thermal technologies on, those specified materials Signed by Governor
	Land Use: Mobile Home Parks	Specifies that the results of the survey are to be considered by the local agency in making its decision to approve, conditionally approve, or disapprove the map. The bill would authorize the local a gency to disapprove the map if it finds that the results of the survey have not demonstrated the support of at least a majority of the park's homeowners Signed by
SB 510 (Jackson)	Advertising Displays: Redevelopment project areas	Provides that an advertising display advertising businesses and activities within the boundar limits of, and as a part of, an individual redevelopment agency project, as the project boundaries existed on December 29, 2011, may remain and be considered an on-premises display, until January 1, 2023, if the advertising display meets specified criteria. This bill would authorize, on and after January 1, 2022, the applicable city, county, or city and count to request from the Department of Transportation an extension for good cause, as specified, beyond January 1, 2023, not to exceed the expiration of the redevelopment project area.
SB 684 (Hill)  SB 1046 (Hill)	Driving Under the influence: ignition interlock device.	This bill would extend the pilot program in those counties until January 1, 2019. Effective January 1, 2019, and until January 1, 2026, the bill would make an individual whose license has been suspended for driving a motor vehicle when he or she has a certain blood-alcohol concentration and who is eligible for a restricted driver's license eligible for a restricted driver's license without serving any period of the suspension if the person meets all other eligibility requirements and the person installs an ignition interlock device Signed by the Governor
		Current law designates illnesses and conditions that constitute a compensable injury for various employees, such as California Highway Patrol members, firefighters, and certain peace officers. These injuries include, but are not limited to, hernia, pneumonia, heart trouble, cancer, meningitis, and exposure to a biochemical substances, when the illness or condition develops or manifests itself during a period when the officer or employee is in service of his or her employer, as specified. This bill would expand the coverage of the above provisions relating to compensable injury, to include all peace officers described under specified provisions of law Vetoed by Governor
AB 2052 (Gonzalez)  AB 2145 (Bradford)	Workers Compensation  Electricity: Community Choice Aggregation	Would require solicitations of taw Vetoed by Covernor  Would require solicitations of customers by a community choice aggregator contain, and communication by the community choice aggregator to the public or prospective and existing customers to be consistent with, specified information and would require that the implementation plan filed by a community choice aggregator completely describe certain matter required to be disclosed under existing law. The bill would authorize the Public Utilities Commission to require that a community choice aggregator, when registering with the commission, provide additional information to ensure compliance with basic consumer protection and other rules and other procedural matters Vetoed by Governor
AB 2378 (Perea)	Workers Compensation: Disability payments	Current law requires that aggregate disability payments for a single injury occurring on or after certain dates be limited, as provided. This bill would provide that the above-specified leaves of absence without loss of salary are payable in addition to the maximum aggregate disability payments for a single injury that is applicable to all workers. The bill would make these provisions applicable to all claims, regardless of the date of injury Vetced bartial L. Governor

		This bill would authorize the Los Angeles County Fair, subject to approval by the board, to conduct live racing meetings at another site within or outside of the County of Los Angeles in accordance with specified provisions Signed by Governor
SB 721		Reallocates vehicle license fee (VLF) revenues to recently incorporated cities and to cities that annexed inhabited territory Vetoed by Governor
AB 1098 (Carter)	Vehicle License Fees: allocation  Infrastructure financing districts: voter approval: repeal.	Eliminates the voter approval requirement for a city or county to create an infrastructure financing district (IFD) and expands the types of projects that may be financed by an IFD.  Vetced by Governor
SB 214 (Wolk)		Expands the types of facilities and projects that can be financed under the infrastructure financing district (IFD) law, reduces the voter threshold for the creation of an IFD and the issuance of bonds for the IFD, authorizes an IFD to utilize the powers provided under the Polanco Redevelopment Act (Polanco Act), and renames IFD law to the Infrastructure and Revitalization Financing District (IRFD) Act Vetoed by Governor
AB 2144 (J. Perez)	Local Governments: Cities	This bill establishes a uniform disincorporation process for any city with a population of lethan 150 persons as of January 1, 2010, and allows that city's respective county board of supervisors to vote to continue the existence of that city within the county's boundaries in certain circumstances Defeated Legislation
AB 46 (J. Perez)	Property taxes: TEA formula allocation maintenance or improvement districts: City of Simi Valley	Clarifies how property taxes will be distributed to the City of Simi Valley once the City becomes the successor agency after the dissolution of the City's maintenance district Signed by Governor
AB 468 (Smyth)	Community Development	Appropriates funds to the Infill Incentive Grant Program and to the Transit-Oriented Development Program created by Proposition 1C: Housing and Emergency Shelter Trust Fund Act of 2006 Signed by Governor
AB 1585 (J. Perez)	Redevelopment	associated with the dissolution of RDAs and addresses substantive issues activities, repayment of loans from communities, use of existing bond proceeds, and the disposition retention of former RDA assets. In addition, the bill includes a variety of measures design to enhance compliance related to administrative processes, affordable housing Signed by Governor
AB 1484 (Budget)	Local planning: infill and Tansit-oriented development.	Proposed to establish parking standards for new transit-oriented development Defeated Legislation
AB 710 (Skinner)	Community Development Block	Makes changes to eligibility criteria and the requirements developed and used by the Department of Housing and Community Development to allocate funds under the federal
AB 232 (V. Perez)  AB 904 (Skinner)	Program: Funds  Local Government: Parking: Requirements	Community Block Grant Program to cities and counties Signed by the Governor  Prohibits a city or county from requiring a minimum number of off-street parking spaces transit-intensive areas, according to a specified formula for residential and nonresidential areas, - Defeated Legislation
AB 904 (Skinner)  AB 2231 (Fuentes)	Sidewalks: Repairs	Provides that if a city, county, or city and county has an ordinance in place that requires the local entity to repair sidewalks, a repeal of the ordinance shall become effective only if the repealing ordinance is approved by voters on the measure in a consolidated or general election. Makes these provisions applicable to charter entities. Prohibits such local entitie from imposing a fee, charge or assessment, except a voluntary contractual assessment for such repairs, unless the ordinance is repealed Defeated Legislation
SB 1386 (A. Lowenthal)	Municipal Water Districts: Water Storage: Groundwater	Prohibits a water district located in a county with a specified population and where at leas 80% of the area of the district is included within the boundaries of a water replenishment district from having specified authority relating to the storage of groundwater Signed by Governor
SB 827 (Wright)	South Coast Air Quality Management District: CEQA: permits.	Authorizes the South Coast Air Quality Management District (SCAQMD), notwithstanding a superior court decision, to issue emission reduction credits to "essential public services" and exempt facilities or equipment, consistent with SCAQMD rules; adds an urgency claused, sunsets the bill on May 1, 2012 Signed by Governor
SB 886 (McLeod & Lieu)	Management districts: district board	This bill adds an additional seat on the board directors of the South Coast Air Quality Management District for the City of Los Angeles, makes clarifying provisions regarding which cities are represented by which geographical city selection committee, and deletes prohibitions on a member serving more than two consecutive terms as chair on specified quality management districts Signed by Governor
	Air Pollution Fee	Deletes the 2010 sunset date on the South Coast Air Quality Management District's (SCAQMD) authority to impose an additional \$1 fee on motor vehicles that are registered within its district boundaries to fund programs to reduce air pollution from motor vehicle Increases, from 2.5% to 5%, the amount that SCAQMD may spend on its administrative costs Signed by Governor
SB 1646 (Padilla)	AII I VIRGORI I V	Authorizes the continuation of the allocation of tax increment revenues to the Glendora Community Redevelopment agency from its Project Area 3. Currently, the amount of tax increment revenue is limited by a cap adopted by the agency in 1976. This measure provides for annual allocation of the greater of either \$2.6 million or the gross tax increment received in 2007-08 by the agency, commencing in 2008-09 through life of the project.

on Va ( ( ) shows		Shifts the horse racing industry's \$40 million annual obligation to fund the network of California Fairs from license fees imposed on horse racing wagers to the General Fund. Provides various measures of economic stimulus for the horse racing industry Signed by Governor
SBX2 16 (Ashburn)  SB 27 (Hancock)	Local agencies: sales and use tax:	Prohibits a local agency from entering into any form of agreement with a retailer that would involve the shifting of any amount of Bradley-Burns local tax proceeds if the agreement results in a reduction in the amount of revenue that is received by another local agency from the same retailer if it is located within that other local agency, and continues to maintain a physical presence and location there Signed by Governor
SB 178 (Aanestad)	State property: Department of Forestry and Fire Protection	This bill authorizes the Director of the Department of General Service to sell, lease or exchange approximately three acres of state-owned real property located at 875 Cypress Avenue, in the City of Redding, that is specifically not declared surplus to the State's needs and is currently used by the Department of Forestry and Fire Protection as its Shasta-Trinity Unit Headquarters, for the purpose of consolidating operations on or near the Redding Airport Signed by Governor
AB 906 (Hill & Smyth)	Conflict of interest: remote interest in a	Revises the definition of "remote interest" in the existing conflict of interest statute pertaining to government officials in order to allow a government entity to enter into a contract with an investor-owned utility (IOU), if the purpose of the contract is to provide energy efficiency Signed by Governor
	Local Government Bankruptcy	Prohibits a local public entity, as defined, from exercising its rights under applicable federa bankruptcy law unless granted approval by the California Debt and Investment Advisory Commission (CDIAC), under CDIAC's terms and conditions Defeated Legsilation
AB 155 (Mendoza)	Land user cales and use tax and property	Sales Tax Sharing - Proposed to shift local government Bradley-Burns sales and use tax revenue from situs to population Defeated Legislation
AB 680 (Steinberg)		Proposed to exchanges a portion of a city's or county's locally levied sales tax revenue for a equivalent amount of property tax revenue from the state Defeated Legislation
AB 1221 (Steinberg)	Sales Tax Sharing	As the chief negotiator for the Assembly Republican Caucus, Assemblymember Keene has repeatedly said "Proposition 1A would not have happened without the Gonsalves firm". Out firm is recognized as the leading contract lobbying firm responsible for brokering the compromise that ensured local governments Bradley-Burns sales tax revenue was Constitutionally protected. Proposition 1A was passed by the California Assembly by a vot of 64-13. It was approved by the California State Senate by a vote of 34-5 Prop 1A passed with 9,411,198 (83,7%) votes in favor.
SCA 4 (Torlakson)	Prop 1A - Local Government	Guaranteed a minimum share of property taxes to 100 + Cities that did not levy a property
SB 709 (Lockyer)	No & Low Tax City Legislation	Guaranteed a minimum snare of properly taxes to 100. Cine shall be consistent of the shall be consiste
AB 1197 (Brown)	No & Low Tax City Legislation	Allocated an additional 1 cent per year up to 7 cents of the Property Tax to all No & Low Tax Cities Signed by Governor
AB 1981 (Huff)	Surplus Property: Chino Valley Unified School District	Authorized the Chino Valley Unified School District to transfer specified surplus property previously acquired from the state, to the City of Chino Hills, in the County of San Bernardino, subject to certain conditions for development of a park Signed by Governor
AB 811 (Levine)	Contractual assessments: energy efficiency improvements	Authorized all cities and counties in California to designate areas which city officials and willing property owners may enter into contractual assessments to finance the installation distributed generation renewable energy sources and energy efficiency improvements.—  Signed by Governor
AB 1932 (Smyth)	Simi Valley: public cemeteries	Allows the City of Simi Valley to survey, lay out, own and operate for burial, five or more acres of public land for burial purposes Signed by Governor
SB 1646 (Padilla)	South Coast Air Quality Management District: air pollution fee	Deletes the 2010 sunset date on the South Coast Air Quality Management District's (SCAQMD) authority to impose an additional \$1 fee on motor vehicles that are registered within its district boundaries to fund programs to reduce air pollution from motor vehicles. Increases, from 2.5% to 5%, the amount that SCAQMD may spend on its administrative costs Signed by Governor
SB 1124 (Loc. Gov. Cmt)	Local Government Omnibus Act of 2008	Specifically defined Access Services (ASI), the transit agency which provides transportation for people with disabilities under the Americans with Disabilities Act (ADA) for Los Angeles County as a public agency under state law Signed by Governor
	Discutor Assistance	Added the Angora Fire, which occurred in the Lake Tahoe Basin in June of 2007, to the lis of disasters eligible for full state reimbursement of local agency costs under the California Disaster Assistance Act (CDAA) Signed by Governor
SB 1308 (Cox)	Disaster Assistance  Local Government Finance	Reinstated the VLF bump for newly incorporated Cities after Proposition 1A Signed by
AB 1602 (Laird)	Tax Equity Allocation formula: County of Santa Clara.	Repeals the 55% cap in Santa Clara County on tax equity allocation (TEA) funding for the county's four no/low-property-tax cities starting in the 2006-07 fiscal year (FY) Signed to Governor
AB 117 (Cohn)	101 Santa Clara.	

SCR	<b>396</b> (Karnette)	Intermodal Freight Access	This measure would request the Department of Transportation, in cooperation with the Business, Transportation and Housing Agency, the Trade and Commerce Agency, the California Transportation Commission, and other appropriate parties, to prepare a proposal for a "Global Gateways Development Program" to enhance intermodal freight access Signed by Governor
	3 602 (Wright)	Local Use Tax: Leased Vehicles	Requires that for purposes of reporting and transmitting any use tax, with respect to the lease of a motor vehicle, the place of use shall be the city and/or county in which the lessor's place of business is located if the lessor is a new motor vehicle dealer Signed by Governor
	609 (Margett)	Recycled Water	This bill provided recycled water producers, retail water suppliers, and entities responsible for groundwater replenishment, the ability to cooperate in joint studies to determine the feasibility of providing recycled water service and recycled water for groundwater replenishment, as specified Signed by Governor
	2023 (Gallegos)	Flood Control and Water Conservation	This bill provided that, until January 1, 2002, neither a public agency that operates flood control and water conservation activities, nor its employees shall be liable for an injury caused by the condition or use of unlined flood control channels or adjacent groundwater recharge spreading grounds Signed by Governor.
	B 419 (Speier)	Dairy Products	This bill, until January 1, 2002, required the State Department of Food and Agriculture (CDFA), over the next two years, to conduct statewide monthly retail milk price surveys and a public information program that provides the survey's findings, and to report back to the Legislature Signed by Governor
	471 (Hertzberg)	Horse Racing	Establishes a racetrack backstretch employee labor relations process; requires the California Horse Racing Board (CHRB) to adopt housing standards for employee housing at racetracks; and, authorizes CHRB to permit racing associations to accept "advanced deposit wagers," as defined Signed by Governor.
			This bill would required an educational travel organization, that arranges educational travel programs to enter into a contract with an educational institution containing a specified itemized statement of services prior to arranging an educational travel program. – Signed by Governor
	42 (Boatwright)	Sellers of Travel	Authorized the cities participating in the Magnolia Power Project to aggregate their electricity loads and provide direct electricity access to their residents on an opt-in basis Signed by Governor
I A	B 80 (Havice)	Aggregation: Magnolia Power Project	



February 1, 2016

Mr. Jason Gonsalves Joe A. Gonsalves & Son 925 L Street, Suite 250 Sacramento, CA 95814

Dear Jason,

As you are all too familiar, the dissolution of redevelopment hit West Covina very hard. For these past few years, we have been fortunate to have had such a great relationship with you and your family's firm.

I am convinced that if it was not for your involvement and advocacy for our community, we would not have our Finding of Completion, approval of our Long Range Property Management Plan, and a repayment schedule on the \$11.5 million settlement. It is very possible that West Covina could have been on the brink of bankruptcy, if you had not convince the Department of Finance that our new City Council and City Manager were committed to resolving the issues of the past.

As we move forward, it is rewarding to know that you will be at our side, as we seek repayment of our former Redevelopment Agency/City loans and to resolve the remaining ROPS issues that we need to complete. Once this is all done, we can finally focus on the legislative priorities of interest to West Covina.

On behalf of the City of West Covina, I wish to thank you and the Gonsalves Family for over 10 years of friendship and dedicated service to our community. I look forward to many more!

Sincerely,

Chris Freeland City Manager



City Manager 311 Vernon Street Roseville, California 95678

September 27, 2016

Jason Gonsalves
Joe A. Gonsalves and Son
925 L St #250
Sacramento, CA 95814

Dear Jason,

I wanted to thank you for your excellent work concerning Roseville's meetings with the California Department of Finance (DOF) to discuss the City's 2016-17 Recognized Obligation Payment Schedule (ROPS) Determination. Because of your outstanding relationship with the DOF we had the opportunity to meet with the department on several occasions regarding their determination of our ROPS. Your guidance, insights and refined understanding of the most recent redevelopment dissolution "clean-up" legislation were critical to the positive outcome of the meetings, which resulted in the DOF approving the repayment of more than \$7 million of redevelopment loans to the City, which they initially had disapproved.

As the City was developing its response to the DOF's initial determination, some individuals were recommending the City should bring a lawsuit against the DOF instead of attempting to resolve the concerns through the "Meet and Confer" process. However, staff chose to follow your recommendation to work with DOF and attempt to resolve the issue in a non-litigious manner. Our staff was confident in your recommendation because of the outstanding relationship staff has with you and the entire Gonsalves & Son organization. We knew we could rely on the strong interactions you have with DOF and your tremendous understanding of the dissolution law to anticipate a successful outcome. I am very pleased that we once again followed your valuable advice, which resulted in such a noteworthy outcome for our City.

I realize the entire Redevelopment Dissolution process has been wrought with many difficulties over the years. However, we have found the process to be less problematic than many other municipalities, in part, due to your recommendations and help with understanding the implications and outcomes of legislation and assistance with DOF. We appreciate the outstanding work you continue to provide to Roseville in understanding and effectively working with the legislature, state departments, agencies and state wide organizations.

Sincerely.

Rob ∮ensen City Manager



### CITY OF COMMERCE

Tina Baca Del Rio Mayor Pro Tem

April 14, 2016

Anthony Gonsalves Joe A. Gonsalves & Son 925 L Street, Suite 250 Sacramento, CA 95814

Dear Anthony,

I wanted to take a moment to personally thank you, Jason and Paul for the outstanding lobbying service that *Joe A. Gonsalves & Son* provide to the City of Commerce. You have done a wonderful job representing Commerce before the California State Legislature over the years, which is attributed to the personal and professional relationship that you have established with legislators and their staff members. This unwavering reputation has been invaluable to the legislative success you've had for Commerce.

In all sincerity, I truly appreciate the personal and professional attention you and your sons provide to Commerce. My city is fortunate and privileged to have a lobbying firm that represents my community in an honest and ethical manner and is well respected in our State Capitol. Your father would be proud of the continued commitment to great customer service that you and your amazing sons provide, not only to Commerce, but to your many client cities as well.

Once again, thank you and I look forward to our continued working relationship for years to come.

Sincerely,

Tina Baca Del Rio Mayor Pro Tem City of Commerce

#### Jason Gonsalves

From:

allen parker <allenjparker@yahoo.com>

Sent:

Wednesday, December 31, 2014 10:02 AM

To:

Jason Gonsalves

Subject:

Re: Assm. Brown follow-up

Jason: Thanks for all your assistance this past year - you are the best lobbyist I've worked with over the years - and I look forward to our continued relationship in 2015.

Michael McKinney, the Mayor's former Chief of Staff - his last day was yesterday - was working with Brown's office; and the Mayor has not selected a replacement. So please advise Larry if he has any questions regarding this matter to feel free to contact me. Also, I'd appreciate if you'd forward him my email to you.

Again, thanks for all your assistance; and have fun tonight. Allen

On Wed, 12/31/14, Jason Gonsalves < Jason@gonsalvi.com > wrote:

Subject: Assm. Brown follow-up To: allenjparker@yahoo.com

Date: Wednesday, December 31, 2014, 8:29 AM

Allen,

Thank you for your responses to the email I forwarded you from Assm. Brown's office.

As we discussed last week, my understanding is the Mayor and/or his office Assm. Brown requesting her assistance with Secretary Laird and CalFire.

That said, I share your belief that politics could impede solutions and based upon the responses the Assm. Received from CalFire they do not seem interested in being part of a solution.

Assuming you are in agreement? I will thank the Assm.

for her support and let her know there is nothing more we need at this time as the City will continue working with the local stakeholders and the Court.

In addition, please know Supervisors Hagman, Gonzalez and Rutherford are all former clients and personal friends. In addition, Supervisor Rutherford's new COS, Andy Takata is a former CM, client and friend. If and when you feel we can assist you with the County please do not hesitate to contact me.

Happy New Year and here's to a successful and less stressful 2015!

Sincerely,

Jason

Should you need to reach me you can do so at your convenience on my cell phone at: (916)402-9505...

Jason A. Gonsalves

#### Joe A. Gonsalves & Son

From:

Daniels, Linda < Linda. Daniels@cityofrc.us>

Sent:

Wednesday, September 17, 2014 6:07 PM

To:

Joe A. Gonsalves & Son

Subject:

Rancho Cucamonga land sale

Jason – I wanted to let you know how much I appreciated your advice on the land transactions we were doing in Rancho Cucamonga. We just received the second approval on a land transaction from DOF. Two down and one more to go. Thanks for listening to our issues and sharing your insights – we went for it and it was accepted. My heart is still beating fast I am so happy.

Hope you are doing well.

Linda Daniels

# ATTACHMENT C

## **CITY OF LAWNDALE**

REQUEST FOR PROPOSAL RFP NO. 2410-34 PROFESSIONAL LEGISLATIVE AND LOBBYING SERVICES FOR LOCAL GOVERNMENT

Submitted by: Kiley & Associates

#### **EXHIBIT A**

CITY OF LAWNDALE 14717 Lawndale Blvd. Lawndale, CA 90260

RFP NO. 2410-34

#### **RFP PROPOSAL FORM**

## PROPOSER'S RESPONSES TO RFP FOR LEGISLATIVE AND LOBBYING SERVICES

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE RFP.

The following Proposal is submitted to the City of Lawndale.

Proposal Submitted By:			
Kiley & Associates	s, LLC		
Name of Firm		Website	
636 North Carolin	a Ave SE		
Address			
Washington, DC	20003		
City	State	Zip Code	
Gregory Kiley		GKiley@kileyassociates.org	
Printed Name/Title of Co	ntact	Email	
202-544-6897			
Telephone Number/Fax I	Number		
Gregory Kiley			
Name of official authorize	ed to bind firm to terms	s of submittal	
Form of Business Organ	ization:		
Please indicate the followi	ng (check one):		
Corporation x	<u>.                                    </u>		
Partnership			
Sole Proprietorship			
Other:			

15Years	and your company was in business under a different name, what was the
	and your company was in business under a different name, what was that
Addenda Received:	
Please indicate addenda in	nformation you have received regarding this RFP: (if needed)
Addendum No	Date Received:
Addendum No	Date Received:
Addendum No	Date Received:
No Addenda received rega	rding this RFP: No Addenda Received. GK
References:	
	s of companies/agencies for whom you recently supplied and installe
Please supply the names comparable goods as requ	s of companies/agencies for whom you recently supplied and installe ested in this RFP.
Please supply the names comparable goods as requ	
Please supply the names comparable goods as requ City of Perris 101 N. D Street	
Please supply the names comparable goods as requively of Perris 101 N. D Street Perris, CA 92570  Name of Company/Agency	ested in this RFP.  Wendell Bugtai, Assistant City Manager (951) 500-8528
Please supply the names comparable goods as requively of Perris 101 N. D Street Perris, CA 92570  Name of Company/Agency City of Lakewood	ested in this RFP.  Wendell Bugtai, Assistant City Manager (951) 500-8528
Please supply the names comparable goods as requively of Perris 101 N. D Street Perris, CA 92570  Name of Company/Agency	Wendell Bugtai, Assistant City Manager (951) 500-8528  Address Person to contact/Telephone No.
Please supply the names comparable goods as requively of Perris 101 N. D Street Perris, CA 92570  Name of Company/Agency City of Lakewood 5050 Clark Ave	Wendell Bugtai, Assistant City Manager (951) 500-8528  Address Person to contact/Telephone No.  Thaddeus McCormick, City Manager 562-866-9771
Please supply the names comparable goods as requivable goods as requivable for the comparable goods as requivable for the company of the comp	Wendell Bugtai, Assistant City Manager (951) 500-8528  Address Person to contact/Telephone No.  Thaddeus McCormick, City Manager 562-866-9771  Address Person to contact/Telephone No.
Please supply the names comparable goods as required City of Perris 101 N. D Street Perris, CA 92570  Name of Company/Agency City of Lakewood 5050 Clark Ave Lakewood, CA 9071  Name of Company/Agency City of Maywood 4319 E Slauson Ave	Wendell Bugtai, Assistant City Manager (951) 500-8528  Address Person to contact/Telephone No.  Thaddeus McCormick, City Manager 562-866-9771  Address Person to contact/Telephone No.
Please supply the names comparable goods as requivable goods as requivable for the comparable goods as requivable for the company of the comp	Wendell Bugtai, Assistant City Manager (951) 500-8528  Address Person to contact/Telephone No.  Thaddeus McCormick, City Manager 562-866-9771  Address Person to contact/Telephone No.  Penue Jennifer Vasquez, City Manager (323) 562-5700

### **Table of Contents**

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#### Kiley & Associates, LLC 636 North Carolina Ave SE Washington, DC 20003

October 25, 2024

Yvette Palomo City of Lawndale City Clerk's Office 14717 Burin Ave. Lawndale, CA 90260

## Re: RFP #2410-34 PROFESSIONAL LEGISLATIVE AND LOBBYING SERVICES FOR LOCAL GOVERNMENT

Dear Ms. Palomo,

Kiley & Associates is pleased to respond to the City of Lawndale's Request for Proposal (RFP) #2410-34 for Professional Legislative and Lobbying Services for Local Government posted September 30, 2024.

Founded in 2009, Kiley & Associates is a limited liability corporation incorporated in the State of Delaware. Our Federal legislative advocacy offices are based in Washington, DC.

