



CITY OF LAWNDALE
AGENDA OF THE LAWNDALE
CITY COUNCIL REGULAR MEETING

Monday, April 21, 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

D. PRESENTATIONS

2. Presentation by South Bay Cities Council of Governments on Housing Focused Case Management Program and Los Angeles County Measure A

— Presentation by Ronson Chu, Senior Project Manager, South Bay Cities Council of Governments and Jonathan Said, Homeless Services Manager, St. Margaret's Center (Catholic Charities).

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

F. COMMENTS FROM COUNCIL

G. CONSENT CALENDAR

Items 3 through 7 will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

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-2504-019 authorizing the payment of certain claims and demands in the amount of \$282,734.95.

5. Minutes of the Lawndale City Council Regular Meeting - April 7, 2025

— Recommendation: that the City Council approve the minutes.

6. Consideration of Claim for Damage

— Recommendation: that City Council reject the claim filed by Law Offices of McCune & Harber, LLP, on behalf of the City of Redondo Beach and instruct staff to process the appropriate correspondence to the claimant.

7. Adopt Resolution to Approve Fiscal Year 2024-25 Annual Review and Records Retention Schedule Update to City Council Policy No. 77-04 Records and Information Management

— Recommendation: that the City Council adopt Resolution No. CC-2505-023 updating City Council Policy No. 77-04 with Exhibit A Records Retention Schedule for Fiscal Year 2024-25.

H. ADMINISTRATION

8. Consider Cancellation of July 7, 2025, City Council Meeting

— Recommendation: that the City Council 1.) Cancel the scheduled City Council meeting on July 7, 2025, due to the Fourth of July Holiday; or 2.) Make no changes to the City Council meeting scheduled for July 7, 2025; or 3.) Provide the City Manager and staff with alternative direction.

9. Presentation by Andrew Njumba, Assistant Deputy Director, Sewer Maintenance Division, Los Angeles County Public Works; Regarding Notification of Proposed Rate Increase - Consolidated Sewer Maintenance District

— Recommendation: that the City Council acknowledge the notification received from the Los Angeles County Public Works Department regarding the proposed rate increase for the Consolidated Sewer Maintenance District. This is only an informational report about the LA County's Consolidated Sewer Maintenance District Proposed Rate Increase. No City Council action is required.

10. Traffic Calming Efforts for 147th Street

— Recommendation: that City Council 1.) Direct staff on the installation of temporary lighted traffic barrels at all street intersections on 147th Street; or 2.) Direct staff to continue gathering proposals from traffic engineering firms for the Traffic Calming Devices policy and Traffic Calming efforts on 147th Street, and present them to City Council for approval and funding.

11. Consideration to Terminate Metro Right-of-Way Maintenance License

— Recommendation: that City Council to discuss the possible termination of the License agreement and provide direction to staff for next steps.

12. Quarterly Investment Report for the Quarter Ended March 31, 2025

— Recommendation: that the City Council receive and file the Quarterly Investment Report for the quarter ended March 31, 2025.

13. Approve an Agreement for the Purchase and Installation of Shade Covers at Charles B. Hopper Park

— Recommendation: that the City Council approve an agreement with USA Shade for an amount not-to-exceed \$24,985.13 for the purchase and installation of three (3) shade covers at Charles B. Hopper Park.

I. CITY MANAGER REPORT

J. ITEMS FROM CITY COUNCIL MEMBERS

14. Reduction in Site Plan Review Deposits

Requested by Mayor Pullen-Miles.

- Recommendation: that the City Council 1.) Direct staff to lower the Site Plan Review fee/deposit to \$1,600; or 2.) Provide further direction to staff.

15. Report of Attendance at Meetings

K. CLOSED SESSION

16. Conference with Labor Negotiator

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

17. 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).

L. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, May 5, 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 April 21, 2025, was posted not less than 72 hours prior to the meeting.

_____/s/ Yvette Palomo

Yvette Palomo, Assistant City Clerk

Date Posted: April 17, 2025



CITY OF LAWNDALE

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

DATE: April 21, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Yvette Palomo, Assistant City Clerk

SUBJECT: **Presentation by South Bay Cities Council of Governments on Housing Focused Case Management Program and Los Angeles County Measure A**

This is a presentation by Ronson Chu, Senior Project Manager, South Bay Cities Council of Governments, and Jonathan Said, Homeless Services Manager, St. Margaret's Center (Catholic Charities) on their Housing Focused Case Management Program and Los Angeles County Measure A. The attachments include information on the Housing Focused Case Management Program.

Attachments

[Attachment A Housing Focused Case Management Resource Guide](#)

[Attachment B Housing Focused Case Management Slides](#)

ATTACHMENT A



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

COMMUNITY RESOURCE:

Housing Focused Case Management

The South Bay Cities Council of Governments (SBCCOG) Housing Focused Case Management is funded through support from Supervisor Holly J. Mitchell and Supervisor Janice Hahn. The SBCCOG also utilizes its funding from the L.A. County Measure H Local Solutions Fund to support this program.

WHAT IS HOUSING FOCUSED CASE MANAGEMENT?

Housing Focused Case Management (HFCM) is a new program and resource seeking to increase outreach-focused case management services in our communities.

Compared to traditional outreach services, which only link individuals to temporary shelters, our HFCM resource is a specialized service designed to assist street-based individuals and families in securing and maintaining stable, permanent housing through care coordination and resource connection, such as document services, job applications, and housing navigation.

At its core, this approach revolves around providing compassionate, personalized guidance and resources to support street-based community members in overcoming homelessness and/or housing instability.



HOW CAN YOU USE THIS RESOURCE?

Our HFCM teams are out engaging individuals in the community from Monday to Friday. If you observe someone experiencing street homelessness, contact our HFCM teams and provide as much information as possible (e.g., individual's location, physical appearance, attire, name or contact).

WHO CAN YOU CONTACT?

- Call St. Margaret's Center at ☎ **310-672-2208** and ask for the Housing Focused Case Management/Outreach Team. Note: *Dedicated program line coming soon.*
- Email Madeline deVillers at ✉ **mdevillers@ccharities.org**

HOUSING FOCUSED CASE MANAGEMENT: PROGRAM AND IMPACT

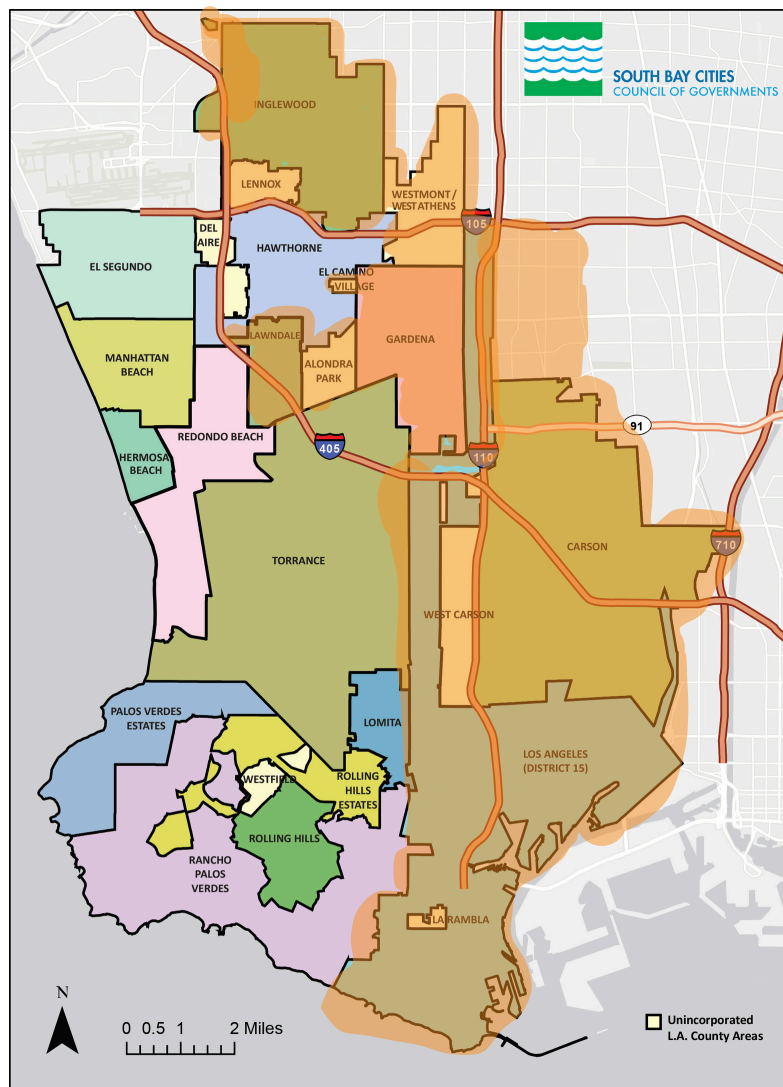
WHY HOUSING FOCUSED CASE MANAGEMENT (HFCM)?

HFCM seeks to cover the gap in services in the South Bay areas of Supervisorial District 2 and District 4. The Orange highlighted map areas (below) previously lacked street-to-housing case management, and according to the annual homelessness point-in-time (PIT) count, there are a significant number of unhoused residents who could use housing supports (Table 1).

The SBCCOG utilizes the Housing Focused Case Management Program (HFCM) to assist the unhoused population in these areas and reduce the number of people experiencing homelessness by connecting them to supportive services, shelter, and housing.

Table 1. 2022 Point-in-Time (PIT) Homeless Count in SD2 and SD4 Cities and Unincorporated Areas

Cities/Unincorporated Areas	2022 Count
Unincorporated West Carson - SD2	150
Unincorporated Lennox - SD2	46
Unincorporated West Athens - SD2	369
Unincorporated Del Aire - SD2	N/A
Wilmington - SD4	810
Harbor City - SD4	196
Harbor Gateway - SD2	226
Lomita - SD4	20
Carson - SD2	133
Gardena - SD2	122
Unincorporated East Gardena	N/A
Inglewood - SD2	751
Lawndale - SD2	31



Above: SD2 and SD4 Cities/Unincorporated Areas Previously Uncovered by HFCM (highlighted in orange)

OUR HFCM PARTNERS AND SCHEDULE

The SBCCOG partners with St. Margaret's Center (SMC) and the Watts Labor Community Action Committee (WLCAC) to provide HFCM to these areas. Table 2 shows their weekly schedule for outreach and case management.

Table 2. Housing Focused Case Management Schedule for SMC and WLCAC (Teams 1 and 2)

Cities/Unincorporated Areas	Monday	Tuesday	Wednesday	Thursday	Friday
Inglewood				SMC	Paperwork/Follow up
Lennox/Del Aire	SMC				
Westmont/West Athens			SMC		
Lawndale/Alondra Park		SMC			
Carson/West Carson		WLCAC 1		WLCAC 1	
Wilmington		WLCAC 2		WLCAC 2	
Harbor/Lomita	WLCAC 1		WLCAC 1		
Gardena	WLCAC 2		WLCAC 2		

Note: Schedule subject to change.

Updated: April 14, 2025

HOUSING FOCUSED CASE MANAGEMENT: PROGRAM AND IMPACT

OTHER HFCM CASES



Case 1: Our WLCAC Teams have had tremendous success in Council District 15 of Los Angeles City. For example, there was a 73-year-old community member living in an inoperable RV. Although previously service resistant when connected with LAHSA Outreach, our WLCAC teams were able to build rapport. Now, he is housed in an apartment through the LAHSA Time Limited Subsidy program.

Case 2: Our HFCM teams have also assisted a young woman from Inglewood using the SBCCOG Client Aid funds. She was able to find employment and housing through her HFCM case work.



Case 3: Our HFCM teams outreached a couple experiencing physical and mental health disabilities. They were able to connect the couple to Mental Health America and eventually supported them with their transition to the Wilmington Pallet Shelter.



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

HOMELESS SERVICES PROGRAMS

The South Bay Cities Council of Governments (SBCCOG) receives roughly \$2.4 million annually from Los Angeles County Measure H funding to support various programs in partnership with cities in the South Bay. The observed drop in homelessness in the South Bay can be attributed to program interventions provided by the cities and counties, and facilitated through the SBCCOG. Below are some of the key programs:



Client Aid: This program, unique to the SBCCOG, provides direct funding to cities and providers to cover emergency needs (e.g., motel stays, rental application fees, security deposits) when all other funding options have been tried. This reduces barriers to immediate housing and shelter opportunities.



Homeless Court: This program, operating in Hermosa Beach and Redondo Beach, provides a roadmap for non-violent offenders to clear their backgrounds, reducing barriers to housing and job opportunities.



Shelter Expansion: SBCCOG administers funding for city-funded shelters. The shelters supported by SBCCOG funds are in Hawthorne (12 units), Redondo Beach (20 units) and Torrance (40 units).



Motel Leasing and Single Room Occupancy (SRO) Housing: The SBCCOG can provide funding for city-funded SRO beds and motel stays for those experiencing homelessness. This equips cities with additional immediate interim housing beds for their portfolio of homelessness interventions.



Functional Zero Street Homelessness Program: We want the homelessness experience to be brief and one time. For cities enrolled in our data-informed program, we have two outcome goals: (1) The inflow of people experiencing homelessness is less than the outflow, and (2) the median duration of street homelessness for the population is less than 90 days, measured for a period of at least 6 months. The SBCCOG meets with enrolled cities once a month to case conference, create a by-names system, and determine tactical solutions to decrease unsheltered homelessness. Participating cities include Hermosa Beach, Manhattan Beach, Redondo Beach, and Torrance.



Homeless Case Management: Cities have developed their own internal case management programs, with financial support from the SBCCOG, in Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Los Angeles City CD15, Manhattan Beach, Redondo Beach, Torrance, and unincorporated areas of Los Angeles County.



Housing Locator: The SBCCOG funds a housing locator position to assist the region's case managers in identifying housing opportunities through landlord engagement, developing an inventory of properties, and conducting weekly case conferencing sessions with case managers.



Time Limited Subsidies (TLS): The SBCCOG rolled out a limited pilot TLS program in 2024 to help people experiencing homelessness to stabilize their income while being housed. The program pays for rents and holding fees for those who are eligible through reimbursement to South Bay cities and non-profits who participate in the pilot.



SHARE! Collaborative Housing: The SBCCOG has partnered with the non-profit SHARE! on group homes available for individuals experiencing homelessness. This housing-to-employment program offers a pathway to sustainable housing.

For Client Aid support:

Cathy Hetzer

✉ cathy@southbaycities.org

☎ 909-758-6471

For Housing Location/Navigation:

Miranda Werts

✉ miranda@southbaycities.org

☎ 408-465-6313

For Additional Information:

Ronson Chu, Sr. Project Manager

✉ ronson@southbaycities.org

☎ 310-770-5351

Updated: April 14, 2025

ATTACHMENT B

COMMUNITY RESOURCE: HOUSING FOCUSED CASE MANAGEMENT

South Bay Cities Council of Governments

Ronson Chu

Addy Ajijolaiya

April 21, 2025



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

COMMUNITY RESOURCE: *HOUSING FOCUSED CASE MANAGEMENT (1)*

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SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

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COMMUNITY RESOURCE: *HOUSING FOCUSED CASE MANAGEMENT (2)*



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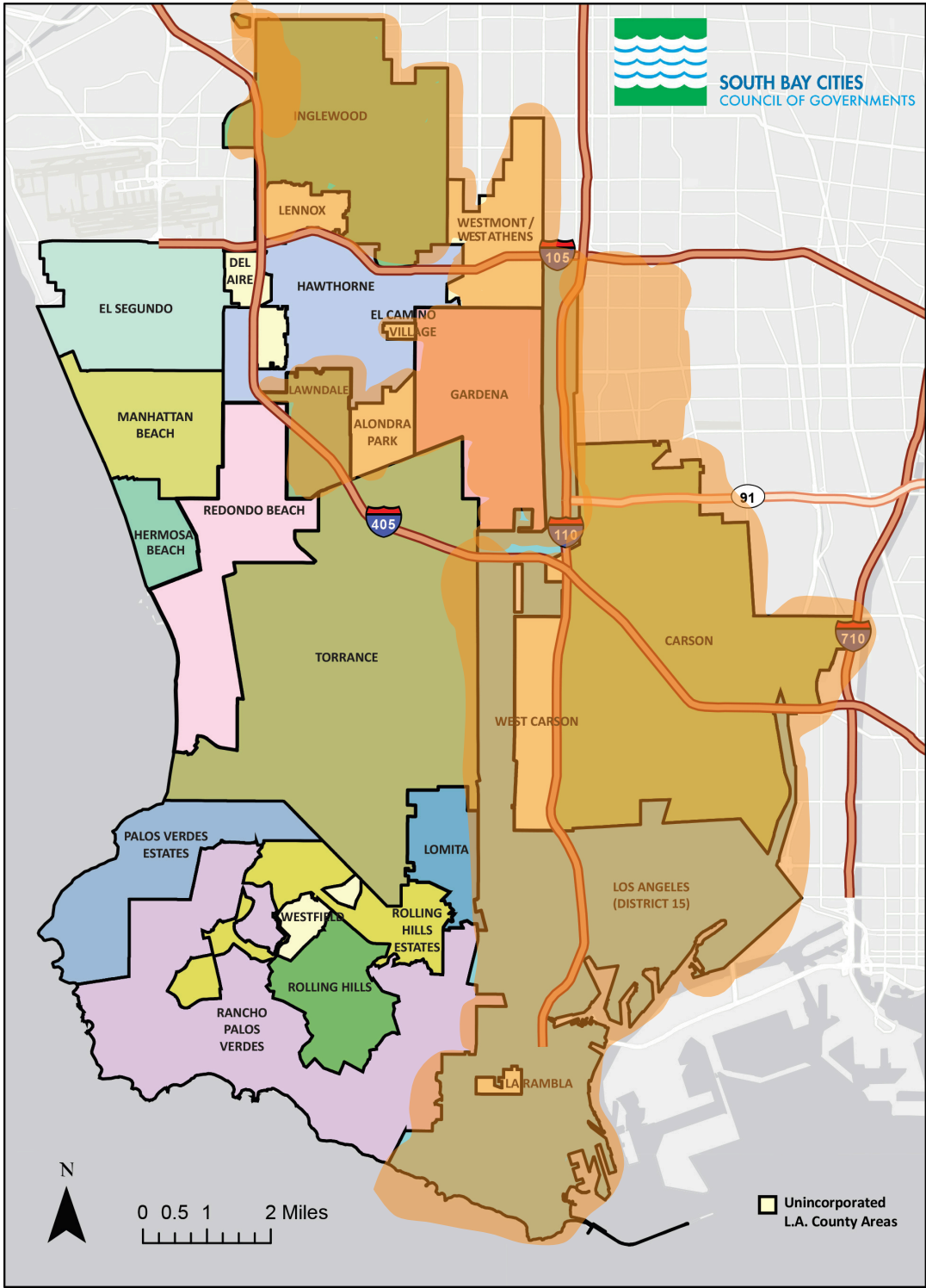
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Above: SD2 and SD4 Cities/Unincorporated Areas
Previously Uncovered by HFCM (highlighted in orange)

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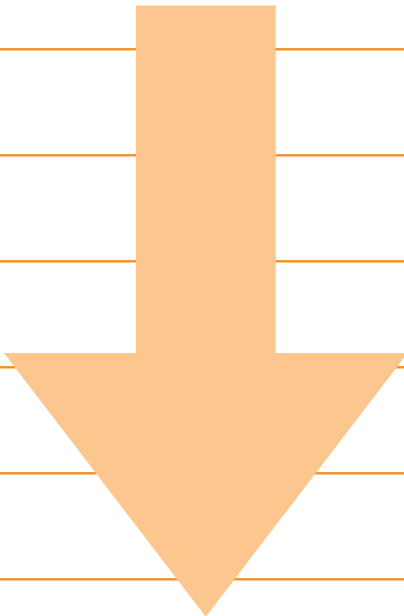
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Wilmington		WLCAC 2		WLCAC 2	
Harbor/Lomita	WLCAC 1		WLCAC 1		
Gardena	WLCAC 2		WLCAC 2		



Note: Schedule subject to change.

OUR HFCM PARTNERS IMPACT

OTHER HFCM CASES



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Case 3: Our HFCM teams outreached a couple experiencing physical and mental health disabilities. They were able to connect the couple to Mental Health America and eventually supported them with their transition to the Wilmington Pallet Shelter.



Note: Clients' faces covered for confidentiality purposes.



CITY OF LAWNDALE

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

DATE: April 21, 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**

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: April 21, 2025
TO: Honorable Mayor and City Council
FROM: Dr. 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-2504-019 authorizing the payment of certain claims and demands in the amount of \$282,734.95.

Attachments

[A. CC-2504-019 - AP Resolution - April 21, 2025.pdf](#)

ATTACHMENT A

RESOLUTION NO. CC-2504-019

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNDAL, CALIFORNIA
AUTHORIZING CERTAIN CLAIMS AND DEMANDS
IN THE SUM OF \$282,734.95**

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


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

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

SECTION 3. That the claims and demands paid by check numbers 207349 through 207400 for the aggregate total of \$282,734.95 are hereby authorized.