Kiley & Associates provides legislative advocacy for cities, states and local communities and delivers political strategy from both an industry and government perspective through a solution-driven, tailored approach. We have a proven track record of successful engagement between local government, state and federal entities to achieve community goals. Our firm is very confident we meet all the qualifications set forth in this RFP and are extremely interested in this project. We have the ability to meet all the services noted in Section II of the RFP.

Our core federally-focused team—Gregory Kiley, Jayson Braude, Kimberly VanWyhe—are eager to discuss our capabilities, experience, and ability to support the City of Lawndale. Our team is prepared to jump in and contribute on day one.

This proposal shall remain valid for a period of no less than 90 days, with automatic extension should the proposer be selected for negotiation. All the information within this proposal is accurate, true and correct. There have never been any disciplinary actions taken against anyone in our firm. We stand ready to answer any questions you may have and look forward to further communications. Please feel free to contact me at (562) 818-6646 or jbraude@kileyassociates.org.

Very Respectfully,

Jayson Braude Chief Counsel

Kiley & Associates, LLC

#### **B. Proposer Firm Background/Qualifications**

Kiley & Associates provides legislative advocacy services, strategic funding development planning and positioning, White House, Congressional and Federal government situational awareness, due diligence, and mergers and acquisitions analysis. We help our clients identify and develop new opportunities, open doors and plan and implement strategies to secure sustained success.

We have an established, proven track record of navigating multiagency, multidimensional, complex issues. Recent efforts include work on managing interrelations between municipalities and the federal government, infrastructure funding, the American Rescue Plan guidance, Federal Emergency Management Administration reimbursements for cities, cyber threats to our nation's infrastructure and electrical grid, environmental risks to public health, and the Department of Defense's strategic basing decision-making.

Our team has strong ties at the federal level with both the legislative and executive branches. Every member of our team has developed professional working relationships with Republican and Democratic Members of the Senate and House, as well as with their personal staffs, and the staffs of key Senate and House committees. Further, we have key allies within the White House staff and across the Biden-Harris Administration.

Kiley & Associates' size, structure and personalized approach allow us to provide proactive, cost-effective representation to all our clients.

#### **EXAMPLES OF RECENT AND ONGOING PERFORMANCE**

#### 2019-2024. City of Carson, California.

- Provided guidance and counsel to the Mayor and City Council on various matters related to infrastructure funding for various city projects, including updates on federal policy and federal grant opportunities.
- Organized a Federal Small Business Administration virtual meeting to educate Carson business owners on the Paycheck Protection Program.
- Coordinated meetings between Carson Council members, the FAA, and the Long Beach Airport regarding noise complaints from residents.
- Facilitated meetings with FEMA and the United States Treasury to ensure Carson was receiving their fair share of the municipal funding from the American Rescue Plan.
- Renewed the City's relationship with United States Senator Alex Padilla and helped the City apply for earmarks and Community Improvement Projects (CIPs) with his office, which includes the potential of over a million dollars for parks funding within the City.
- Worked with the Federal Communications Commission to promote the Emergency Broadband Benefit to Carson residents, which will provide them up to \$50 per month

towards broadband service for eligible households and a one-time discount of up to \$100 to purchase a computer or tablet.

- At the request of the City, approached the U.S. Postal Service in Washington, DC to investigate long-running postal problems within the City of Carson with a goal to improve mail service for Carson residents.
- Worked with the City to explore renewable energy opportunities, including electric vehicle charging throughout Carson and solar power at City Hall and other City-owned buildings.
- Brought in the U.S. Army Corps of Engineers and the U.S. Environmental Protection Agency to help the City with the problem at the Domínguez Channel.
- Helped the City secure a \$2 million federal earmark from their Congressmember for an infrastructure project at Carson Veterans Park.
- Helped the City secure Senate earmark for \$1.5 million that Senator Padilla submitted to the Senate Appropriations Committee for street and landscaping improvements.

#### 2019-2024. City of South Gate, California.

- Developed a federal funding and policy agenda for the Mayor, Council and City department heads. Created federal government agendas and provided federal outreach and funding opportunities. Provide the City with relevant hearing schedules and grant announcements.
- Arranged for City officials to meet with federal officials on the COVID-19 Funeral Assistance program which provided thousands of dollars for families in the City who lost a loved one.
- Provided the City with Congressional and White House updates detailing legislative action in Washington.
- Initiated a dialogue for the City with Union Pacific Railroad regarding trash and homelessness along a neglected rail line.
- Worked with the City to secure earmarks for \$1.5 million in road improvements to Garfield Avenue, of which Congresswoman Barragán submitted to the House Committee on Transportation and Infrastructure for approval.
- Worked with South Gate, Los Angeles County Metro, and Congress for millions of dollars in funding for the West Santa Ana Branch light rail line. Started a dialogue between the City and the office of recently appointed United States Senator Alex Padilla.
- Worked with the City and the EPA to keep the South Gate Superfund sites at the forefront of the agencies' federal priorities.

- Worked closely with the City and federal officials after the January 2020 Delta Airlines
  Fuel Release over Southeast Los Angeles. Facilitated a Zoom call between the White
  House and the City of South Gate. South Gate Councilwoman Denise Diaz also
  participated on this extremely informative and crucial White House conversation with
  Intergovernmental Affairs Director Eduardo Cisneros.
- Engaged with the United States Conference of Mayors, providing South Gate a seat at the table for numerous federal decisions.
- Helped the City secure an earmark for \$1 million that the Congresswoman submitted to the House Appropriations Committee for drinking water improvements.
- Helped the City secure an earmark for \$1.5 million that Senator Padilla submitted to the Senate Appropriations Committee for street and landscaping improvements.
- Helped the City secure an earmark for \$1.25 million that both Senator Feinstein and Senator Padilla submitted to the Senate Appropriations Committee for upgrades to the City's Emergency Operations Center.

#### 2020-2024. City of Lynwood, California.

- Organized meetings for the City and the Port of Los Angeles regarding the shipping backlog and the supply chain issues currently impacting the region, traffic, and the environment.
- Worked with the U.S. Department of Housing and Urban Development to secure a 1-million-dollar award for the City of Lynwood. Worked with the EPA to bring in senior White House officials to the City for a tour and meetings.
- Started an engagement for the Mayor with the United States Conference of Mayors, including outreach to the White House and Congress.
- Worked with Congressional officials and the City to ensure Lynwood is maximizing COVID-19 FEMA reimbursements and implementing the American Rescue Plan Act (ARPA) funding for maximum usage.
- Helped the City with numerous matters related to compliance and accounting of ARPA.
  Worked with the City to push for Federal legislation that allows for 30% of ARPA
  recovery funding to be spent on transportation projects or community projects. This
  legislation allows local officials additional flexibility to spend their own funds and
  extends the spending deadline by an additional two years.
- Helped the City secure an earmark for \$1.3 million that their Congresswoman submitted to the House Appropriations Committee for renovations to the City's Senior Center.
- Helped the City secure Senate earmarks that were submitted to the Senate Appropriations Committee. Senator Feinstein submitted public safety radios and Senator Padilla

submitted for upgrades to Lynwood Park and license plate readers, which all total over \$2.5 million.

#### C. Understanding of Scope of Services and Approach

Kiley & Associates will collaborate with the City of Lawndale to help develop their federal legislative priorities. In fulfilling the requirements of the RFP, including onboarding, outreach advocacy, and administrative services, bill tracking, and monitoring. Our partnership with the City would include:

- Onboarding; this is an extremely important element of our engagement with our city clients. Our first action with a new client is an in-depth meeting to understand the needs of the City. We work with the City Manager and department heads to establish priorities, goals and a tailored scope of work to help our clients meet their legislative goals.
- Raising Lawndale's profile with the California Federal House and Senate delegation,
  Federal Agencies, and the White House. We also can work with our partner State
  lobbying firm, Joe A. Gonsalves & Son if the City of Lawndale wishes to raise its profile
  with Governor Newsom's Administration, State of California agencies, and the
  California State Assembly and Senate.
- Tracking all federal bills that impact our city clients. As an example, when an important bill is being heard in committee, we have our staff in the committee room. If needed, we can provide testimony and meet in the offices of the committee staff and Members to advocate for Lawndale's position.
- At the federal level we will provide the City with routine written reports of legislative activity. Further, we regularly provide federal updates as Congress works on issues that impact our clients.
- In Washington, DC, we actively monitor bills and actions that impact cities and residents. We provide updates as soon as Congressional Leadership and the White House act. This active presence is something we strive for daily to help our clients reach their goals.
- Annual reviewing and working with City staff to ensure the legislative goals of the City and Council are met.
- Help the City of Lawndale with all concerns and needs related to the Metro C Line (Green) Extension and work on an advocacy plan for this matter at the direction of the Mayor, Council, and City Manager.
- Being transparent, ethical, and customer service-oriented. We are proud that clients think of us as an integral part of their business, capable of delivering the services they need when they need them. We often think of our firm as an extension of city staff and an integral part of your Washington, DC team.

- Striving to protect Lawndale's interests by changing laws or federal/state regulations as necessary.
- Coordinating with the dedicated day-to-day point of contact(s) on identifying and refining Lawndale's top project and policy priorities for their legislative agenda (i.e. securing federal and state money for police and fire projects, water and sewer projects, roadway expansion, housing, street repairs, park projects, tourism, and policymaking).
- Targeting key allies and influential lawmakers, Congressional committees, White House policymakers, and State leaders.
- Regularly updating Lawndale on grant opportunities and issues that are pertinent to the City's legislative priorities.
- Coordinating with the City to engage on the Federal Community Project Funding process and the State of California Member Request funding process.
- Representing the City of Lawndale at Congressional and Executive Branch meetings and hearings in Washington, DC.
- Tracking news articles and press releases on issues that will impact local governments and the City of Lawndale.
- Coordinating an annual trip for Lawndale's elected officials and staff to Washington, DC
  to meet with and/or brief the Congressional delegation, White House officials, and key
  staff in the federal agencies.
- Helping with issues that have a state and federal nexus, which include providing comments on regulations; connecting local officials to state/federal agency professionals; and providing our expertise on funding programs, grant applications, and other legislative and agency opportunities.
- Engaging regularly with coalitions such as the National League of Cities and the United States Conference of Mayors on behalf of the City of Lawndale. Also assisting with the League of California Cities on issues when there is a federal/state overlap.

Kiley & Associates will provide written reports on ongoing activities and priorities of the City. We anticipate regular contact and conversations with City staff to keep abreast of priorities and issues of importance to them. As part of our initial strategy kick-off meeting, we will request senior City staff and department heads to participate in the development of the strategic plan and priorities. No other specific demand on City staff is anticipated.

#### **Proposed Staffing and Organization**

The overall project management for Lawndale will be led by Kiley & Associates Chief Counsel, Jayson Braude.

Also joining the team will be: Gregory Kiley, President, Kiley & Associates; and Kimberly VanWyhe, Vice President, Kiley & Associates.

Our team is devoted to making sure our clients are our top priority. We are available to help or answer any questions our clients may have. We do not assign clients to a specific staffer in the firm. Instead, you have access to the firm's full staff at any time. Whenever you and/or your staff requests something from our firm, we get to work on it immediately and report the actions back to you. We will dedicate as many hours as it takes to help the City with any needs that arise. Our client's needs always come first, and we are responsive, often within minutes, over email, text, and phone call.

Our entire team is committed to working with the City of Lawndale for the duration of the project agreement.

#### **Organizational Structure**

Jayson Braude (7 years)	Chief Counsel/Project Manager - Kiley & Associates	
Gregory Kiley (14 years)	President - Kiley & Associates	
Kim VanWyhe (6 years)	Vice President - Kiley & Associates	

#### **Biographies**

#### **Gregory T. Kiley-President, Kiley & Associates**

Gregory Kiley is President of Kiley & Associates, LLC, a Washington, DC-based policy development and advocacy firm. Since retiring from federal service, he has consulted with federal, state, and local governments, and industry and non-profit entities on national security policy and processes. He has written for the Center for Strategic and International Studies (CSIS) among others, focusing on national security and economics. Recent consulting efforts include U.S. Air Force strategic-based decision-making, community relations with the Department of Defense, and interrelations between states and the federal government.

Prior to working in the private sector, Mr. Kiley served 25 years in the federal government, concentrating on defense and national security. He spent six years as a senior professional staff member for the Senate Armed Services Committee (SASC). As lead staff for two SASC subcommittees, his oversight portfolio included all military air and ground systems, military logistics and readiness, and the defense budget. His responsibilities included coordinating and conducting congressional hearings, developing and drafting legislation, and negotiating and staffing passage of annual National Defense Authorization Acts and supplemental spending bills. Prior to the SASC, Mr. Kiley spent three years as a principal analyst for the National Security Division of the Congressional Budget Office (CBO), concentrating on military aviation, logistics, and readiness issues.

Mr. Kiley began his professional career in the U.S. Air Force, culminating as a senior pilot, flying C-130 aircraft and deploying throughout the world. Greg lives in Washington, DC with his wife and three daughters.

#### Jayson J. Braude-Chief Counsel, Kiley & Associates

Jayson Braude is the Chief Counsel to Kiley & Associates. Jayson Braude grew up in the Los Angeles area and is the Grandson of former United States Congressman Glenn Anderson. Jayson worked for United States Senators Kent Conrad and Sherrod Brown in Washington, DC.

After law school, he worked as Legislative Counsel for United States Congresswoman Janice Hahn, where he staffed the Congresswoman on the House Transportation and Infrastructure Committee. He then became the District Director for Congresswoman Nannette Diaz Barragán in her San Pedro office. Jayson has more than ten years of experience in government affairs and maintains contacts all over Capitol Hill and throughout federal, state, and local agencies.

Jayson is a graduate of UC Santa Barbara and received his law degree from Southwestern Law School in Los Angeles. Jayson is a member of the Washington Bar and resides in Washington, DC.

#### Kimberly J. VanWyhe-Vice President, Kiley & Associates

Kimberly is currently Vice President of Kiley & Associates, focusing on business development, policy, and strategy development. Kimberly received her BA in Political Science from St. John's University in 2004 and received her MBA in International Business with a concentration in consulting. She also holds a certification in Global Oil and Gas Management from the Thunderbird School of Global Management.

Kimberly's previous professional experience includes working on multiple political campaigns on both the state and federal level, working for the Alaska State Legislature as well as for the Cohen Group, a defense-oriented consulting firm founded by former Secretary of Defense William Cohen. She then served as the Director of Energy Policy at the American Action Forum, a DC think tank focusing on economic, domestic, and fiscal policy issues.

Kimberly is also the Policy Director for Building Cyber Security, a non-profit organization leading Cyber Physical standards development, education, certifications, and labeling authority, advancing the physical security, safety, and privacy in public and private sectors. Kimberly was raised in Fairbanks, Alaska, and currently resides in Washington, DC.

#### Interaction with City Officials and Staff and Estimation of Hours

Our firm will work cooperatively with your City Manager, department heads, Mayor and City Council to ensure a high level of legislative and administrative success in Washington, DC. Our strategies will vary depending upon the issues as well as Washington, DC's ever-changing political climate.

The estimated hours vary depending on the needs of our clients and the political landscape of the federal government. Giving an estimated number of hours is difficult. Whenever you and/or your staff request something from our firm, we get to work immediately and report the actions back to you no matter how many hours it takes. This sets us apart from the competition as we are malleable and more than willing to go above and beyond to get the job done.

Kiley & Associates are sensitive to the differences between clients served and proactively work to ensure conflicts of interest do not arise.

#### **D.** Compensation and Fee Proposal

Like nearly every Washington, DC based firm, we charge a monthly retainer to our City clients for our in-depth advisory and advocacy services. The agreement between the City of Lawndale and the entire team would be a total rate of \$4,000 per month. This is a final not-to-exceed annual price of \$48,000 per year, no additional costs will be charged over the first two years of the contract. The cost proposal covers the fiscal year cycle, July 1<sup>st</sup> through June 30th, 2026, and includes the current Fiscal Year 2024-2025 (remaining 6 months).

The retainer is all-inclusive of the federal legislative advocacy services we provide for your City. We are always on call for our clients and engage nearly daily on numerous activities affecting cities at the federal and state level.

	MONTH	MONTHLY RATE
FISCAL YEAR 2024-2025 TOTAL		
\$24,000	JANUARY 1, 2025	\$4,000
	FEBRUARY 1, 2025	\$4,000
	MARCH 1, 2025	\$4,000
	APRIL 1, 2025	\$4,000
	MAY 1, 2025	\$4,000
	JUNE 1, 2025	\$4,000
FISCAL YEAR 2025-2026 TOTAL		
\$48,000	JULY 1, 2025	\$4,000
	AUGUST 1, 2025	\$4,000
	SEPTEMBER 1, 2025	\$4,000
	OCTOBER, 2025	\$4,000
	NOVEMBER 1, 2025	\$4,000
	DECEMBER 1, 2025	\$4,000
	JANUARY 1, 2026	\$4,000
	FEBRUARY 1, 2026	\$4,000
	MARCH 1, 2026	\$4,000
	APRIL 1, 2026	\$4,000
	MAY 1, 2026	\$4,000
	JUNE 1, 2026	\$4,000

#### E. References

Wendell Bugtai, Assistant City Manager

City of Perris 101 N. D Street Perris, CA 92570

Wbugtai@cityofperris.org

(951) 500-8528

Services Provided: Federal Government

Advocacy

Project Dates: 2022 - Current

Darren Arakawa, Chief of Police

City of South Gate 8620 California Avenue Southgate, CA 90280 Darakawa@sogate.org (323) 563-5408

Services Provided: Federal Government

Advocacy

Project Dates: 2019 – Current

Michael Flad, Assistant City Manager

City of Jurupa Valley 8930 Limonite Avenue Jurupa Valley, CA 92509 (818) 632-3110

Mflad@jurupavalley.org

Services Provided: Federal Government

Advocacy

Project Dates: 2021 – Current

Thaddeus McCormick, City Manager

City of Lakewood 5050 Clark Ave Lakewood, CA 90712 562-866-9771

Tmack@lakewoodcity.org

Services Provided: Federal Government

Advocacy

Project Dates: 2022 - Current

Jennifer Vasquez, City Manager City of Maywood 4319 E Slauson Ave Maywood, CA 90270 (323) 926-5919

jennifer@cityofmaywood.org

Services Provided: Federal Government Advocacy

Project Dates: 2021 - Current

Kiley & Associates currently represents twenty California local governments at the federal level in Washington, DC., assisting with numerous Federal Government issues. Our current local government clients include:

Artesia, CA	Bishop, CA	Carson, CA	Chino Valley Fire District, CA	Concord, CA
Indian Wells, CA	Jurupa Valley, CA	Lakewood, CA	La Quinta, CA	Lomita, CA

Lynwood, CA	Maywood, CA	Milpitas, CA	Paramount, CA	Patterson, CA
Perris, CA	Resource Conservation District of Tehama County, CA	San Juan Bautista, CA	South Gate, CA	Upland, CA

#### F. Disclosure of Conflicts of Interest

Our team is neither aware of nor limited by any conflicts of interest that would preclude our entering into a contract with or working for the City of Lawndale.

#### **G.** Additional Information

Thank you for the opportunity for Kiley & Associates to submit our proposal for full-service advocacy services to the city of Lawndale. We are honored to provide this proposal introducing the City to our firm. Our firm's strategic approach to advocacy is custom tailored to the unique needs of each of our clients, and our team is excited about the opportunity to work with such a wonderful community.

# ATTACHMENT D

#### **EXHIBIT A**

CITY OF LAWNDALE 14717 Lawndale Blvd. Lawndale, CA 90260

RFP NO. 2410-34

### RFP PROPOSAL FORM

# PROPOSER'S RESPONSES TO RFP FOR LEGISLATIVE AND LOBBYING SERVICES

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE RFP.

The following Proposal is submitted to the City of Lawndale.

Proposal Submitted I	Ву:			
Carpi & Clay		carpiclay.com		
Name of Firm		Website		
601 New Jersey	y Avenue NW, Suite 300			
Address				
Washington	DC	20001		
City	State	Zip Code		
Zac Commins,	Principal	zcommins@carpiclay.com		
Printed Name/Title	of Contact	Email		
(310) 619-5792	2			
Telephone Number	/Fax Number			
Kenneth Carpi,	CEO & Managing Partner			
Name of official aut	horized to bind firm to terms of submittal			
Form of Business C	Organization:			
Please indicate the following (check one):				
Corporation	X			
Partnership				
Sole Proprietorship				
Other:				

If less than three (3) years a	and your company was in busi	iness under a different name, what was that	
Addenda Received:			
Please indicate addenda inf	ormation you have received re	garding this RFP: (if needed)	
Addendum No. 1	Date Receive		
Addendum No Date Received: Addendum No Date Received:			
No Addenda received regar	uling this RFF.		
References:			
Please supply the names comparable goods as reque		whom you recently supplied and installed	
City of Irvine, CA	1 Civic Center Plaza Irvine, CA 92606	Michelle Grettenberg, Assistant City Manage (949) 724-6252	
Name of Company/Agency	Address Person to co	ontact/Telephone No.	
	12700 Norwalk Blvd	Salpy Kabaklian Slentz, Management Analyst (562) 929-5303	
City of Norwalk, CA	Norwalk, CA 90650	(302) 929-3303	
City of Norwalk, CA  Name of Company/Agency	<u> </u>	tact/Telephone No.	
	<u> </u>	,	



# Carpi & Clay, Inc.

601 New Jersey Avenue NW, Suite 300 Washington, D.C. 20001 (202) 822-8300



**Response to Request for Proposals from the** 

# **CITY OF LAWNDALE**

NO. 2410-34 – Professional Legislative and Lobbying Services For Local Government

October 31, 2024

#### A. COVER LETTER

October 31, 2024

Yvette Palomo City Clerk's Office City of Lawndale 14717 Burin Avenue Lawndale, CA 90260

Dear Ms. Palomo:

Carpi & Clay is pleased to respond to the City of Lawndale's Request for Proposals (RFP NO. 2410-34) for Professional Legislative and Lobbying Services For Local Government. This proposal outlines our qualifications, introduces our team, explains our approach, and highlights our federal advocacy successes on behalf of local governments.

We specialize in the development and implementation of successful federal legislative and government advocacy programs on behalf of public entities. The advocacy community in Washington, D.C. is highly competitive, and we are very proud that our successes on behalf of our clients have resulted in their continual decisions to remain with our firm. We possess direct, relevant experience working on the issues important to local governments from the perspective as senior staff and now as professional advocates with strong relationships with the California congressional delegation and relevant federal agencies.

Our proposal outlines a strategic approach to bolstering the City's advocacy efforts through comprehensive federal lobbying services. To amplify your voice and influence in Washington, D.C., we offer a tailored suite of services designed to navigate the complexities of federal policymaking and secure favorable outcomes for your priorities.

We have assembled the following team for the City that is ideally suited to work on your behalf at the federal level:

- Zac Commins will serve as the co-project manager. A South Bay native and key former federal policy advisor to Senator Alex Padilla and Los Angeles Mayor Karen Bass, Zac offers a decade of federal government experience and insightful capacity for advancing policy, regulatory, and funding priorities for California public agencies, including housing and homelessness, economic development, transportation and infrastructure, and health care issues.
- Laura Morgan-Kessler will serve as the co-project manager. Her more than twenty years of federal experience serves as the foundation of her ability to develop and implement federal advocacy strategies on behalf of her clients, including several California cities. Laura served as a legislative staffer for the late Senator Dianne Feinstein, managing a portfolio including water and wastewater, the environment, natural resources, and natural disasters.

Drawing upon our extensive experience and proven track record in federal lobbying, we propose a multifaceted approach that encompasses the following:

- Issue Advocacy and Strategy Development: We will work closely with your team to identify key legislative and regulatory priorities, craft compelling advocacy messages, and develop strategic plans to advance your agenda effectively.
- Relationship Building: Leveraging our established relationships with key decision-makers, stakeholders, and congressional offices, we will facilitate targeted outreach efforts and coalition-building initiatives to garner support for your initiatives and foster productive partnerships.
- Policy Analysis and Monitoring: We will provide real-time monitoring of legislative and regulatory developments pertinent to the City's interests, offering timely analysis and strategic guidance to adapt advocacy efforts and capitalize on emerging opportunities.
- Strategic Communication: We will develop a comprehensive communication plan to effectively communicate the City's goals, achievements, and impact to policymakers, enhancing your visibility on your projects and priorities.
- Compliance and Ethical Advocacy Practices: Our firm is committed to upholding the highest standards of compliance and ethical conduct in all lobbying activities, ensuring transparency, integrity, and adherence to regulatory requirements.

Zac and Laura will use all available resources to design and implement legislative, regulatory, and funding solutions that address the City's federal priorities. By partnering with us, the City will benefit from a dedicated team of seasoned advocates who are committed to advancing your interests and achieving tangible results in the federal policymaking arena. Together, we will navigate the intricacies of Washington, D.C. and position you for success in advocating for the resources and support necessary to deliver on the projects and programs for the City.

We attest that the information contained in this proposal is accurate and complete to the best of our knowledge. Our firm possesses the experience and expertise to meet the scope of services and qualifications outlined in Section II of the RFP, particularly with respect to federal advocacy services, which we understand is the primary focus of the City in issuing this RFP. We confirm that this proposal will remain valid for at least 90 days from the deadline for the receipt of proposals and, should our firm be selected for negotiation, we agree to an automatic extension of the proposal's validity.

Thank you for your consideration of our proposal. We welcome the opportunity to discuss our qualifications, as well as how we can help the City achieve your federal objectives.

Sincerely,

Kenneth Carpi

CEO & Managing Partner

Amulleups

Carpi & Clay, Inc.