Effective Date: April 21st, 2025

Approved by:



Hrant Manuehian, Director of Finance

Gregory M. Murphy, City Attorney

PASSED, APPROVED AND ADOPTED this 21st day of April 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 of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2504-019 at a regular meeting of said Council held on the 21st day of April 2025, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Pat Kearney, Mayor Pro Tem					
Bernadette Suarez					
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		Aggregate Total
Check Date	Beginning		Ending	
4/3/2025	207349		207372	206,805.80
4/10/2025	207373		207400	75,929.15
Total Checks				282,734.95

Claims and Demands Paid By Electronic ACH Transfer:

Date	Name of Payee	Description	Amount
Total ACH Payments			0.00
Total Audited Claims and Demands Paid			282,734.95

Check Register Report

Date: 04/02/2025
Time: 4:45 pm
Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
207349	04/03/2025	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	8,611.77
207350	04/03/2025	Printed		8367	ARMAAN ALMEIDA	SHOP LOCAL HOME IMPROV. REBATE	500.00
207351	04/03/2025	Printed		7052	AMALEA JOY FISHER, LLC	INSTRUCTOR FEES - SENIOR	1,126.25
207352	04/03/2025	Printed		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	932.47
207353	04/03/2025	Printed		7785	BERICOM DESIGN	NETWORK MAINTENANCE & SUPPORT	13,565.82
207354	04/03/2025	Printed		7766	BURKE, WILLIAMS &	LEGAL SERVICES - FEB. 2025	48,621.43
207355	04/03/2025	Printed		8517	CREATIVE AIR MECHANICAL SVCS	SERVICE CALL FOR YORK CHILLER	765.00
207356	04/03/2025	Printed		8250	EMCOR SERVICES MESA ENERGY	BROILER DIAGNOSIS - CITY HALL	736.00
207357	04/03/2025	Printed		6636	FRONTIER COMMUNICATIONS	FAX LINE & INTERNET FOR PWD	255.18
207358	04/03/2025	Printed		8546	GENERAL CODE	ECODE ANNUAL MAINT. &	1,795.00
207359	04/03/2025	Printed		7490	GRAND NATURAL INC.	GREASE TRAP CLEANING -	515.00
207360	04/03/2025	Printed		7940	MARIPOSA LANDSCAPES, INC	TREE TRIMMING - JAN. 2025 -	74,011.00
207361	04/03/2025	Printed		7940	MARIPOSA LANDSCAPES, INC	LANDSCAPE MAINTENANCE SERVICES	35,973.88
207362	04/03/2025	Printed		6445	MICHAEL BAKER INTL, INC	CDBG CONSULTING SERVICES -	9,860.00
207363	04/03/2025	Printed		8106	KENNETH MILLER	PRSSC MEETING STIPEND	150.00
207364	04/03/2025	Printed		7890	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	284.37
207365	04/03/2025	Printed		8518	PACIFIC TIRE OF LAWDALE	TIRE REPAIR VEH#520	20.00
207366	04/03/2025	Printed		4457	Q PRESS	LAWNDALIAN - WINTER 2024/2025	6,179.72
207367	04/03/2025	Printed		8098	REECE PLUMBING	TOILET SEAT - CSD	27.11
207368	04/03/2025	Printed		2193-A	SOUTH BAY FORD FLEET & TRUCKS	SEMI-ANNUAL MAINTENANCE -	656.11
207369	04/03/2025	Printed		0849	THE SAFEMART OF SO CAL INC	1 PROGRAMMED KEY FOR VEH#503 &	132.31
207370	04/03/2025	Printed		7768	UNITED SITE SERVICES	PORTABLE RESTROOM RENTAL	103.28
207371	04/03/2025	Printed		0480	VISTA PAINT	STREET/TRAFFIC PAINT	1,734.10
207372	04/03/2025	Printed		6697	DANIEL T WOODS	PRSSC MEETING STIPEND	250.00
Total Checks: 24						Checks Total (excluding void checks):	206,805.80
Total Payments: 24						Bank Total (excluding void checks):	206,805.80
Total Payments: 24						Grand Total (excluding void checks):	206,805.80

Check Register Report

Date: 04/09/2025
 Time: 5:31 pm
 Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
207373	04/10/2025	Printed		8214	VANESA ALVAREZ	PARKING & MILEAGE REIMB.	37.64
207374	04/10/2025	Printed		7850	C'S AUTO REPAIR, INC.	OIL CHANGE, BATTERY & IGNITION	751.66
207375	04/10/2025	Printed		7949	CHAPALA DANCE ACADEMY LLC	INSTRUCTOR FEES - MEXICAN FOLK	5,455.00
207376	04/10/2025	Printed		2893	CIVIC SOLUTIONS INC.	ASSOC PLANNER CONSULTING SVCS-	14,400.00
207377	04/10/2025	Printed		8210	DATA CENTER WAREHOUSE LLC	2 COMPUTER MONITORS -	316.50
207378	04/10/2025	Printed		7809	DUNCAN'S SOO BAHK DO LLC	INSTRUCTOR FEES MARTIAL ARTS	2,274.67
207379	04/10/2025	Printed		0242	FEDEX	OVERNIGHT SHIPPING CHARGE	43.64
207380	04/10/2025	Printed		8547	FIESTA FANTASTIC	TRACKLESS TRAIN - EASTER EGG	1,000.00
207381	04/10/2025	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGE - W. GREEN PARK	180.20
207382	04/10/2025	Printed		0283	HINDERLITER, DE LLAMAS & ASSOC	CONTRACT/AUDIT SVCS	4,402.82
207383	04/10/2025	Printed		8549	JACKPOT TIRES AND BRAKES LLC	1 NEW TIRE - VEH#522	125.00
207384	04/10/2025	Printed		7958	JUST DANCE COMPANY, LLC	INSTRUCTOR FEES - GYMNASTICS	1,462.50
207385	04/10/2025	Printed		6445	MICHAEL BAKER INTL, INC	CDBG CONSULTING SERVICES -	15,811.50
207386	04/10/2025	Printed		5560	MITSUBISHI ELECTRIC US, INC	ELEVATOR MAINTENANCE SERVICES	616.46
207387	04/10/2025	Printed		6815	OOH LA-LA FACE PAINTING	FACE PAINTERS - EASTER EVENT	1,440.00
207388	04/10/2025	Printed		8355	PORTILLO PRODUCTIONS	DJ/MC SERVICE - EASTER EGG	500.00
207389	04/10/2025	Printed		6123	PRUDENTIAL OVERALL SUPPLY	MONTHLY MATS' CHARGE -	648.23
207390	04/10/2025	Printed		5068A	QUADIENT FINANCE USA INC	CITY HALL POSTAGE & INK	755.18
207391	04/10/2025	Printed		5895	RICOH USA INC	LEASE CHARGES FOR COPIERS -	1,756.86
207392	04/10/2025	Printed		8397	SOUND CONTROL	DJ SERVICE - EASTER EGG HUNT	500.00
207393	04/10/2025	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	1,542.58
207394	04/10/2025	Printed		0444	SPCA LA	ANIMAL SHELTERING SERVICES -	13,400.00
207395	04/10/2025	Printed		8253	TETRA GRAPHICS INC	ANIMAL CONTROL COURTESY	469.29
207396	04/10/2025	Printed		3672-ASD	U.S. BANK	CREDIT CARD PAYMENT	1,500.59
207397	04/10/2025	Printed		3672-CDD	U.S. BANK	CREDIT CARD PAYMENT	200.63
207398	04/10/2025	Printed		3672-MSD	U.S. BANK	CREDIT CARD PAYMENT	1,829.69
207399	04/10/2025	Printed		3373	VERIZON WIRELESS	DESK & CELL PHONE SERVICE/ SIM	4,458.51
207400	04/10/2025	Printed		8548	SONRISA WOOD	PRSSC MEETING STIPEND	50.00

Total Checks: 28

Checks Total (excluding void checks): 75,929.15

Total Payments: 28

Bank Total (excluding void checks): 75,929.15

Total Payments: 28

Grand Total (excluding void checks): 75,929.15

Council Meeting 4/21/2025
Details of US Bank Credit Card Charges & Petty Cash Expenses

Date	Vendor	Description	Amount
Vendor# 3672-ASD			
3/10/2025	B&H Photo	Channel V - Mount Battery Charger (Catv) & Gaffer Tape	164.22
3/11/2025	Smart & Final	Drinks & Snacks - Cpr Trng Participants March 12, 2025	63.04
3/12/2025	Amazon	Portable Hard Drive - Media Backup (Catv)	128.38
3/12/2025	Papa John'S	Lunch - Cpr Participants March 12, 2025	74.87
3/13/2025	Amazon	Chairs & Sand Bags (Catv)	204.36
3/13/2025	Corner Bakery	Refreshments - Cpr Trng Participants March 12, 2025	325.77
3/18/2025	Habit Truck	Food Truck - Deposit For Employee Appreciation 5/29/25	500.00
3/19/2025	Fast Spring	Monthly Software Subscription For HR Dept.	39.95
Check Date 4/10/2025; Check# 207396			\$ 1,500.59

Date	Vendor	Description	Amount
Vendor# 3672-CDD			
3/3/2025	Amazon	Labels, folders, cardstock, binder clips, clipboards	157.40
3/18/2025	Amazon	Staplers and paper clips	43.23
Check Date 4/10/2025; Check#207397			\$ 200.63

Date	Vendor	Description	Amount
Vendor# 3672-MSD			
2/27/2025	Lightning express	Car wash for MSD fleet Veh #522 emp #1560	16.00
3/3/2025	Lightning express	Car wash for MSD fleet Veh #508 emp #1309	9.00
3/4/2025	Amazon	Air Duster Cleaner for MSD Staff	28.93
3/4/2025	Costco	Trash Bags,Batteries,4n1handtruck for clean up week supplies	306.35
3/4/2025	Amazon	Post it notes,folder lables for msd staff, Safety vest , trash pickers for clean up day	168.54
3/10/2025	Lightning express	Car wash for MSD Staff Veh 520 emp 1561	9.00
3/11/2025	Amazon	Large dog kennel for Animal Control	239.85
3/11/2025	Amazon	Heavy duty dog crate for animal control	224.35
3/11/2025	Amazon	Manila Folders for MSD staff	54.24
3/13/2025	Amazon	Ink cartridges, portable travel bag for msd staff	71.52
3/18/2025	Target	Soda and Chips for Neighborhood watch meeting	27.18

3/18/2025 Amazon	25 foot extension cable with power outlets msd staff	40.23
3/19/2025 Sprouts	Fruit ,water and veggies for neighborhood watch meeting	24.76
3/19/2025 Lightning express	Car wash for msd fleet veh #519 emp#1160	11.00
3/19/2025 Home Depot	Three mounts starter kit for msd fleet	132.20
3/19/2025 Home Depot	Drainage mat, ratchet strap for msd fleet	55.76
3/22/2025 Litte Caesar's	Pizzas for clean up day	73.80
3/22/2025 Litte Caesar's	Pizzas for clean up day	50.68
3/22/2025 Sam's Club	Gatorade,fruit,water,breakfast platter for clean up day	165.09
3/22/2025 Sam's Club	Ice for clean up day	7.66
3/19/2025 Amazon	Truck bed mat for msd fleet	113.55
Check Date 4/10/2025; Check#207398		\$ 1,829.69

Petty Cash

*No petty cash replenishment during this period.



CITY OF LAWDALE

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

DATE: April 21, 2025
TO: Honorable Mayor and City Council
FROM: Dr. 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 - April 7, 2025**

RECOMMENDATION

Staff recommends that the City Council approve the minutes.

Attachments

[04-07-25 Minutes Draft](#)

ATTACHMENT A

DRAFT MINUTES
LAWNDALE CITY COUNCIL REGULAR MEETING
April 7, 2025

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:31 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Kearney, Councilmember Bernadette Suarez, Councilmember Francisco M. Talavera, Councilmember Sirley Cuevas

Other Participants: City Manager Dr. Sean M. Moore, City Attorney Gregory M. Murphy, City Clerk Erica Harbison, Assistant City Clerk Yvette Palomo, Deputy City Manager/Director of Human Resources Raylette Felton, Los Angeles County Sheriff's Department Captain Nicole Palomino, Los Angeles County Fire Department Assistant Fire Chief Brian Kane, Municipal Services Director Michael Reyes, Finance Director Hrant Manuelian, Public Works Director Luis (Lucho) Rodriguez, Community Development Director Peter Kann, Community Services Director Jason Minter

B. CEREMONIALS

Councilmember Cuevas led the flag salute. Pastor Mathew Harbison of Lawndale Wesleyan Church provided the inspiration.

C. PUBLIC SAFETY REPORT

1. Los Angeles County Sheriff's Department Update

Captain Palomino summarized the recent law enforcement activities.

2. Los Angeles County Fire Department Update

Assistant Fire Chief Kane summarized the fire report.

D. PRESENTATIONS

3. Recognition of Outgoing Senior Citizen Advisory Committee Members

Recognizing outgoing Senior Citizen Advisory Committee members.

The City Council recognized outgoing Senior Citizen Advisory Committee Members Louise Karen Gomes and Maria Pech.

4. AT&T Update on Public Participation Hearings Dates with the California Public Utilities Commission and AT&T Sponsored Bill AB 470 (McKinnor): The Connected California Act

Presentation by McKenzie Neely-Wright, Area Manager, External Affairs, AT&T.

McKenzie Neely-Wright, Area Manager of External Affairs at AT&T presented an update on Public Participation Hearings Dates with the California Public Utilities Commission and AT&T Sponsored Bill AB 470 (McKinnor): The Connected California Act.

In response to Councilmember Suarez's and Mayor Pullen-Miles's questions, AT&T Area Manager Neeley-Wright responded that there is no specific timeframe for the transition to be finalized and the goal of the public hearings is to receive public input.

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

Robert Lang, Resident, commented on speeding vehicles on 147th Street, asked the City to install speed cushions, and that he has videos of speeding vehicles.

Matthew Harbison, Pastor of Lawndale Wesleyan Church, thanked the City Council for recognizing residents who serve the City and asked if the library representative can have additional time to share library updates.

Andrew Blackney, Resident, commented on speeding vehicles on 147th Street and asked the City to implement safety measures to improve safety.

Eddie Urrutia, Resident, commented that he asked residents to voice their concerns about speeding vehicles on 147th Street and provided a handout with a suggestion on how to improve safety.

Mary Linden, Resident, commented on safety concerns on 147th Street and asked what the rules are for motorized bicycles.

Jessicalina Blackney, Resident, commented on traffic issues on 147th Street, an incident her husband had crossing the street, and asked the City Council to consider implementing safety measures.

Susan McDonald, Resident, commented on traffic issues on 147th Street and on the new crosswalks.

Rudy Dandel, Resident, commented that he supports the City implementing safety measures on 147th Street and described a vehicle accident he had.

Holly Osborne, Redondo Beach Resident, commented on the Metro project in the Right-of-Way (ROW).

Anonymous, Resident, requested that a representative from BNSF Railway speak to residents about the Metro Project on the ROW.

Joshua Gorman, Beautification Committee member, thanked everyone that participated in the City's Clean Up Day event.

Annette Williams, Resident, commented that she was informed by a security guard that the ROW is private property and residents are not allowed to access it, asked the City Council for clarification on the matter, and passed out handouts.

Rhonda Hofmann Gorman, Resident, invited residents to attend Neighborhood Watch meetings, complimented the graffiti removal program and staff, and provided the graffiti and shopping carts hotline phone number 310-973-3264.

Juan Granados, Resident, commented on safety concerns on 147th Street in English and in Spanish.

Chelsea Schreiber, Resident, commented on the Metro ROW, the City maintaining the ROW and security guards patrolling the ROW.

Ray Hollar, commented on Metro visiting the ROW, the City maintaining the ROW, Metro's ridership results, and asked for the results of the Metro C Line (Green) Extension Ad Hoc Subcommittee discussion about the Metro funding letter.

David Wu, Resident, commented on safety concerns on 147th Street.

Joseph, Resident, commented on safety concerns on 147th Street.

Jose Castellon, Resident, commented on safety concerns on 147th Street, his son's vehicle was hit by another vehicle, accidents caused by speeding vehicles and asked the City Council to consider installing speed humps.

Anonymous, commented in support of the City implementing safety measures on 147th Street.

Deena Sopko, Resident, commented on speeding issues on 147th Street, 148th Street and Condon Avenue.

Anonymous, Resident, commented on safety concerns on 147th Street, suggested converting 147th Street into a one-way street, and supports the installation of speed humps.

Anonymous, Resident, commented on vehicles doing donuts on 147 Street.

Gilberto Guizar, Resident, commented that speeding vehicles on 147th Street keep his children from playing in his front yard and supports the City implementing safety measures.

Anonymous, commented in support of speed humps being installed on 147th Street.

Udy, Resident, commented on vehicles speeding on 147th Street and traffic accidents caused by high speeds.

Richard, Resident, commented in support of the City implementing safety measures on 147th Street.

F. COMMENTS FROM COUNCIL

Councilmember Talavera thanked everyone for attending tonight's meeting and voicing their concerns, indicated support of the requests to implement safety measures on 147th Street, commented that some suggestions do not deter bad driving, and suggested converting 147th Street to a one-way street, or installing a traffic signal.

Councilmember Suarez thanked everyone that spoke at tonight's meeting, requested an agenda item to determine an immediate temporary solution to address the safety concerns on 147th Street while a long-term solution is determined, asked if there is a maintenance agreement for the ROW with Metro and requested an agenda item to review it.

Councilmember Cuevas thanked everyone for attending tonight's meeting, indicated that she cannot comment on the issues on 147th Street because she resides within the boundaries, and asked if BNSF Railway can be invited to present on the Metro ROW at a City Council meeting.

City Attorney Murphy announced that Councilmember Cuevas is recused from commenting on the issues on 147th Street under the Political Reform Act and Fair Political Practices Commission Regulations because her property is within 500 feet of the area at issue; however, she can comment as a resident.

Mayor Pro Tem Kearney thanked everyone for attending tonight's meeting, commented that he does not support the Metro Project, agrees that 147th Street needs a solution, and suggested contacting the school district to partner with them to find a solution.

Mayor Pullen-Miles thanked everyone for attending tonight's meeting, requested a no turning sign on Inglewood Avenue, asked what the E-bikes policy is, commented that he is in favor of any traffic calming mechanism that would be effective and safe, supports the City contacting BNSF Railway to provide a presentation on the Metro ROW and commented that the ROW may not be maintained by Metro as needed if the City stops maintaining it.

In response to City Councilmembers' questions, City Manager Dr. Moore responded that there is an agreement with Metro that addresses the maintenance of the ROW, BNSF will be invited to present at a City council meeting, E-bikes are regulated through the State of California's vehicle code, and the City can consider additional regulations consistent with state law at an upcoming City Council meeting.

G. CONSENT CALENDAR

5. 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.

6. Accounts Payable Register

Recommendation: Recommendation: that City Council adopts Resolution No. CC-2504-017 authorizing the payment of certain claims and demands in the amount of \$1,108,591.55.

7. Minutes of the Lawndale City Council Regular Meeting - March 17, 2025

Recommendation: that the City Council approve the minutes.

8. Approval of County of Los Angeles' Department of Public Health Contract

Recommendation: that the City Council approve the Public Health Services Contract with the County of Los Angeles' Department of Public Health for public health services, effective immediately upon execution through June 30, 2029, with automatic five (5) year terms thereafter.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Cuevas to approve the Consent Calendar. The motion passed by a vote of 5-0.

H. PUBLIC HEARING

9. 2024 Annual Progress Report on the Status of the General Plan and Housing Element

Recommendation: that the City Council review the 2024 draft Annual Report, make any desired revisions, direct staff to forward the report to the State Department of Housing and Community Development and the Governor's Office of Planning and Research and adopt Resolution CC-2504-018.

Community Development Director Kann presented the staff report.

Mayor Pullen-Miles opened the public hearing at 8:00 p.m.

There was no one from the public wishing to speak.

Mayor Pullen-Miles closed the public hearing at 8:00 p.m.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Cuevas to direct staff to forward the report to the State Department of Housing and Community Development and the Governor's Office of Planning and Research and adopt Resolution CC-2504-018. The motion passed by a vote of 5-0.

10. Urgency ordinance for a Zoning Map amendment of properties to establish a Housing Opportunity Overlay Zones for various properties within the City and Hawthorne Boulevard Specific Plan; and Amendment to Title 17 of the Lawndale Municipal Code to Chapter 17.54 Housing Opportunity Overlay Zones

Recommendation: that the City Council 1.) Conduct a public hearing; 2.) Determine that Urgency Ordinance No. 1210-25 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15183 of the CEQA Guidelines; and 3. Adopt by four-fifths (4/5) vote of the City Council Ordinance No. 1210-25.

Community Development Director Kann presented the staff report.

Councilmember Suarez asked what the difference is between an urgency ordinance and a regular ordinance in terms of timeframes.

City Attorney Murphy responded that an urgency ordinance goes into effect immediately after adoption. He explained that a regular ordinance is brought before the Planning Commission as a public hearing and then it is referred to the City Council. City Attorney Murphy stated that the next step is for City Council to conduct a public hearing for the first reading and then a second reading is held after which the ordinance becomes effective in 30 days.

In response to Councilmember Suarez's questions, Community Development Director Kann responded that if the City does not rezone by California Department of Housing and Community Development's (HCD) deadline HCD would remove the City's zoning authority.

Discussion ensued among City Councilmembers about the urgency of this ordinance, the effect it can have on the City by not approving it, the letter the City received from HCD, and meeting deadlines.

Councilmember Suarez requested a copy of the letter from HCD be provided to the City Council.

Mayor Pullen-Miles opened the public hearing at 8:16 p.m.

Randall Abram, Resident, commented in favor of approving the urgency ordinance.

Mayor Pullen-Miles closed the public hearing at 8:17 p.m.