601 New Jersey Avenue NW, Suite 300

Washington, D.C. 20001

### B. PROPOSER FIRM BACKGROUND/QUALIFICATIONS

For 38 years, the bipartisan Carpi & Clay team has represented, advanced, and protected our clients' financial, legislative, and regulatory interests of California local governments and public agencies, equipping us to serve as successful federal advocates for the City of Lawndale. Our success is a result of our comprehensive approach to advocacy, understanding the issues, and having strategic relationships. Within the context of an ever-changing legislative and regulatory landscape, we are direct advocates for and work closely with our clients to develop a meaningful and realistic assessment of their needs and opportunities for success at the federal level. We leave no stone unturned.

Day in and day out, it is in our firm's DNA to go the extra mile for clients. We know that each client is just as unique as the strategies that we develop and implement for them. We recognize that many firms sound the same when it comes to RFP responses. Here is what separates us from the pack:

- We use a "Principals Only" approach. The same people who prepared this proposal will be the people answering your phone calls, attending meetings, and doing the work on your behalf. We will manage and execute all aspects of the work, not associates or junior staff. We believe that being directly accountable is the best way to serve our clients.
- We deliver results. Whether it is obtaining federal funding, securing legislative language, or influencing federal agencies' regulatory actions, we have a strong record of accomplishments on behalf of our clients. For example, over the last three fiscal years, we helped our clients secure over \$85 million in community project funding in the annual appropriations bills. We have also assisted in securing major infrastructure grant awards. Our firm takes a team-oriented, full-service approach, which has helped us develop successful multiyear advocacy campaigns on behalf of our clients' federal priorities.
- We learn the issues and do not leave policy details to others. Knowing the details of your issues on a variety of policies and topics helps us establish strong, value-added relationships based on trust and integrity. This is the starting point for any successful advocacy strategy.
- We evolve, adapt, and keep our clients ahead of the curve. Now more than ever, engaging at the federal level is critical to our clients. Our ability to look "over the horizon" keeps our clients one step ahead of the curve and is critical for their success at the federal level. It is this proactive nature that has helped our clients secure federal funding and regulatory relief from numerous federal agencies, as well as ensure our clients' access to Washington, D.C. remains strong during unprecedented times.
- We provide both tailored and timely communications. Communication is key to the successful implementation of your federal advocacy goals. When it comes to communicating with our clients, we pride ourselves on ensuring that it is not only tailored to each client's specific needs but also timely. We do not send our clients generic emails or just forward news articles. Our communication with our clients is always tailored to their specific issues. Our clients expect a high level of specialized tailored service, and we strive every day to not only meet but exceed those expectations.

Having served as staff to major political leaders at the local, state, and federal levels, we have been on "both sides of the table" as advocates and as staff to public officials being lobbied. This unique perspective helps us to be creative and nimble public policy advocates. We will use all available resources to design and implement legislative, regulatory, and funding solutions that address the City's policy, regulatory, and project priorities including:

- Crafting strategic plans;
- Building coalitions and engaging with key stakeholders;
- Educating lawmakers and advocating before Congress;
- Briefing federal agency officials and political appointees;
- Drafting for legislation and amendments;
- Arranging, writing, and coordinating testimony;
- Developing and implementing policy briefings;
- Preparing witnesses for committee hearings;
- Identifying funding opportunities through competitive grants and the legislative and appropriations processes;
- Navigating the processes, politics, and regulations governing competitive grants and appropriations; and
- Organizing, facilitating, and supporting "fly-ins" and client advocacy days.

We offer the City of Lawndale our long-standing relationships with decision-makers in Congress and at federal agencies to help break down barriers, find common ground, and bring about positive change. We work closely with congressional leadership, appropriations, and authorizing committees. We are also in frequent communication with the Administration, the Office of Management and Budget, and numerous federal agencies.

## **OUR EXPERIENCE AND SUCCESSES**

Our record of accomplishments is strong. We take great care to ensure that client priorities are well orchestrated through every level of the federal process and beyond. We leverage our technical expertise and robust relationships within regional and headquarters levels of federal agencies, the White House, and Congress. Given the long review, study, and implementation schedules endemic to the federal process, it is not unusual to see shifts in the way the government does business while a project is winding its way through the authorization and appropriation processes. Our job includes foreseeing these bumps in the road and doing what is necessary to ensure that projects stay on track.

Taking a team-oriented, full-service approach, we have developed multiyear advocacy campaigns aimed at grassroots opinion leaders, government leaders, and congressional delegations to foster public and political support for client projects as priority candidates for federal funding. Below are some examples of our efforts that involved using a coordinated congressional and agency approach to achieve the desired outcomes for our clients.

Appropriations and Community Project Funding. The Fiscal Year 2022 appropriations bills allowed members of Congress for the first time in over a decade to request funding for community projects (formerly known as earmarks). Over the past three federal fiscal years, we helped our clients receive over \$85 million in community project request funding, including the following:

- Transportation/Infrastructure
  - Norwalk Transit System Bus Stop Equity Project (City of Norwalk)—\$850,000
  - Carlsbad Traffic Safety Improvements (City of Carlsbad)—\$850,000
  - Mt. Whitney Avenue Complete Streets (Fresno County)—\$3 million
  - Street Repaying in Tranquility (Fresno County)—\$4 million
  - Calwa Complete Streets Project (Fresno County)—\$6 million
  - Safe Streets Project (City of Vista) —\$2.2 million
  - Roadway Reconstruction and Drainage Improvements (Harris County)—\$3.6 million
  - King Parkway Trail (Harris County)—\$1 million
  - Holderrieth Road Over Willow Creek (Harris County)—\$4 million
  - Grant Line Road Improvements (San Joaquin County)—\$2.5 million
  - Santa Ana River Pedestrian/Bicycle Bridge (City of Anaheim)—\$1.7 million
  - Complete Streets Project (City of Vista)—\$850,000
  - Sidewalk and Roadway Safety Infrastructure (City of Vista)—\$2.2 million
  - Shoreline (sea level rise) Ecosystem Protections (Port of San Diego) —\$1 million
  - Aguaculture Infrastructure Planning/Design (Port of San Diego)—\$425,000
  - Pier Infrastructure Rehabilitation Project (Port of San Diego)—\$2 million
  - Boat Harbor Infrastructure (Port of San Diego)—\$3 million
  - Imperial Beach Pier Infrastructure (Port of San Diego)—\$500,000
- Water/Wastewater
  - Water Resiliency Project (City of Norwalk)—\$1.85 million
  - Septic to Sewer Conversion Project (Mission Springs Water District)—\$3.85 million
  - Pump Station Electrical Relocation Project (Monterey One Water)—\$400,000
  - Cybersecurity and SCADA Upgrades (Monterey One Water)—\$1.252 million
  - Water Storage Tank Project (Genesee County)—\$3.75 million
  - Drinking Water/Wastewater Treatment Projects (Tulare County)—\$5.7 million
  - Sewer Infrastructure Project (Tulare County)—\$750,000
- Housing/Economic Development
  - Smart Cities Digital Divide Project (City of Norwalk)—\$1.72 million
  - Maple Streets Navigation Center (San Mateo County)—\$500,000
  - Half Moon Bay Farmworker Homeownership Project Expansion (San Mateo County)—\$3 million
  - Veterans Transitional Housing (Harris County)—\$1.6 million
  - Permanent Supportive Housing (City of Anaheim)—\$500.000
  - Neighborhood Revitalization Project (City of Anaheim)—\$500,000
- Public Safety/Homeland Security/Workforce Development
  - Emergency Generators for Community Resiliency (City of Norwalk)—\$976,000
  - Energy Sector Education & Workforce Development (City of Anaheim)—\$3 million
  - Food Services Incubator and Job Training Center (City of Anaheim)—\$500,000
  - Emergency Operations Center (City of Anaheim) —\$1.5 million
- Parks/Open Spaces
  - Public Parks (City of Anaheim)—\$2 million
  - Park Infrastructure and Recreation Area (San Mateo County)—\$1 million

**Competitive Federal Grants.** Federal competitive grant funding is an important financial resource for California's public agencies. Through our consistent engagement in the annual congressional appropriations process and our grants support, we have helped to create and monitor opportunities for our clients to secure critical federal grant funding, including the following:

- Transportation/Infrastructure
  - RAISE grant for infrastructure improvements (Port of San Diego)—\$5 million
  - Port Infrastructure Development grant for the installation of shore power for oceangoing vessels (Port of San Diego)—\$11.25 million
  - America Marine Highway grant for supply chain infrastructure (Port of San Diego)
     —\$5.5 million
  - Bus and Bus Facilities grant for a bus stop equity project (City of Norwalk)—\$1.055 million
  - FAA grant for Meadow Fields Airport (Kern County)—\$11.7 million
  - FAA grant for Stockton Metropolitan Airport Improvements (San Joaquin County)—\$2.6 million
- Water/Wastewater
  - Economic Development Administration grant for a wastewater treatment facility (City of Barstow)—\$2 million
  - FEMA Building Resilient Infrastructure and Communities grant for water reliability project (Inland Empire Utilities Agency)—\$46.3 million
  - Bureau of Reclamation (Reclamation) Title XVI Water Reclamation and Reuse grants for water recycling project (Long Beach Water Department)—\$1.9 million and (Monterey One Water)—\$10.316 million
  - Reclamation WaterSMART Drought Response Program grants for drought resiliency projects
  - (Long Beach Water Department)—\$2.25 million and (Mission Springs Water District)—\$300,000
  - Reclamation WaterSMART Small-Scale Water Efficiency Program grant (Long Beach Water Department)—\$275,000
  - Reclamation WaterSMART Water and Energy Efficiency Program grants (City of Norwalk)—\$492,952 and (Long Beach Water Department)—\$1.9 million
- Public Safety/Homeland Security
  - Staffing for Adequate Fire and Emergency Response grant for firefighters (City of Vista)—\$1.6 million

Coronavirus Relief Fund. In the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Congress established the \$150 billion Coronavirus Relief Fund (CRF) for states and local governments with populations above 500,000 residents. The Treasury Department was interpreting the legislation in a manner that would have prevented 12 counties throughout the country, including Fresno County, with a population above 500,000, from being eligible for funding. We took the initiative to contact the impacted counties and created an informal coalition to lobby against Treasury's interpretation. Through conference calls, the development of advocacy tools, and a coordinated campaign targeting Congress, the White House, and the Treasury Department, we successfully reversed the interpretation. All 12 counties were deemed eligible entities, and each received a direct CRF allocation amounting to millions in fiscal relief from the Treasury Department.

COVID-19 Fiscal Recovery Funds Tax Issue. The American Rescue Plan Act included \$350 billion for COVID-19 State and Local Fiscal Recovery Funds. This funding was allocated to every city and county throughout the country. The State of California chose to use a portion of its funding to establish a utility assistance program. Concerns were raised by many utilities throughout the state that this funding assistance would trigger tax implications, and thus require utilities to issue 1099 tax forms to all recipients. When our water clients raised this issue with us, we immediately began outreach to key Hill and agency contacts. We reached out to California congressional offices to raise this issue. We also coordinated with national associations to raise the profile of this concern. As a result of these efforts, the Internal Revenue Service issued clarification guidance that this funding would not be considered taxable.

**COVID-19 Fiscal Recovery Funds Flexibility.** As Policy Advisor to Senator Padilla, Zac coauthored bipartisan legislation to increase flexibility for counties, cities, states, territories, and tribal governments in the use of fiscal recovery funds provided by the American Rescue Plan Act. In coordination with leading organizations that represent state and local governments, including the National League of Cities and the U.S. Conference of Mayors, Zac guided the bill through complex bicameral negotiations and procedural obstacles, ultimately securing its inclusion in an omnibus appropriations bill signed into law by President Biden.

**Build America, Buy America Act.** The Bipartisan Infrastructure Law (BIL) included Build America, Buy America Act (BABAA) provisions for all projects receiving BIL funding. Complying with these provisions has been a challenge for the infrastructure community. We have worked with our clients to navigate this process at the Bureau of Reclamation and the Environmental Protection Agency, as well as advocate for the continued approach of providing waivers to the law. Additionally, we have helped our clients draft comment letters regarding BABAA and educate Members of Congress on the real-life impacts of these provisions.

Affordable Housing Federal Agency Troubleshooting. San Mateo County was in the process of closing on a 179-unit affordable house project. To close on the project, the County needed the Department of Housing and Urban Development (HUD) to approve a Subsidy Layering Review (SLR), and to do so in a very tight timeline. Without the approval of the SLR, the project would not come to fruition. On behalf of the County, we quickly engaged their Congressional delegation and put together a coordinated effort for the County's delegation to engage and put pressure on HUD. As a result of our efforts, HUD approved the SLR in a matter of days and the County was able to close on the much-needed affordable housing project.

Community Based Violence Intervention and Prevention. Harris County, TX is making significant investments in public health approaches that address the social determinants of health and the root causes of violence. One component is a violence prevention initiative that identifies at-risk youth and provides wraparound services to the targeted population. Through our work, we identified a specific Bureau of Justice Assistance grant tailored to this County initiative. Through briefings and securing congressional endorsements, the County was awarded a \$2 million discretionary grant.

#### **OUR RELATIONSHIPS**

Through both our past and current client work, Carpi & Clay has worked with Members of the City's congressional delegation, including Senator Alex Padilla, Senator Laphonza Butler, Representative Maxine Waters, and the Los Angeles County House delegation. Given our portfolio of California local government clients, we also work closely with the entire California congressional delegation, congressional leadership, appropriations, and authorizing committees, including:

- House of Representatives: Appropriations Committee; Budget Committee; Education and the Workforce Committee; Energy and Commerce Committee; Financial Services Committee; Homeland Security Committee; Judiciary Committee; Natural Resources Committee; Small Business Committee; Transportation and Infrastructure Committee, Veterans' Affairs Committee, and Ways and Means Committee.
- Senate: Appropriations Committee; Banking, Housing, and Urban Affairs Committee; Budget Committee; Commerce, Science, and Transportation Committee; Energy and Natural Resources Committee; Environment and Public Works Committee; Finance Committee; Health, Education, Labor, and Pensions Committee; Homeland Security and Governmental Affairs Committee; Judiciary Committee; Small Business and Entrepreneurship Committee; and Veterans' Affairs Committee.

We are also in frequent communication with the Administration, the Office of Management and Budget, and numerous federal agencies, including the following:

Army Corps of Engineers; Council on Environmental Quality; Department of Commerce; Economic Development Administration; Department of Energy; Environmental Protection Agency; Department of Homeland Security; Federal Emergency Management Agency; Department of Housing and Urban Development; Department of the Interior; Bureau of Reclamation; National Park Service; Department of Justice; Department of Labor; Department of Transportation; Department of the Treasury; and Department of Veterans Affairs.

Additionally, we enjoy strong working relationships with national advocacy organizations, including the National League of Cities and the U.S. Conference of Mayors.

#### C. UNDERSTANDING OF SCOPE OF SERVICES AND APPROACH

We propose the following strategic path to help the City achieve your federal priorities and address the cross-border pollution crisis. Built into the plan is the necessary flexibility to accommodate changes in Washington, D.C., as well as issues that may emerge at the local level. When it comes to Washington, issues that appear straightforward never are. Success requires a nimble approach capable of coordinating with multiple federal agencies that operate in silos. We view our relationships with our clients as being an extension of their team and the approach below indicates the activities we will initiate on your behalf.

Strategic planning and consultation. Upon selection, we would schedule an intensive, strategic planning session with the City. We believe this is the starting point for any successful advocacy strategy. We would use this opportunity to review the City's current agenda, discuss project and regulatory priorities with your leadership, and meet with elected officials and staff as appropriate. We would present the City with an assessment of opportunities and challenges in Washington, D.C., as well as insight into the legislative climate and political dynamics. We would also evaluate the City's current federal presence to maximize advocacy potential and increase your federal footprint. We will work to synchronize the City's federal agenda with what Congress and federal agencies will be doing. We will also seek to prepare for unanticipated issues that need attention but are not specifically delineated in the agenda. Once finalized, we will ensure the priority issues are communicated to Congress and federal agencies.

Maintain relationships with Congress and federal agencies. As your "boots on the ground" in Washington, D.C., we will ensure that the City's priorities are front and center with Congress, the Administration, and relevant federal agencies. We will ensure that federal decision-makers view us as an extension of the City in Washington, D.C. and as an available resource to them at any time to discuss funding, legislative, and regulatory priorities. Additionally, we will use our extensive network of congressional and federal agency relationships to extend the City's reach well beyond its congressional delegation. We will work to help raise your profile with the federal government and be viewed as a thought leader on important issues. We work regularly with authorizing and appropriating committee staff in both the House and the Senate. We are also in frequent communication with the Administration, numerous federal agencies, and the Office of Management and Budget.

Legislative and regulatory advocacy. We closely track all federal activity as it relates to local governments. We will keep the City abreast of any legislation or potential legislation that could affect your residents. We will provide legislative text, detailed bill analysis, and status updates on federal legislation of importance. We also monitor the *Federal Register* daily for any new federal agency regulatory actions that may be of interest to our clients. We will ensure that the City is made aware of all pending federal regulatory actions that could have either a positive or negative impact on your operations or your residents. We will prepare detailed and thoughtful comments in response to proposed federal agency regulations, sharing these comments with your congressional delegation.

**Federal funding advocacy and grant support.** The City does not have unlimited financial resources which makes federal funding critical for your operations and to maintain services for your residents. We will closely monitor the President's budget and the annual congressional appropriations process, providing the City with a detailed summary and funding levels of

programs of importance. We will work with the City to ensure that Senator Padilla, California's next Senator, and Representative Waters are aware of the City's annual appropriations priorities and community project requests, complete and submit all appropriations request forms. Additionally, we understand the dynamics of the federal grant process and have secured numerous grants for local communities. Our work has involved identifying appropriate grants, assisting with the preparation and submittal of grants, and the necessary advocacy with federal agencies. We will work with your grant writers to tailor a grants management strategy that looks to specific programs and expected grant offerings. We will provide timely notice of federal grant announcements and share all materials relevant to the grants. We will also organize meetings for you with those federal agency decision-makers. This will help the City position its grant proposals, understand an agency's priority focus for funding, and develop relationships with federal decision-makers.

**In-person visits.** You are your own best advocates. We want the City to be personally involved in your Washington, D.C. advocacy. We will support all facets of the City's federal advocacy trips to ensure the most advantageous use of your time. Whether traveling to Washington, D.C. or doing a virtual visit, we will accommodate your needs. Working with the City, we will prepare a list of potential dates and targeted meetings in Washington, D.C. We can help schedule meetings, including meetings with the City's congressional delegation, key committee staff, and relevant federal agency officials. We will keep the City apprised of meetings as they are secured. In addition, we will assist in the preparation of associated white papers, letters, and talking points. We will accompany the City to all your meetings with federal decision-makers and ensure that all action items are captured and addressed.

Communication. We believe that communication is key to the successful implementation of your federal advocacy goals. We maintain regular contact with our clients, both through email and phone calls. This accessibility and communication will be critical to the success of the City's legislative platform. We recognize both short- and long-term trends in funding opportunities before they become apparent and will work with the City to connect priorities with those federal opportunities. We will monitor key legislation, congressional hearings, grant opportunities, and regulations that affect the City and your priorities. We are committed to providing regular written reports that outline the monitoring of key legislative initiatives related to the City's legislative agenda. We will closely monitor legislative and regulatory developments in Washington, D.C. (including tracking discussions, drafts, emerging issues, research reports, and other activities that may ultimately affect legislation, regulations, or other client interests) and promptly convey through email, conference call, or report, as directed, whatever we learn that is important to the City. We will use all available technology to bridge the geographic and temporal divide separating California and Washington, D.C.

## **OUR TEAM**

Our team has significant advocacy experience working on behalf of California cities and other public entities. We understand the fundamental issues facing local governments and recognize the considerable financial, operational, and political challenges they balance daily. We have worked—inside and outside of government—to help agencies like the City overcome those challenges.

Our professional staff members represent bipartisan achievement and diverse issue interests, with complementary expertise and backgrounds. Throughout our individual careers and as a

firm, we have worked for and with Democratic and Republican Administrations, Congress, mayors, governors, and other elected and appointed officials. We understand the challenges and issues facing local governments at the federal level and have many years of direct experience working on those issues with corresponding accomplishments and achievements. We have the in-house expertise and political understanding to achieve the City's federal priorities.

Each member of our team is highly respected within the Washington, D.C. advocacy community. Zac Commins and Laura Morgan-Kessler will serve as the co-project managers for Carpi & Clay's federal efforts for the City. They will be responsible for ensuring that all timelines are met and that all work products are of the highest quality.

Utilizing our "Principals Only" approach, Carpi & Clay guarantees that Zac and Laura will be directly accessible to the City and will provide prompt responses and dedicated support to meet the City's federal needs. Our commitment is to prioritize the City's interests and ensure continuous, effective communication. While we understand the importance of specifying an estimated number of hours our team would dedicate to meeting the contractual obligations, we believe the quality of our representation and our unwavering availability are the true measures of our commitment to the City's success.



#### **Zac Commins**

Zac Commins brings a decade of experience working on federal policy, funding, and regulatory matters to Carpi & Clay. With previous roles spanning Capitol Hill and local government, Zac brings invaluable expertise in government relations, policy advocacy, and strategic counsel. His track record of effectively navigating complex political landscapes and building bipartisan coalitions will make him instrumental in furthering Carpi

& Clay's commitment to providing exceptional service to our clients.

Zac most recently served as Executive Officer of Intergovernmental Affairs to Los Angeles Mayor Karen Bass. In this role, he played a pivotal role in shaping the City's advocacy agenda, fostering crucial partnerships across all levels of government, and aligning priorities with various City departments and offices. Zac led the Intergovernmental Affairs team's efforts to maximize federal and state funding for the City, while facilitating advocacy trips, visits from dignitaries, large-scale policy events, and participation in national conferences.

As Policy Advisor to Senator Alex Padilla, Zac spearheaded several of the office's signature legislative achievements, including central provisions incorporated in the Bipartisan Infrastructure Law. He co-led bipartisan efforts to successfully enact legislation to provide flexibility to state, local, tribal, and territorial governments in the use of billions of dollars in fiscal recovery funds. His extensive collaboration with diverse stakeholders, including government agencies and nonprofits, underscored his commitment to advancing a myriad of policy priorities, securing grant awards, and facilitating congressionally directed spending.

Zac started his career in Washington, D.C. in the U.S. House of Representatives, including serving as a legislative director to a Member of Congress and handling housing and health care issues. Zac has prior experience providing comprehensive government affairs services to public sector and nonprofit clients. Zac graduated with honors from the University of California, Berkeley with a bachelor's degree in political science.



## Laura Morgan-Kessler

When it comes to unrivaled dedication, subject-matter experience, and commitment to success in advocating for public agencies, Laura Morgan-Kessler stands out. Her comprehensive knowledge spans a wide swath of critical issues including water and wastewater infrastructure, transportation, economic development, homeland security, public safety, natural resources, the environment, energy, housing, and national service.

Laura's passion for her clients' issues is much more than just a part of her work; it is the essence of it. Her relentless pursuit of excellence continues to create lasting impacts, not only for her clients but for the communities they serve. Her unmatched dedication, combined with her profound expertise, places her at the forefront of her field.

What continues to set Laura apart is her proven ability to continually help her clients find successes at the federal level. She has secured over \$40 million in federal funding for her clients' community project requests in the annual appropriations bills in just the last three years. She has worked with her clients to successfully navigate the implementation of the American Rescue Plan Act, the Bipartisan Infrastructure Law, and the Inflation Reduction Act. She has achieved programmatic funding increases for programs such as the Foster Grandparent Program and the Senior Companion Program. These successes are directly related to her unparalleled understanding of congressional and federal agency actions, coupled with her ability to forge strong partnerships with Congress, congressional committees, and federal agencies.

Laura's more than twenty years of federal experience serves as the foundation of her ability to develop and implement federal advocacy strategies on behalf of her clients. She began her time in Washington, D.C. as a legislative staff member for Senator Dianne Feinstein. Her portfolio of issues centered around a topic of critical importance to Californians: infrastructure. During her tenure on Capitol Hill, she managed a portfolio of issues including transportation, water and wastewater, energy, natural resources, the environment, and natural disasters.

Outside of the office, Laura dedicates her time to empowering female professionals. She currently serves as a board member for Women in Government Relations (WGR), an organization that supports 1,200 women government relations professionals throughout the country. She also serves as a mentor in WGR's annual mentorship program.

Laura graduated from Wake Forest University with a Bachelor of Arts in political science and a minor in sociology. Her time as a Demon Deacon laid the foundation for her career in federal policy and advocacy, as well as her lifelong commitment to uphold her alma mater's motto of pro humanitate.

#### **ZAC COMMINS**

zcommins@carpiclay.com I (310) 619-5792

#### **EXPERIENCE**

#### Carpi & Clay Principal

2024-Present

- Develops and executes effective federal advocacy strategies to achieve clients' targeted objectives.
- Provides critical and timely insights on Congressional and federal agency actions.

#### Office of Los Angeles Mayor Karen Bass Executive Officer of Intergovernmental Affairs

2023-2024

- Served as a key advisor to the Mayor in carrying out the City's Intergovernmental Affairs functions, fostered
  crucial partnerships across all levels of government to advance the City's advocacy agenda, and collaborated
  with various City departments and offices to align priorities.
- Led efforts to maximize federal funding opportunities, including more than doubling the amount of congressionally directed spending allocated to the City.
- Facilitated advocacy trips, visits from dignitaries, and comprehensive policy events.

#### Office of U.S. Senator Alex Padilla Policy Advisor

2021-2023

- Served as the Senator's principal advisor on banking, budget, economic development, small business, tax, trade, and transportation policy.
- Co-authored bipartisan legislation to allow flexibility to state, local, and tribal governments in their use of federal fiscal recovery funds, included in the Consolidated Appropriations Act, 2023.
- Collaborated with the Senate Environment and Public Works Committee to shape language included in the
   *Infrastructure Investment and Jobs Act*, including supporting zero-emission buses and trucks, climate resiliency,
   transportation equity, bridge enhancements, and wildlife crossings.
- Led the Senator's efforts on the Senate Budget Committee, including the budget reconciliation process and advancement of the *Inflation Reduction Act* and the *American Rescue Plan Act*.
- Worked closely with state and local governments regarding policy priorities, grant opportunities, and congressionally directed spending requests.