A motion was made by Councilmember Suarez and seconded by Councilmember Cuevas determining that Urgency Ordinance No. 1210-25 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15183 of the CEQA Guidelines; and to adopt by four-fifths (4/5) vote the City Council Ordinance No. 1210-25. The motion passed by a vote of 5-0.

I. ADMINISTRATION

11. Discussion of SB 79 (Wiener) Transit-Oriented Development Bill

Recommendation: that the City Council 1.) Discuss the notice of opposition to SB 79; 2.) Authorize the Mayor to sign letter and direct the City Manager's Office to send the notice of opposition; or 3.) Direct staff to communicate to the League of California Cities that the City is not interested in sending the notice of opposition; or 4.) Provide further direction to staff.

Community Development Director Kann presented the staff report.

Councilmember Suarez asked for language to be revised, commented that the letter should also be sent to the State Representative, and it should indicate the impact to the community in Lawndale.

In response to Councilmember Cuevas's question, Community Development Director Kann commented that the matter will be discussed at the state senate level, however, the specific date is unknown.

Discussion ensued among City Councilmembers and City Attorney Murphy on revision language, who it should be sent to, communicating the impact of housing in Lawndale, deadlines to send the letter and staff making changes and reviewing with Mayor Pullen-Miles for final approval.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Suarez to direct staff to revise the letter per the City Council's discussion, authorize the Mayor to sign the letter, and direct the City Manager's Office to send the letter of opposition. The motion passed by a vote of 5-0.

12. Illegal Fireworks Suppression Plan 2025

Recommendation: that the City Council review the Illegal Fireworks Suppression Plan for 2025. This suppression plan follows the protocols of the previous four years.

Municipal Services Director Reyes presented the staff report.

Mayor Pullen-Miles opened public comments.

Randall Abram, Resident, commented on fires caused by fireworks, citations for illegal fireworks, the City's efforts to suppress illegal fireworks and provided a written public comment on fireworks.

Matthew Harbison, Lawndale Wesleyan Church, commented against illegal fireworks and in support of the City's efforts to suppress illegal fireworks.

Mayor Pullen-Miles closed public comments.

Councilmember Talavera commented on AB1403 which establishes a fund for illegal fireworks enforcement and requires a portion of fireworks sales tax revenue to be allocated to it, neighboring Cities banning safe and sane fireworks, and is in support of adding a fee to safe and sane fireworks vendors to support illegal fireworks suppression.

By consensus, the City Council received and filed the Illegal Fireworks Suppression Plan 2025.

13. Reject All Bids for Project 602719-24 Various Locations ADA Sidewalks & Access Ramps

Recommendation: that the City Council reject all bids and authorize staff to re-advertise the project for bidding.

Public Works Director Rodriguez presented the staff report.

In response to Mayor Pro Tem Kearney and Councilmember Talavera's questions, City Attorney Murphy stated that updates need to be made to the bid documents to better reflect the needs of the City, explained that once the bid specifics are issued they cannot be changed and that the legal way to proceed is to reject all proposals received.

In response to Mayor Pullen-Miles's questions, Public Works Director Rodriguez stated that everyone will be allowed to submit a bid, including those that have already submitted bids.

A motion was made by Councilmember Cuevas and seconded by Mayor Pro Tem Kearney to reject all bids and authorize staff to re-advertise the project for bidding. The motion passed by a vote of 5-0.

14. Amendment No. 1 to Cooperative Agreement with LA County- Rosecrans Ave. TSSP

Recommendation: that the City Council authorize the City Manager to execute Amendment No. 1 to Cooperative Agreement (Attachment B) between the City of Lawndale and Los Angeles County.

Public Works Director Rodriguez presented the staff report.

Discussion ensued among City Councilmembers on which City Jefferson Avenue is in.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Suarez to authorize the City Manager to execute Amendment No. 1 to Cooperative Agreement between the City of Lawndale and Los Angeles County. The motion passed by a vote of 5-0.

15. Annual Comprehensive Financial Report (ACFR) for the year ended June 30, 2024

Recommendation: that the City Council receive and file the Annual Comprehensive Financial Report for the year ended June 30, 2024.

Finance Director Manuelian presented the staff report.

By consensus, the City Council received and filed the Annual Comprehensive Financial Report for the year ended June 30, 2024.

16. Award of Professional Auditing Services Contract

Recommendation: that the City Council approve the Contract Services Agreement for Professional Auditing Services with Rogers Anderson Malody and Scott, LLP and authorize the Mayor to execute the agreement on behalf of the City.

Finance Director Manuelian presented the staff report.

A motion was made by Mayor Pro Tem Kearney and seconded by Councilmember Cuevas to approve the Contract Services Agreement for Professional Auditing Services with Rogers Anderson Malody and Scott, LLP and authorize the Mayor to execute the agreement on behalf of the City. The motion passed by a vote of 5-0.

17. City Website Agreement

Recommendation: that City Council approve the 3 year agreement with PowerSchool for a total of \$16,738.10

Finance Director Manuelian presented the staff report.

Mayor Pullen-Miles requested that the staff's name on the contract be updated.

Discussion ensued among City Councilmembers and staff about getting quotes from other providers, PowerSchool being the only company that can manage the webpage because they created it, and seeking new providers after the contract ends.

Councilmember Talavera commented that the City's website is not visually appealing nor user friendly and asked if PowerSchool can improve the website.

City Manager Dr. Moore commented that the City updated the website a few years ago; however, staff will contact PowerSchool for assistance in improving the website.

In response to Councilmember Cuevas's questions, City Manager Dr. Moore stated that the website can be integrated when Citizenserve software and other platforms are implemented.

A motion was made by Councilmember Cuevas and seconded by Councilmember Talavera to approve the 3 year agreement with PowerSchool for a total of \$16,738.10. The motion passed by a vote of 5-0.

J. CITY MANAGER REPORT

City Manager Dr. Moore deferred his time to Community Services Director Minter.

Community Services Director Minter announced the City's Egg Hunt 2025 event to be held on April 12, 2025, from 9:30 a.m. to 12:30 p.m. at William Green Park for ages 7 and under and at Jane Addams Park for ages 8-12.

In response to Councilmember Cuevas question, Community Services Director Minter announced that room rental opportunities start in May 2025, fees are posted on the website and recreational classes will be offered on Saturdays.

K. ITEMS FROM CITY COUNCILMEMBERS

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

Councilmember Talavera attended the Fireworks Ad Hoc Subcommittee meeting, the Los Angeles County Economic Development Corporation 88 Cities Summit, City of Carson State of the City 2025 event, Lawndale Elementary School Board meeting, South Bay Cities Council of Governments (SBCCOG) 25th Annual General Assembly, Senior Easter lunch, completed the introduction and informational meetings with City Department supervisors, met with the Directors of ESMoA, the library manager, and asked about his proposal of establishing a Hispanic Heritage Month celebration during the month of September to recognize the City's demographics.

Councilmember Suarez attended SBCCOG 25th Annual General Assembly, Measure A Webinar, and announced that she will be unable to attend the Easter Egg Hunt due to work obligations.

Councilmember Cuevas attended Virtual Budget & Legislative Town Hall with Assemblymember Tina McKinnor, the City's Clean Up Day event, asked if the City can encourage businesses to clean in front of their business, announced the City's Egg Hunt 2025 event, invited everyone to attend the Library Fest on April 12, 2025, from 1:00 p.m. to 4:00 p.m. at Lawndale Library and asked for the status of the City's investments.

Finance Director Manuelian responded that the Quarterly Investment Report will be presented at the next City Council meeting.

Mayor Pro Tem Kearney attended the Fireworks Ad Hoc Subcommittee meeting, California Contract Cities Board meeting, City of Carson State of the City 2025 event, the City's Clean Up Day event, Lucille Smith Elementary School Site Council meeting, Senior Easter lunch, and encouraged residents to attend the Library Fest on April 12, 2025, from 1:00 p.m. to 4:00 p.m. at Lawndale Library.

Mayor Pullen-Miles attended the City of Carson State of the City 2025 event, Seniors St. Patrick's Day lunch, commented that the cities of Gardena and Carson recently banned safe

and sane fireworks and asked if staff can provide a report of the outcome of the ban in the respective cities.

City Manager Dr. Moore responded that the report will be presented after the Fourth of July holiday.

L. CLOSED SESSION

19. Closed Session - Conference with Labor Negotiator

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

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: Corprue v. City of Lawndale (LA Superior Court Case No. 20STCV14617).

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

The City Council convened into closed session at 9:20 p.m.

The City Council reconvened from closed session at 10:09 p.m.

City Attorney Murphy announced that there was no reportable action for Closed Session Item No. L.19. Conference with Labor Negotiator and no reportable action for Closed Session Item No. L.20. Conference with Legal Counsel - Existing Litigation.

M. ADJOURNMENT

There being no further business to conduct, Mayor Pullen-Miles adjourned the meeting at 10:11 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Erica Harbison, City Clerk

Approved: April 21, 2025



CITY OF LAWDALE

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

DATE: April 21, 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 of Claim for Damage**

BACKGROUND

The City of Lawndale received a claim for damage on or about April 7, 2025, filed by Dana John McCune, Esq., Law Offices of McCune & Harber, LLP, representing the City of Redondo Beach (Claimant). The claim filed alleges that the City of Lawndale is liable for damages and injuries sustained by Plaintiff/Petitioner, Jennifer Shannon, as detailed in the Summons of Complaint filed by the plaintiff. The incident involves a traffic collision between the plaintiff and another motorist at the intersection of Inglewood Avenue and Manhattan Beach Boulevard on or about December 12, 2023. This matter was referred to the City's third-party claims administrator (Carl Warren & Company) for review and investigation.

STAFF REVIEW

The City's third-party claims administrator, Carl Warren & Company, reviewed the claim as filed and determined that the liability for the claim could not be assigned to the City and recommends that the City reject the claim as filed.

LEGAL REVIEW

N/A

RECOMMENDATION

Staff recommends City Council reject the claim filed by Law Offices of McCune & Harber, LLP, on behalf of the City of Redondo Beach and instruct staff to process the appropriate correspondence to the claimant.

Attachments

[Claim for Damage and Rejection Notice - City of Redondo Beach.pdf](#)

ATTACHMENT A



CITY OF LAWNDALE
CLAIM FOR DAMAGES TO PERSON OR PROPERTY

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

Reserve for Filing Stamp

Claim No.: _____

Instructions:

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

CITY OF LAWNDALE			
Claimant's Name	City of Redondo Beach	Claimant's Occupation	
Claimant's Home Address		Claimant's Home Phone #	
Claimant's Business Address	c/o Dana John McCune, Esq. McCune & Harber, LLP	Claimant's Business Phone #	(213) 689-2500
515 South Figueroa Street, Suite 1100, Los Angeles, CA 90071			

Address and telephone number to which you desire notices or communications to be sent regarding this claim:
c/o Dana John McCune, Esq., McCune & Harber, LLP, 515 South Figueroa Street, Suite 1100, Los Angeles, CA 90071, (213) 689-2500

When did DAMAGE or INJURY occur? Date: 12/12/2023 Time: 3:47 p.m.
If claim is for Equitable Indemnity, give date claimant served with the complaint: Date: _____
Names of any city employees involved in INJURY or DAMAGE The City of Redondo Beach is sued (along with the City of Lawndale) for injuries and damages sustained by plaintiff Jennifer Shannon due to an alleged dangerous condition.

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

Intersection of Inglewood Avenue and Manhattan Beach Blvd.

Describe in detail how the DAMAGE or INJURY occurred. Auto accident at the intersection referenced in the attached Complaint of plaintiff Jennifer Shannon and incorporated herein by reference as Exhibit A.

Why do you claim the city is responsible? Dangerous condition of the intersection as alleged in the attached Complaint (Exh. A).

Describe in detail each INJURY or DAMAGE Indemnity for plaintiff Jennifer Shannon's alleged injuries.

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

Damages incurred to date (exact):	\$	Estimated prospective damages as far as known:	\$
Damage to property	\$	Future expenses for medical and hospital care	\$
Expenses for medical and hospital care	\$	Future loss of earnings	\$
Loss of Earnings	\$	Other prospective special damages	\$
Special Damages for	\$	Prospective general damages	\$
		Total estimate prospective damages	\$
General Damages	\$		
Total Damages incurred to date	\$		
Total amount claimed as of date of presentation of this claim			\$ as alleged in plaintiff's Complaint (Exh A)

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

Were paramedics or ambulance called? Unk If so, name city or ambulance Unknown

If injured, state date, time, _____

name and address of doctor of your first visit _____

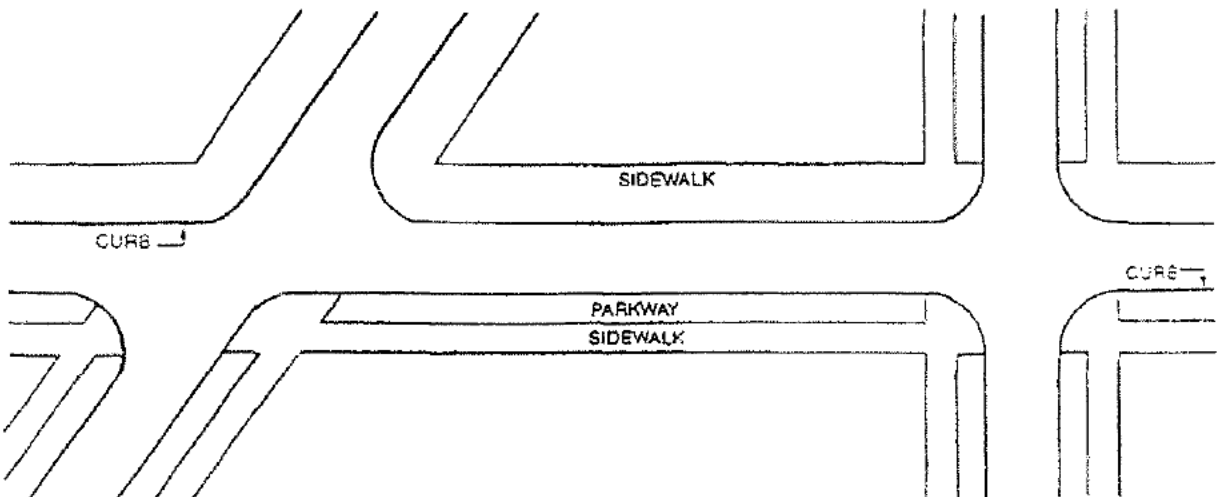
WITNESSES to DAMAGE or INJURY: List all persons and addresses of person known to have information:

Name	<u>N/A at present</u>	Address	_____	Phone	_____
Name	_____	Address	_____	Phone	_____
Name	_____	Address	_____	Phone	_____

DOCTORS and HOSPITALS:

Hospital	<u>N/A at present</u>	Address	_____	Date of Hospitalization	_____
Doctor	_____	Address	_____	Date of Treatment	_____
Doctor	_____	Address	_____	Date of Treatment	_____

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



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

[Redacted Signature]

Typed/Printed Name

Dana John McCune, Esq.

Date

April 3, 2025

THIS CLAIM MUST BE SIGNED ON PAGE 2

Exhibit A

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): Albro L Lundy III SBN 123133 BAKER, BURTON & LUNDY, P.C. 515 PIER AVENUE HERMOSA BEACH, CA 90254 Telephone No.: (310) 376-9893 Fax No. (Optional): E-MAIL ADDRESS (Optional): albro@bakerburtonlundy.com ATTORNEY FOR (Name): Plaintiff	FOR COURT USE ONLY Electronically FILED by Superior Court of California, County of Los Angeles 2/11/2025 2:11 PM David W. Slayton, Executive Officer/Clerk of Court, By M. Concepcion, Deputy Clerk
SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES, - TORRANCE (EFILING) STREET ADDRESS: 825 Maple Ave MAILING ADDRESS: 825 Maple Ave CITY AND ZIP CODE: Torrance, CA 90503 BRANCH NAME: SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES, - TORRANCE (EFILING)	
PLAINTIFF/PETITIONER: Jennifer Shannon DEFENDANT/RESPONDENT: City of Redondo Beach	CASE NUMBER: 24TRCV04346
PROOF OF SERVICE SUMMONS	Ref. No. or File No.: Jennifer Shannon

(Separate proof of service is required for each party served.)

1. At the time of service I was at least 18 years of age and not a party to this action.
2. I served copies of: **Summons; Complaint; Civil Case Cover Sheet; Civil Case Cover Sheet Addendum and Statement of Location; Alternative Dispute Resolution (ADR) Information Package; Notice of Case Assignment - Unlimited Civil Case**
3.
 - a. Party served (specify name of party as shown on documents served):
City of Lawndale
 - b. ☒ Person (other than the party in item 3a) served on behalf of an entity or as an authorized agent (and not a person under item 5b on whom substituted service was made) (specify name and relationship to the party named in item 3a):
Vanessa Alvarez (Gender: Female Age: 40 Height: 5'6 Weight: 120 Race: White Hair: Black Other:)
City Clerk-authorized to accept
4. Address where the party was served: **14717 Burin Ave Lawndale, CA 90260**
5. I served the party (check proper box)
 - a. ☒ **by personal service.** I personally delivered the documents listed in item 2 to the party or person authorized to receive service of process for the party (1) on: **2/4/2025** (2) at: **11:28 AM**
 - b. ☐ **by substituted service.** On: at: I left the documents listed in item 2 with or in the presence of (name and title or relationship to person indicated in item 3):
 - (1) ☐ **(business)** a person at least 18 years of age apparently in charge at the office or usual place of business of the person to be served. I informed him or her of the general nature of the papers.
 - (2) ☐ **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party. I informed him or her of the general nature of the papers.
 - (3) ☐ **(physical address unknown)** a person of at least 18 years of age apparently in charge at the usual mailing address of the person to be served, other than a United States Postal Service post office box. I informed him or her of the general nature of the papers.
 - (4) ☐ I thereafter mailed (by first-class, postage prepaid) copies of the documents to the person to be served at the place where the copies were left (Code Civ. Proc., § 415.20). I mailed the documents:
on: from: or ☐ a declaration of mailing is attached.

SUMMONS (CITACION JUDICIAL)

NOTICE TO DEFENDANT: (AVISO AL DEMANDADO):

CITY OF REDONDO BEACH, CITY OF LAWDALE, MARY SHANNON,
TRACY ROSE and DOES 1-75,

YOU ARE BEING SUED BY PLAINTIFF: (LO ESTÁ DEMANDANDO EL DEMANDANTE):

JENNIFER SHANNON, Individually and as Heir of SALLY SHANNON,
Deceased,

FOR COURT USE ONLY
(SOLO PARA USO DE LA CORTE)

FEB 6 2025 PM 1:56
Electronically Filed By CITY CLERK'S OFF.
Superior Court of California,
County of Los Angeles
12/20/2024 1:27 PM
David W. Slayton,
Executive Officer/Clerk of Court,
By C. Nava, Deputy Clerk

NOTICE! You have been sued. The court may decide against you without your being heard unless you respond within 30 days. Read the information below.

You have 30 CALENDAR DAYS after this summons and legal papers are served on you to file a written response at this court and have a copy served on the plaintiff. A letter or phone call will not protect you. Your written response must be in proper legal form if you want the court to hear your case. There may be a court form that you can use for your response. You can find these court forms and more information at the California Courts Online Self-Help Center (www.courtinfo.ca.gov/selfhelp), your county law library, or the courthouse nearest you. If you cannot pay the filing fee, ask the court clerk for a fee waiver form. If you do not file your response on time, you may lose the case by default, and your wages, money, and property may be taken without further warning from the court.

There are other legal requirements. You may want to call an attorney right away. If you do not know an attorney, you may want to call an attorney referral service. If you cannot afford an attorney, you may be eligible for free legal services from a nonprofit legal services program. You can locate these nonprofit groups at the California Legal Services Web site (www.lawhelpcalifornia.org), the California Courts Online Self-Help Center (www.courtinfo.ca.gov/selfhelp), or by contacting your local court or county bar association. **NOTE:** The court has a statutory lien for waived fees and costs on any settlement or arbitration award of \$10,000 or more in a civil case. The court's lien must be paid before the court will dismiss the case. **¡AVISO!** Lo han demandado. Si no responde dentro de 30 días, la corte puede decidir en su contra sin escuchar su versión. Lea la información a continuación.

Tiene 30 DÍAS DE CALENDARIO después de que le entreguen esta citación y papeles legales para presentar una respuesta por escrito en esta corte y hacer que se entregue una copia al demandante. Una carta o una llamada telefónica no lo protegen. Su respuesta por escrito tiene que estar en formato legal correcto si desea que procesen su caso en la corte. Es posible que haya un formulario que usted pueda usar para su respuesta. Puede encontrar estos formularios de la corte y más información en el Centro de Ayuda de las Cortes de California (www.sucorte.ca.gov), en la biblioteca de leyes de su condado o en la corte que le quede más cerca. Si no puede pagar la cuota de presentación, pida al secretario de la corte que le dé un formulario de exención de pago de cuotas. Si no presenta su respuesta a tiempo, puede perder el caso por incumplimiento y la corte le podrá quitar su sueldo, dinero y bienes sin más advertencia.

Hay otros requisitos legales. Es recomendable que llame a un abogado inmediatamente. Si no conoce a un abogado, puede llamar a un servicio de remisión a abogados. Si no puede pagar a un abogado, es posible que cumpla con los requisitos para obtener servicios legales gratuitos de un programa de servicios legales sin fines de lucro. Puede encontrar estos grupos sin fines de lucro en el sitio web de California Legal Services, (www.lawhelpcalifornia.org), en el Centro de Ayuda de las Cortes de California, (www.sucorte.ca.gov) o poniéndose en contacto con la corte o el colegio de abogados locales. **AVISO:** Por ley, la corte tiene derecho a reclamar las cuotas y los costos exentos por imponer un gravamen sobre cualquier recuperación de \$10,000 ó más de valor recibida mediante un acuerdo o una concesión de arbitraje en un caso de derecho civil. Tiene que pagar el gravamen de la corte antes de que la corte pueda desechar el caso.