# Office of U.S. Representative Harley Rouda

2019-2021

Legislative Director (2019-2021)

- Senior Legislative Assistant (2019)
- Led the agenda for one of the most legislatively productive members in the 116th Congress, including advancing the most sponsored legislation through the House of any freshman office.
- Served as principal advisor for his role on the House Transportation and Infrastructure Committee as well as appropriations, banking, budget, economic development, health, housing, judiciary, and tax policy.

#### **Townsend Public Affairs**

2018-2019

#### Associate

Served as a federal advocate for California cities, counties, special districts, and nonprofits.

#### Office of U.S. Representative Eric Swalwell

2015-2017

Legislative Assistant (2016-2017) Legislative Aide (2015-2016)

Staff Assistant/Legislative Correspondent (2015)

#### **EDUCATION**

### Bachelor of Arts (B.A.), Political Science

2011-2015

University of California, Berkeley, CA

Honors with Distinction, Phi Beta Kappa

#### LAURA MORGAN-KESSLER

(703) 298-6846 — Imorgan-kessler@carpiclay.com

#### **EXPERIENCE**

Carpi & Clay, Inc., Washington, D.C.

Partner 10/22-Present 5/18-10/22

- Manages a diverse client portfolio including cities, counties, drinking water and clean water utilities, trade associations, and non-profit organizations.
- Secured over \$43 million for clients in community project requests funds from FY22-FY24.
- Provides timely and strategic intelligence on Congressional and federal agency actions and helps clients develop and implement federal advocacy strategies to accomplish specific goals.
- Maintains strong working relationships with Members of Congress and their staff, Congressional Committees, and federal agencies including the Department of the Interior, the Bureau of Reclamation, and the Environmental Protection Agency.
- Helps clients navigate the federal legislative and regulatory processes.
- Works to develop creative and out-of-the-box solutions to federal issues and roadblocks.
- Engages regularly with organizations such as the U.S. Conference of Mayors, the National League of Cities, the National Association of Counties, and the Association of California Water Agencies.

Van Scoyoc Associates, Inc., Washington, D.C.

#### **Director, Government Relations**

12/09-5/18

- Provided comprehensive federal advocacy services for a portfolio of public entity clients.
- Oversaw and organized Congressional and federal agency advocacy fly-ins.
- Drafted legislation that gained bipartisan support in both the House and the Senate.
- Wrote proposals and interview presentations that resulted in successfully obtaining new clients.
- Led efforts in 2012 to build coalition of affected stakeholders to remove the residual risk requirement from the National Flood Insurance Program authorization bill.

#### Manager, Government Relations

12/06-12/09

- Collaborated with clients to draft and implement a federal relations strategy.
- Drafted Congressional correspondence, legislative language, and regulatory comments.
- Tracked appropriations bills, monitored legislation, and attended hearings.

Office of United States Senator Dianne Feinstein, Washington, D.C.

#### **Legislative Correspondent**

6/04-12/06

- Composed speeches, drafted statements, and assembled floor charts.
- Comprised Daily Energy Report for Senator Feinstein and legislative staff.

Staff Assistant 6/03-6/04

- Researched legislation pertaining to energy and the environment.
- Answered phones, distributed mail, and responded to constituent letters.

#### EDUCATION Wake Forest University, Winston-Salem, NC

1999-2003

Bachelor of Arts in Political Science; Minor in Sociology

#### **MEMBERSHIP**

Women in Government Relations

- Director, Board of Directors (7/22-6/24)
- Chair of Congressional Outreach Committee (7/21-6/22)
- Co-Leader Transportation & Infrastructure Task Force (7/19-6/21)

#### D. COMPENSATION AND FEE PROPOSAL

Fixed-fee monthly retainers are the standard for federal advocacy work, and we strongly believe they provide the best value to our clients. Monthly retainer agreements allow for our communication with our clients and on behalf of our clients to be unencumbered. We have also found that this financial arrangement provides our clients with a strong continuity of service.

Based on our understanding of your federal needs, Carpi & Clay proposes to provide the City with comprehensive federal advocacy services for a fixed monthly retainer of \$5,000. Long-distance travel at the direction of the City would be billed at cost outside of the monthly retainer.

Period	Proposed Cost
Remainder of Fiscal Year 2024-25 (1/1/25-6/30/25)	\$30,000
Fiscal Year 2025-26 (7/1/25-6/30/26)	\$60,000

#### E. REFERENCES

Carpi & Clay and our advocates have a proud history representing California local governments at the federal level. Below are five references that demonstrate our knowledge and experience working on behalf of public agencies.

 City of Irvine. Carpi & Clay has provided comprehensive federal legislative services since 2022. We have worked with the City to support several priorities including infrastructure, public safety, housing, and economic development.

#### Michelle Grettenberg

Assistant City Manager 1 Civic Center Plaza, Irvine, CA 92606 (949) 724-6252 mgrettenberg@cityofirvine.org

City of Norwalk. Carpi & Clay has provided comprehensive federal legislative services for the City since 2018. We have helped the City secure federal funding for critical projects and programs, including bus stop improvements, energy and water resiliency enhancements, and digital infrastructure installations in public parks and facilities. Additionally, we support the City's efforts with its water reliability project with the Army Corps of Engineers.

#### Salpy Kabaklian Slentz

Management Analyst 12700 Norwalk Blvd, Norwalk, CA 90650 (562) 929-5303 SKabaklianslentz@norwalkca.gov

City of Newport Beach. Carpi & Clay has represented the City of Newport Beach on federal transportation matters since 2019. Zac serves the City's federal advocacy efforts on aviation, including engagement with the Department of Transportation, the Federal Aviation Administration (FAA), and Congress. We have been successful in incorporating language into legislation to advance the City's goals, including creating a new program in the recently enacted FAA reauthorization designed to help the agency more effectively carry out its community engagement activities.

#### Tara Finnigan

Deputy City Manager 100 Civic Center Drive, Newport Beach, CA 92660 (949) 644-3035 tfinnigan@newportbeachca.gov

 City of Carlsbad. Carpi & Clay has provided comprehensive federal legislative services for the City since 2022. We have helped the City secure federal funding for critical infrastructure and housing projects. Additionally, we are working to help the City support important legislation related to veterans housing needs and aviation noise issues.

#### Jason Haber

Intergovernmental Affairs Director 1200 Carlsbad Village Drive, Carlsbad, CA 92008 (442) 339-2958 Jason.Haber@carlsbadca.gov

City of Los Angeles. Zac served as Executive Officer of Intergovernmental Affairs for Los Angeles Mayor Karen Bass. In this position, he played a pivotal role in shaping the City's advocacy agenda, fostering crucial partnerships across all levels of government, and aligning priorities with various City departments and offices. He also helped guide the City's efforts to maximize federal funding opportunities, including more than doubling the amount of congressionally directed spending allocated to the City.

#### Joey Freeman

Deputy Mayor of Intergovernmental Affairs 200 N. Spring St, Room 303, Los Angeles, CA 90012 (818) 802-1425

Joey.Freeman@lacity.org

In addition, please see a list below of all local government clients for whom Carpi & Clay currently provides services.

Barstow Community College District	Jurupa Community Services District	
City of Anaheim, CA	Livermore Amador Valley Transit Authority	
City of Carlsbad, CA	Long Beach Utilities	
City of Encinitas, CA	Marin County Transit District	
City of Irvine, CA	Mission Springs Water District	
City of Morgantown, WV	Monterey One Water	
City of Newport Beach, CA	Morro Bay Harbor Department	
City of Norwalk, CA	Multnomah County Drainage District	
City of Rocklin, CA	Northern Indiana Commuter Transportation	
	District	
City of Santa Barbara, CA	Pajaro Regional Flood Management Agency	
City of Vista, CA	Port of Long Beach	
County of Fresno, CA	Port of San Diego	
County of Los Angeles Public Works	Port of Santa Cruz	
County of Marin, CA	Port of Stockton	
County of San Mateo, CA	Port San Luis Harbor District	
County of San Joaquin, CA	Sacramento Regional Transit District	
County of Stanislaus, CA	Santa Clara Valley Water District	
County of Tulare, CA	Sutter Butte Flood Control Agency	
Genesee County, NY	Transbay Joint Powers Authority	
Harris County, TX	Ventura Port District	
Inland Empire Utilities Agency		

#### F. DISCLOSURE OF CONFLICTS OF INTEREST

Carpi & Clay does not have any conflicts of interest with representation of the City of Lawndale with our existing client portfolio.

Our clients are our top priority, and we take great pride in protecting our long-term relationships with them. To avoid encountering any potential conflicts between our existing clients, we go through a comprehensive internal vetting process prior to pursuing any new client opportunities. For example, prior to our firm submitting a response to this RFP, we looked at our existing client portfolio to ensure that our potential work on behalf of the City would not create a conflict for any existing clients.

Furthermore, Carpi & Clay complies with all federal, state, and local conflict of interest laws, statutes, regulations, and reporting requirements. We value our reputation for integrity and adhere to the strictest self-imposed guidelines for ethical behavior.

# ATTACHMENT E

### **EXHIBIT A**

CITY OF LAWNDALE 14717 Lawndale Blvd. Lawndale, CA 90260

RFP NO. 2410-34

## RFP PROPOSAL FORM

# PROPOSER'S RESPONSES TO RFP FOR LEGISLATIVE AND LOBBYING SERVICES

FAILURE TO COMPLETE ALL ITEMS IN THIS SECTION MAY INVALIDATE RFP.

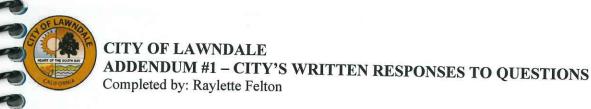
The following Proposal is submitted to the City of Lawndale.

Sole Proprietorship

Other:\_

Proposal Submitted By:	*	
TOWNSEND PUBLIC A	FFAIRS	WWW.TOWNSENDPA.COM
Name of Firm		Website
1401 DOVE STREET, SUI	TE 430	
Address		
NEWPORT BEACH	CALIFORNIA	92660
City	State	Zip Code
	SS DEVELOPMENT ASSOCIATE	ORAYMOND@TOWNSENDPA.COM
Printed Name/Title of Contact		Email
949-399-9050 / 949-476-	8215	
Telephone Number/Fax	Number	
CHRISTOPHER TOWNS	SEND, PRESIDENT	
Name of official authoriz	zed to bind firm to terms of submit	ttal
Form of Business Orga	nization:	
Please indicate the follow	ving (check one):	
Corporation X		
Partnership		

		,			
			n business under a	different name, what was t	that —
				All large and a state of the st	_
Addenda Rece					
Please indicate	addenda informat	tion you have receiv	ved regarding this R	FP: (if needed)	
	ım No. <u>1</u>	4	eceived: 10/17/24		
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			<del>.</del>		
No Addenda red	eived regarding t	this RFP:			_
References:					
Please supply comparable god	the names of coods as requested	ompanies/agencies in this RFP.	for whom you re	cently supplied and insta	alled
CITY OF COMPTON	205 South Willov	wbrook Ave, Compton, CA		R EMMA SHARIF, 310-722-3203	
Name of Comp	any/Agency Ado	dress Perso	n to contact/Teleph	one No.	
CITY OF SAN PABLO	1000 Gateway Av	venue, San Pablo, CA 9480	06 CITY MANAGER	R MATT RODRIGUEZ, 510-215-3016	3
Q111 O. Q7	any/Agency Ado	dress Person	to contact/Telephor	ne No.	
Name of Comp				T OO T DELATIONS BIOLOGOUS	626.310.50
Name of Comp	:OG 1333 Mayflower Av	venue, Suite 360, Monrovia	I, CA 91016 DIRECTOR C	F GOVT RELATIONS RICKY CHOI,	020-318-30



## RFP No. 2410-34 - ADDENDUM #1 Professional Legislative and Lobbying Services October 17, 2024

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

QUE	STIONS AND ANSWERS
1.	Question (s): Is this RFP for BOTH Federal and State legislative and lobbyist services?  While we understand the city is seeking both state and federal advocacy services, would the City consider a proposal focused solely on state advocacy or solely on federal advocacy?
	Answer: The City is primarily focused on the federal level. However, if your firm is able provide both federal and state level advocacy services, that would be great to note and include in your proposal.

## **END OF ADDENDUM**

Proposer's Signature:

Proposer's Firm Name: TOWNSEND PUBLIC AFFAIRS

(Please sign and submit this acknowledgement with your RFP)

# T®WNSEND

**PUBLIC AFFAIRS** 

EST **TPA** 1998

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COST PROPOSAL:
Professional Legislative &
Lobbying Services for Local
Government

RFP No. 2410-34

October 31, 2024

# **COST PROPOSAL**

#### **ALL-INCLUSIVE RETAINER:**

DESCRIPTION OF SERVICES	MONTHLY FEE
Professional Legislative & Lobbying Services	\$8,000*
Conduct Detailed Orientation	Included
Develop Legislative Strategy	Included
Implement the Legislative Strategy	Included
Build and Strengthen Relevant Relationships	Included
Leverage Relationships for Strategic Advocacy Plan	Included
Coordinate Advocacy Trips	Included
Track Legislation	Included
Craft Testimony and Position Letters	Included
Draft Bill Language	Included
State Budget Funding Opportunities	Included
Federal Earmark Opportunities	Included
Identify Funding Opportunities	Included
Provide Progress Reports	Included
Prepare and File Lobbying Disclosure Reports	Included
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<sup>\*</sup>The monthly fee includes all reasonable business and travel expenses.

NOT-TO-EXCEED AMOUNT FOR REMAINING FISCAL YEAR 2024-2025 (6 MONTHS): \$48,000 NOT TO EXCEED AMOUNT FOR FISCAL YEAR 2025-2026 (1 YEAR): \$96,000

# T®WNSEND

**PUBLIC AFFAIRS** 

EST **TPA** 1998



Proposal for
Professional Legislative &
Lobbying Services for Local
Government

RFP No. 2410-34

October 31, 2024

SACRAMENTO • WASHINGTON D.C. NORTHERN CALIFORNIA • CENTRAL CALIFORNIA SOUTHERN CALIFORNIA

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October 31, 2024

Yvette Palomo, Assistant City Clerk City of Lawndale 14717 Burin Avenue Lawndale, CA 90260

Dear Ms. Palomo:

Thank you for the opportunity for Townsend Public Affairs, Inc. ("TPA") to submit our proposal for Professional Legislative & Lobbying Services to the City of Lawndale ("City").

Since its inception in 1998, TPA has earned the reputation as a *Champion for Better Communities* by providing the experience, resources, and relationships expected from a premier legislative advocacy and grant writing firm while also giving clients the unique brand of customer service they deserve: personal attention, maximum accessibility, and passion for their mission.

Our strategic approach to advocacy and funding is tailored to meet the individual needs of each client by leveraging the breadth and depth of our team as well as our vast network of relationships with key stakeholders and decision makers.

Utilizing this method on behalf of our clients, TPA has shepherded over 150 legislative and regulatory proposals into law and secured over \$3.2 billion in competitive funding from state, federal, and local government agencies as well as nonprofit foundations and private companies.

Thank you again for your interest in our firm and your consideration of this proposal. TPA attests to the accuracy of this proposal, as well as the firm's ability to provide the services noted in Section II of the RFP. TPA also affirms that this proposal will remain valid for at least 90 days from the deadline. Please contact us if you have any questions or need additional information. We would be honored to serve the City of Lawndale.

Yours truly,

**Christopher Townsend (Authorized to Bind the Firm)** 

President



## FIRM BACKGROUND & QUALIFICATIONS

#### FIRM DESCRIPTION

TPA is a state and federal legislative advocacy and grant writing firm that provides lobbying and funding services to public agencies and nonprofit organizations throughout California.

- Founder/Owner/President: Christopher Townsend
- Advocacy Success: Shepherded over 150 client-sponsored legislative proposals into law
- **Funding Success**: Over **\$3.2 billion** in state, federal, and local government grants as well as grants from nonprofit organizations and private companies
- Longevity: 26 years (founded in 1998)
- Number of Employees: 23
- Number of Registered State and Federal Lobbyists and Grant Writers: 19
- Number of Offices: Five
  - TPA State Capitol Office, Sacramento
  - o TPA Federal Office, Washington, DC
  - o TPA Northern California Office, Oakland
  - TPA Central California Office, Fresno
  - o TPA Southern California Office, Newport Beach

#### Types of Clients:

- City Governments
- County Governments
- Water and Sanitation Districts
- Transportation Districts
- K-12 School Districts
- Community College Districts
- Parks and Recreation Districts
- Fire Protection Districts
- Museums, Science Centers, and Cultural Facilities

#### Areas of Specialization:

- Local Governance (Cities, Counties, Special Districts)
- Transportation Policy and Infrastructure
- Water and Sanitation Policy and Infrastructure
- Education Policy and Infrastructure
- Housing and Economic Development
- o Parks and Community Facilities (Recreational, Cultural, Historical)
- Energy, Environment, and Natural Resources
- Public Safetv
- Budget and Finance



- Ranking by Revenue Reported to the California Secretary of State:
  - o 8th of 491 Firms Registered for the 2023–24 Legislative Session
  - 99<sup>th</sup> Percentile
- More California public agencies have hired TPA to represent them in Washington, DC than any other advocacy firm in the nation.

#### **DEMONSTRATED KNOWLEDGE**

#### **RELEVANT STATE LEGISLATIVE ACHIEVEMENTS:**

#### 1. CITY OF OAKLAND: STATE BUDGET FUNDING ADVOCACY

TPA worked with the City of Oakland and State Assembly Member Mia Bonta to help secure **\$5,000,000** in funding for Fire State 4 in fiscal year 2023 in the State Budget. The funding is to help construct critical healthy and safety improvements at the Fire Station to ensure its ongoing operation and useful life.

# 2. AB 1285 (WICKS): HOMELESS HOUSING, ASSISTANCE, AND PREVENTION PROGRAM AND ENCAMPMENT RESOLUTION FUNDING PROGRAM

TPA partnered with the City of Berkeley to sponsor AB 1285, a significant piece of legislation aimed at enhancing the coordination of state funding programs to address homelessness more effectively. AB 1285 mandates that cities, counties, and Continuums of Care collaborate on how referrals to permanent housing through the Coordinated Entry System prioritize individuals living in encampments. This approach ensures that those most in need receive timely access to permanent housing solutions.

At the start of the legislative session, TPA worked closely with the City of Berkeley to identify the relevant government code section and assist in drafting the bill language. TPA then collaborated with the City to create fact sheets and other materials that clearly articulated the purpose and necessity of the legislation, which were used to educate committee members and their staff.

As the bill progressed through the Legislature, TPA engaged with senior committee staff members to fine-tune the language of the bill, ensuring it was both effective and practical. TPA also provided verbal lead testimony during policy committee hearings and equipped the bill's author with targeted speaking points for both committee hearings and final floor votes.

One of the most significant aspects of AB 1285 is its focus on collaboration, which is particularly beneficial for smaller cities that do not receive direct allocations of state-programmed homeless resources. By requiring partnerships between cities, counties, and Continuums of Care, the bill fosters a more inclusive and unified approach to addressing homelessness. This collaborative language ensures that even smaller municipalities, which might otherwise be overlooked, can have a say in the prioritization of housing resources, effectively integrating their needs into the broader state strategy.

Understanding the bill's potential to benefit cities across the state, TPA helped form a coalition of supportive cities, which played a crucial role in the bill's successful passage. This coalition demonstrated broad-based support and highlighted the bill's importance to cities of all sizes, emphasizing that a unified approach is essential for effectively tackling homelessness statewide.

The Governor's decision to sign AB 1285 into law underscores its importance as part of his major homelessness and behavioral health reform package. The measure's emphasis on coordination and collaboration sets a precedent for future efforts, ensuring that all cities, regardless of size or direct funding allocations, are actively involved in the fight against homelessness. This collaborative framework is essential for creating a more equitable and effective system that addresses the complex and urgent issue of homelessness throughout California.

#### 3. BROWN ACT FLEXIBILITY AND EXPANSION EFFORTS

Throughout the 2023-2024 legislative session, TPA worked closely with several clients to sponsor a suite of governance flexibility bills that implement common sense reforms to the Brown Act and the Public Records Act.

Specifically, AB 2302 (Addis) would clarify and guarantee in law that local governments are afforded the full flexibility given to them in AB 2449 (Rubio) in 2022. Some cities were unable to access the full capabilities and flexibility of participating in meetings remotely due to the unintended consequences of specific administrative proceedings. TPA helped the client identify the issue and draft language to address the concern. TPA then worked to build a coalition of similar cities and advocate for its passage. AB 2302 has passed the Legislature and is currently on the Governor's desk.

Furthermore, TPA helped sponsor SB 1034 (Seyarto), which added an exemption in Public Records Act law to allow for additional time to respond to requests during times of emergency where staffing is limited, and public facilities are closed. This commonsense reform had a wide variety of stakeholders supporting and was signed into law by the Governor in 2024.

Finally, in 2024, TPA helped clarify in Government Code the definition of attestation of digital signatures for use on official city documents such as ordnances or minutes. This clarification gives clear directions to cities looking to use digital signatures for ease of filing paperwork.

#### 4. AB 2496 (PETRIE-NORRIS): LOUD VEHICLE NOISE

TPA worked with a coalition of Orange County cities, including Huntington Beach, Irvine, and Laguna Beach, to sponsor AB 2496 (Petrie-Norris). The legislation works to address the prevalence of loud vehicle noise in communities. Specifically, the bill requires violators of the existing loud vehicle noise laws to prove they have addressed the problem through

vehicle modification before receiving their next vehicle registration. TPA worked closely with the coalition and Assembly Member Petrie-Norris' staff to craft language, organize letters of support and verbal testimony, and hold meetings with legislators to ensure it passed every policy and fiscal committee hurdle. The bill was approved by the Legislature in the final days of the 2022 Legislative Session and was signed into law by Governor Newsom. The Governor, in a demonstration of his appreciation for the legislation, highlighted the bill in the public overview of his final legislative actions for the 2022 Legislative Session.

#### **RELEVANT FEDERAL LEGISLATIVE ACHIEVEMENTS:**

#### 1. CITY OF BERKELEY: FEDERAL EARMARK FUNDING ADVOCACY

TPA worked with the City of Berkeley and Congresswoman Barbara Lee to help secure \$3,000,000 in federal funding for the East Bay Regional Fire Training Facility in fiscal year 2025. The funding would be used to construct the East Bay Regional Fire Training Facility, which would serve Northern Alameda and Western Contra Costa County first responders with a facility that will become an Accredited Local Academy through the State Fire Marshal. This project will also serve as a workforce training center that will enhance the regional ability to recruit and train diverse members of the community for careers in public safety in a time when recruitment of emergency responders is extremely challenging.

#### 2. CITY OF ONTARIO: WRDA FUNDING AUTHORIZATION

During the 2022 Water Resources Development Act (WRDA) legislative process, TPA advocated aggressively for the inclusion of a \$40.7 million funding authorization on behalf of the City of Ontario for its water recycling and water supply priorities. The bill, which is reconsidered by Congress every two years, authorizes much-needed investments in projects and programs of the U.S. Army Corps of Engineers. As a result of TPA's diligent federal advocacy efforts, Ontario's critical Well Treatment Facility and Euclid Avenue Recycled Water System Expansion projects will undergo expedited feasibility and environmental studies before the beginning of construction. TPA will continue to work with Ontario's Congressional Delegation to secure appropriations funding for the competition of these projects, demonstrating our firm's comprehensive approach and commitment to ensure success from the onset of project authorization to completion.

#### 3. CITY OF OAKLAND: AFFORDABLE HOUSING FEDERAL ADVOCACY

On behalf of the City of Oakland, TPA engaged closely with Senator Feinstein's staff to monitor and decipher a decision from HUD on affordable housing priorities for current and past residents. HUD had recently rejected a plan in San Francisco to open a new complex of affordable housing and implement a priority system that favored those who had lived in the neighborhood previously, thus preventing a major shift toward gentrification. When HUD rejected the plan because it violated the Fair Housing Act, TPA worked closely with the Council President's office and the California legislative delegation to determine

whether similar prioritization plans implemented in Oakland might also violate the Fair Housing Act and whether the City was therefore at risk of legal action. Fortunately, TPA was able to determine that the City's plan contained a key and essential difference, allowing it to avoid the same assessment by HUD. In maintaining consistent lines of communication with stakeholders, TPA was able to mitigate risk to the City of Oakland and its residents of affordable housing, while also ensuring that key figures in affordable housing discussions were aware of Oakland's important efforts in this arena.

#### 4. SAN PABLO PUBLIC INTEREST LAND CONVEYANCE ADVOCACY

TPA is currently advocating for the transfer of an Army Reserve Center site to the City of San Pablo. The armory is inactive, and the City sought to explore the possibility of acquiring the land to use as a new public works corporation yard. TPA identified that a public interest land conveyance could be legislated for this purpose through the National Defense Authorization Act (NDAA) and engaged the staff of Representative John Garamendi and the Department of Defense (DoD). DoD sought to rush a transfer to the Department of Homeland Security but working through the House Armed Services Committee, TPA successfully paused the transfer by inserting report language into the House NDAA. This language requires the DoD to provide a briefing to the committee on their processes, potential uses of the land, and a description of public engagement.