The name and address of the court is:

(El nombre y dirección de la corte es): Los Angeles Superior Court - Southwest
825 Maple Avenue, Torrance, CA 90503

TORRANCE COURTHOUSE
825 MAPLE AVENUE
TORRANCE, CA 90503

CASE NUMBER:
(Número del Caso):

24TRCV04346

The name, address, and telephone number of plaintiff's attorney, or plaintiff without an attorney, is:

(El nombre, la dirección y el número de teléfono del abogado del demandante, o del demandante que no tiene abogado, es):
Albro L. Lundy III | Baker, Burton & Lundy PC | 515 Pier Avenue | Hermosa Beach, CA 90254 | (310) 376-9893

David W. Slayton, Executive Officer/Clerk of Court

DATE: 12/20/2024
(Fecha)

Clerk, by
(Secretario)

C. Nava

, Deputy
(Adjunto)

(For proof of service of this summons, use Proof of Service of Summons (form POS-010).)

(Para prueba de entrega de esta citación use el formulario Proof of Service of Summons, (POS-010)).

(SEAL)



NOTICE TO THE PERSON SERVED: You are served

- ☐ as an individual defendant.
- ☐ as the person sued under the fictitious name of (specify):

- ☒ on behalf of (specify): **City of Redondo Beach**

- under:
- | | |
|---|---|
| <input type="checkbox"/> CCP 416.10 (corporation) | <input type="checkbox"/> CCP 416.60 (minor) |
| <input type="checkbox"/> CCP 416.20 (defunct corporation) | <input type="checkbox"/> CCP 416.70 (conservatee) |
| <input type="checkbox"/> CCP 416.40 (association or partnership) | <input type="checkbox"/> CCP 416.90 (authorized person) |
| <input checked="" type="checkbox"/> other (specify): CCP 416.50 Public Entity | |

- ☐ by personal delivery on (date):

1 Albro L. Lundy III (SBN 123133)
albro@bakerburtonlundy.com
2 Evan R. Koch (SBN 275144)
evan@bakerburtonlundy.com
3 Rolando Gutierrez (SBN: 276230)
rolando@bakerburtonlundy.com
4 BAKER, BURTON & LUNDY P.C.
515 Pier Avenue
5 Hermosa Beach, CA 90254
(310) 376-9893 (Tel)
6 (310) 376-7483 (Fax)

7 Attorneys for Plaintiff,
JENNIFER SHANNON
8

9
10 **SUPERIOR COURT OF THE STATE OF CALIFORNIA**
11 **FOR THE COUNTY OF LOS ANGELES**

12 JENNIFER SHANNON, Individually and as
Heir of SALLY SHANNON, Deceased,

13 v.

14 CITY OF REDONDO BEACH, CITY OF
15 LAWDALE, MARY SHANNON, TRACY
16 ROSE and DOES 1-75,
17
18

CASE NO: 24TRCVD4346

COMPLAINT FOR DAMAGES

1. **WRONGFUL DEATH /
NEGLIGENCE**
2. **DANGEROUS CONDITION OF
PUBLIC PROPERTY PURSUANT
TO GOVERNMENT CODE §835**
3. **WRONGFUL DEATH /
NEGLIGENCE**

19
20 JENNIFER SHANNON, Individually and as Heir of SALLY SHANNON, Deceased,
21 alleges against CITY OF REDONDO BEACH, CITY OF LAWDALE, MARY SHANNON,
22 TRACY ROSE and DOES 1-75 as follows:

23 **GENERAL ALLEGATIONS**

24 1. SALLY SHANNON died on December 12, 2023 as a result of injuries sustained in
25 an automobile accident at the intersection of Manhattan Beach Blvd. and Inglewood Ave. in the
26 City of Redondo Beach, County of Los Angeles, State of California.

27 2. Plaintiff JENNIFER SHANNON is the daughter of decedent, SALLY SHANNON.

28 3. At all times herein mentioned, the intersection of Manhattan Beach Blvd. and

1 Inglewood Ave. are public roadways which cross to create an intersection in the City of Redondo
2 Beach and City of Lawndale, County of Los Angeles, State of California.

3 4. Defendant MARY SHANNON is a daughter of decedent SALLY SHANNON and
4 is hereby named as a nominal defendant.

5 5. At all times herein mentioned, Plaintiff is informed and believes that Defendants,
6 CITY OF REDONDO BEACH, CITY OF LAWNDALÉ and DOES 1 through 50 owned, managed,
7 and operated the intersection, roadway and signals of Manhattan Beach Blvd. and Inglewood Ave.
8 Plaintiff is informed and believes and thereon allege that Defendants, CITY OF REDONDO
9 BEACH, CITY OF LAWNDALÉ and DOES 1 through 50, had ongoing and continuous control
10 over, and responsibility for, among other things, the intersection, roadway and signals and the
11 location described in paragraph two above.

12 6. Defendants, CITY OF REDONDO BEACH, CITY OF LAWNDALÉ and DOES 1
13 through 25, were duly formed municipalities, chartered and existing governmental entities, in accord
14 with the Constitutions of California and the United States of America. Plaintiff is informed and
15 believes that CITY OF REDONDO BEACH, CITY OF LAWNDALÉ and DOES 1 through 25, had
16 ongoing and continuous control over, and responsibility for, among other things, the intersection,
17 roadway, signals and location described in paragraph two above.

18 7. Defendants DOES CITY OF REDONDO BEACH, CITY OF LAWNDALÉ and
19 DOES 26 through 50 are, and at all times herein mentioned were, consultants, engineers, contractors,
20 surveyors, managers, advisors, architects, cartographers, builders, coordinators, and other workers,
21 and otherwise were involved in the planning, engineering, surveying, designing, modification,
22 building, construction, maintenance, supervision and monitoring of the intersection, roadway,
23 signals and location described in paragraph two above.

24 8. At all times herein mentioned, Defendant, TRACY ROSE and DOES 51-75, were
25 the owners and/or operators of a 2016 Black Mini Cooper, bearing a California license plate number
26 of 9GOT394, with the knowledge, consent and permission of the remaining Defendants, and each
27 of them.

28 9. The true names and capacities, whether individual, corporate, associate or otherwise

1 of defendants DOES 51 through 75 are unknown to plaintiff, who therefore sue said defendants by
2 such fictitious names. Plaintiff is informed and believes and thereon allege that each of the
3 defendants designated as a DOE is responsible in some manner for negligence, willful misconduct,
4 strict liability, design defects and dangerous conditions, infliction of emotional distress, and other
5 occurrences as alleged herein, which directly and proximately caused the injuries and damages
6 alleged in this complaint. Plaintiff will amend this complaint to allege the true names and capacities
7 of said defendant DOES when the same are ascertained.

8 10. All the acts and conduct herein below described of each and every corporate
9 defendant or governmental entity was duly authorized, ordered and directed by the respective and
10 collective defendant corporate or governmental employers, and the officers, directors and/or
11 management-level employees of said corporate or governmental employers. In addition thereto,
12 said corporate or governmental employers participated in the aforementioned acts and conduct of
13 their said employees, agents and representatives and each of them; and upon completion of the
14 aforesaid acts and conduct of said corporate or governmental employees, agents and representatives,
15 the defendant corporations or governmental entities, respectively and collectively, ratified, accepted
16 the benefits of, condoned, lauded, acquiesced and approved of each and all of the said acts and
17 conduct of the aforesaid corporate or governmental employees, agents and representatives.

18 11. Plaintiff is informed and believes and thereon allege that at all times herein
19 mentioned, each Defendant was the agent, servant and employee of each of the remaining
20 Defendants, and that in doing the things herein alleged said Defendants were acting within the
21 course and scope of said agency, service and employment. Additionally, Plaintiff is informed and
22 believes and thereon allege that at all relevant times herein alleged each Defendant was acting
23 pursuant to the custom and policy of Defendants, and that the acts and conduct of Defendants alleged
24 herein were authorized, ratified, and/or approved by Defendants and its agents and employees vested
25 with the authority to exercise final decision making authority for Defendants.

26 12. On or about June 11, 2024, Plaintiff served notice of her claim for injuries and
27 damages upon the City of Redondo Beach and the City of Lawndale.

28 13. On or about November 13, 2024, Plaintiff received notice that her claim to the City

1 of Redondo Beach had been denied.

2 14. On or about June 24, 2024, Plaintiff received notice that her claim to the City of
3 Lawndale had been denied.

4 FIRST CAUSE OF ACTION

5 (~~Negligence / Wrongful Death vs. City of Redondo Beach, City of Lawndale and Does 1-50~~)

6 15. Plaintiff incorporates herein by reference each and every allegation contained in
7 paragraphs 1 through 14 of the complaint as if alleged fully herein.

8 16. At all times herein mentioned, Defendants, CITY OF REDONDO BEACH, CITY
9 OF LAWNDALÉ and DOES 1 through 50 and each of them, so negligently, carelessly and without
10 due regard or concern for the life and safety of the plaintiff, did so own, design, maintain, lease,
11 operate, control, repair, supervise or occupy that certain intersection located Manhattan Beach Blvd.
12 and Inglewood Ave., County of Los Angeles, State of California in such a manner so as to create,
13 design, cause, allow, contribute to or assist in the creation of a dangerous and defective condition of
14 the premises, which existed upon such premises in sufficient time for the defendants to have actual
15 and/or constructive notice of such condition, and for the defendants to correct or warn plaintiff of
16 the existence of such condition, which defendants negligently and carelessly failed and neglected to
17 do. The defendants responsible therefore were CITY OF REDONDO BEACH, CITY OF
18 LAWNDALÉ and DOES 1 through 50. The condition included, but is not limited to: defective road
19 design, signal malfunction, improper signals and signaling, inadequate signals and signaling, failure
20 to have dedicated left hand turn signals, signage issues, striping issues, sightline obstructions,
21 dangerous and defective avenues of travel, or other causes currently unknown to Claimants creating
22 high incidences of vehicle vs. vehicle accidents.

23 17. As a direct and proximate result of the defective and dangerous condition and the
24 negligence of the defendants, on or about December 12, 2023 at or about 3:45 pm, Decedent,
25 SALLY SHANNON, was involved in an automobile vs. automobile accident at the above referenced
26 intersection of Manhattan Beach Blvd. and Inglewood Ave., in the City of Redondo Beach and City
27 of Lawndale.

28 18. That as a proximate result of the said negligence of the defendants, and each of them,

1 Decedent, SALLY SHANNON, died as a result of injuries sustained in said accident. As a
2 proximate result of the death Decedent, SALLY SHANNON, Plaintiff, JENNIFER SHANNON,
3 was injured in health, strength and activity, sustaining injury to the body and shock and injury to the
4 nervous system and person, all of which said injuries have caused, and continue to cause, plaintiff
5 great physical, mental and nervous pain, suffering and anguish, all to plaintiff's general damage in
6 a sum to be determined at some future date according to law.

7 19. That as a further proximate result of the said negligence of the Defendants, and each
8 of them, Plaintiff, JENNIFER SHANNON, was required to, and did, employ physicians and
9 surgeons to examine, treat and care for Decedent, SALLY SHANNON, and did incur medical and
10 incidental expenses. The exact amount of such expense is unknown to plaintiff at this time, and
11 Plaintiff will ask leave to amend this complaint to set forth the exact amount thereof when same is
12 ascertained by Plaintiff. Plaintiff will in the future continue to incur medical and therapeutic
13 expenses in an amount according to proof.

14 20. That as a proximate result of the said negligence of the defendants, and each of them,
15 SALLY SHANNON died, and plaintiff was forced to incur funeral and burial expenses. The exact
16 amount of such expense is unknown to plaintiff at this time, and plaintiff will ask leave to amend
17 this complaint to set forth the exact amount thereof when same is ascertained by plaintiff.

18 SECOND CAUSE OF ACTION

19 (Dangerous Condition of Public Property Pursuant to Government Code Section 835 vs. CITY OF
20 REDONDO BEACH, CITY OF LAWNGDALE and DOES 1 through 50)

21 21. Plaintiff incorporates herein each and every allegation contained in paragraphs 1
22 through 20 of the complaint as if alleged fully herein.

23 22. At all times herein relevant and prior to December 12, 2023, Defendants CITY OF
24 REDONDO BEACH, CITY OF LAWNGDALE and DOES 1 through 50, inclusive, and each of them,
25 by their acts and omissions owned, designed, constructed, built, approved, maintained, controlled,
26 repaired and inspected said public roadway, intersection, signals, and surrounding areas so as to
27 allow a dangerous and hazardous condition in violation of Government Code §835 to exist at and
28 around the public roadway and intersection located Manhattan Beach Blvd. and Inglewood Ave. in

1 the City of City of Redondo Beach and City of Lawndale, County of Los Angeles, State of
2 California, thereby causing severe injuries and death to the Decedent SALLY SHANNON, as
3 hereinafter described.

4 23. At all times herein mentioned, Defendants, DOES 1 - 50, inclusive, and each of them,
5 were employees and agents of City of Redondo Beach and City of Lawndale.

6 24. The dangerous condition described herein was created by the negligent and/or
7 wrongful act or omission of a public employee and/or agent of City of Redondo Beach and City of
8 Lawndale within the scope of his or her employment and/or agency with City of Redondo Beach
9 and City of Lawndale and other public agencies.

10 25. Plaintiff is informed and believes, and thereon alleges, that the roadway and
11 intersection located at Manhattan Beach Blvd. and Inglewood Ave. in the City of Redondo Beach
12 and City of Lawndale, County of Los Angeles, State of California where Decedent SALLY
13 SHANNON died, thereby causing Plaintiff, JENNIFER SHANNON to be injured, was at all times
14 herein mentioned acquired, owned, constructed, engineered, designed, repaired and maintained by
15 the Defendant CITY OF REDONDO BEACH and CITY OF LAWNDALÉ and its agents and
16 employees and by and through DOES 1 - 50, inclusive.

17 26. On or about December 12, 2023 at or about 3:45 pm, Decedent, SALLY SHANNON,
18 was driving north on Inglewood Ave and attempted to make a left turn onto Manhattan Beach Blvd.
19 in the City of Redondo Beach / Lawndale, County of Los Angeles, State of California when she was
20 hit by another vehicle driven by Defendant TRACY ROSE.

21 27. On or about December 12, 2023, and at all times prior thereto, the above-described
22 roadway, intersection and signals were in a dangerous condition that created a substantial risk of
23 injury to all persons using the roadway, intersection and signals for their intended purpose. This
24 danger existed and was reasonably foreseeable when roadway, intersection and signals were used
25 in the manner that they were by Plaintiff at the time of this accident.

26 28. Immediately prior to December 12, 2023, at the location so described, Defendants
27 CITY OF REDONDO BEACH and CITY OF LAWNDALÉ, its agents and employees, and DOES
28 1 - 50, inclusive, and each of them, improperly and carelessly acquired, owned, constructed,

1 engineered, designed, repaired, created and maintained the dangerous condition at the roadway,
2 intersection and signals where Plaintiff was injured. It did so by, among other things, including, but
3 not limited to, defective road design, signal malfunction, improper signals and signaling, inadequate
4 signals and signaling, failure to have dedicated left hand turn signals, signage issues, striping issues,
5 sightline obstructions, dangerous and defective avenues of travel, or other causes currently unknown
6 to Claimants creating high incidences of vehicle vs. vehicle accidents so that persons such as the
7 Plaintiff driving on the roadway would sustain serious injuries.

8 29. The dangerous condition of the roadway, intersection and signals existed over a
9 significant period of time, so that Defendants and each of them knew, or should have known, of the
10 dangerous condition of this stretch of roadway, intersection and signals which made it dangerous to
11 reasonably foreseeable users, even when used with due care, without appropriate safety features to
12 protect drivers such as plaintiff traveling upon it.

13 30. At some time prior to the subject accident, Defendants, and each of them, had
14 designed, built, maintained, repaired and inspected the subject public roadway, intersection and
15 signals. As such, Plaintiff alleges that Defendants, and each of them, had created the danger and
16 also had actual knowledge of the dangerous condition. Defendants City of Redondo Beach and City
17 of Lawndale and Does 1 - 50 did nothing to adequately address and remedy this danger prior to the
18 injury to plaintiff, despite Defendants' awareness of the danger long before the accident occurred.

19 31. The dangerous condition that existed at the location was the proximate cause of the
20 death of Decedent, SALLY SHANNON and subsequent injury to Plaintiff, JENNIFER SHANNON.

21 32. The subject roadway, intersection and signals were at all times dangerous,
22 improperly and defectively constructed, maintained, managed, inspected, reviewed and evaluated,
23 if in fact it was maintained, managed, inspected, reviewed and evaluated. To the extent such
24 functions were not performed, they should have been, and to the extent they were performed, they
25 were done improperly, negligently, recklessly and violated applicable engineering standards and
26 regulations pertaining to similarly situated public sidewalks by employees and agents of Defendants,
27 thereby giving Defendants constructive notice of the dangerous condition in sufficient time to have
28 taken measures to protect the plaintiff against the dangerous condition.

1 33. The public roadway, intersection and signals were at all times dangerous and were
2 not being equipped with adequate warning. This resulted in the setting of a trap to drivers, allowing
3 drivers, especially those turning left, such as the Decedent, to reasonably believe the intersection
4 was safe to drive thru when in fact the intersection was unreasonably dangerous.

5 34. The unreasonably dangerous and defective nature of the subject location was at all
6 times known to the Defendants and DOES 1 - 50. Actual or constructive notice of such a condition
7 to Defendants was manifest or given and had been prior to the happening of the accident on
8 12/12/2023, so as to have afforded a reasonable time to devise and implement cost efficient safety
9 measures, either eliminating the existing great risk of harm or rendering it reasonable. However, at
10 no time were reasonable corrections ever undertaken or completed before the subject accident.

11 35. The legal result of the acts of Defendants, and each of them, was the death of
12 Plaintiff's mother.

13 36. That as a direct and proximate result of the said negligence of the defendants, and
14 each of them, Decedent, SALLY SHANNON, died as a result of injuries sustained in said accident.
15 As a proximate result of the death Decedent, SALLY SHANNON, Plaintiff, JENNIFER
16 SHANNON, was injured in health, strength and activity, sustaining injury to the body and shock
17 and injury to the nervous system and person, all of which said injuries have caused, and continue to
18 cause, plaintiff great physical, mental and nervous pain, suffering and anguish, all to plaintiff's
19 general damage in a sum to be determined at some future date according to law.

20 37. That as a further direct and proximate result of the said negligence of the Defendants,
21 and each of them, Plaintiff, JENNIFER SHANNON, was required to, and did, employ physicians
22 and surgeons to examine, treat and care for Decedent, SALLY SHANNON, and did incur medical
23 and incidental expenses. The exact amount of such expense is unknown to plaintiff at this time, and
24 Plaintiff will ask leave to amend this complaint to set forth the exact amount thereof when same is
25 ascertained by Plaintiff. Plaintiff will in the future continue to incur medical and therapeutic
26 expenses in an amount according to proof.

27 38. That as a direct and proximate result of the said negligence of the defendants, and
28 each of them, SALLY SHANNON died, and plaintiff was forced to incur funeral and burial

1 expenses. The exact amount of such expense is unknown to plaintiff at this time, and plaintiff will
2 ask leave to amend this complaint to set forth the exact amount thereof when same is ascertained by
3 plaintiff.

4 **THIRD CAUSE OF ACTION**

5 (Negligence / Wrongful Death vs. Defendants TRACY ROSE and DOES 51-75)

6 39. Plaintiff incorporates herein each and every allegation contained in paragraphs 1
7 through 38 of the complaint as if alleged fully herein.

8 40. At all times hereinafter mentioned, Defendants, and each of them, were acting with
9 the knowledge, permission, consent, ratification and acceptance of the acts, omissions and
10 misconduct of each other, and within the course and scope of their position as agents, servants and/or
11 employees or representatives of each other.

12 41. The true names and capacities, whether individual, corporate, associate or otherwise
13 of Defendants 51-75, inclusive, are unknown to Plaintiff, who therefore sues said Defendants by
14 such fictitious names. Plaintiff is informed and believes, and thereupon alleges, that each of the
15 Defendants sued herein as a Doe is responsible in some manner for the occurrences herein alleged,
16 proximately causing injury and damages to Plaintiff.

17 42. At all times herein mentioned, Decedent, SALLY SHANNON, was the operator of
18 a 2007 Blue Toyota Prius, bearing a California license plate number of 5ZCE390.

19 43. At all times herein mentioned, Defendant, TRACY ROSE and DOES 51-75, were
20 the owners and/or operators of a 2016 Black Mini Cooper, bearing a California license plate number
21 of 9GOT394, with the knowledge, consent and permission of the remaining Defendants, and each
22 of them.

23 44. At all times herein mentioned Manhattan Beach Blvd. and Inglewood Ave. were and
24 are public streets and/or roadways in the City of Redondo Beach and City of Lawndale, County of
25 Los Angeles, State of California.

26 45. On or about December 12, 2023 at or about 3:45 pm at or near the aforesaid location,
27 the Defendants, and each of them, so negligently entrusted, managed, maintained, controlled and
28 operated their aforesaid automobile, so as to proximately cause said automobile to collide with

1 Decedent's automobile, so as to proximately cause the hereinafter described injuries and damages
2 to Plaintiff.

3 46. That as a proximate result of the said negligence of the defendants, and each of them,
4 Decedent, SALLY SHANNON, died as a result of injuries sustained in said accident. As a
5 proximate result of the death Decedent, SALLY SHANNON, Plaintiff, JENNIFER SHANNON,
6 was injured in health, strength and activity, sustaining injury to the body and shock and injury to the
7 nervous system and person, all of which said injuries have caused, and continue to cause, plaintiff
8 great physical, mental and nervous pain, suffering and anguish, all to plaintiff's general damage in
9 a sum to be determined at some future date according to law.

10 47. That as a further proximate result of the said negligence of the Defendants, and each
11 of them, Plaintiff, JENNIFER SHANNON, was required to, and did, employ physicians and
12 surgeons to examine, treat and care for Decedent, SALLY SHANNON, and did incur medical and
13 incidental expenses. The exact amount of such expense is unknown to plaintiff at this time, and
14 Plaintiff will ask leave to amend this complaint to set forth the exact amount thereof when same is
15 ascertained by Plaintiff. Plaintiff will in the future continue to incur medical and therapeutic
16 expenses in an amount according to proof.

17 48. That as a proximate result of the said negligence of the defendants, and each of them,
18 SALLY SHANNON died, and plaintiff was forced to incur funeral and burial expenses. The exact
19 amount of such expense is unknown to plaintiff at this time, and plaintiff will ask leave to amend
20 this complaint to set forth the exact amount thereof when same is ascertained by plaintiff.

21 49. That as a further direct and proximate result of the above-described negligence of the
22 defendants, and each of them, Decedent's vehicle was greatly damaged. The exact amount of such
23 damages is unknown at this time, and Plaintiff will ask leave of court to amend this Complaint when
24 the same has been ascertained.

25
26 WHEREFORE, Plaintiff prays for judgment against Defendants, and each of them, as
27 follows:
28

1 FIRST CAUSE OF ACTION

- 2 1. General Damages according to proof;
3 2. Medical expenses according to proof;
4 3. Funeral and burial expenses according to proof;
5 4. Prejudgment interest at the rate allowed by law and in accordance with the
6 provisions of Civil Code Section 3291;
7 5. For such other and further relief as the court deems just and proper.

8 SECOND CAUSE OF ACTION

- 9 1. General Damages according to proof;
10 2. All medical and incidental expenses according to proof;
11 3. Funeral and burial expenses according to proof;
12 4. Prejudgment interest at the rate allowed by law and in accordance with the
13 provisions of Civil Code Section 3291;
14 5. All costs of suit incurred herein; and,
15 6. For such other and further relief as the court deems just and proper.

16 THIRD CAUSE OF ACTION

- 17 1. General Damages according to proof;
18 2. All medical and incidental expenses according to proof;
19 3. Funeral and burial expenses according to proof;
20 4. Prejudgment interest at the rate allowed by law and in accordance with the
21 provisions of Civil Code Section 3291;
22 5. All costs of suit incurred herein; and,
23 6. For such other and further relief as the court deems just and proper.

24
25 Dated: December 20, 2024

BAKER, BURTON & LUNDY, P.C.

26
27 By: 

28 ALBROY L. LUNDY III
Attorney for Plaintiff,
JENNIFER SHANNON

PROOF OF SERVICE

STATE OF CALIFORNIA)
)
) ss.
)
COUNTY OF LOS ANGELES)

I am employed in the County of Los Angeles, State of California. I am over the age of eighteen and not a party to the within action; my business address is 515 South Figueroa Street, Suite 1100, Los Angeles, California 90071.

On April 4, 2025, I served the foregoing document described as **CLAIM FOR DAMAGES BY CITY OF REDONDO BEACH**, on the interested parties as follows:

City Clerk
City of Lawndale
14717 Burin Avenue
Lawndale, CA 90260

 BY ELECTRONIC SERVICE: I caused to be transmitted a true and correct copy of the above-entitled document(s) to recipients noted via electronic service at the recipient's office. Electronic service is proper and authorized by California Rule of Court 2.251 and Code of Civil Procedure § 1010.6, or by agreement of parties. The document(s) referenced above is/are served only by using electronic mail. Hard copies will not follow by U.S. mail, unless otherwise noted.

 X BY MAIL: I served the documents by enclosing them in an envelope and placing the envelope for collection and mailing following our ordinary business practices. I am readily familiar with this business's practice of collection and processing of correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.

 BY PERSONAL SERVICE: I caused such envelope to be delivered by hand to the office of the addressee(s).

 BY FACSIMILE TRANSMISSION: The facsimile machine I used complied with California Rules of Court 2.301 and no error was reported by the machine. Pursuant to rule 2.306(h), I caused the machine to print a record of the transmission, a copy of which is attached to this proof of service.

 BY OVERNIGHT DELIVERY: I caused the above-referenced document(s) to be delivered via overnight delivery, for delivery to the above address(es).

 X (State) I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Executed on April 4, 2025, at Los Angeles, California.



SUE SAMPLEY, CCLS

ATTACHMENT B

April 14, 2025

TO: City of Lawndale
ATTENTION: Risk Management

RE: Claim	:	City of Redondo Beach vs. City of Lawndale
Claimant	:	City of Redondo Beach
Date of Event	:	December 21, 2023
Claim Number	:	CJP 3051758 EG

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

- **CLAIM REJECTION: Send a standard rejection letter to Redondo Beach's counsel.**

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

Very Truly Yours,

Emily Gutierrez

Emily Gutierrez
Claims Supervisor
Carl Warren & Company, LLC | A Venbrook Company



CITY OF LAWNDALE

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

DATE: April 21, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Yvette Palomo, Assistant City Clerk

SUBJECT: **Adopt Resolution to Approve Fiscal Year 2024-25 Annual Review and Records Retention Schedule Update to City Council Policy No. 77-04 Records and Information Management**

BACKGROUND

On March 20, 2023, the City Council adopted Resolution No. CC-2303-013, approving updates to the Citywide Records Retention Schedule for FY 2022-23.

STAFF REVIEW

The City annually reviews its Records Retention Schedule to ensure the schedule is in compliance with changes in law and consistent with “best practices.” In an effort to continuously maintain the Citywide Records Retention Schedule, certain changes to Department's Records Retention Schedules are recommended to reflect the annual legal review for Fiscal Year 2024-25.

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

- Administrative Services
Human Resources
 - New Item (this is a new law) - AS-027.5 - Workplace Violence - Hazard identification, evaluation, correction, incident logs, investigations, etc.; Retention: 5 years.
- Community Development
CDBG/Housing/Former Redevelopment Projects
 - New Item - CD-018.5 – Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing and Community Development); Retention: 5 years. Comment: Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years.

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

LEGAL REVIEW

The City Attorney's Office has reviewed Resolution No. CC-2505-023 and has approved it to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. CC-2505-023 updating City Council Policy No. 77-04 with Exhibit A Records Retention Schedule for Fiscal Year 2024-25.

Attachments

[Resolution No CC-2505-023 with Exhibit A - Records Retention Schedule](#)

ATTACHMENT A

RESOLUTION NO. CC-2505-023

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
ANNUAL REVIEW AND UPDATES TO THE CITYWIDE
RECORDS RETENTION SCHEDULE FOR FISCAL YEAR 2024-25**

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

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

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

WHEREAS, the City Council of the City of Lawnsdale has established a City 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 City Council Policy Manual are adopted by resolution; and

WHEREAS, the City Council of the City of Lawnsdale previously adopted CC-2303-013 adopting the Annual Review and Updates to the City-wide Records Retention Schedule as City Council Policy No. 77-04; and

WHEREAS, the City Council now desires to keep aligned with recent changes in state law and current “best practices” of other agencies and update Exhibit A, Records Retention Schedule, of City Council Policy No. 77-04, for Fiscal Year 2024-25.

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

SECTION 1. The City Council approves the updates to City Council Policy No. 77-04, Exhibit A, Records Retention Schedule for Fiscal Year 2024-25, as attached hereto as “Exhibit A”, and incorporated herein by this reference, as if fully set forth herein and directs City staff to include said updated Records Retention Schedule in the Policy Manual.

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

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

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

PASSED, APPROVED AND ADOPTED this 21st day of April, 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 of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2505-023 at a regular meeting of said Council held on the 21st day of April, 2025, by the following roll call vote:

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

Erica Harbison, City Clerk

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney

EXHIBIT A

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term "records" shall include all records as defined by the California Public Records Act.

STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the City
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

Destruction or deletion of an **official (original) record** that has exceeded its retention period must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention ("**Minimum 2 years**"), the destruction / deletion must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft, copy, or the Content is NOT Substantive.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**"

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the “Destroy Paper after Imaged & QC’d” below for the Legal Requirements for the electronic record to be the official (original) record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active (guideline): How long the file remains in the immediate office area
Inactive (guideline): How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (guideline) terms used in State law:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk or other **Unalterable Media** which does not allow changes

Scan / Import (guideline):
“S” indicates the record should be scanned into the document imaging system;
“I” indicates the record should be electronically imported into the document imaging system;
“M” indicates the record was microfilmed

Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record: “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Imutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed)** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**; other legal mandates may apply.

Legend for legal citations (§: Section)

CC: Civil Code (CA)

CFC: California Fire Code

EVC: Evidence Code (CA)

FTB: Franchise Tax Board (CA)

HUD: Housing & Urban Develop. (US)

PC: Penal Code (CA)

UFC: Uniform Fire Code

W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)

CCP: Code of Civil Procedure (CA)

CFR: Code of Federal Regulations (US)

FA: Food & Agriculture Code

GC: Government Code (CA)

LC: Labor Code (CA)

PRC Public Resources Code

USC: United States Code (US)

CBC: California Building Code

CCR: California Code of Regulations (CA)

EC: Elections Code (CA)

FC: Family Code (CA)

H&S: Health & Safety Code (CA)

Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)

R&T: Revenue & Taxation Code (CA)

VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY-WIDE (Used by All Departments)								
Lead Dept.	CW-001	Affidavits of Publications / Affidavits of Posting Notices / Legal Advertising / Notices / Proofs of Publications / Public Hearing Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-002	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., 2 CFR 200.334; 24 CFR 91.105(h), 92.505, & 570.502(b), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7
Lead Dept.	CW-003	Agreements & Contracts: ADMINISTRATIVE FILES (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, etc.)	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Covers E&O Statute of Limitations; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
	CW-004	Boards, Commissions, & Committees: External Organizations - Agendas, Minutes, Resolutions, or other documents (e.g. County Board of Supervisors)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
Staffing Dept.	CW-005	Committees: Ad Hoc Committees, Task Forces, Employee Staff Meetings / Department Staff Meetings Agendas, Minutes, Staff Reports, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead (Responding) Dept.	CW-006	Complaints / Concerns from Citizens	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §34090
Lead Dept.	CW-007	Copies or duplicates of any record	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-008	Correspondence - ROUTINE (Content relates in a SUBSTANTIVE way to the conduct of the public's business) (e.g. e-mail, Letters, Memorandums, Administrative, Chronological, General Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Retained 2 years ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (2017) 2 Cal.5th 608; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Dept. that Authors Document or Receives the City's Original Document	CW-009	Correspondence - TRANSITORY / PRELIMINARY DRAFTS , Interagency and Intraagency Memoranda NOT retained in the ordinary course of business Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference (e.g. calendars, checklists, e-mail, social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, preliminary notices for construction projects, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)	When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their CONTENT . Records, e-mails, electronic records, or social media postings where the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §§7927.500, 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (2017) 2 Cal.5th 608
Lead Dept.	CW-010	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-011	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-012	Grants (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090; GC §8546.7
Lead Dept.	CW-013	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-014	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	30 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-015	Newspaper Clippings	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Human Resources	CW-016	Personnel Files (Department-level Files)	Separation + 3 years	Before Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-017	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-018	Photographs	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; destroy unnecessary photographs. GC §§34090
Lead Dept.	CW-019	Public Relations / Press Releases	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-020	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; ; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-021	Real Estate Appraisal Reports: Purchased Property, Funded Loans	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets municipal government auditing standards; GC §§34090 7928.705
	CW-022	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-023	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc.: Produced by YOUR Department	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-024	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, Administrative Policies, etc.: Produced by OTHER Departments	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
Lead Dept.	CW-025	Reports and Studies (Historically significant - e.g., Zoning Studies)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-026	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Information is outdated after 10 years; If historically significant, retain permanently; GC §34090
Lead Dept.	CW-027	Safety Meetings (all)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c
Lead Dept.	CW-028	Special Projects / Subject Files / Issue Files	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-029	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Lead Dept.	CW-030	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety Training & Tailgates)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Ethics & Harassment Prevention Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), 53237.2(b); LC §6401.9(f),

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
HUMAN RESOURCES								
Admin. Services / Human Resources	AS-008	Benefit Plan Documents (Optical, Dental, etc.)	Duration of the Contract + 2 years	Yes: For Duration of Contract	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EOOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §34090
Admin. Services / Human Resources	AS-009	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-010	Compensation Surveys & Studies	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-011	Contracts for Investigators	Completion + 5 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Statute of Limitations for contractual obligations is 4 years; CCP §§337. 337.1(a), 337.15, 343; GC §34090
						S / I	Yes: After QC & OD	
Admin. Services / Human Resources	AS-012	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Minimum Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Human Resources	AS-013	DMV Pull Notices (ALL, Including Police Officers)	When Superseded or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Admin. Services / Human Resources	AS-014	Employee Investigations	Minimum Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 4years after "fully and finally disposed"; 2 CCR 1101(c); GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-015	Employee Verifications (responses to outside banks, mortgage brokers, and others about an employee's employment status)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records / Content Not Substantive, therefore there is no obligation to retain responses; GC §34090 et seq.
Admin. Services / Human Resources	AS-016	Harassment Prevention Training Certificates	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §§34090, 53237.2(b)
Admin. Services / Human Resources	AS-017	I-9s	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-018	Job Descriptions / Classification Specifications	Minimum Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Human Resources	AS-019	OSHA Logs - 200, 300, 301, 301A	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33, 8 CCR §3203(b)(1), GC §34090; LC §6429c
Admin. Services / Human Resources	AS-020	Personnel Board AGENDAS & AGENDA PACKETS	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
City Clerk	AS-021	Personnel Board MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send all originals to the City Clerk; GC §34090.7
Admin. Services / Human Resources	AS-021.5	Personnel Files - Benefit File Enrollments and changes to an employee's benefits	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Admin. Services / Human Resources	AS-022	Personnel Files - Employee File (Main File / Background File) Includes Application, Evaluations, Grievances, Policy Acknowledgements, Personnel Action Forms, Livescan results, Training Certificates, etc.	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53237.2(b), LC 1198.5
Admin. Services / Human Resources	AS-023	Personnel Files - Medical File (all employees) Pre-employment Medical Clearances, ADA Accommodations, Fit for Duty, etc.	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Admin. Services / Human Resources	AS-024	Recruitment and Testing File - ALL (Full-time and Part-time) (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Close of Recruitment + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State Law requires 4 years; (Part Time Employee Recruitments are retained by the Department, except for the Successful Application); EEOC / FLSA / ADEA (Age) requires 1-3 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14; 2 CCR 11013(c); GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-025	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Admin. Services / Human Resources	AS-026	Workers Compensation Claim Runs	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (meets municipal government auditing standards); GC §34090
Admin. Services / Human Resources	AS-027	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 30 years or Termination of Benefits + 5 years (whichever is longer)	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090
Admin. Services / Human Resources	AS-027.5	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	LC §6401.9(f), GC §34090

RECORDS RETENTION SCHEDULE: ADMINISTRATIVE SERVICES

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
RISK MANAGEMENT								
Admin. Services / Risk Manage.	AS-028	Accident Reports / Incident Reports (No Claim Filed)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Admin. Services / Risk Manage.	AS-029	Claims / Civil & Liability	Final Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Covers various statute of limitations; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Admin. Services / Risk Manage.	AS-030	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Admin. Services / Risk Manage.	AS-031	Employee Litigation	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; ; CCP §§ 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5
Admin. Services / Risk Manage.	AS-032	Incident Reports where a Loss of Property was incurred that can be recovered (Vandalism, Vehicle Accidents, etc.)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Admin. Services / Risk Manage.	AS-033	OSHA Inspections & Citations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), OMB 1220-0029; GC §34090; LC §6429c

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY CLERK								
City Clerk	CC-001	Agenda Packets: City Council, Public Finance Authority, Redevelopment Agency / Successor Agency, Lawndale Cable Usage Corporation and Lawndale Housing Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Includes Appeals; GC §34090
City Clerk	CC-002	Agreements - Council-Approved If Imaged, Infrastructure, CIPs, MOUs, MOAs includes all contractual obligations (e.g. Amendments, Insurance Certificates, Scope of Work or Successful Proposal) Examples of Infrastructure: Architects, CalPERS, CIPs (Capital Improvement Projects,) franchise agreements, settlement agreements, subdivision improvement agreements, development, Joint Powers, MOUs, settlement, water rights, etc.	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; All infrastructure contracts should be permanent for emergency response; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090
City Clerk	CC-003	Agreements - Council-Approved Non-Infrastructure that are NOT Imaged includes all contractual obligations (e.g. Amendments, Insurance Certificates, Scope of Work or Successful Proposal) Examples of NON-Infrastructure: Consulting, disposal, City Manager employment contracts, leases, loans, mutual aid, professional services, services, etc.	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Covers E&O Statute of Limitations; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; ; CCP §337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-004	Assessment Districts	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-005	Audits - Final / Annual Comprehensive Financial Report (ACFR) / Annual Financial Statements / Single Audits	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-006	Bid Packets: Bids or Proposals in response to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications), Notices, Notice Inviting Bids, Specifications	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	After 2/2012, Purchasing maintains originals for 7 years (their preference to comply with Federal Agency requirements); GC §34090
City Clerk	CC-007	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-008	Board & Commission Applications - (All Advisory Bodies)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-009	Board & Commission Bylaws - (All Advisory Bodies)	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-010	Bonds: CIP Labor & Materials, Performance Bonds, Letters of Credit, Encroachment Permit Bonds, etc.	Release of Bond / Letter of Credit		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
City Clerk	CC-011	Budgets - Final	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CC-012	City Articles of Incorporation / Charter	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-013	City Council, Board & Commission Historical List of Members / Rosters	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Admin. Services / Risk Manag.	CC-014	Claim Forms	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
City Clerk	CC-015	Deeds (Easements and Rights-of-Way are maintained by Public Works)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(a)
City Clerk	CC-016	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-017	FPPC Form 801 (Gift to Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; GC §81009(e)
City Clerk	CC-018	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-019	FPPC Form 803 (Behested Payment Report)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	GC §81009(e)
City Clerk	CC-020	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
City Clerk	CC-021	FPPC Lobbyist Authorization / Reporting - FPPC Form 635 / 602	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	2 CCR 18615(f); GC §34090
ELECTIONS - CONSOLIDATED								
City Clerk	CC-022	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Paper must be retained for at least 2 years; GC §81009(b)&(g)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-023	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-024	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-025	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-026	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - SUCCESSFUL CANDIDATES	Expiration of Term of Office + 4 years		Mag, Ppr			CA law states term of office and 4 years after the expiration of term for Nomination Papers ; EC §17100
City Clerk	CC-027	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - UNSUCCESSFUL CANDIDATES	Conclusion of Election + 4 years		Mag, Ppr			Department Preference; CA law states term of office and 4 years after the expiration of term for Nomination Papers ; EC §17100
City Clerk	CC-028	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	Minimum 2 years		Mag, Ppr			GC §34090
City Clerk	CC-029	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results)	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	CC-030.1	Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT	Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-030.2	Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT	Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400
ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)								
City Clerk	CC-031	Applications to View Voter Registration Information	5 years		Ppr			EC §2188(f)
City Clerk	CC-032	Elections - Ballots, Ballot Security Envelopes - After Election	6 mo.		Ppr			EC §17302
City Clerk	CC-033	Elections - Ballots, Ballot Security Envelopes - After Recount	6 mo.		Ppr			EC §17306
City Clerk	CC-034	Elections - Challenged & Assisted Voters List	6 mo.		Ppr			If uncontested, EC §17304
City Clerk	CC-035	Elections - Inspector Receipts for Ballots	6 mo.		Ppr			EC 17302, 17306
City Clerk	CC-036	Elections - Precinct Officer Appointments	6 mo.		Ppr			EC §17503
City Clerk	CC-037	Elections - Roster of Voters	5 years		Mag, OD, Ppr	S	Yes: After QC & OD	EC §17300
City Clerk	CC-038	Elections - Tally Sheets, Logic & Accuracy Tests	6 mo.		Ppr			EC §17304
City Clerk	CC-039	Elections - Vote-by-Mail Applications, Roster of Absentee Applications	6 mo.		Ppr			EC §17302
City Clerk	CC-040	Elections - Vote-by-Mail Identification Envelopes	6 mo.		Ppr			EC §17302
City Clerk	CC-041	Elections - Voter Index Copies used as the Voting Record at Polling Places	6 mo.		Ppr			EC §17304
City Clerk	CC-042	Elections - Voter Index Original	5 years		Ppr			EC §17001
(End of Elections Section)								
City Clerk	CC-043	Ethics Training Certificates	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §§34090, 53235.2(b)