#### 5. COVID-19 LOCAL GOVERNANCE MESSAGING AND FUNDING ADVOCACY

Through the COVID-19 pandemic, TPA led a statewide effort to advocate for increased local relief funding in the passage of the CARES Act and the American Rescue Plan (ARPA). TPA worked with its municipal clients, as well as in partnership with the California Mayors Coalition to ensure funding was made available for local jurisdictions. TPA coordinated with the National League of Cities and the White House to utilize and distribute TPA templates, models, and language regarding COVID-19 messaging. TPA facilitated conversations between the Department of Treasury and local public agencies regarding the implementation and reporting of CARES Act and ARPA funds and was ultimately successful in securing direct funding for local jurisdictions as part of the COVID relief packages.

# 6. MERCED COUNTY ASSOCIATION OF GOVERNMENTS BUY AMERICA WAIVERS

TPA advocacy resulted in ten partial Buy America waivers for MCAG. These waivers allowed five cities in Merced County to purchase ten pollution-reducing vehicles. Without the waivers, MCAG would have been prevented from using federal dollars to make the purchases as the Federal Highway Administration's Buy America requirement mandates that steel and iron used in government projects be manufactured domestically. TPA coordinated a coalition of Congressional members from the San Joaquin Valley including Representatives Costa, Nunes, Valadao, McClintock, Denham, and McCarthy, to issue a delegation letter to the Secretary of Transportation advocating for the waivers.

### **EXAMPLES OF SUCCESSFUL STATE & FEDERAL EARMARKS**

As the premier grant writing and advocacy firm for California municipalities, TPA has extensive experience in providing customized and effective grant writing services and has built a robust reputation by providing these services to more than 320 diverse cities throughout the state. With valuable state and federal agency relationships, an expansive understanding of countless funding programs in a wide range of policy areas, and the capacity to pursue any and all relevant opportunities, TPA has achieved **over \$3.2 billion** in funding success on behalf of clients and has maintained a trusted client base by ensuring seamless and timely communication. The funding secured has been allocated toward projects that positively impact local communities, such as transportation infrastructure improvements, workforce development programs, regional public safety initiatives, and community beautification projects.

This table provides an overview of our funding achievements on behalf of our clients from state, federal, and local government agencies as well as private and nonprofit grant programs. These amounts represent grants secured through a competitive and/or legislative process and do NOT include any funds awarded to clients via formulas or related forms of funding entitlements.

STATE BUDGET EARMARKS				
Year	Total Number of Projects	Total Amount Awarded		
2023-2024	55	\$73,910,000		
2022-2023	42	\$200,950,000		
2021-2022	30	\$377,715,020		
2019-2020	15	\$36,230,000		
TOTAL STATE BUDGET EARMARKS SECURED: \$688.805.020				

FEDERAL EARMARKS				
Year	Total Number of Projects	Total Amount Awarded		
2024	52	\$57,599,445		
2023	34	\$60,390,094		
2022	30	\$59,060,357		
TOTAL FEDERAL EARMARKS SECURED: \$177,049,896				

### **UNDERSTANDING OF SCOPE OF SERVICES & APPROACH**

### PROJECT WORK PLAN AND APPROACH

TPA will utilize the following strategic and comprehensive approach to provide state and federal legislative advocacy services to the City.

- Conduct Detailed Orientation: TPA will utilize a continuation of our comprehensive
  onboarding process that includes extensive meetings with various relevant members
  of City leadership and key City departments to help develop a strategic plan that is
  carefully tailored to satisfy the needs of the City and is designed for maximum success
  in the current political climate and funding environment.
- Develop Legislative Strategy: Utilizing the information gathered during the
  onboarding process, TPA will coordinate with the City to develop an official legislative
  platform and strategy that represents the City's priorities in Sacramento and
  Washington, DC. This blueprint will be shared with key stakeholders in the State
  Legislature and Governor's Administration as well as Congress and the Biden
  Administration.
- **Implement the Legislative Strategy:** TPA will advocate for the City's legislative agenda utilizing the following methods:
  - Build and Strengthen Relevant Relationships: TPA has cultivated a network of valuable relationships that will be leveraged to promote the City's legislative agenda. These relationships include key officials in Sacramento and Washington, DC:
  - Leverage Relationships for Strategic Advocacy Plan: TPA will engage various techniques to leverage our network of key relationships on behalf of the Citv:
    - Schedule meetings for the City to discuss relevant legislation
    - Prepare all briefing materials and talking points for the City
    - Brief legislative offices and stakeholders on the City's legislative agenda
    - Follow-up on meetings to ensure commitments and deliverables are being met
  - Coordinate Advocacy Trips: TPA will work with the City to coordinate advocacy trips to Sacramento and Washington, DC to meet with the City's legislative delegation, as well as legislators that serve on committees relevant to the City's agenda. Furthermore, whenever possible, TPA will also schedule site visits by legislators to the City.

For advocacy trips to Washington, DC, TPA will handle all details of the trip, including, but not limited to:

- Planning and scheduling of meetings
- Providing logistical support, including airport pickups, hotel pickups, travel to and from meetings
- Providing access to a private office within walking distance to the Hill and with immediate access to the Metro
- Coordinating all meal reservations, including scheduling with key members to attend

- Access to the National Democratic Club
- Access to the Capitol Hill Club (National Republican Club of Capitol Hill)
- Organizing any additional activities of interest (White House tour, VIP Capitol Tour, Monument Tour, African American Museum tickets, etc.)
- Track Legislation: TPA will identify, analyze, and monitor all bill introductions and amendments relevant to the City's legislative platform and assess their potential impact on the City.
- Craft Testimony and Position Letters: TPA will prepare and submit written and verbal testimony regarding legislation relevant to the City. TPA will also draft and deliver position letters to legislators and key officials on specific bill language.
- o **Draft Bill Language:** TPA will draft language and amendments for relevant legislation, as required to protect and promote the City's agenda.
- Engage in the Rule-Making Process: TPA will coordinate with the City to engage during the federal rule-making process to ensure the City's legislative agenda is being promoted and protected in Washington, DC. Engagement activities will include crafting and publishing public comments and contacting legislators to convey either support or opposition to the proposed rule.
- State Budget Funding Opportunities: To maximize state funding, TPA will work with the City to identify projects and other funding priorities that may be suitable for funding through the State Budget. TPA will coordinate with the City to develop supporting materials for the budget request. TPA will also work with members of the City's state legislative delegation, along with the Assembly and Senate Budget Committees, to gain support for the inclusion of the City's project in the final State Budget approved by the Legislature.
- Federal Earmark Opportunities: To maximize federal funding, TPA will work with the City to identify projects and other funding priorities that may be suitable for funding through the Federal Earmark process. TPA will coordinate with the City to develop supporting materials for the earmark request. TPA will also work with members of the City's federal legislative delegation to gain support for the inclusion of the City's project.
- Identify Funding Opportunities: TPA will proactively identify potential funding opportunities and assess program requirements and guidelines to maximize state and federal funding success for the City.
- Provide Progress Reports: TPA will confer regularly with the City on our activities.
  TPA will provide timely electronic reports on the status of all legislative activity, such
  as bill language, amendments, and committee analyses. In addition to written reports,
  TPA will be available to the City for conference calls, in-person briefings, and
  meetings.
- Prepare and File Lobbying Disclosure Reports: TPA will prepare and file, on behalf
  of the City, all applicable state and federal lobbying disclosure reports.

### **PROJECT TEAM**

With a team of 19 state and federal legislative advocates and grant writers, TPA has the breadth and depth of experience AND the ability to deploy as many advocates as needed to maximize success for the City while minimizing the burden on City staff. TPA proposes a dedicated team of five people to perform professional legislative and lobbying services for the City.

### Niccolo De Luca

Vice President

Professional Credentials: Registered State and Federal Lobbyist

Relevant Experience: 28 Years of Legislative Advocacy & Public Policy Experience

Role: Strategic Advisor; State Legislative Advocate

### Cori Takkinen

Vice President

Professional Credentials: Registered State and Federal Lobbyist

Relevant Experience: 15 Years of Legislative Advocacy & Public Policy Experience

Role: Strategic Advisor; State Legislative Advocate

### Elisa Arcidiacono

Senior Associate

Professional Credentials: Registered State and Federal Lobbyist

Relevant Experience: 11 Years of Legislative Advocacy & Public Policy Experience

Role: Lead State Legislative Advocate

### Joseph Melo

Senior Associate

Professional Credentials: Registered Federal Lobbyist

Relevant Experience: 10 Years of Legislative Advocacy & Public Policy Experience

Role: Lead Federal Legislative Advocate

### Sammi Maciel

Senior Associate

Professional Credentials: Registered Federal Lobbyist

Relevant Experience: 8 Years of Legislative Advocacy & Public Policy Experience

Role: Federal Legislative Advocate

The individuals who will be principally responsible for working with the City will be Vice President Niccolo De Luca and Senior Associates Elisa Arcidiacono and Joseph Melo. This team will be directly supported by TPA's 17 additional legislative and funding advocates to ensure the City is able to take advantage of all legislative and funding avenues and secure significant success in both Sacramento and Washington, DC.

TPA uses a strategic approach to state and federal legislative advocacy services that will be tailored to meet the specific needs of the City. To maximize success, TPA's team of advocates and grant writers will utilize a collaborative approach and leverage an expansive collection of relationships in the state and federal governments, as well as a variety of policy expertise, including in transportation and infrastructure, water, education, parks and recreation, and local governance. Resumes for each member of the team can be found on the following pages.



**Niccolo De Luca, Vice President:** Niccolo brings 28 years of legislative and public policy experience to TPA. Niccolo worked with the Cities of Berkeley, Concord, Emeryville, Campbell, Pinole, and Fremont to pass multiple pieces of state legislation that granted these cities the ability to create and enhance local revenue measures. Niccolo has expertise in the policy sectors of local governance, parks and natural resources, housing and homelessness, public safety, cultural resources, and cannabis.

**Townsend Public Affairs, Inc.** *Vice President* 

2008-Present

Throughout his tenure at TPA, Niccolo has been responsible for dozens of legislative proposals that have been signed into law and has secured millions in competitive grant funds for local public agency clients. In addition to his public policy expertise, Niccolo has widespread bipartisan relationships with Members and staff of the State Legislature including the Senate and Assembly Budget Chairs and the Budget Committee staff, Governor Newsom's Administration, and numerous policy committee staff. Some of Niccolo's accomplishments include:

- Niccolo worked with Freedom West Homes to sponsor SB 593, which gives the City and County of San Francisco's redevelopment successor agency the authority to finance up to 5,842 affordable housing units using the successor agency's property tax revenue. This is one of the few Redevelopment Agency (RDA) successor agency bills signed into law by Governor Newsom and one of the few RDA successor agency bills signed into law since 2015, almost 10 years ago. Niccolo helped create and lead the coalition in drafting language, organizing letters of support, securing witnesses to testify, and worked closely with legislative leadership and the Governor's. Ultimately, the Governor signed the measure into law.
- Niccolo was a major part of the coalition to help pass the state's first ever automated speed enforcement legislation. Niccolo worked with the City of Oakland along with five local governments on AB 645, which established a pilot program to give local transportation authorities in six cities the authority to install speed safety systems. To garner momentum for its success, Niccolo worked with Oakland City staff to highlight the need, provide data on the number of accidents and collisions, and to provide technical support to the author and her office. Throughout AB 645's progress through the Legislature, Niccolo provided lead testimony in multiple policy committees in support, drafted coalition letters, worked with the Author's office and committee leaders on various iterations of amendments, and orchestrated support and testimony to counteract the opposition's efforts.
- Niccolo worked with the City of Oakland to secure \$280 million in an FY 2021–2022 State Budget earmark for critical maritime infrastructure. Niccolo coordinated directly with Senate Budget Chair Nancy Skinner, the Oakland Mayor, and appropriate Senate and Assembly Budget Committee staff to draft the language for inclusion into the State Budget. Niccolo's strategy, execution, and relationships led to one of the highest budget earmarks in State history and a massive significant financial win for the City and Port of Oakland.
- Niccolo led the TPA efforts to secure \$33.1 million in critically needed park funding for cities and nonprofits in the Bay Area, Central Valley, and Southern California. These efforts included working on the funding guidelines, drafting the applications, lobbying for the applications, and working hand in hand with the funding agency. Niccolo was the team lead and instrumental in the many victories of our clients spanning throughout California

- Niccolo spearheaded the movement to secure \$15 million in an FY 2022–2023 State Budget earmark to the City of Berkeley for the Berkeley Marina and Pier. This year-long effort included creating a local, grassroots effort, strategizing with the Mayor and City Council, drafting letters of support and speaking points, help drafting a budget, working in partnership with Senate Budget Chair Nancy Skinner and Assembly Member Buffy Wicks, and other related efforts.
- Niccolo was a major part of the coalition to help pass the state's first-ever medicinal cannabis regulatory framework legislation. Niccolo served as an instrumental member of the statewide coalition that supported the views of both local government and the industry. Niccolo actively drafted language and advocated with legislators and staff to ensure statewide regulations would be in the best interest of cities. Due to these efforts, Niccolo has been recognized as a policy expert on cannabis policy and has testified before numerous legislative committees on issues related to its statewide implementation.
- Niccolo worked with the Cities of Berkeley, Concord, Emeryville, and Fremont to pass multiple pieces of state legislation that granted these cities the ability to create and enhance local revenue measures. Niccolo led the advocacy efforts on behalf of these cities which included drafting and implementing and plan of action, working closely with the author's offices to draft the legislation, building coalitions, testifying in committees, meeting with impacted state agencies and the Governor's Administration, and other efforts. Due to these efforts, Niccolo has been recognized as a policy expert on Transactions and Use Taxes (TUT) and TPA has been hired specifically to run these legislative efforts on behalf of local governments throughout the Bay Area.
- Niccolo worked closely with the City of Oakland to secure four grants in the combined amount of \$18.9 million from the Community Oriented Policing Services (COPS) Hiring Program. Niccolo developed the applications and shepherded them through the grant process, including leveraging relationships with the US Department of Justice and COPS staff, which resulted in critical federal funding for the City to hire additional police officers.

### City of Oakland

Deputy City Administrator

2004-2007

Niccolo managed daily operations for the public works and police departments, overseeing a combined \$323 million budget and supervising 45 employees. He led the creation of a crime reduction initiative adopted by the City Council, resulting in reduced crime. Niccolo also expanded neighborhood public safety gatherings for three consecutive years, nearly doubling participation annually. Additionally, he served as the lead administrative staff for three City Council committees, providing policy expertise to the Mayor and Council.

### City of Oakland

Assistant Director, Public Works Agency

2001-2004

Niccolo managed three public works divisions, overseeing finances, 40 staff members, and five direct reports. He implemented citywide procedures to reduce workers' compensation claims and served as the department's spokesperson, handling all media relations. Niccolo also acted as a hearing officer for union grievances, strengthening relationships with affected unions.

### City of Oakland

Assistant to Councilmember Richard Spees

1998-2001

### **University of Oregon**

Bachelor of Arts, American History

1997





**Cori Takkinen, Vice President:** Cori brings 15 years of legislative advocacy and public policy experience to TPA. Cori has extensive experience writing grants for various local, regional, state, and federal opportunities. Cori has expertise in the policy sectors of local governance, transportation, water resources, infrastructure, sanitation, parks and recreation, and economic development.

# **Townsend Public Affairs, Inc.** *Vice President*

2011-Present

Throughout her tenure at TPA, Cori has been responsible for securing millions in competitive grant funds for local public agency clients. In addition to her expertise on municipal issues, Cori has strong experience building coalitions, identifying synergies, and leveraging all available opportunities to achieve success. Cori has a strong network of relationships with State Legislators, key staff, and various state agencies. Some of Cori's accomplishments include:

- Leveraging relationships with the California Federal delegation, Cori had over \$25 million in Community Project Funding (or earmarks) included in the nine appropriations bills that passed the House in FY 2022. In addition, Cori leveraged her relationships with Senator Padilla and Senator Feinstein to ensure the inclusion of several projects in the Senate Appropriations bills. Cori maintains a close relationship with Senator Padilla from his previous tenure in the State Senate as well as through his tenure on the Board of Directors of the Discovery Science Foundation, the founding client of Townsend Public Affairs.
- Cori worked on behalf of several cities in North Orange County to secure **\$5 million** in funding for the North Orange County Public Safety Collaborative through the federal appropriations process in FY 2022. This was the largest community project award nationwide for the OBJ/Byrne JAG program at the federal level.
- On behalf of the City of Newport Beach, Cori helped to successfully secure a state audit
  request of the State Department of Health Care Services (DHCS) and their management
  of sober living homes. Cori worked with City and state legislative staff to help craft the
  state audit request of DHCS and advocated to members of the Joint Legislative Audit
  Committee (JLAC). The request was approved unanimously by the JLAC and has directed
  the State Auditor to conduct its investigation to provide a resolution for the City, as well as
  other cities across the State.
- In the FY 2021–22 State Budget, Cori worked with several municipal and nonprofit clients to secure **\$54 million** in budget earmarks for priority projects, including funding for mental health, public safety, infrastructure improvements, and parks and trails improvements.
- In the FY 2019–20 State Budget, Cori worked with five municipal clients and one nonprofit
  client to secure \$20.2 million in budget earmarks for priority projects, including funding
  for a stormwater treatment facility, historical renovations, park and trail improvements, fire
  prevention, and children's science education.
- Leveraging relationships with the State Legislature, Cori secured an earmark in the FY 2017–18 State Budget in the amount of \$20 million to form the North Orange County Public Safety Collaborative. Since that time, Cori has identified additional funding opportunities at the state and federal level and the Collaborative has received a total of \$40.8 million since 2017. These annual funds have been allocated to be used for programs to address youth violence prevention and intervention in K–12 schools, programs to

promote and enhance the successful reentry of offenders into the community, and programs to address homeless outreach and intervention efforts.

- Cori worked on behalf of the City of La Habra to secure a direct funding allocation in the FY 2021–22 State Budget in the amount of **\$8.5 million** to repair an underground culvert in La Habra that collapsed due to a period of heavy rainfall.
- Cori worked with the City of Santa Ana to secure a direct funding allocation in the FY 2018–19 State Budget in the amount of \$4 million to upgrade water infrastructure within the City. TPA worked with the City's legislative delegation, staff from the Assembly and Senate Budget Committees, and the Department of Finance to ensure funding was included in the State Budget for this critical project to allow the City's water customers to have real-time access to their water usage,.
- Cori worked with the Orange County Water District and the Orange County Sanitation
  District to sponsor AB 2022 (Gordon). The bill allowed for limited bottling of the highly
  treated and recycled GWRS water for educational purposes. The bill was the first
  legislation in the nation that allowed for the direct bottling of advanced treated recycled
  water. TPA secured bipartisan support for the legislation and it was signed into law.
- Cori worked with the State Legislature and Administration on the development and implementation of Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018. Cori worked in support of a variety of clients to create specific funding opportunities to achieve results. In addition to securing funding opportunities for municipalities, Cori's efforts with Proposition 68 resulted in \$4.8 million to fund a conservation program at West Coyote Hills in Fullerton as well as \$3.5 million to fund science education at the Discovery Cube Orange County.
- Cori has been engaged in State fire prevention legislation to reduce the risk of fires caused by above-ground utilities as well as to provide opportunities for local jurisdictions located in high fire hazard severity zones to receive priority for fire mitigation measures.
- Cori worked with the City of Brea to secure over \$10 million from local, state, and federal
  sources for the Tracks at Brea project. The project is a four-mile multi-use rail-to-trail
  project that will traverse the City. Funding sources include the US Environmental
  Protection Agency, California Natural Resources Agency, Strategic Growth Council,
  California Transportation Commission, and the Southern California Association of
  Governments.

County of Orange, Board of Supervisors Policy Advisor for Supervisor John Moorlach	2010
Tom Campbell for US Senate Campaign	2010
Chapman University, Orange, CA Master of Public Administration	2014
Claremont McKenna College, Claremont, CA Bachelor of Arts Economics and Government with Leadership Sequence	2011



Elisa Arcidiacono, Senior Associate: Elisa brings 11 years of legislative, funding, and public policy experience and has extensive experience in legislative analysis, communications, and relationship building. Her six years of working in the California State Assembly resulted in strong working relationships with key decision-makers in the State Legislature and with relevant state agency officials. Elisa has expertise in several policy areas including local governance, public safety, technology, emergency management, and housing and homelessness.

# **Townsend Public Affairs, Inc.** Senior Associate

2024-Present

As a Senior Associate, Elisa is skilled at managing clients' legislative agendas while leveraging robust policy knowledge and relationships at both the state and federal levels to ensure legislative and funding success. Some of Elisa's experiences include:

Elisa's experience working in the California Legislature has led to an extensive network of relationships both in the State Legislature and within state agencies. These relationships have led to many successes in navigating program complexities, rules, and regulations at agencies such as the California Departments of Transportation, Housing and Community Development, Environmental Protection Agency, and Education. Her understanding of the regional and political dynamics of the California legislative delegation and their interactions with other members in the Legislature are key to successfully advocating for local communities and projects.

# California State Assembly, Office of Assembly Member Tom Lackey (AD-34) Chief of Staff

2023-2024

As the Member's Chief of Staff, Elisa led a team of ten staff members in the Capitol Office and two District Offices, as well as managed the Member's communications, team budget, staff expansion, and District fundraising. Alongside local government stakeholders, Elisa helped lead relief and recovery efforts following local disasters and fostered strong relationships with regional aerospace partners to facilitate industry growth.

Elisa staffed AB 2645 (2024, Lackey) to increase information sharing between tolling agencies and law enforcement partners to improve efforts to find missing persons. This will improve public safety statewide and make law enforcement more efficient and responsive by leveraging existing available technology in specific cases involving special alerts.

### League of California Cities Legislative Affairs, Lobbyist

2021-2023

Elisa led advocacy efforts and communications with member cities, the California State Legislature, the Governor's Administration, and the Board of Directors on several critical issues, especially public safety, cannabis legislation, and public safety. Elisa organized and facilitated numerous statewide roundtable discussions with cities throughout the state to discuss solutions to issues facing local police and fire agencies.

Elisa worked with the Oxnard Fire Department, the Fire Chiefs Association and the California Professional Firefighters to sponsor AB 662 (2022, Rodriguez) to establish peer-to-peer suicide prevention programming for firefighters and emergency medical personnel.

Elisa worked with the California Department of Forestry and Fire Protection to educate California cities on local impacts following updated Fire Hazard Severity Zone mapping. This included efforts to increase local input and improve communication across agencies.

### **Los Angeles County Board of Supervisors**

Justice Deputy to Supervisor Kathryn Barger

2018-2021

Elisa was the lead public safety policy advisor to the Supervisor, managing more than a dozen departments, and acted as the main point of contact for all emergency notifications in the Supervisor's District. Elisa also maintained regular communication with all law enforcement and first responder agencies regarding community impacts, resources, and needs within the District.

Elisa worked amongst Supervisorial offices to reform the County Probation Department and reimagine the use of carceral facilities in the City of Lancaster. Elisa facilitated multiple focus groups with impacted community members and partnered with County agencies to increase public safety partnerships and oversight.

Elisa led efforts to backfill resources and ensure continuity of efforts for the LA County Sheriff's Department's Mental Evaluation Team and Homeless Outreach Services Team during years with significant budgetary restraints. These vital services improve interactions and connection to services with people experiencing homelessness or living with mental health conditions.

### California State Assembly, Office of Assembly Member Tom Lackey (AD-36)

Legislative Director, Legislative Assistant

2014-2018

Elisa staffed the Member on the Public Safety and Local Government Committees and made recommendations for all Floor votes. Elisa also trained and managed staff, led legislative research, and developed policies on behalf of the Member and local stakeholders. Additionally, she secured the allocation of \$10 million to provide housing for youth experiencing homelessness and led quarterly community stakeholder roundtables to maintain open dialogues with priority groups in the District.

### **California State University, Channel Islands**

Bachelor of Arts. Political Science

2013



**Joseph Melo, Senior Associate:** Joseph brings 10 years of federal legislative, funding, and public policy experience. Joseph has extensive experience managing legislative and funding activity, including bill analysis, research, and drafting, particularly for federal funding opportunities. Joseph has expertise in several policy areas including energy and commerce, technology, education, housing, foreign affairs, and local government governance.

**Townsend Public Affairs, Inc.** *Senior Associate* 

2023-Present

As a Senior Associate, Joseph is skilled in leveraging his extensive policy knowledge and relationships at both the state and federal levels to advocate for TPA clients and ensure legislative and funding success. Some of Joseph's experiences include:

- Through the FY 2024 federal appropriations process, Joseph secured over \$3.9 million
  in community project funding working closely with both the Senate and House of
  Representatives. Joseph's knowledge of the process led to the only federal earmark
  secured for a community college in the NASA appropriations bill.
- Joseph helped identify a previously unfunded water recycling and reuse project worth up
  to \$20 million authorized by Congress in 1996. Joseph is now working alongside the
  Bureau of Reclamation and the City of Tracy to implement the authorizing language and
  secure the funding.
- Joseph is currently advocating for the transfer of an Army Reserve Center site to the City of San Pablo. The armory is inactive, and the city sought to acquire the land to use as a new public works corporation yard. Joseph engaged the staff of Representative John Garamendi, the House Armed Services Committee, and the Department of Defense to pursue a public interest land conveyance legislated through the National Defense Authorization Act.
- Joseph successfully elevated the profile of California-based Community Choice Aggregation (CCA) public agencies in Washington, DC by leading the efforts to inform congressional and agency staff of the work performed by CCAs and ensure they are eligible for relevant funding opportunities. Through a joint CCA advocacy trip and correspondence delivered to five federal agencies, Joseph organized a coalition to advocate for the roles of CCAs in federal clean energy programs.
- Joseph's experience working for two California Congressional Representatives has led to an extensive network of relationships both on Capitol Hill and within federal agencies. These relationships have led to many successes in navigating program complexities, rules, and regulations at agencies such as the Departments of Education, Energy, Commerce, the Treasury, and EPA. His understanding of the regional and political dynamics of the California Congressional delegation and their interactions with other members of the Senate and House are key to successfully advocating for California-based clients.