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-044	Historical Records, Photographs, & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-045	Insurance Certificates that are not filed with Contracts (Filed chronologically by month)	11 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; Covers E&O and Latent Defect Statute of Limitations; CCP §337 et. seq., GC §34090
City Clerk	CC-046	Minutes: All Boards & Commission (Planning Commission, Beautification Committee, Parks, Recreation & Social Services Commission, Senior Citizen Advisory Committee, Youth Advisory Committee, etc.)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-047	Minutes: City Council , Cable Corporation, Public Finance Authority, Redevelopment Agency / Successor Agency, Lawndale Cable Usage Corporation and Lawndale Housing Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-048	Oath of Office: City Council, Planning Commission Members, All Boards & Commissions	Separation + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; Statute of Limitations: Public official misconduct is discovery of offense + 4 years, GC §§36507, 34090; PC §§801.5, 803(c); 29 USC 1113
City Clerk	CC-049	Ordinances	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-050	Prop. 218 Fees & Charges: Ballots and/or protest letters	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§53753(e)(2), 53755(d)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	CC-051	Public Records Requests / Subpoenas Duces Tecum	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-052	Recordings - VIDEO - City Council & Planning Commission (and associated bodies)	10 years		Mag			Department preference; Video tapes of meetings are required for 90 days; GC §34090.7
City Clerk	CC-053	Records Destruction Authorization Forms & Certifications	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-053.1	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	EC §21160(i) GC §34090
City Clerk	CC-054	Resolutions: All Boards & Commissions (Planning Commission & Parks & Recreation Commission)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-055	Resolutions: City Council , Cable Corporation, Public Finance Authority, Redevelopment Agency / Successor Agency, Lawndale Housing Authority	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090(e)
City Clerk	CC-056	Statement of Facts / Registry of Public Agencies	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER & CITY COUNCIL

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
CITY MANAGER & CITY COUNCIL								
City Manager & City Council	CM-001	City Manager Correspondence / City Council Correspondence (Interoffice, Citizens, Organizations, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager & City Council	CM-002	Facility Use Permits (Council Chambers or Conference Room only)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager & City Council	CM-003	Proclamations / Commendations / Certificates / Recognitions	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
City Manager & City Council	CM-004	Projects, Programs, Subject & Issues - General (Issues and/or projects will vary over time - e.g. Sister City, Goals & Objectives, , etc.)	Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager & City Council	CM-005	Weekly Updates / Weekly Manager's Memo	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
BUILDING								
Comm. Dev. / Building	CD-001	Address Files / Building Permits	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090, H&S §19850
Comm. Dev. / Building	CD-002	Building Permit Database (CityView / Citizenserve)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; GC §34090, H&S §19850
Comm. Dev. / Building	CD-003	Building Plans - Cancelled, Expired or Withdrawn	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
Comm. Dev. / Building	CD-004	Building Plans - Finalled - TENANT IMPROVEMENTS	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Comm. Dev. / Building	CD-005	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
Comm. Dev. / Building	CD-006	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES Energy Calculations, Structural Calculations, Soil Reports, Geotechnical Reports	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (180 days is required); State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Dev. / Building	CD-007	California Building Codes / Uniform Building Codes	Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
Comm. Dev. / Building	CD-008	Certificate of Occupancy (Cofo)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Dev. / Building	CD-009	Correction Notices, Stop Work Notices	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. Dev. / Building	CD-010	Plan Check Comments (Site Plan File)	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090
Comm. Dev. / Building	CD-011	Reports: Building Activity	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database can re-create the reports on demand); GC §34090
Comm. Dev. / Building	CD-012	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Comm. Dev. / Building	CD-013	Utility Clearances, School District Clearances	When Permit Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (Preliminary Drafts); GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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CDBG / HOUSING / FORMER REDEVELOPMENT PROJECTS								
Comm. Dev. / CDBG, Housing, Redev.	CD-014	Five Year Consolidated Action Plan and the related Action Plans / PHA Plans	Expiration of Plan + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consolidated Plan Requirement; GC §34090
Comm. Dev. / CDBG, Housing, Redev.	CD-015	Great Neighborhoods Program (Commercial and Residential Rehabilitation)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), 29 CFR 97.42; GC §34090; 24 CFR 982.158
Comm. Dev. / CDBG, Housing, Redev.	CD-016	Housing Programs: All, including Low-Mod, CalHome, CDBG & HOME WITH Recapture or Resale Restrictions	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Dev. / CDBG, Housing, Redev.	CD-017	Housing Programs: All, including ow-Mod, CalHome, CDBG & HOME NO RECAPTURE / RESALE RESTRICTIONS	Loan Pay-off or Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)(c)(2); 29 CFR 97.42, GC §34090
Comm. Dev. / CDBG, Housing, Redev.	CD-018	HUD Reports (ALL Reports to HUD)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; ; GC §34090
Comm. Dev. / CDBG, Housing, Redev.	CD-018.5	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing & Community Development)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §34090
Comm. Dev. / CDBG, Housing, Redev.	CD-019	Redevelopment Plans, Redevelopment Projects (Historical)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Comm. Dev. / CDBG, Housing, Redev.	CD-020	Redevelopment Projects (Not Historical)	10 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Comm. Dev. / CDBG, Housing, Redev.	CD-021	Redevelopment Successor Agency Real Property - Acquisition and Sale or Transfer	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.

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COMMUNITY DEVELOPMENT / ENGINEERING (PRIVATE DEVELOPMENT)								
Community Dev. / Engineering / Private Dev.	CD-022	Design & Construction Standards - Authored by the City for Private Development	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Dev. / Engineering / Private Dev.	CD-023	Developer's Bonds / Security	Close or Default + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Community Dev. / Engineering / Private Dev.	CD-024	Parcel Maps / Tract Maps	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Community Dev. / Engineering / Private Dev.	CD-025	Private Development Projects / Job Files: Administration File / Construction Inspection Construction Inspections, Correspondence, Daily Logs, Inspector's Records, Photos, etc.	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Community Dev. / Engineering / Private Dev.	CD-026	Private Development Projects / Job Files: Permanent Files Certificate of Acceptance / Approval (copy), Dedications, Abandonments, Drainage, Driveway, Private Lab Verifications, Testing Lab Final Reports, Studies, Reports, Geotechnical and Soil Reports / Hydrology Reports, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PLANNING								
Comm. Dev. / Planning	CD-027	Planning Projects - Discretionary & Ministerial - Approved Permanent Entitlements & Permits (Includes Associated CEQA Noticing, Conditions of Approval, Environmental Determinations, Staff Reports, Plans) Examples: Conditional Use Permits (CUPs), Determination of Similarity, Development Review, Development Plan Review, Environmental Assessment, General Plan Amendment, Historic District Designation, Home Occupation Permit, Certificate of Appropriateness, Site Development Permit, Master Sign Program, Mills Act Participation, Outdoor Dining, Public Use Permit, Specific Plans, Tentative Parcel or Tract Map, Variances, Wireless Communication, Zone Changes, etc.	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Comm. Dev. / Planning	CD-028	Annexations / Boundaries / Consolidations / LAFCO	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Comm. Dev. / Planning	CD-029	Census, Demographics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Dev. / Planning	CD-029.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exceptions, etc.) / CEQA / NEPA Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (County of San Diego, et al., Real Parties in Interest) (53 Cal.App.5th 733); PRC 21167.6; GC §34090
Comm. Dev. / Planning	CD-030	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA Inside City boundaries	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Comm. Dev. / Planning	CD-031	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) / CEQA Outside City boundaries	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Comm. Dev. / Planning	CD-032	General Plan, Elements and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Comm. Dev. / Planning	CD-033	Long Range Planning / Planning Studies	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Comm. Dev. / Planning	CD-034	Master Plans, Specific Plans, Land Use Plans and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Comm. Dev. / Planning	CD-035	Materials Boards	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
Comm. Dev. / Planning	CD-036	Planning Commission AGENDAS & AGENDA PACKETS	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Comm. Dev. / Planning	CD-037	Planning Commission AUDIO RECORDINGS	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.7
City Clerk	CD-038	Planning Commission MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Comm. Dev. / Planning	CD-039	Temporary Use Permits (TUP) / Temporary Signs / Banner Permits, etc. (Approved & Unapproved) Christmas Tree Lots, Pumpkin Lots, etc.	Expiration + 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC§§34090
Comm. Dev. / Planning	CD-040	Zoning Maps (Historically Significant)	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Comm. Dev. / Planning	CD-041	Zoning Ordinance Amendments / Zone Changes	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
COMMUNITY SERVICES (PARKS & RECREATION)								
Community Services	CS-001	Applications / Participants' Registration / Liability Forms / Release of Liability Forms / Photo Releases / Waivers of Liability / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services	CS-002	Evaluations / Surveys (Programmatic Evaluations of Recreation programs)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content Not Substantive / Preliminary drafts / Transitory records; GC §34090
Community Services	CS-003	Facility Use Requests / Facility Use Applications and Permits (includes ABC Permits, where required)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et. seq.
Community Services	CS-004	Lawndale Beat / Transportation / Fixed Route Service	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), 29 CFR 97.42; GC §34090; 24 CFR 982.158
Community Services	CS-005	Manager's Program Development Files / Activity Files / Program Files / Special Programs / Sports / Seniors, etc.	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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Community Services	CS-006	Meals on Wheels / Senior Meals	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), 29 CFR 97.42; GC §34090; 24 CFR 982.158
Community Services	CS-007	Newsletters sent to the Public	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
Community Services	CS-008	Parks, Recreation & Social Services Commission AGENDAS, AGENDA PACKETS	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community Services	CS-009	Parks, Recreation & Social Services Commission AUDIO OR VIDEO RECORDINGS	Minimum 2 years		Mag			Department preference; Audio Required for 30 days; GC §54953.5(b); video tapes of meetings are required for 90 days; GC §34090.7
City Clerk	CS-010	Parks, Recreation & Social Services Commission MINUTES, BYLAWS, RESOLUTIONS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Community Services	CS-011	Recreation Database / Class Registration Database (Active Net)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Community Services	CS-012	Rosters / Sign-in / Sign-Out Sheets for classes and programs	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Community Services	CS-013	Schedules / Hours	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content not substantive; Preliminary drafts not retained in the ordinary course of business; GC §34090
Community Services	CS-014	Senior Citizen Advisory Committee AGENDAS, AGENDA PACKETS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CS-015	Senior Citizen Advisory Committee MINUTES, BYLAWS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Community Services	CS-016	Senior Citizens Case Management Files / Referral Programs	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), 29 CFR 97.42; GC §34090; 24 CFR 982.158
Community Services	CS-017	Senior Programs	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), 29 CFR 97.42; GC §34090; 24 CFR 982.158

RECORDS RETENTION SCHEDULE: COMMUNITY SERVICES

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Community Services	CS-018	Special Transit / Transit	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), 29 CFR 97.42; GC §34090; 24 CFR 982.158
Community Services	CS-019	Special Events Permits: City-sponsored, Private Special Event Permits (ALL)	Minimum 2 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Community Services	CS-020	Sponsorships for Events	2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Community Services	CS-021	Volunteers / Applications and Waivers	Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§ 12960, 34090
Community Services	CS-022	Youth Advisory Committee AGENDAS, AGENDA PACKETS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	CS-023	Youth Advisory Committee MINUTES, BYLAWS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

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FINANCE								
Finance	FIN-001	1099's / 1096's / DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance	FIN-002	Accounts Payable / Invoices and Backup / Warrants (Includes Invoices, Travel Expense Reimbursements and copies of checks)	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for P-Card Invoices (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090
Finance	FIN-003	Accounts Receivable: Revenue - Our Invoices to Outside Entities, Transient Occupancy Tax (TOT), etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance	FIN-004	Audit Work Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts / content not substantive; GC §34090
Finance	FIN-005	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, Annual Comprehensive Financial Report (ACFR) etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance	FIN-006	Bank Deposits	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; TC Reg's rely on "self-enforcement"; GC §§ 34090, 43900

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance	FIN-007	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance	FIN-008	Bonds & Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance	FIN-009	Budgets Work Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090
Finance	FIN-010	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash / Credit Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance	FIN-011	CDBG (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, copies of invoices, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	After Funding Agency Audit, if required - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 92.508, 570.490, & 570.502(a&b), 29 CFR 97.42; GC §34090; 24 CFR 982.158
Finance	FIN-012	Checks / Warrants (Cashed - Retained at the Bank)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC § 34090

RECORDS RETENTION SCHEDULE: FINANCE

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Finance	FIN-013	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	These are bank instruments, and not City records; per bank agreement.
Finance	FIN-014	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1355. 1519; GC §34090
Finance	FIN-015	Film Permits	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance	FIN-016	Financial Services Database (Tyler Fund Balance)	Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Finance	FIN-017	Fixed Assets	Life of Asset		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (bond auditing purposes; IRS regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds"); 26 CFR 1.6001-1(e); GC §34090
Finance	FIN-018	Investment Reports & Backup	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance	FIN-019	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance	FIN-020	Journal Entries / Journal Vouchers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1

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Finance	FIN-021	OES / FEMA Claims	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance	FIN-022	Reports, Finance Reports created from Database: General Ledger, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance	FIN-023	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance	FIN-024	SB-90 Claims / State Reimbursement for Unfunded Mandates	Initial Payment by State + 3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; CCP §337 et. seq.; GC §34090
Finance	FIN-025	Surplus Property Disposition	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090
Finance	FIN-026	Vehicle Titles "Pink Slips"	Upon Disposition of Vehicle		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Provided to new owner upon sale; GC §34090
Finance	FIN-027	W-9s	Vendor Inactive + 3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets IRS-auditing standards); GC §34090; 29 USC 436

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

RECORDS RETENTION SCHEDULE: FINANCE

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-035	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-036	Deferred Compensation (City Statements)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Produced by Deferred Comp. Provider; GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-037	Employee Payroll Files - Includes W-4s	Separation + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; GC §34090
Finance / Payroll	FIN-038	Garnishments	Satisfied + 5 years, or Separation of Employee		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-039	Payroll Database	Minimum 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; GC §34090
Finance / Payroll	FIN-040	Payroll Reports - Periodic Bi-weekly Payroll Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; PERS Circular letter 200-051-17; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-041	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c); GC §34090
Finance / Payroll	FIN-042	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
FINANCE / PURCHASING								
Finance / Purchasing	FIN-043	Purchase Order Database (Fund Balance)	Minimum 5 years	Yes	Mag, Mfr, OD, Ppr			Data Fields / Records are interrelated; GC §34090
Finance / Purchasing	FIN-044	Purchase Orders and Backup (Quotations, RFPs, Bids, Requisitions)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
INFORMATION TECHNOLOGY								
Finance / Information Technology	FIN-045	Backups - Computer Backups (ALL Disaster Recovery Computer Backups)	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Finance / Information Technology	FIN-047	Enterprise System Catalogue (Listing of Enterprise-wide Software, posted on line)	When Superseded	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Finance / Information Technology	FIN-048	Network Configuration Maps & Plans	When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Finance / Information Technology	FIN-049	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, 2 CCR 22620 et seq.
Finance / Information Technology	FIN-050	Video Recordings - Department Activity (Employees Performing Work, Cashiering, Building Security, etc.) See City Clerk's schedule for City Council Video Recordings	1 year		Mag			GC §34090.6 et seq,
Finance / Information Technology	FIN-051	Video Recordings - Public Activity (Doors, Hallways, Parks, Public Areas, etc.) See City Clerk's schedule for City Council Video Recordings	When No Longer Required		Mag			Does not record regular ongoing operations of the City; GC §34090.6(a)

RECORDS RETENTION SCHEDULE: MUNICIPAL SERVICES

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
MUNICIPAL SERVICES / ADMINISTRATION								
Municipal Services / Admin.	MS-001	Beautification Committee AGENDAS, AGENDA PACKETS	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Clerk	MS-002	Beautification Committee MINUTES, BYLAWS	Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Municipal Services / Admin.	MS-003	CHP-180, Towing form	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Municipal Services / Admin.	MS-004	Emergency Preparedness / Plans	Superseded + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Municipal Services / Admin.	MS-005	EOC Activations / FEMA or OES Claims	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Municipal Services / Admin.	MS-006	Law Enforcement Support / Tracker Devices	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Sheriff is contracted; GC §34090
Municipal Services / Admin.	MS-007	Neighborhood Block Party Permits	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Municipal Services / Admin.	MS-008	Parking Notices / 72 Hour Warnings (Those not attached to CHP-180, towing form)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: MUNICIPAL SERVICES

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
MUNICIPAL SERVICES / ANIMAL CONTROL								
Municipal Services / Animal Control	MS-009	Animal Address Files: Bite Reports, Complaints, Cruelty Investigations and Administrative Hearing Officer Findings, Dangerous Dog Reports, Impound Notices, Investigations, Barking Dogs, Loose Dogs, etc.	When Animal Deceased, Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Municipal Services / Animal Control	MS-010	Animal Permits / Registration Database (Shelter Pro)	Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Data is interrelated; GC §34090
Municipal Services / Animal Control	MS-011	Animal Registration Applications (Includes Rabies and Spay certificates)	3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Municipal Services / Animal Control	MS-011.5	Animals - Record of All Efforts to Contact Owner and/or Microchip's Primary Registrant	2 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	FA §§31108.3 and 31752.1; GC §34090
Municipal Services / Animal Control	MS-012	Shelter Slips	3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 3 years is required for animal treatment records; FA §32003(e), PC §597.1(d); CCP §§336(a), 337 et. seq., GC §34090
MUNICIPAL SERVICES / CODE ENFORCEMENT								
Municipal Services / Code Enforce.	MS-013.1	Administrative Citations and Appeals	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: MUNICIPAL SERVICES

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<i>HOLDS: Litigation, claims, complaints, audits, public records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>								
Municipal Services / Code Enforce.	MS-013	Code Enforcement / Abatement Case Files / Substandard Buildings (Includes appeals and Code Enforcement Complaint Letters)	Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (some cases are funded by CDBG); Case is open until satisfactorily resolved (some cases are not resolved); 2 CFR 200.333; 24 CFR 92.505, 570.490, & 570.502(a&b), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
Municipal Services / Code Enforce.	MS-014	Liens and Releases	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
MUNICIPAL SERVICES / PARKING ENFORCEMENT								
Municipal Services / Parking Enforce.	MS-015	Parking Contesting Forms: Step 1, 2 and 3	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
Municipal Services / Parking Enforce.	MS-016	Parking District Formation, Boundaries & History (if used)	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Municipal Services / Parking Enforce.	MS-017	Parking Permit Database / Data Ticket (Payment Processing Center, Refunds, On-Line Contests, etc.)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Municipal Services / Parking Enforce.	MS-018	Parking Permits Applications (RV Applications, Oversize Permits)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
PUBLIC WORKS / ENGINEERING - PUBLIC RIGHT-OF-WAY PROJECTS								
Public Works / Engineering - Public Right-of Way	PW-001	Capital Improvement Projects (CIP): Administration File Project Administration, Certified Payrolls, Construction Manager's Logs, Daily Inspections, Daily Logs, Hazardous Materials Plans, Meeting Minutes, Photos, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Public Works / Engineering - Public Right-of Way	PW-002	Capital Improvement Projects (CIP): Permanent File Specifications & Addenda, Contract Copies, Change Orders, CEQA / Environmental Documents - EIRs, Negative Declarations, Exemptions, Materials Testing Reports, Soil Reports, Studies, Submittals, Successful Proposal, Surveys, etc.	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); CCP §337 et. seq., GC §34090
Public Works / Engineering - Public Right-of Way	PW-003	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Survey Record Maps, Capital Improvement Project "As-Built"	P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7
Public Works / Engineering - Public Right-of Way	PW-004	Easements, Right of Ways Deeds are sent to the City Clerk	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send all originals to the City Clerk; GC §34090.7

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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Public Works / Engineering - Public Right-of Way	PW-005	Encroachment Permits / Excavation Permits: Temporary (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Transportation Permits, Utility Cuts, etc.) Includes Insurance Certificates	Final / Completion + 5 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC § 34090
Public Works / Engineering - Public Right-of Way	PW-006	Encroachments - Permanent (Permanent structures in the City's Right of Way)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering - Public Right-of Way	PW-007	Engineering Studies / Surveys (Public Right-of-Way) - Geotechnical and Soil Reports / Hydrology Reports / Preliminary Studies / Project Assessments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering - Public Right-of Way	PW-008	Grading Plans (Public Right of Way)	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
PUBLIC WORKS / ENGINEERING - TRANSPORTATION								
Public Works / Engineering / Transportation	PW-009	Schedule for Pavement Overlays	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Transportation	PW-010	Traffic Calming Requests / Stop Sign Surveys (Speed Humps, etc.)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Sheriff	PW-011	Traffic Collision Reports / SWTRS	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	copies; GC §34090.7
Public Works / Engineering / Transportation	PW-012	Traffic Committee (internal employee committee) – ALL records (Agendas, Reports, Correspondence)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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Public Works / Engineering / Transportation	PW-013	Traffic Counts	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Transportation	PW-014	Traffic Signal Timing Plans	Current Plan Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering / Transportation	PW-015	Traffic Speed Surveys / Stop Sign Warrants	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Public Works / Engineering / Transportation	PW-016	Transportation Permits issued by the City (Wide Load Permits, Heavy Load Permits, etc.)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
PUBLIC WORKS / ENVIRONMENTAL SERVICES								
Public Works / Solid Waste	PW-017.1	Construction & Demolition Applications	Completion + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Solid Waste	PW-017	Prop. 218 Fees & Charges: Master Mailing List	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Solid Waste	PW-018	Prop. 218 Fees & Charges: Undeliverable Mail	3 months		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory records not retained in the ordinary course of business; GC §34090
Public Works / Solid Waste	PW-019	Solid Waste / SB 90 Reports / Waste Reduction / Tonnage Reports / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years 14 CCR § 18995.2; GC §34090
Public Works / Solid Waste	PW-020	Stormwater: NPDES Monitoring Reports	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
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Public Works / Solid Waste	PW-021	Stormwater: NPDES Permits / Water Quality Permits	Permit Superseded + 3 years	Yes: Until Expiration	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; CCP §337 et seq.
Public Works / Solid Waste	PW-022	Street Sweeping Records	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41
PUBLIC WORKS / MAINTENANCE								
Public Works / Maint.	PW-023	AQMD Permits (Generators, etc.)	Issue Date + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	40 CFR 70.6; GC §34090
Lead Dept.	PW-024	Generator Operation Logs & Inspections	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Street Maintenance	PW-025	Graffiti Consent Forms / Agreements	Expiration + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	PW-026	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Street Maintenance	PW-027	Sidewalk Maintenance Log	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (stored in GIS); GC §34090
Public Works / Street Maintenance	PW-028	Tree Maintenance Database (West Coast Arborists)	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Public Works / Equip. Maint. & Fleet	PW-029	Underground Service Alerts (USA's) / Dig Alert	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Center all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS (ALL DIVISIONS)

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Division Providing Service / Work	PW-030	Work Orders / Service Requests - CRM / CMMS DATABASE (Computerized Maintenance Management System)	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-031	Work Orders / Service Requests - All Information Entered in CRM / CMMS Database (Paper drafts)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-032	Work Orders / Service Requests - NOT entered in CRM / CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§338 et seq., 340 et seq., 342, GC §, GC §34090
PUBLIC WORKS / FLEET								
Public Works / Fleet	PW-033	Inspections or Audits by the DMV & CHP	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Consistent with CHP requirements; OSHA requires 1 year; 8 Ca. Code Reg. § 3203(b)(1); GC § 34090
Public Works / Fleet	PW-034	Pre-Trip Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c); 49 CFR 396.11; GC §34090
Public Works / Fleet	PW-035	Vehicle & Equipment History Files Maintenance, Smog Certificates, Registrations, Inspections, Testing of Push-out Windows, Emergency Doors, etc.	Disposal of Vehicle or Equipment + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3; CCP §337 et. seq., 3 CCR 1234(f); GC §34090



CITY OF LAWNDALE

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

DATE: April 21, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Yvette Palomo, Assistant City Clerk
SUBJECT: **Consider Cancellation of July 7, 2025, City Council Meeting**

BACKGROUND

The City is observing the Fourth of July Holiday on Thursday, July 3, 2025. City Council has in the past expressed a wish to cancel City Council meetings that are close to or occur on City observed holidays and for which no pressing business is anticipated.

STAFF REVIEW

Due to the Fourth of July Holiday, the City Council may wish to cancel its meeting scheduled on Monday, July 7, 2025.

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

LEGAL REVIEW

The City Attorney has reviewed and approved this report.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council:

1. Cancel the scheduled City Council meeting on July 7, 2025, due to the Fourth of July Holiday; or
2. Make no changes to the City Council meeting scheduled for July 7, 2025; or
3. Provide the City Manager and staff with alternative direction.



CITY OF LAWDALE

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

DATE: April 21, 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: **Presentation by Andrew Njumba, Assistant Deputy Director, Sewer Maintenance Division, Los Angeles County Public Works; Regarding Notification of Proposed Rate Increase - Consolidated Sewer Maintenance District**

BACKGROUND

The Los Angeles County Public Works Department (LACDPW) has notified the City of Lawndale of a proposed rate increase for sewer services, effective July 1, 2025. This increase triggers the requirements under Proposition 218, which involves notifying property owners, holding a public hearing, and providing a protest process.

STAFF REVIEW

On March 5, 2025, the City of Lawndale was notified by the Los Angeles County Public Works Department that the Consolidated Sewer Maintenance District (CSMD) is proposing a rate increase to take effect on July 1, 2025. This increase will affect sewer services within the district, which include properties within the City of Lawndale.

The current sewer service rate is \$50.50 per parcel, and it has not been increased for the past 11 years. The rate increase is necessary to cover the cost of services and to fund the necessary operations and maintenance for residents and businesses.

The proposed rate increases will be incremental as illustrated in the table below:

District	Current Rate	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total Increase
Consolidated Sewer Maintenance	\$50.50	\$64.50	\$78.50	\$92.50	\$93.87	\$95.27	
Increase Amount		\$14.00	\$14.00	\$14.00	\$1.37	\$1.40	\$44.77

The proposed rate increase is subject to Proposition 218, which mandates a process of notifying property owners and allowing them to protest certain types of rate increases for property-related fees, including sewer service charges. The law requires the following steps to be followed for the rate increase proposed by CSMD:

1. **Mailing of Notices:** The LACPWD is required to send a detailed notice to each affected property owner. This notice must include information about the proposed rate increase, the reasons for the

increase, and how the new rates compare to the existing rates. The notice must be mailed at least 45 days before the public hearing, ensuring that property owners have ample time to review the proposed rate increase, ask questions, and submit protests if desired.

2. **Public Hearing:** A public hearing is scheduled for Tuesday, June 24, 2025, at the County offices. It must be held where property owners can express their concerns or objections to the proposed rate increase. This hearing must take place at least 45 days after the notices have been mailed before the rate increase becomes effective.
3. **Protest Process:** Property owners have the right to submit protests against the proposed rate increase. If written protests are received from property owners who own a majority of the properties within the district (over 50% by value), the rate increase will not be implemented.
4. **Summary of Proposed Rates:** The notice must include a clear summary of the new rates, showing how the rates will increase and the impact on property owners. It must also explain how the rates will be used to fund sewer maintenance services.

If the rate increase is contested by a sufficient number of property owners, additional steps may need to be taken to resolve the dispute. Otherwise, the new rates will become effective on July 1, 2025.

LEGAL REVIEW

The staff report was reviewed and approved by the City Attorney.

FISCAL IMPACT

There is no fiscal impact to the City's budget.

RECOMMENDATION

Staff recommends that the City Council acknowledge the notification received from the Los Angeles County Public Works Department regarding the proposed rate increase for the Consolidated Sewer Maintenance District. This is only an informational report about the LA County's Consolidated Sewer Maintenance District Proposed Rate Increase. No City Council action is required.

Attachments

[Attachment A - LACDPW Presentation - Sewer Rate Increase Lawndale cc.pdf](#)

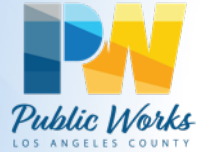
ATTACHMENT A

Consolidated Sewer Maintenance District Proposed Rate Increase

Presented by:
Andrew Ngumba
Assistant Deputy Director
Sewer Maintenance Division



What We Will Cover



CONSOLIDATED SEWER
MAINTENANCE
DISTRICT



SEWER SYSTEM



SERVICES PROVIDED



FINANCIALS



PROPOSED RATE
INCREASE

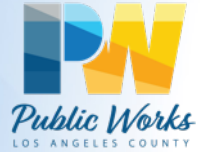


PROPOSITION 218
OUTREACH



QUESTIONS

Consolidated Sewer Maintenance District



500,000+ parcels



4,600 miles of sanitary sewers



2 million+ customers



87 pump stations

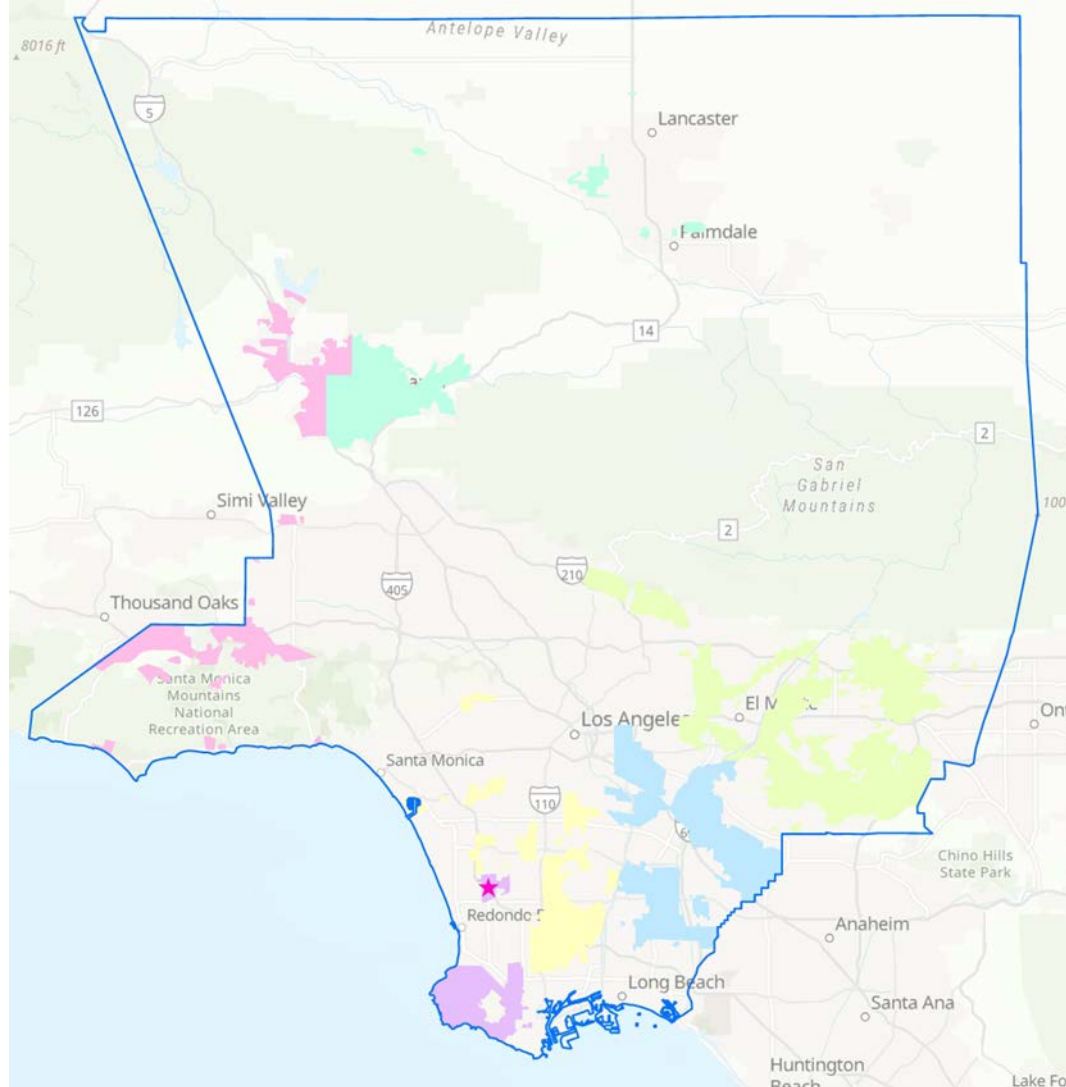


38 member cities



4 wastewater treatment plants

Consolidated Sewer Maintenance District

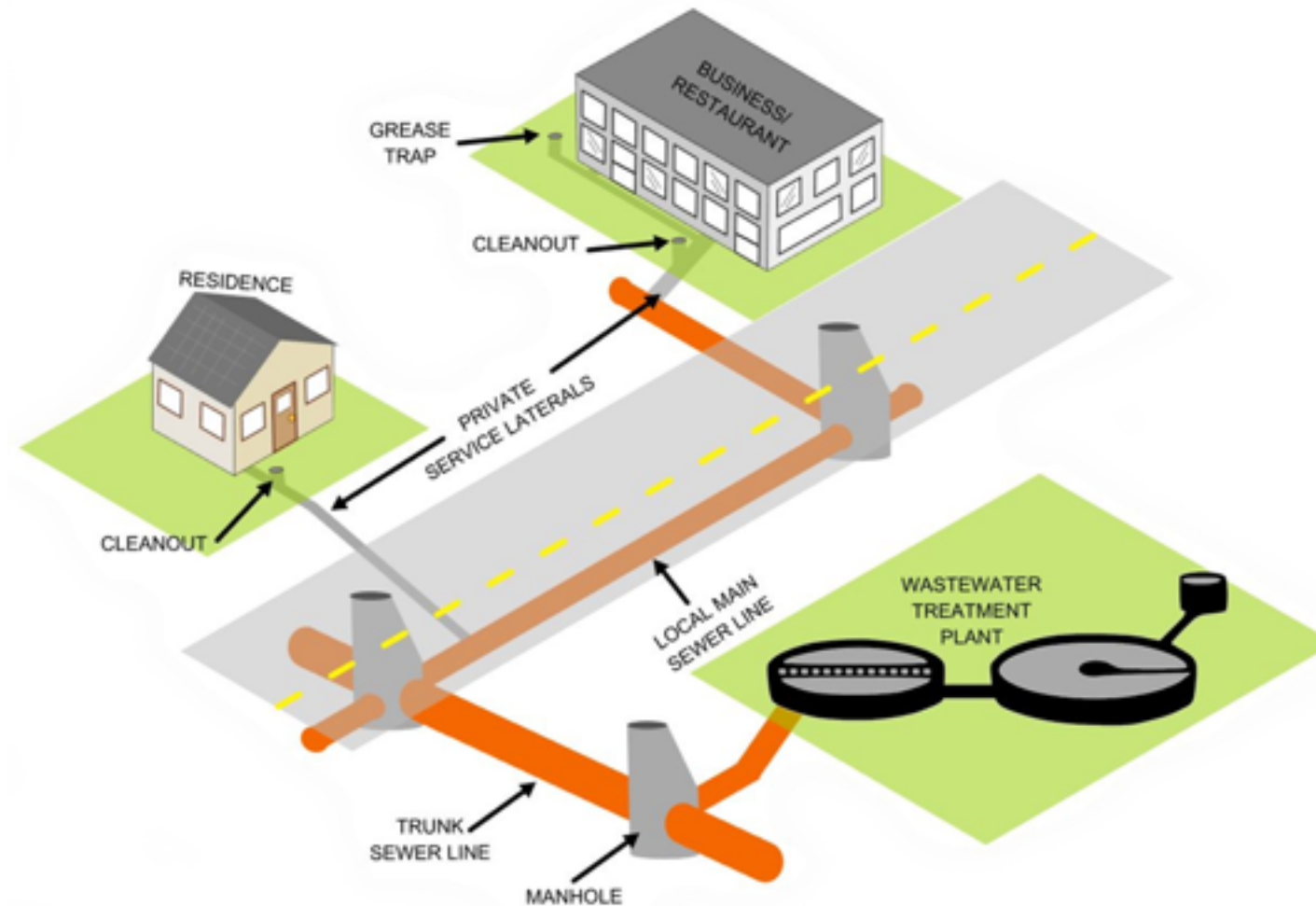


- Six Maintenance Yards
- 200+ Employees

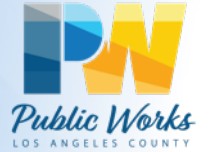
LEGEND

- ★ Lawndale City
- CENTRAL
- EAST
- LAWNDALE
- NORTH
- SANTA CLARITA
- SOUTH

Sewer System



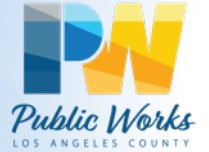
Los Angeles County Public Works



Public Works provides sewer maintenance services essential for:

- ✓ Public Health
- ✓ Environmental Protection
- ✓ Efficient Waste Management
- ✓ Support Economic Growth
- ✓ Resiliency & Sustainability

CSMD Services



PREVENTATIVE MAINTENANCE

- Service requests – odors, noisy manholes, insects, etc.
- Sewer manhole inspections
- Sewer pipeline cleanings
- Operation, inspection, and maintenance of pump stations
- Closed-Circuit Television Inspections
- Compliance with regulatory requirements

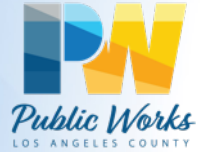
24-HOUR EMERGENCY RESPONSE

- Sanitary sewer stoppages and backups
- Pump station malfunctions
- Sanitary sewer overflows

CONDITION ASSESSMENT AND REPAIRS

- Plan review for maintenance needs
- CCTV Condition Assessment Program
- Private Contract/New sewer acceptance review
- Sewer line and pump station repair/rehabilitation
- GIS mapping
- Enhanced asset management

City Information



5,796 parcels

11,339 Sewage Units

76,916 feet of sewer pipes

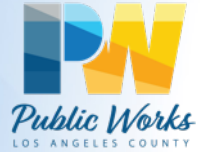
700 sewer manholes

Note: City owns sewer infrastructure

Maintenance (2024)

- 74,780 feet of sewer pipes cleaned
- Each manhole inspected twice a year
- Spot repairs

Proposed 2025 Rate Increases



Why Rate Increases Are Necessary for 2025

- Cover the costs of services
- Fund necessary operations and maintenance
- Maintain essential services for Lawndale residents and businesses

When Were Rates Last Adjusted?

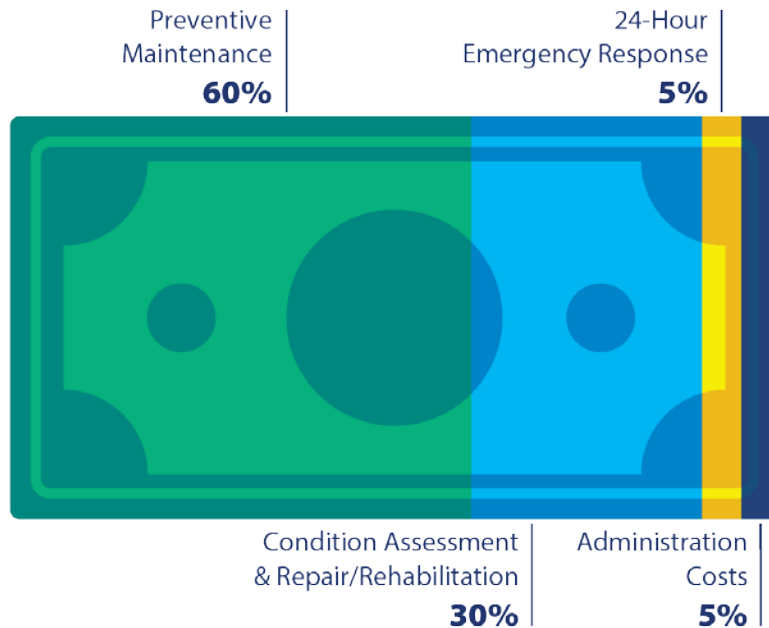
- Sewer rates have not been raised for 11 years

Proposition 218

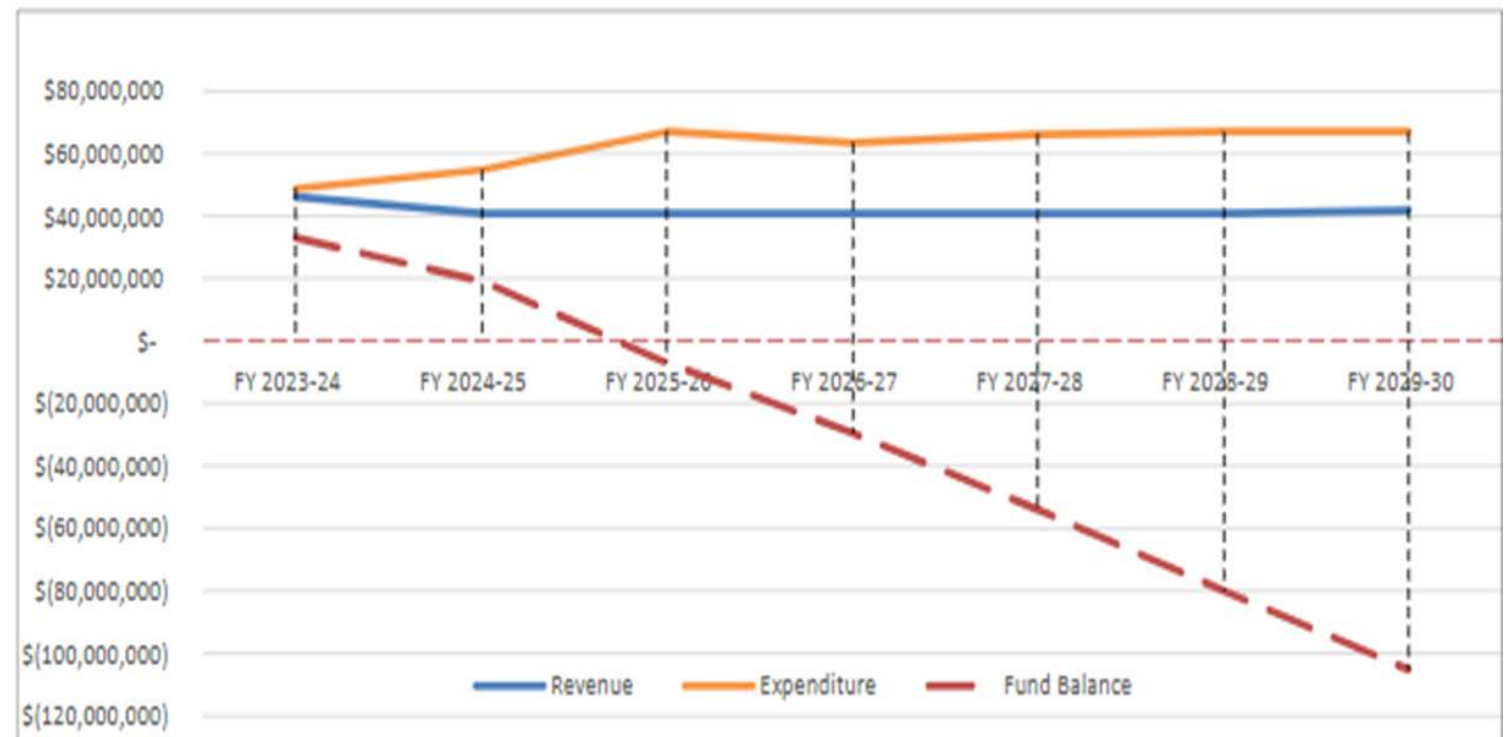
Government agencies are required to follow specific procedures for notifying customers when proposing increased service charges.