Joseph has extensive knowledge and understanding of the current federal appropriations
process and has experience in successfully securing millions of dollars worth of earmarks
for California projects. While serving as Policy Advisor to Congressman McNerney,
Joseph assisted in securing \$27 million in community project funding for 15 community
projects in Contra Costa and San Joaquin counties, greatly benefiting local California
communities.

### U.S. House of Representatives, Office of Congressman Jerry McNerney (CA-09)

Policy Advisor, Legislative Assistant, Legislative Correspondent, Intern

2019-2023

As Policy Advisor, Joseph led the Congressman's legislative portfolio on issues under the jurisdiction of the Energy & Commerce Committee (Subcommittees on Energy, Communications & Technology, and Consumer Protection & Commerce) and the Science, Space & Technology Committee (Subcommittee on Energy). He assisted in staffing, advising, and preparing the Congressman's questions and talking points for committee hearings and markups. Joseph co-led the Congressman's appropriations process and initially helped to secure more than \$27 million for fifteen community projects located in California's Contra Costa County and San Joaquin County as well as managed the Congressman's caucus work as co-chair of the Artificial Intelligence Caucus and Wi-Fi Caucus. Before serving as the Congressman's Policy Advisor, Joseph served as Legislative Assistant, Legislative Correspondent/Staff Assistant, and Intern, demonstrating expertise in a wide range of policy areas, including energy and commerce, technology, education, housing, foreign affairs, and local governance.

### **Save the Children Action Network**

Public Policy and Advocacy Intern

2018

Joseph supported bipartisan federal, state, and local government relations efforts through research on elected officials, congressional candidates, and legislation. He also wrote a memorandum on education programs and policies, and he drafted policy documents advocating for specific legislation and institutions relating to early childhood education.

### **Oracle Corporation**

Enterprise Account Manager

2015-2017

While at Oracle, Joseph progressed from Business Development Consultant to Account Manager in under two years. As Enterprise Account Manager, Joseph supported Fortune 100 companies and associated subsidiaries in initiating, developing, and closing sales cycles with Oracle's cloud portfolio as well as led meetings and managed relationships with executive leadership.

### U.S. House of Representatives, Office of Congresswoman Nancy Pelosi (CA-12)

District Intern

2014

Joseph assisted in casework and advocated for constituents by calling, emailing, and helping draft letters to federal agencies. Additionally, he worked alongside congressional aides to research and complete policy-focused projects.

### **University of California, Berkeley**

Bachelor of Arts, Political Science

2015

### **The Wilson Center**

Foreign Policy Fellowship Program Certificate

2022





**Sammi Maciel, Senior Associate:** Sammi brings eight years of federal legislative, funding, and public policy experience. Sammi has experience managing legislative activity, including bill analysis, research, and drafting, particularly for federal funding opportunities. Sammi has expertise in several policy sectors including local governance, transportation, broadband, energy, and cultural resources.

# **Townsend Public Affairs, Inc.** Senior Associate

2021-Present

Since joining TPA, Sammi has kept clients informed of significant actions and pertinent developments in the federal government and strategizes ways in which to influence and enact changes in Washington, DC that have concrete results for clients. Some of Sammi's experiences include:

- Sammi led TPA's Community Project Funding efforts for the past three years, during which the firm secured more than \$177 million in federal funding for 116 projects.
- Sammi has strong relationships with key officials within the Department of Transportation, Energy, and Environmental Protection Agency, which have been critical in helping to advocate and navigate the hundreds of new funding opportunities implemented through the Bipartisan Infrastructure Law and Inflation Reduction Act. Sammi has leveraged these relationships to guide clients in the submittal process for the millions of dollars available to improve our client's infrastructure priorities.
- Sammi has leveraged her relationships with regional and national EDA officials to assist in drafting applications for the newly Authorized Recompetes program, made available through the 2022 CHIPS and Science Act.
- In FY 2023, Sammi worked with the City of Half Moon Bay to secure a \$2 million earmark
  for the City's Highway 1—Frenchman Creek Intersection and Bike/Pedestrian Improvement
  project. Sammi assisted in developing and submitting the project for consideration and
  leveraged her extensive federal relationships to ensure success.
- Sammi's four years of experience working for two California Senators has led to an
  extensive network of relationships both on Capitol Hill and within federal agencies. Her
  understanding of the regional and political dynamics of the California Congressional
  delegation and their interactions with other members of the Senate and House are
  important to successfully advocating for California-based clients.
- Sammi has first-hand knowledge of the current federal appropriations process, including
  community project funding requests. This process differs from the pre-2011 earmark
  process and an understanding of the need to balance transparency and politics to submit
  a competitive request is key. Sammi has utilized her experience to successfully aid clients
  in securing millions of dollars' worth of earmarks in the FY22 and FY23 process.
- Sammi has identified new and previously underutilized federal grants for the benefit of TPA clients. She has leveraged her relationships with key grant officials at various federal

agencies to ascertain their specific priorities and buzzwords required for successful grant applications. Sammi then leverages that information to help TPA clients develop and submit more competitive federal grant applications and provides more effective tailored advocacy to secure funding awards.

### U.S. Senate, Office of Senator Kamala Harris (CA)

Field Representative

2019-2021

Sammi represented a 30-county region on behalf of Senator Harris, attending events, hosting meetings, and facilitating outreach to constituents. She tracked key issues, facilitated rapid response, and built an extensive network of relationships with local elected officials and advocacy groups within her 30-county region. Additionally, Sammi drafted letters of support on behalf of her region addressed to numerous federal agencies, requesting funding for key projects.

### U.S. Senate, Office of Senator Dianne Feinstein (CA)

Legislative Intern

Summer of 2017

As a legislative intern with Senator Dianne Feinstein's office, Sammi researched and drafted memos for state field representatives regarding state legislature bills in the policy areas of transportation and water infrastructure, cannabis, and sanctuary cities.

### **Dominican University of California**

Bachelor of Arts, Political Science

2017

### **INVOLVEMENT OF CITY STAFF**

TPA state and federal advocates diligently work to build and leverage relevant relationships, coordinate with stakeholders, monitor and analyze legislation, implement quality control measures, and maintain consistent communications to identify and pursue all legislative opportunities relevant to the City's interests. TPA will rely on City staff for specific timely engagement on legislative issues throughout the state and federal legislature processes, as well as to provide applicable technical project information for legislative-directed spending opportunities. However, TPA will work to reduce the burden on City staff while implementing its state and federal legislative agendas. This approach enables the TPA team to be an *extension* of City staff, ensuring that both TPA and the City continue to work together seamlessly to secure legislative successes in the current political and funding environments in Sacramento and Washington, DC.

TPA's team of 19 state and federal legislative advocates has the capacity to work collaboratively and diligently to pursue multiple opportunities on behalf of the City at any given time. As a firm comprised of both legislative advocates and grant writers, our uniquely comprehensive approach to advocacy ensures that no opportunity is missed, and the City is aware of any and all legislative and funding activity occurring at the state and federal levels. Through consistent communication and proactive engagement, TPA's team of advocates will be able to quickly respond to legislation, coordinate with City staff, and implement the appropriate advocacy strategies within the timeframes of the City, state, and federal governments.

### REFERENCES

### 1. CITY OF COMPTON

**Contact Name:** Emma Sharif

Contact Title: Mayor

Address: 205 South Willowbrook Ave, Compton, CA 90220

**Phone Number:** 310-722-3203

Email Address: esharif@comptoncity.org
Start & End Date: July 2022 – Present

**Project Description:** TPA provides state and federal legislative advocacy and

grant writing services to the City.

### 2. CITY OF SAN PABLO

Contact Name: Matt Rodriguez
Contact Title: City Manager

Address: 1000 Gateway Avenue, San Pablo, CA 94806

**Phone Number:** 510-215-3016

Email Address: mattr@sanpabloca.gov Start & End Date: November 2010 – Present

**Project Description:** TPA provides state and federal legislative advocacy and

grant writing services to the City.

#### 3. CITY OF HESPERIA

Contact Name: Rachel Molina Contact Title: City Manager

Address: 15776 Main Street, Hesperia, CA 92345

**Phone Number:** 760-947-1018

Email Address: rmolina@cityofhesperia.us
Start & End Date: October 2013 – Present

**Project Description:** TPA provides state and federal legislative advocacy and

grant writing services to the City.

### 4. CITY OF EL MONTE

Contact Name: Alma Martinez
Contact Title: City Manager

Address: 11333 Valley Boulevard, El Monte, CA 91731

**Phone Number:** 626-580-2089

Email Address: amartinez@elmonteca.gov Start & End Date: January 2015 – Present

**Project Description:** TPA provides state and federal legislative advocacy and

grant writing services to the City.

### 5. SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS

Contact Name: Ricky Choi

**Contact Title:** Director of Government and Community Relations

Address: 1333 Mayflower Avenue, Suite 360, Monrovia, CA 91016

Phone Number: 626-319-5050 Email Address: rchoi@sgvcog.org Start & End Date: October 2023 – Present

**Project Description:** TPA provides state and federal legislative advocacy services

to SGVCOG.

### **CURRENT CLIENTS**

TPA currently provides state and/or federal legislative advocacy and/or grant writing services to the following public agencies:

- City of Agoura Hills
- City of Alhambra
- City of Anaheim
- City of Atascadero
- City of Atwater
- City of Avalon
- City of Berkeley
- City of Brawley
- City of Brea
- City of Buena Park
- City of Campbell
- City of Chino Hills
- City of Citrus Heights
- City of Compton
- City of Concord
- City of Costa Mesa
- City of Del Mar
- City of Dinuba
- City of Dublin
- City of El Monte
- City of Emeryville
- City of Farmersville
- City of Fontana
- City of Fort Bragg
- City of Fountain Valley
- City of Fremont
- City of Fullerton
- City of Gardena

- City of Guadalupe
- City of Half Moon Bay
- City of Hanford
- City of Hayward
- City of Hesperia
- City of Huron
- City of Irvine
- City of Kingsburg
- City of La Habra
- City of La Palma
- City of La Verne
- City of Lafayette
- City of Laguna Beach
- City of Los Alamitos
- City of Los Banos
- City of Madera
- City of Malibu
- City of Manteca
- City of Mendota
- City of Menifee
- City of Millbrae
- City of Mission Viejo
- City of Modesto
- City of Monterey Park
- City of Moreno Valley

- City of Morro Bay
- City of Murrieta
- City of Newport Beach
- City of Oakland
- City of Oakley
- City of Oceanside
- City of Ontario
- City of Orange
- City of Orange Cove
- City of Pacifica
- City of Orinda
- City of Palm Desert
- City of Palm Springs
- City of Palmdale
- City of Palo Alto
- City of Parlier
- City of Paso Robles
- City of Pico Rivera
- City of Pinole
- City of Pismo Beach
- City of Placentia
- City of Placerville
- City of Pleasanton
- City of Reedley
- City of Rialto
- City of San Leandro
- City of San Pablo
- City of Santa Ana

### **REFERENCES**

- City of Santa Barbara
- City of Santa Clara
- City of Shafter
- City of Sierra Madre
- City of Soledad
- City of South El Monte
- City of South San Francisco
- City of Stanton
- City of Temecula

- City of Tracy
- City of Tulare
- City of Turlock
- City of Tustin
- City of Union City
- City of Walnut Creek
- City of West Sacramento
- City of Westminster
- City of Wheatland
- County of Kern
- County of Imperial

- County of Mariposa
- County of Orange
- County of Shasta
- County of Stanislaus
- Merced County Association of Governments
- San Gabriel Valley Council of Governments
- Tri-Valley Cities Coalition

### **DISCLOSURE OF CONFLICTS OF INTEREST**

TPA does not have any potential or current conflicts of interest to disclose in relation to this RFP or work with the City.

### **ADDITIONAL INFORMATION**

### FIRM'S STRENGTHS AND RELATIONSHIPS

TPA is uniquely positioned to deliver comprehensive state and federal advocacy services to the City of Lawndale. Our integrated approach as both state and federal lobbyists enables us to advocate on issues of importance in Sacramento and Washington, DC, ensuring that legislative opportunities, competitive funding, and policy trends are tracked and leveraged from development to implementation. By working with TPA, the City will gain a partner with deep-rooted relationships in Sacramento and Washington, D.C., and a team that consistently delivers strategic guidance, timely action, and tailored solutions aligned with the City's goals.

Unlike other firms, TPA seamlessly integrates both state and federal services under one roof, providing our clients with a strategic advantage. This unique structure allows us to track the progression of federal policies and funding opportunities from their inception, ensuring that when these funds and programs reach California, Lawndale will be well-positioned to respond and benefit. This comprehensive approach means we can follow the entire lifecycle of legislative initiatives and funding streams, maximizing advocacy and grant outcomes and solidifying the City's voice and visibility on key policy issues at every governmental level.

As a proud partner of the League of California Cities and other key statewide associations, TPA is committed to leveraging our longstanding relationships with these organizations to amplify the City's interests. TPA maintains active involvement in Cal Cities, staying apprised of their policy goals and participating in events that provide valuable opportunities for networking, advocacy, and collaboration. By leveraging these partnerships, we can provide the City with critical insights into legislative developments, emerging issues, and funding opportunities, while ensuring that the City maintains a strong and unique voice in Sacramento and Washington, DC. TPA also has strong relationships with the following legislators, representatives, agencies, and departments that will ensure the City's priorities are being heard by top decision-makers.

### City's State Legislative Delegation:

- Senator Steven Bradford
- Assembly Member Tina McKinnor

### Governor's Administration and Agency Leadership:

- Governor Gavin Newsom
  - Chief of Staff Dana Williamson
- Lieutenant Governor Eleni Kounalakis
- State Treasurer Fiona Ma
- State Controller Malia Cohen
- Attorney General Rob Bonta
- Superintendent of Public Instruction Tony Thurmond
- Secretary Wade Crowfoot, Natural Resources Agency
- Secretary Toks Omishakin, California State Transportation Agency

- Secretary Amelia Yana Garcia Gonzalez, California Environmental Protection Agency
- Secretary Tomiquia Moss, Business, Consumer Services, and Housing Agency
- Director Armando Quintero, Department of Parks and Recreation
- Director Karla Nemeth, Department of Water Resources
- Director Joe Stephenshaw, Department of Finance
- Director Gustavo Velasquez, Department of Housing and Community Development

### **State Legislative Leadership:**

- Senate President Pro Tempore Mike McGuire
- Senate Majority Leader Lena Gonzalez
- Senate Republican Leader Brian Jones
- Assembly Speaker Robert Rivas
- Assembly Speaker Pro Tempore Jim Wood
- Assembly Majority Leader Cecilia Aguiar-Curry
- Assembly Republican Leader James Gallagher

### **Key Legislative Committee Leadership**

- Senate Appropriations Chair Anna Caballero
- Senate Budget Chair Scott Wiener
- Senate Human Services Committee Chair Marie Alvarado-Gill
- Senate Transportation Committee Chair Dave Cortese
- Senate Natural Resources and Water Committee Chair Dave Min
- Senate Public Safety Committee Chair Aisha Wahab
- Assembly Transportation Committee Chair Lori Wilson
- Assembly Appropriations Chair Buffy Wicks
- Assembly Budget Chair Jesse Gabriel
- Assembly Local Government Committee Chair Juan Carrillo
- Assembly Housing and Community Development Committee Chair Chris Ward
- Assembly Water, Parks, and Wildlife Committee Chair Diane Papan

### City's Federal Legislative Delegation:

- Senator Alex Padilla
- Senator Laphonza Butler
- Representative Maxine Waters

### **President's Administration and Federal Agencies:**

- White House Office of Intergovernmental Affairs
  - Stephanie Sykes, Special Assistant to the President
- Department of Agriculture
  - Homer Wilkes, Under Secretary of Natural Resources and Environment
  - Carlos Suarez, California State Conservationist
- Department of Commerce
  - Michell Morton, Broadband Program Specialist

- Department of Education
  - Adam Honeysett, Managing Director, State and Local Engagement
- Department of Homeland Security
- Department of Energy
  - Rose Dady, Director of Community Engagement
- Department of Housing and Urban Development
  - Patrick Byrne, Deputy Assistant Secretary, Intergovernmental Relations
  - Chi Chukwuka, Senior Advisor
- Department of the Interior
- Department of Justice
  - Shannon Long, COPS Office
- Department of Labor
- Department of Transportation
  - Evan Wessel, Deputy Assistant Secretary for Intergovernmental Affairs
- Army Corps of Engineers
  - Mark Cohen, Operations Division Chief, Los Angeles District
  - Lisa Sandoval, Civil Works Branch Chief, Real Estate Division
  - Darrell Buxton, Chief Civil Works Branch, Los Angeles District
- Bureau of Reclamation
  - Jack Simes, Area Manager, Southern California Area Office
- Federal Aviation Administration
  - Faviola Garcia, Deputy Regional Administrator
  - Nathan Morrissey, FAASTeam Ops
- Economic Development Administration
- Environmental Protection Agency
  - Martha Guzman, EPA Region 9 Administrator
  - Jamie Piziali, Municipal Ombudsman
- Fish and Wildlife Service
- National Marine Fisheries Service
- National Park Service

### **Key Congressional Legislative Committees:**

- Senate Appropriations Committee
- Senate Commerce, Science, and Transportation Committee
- Senate Environment and Public Works Committee
- House Appropriations Committee
- House Transportation and Infrastructure Committee



### CITY OF LAWNDALE

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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Gregory M. Murphy, City Attorney

Hrant Manuelian, Finance Director/City Treasurer

SUBJECT: Purchasing Policy Reorganization and Amendment to Authorize City Manager

**Purchases in Specified Situations** 

### **BACKGROUND**

Over the past year, the City Manager brought two items to the City Council for review and ratification. The first involved repairs to a security gate at a City Hall parking lot. The second involved repairs to City vehicles. Both situations involved contracts that were properly let according to the Municipal Code but which, once work was in process, wound up exceeding the contracting threshold. Technically speaking, each situation should have seen work come to a stop and then a higher level of contract procurement take place before work was completed. But in the context of the first situation it would have meant the security gate sat inoperable and blocking the driveway during procurement. And in the second situation it would have meant the vehicles sitting in one repair shop while bids from other repair shops were sought. In neither circumstance were the additional factors requiring a higher price known or knowable before work began and the equipment being serviced was taken apart.

In both circumstances, the City Manager relied on his inherent authority under Sections 3.08.040 and 3.08.050 of the Municipal Code to have work completed. He then brought the completed work to the attention of the City Council as an agenda item at a Council meeting for the sake of transparency and good government.

The initial changes to the City's purchasing policy would clarify the situations, like the two recent ones, in which the City Manager has express authority from the Council to move forward with ongoing contracts instead of stopping and going to a higher level of procurement processes. These were called "exigent" circumstances and are found in new Section 5.b of the policy. The second changes, requested by the City Council when this matter was first brought forward, would define "emergency" circumstances; these are found in new Section 5.a. and include: a situation in which a State of Emergency has been formally declared by the Federal, State, County, or City government in accordance with the statutes or ordinances giving it the power to do so. It shall also mean a situation in which due to weather conditions, natural disaster, civil unrest, or other circumstances affecting the City there is an immediate need to obtain goods and/or services to prevent harm to City facilities or personnel (or the public) and the immediate need makes infeasible or impossible full compliance with the Purchasing Ordinance.

The remaining changes to the policy were requested by City staff as a way to streamline and shorten the policy while retaining the substance of it. Items had been added over the years that could be combined for ease of use. This was done as part of the revision process.

### **STAFF REVIEW**

The City Council is asked to review the redline and final versions of the revised purchasing policy and then adopt the changes. The changes will simplify portions of the policy while also granting the City Manager clear authority to act in situations of emergency and situations in which contractor estimates are exceeded by the actual cost of work being performed.

### **LEGAL REVIEW**

The City Attorney's office has prepared the proposed changes and approved them as consistent with the purchasing ordinance in the Municipal Code.

### **FISCAL IMPACT**

There is no fiscal impact as a result of this item.

### **RECOMMENDATION**

Staff recommends that the City Council review the proposed changes and adopt Resolution No. CC-2409-095 making the changes to the purchasing policy.

### **Attachments**

53-00 Purchasing Policy Lawndale 2021 redline with emergency change 4936-4276-8399 v.pdf CC-2409-095 Updating Purchasing Policy No. 53-00.pdf

# ATTACHMENT A

### **COUNCIL POLICY**

SUBJECT:	<b>POLICY NO.:</b> 53-00	DATE ADOPTED:
Purchasing Policy		10/2/00
	<b>AUTHORITY:</b>	6/25/18
	Resolution No. CC-0009-96	11/5/18
	Resolution No. CC-1806-027	10/18/21
	Resolution No. CC-1811-046	10/10/21
	Resolution No. CC-2110-044	

### **PURPOSE:**

Lawndale Municipal Code (LMC) Section 3.08 establishes a complete legal framework for the purchasing system, elements of which are delineated in this Council Policy.

The purchasing system establishes procedures for the purchase of supplies, services and equipment; it secures acquisitions at the lowest possible price commensurate with quality required; it creates financial controls; it clearly defines authority for the purchasing function; and it seeks to ensure the quality of purchases.

#### **POLICIES:**

- I. The City's purchasing operation shall obtain goods, services, and contracts at the best quality and lowest price through an open, fair and competitive process.
- II. Excluded from this Policy is the purchase of supplies, services and equipment that are included within the specification of a "Public Works" construction project. Such acquisitions are subject to the regulations contained in the California Public Contract Code.
- III. The City Manager is the City's purchasing officer and has ultimate administrative oversight of all purchases. The City Manager may delegate day to day administrative authority to the Finance Director to carry out all purchasing functions as Finance is the appropriate department for this measure.
- IV. Exceptions to bidding for supplies and equipment may be permitted by the purchasing officer in the following situations: emergency, sole source, cooperative purchasing, or for fuel purchase, per LMC Section 3.08.110. Each exception must be documented in a writing signed by the purchasing officer.
- V. Every procurement, whether by contract or otherwise must also include a payment voucher and purchase requisition initiated by the applicable department head.
- VI. Whenever a funding source (i.e., special revenue funds, grants) imposes stricter purchasing requirements than the City's purchasing regulations, the stricter requirements must be followed.
- VII. The City utilizes local preference for purchases. Purchases from Lawndale vendors are strongly encouraged where competitive prices and quality exist. With all specifications

and conditions equal except price, a preference will be given to in-Ceity vendors equal to 1% of the quoted price when General Fund monies are used. The rationale for the preference is that 1% of the sales tax on most acquisitions returns to the City's General Fund as revenue.

### **PROCEDURES:**

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- 1. City Council Award (City Council Award: \$greater than \$15,000) LMC Section 3.08.120 and 3.08.130
  - Formal bidding procedures and a written contract are required. for purchase of goods and services in amounts greater than \$15,000.
  - b. See LMC Section 3.08.120 and 3.08.130.
  - <u>be.</u> The lowest bidder able to provide the required goods and/or services will be recommended to the City Council for contract award. In the case of service contracts, factors other than price may be used in determining contract award.
  - <u>cd</u>. Following award, a purchase order must be delivered to the finance department.
- City Manager May Award after Bidding: (Between >\$5,000 and \$15,000) LMC Section 3.08.120 and 3.08.130
  - a. Three formal bids are required for purchase of goods and three proposals for services. in amounts between >\$5,000 and up to \$15,000.
  - b. See LMC Section 3.08.120 and 3.08.130.
  - c. The lowest bidder able to provide the required goods will be recommended to the City Council for contract award. In the case of service contracts, factors other than price may be used in determining contract award.
  - Requires a written contract which may be approved by the City Manager if funds have been appropriated for this use.
  - e. Following approval, a purchase order must be delivered to the finance department.
  - f. During a state of emergency or unforeseen catastrophe the City Manager Award limit may be up to \$50,000.
- Department Head May Award after Bidding: Between >\$1,000 and \$5,000 LMC Sections 3.08.120 and 3.08.130
  - Three <u>formal</u> bids are required for the purchase of goods and services. <u>in amounts of >\$1,000 and up to \$5,000</u>.
  - b. See LMC Sections 3.08.120 and 3.08.130 regarding formal bids.
  - c. Award is to the lowest bidder able to provide the required goods. In the case of service contracts, factors other than price may be used in determining contract award.
  - d. Requires a written agreement for services, purchase order for goods, which may be approved by the Department Head when authorized in writing by the City Manager and if funds have been appropriated for this use.
  - Following approval, a purchases order must be delivered to the finance department.
- 4. <u>Department Award No Formal Bidding Required: \$1,000 or Less LMC Section</u> 3.08.100

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Council Policy No. 53-00

- a. Three formal bids are not required for purchase of goods and services. in amounts up to \$1,000. However, obtaining informal bids (e.g. from internet) is still an advisable practice.
- b. The applicable Department Head can approve any payment voucher for \$1,000 or less when funds have been appropriated for this use.
- c. No purchase order is required. However, a Payment Voucher with the matching invoice must be submitted and signed by the department director.

### Emergency and Other Exigent Purchasing by the City Manager – LMC Section 3.08.050 and 3.08.110

a. In case of emergency, the City Manager may dispense with bidding and procure goods or services necessary to alleviate the emergency situation. Such dispensation shall be made in writing. Any purchase made pursuant to such a dispensation shall be reported to the City Council and public at the next feasible meeting of the City Council, but in no event more than 30 days from the date of purchase. For purposes of this section, "emergency" shall mean a situation in which a State of Emergency has been formally declared by the Federal, State, County, or City government in accordance with the statutes or ordinances giving it the power to do so. It shall also mean a situation in which due to weather conditions, natural disaster, civil unrest, or other circumstances affecting the City there is an immediate need to obtain goods and/or services to prevent harm to City facilities or personnel (or the public) and the immediate need makes infeasible or impossible full compliance with the Purchasing Ordinance.

b. The City Manager may authorize in writing the continuation of work on an award-made pursuant to Section 3 or 4 above even though the continued work would take the total contract price into the next-higher tier (i.e., from Section 4 into Section 3, or from Section 3 into Section 2). The City Manager may so authorize if City staff received an estimate for the work, the work was awarded based on the estimate, while the work was being performed additional issues arose that were not readily apparent at the time the estimate was procured, and the City Manager determines that good cause exists to continue the work at the higher price. Any purchase made pursuant to such a dispensation shall be reported to the City Council and public at the next feasible meeting of the City Council, but in no event more than 30 days from the date of purchase.

### REGULATIONS FOR PROCUREMENTS OF PROPERTY OR SERVICES UTILIZING FEDERAL FUNDING:

A. This section will appliesy to the awarding of sub-grants and contracts by the City for projects using federal grant funding. This includes the award of sub-grants and contracts by the City stemming from state, county, or other non-federal government entity grants originating as federal grants.

<del>A.</del>B.\_\_

B.—Procurement Standards.

- 1. The City has these standards to ensure contractors perform in accordance with the terms, conditions and specifications of their contracts or purchase orders.
- 2. 1. The City's has a written conflict of interest code which prohibitsgoverns the actions of its employees from engaginged in the selection, award and administration of contracts. No

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Council Policy No. 53-00

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employee, officer or agent of the City will participate in selection, or in the award or administration of a contract supported by federal funds if any of the following a-real or apparent conflicts exist: of interest, real or apparent, would be involved. Such a conflict would arise when: Formatted: Justified, Indent: Left: 0.31", Space Before: a. The employee, officer or agent; Auto, After: Auto, Line spacing: single, Tab stops: 0.31". Left b. Any member of his or her immediate family; c. His or her partner; or d. An organization which employs, or is about to employ, any of the above, has a financial or other interest in or a tangible personal benefit from a firm considered for award. 3. 2. The City's officers, employees or agents will not solicit or accept gratuities, favors, or Formatted: Indent: Left: 0.31", No bullets or anything of monetary value from contractors, potential contractors, or parties to subnumbering agreements. A conflict does not arise where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. Disciplinary action will be applied to any violations of these standards by officers, employees, or agents of the City. The City will not enter into a contract with a non-Federal entity that has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, unless the non-Federal entity maintains written standards of conduct covering organizational conflicts of interest which. Organizational conflicts of interest occur whenmean due to relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization-Formatted: Indent: Left: 0" 4. The City will avoid acquisition of unnecessary or duplicative items. Formatted: No bullets or numbering Formatted: Indent: Left: 0.31", No bullets or 5. Consideration will be given to the following to determine the most economical numbering procurement approach: a. Ceonsolidating or breaking out procurements to obtain a more economic purchase. Where appropriate, an analysis will be made of Llease versus purchase alternatives., and any other appropriate analysis to determine the most economical approach. Entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services. Using Federal excess and surplus property in lieu of purchasing new equipment and property. Using value engineering clauses in contracts for construction projects of Formatted sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure its essential function is provided at the overall lower cost. <del>5.</del> Formatted: Indent: Left: 1.31". No bullets or numberina 6. The City will consider entering into state and local intergovernmental agreements or Formatted: Indent: Left: 0.31", No bullets or inter entity agreements where appropriate for procurement or use of common or shared numberina

Council Policy No. 53-00

Page 4

goods and services.

- 7. The City will consider using Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- 8. The City will consider using value engineering clauses in contracts for constructionariogets of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure its essential function is provided at the overall lower cost.

9-6. The City will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price.

- 10. The City will use time and material type contracts only:
  - a. After a determination is made that no other contract is suitable; and
  - b. If the contract includes a ceiling price such that the contractor exceeds at their own risk.
- 11. The City alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements <u>including</u>. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the City of any contractual responsibilities under its contracts.

#### C. Competition.

- 1. The City will conduct procurement transactions in a manner providing full and open competition. To ensure objective contractor performance and eliminate unfair competitive advantage, Ceontractors developing or drafting specifications, requirements, statements of work, or invitations for bids or requests for proposals are excluded from competing for such procurements.
- 2. The City will not use statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, unless applicable Federal statutes expressly require or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- 3. All procurement solicitations must:
  - a. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description will not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured, and when necessary, will set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equal description may be used to define the

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Council Policy No. 53-00

- performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors will be clearly stated; and
- b. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- 4. The City will ensure prequalified lists of persons, firms, or products that are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. The City will not preclude potential bidders from qualifying during the solicitation period.
- D. <u>Methods of Procurement to be followed</u>. The City will use one of the following methods of procurement:
- 1. Procurement by Micro-Purchases Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions). Procurement by micro-purchase is the
  - a. Aecquisition of supplies or services, the aggregate dollar amount of which
    does not exceed the micro-purchase threshold, as set by the Federal
    Aequisition Regulation at 48 CFR Subpart 2.1 (Definitions) and
  - 4.b. Threshold amount adjusted periodically for inflation. As of the date of this policy, the micro-purchase threshold is \$3,500,10,000
- 2. Procurement by Small Purchase Procedures Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions); 41 U.S.C. 1908
  - a. Small purchase procedures are relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold, as set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions) and in accordance with 41 U.S.C. 1908 and

-adjusted for inflation. If small purchase procedures are used,

- Price or rate quotations must be obtained from an adequate number of qualified sources.
- 2-c. As of the date of this policy, the simplified acquisition threshold is \$2+50,000, periodically adjusted for inflation. For purchases exceeding fifty thousand (\$50,000), City Council approval is required.
- 3. <u>Procurement by Sealed Bids (Formal Advertising)</u>. Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  - a. For sealed bidding to be feasible, the following conditions should be present:
    - (1) A complete, adequate, and realistic specification or purchase description is available;
    - (2) Two or more responsible bidders are willing and able to compete effectively for the business; and
    - (3) The procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally based on price.
  - b. If sealed bids are used, the following Requirements for sealed bidsapply:

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**Commented [KS3]:** Current threshold is \$250,000 per FAR Case 201-004

Council Policy No. 53-00

- (1) The invitation for bids will be publicly advertised and bids will be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
- (2) The invitation for bids, which will include any specifications and pertinent attachments, will define the items or services for the bidder to properly respond;
- (3) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- (4) A firm-fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs will be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (5) If there is a sound documented reason, any or all bids may be rejected.
- 4. Procurement by Competitive Proposals. The technique of competitive proposals is Nnormally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following
- 4. <u>Rrequirements for Competitive Proposalsapply</u>:
  - Requests for proposals will be publicized and identify all evaluation factors including relative importance. Any response to publicized requests for proposals must be honored to the maximum extent practical;
  - b. Proposals will be solicited from an adequate number of qualified sources;
  - The City will conduct technical evaluations of the proposals received, and for selecting awardees;
  - d. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e. The City may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- 5. <u>Procurement by Noncompetitive Pproposals</u> is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances applies:
  - a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in a written request from the City; or
  - d. After solicitation of multiple sources, competition is determined inadequate.

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### 6. <u>Contracting with Small and Minority Businesses</u>, Women's Business Enterprises, and Labor Surplus Area Firms.

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- a. The City will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- b. Affirmative steps include:
  - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - (2) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
  - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
  - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
  - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in subsections 6.b.(1) through (6) of this section.

#### 7. Contracts Cost and Price.

- a. The City will perform a cost or price analysis in every procurement action exceeding the simplified acquisition threshold including contract modifications. The method and degree of analysis will be dependent on the facts surrounding each procurement situation. As a starting point, the City will make independent estimates before receiving bids or proposals.
- b. Costs or prices based on estimated costs for contracts under the Federal award will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the City under Subpart E Cost Principles of Title 2, Subtitle A, Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
- The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.

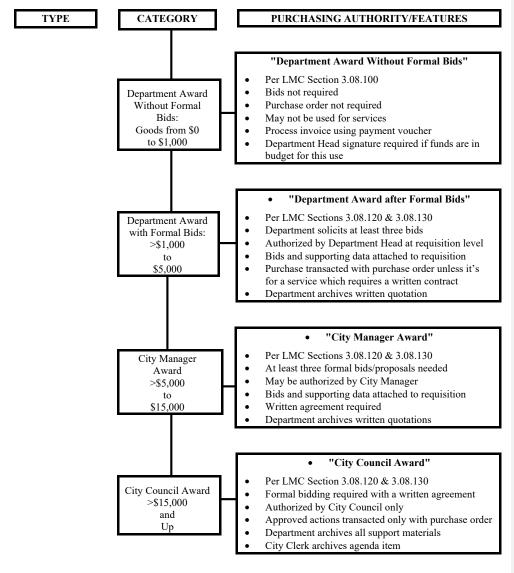
### 8. Federal Awarding Agency or Pass-Through Entity Review.

- a. The City will make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for purchase.
- b. The City will make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposal or invitations for bids, or independent cost estimates when:
  - (1) The City's procurement procedures or operation fails to comply with the procurement standards of Title 2, Subtitle A, Part 200, Subsection 200.324;

- (2) The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
- (3) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product;
- (4) The proposed contract is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
- (5) A proposed modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.
- c. The City may be exempted from the pre-procurement review in subsection 8.b. above if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards set forth in Title 2, Subtitle A, Part 200, or the City self-certifies compliance with such standards if self-certification is permitted by the Federal awarding agency or pass-through entity.
- 9. <u>Bonding Requirements</u>. The City will require bid guarantees, performance bonds, and payment bonds consistent with Title 2, Part 200, Section 200.325 of the Code of Federal Regulations.
- 10. <u>Contract Provisions</u>. The City's contracts will contain the provisions in Appendix II to Title 2, Subtitle A, Part 200 Contract Provisions for non-Federal Entity Contracts Under Federal Awards, as applicable.

#### LAWNDALE PURCHASING POLICY OVERVIEW

These are general guidelines for acquisition of supplies, equipment, operating and maintenance services, and construction projects other than "Public Works Projects". The evaluation and selection procedures for certain goods and services may vary on a case-by-case basis.



4936-4276-8399 v1 Council Policy No. 53-00

# **ATTACHMENT B**

### **RESOLUTION NO. CC-2409-095**

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA ADOPTING AN UPDATED VERSION OF COUNCIL POLICY NO. 53-00 PERTAINING TO PURCHASING

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

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

WHEREAS, the City Council previously adopted a purchasing policy to establish guidelines, in addition to those set forth in the Lawndale Municipal Code, for the purchase of supplies, goods, and services; and

WHEREAS, the City Council has determined that there is a need to update policy to include emergency and exigent purchases, to increase purchasing transparency and align with similar organization's best practices.

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

SECTION 1. That the City Council approves an amended and restated version of Policy No. 53-00, entitled "Purchasing Policy", a copy of which is attached hereto and incorporated herein as Exhibit "A".

SECTION 2. The City Clerk's Department is directed to replace said policy into the Council Policy Manual with this updated version.

SECTION 3. This resolution shall take effect as of the date of its passage and adoption.

PASSED, APPROVED AND ADOPTED this 3<sup>rd</sup> day of February, 2025.

Robert Pullen-Miles, Mayor	

ΑT	ΓEST:					
Cou	e of California ) unty of Los Angeles ) SS y of Lawndale )					
Cot 095	rica Harbison, City Clerk of the City of uncil of the City of Lawndale duly approvat a regular meeting of said Council hel vote:	ved and a	dopted	the forego	ing Resolution No. (	CC-2409-
	Name	Vot	ing	Prese	Present, Not Voting	
	rame	Aye	No	Abstain	Not Participating	Absent
	Robert Pullen-Miles, Mayor					
	Pat Kearney, Mayor Pro Tem					
	Sirley Cuevas					
	Bernadette Suarez					
Frank M. Talavera						
 Eric	a Harbison, City Clerk					
APPROVED AS TO FORM:  Gregory M. Murphy, City Attorney					-	
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#### **COUNCIL POLICY**

SUBJECT:	<b>POLICY NO.:</b> 53-00	DATE ADOPTED:
Purchasing Policy		10/2/00
	<u>AUTHORITY:</u>	6/25/18
	Resolution No. CC-0009-96	11/5/18
	Resolution No. CC-1806-027	10/18/21
	Resolution No. CC-1811-046	2/3/25
	Resolution No. CC-2110-044	213123
	Resolution No. CC-2409-095	

#### **PURPOSE:**

Lawndale Municipal Code (LMC) Section 3.08 establishes a complete legal framework for the purchasing system, elements of which are delineated in this Council Policy.

The purchasing system establishes procedures for the purchase of supplies, services and equipment; it secures acquisitions at the lowest possible price commensurate with quality required; it creates financial controls; it clearly defines authority for the purchasing function; and it seeks to ensure the quality of purchases.

#### **POLICIES:**

- I. The City's purchasing operation shall obtain goods, services, and contracts at the best quality and lowest price through an open, fair and competitive process.
- II. Excluded from this Policy is the purchase of supplies, services and equipment that are included within the specification of a "Public Works" construction project. Such acquisitions are subject to the regulations contained in the California Public Contract Code.
- III. The City Manager is the City's purchasing officer and has ultimate administrative oversight of all purchases. The City Manager may delegate day to day administrative authority to the Finance Director to carry out all purchasing functions as Finance is the appropriate department for this measure.
- IV. Exceptions to bidding for supplies and equipment may be permitted by the purchasing officer in the following situations: emergency, sole source, cooperative purchasing, or for fuel purchase, per LMC Section 3.08.110. Each exception must be documented in a writing signed by the purchasing officer.
- V. Every procurement, whether by contract or otherwise must also include a payment voucher and purchase requisition initiated by the applicable department head.
- VI. Whenever a funding source (i.e., special revenue funds, grants) imposes stricter purchasing requirements than the City's purchasing regulations, the stricter requirements must be followed.

VII. The City utilizes local preference for purchases. Purchases from Lawndale vendors are strongly encouraged where competitive prices and quality exist. With all specifications and conditions equal except price, a preference will be given to in-City vendors equal to 1% of the quoted price when General Fund monies are used. The rationale for the preference is that 1% of the sales tax on most acquisitions returns to the City's General Fund as revenue.

#### **PROCEDURES:**

- 1. <u>City Council Award (City Council Award: greater than \$15,000) LMC Section</u> 3.08.120 and 3.08.130
  - a. Formal bidding procedures and a written contract are required.
  - b. The lowest bidder able to provide the required goods and/or services will be recommended to the City Council for contract award. In the case of service contracts, factors other than price may be used in determining contract award.
  - c. Following award, a purchase order must be delivered to the finance department.
- 2. <u>City Manager May Award after Bidding: (Between >\$5,000 and \$15,000) LMC Section 3.08.120 and 3.08.130</u>
  - a. Three formal bids are required for purchase of goods and three proposals for services.
  - b. The lowest bidder able to provide the required goods will be recommended to the City Council for contract award. In the case of service contracts, factors other than price may be used in determining contract award.
  - c. Requires a written contract which may be approved by the City Manager if funds have been appropriated for this use.
  - d. Following approval, a purchase order must be delivered to the finance department.
  - e. During a state of emergency or unforeseen catastrophe the City Manager Award limit may be up to \$50,000.
- 3. <u>Department Head May Award after Bidding: Between >\$1,000 and \$5,000 LMC Sections 3.08.120 and 3.08.130</u>
  - a. Three formal bids are required for the purchase of goods and services.
  - b. Award is to the lowest bidder able to provide the required goods. In the case of service contracts, factors other than price may be used in determining contract award.
  - c. Requires a written agreement for services, purchase order for goods, which may be approved by the Department Head when authorized in writing by the City Manager and if funds have been appropriated for this use.
  - d. Following approval, a purchases order must be delivered to the finance department.
- 4. <u>Department Award No Formal Bidding Required: \$1,000 or Less LMC Section 3.08.100</u>

- a. Three formal bids are not required for purchase of goods and services.. However, obtaining informal bids (e.g. from internet) is still an advisable practice.
- b. The applicable Department Head can approve any payment voucher for \$1,000 or less when funds have been appropriated for this use.
- c. No purchase order is required. However, a Payment Voucher with the matching invoice must be submitted and signed by the department director.
- 5. Emergency and Other Exigent Purchasing by the City Manager LMC Section 3.08.050 and 3.08.110
- a. In case of emergency, the City Manager may dispense with bidding and procure goods or services necessary to alleviate the emergency situation. Such dispensation shall be made in writing. Any purchase made pursuant to such a dispensation shall be reported to the City Council and public at the next feasible meeting of the City Council, but in no event more than 30 days from the date of purchase. For purposes of this section, "emergency" shall mean a situation in which a State of Emergency has been formally declared by the Federal, State, County, or City government in accordance with the statutes or ordinances giving it the power to do so. It shall also mean a situation in which due to weather conditions, natural disaster, civil unrest, or other circumstances affecting the City there is an immediate need to obtain goods and/or services to prevent harm to City facilities or personnel (or the public) and the immediate need makes infeasible or impossible full compliance with the Purchasing Ordinance.
- b. The City Manager may authorize in writing the continuation of work on an award made pursuant to Section 3 or 4 above even though the continued work would take the total contract price into the next-higher tier (i.e., from Section 4 into Section 3, or from Section 3 into Section 2). The City Manager may so authorize if City staff received an estimate for the work, the work was awarded based on the estimate, while the work was being performed additional issues arose that were not readily apparent at the time the estimate was procured, and the City Manager determines that good cause exists to continue the work at the higher price. Any purchase made pursuant to such a dispensation shall be reported to the City Council and public at the next feasible meeting of the City Council, but in no event more than 30 days from the date of purchase.

# REGULATIONS FOR PROCUREMENTS OF PROPERTY OR SERVICES UTILIZING FEDERAL FUNDING:

- A. This section applies to the awarding of sub-grants and contracts by the City for projects using federal grant funding. This includes the award of sub-grants and contracts by the City stemming from state, county, or other non-federal government entity grants originating as federal grants.
- B. Procurement Standards
  - 1. The City's written conflict of interest code which prohibits its employees from engaging in the selection, award and administration of contracts supported by federal funds if any of the following real or apparent conflicts exist:
    - a. The employee, officer or agent;
    - b. Any member of his or her immediate family;
    - c. His or her partner; or

- d. An organization which employs, or is about to employ, any of the above, has a financial or other interest in or a tangible personal benefit from a firm considered for award.
- 2. The City's officers, employees or agents will not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subagreements. A conflict does not arise where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
- 3. The City will not enter into a contract with a non-Federal entity that has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, unless the non-Federal entity maintains written standards of conduct covering organizational conflicts of interest which occur when the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.
- 4. The City will avoid acquisition of unnecessary or duplicative items.
- 5. Consideration will be given to the following to determine the most economical procurement approach:
  - a. Consolidating or breaking out procurements to obtain a more economic purchase.
  - b. Lease versus purchase alternatives.
  - c. Entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
  - d. Using Federal excess and surplus property in lieu of purchasing new equipment and property.
  - e. Using value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure its essential function is provided at the overall lower cost.
- 6. The City will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection and the basis for the contract price.
- 7. The City will use time and material type contracts only:
  - a. After a determination is made that no other contract is suitable; and
  - b. If the contract includes a ceiling price such that the contractor exceeds at their own risk.
- 8. The City alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements including source evaluation, protests, disputes, and claims.

#### C. Competition.

1. The City will conduct procurement transactions in a manner providing full and open competition. Contractors developing or drafting specifications, requirements, statements of

work, or invitations for bids or requests for proposals are excluded from competing for such procurements.

- 2. The City will not use statutorily or administratively imposed in-state or local geographical preferences in the evaluation of bids or proposals, unless applicable Federal statutes expressly require or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criteria provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.
- 3. All procurement solicitations must:
  - a. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a brand name or equal description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerors will be clearly stated; and
  - b. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- 4. The City will ensure prequalified lists of persons, firms, or products that are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
- D. <u>Methods of Procurement to be followed</u>. The City will use one of the following methods of procurement:
- 1. <u>Procurement by Micro-Purchases</u> Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions)
  - a. Acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.
  - b. Threshold amount adjusted periodically for inflation. As of the date of this policy, the micro-purchase threshold is \$,10,000
- 2. <u>Procurement by Small Purchase Procedures</u> Federal Acquisition Regulation at 48 CFR Subpart 2.1 (Definitions); 41 U.S.C. 1908
  - a. Simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the simplified acquisition threshold.
  - b. Price or rate quotations must be obtained from an adequate number of qualified sources.
  - c. As of the date of this policy, the simplified acquisition threshold is \$250,000, periodically adjusted for inflation. For purchases exceeding fifty thousand (\$50,000), City Council approval is required.
- 3. <u>Procurement by Sealed Bids (Formal Advertising)</u>. Bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.

- a. For sealed bidding to be feasible, the following conditions should be present:
  - (1) A complete, adequate, and realistic specification or purchase description is available;
  - (2) Two or more responsible bidders are willing and able to compete effectively for the business; and
  - (3) The procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally based on price.
- b. Requirements for sealed bids:
  - (1) The invitation for bids will be publicly advertised and bids will be solicited from an adequate number of known suppliers, providing them sufficient time prior to the date set for opening the bids;
  - (2) The invitation for bids, which will include any specifications and pertinent attachments, will define the items or services for the bidder to properly respond;
  - (3) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
  - (4) A firm-fixed-price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs will be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
  - (5) If there is a sound documented reason, any or all bids may be rejected.
- 4. <u>Procurement by Competitive Proposals</u>. Normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids.

#### Requirements for Competitive Proposals:

- a. Requests for proposals will be publicized and identify all evaluation factors including relative importance. Any response to publicized requests for proposals must be honored to the maximum extent practical;
- b. Proposals will be solicited from an adequate number of qualified sources;
- c. The City will conduct technical evaluations of the proposals received.;
- d. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- e. The City may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- 5. <u>Procurement by Noncompetitive Proposals</u> is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances applies:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in a written request from the City; or
- d. After solicitation of multiple sources, competition is determined inadequate.

# 6. <u>Contracting with Small and Minority Businesses</u>, Women's Business Enterprises, and <u>Labor Surplus Area Firms</u>.

- a. The City will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- b. Affirmative steps include:
  - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - (2) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
  - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
  - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;
  - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  - (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in subsections 6.b.(1) through (6) of this section.

#### 7. Contracts Cost and Price.

- a. The City will perform a cost or price analysis in every procurement action exceeding the simplified acquisition threshold including contract modifications. The method and degree of analysis will be dependent on the facts surrounding each procurement situation. As a starting point, the City will make independent estimates before receiving bids or proposals.
- b. Costs or prices based on estimated costs for contracts under the Federal award will be allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the City under Subpart E Cost Principles of Title 2, Subtitle A, Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).
- c. The cost plus a percentage of cost and percentage of construction cost methods of contracting will not be used.

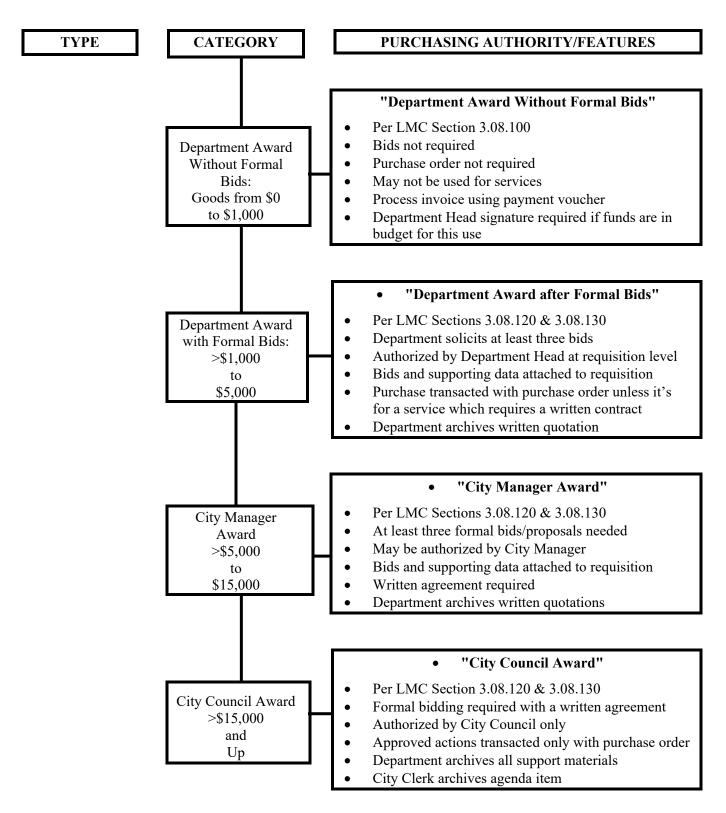
#### 8. Federal Awarding Agency or Pass-Through Entity Review.

a. The City will make available, upon request of the Federal awarding agency or passthrough entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for purchase.

- b. The City will make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposal or invitations for bids, or independent cost estimates when:
  - (1) The City's procurement procedures or operation fails to comply with the procurement standards of Title 2, Subtitle A, Part 200, Subsection 200.324;
  - (2) The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
  - (3) The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product;
  - (4) The proposed contract is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or
  - (5) A proposed modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.
- c. The City may be exempted from the pre-procurement review in subsection 8.b. above if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards set forth in Title 2, Subtitle A, Part 200, or the City self-certifies compliance with such standards if self-certification is permitted by the Federal awarding agency or pass-through entity.
- 9. <u>Bonding Requirements</u>. The City will require bid guarantees, performance bonds, and payment bonds consistent with Title 2, Part 200, Section 200.325 of the Code of Federal Regulations.
- 10. <u>Contract Provisions</u>. The City's contracts will contain the provisions in Appendix II to Title 2, Subtitle A, Part 200 Contract Provisions for non-Federal Entity Contracts Under Federal Awards, as applicable.

#### LAWNDALE PURCHASING POLICY OVERVIEW

These are general guidelines for acquisition of supplies, equipment, operating and maintenance services, and construction projects other than "Public Works Projects". The evaluation and selection procedures for certain goods and services may vary on a case-by-case basis.



4936-4276-8399 v1 Council Policy No. 53-00



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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Jason Minter, Community Services Director

PREPARED BY: Jason Minter, Community Services Director

**SUBJECT:** Approval of Senior Citizen Advisory Committee Resolution

#### **BACKGROUND**

The Lawndale Senior Citizen Advisory Committee (SCAC) is made up of Lawndale residents and/or those individuals 55 years of age or older that participate in the City's senior citizen programs and/or reside within a South Bay City. The Senior Citizen Advisory Committee is appointed by the Mayor to two (2) year terms, unless a term is vacated prior to the end of the two-year cycle. The role of the Committee is to advise the Parks, Recreation and Social Services Commission on matters relating to senior citizen programs and needs of the Lawndale Community.

The Senior Citizen Advisory Committee was approved to have twelve (12) positions, requiring a minimum of seven (7) members to be present to have quorum. Unfortunately the committee has had challenges in the recruitment and retention of volunteers, causing a large number of meetings to be canceled due to lack of quorum. The following is a list of the last twelve (12) months of meetings, along with the most recent scheduled meeting in January 2025:

Month/Year	Meeting	Attendance
January 2024	No	No meeting (only 6 members present)
February 2024	Yes	7 members present
March 2024	No	No meeting (only 4 members present)
April 2024	No	Meeting canceled due to lack of quorum
May 2024	No	No meeting (only 6 members present)
June 2024	No	Meeting canceled due to lack of quorum
July 2024	No	No meeting (only 4 members present)
August 2024	No	No meeting (only 4 members present)
September 2024	Yes	7 members present

October 2024	No	No meeting (only 5 members present)
November 2024	No	Meeting canceled due to lack of quorum
December 2024	No	Holiday
January 2025	No	No meeting (only 5 members present)

As you can see in table above, only two (2) meetings were held during the last thirteen (13) months, with one meeting canceled due to the Christmas holiday, and the other ten (10) due to a lack of quorum.

#### STAFF REVIEW

Community Services Department staff have done an evaluation of other commissions/committees within the City to see how the number of members compare. Here is the list of Lawndale commissions/committees with their respective members:

- Planning Commission 5 positions
- Parks, Recreation and Social Services Commission 5 positions
- Beautification Committee 5 positions (recently changed in 10/24)
- Senior Citizen Advisory Committee 12 positions
- Youth Advisory Committee 7 positions

In addition, staff have surveyed neighboring cities to determine the size of their respective Senior commissions/committees. As indicated below, the cities that have senior related commissions/committees have either five (5) or seven (7) positions, as opposed to the twelve (12) positions in Lawndale.

- City of Gardena 5 appointed positions
- City of Hawthorne 5 appointed positions
- City of Hermosa Beach No senior commission/committee
- City of Redondo Beach No senior commission/committee
- City of Torrance 7 appointed positions

The Senior Citizen Advisory Committee currently has a strong core of members that are committed to being a part of the SCAC. Staff have believe that reducing the size of the committee from twelve (12) to seven (7) will significantly improve the number of meetings that will be held, and in turn improve the effectiveness of the Senior Citizen Advisory Committee.

Staff will continue to work on recruitment and retention of the committee members, specifically with those individuals that participate in the programs offered in the community center. Staff will also target individuals that work or volunteer in partner agencies that also serve the Lawndale Community, as identified in Council Policy 94-09. A copy of Policy 94-09 with the proposed change has been included (Attachment A) along with a draft Resolution No. CC 2502-008 (Attachment B).

#### LEGAL REVIEW

The City Attorney has reviewed this staff report, the Resolution, and the proposed changes to Council Policy 94-09 and approve them to form.

#### **FISCAL IMPACT**

Staff anticipate no additional costs as a result of this recommendation.

#### RECOMMENDATION

Staff recommends that the City Council approve Resolution No. CC 2502-008 modifying Council Policy 94-09 by reducing the number of appointed positions from twelve (12) to seven (7) for the Senior Citizen Advisory Committee.

#### **Attachments**

Attachment A: Council Policy 94-09 Draft Changes.SCAC

Attachment B: Resolution No CC-2502-008

# ATTACHMENT A City Council Policy No. 94-09

#### **COUNCIL POLICY**

SUBJECT:	<b>POLICY NO.:</b> 94-09	DATE ADOPTED:
Policies Pertaining to City Council Formed		
Committees	AUTHORITY:	
	Resolution No. CC-0905-03	5/4/09
	Resolution No. CC-1407-032	7/7/14
	Resolution No. CC-1410-056	10/6/14
	Resolution No. CC-1507-030	7/6/15
	Resolution No. CC-1708-039	8/21/17
	Resolution No. CC-1907-037	7/15/19
	Resolution No. CC-2410-097	10/7/24
	Resolution No. CC-2502-008	2/3/25

#### **PURPOSE:**

- 1) To state policies pertaining to committees formed by the City Council which are not contained in state laws and regulations, the Lawndale Municipal Code and other written City policies.
- 2) To state policies which are unique to individual committees.

#### **POLICY:**

#### COMMITTEES GENERALLY

Unless prescribed otherwise in this policy, the following policies shall pertain to all committees that are formed by the City Council:

<u>Term:</u> Committee members shall serve a two-year term, unless earlier terminated as provided in Lawndale Municipal Code Chapter 2.40. Except as hereinafter described, the term of each member shall commence on March 1 of each odd-numbered year and terminate two years later, February 28 of the succeeding odd-numbered year.

<u>Meetings</u>: The proceedings of the committee shall be conducted in accordance with its bylaws or, in the absence of adopted bylaws, in accordance with the City's *Manual of Procedural Guidelines for the Conduct of City Council Meetings*.

#### **BEAUTIFICATION COMMITTEE**

<u>Purpose of the Committee:</u> The purposes of the Beautification Committee are as follows:

- Sponsor a "Clean Up Week" activity;
- Sponsor holiday decoration competition(s);
- Sponsor a program of awards for recognition of homes with significantly improved appearances;
- Sponsor a program of awards for recognition of businesses with significantly improved appearances;
- Develop a beautification program in conjunction with City-sponsored community functions;
- Participate in the City's Art in Public Places Program as provided in Council Policy No. 88-06; and
- Any other purposes which the City Council may from time-to-time assign.

<u>Composition and Qualifications:</u> The committee shall consist of five members, eighteen (18) years of age or older. To qualify for appointment, applicants must have resided in Lawndale for at least thirty consecutive days prior to submitting the written application.

<u>Removal of Members</u>: Three unexcused absences from three consecutive meetings will be grounds to be removed from the Beautification Committee, at the discretion of the Beautification Committee themselves.

#### SENIOR CITIZEN ADVISORY COMMITTEE (SCAC)

<u>Purpose of the Committee:</u> The primary function of the committee shall be to advise the Parks, Recreation and Social Services Commission on matters relating to senior citizen programs and needs in the City of Lawndale.

Composition and qualifications: The committee shall be comprised of 42 seven (7) individuals, 55 years of age or older. Committee members shall reside (a) within the city of Lawndale; or (b) participate in the City's senior citizen program and reside within any of those cities commonly known as the South Bay Cities; specifically, the cities of Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lomita, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, or Torrance; or (c) participate in the City's senior citizen program and reside within the unincorporated portion of Los Angeles County known as El Camino Village.

One member of the Parks, Recreation and Social Services Commission shall serve as an ex-officio member of the Senior Citizen Advisory Committee.

#### MEDIA AND TECHNOLOGY ADVISORY COMMITTEE (MTAC)

Purpose of the Committee: The purposes of the Media and Technology Advisory Committee are as follows:

- Reviewing and commenting on the current use of technology and service approaches
- Providing feedback on the City's future technology plans
- Assisting City staff in exploring the feasibility of new technology
- Serving as informed communicators to others in the community of current policies, activities, and plans of the City of Lawndale
- And implementing the Lawndale Community Television Policies and Guidelines and Lawndale Community Television Sponsorship Policy as set forth in City Council Policies 97-11 and 99-11, respectively, formerly the duties/responsibilities of the Cable Commission:
- 1. Make recommendations regarding Lawndale community cable television programming;
- 2. Develop and recommend a promotion plan to enhance channel usage and viewership;
- 3. Review effectiveness of outreach efforts;
- 4. Create maximum interest in local events, people, place and issues via community cable television:
- 5. Provide Lawndale residents, businesses and organizations an opportunity to produce and participate in community television;
- 6. Encourage the education of Lawndale students in community television programming and production;

<u>Composition and Qualifications</u>: The committee shall consist of five members, eighteen (18) years of age or older. To qualify for appointment, applicants must have resided in Lawndale for at least thirty consecutive days prior to submitting the written application. No technology experience is necessary to apply, although it is preferable. Applicants are selected on the basis of individual interest, experience, expertise, and ability to provide objective feedback and input to City staff.

Meeting Schedule: The committee shall meet no less than once every 3 months (quarterly).

#### YOUTH ADVISORY COMMITTEE (YAC)

<u>Purpose of the Committee:</u> The committee shall be an advisory body to the City Council on matters relating to youth and teen programs and activities. When requested by the City Council, the Committee shall identify the needs of youth and teens and propose new programs intended to meet those needs. The Committee shall periodically review existing programs and shall report its conclusions and recommend actions by the City Council.

Composition and Qualifications: The committee shall consist of seven (7) Lawndale residents in grades six through 12, who are 18 years of age or less. To qualify for appointment, members must submit an Application for Appointment to the Youth Advisory Committee to the city clerk. If the applicant is a minor, a parent or legal guardian must sign the application.

<u>Term of Office:</u> Each appointed member shall serve a two-year term beginning October 1 of each even-numbered year and ending September 30 of the succeeding even-numbered year.

Other Committee Activities: The committee members will be encouraged to assist in the planning and organizing of and attend youth and teen events planned for Lawndale residents.

Meeting Schedule: The committee shall meet no less than once per month.

# ATTACHMENT B

Resolution No. CC-2502-008

#### **RESOLUTION NO. CC-2502-008**

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, TO REDUCE THE NUMBER OF ACTIVE MEMBERS SITTING ON THE SENIOR CITIZEN ADVISORY COMMITTEE FROM TWELVE MEMBERS TO SEVEN.

WHEREAS the Senior Citizen Advisory Committee is currently required to have twelve (12) members per Council Policy 94-09; and

WHEREAS the Senior Citizen Advisory Committee has been unable to hold the majority of its meetings during the course of the last year; and

WHEREAS the Senior Citizen Advisory Committee is required to have a minimum of seven (7) members present to have quorum as a twelve (12) member committee; and

WHEREAS the Senior Citizen Advisory Committee has not been able to fulfill their serve their purpose as ten (10) of the last thirteen (13) meetings have been canceled due to a lack of quorum; and

WHEREAS the current core of active Senior Citizen Advisory Committee members would like to be able to meet so that the public can have an opportunity to attend the meetings and share their needs and concerns to the Committee.

# NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNDALE DOES HEREBY RESOLVE AND RECOMMEND AS FOLLOWS:

- Section 1. The City Council finds and determines that the recitals above are true and correct.
- Section 2. The City Council finds and determines that the change to the City's Municipal Code made by this proposed Ordinance are consistent with the General Plan of the City of Lawndale. Additionally, the proposed update to the Lawndale Municipal Code will benefit the Senior Citizen Advisory Committee and the general public by allowing the Senior Citizen Advisory Committee to hold regular meetings with a quorum.
- Section 3. The City Council finds and determines that the number of active Senior Citizen Advisory Committee members shall be reduced from twelve (12) members to seven (7) members.

### PASSED, APPROVED AND ADOPTED this 3<sup>rd</sup> day of February, 2025.

		R	Robert Pulle	en-Miles	
ATTEST:					
State of California ) County of Los Angeles ) City of Lawndale )	SS				
I, Erica Harbison, City Clerk of the Cithe City Council of the City of Lawnd Resolution No. CC-2502-008 at a regular February 2025, by the following roll of the City Council Council Council City Council Council City City City City City City City City	ale duly ılar meet	approv	ed and ado	pted the foregoing	
Name		ting	1	ent, Not Voting	Absent
Robert Pullen-Miles, Mayor	Aye	No	Abstain	Not Participating	
Pat Kearney, Mayor Pro Tem					
Bernadette Suarez					
Sirley Cuevas					
Francisco Talavera					
Erica Harbison, City Clerk		_	Date	<u> </u>	
		Α	APPROVEI	O AS TO FORM:	
		C	Gregory M.	Murphy, City Attor	rney



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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Raylette Felton, Deputy City Manager/Director of Human Resources

SUBJECT: Consideration of Compensation Increase for City Clerk

#### **BACKGROUND**

During the City Council meeting held on January 21, 2025, City Council discussed the City Clerk's compensation and asked staff to draft and bring back an ordinance to increase the compensation for City Clerk for further consideration. During this same meeting, staff was also asked to provide additional information regarding the elected City Clerk duties and compensation at other agencies.

#### STAFF REVIEW

The Lawndale Municipal Code Section 2.16 identifies the duties and responsibilities of the Lawndale City Clerk. The City Clerk is a part-time elected official, serving a 4-year term in office. The elected City Clerk plays an important role in municipal governance and duties includes: 1) certifying official city documents (i.e., city ordinances, resolutions, and other legal documents) and 2) performs ceremonial duties such as: attending city council meetings, calling roll, and announcing city council proceedings; and attends swearing-in ceremonies, city events, and public meetings. While the day-to-day administrative and operational functions of the clerk's office are managed by a full-time staff, the elected City Clerk's schedule varies as needed and primarily focuses on attending council meetings and serving as a representative for the City.

Staff surveyed 12 South Bay cities used during the Citywide Classification and Compensation Study for information regarding City Clerk compensation.(Attachment A) Based on the information obtained, most of the City Clerks are either elected full-time or appointed by the City Manager or City Council. Of the cities surveyed, the cities of Gardena, Hawthorne, and Signal Hill were found to be the most comparable to Lawndale as the City Clerks are part-time elected and performs ceremonial duties:

City	City Council Compensation	City Clerk Compensation
Gardena	\$1,600 per month eff. 12/22/24	\$1,000 per month
Hawthorne	\$1,900 per month eff. 1/1/25	\$833.33 per month
Signal Hill	\$722.18 per month	\$482.04 per month

The Lawndale City Clerk's compensation was last reviewed and adjusted by City Council in September 2007 to its current rate of \$350. In the past, City Council has considered adjustments for the City Clerk's position when also considering adjustments to the City Council compensation:

Date	Ordinance	City Council Compensation	City Clerk Compensation
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October 1999	865-99	\$250 per month	\$250 per month
September 2007	1001-07 & 1003-07	\$450 per month (appvd. September 2007/ eff. May 2008)	\$350 per month

A review of the current compensation for the elected City Clerk indicates that it falls below the local average. Ensuring a fair and competitive salary for this position will help attract and retain qualified officeholders, in line with the intent of SB 329 - a measure designed to uphold equitable pay for city officials, reflect job responsibilities and economic trends, and broaden access to public service.

Government Code section 36517 permits City Council to set the compensation of the city clerk by ordinance or resolution and does not provide any specific requirements or legal restrictions concerning compensation adjustments for the City Clerk. Therefore, Ordinance No. 1209-25 has been drafted and now presented for City Council's consideration. Staff recommends that the City Council provide direction on the preferred approach for adjusting the City Clerk compensation.

#### **LEGAL REVIEW**

The City Attorney has reviewed and approved this report and draft ordinance as to form.

#### **FISCAL IMPACT**

The salary for the City Clerk is currently budgeted at \$4,200 per fiscal year. Adjusting the City Clerk's salary will require an amendment to the current Fiscal Year 2024-25 budget.

#### RECOMMENDATION

Staff recommends that the City Council 1) review and discuss this report regarding the City Clerk compensation; and 2) discuss and provide direction to staff regarding the total monthly compensation amount to be added to the draft ordinance amending Chapter 2.16 of the Lawndale Municipal Code regarding compensation for the City Clerk; or 3) provide other direction to the City Manager and staff.

#### **Attachments**

Attachment A - City Clerk Survery.pdf

Attachment B - Draft Ord No 1209-25 Amend LMC Ch 2.16 City Clerk Stipend.pdf

# ATTACHMENT A

#### CITY CLERK COMPENSATION SURVEY

City	Population	General Law/ Charter	Appointed/Elected	Compensation - Monthly
Bellflower	77,000	General Law	Appointed	Starts at \$11,674
Carson	92,000	Charter City	Elected – Full Time	\$128,941 year
El Segundo	17,000	General Law	Elected – Part-Time	\$3,375
Gardena	60,000	General Law	Elected – Part-Time	\$1,000
Hawthorne	86,000	General Law	Elected – Part-Time	\$833.33
Hawaiian Gardens	14,000	General Law	Full Time Staff	Starts at \$9,271
Hermosa Beach	19,000	General Law	Appointed	Starts \$10,736
Lomita	20,000	General Law	Full Time Staff	Starts at \$8,547
Manhattan Beach	34,000	General Law	Appointed	Starts at \$14,841
Rolling Hills Estates	8,534	General Law	Full time Staff	Starts at \$8,546
Signal Hill	11,448	Charter City	Elected – Part-Time	\$482.04
Temple City	36,000	Charter City	Full time Staff	Starts at \$8,658
Lawndale	31,000	General Law	Elected – Part-Time	\$350

- Elected Part-Time elected by voters and provide ceremonial duties.
- Elected Full-Time elected by voters, works full-time hours, and may supervise/manage staff or considered department director.
- Appointed appointed full-time by City Manager or City Council.
- Full-Time Staff employee serving in additional capacities of the organization (management or non-represented professional)

# **ATTACHMENT B**

#### **ORDINANCE NO. 1209-25**

# AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, AMENDING CHAPTER 2.16 OF THE LAWNDALE MUNICIPAL CODE REGARDING COMPENSATION FOR THE CITY CLERK

<u>SUMMARY</u>: This ordinance will increase the monthly salary paid to the City Clerk.

WHEREAS, Lawndale Municipal Code Section 2.16.010 describes the compensation given the City Clerk of the City of Lawndale; and

WHEREAS, pursuant to California Government Code Section 36517, the City Council may increase the compensation of the City Clerk; and

WHEREAS, pursuant to Ordinance 1003-07, the monthly compensation for the City Clerk was previously adjusted from \$250 per month to \$350 per month; and

WHEREAS, the City Council desires to amend Lawndale Municipal Code Section 2.16.010 to increase the City Clerk's monthly stipend.

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

SECTION 1. Section 2.16.010 of the Lawndale Municipal Code is hereby amended, in its entirety, to read as follows:

"2.16.010 Election -- Qualifications -- Salary.

The office of city clerk shall be filled by election by the voters of the city. No person shall hold the office of city clerk unless such person has the qualifications for office provided in Title 4, Division 3, Part 1 of the Government Code of the State of California. The city clerk shall receive as compensation the sum of three hundred fifty dollars per month, as prescribed in Government Code Section 36517."

SECTION 2. Any portion of any resolution or ordinance in conflict herewith, including Ordinance No. 1003-07, is superseded and repealed as of the effective date of this ordinance.

SECTION 3. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 4. The City Clerk shall certify to the passage and adoption of this ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. This ordinance shall be in full force and effect thirty (30) days after its final passage and adoption, and within fifteen (15) days after its final passage, the City Clerk shall cause it to be published in a newspaper of general circulation and shall post the same at the City Hall and the United States Post Office, Lawndale Branch.

INTRODUCED thisth day of	, 2025, PASSED, APPROVED, AND
ADOPTED thisth day of, 2025.	
	Robert Pullen-Miles, Mayor

ATTEST:					
State of California ) County of Los Angeles ) SS City of Lawndale )					
I, Erica Harbison, City Clerk of the City foregoing Ordinance No. 1209-25 was duly held on theth day of, 2025, and 1209-25 at its regular meeting held on the _vote:	/ introdu l was du	iced at ily appr	a regular i	neeting of the City adopted said Ordina	Council ance No.
Name	Vot	ting	Prese	ent, Not Voting	Absent
Name	Aye	No	Abstain	Not Participating	Absent
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Sirley Cuevas					
Bernadette Suarez					
Frank M. Talavera				-	
Erica Harbison, City Clerk  APPROVED AS TO FORM:		Date			
Gregory M. Murphy, City Attorney					



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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Michael Reyes, Municipal Services Director

SUBJECT: Code Enforcement Process

#### **BACKGROUND**

The City of Lawndale, like most cities in Southern California has a Municipal Code that has been in existence since the incorporation of the City, to set standards pertaining to public safety and to create property maintenance guidelines for the enhancement and enrichment of the City's appearance. Recently, City Councilmember Bernadette Suarez requested an explanation of the Code Enforcement process and an explanation of the actions taken by Code Enforcement Officers in the course of their duties.

#### STAFF REVIEW

Per the directive of the City Council, Code Enforcement Officers are required to open a case only when there is a complaint lodged for a violation of the Municipal Code. However, on some occasions, Code Enforcement Officers will open a case without a complaint if they witness an immediate threat to the safety of the public as a result of non-permitted work being done. This could include non-permitted electrical work, construction without permits, or some other work involving mechanical or plumbing work.

When a complaint is lodged, the Code Officer will begin with an inspection of the reported property. The officer will visit the property, identify themselves as an agent of the City, and advise the property owner of the complaint. The Code Officer will ask for permission to enter the property to verify the complaint, and if the property owner is willing, the officer will enter the property and either confirm that a violation is present or observe that no violation exists. If no violation is observed, the officer will close the case and document with photographs and notes, that an inspection was conducted and determined that no violations were present.

If the Officer does observe violations, even ones that were not part of the original complaint, the Officer will open a code enforcement case, and then issue a Notice of Violation to the property owner listing the violations that were observed, with instructions on how to rectify those violations. Typically, all construction, plumbing, or electrical violations observed will require permits, and thus the property owner will need to speak with Community Development Department staff for instructions on submitting plans and obtaining permits.

Ideally, the violating party will honor the Notice of Violation and work towards correcting all violations right away. However, if the violating party ignores or refuses to acknowledge the violations observed by the Code Enforcement Officer, then a second Notice of Violation will be issued, two weeks after the initial NOV.

If there is still no acknowledgment or corrections made by the violating party, then a third and final Notice of Violation is issued two weeks after the second NOV.

Once three NOV's have been issued and unanswered, Code Enforcement Officers have been authorized to begin issuing Administrative Citations to the violating party. Administrative Citations start at \$100 per violation and rise to \$250 per violation 21 days after the first Administrative Citation is issued. Administrative Citations top off at \$500 per violation three weeks after the second Administrative Citations if the violating party is still in non-compliance.

Once three Notices of Violation have been issued, and three Administrative Citations issued with non-compliance, the case may be referred to an administrative hearing officer for adjudication or else handed over to the City Attorney's Office for criminal prosecution or civil action. The City Attorney's Office will begin by sending the violating party a Notice of Violation on City Attorney letterhead, outlining the existing violations and will request that the violating party contact the City Attorney's Office for an office conference. Often this results in the party instead contacting City staff and beginning the compliance process. If after all these steps have been exhausted, and there is still no effort or compliance from the violating party, the City Attorney's Office has been instructed to begin moving forward with criminal prosecution, and to file the case with the courts. From time to time, in its discretion, the City Attorney's Office may instead take cases to civil court, re-recommend an administrative hearing, or recommend other actions particular to the facts of an individual case. When criminal cases are filed, the City Attorney's Office attempts to use the leverage of a potential conviction as a means to achieve code compliance not as a means to punish the violating party.

#### LEGAL REVIEW

The City Attorney has reviewed this staff report and approves it to form.

#### FISCAL IMPACT

None.

#### RECOMMENDATION

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



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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Raylette Felton, Deputy City Manager/Director of Human Resources

SUBJECT: Consideration and Direction Regarding Funding for Bus Transportation

#### **BACKGROUND**

At the January 6, 2025, regular City Council meeting a resident spoke during public comments regarding an upcoming Metro C Line (Green) Project meeting and asked if the city would fund a bus for Lawndale residents to attend. Councilmember's Bernadette Suarez and Sirley Cuevas requested funding to be allocated.

#### STAFF REVIEW

During the June 5, 2023, regular City Council meeting, \$6,000 was approved as part of the Fiscal Year 2023-24 Budget to fund transportation for Lawndale residents attending the Metro C Line (Green) Project meeting. This funding allowed for the reservation of two buses for the Lawndale Community Group, with a total expenditure of \$5,922.41 to attend the meeting held on Thursday, May 23, 2024, at 8:00 am.

Currently, no funds have been allocated for future transportation. The estimated cost to reserve two buses for this fiscal year is \$6,200, with an additional \$3,100 needed if a third bus is desired. If funding is to be provided, a budget amendment will be necessary.

#### LEGAL REVIEW

N/A

#### FISCAL IMPACT

A budget amendment of \$6,200 is needed to fund the bus transportation from account 100-160-530.100 Contract Services.

#### RECOMMENDATION

Staff recommends that the City Council: 1) review and discuss this item; 2) authorize and direct the Director of Finance/City Treasurer to appropriate \$6,200 from the General Fund to account number 100-160-530.100 Contract Services to fund bus transportation for Lawndale residents attending the Metro C Line (Green) Project meeting; OR 2) provide other direction to the City Manager and staff, if any.



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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Vanesa Alvarez, Administrative Assistant

**SUBJECT:** Report of Attendance at Meetings

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



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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Yvette Palomo, Assistant City Clerk

SUBJECT: Conference with Legal Counsel – Existing Litigation

#### **BACKGROUND**

The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(1), to discuss existing litigation: Name of Case: City of Lawndale v. LA Investment, LLC (LA Superior Court Case No. 20TRCV00065).



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

DATE: February 3, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Yvette Palomo, Assistant City Clerk

SUBJECT: Conference with Legal Counsel – Anticipated Litigation

#### **BACKGROUND**

The City Council will conduct a closed session pursuant to Government Code section 54956.9(d)(4), to discuss the potential initiation of litigation: one (1) case.