CSMD Budget Breakdown

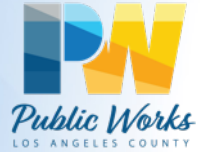
What Do Rates Pay For?



Revenue and Expenditures without Rate Increase



Proposed 2025 Rate Increase



Proposed CSMD Rate Increases by Sewer Unit

DISTRICT	CURRENT RATES	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Total Increase (FY 24 – FY 30)
CSMD	\$50.50	\$64.50 (\$5.38/mo)	\$78.50 (\$6.54/mo)	\$92.50 (\$7.71/mo)	\$94.35 (\$7.86/mo)	\$96.24 (\$8.02/mo)	
Increase Amount		\$14.00	\$14.00	\$14.00	\$1.85	\$1.89	\$45.74

(Proposed CSMD Rate) \times (No. of Property Sewage Units)
= New Sewer Rate

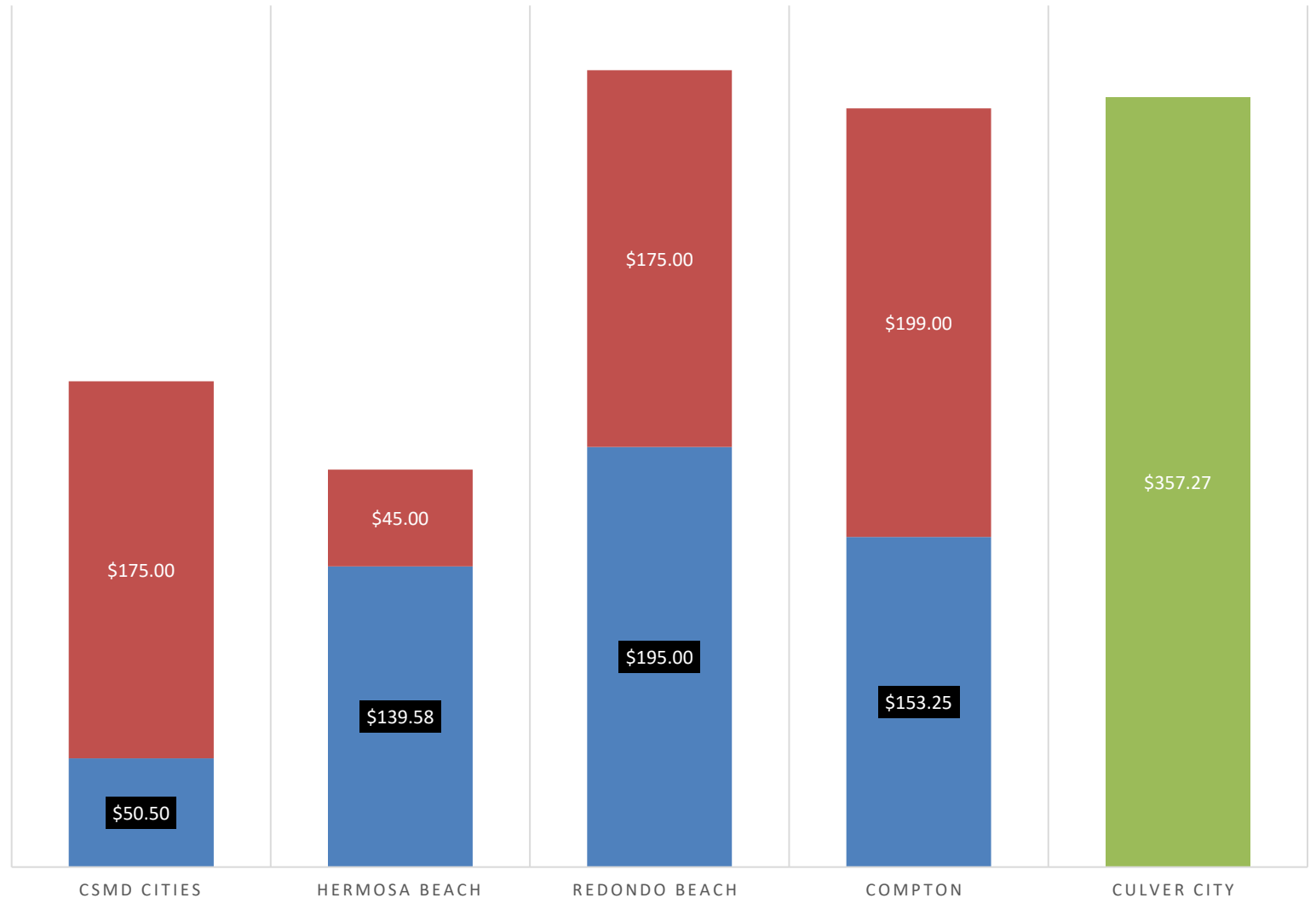
Number of Sewage Units by Land Use

Land Use	Number of Sewage Units
Vacant Residential Property	0.5
Single Residential Unit	1
Duplex (Two Units)	2
Three Units	3
Four Units	4
Five or more Apartments	5
Modular Homes (per unit)	1
Mobile Homes (per unit)	1

Sewer Rate Comparison

RESIDENTIAL ANNUAL SEWER RATES COMPARISON FISCAL YEAR 2023-24

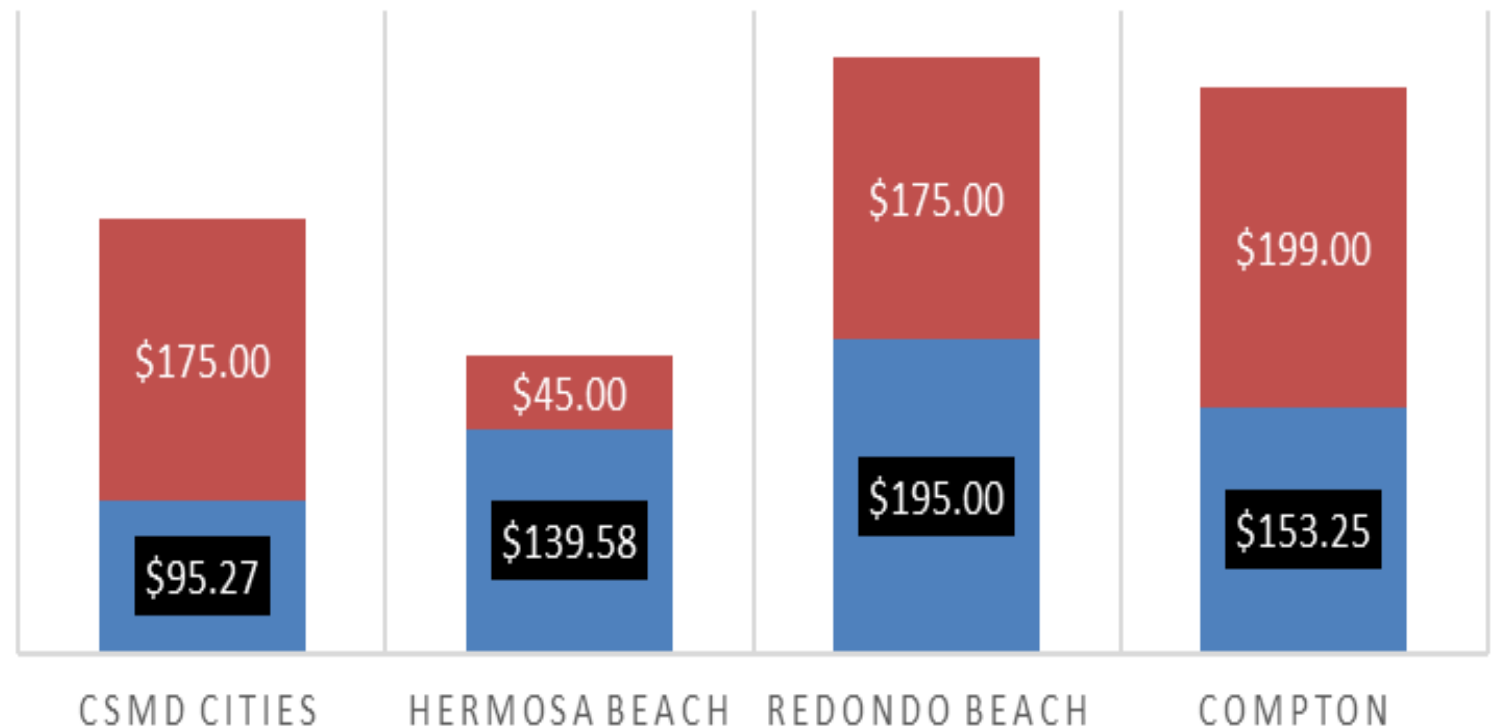
Collection Charge LAC Sanitation Districts Treatment Charge Combined Collection and Treatment Charge



Sewer Rate Comparison (After Increase)

RESIDENTIAL ANNUAL SEWER RATES COMPARISON FISCAL YEAR 2029-30

■ Collection Charge ■ LAC Sanitation Districts Treatment Charge



Proposition 218 Outreach

Community-Based Outreach Approach:

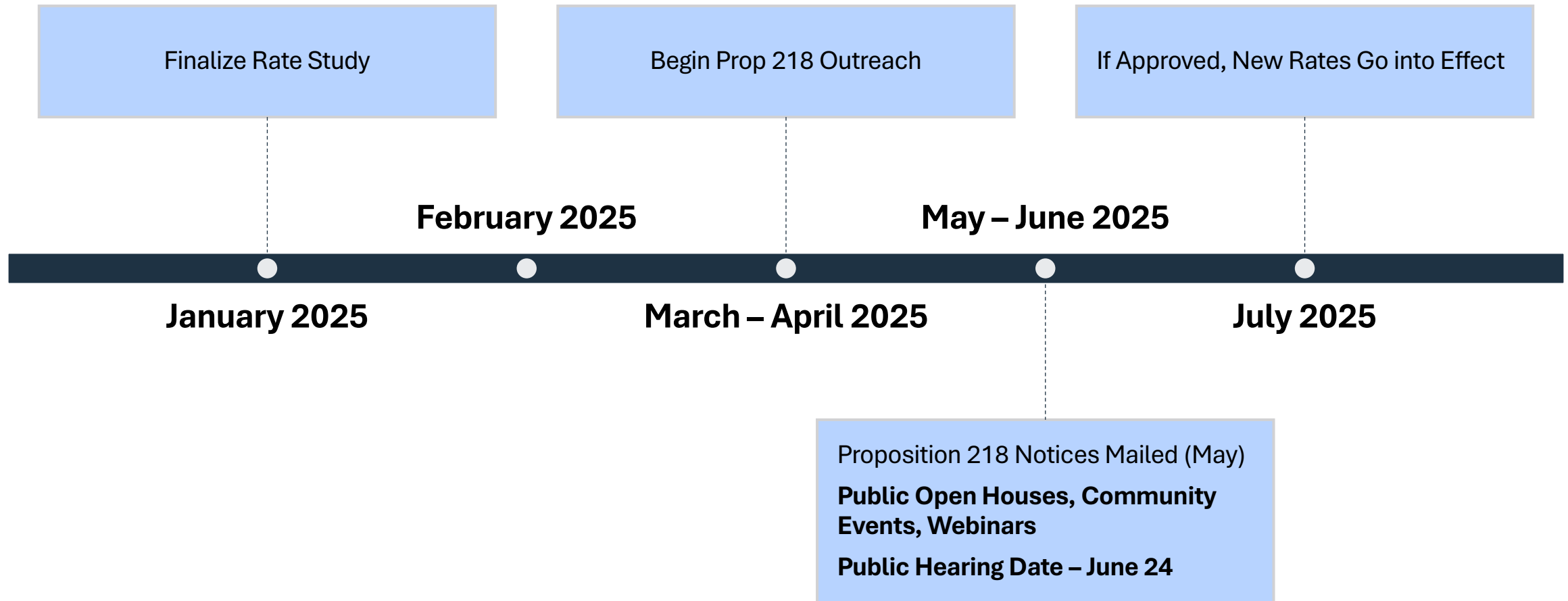
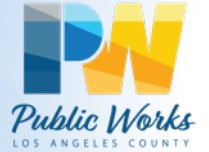
- Informed by community-analytics
- Prioritize disadvantaged communities

Outreach Goals:

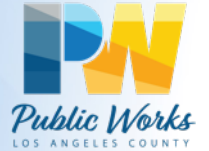
- Conduct community specific outreach
- Establish transparent communication
- Inform customers about proposed rates
- Communicate the need for a rate increase



Proposition 218 Outreach Timeline



Proposition 218 Notices



Notices Mailed: Early May 2025

Proposition 218 Notices Include:

- Required Prop 218 Information
- Public Works Services
- Contact Information for Questions
- Open House and Webinar Dates
- Infographics
- Links to Additional Resources
- Spanish and English Notices

Los Angeles County Public Works
Sewer Maintenance Division
P.O. Box 1460
Alhambra, CA 91802-1460

IMPORTANT NOTIFICATION OF
PROPOSED RATE INCREASES

Los Angeles County Public Works
Consolidated Sewer Maintenance District

PROPOSITION 218 NOTIFICATION:
PROPOSED ANNUAL RATE INCREASES FOR SEWER SERVICES

Why Are Rate Increases Necessary?

Los Angeles County Public Works (Public Works) is responsible for ensuring efficient operation and upkeep of the region's sewer system. Public Works provides your community with reliable sewer maintenance services with the goal to safeguard public health and the environment and keep communities safe. Costs to provide sewer services have continued to increase and the current rates do not cover the costs to provide these services. To keep pace with rising inflation and continue funding essential operations and maintenance of the region's sewer system, Public Works is proposing a rate increase for sewer services.

PUBLIC WORKS PROVIDES SEWER SERVICES FOR:

500,000 parcels 2 million people 38 cities

THE REASONS FOR THE RATE INCREASE INCLUDE:

- Covering the cost of operating and maintaining the region's sewer system
- Complying with new regulations
- Funding essential projects to repair, maintain, and properly operate the sewer system infrastructure to keep the system running smoothly

Public Works Sewer Services

The proposed rate increase will provide sufficient funding so Public Works can continue providing the following services:

PREVENTATIVE MAINTENANCE

- Service requests for odors, noisy manholes, insects, etc.
- Regulatory compliance
- Sewer line cleanings

CAPITAL IMPROVEMENT PROJECTS AND CONDITIONS ASSESSMENT

- Sewer line and pump station repair, rehabilitation, and replacement
- Assessment and planning for future maintenance needs

24-HOUR EMERGENCY RESPONSE

- Responding to sewer overflows, stoppages, and backups
- Resolving station malfunctions

ATTEND AN OPEN HOUSE OR WEBINAR!
Gain a deeper understanding of the proposed sewer rate increase and engage directly with the Public Works team by attending an upcoming Open House Event or participating in a live webinar. These events are an opportunity to ask questions, provide feedback, and learn how the changes might impact you.

OPEN HOUSE AND WEBINAR INFORMATION
All meetings begin at 6:00 PM.
Spanish interpretation available. To request additional interpretation or other accommodations at any of these events, please submit a request form at pw.lacounty.gov/go/Prop218-SM.

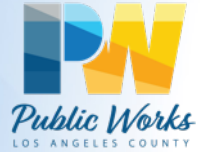
Outreach Events

District 1	District 3	District 5	Webinars
Monday, May 19 6:00 - 7:30 PM Rowland Heights Library 1850 Nogales St. Rowland Heights, CA	Tuesday, June 3 6:00 - 7:30 PM Malibu Library 23519 Civic Center Way Malibu, CA	Thursday, May 29 6:00 - 7:30 PM Quartz Hill Library 5040 W Avenue M2 Quartz Hill, CA	Hosted in English and Spanish
Wednesday, May 28 6:00 - 7:30 PM East LA Library 4837 E 3rd St. Los Angeles, CA	Tuesday, June 17 6:00 - 7:30 PM Calabasas Community Center 27040 Malibu Hills Rd. Calabasas, CA	Tuesday, June 10 6:00 - 7:30 PM San Dimas Library 145 N Walnut Ave. San Dimas, CA	Thursday, May 22 6:00 PM pw.lacounty.gov/go/Prop218-SM
District 2 Wednesday, May 21 6:00 - 7:30 PM Compton Library 240 W Compton Blvd. Compton, CA	District 4 Wednesday, June 4 6:00 - 7:30 PM Norwalk Library 12350 Imperial Hwy. Norwalk, CA	Monday, June 16 6:00 - 7:30 PM Stevenson Ranch Library 25950 The Old Rd. Stevenson Ranch, CA	Thursday, June 5 6:00 PM pw.lacounty.gov/go/Prop218-SM
Monday, June 9 6:00 - 7:30 PM Lennox Library 4359 Lennox Blvd. Lennox, CA	Wednesday, June 11 6:00 - 7:30 PM Peninsula Center Library 701 Silver Spur Rd. Rolling Hills Estates, CA		

For additional questions and comments, please contact us at
SMDOffice@pw.lacounty.gov
Hotline: 888-88SEWER (888-887-3937)

For emergencies, please contact Public Works' 24/7 emergency line at 1-800-675-HELP (4357)

Contact Us!



General comments and questions:

- Email: **SMDOffice@dpw.lacounty.gov**
- Call: **1-888-88SEWER (1-888-887-3937)**

Sewage Overflow HELP line:

- Call: **1-800-675-HELP (4357)**

Questions?





CITY OF LAWDALE

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

DATE: April 21, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Lucho Rodriguez, Public Works Director
SUBJECT: **Traffic Calming Efforts for 147th Street**

BACKGROUND

147th Street extends for approximately 4,500 feet in the East-West direction across the City of Lawndale. 147th Street is divided into two sections, one section is from Inglewood Avenue to Grevillea Avenue, and the second extending from Hawthorne Blvd to Prairie Avenue. Both sections of 147th Street are different in street geometrics and speed limit.

Section two is from Hawthorne Blvd. To Prairie Ave. and was studied in detail in 2024 by Advantec Consulting Engineers (Advantec) to analyze the existing conditions of the road to enhance the safety and visibility of it (Attachment 1). In November 18, 2024, staff presented the findings of the analysis report to City Council to receive and file or provide further direction to staff. At the time, the stop signs on that street had been replaced with new signs using the latest in reflectivity materials, and the crosswalks had been painted at Freeman Avenue, Eastwood Avenue, and Osage avenue with new yellow retro-reflective thermoplastic paint to enhance the safety of the intersections following the recommendations of the 147th St analysis report.

At the meeting, it was decided to monitor the area to see if there had been any change in drivers behavior following the new crosswalk striping and new stop signs, considering that Section one of 147th Street, from Inglewood Avenue to Grevillea Avenue had recently been resurfaced and re-striped as well.

On March 17, 2025 Staff brought to City Council for review the current Speed Hump Policy; City Council provided direction to staff to update the policy to include modern measures of traffic calming devices and measures, including speed humps.

At the April 7, 2025, City Council meeting, staff was directed to propose immediate temporary solutions and long term permanent solutions to the issue of drivers not stopping at stop signs and speeding through 147th Street.

In February 2025 City began deploying the new Radar Speed Trailers to 147th Street as part of the educational efforts to controlling speeding in the area. Additionally, the Sheriff 's Department added patrolling to the area to provide additional enforcement.

STAFF REVIEW

Following the March 17th, 2025, and the April 7, 2025, City Council meetings staff reached out to traffic engineers to request proposals for the preparation of the citywide speed humps and traffic calming devices policy and guidelines, and for the design of temporary and permanent traffic calming solutions for 147th Street.

In the interim, while proposals are being received, staff reviewed both sections of 147th Street to begin formulating possible solutions in efforts to calm traffic. The Advantec report of August 2024, provided a series of alternatives to be implemented between Hawthorne Blvd. and Prairie Avenue that would reduce the number of travel lanes from 4 to 2, and add bicycle lanes, if desired. Implementing a solution that reduces the number of lanes on the road, would allow for the reassessment of the speed limit in that section of the road to see if the speed can be reduced from 35 MPH to 25 MPH.

The Advantec report also studied the need for traffic signals at the intersections on this portion of 147th Street. The results concluded that none of the intersections on 147th Street from Larch Avenue to Avis Avenue meet the criteria for a traffic signal.

Incorporating speed humps on this portion of the road will require for a traffic engineer to design the best locations and spacing, and the best time to include speed humps is when the street reconfiguration project occurs.

Additional measures that will be evaluated with the new report for 147th Street from Inglewood Avenue to Grevillea Avenue, are the possibility of not allowing traffic to enter 147th Street from Inglewood Avenue; 147th Street would become only an exit route for the neighborhood. This approach would require working with the city of Redondo Beach as they have jurisdiction on the left turn on Inglewood Avenue on to 147th Street, in addition to needed changes to the traffic signal timing at the intersection. This section of 147th Street may also benefit from the installation of angle parking in the first block where the street is wider, which will be considered in the report, as it may be a way to calm traffic by reducing the street width.

In the meantime, while the traffic consultant develops the Speed Hump and Traffic Calming Devices policy, and while the report for 147th Street from Inglewood Avenue to Grevillea Avenue is being prepared, staff is reviewing options for implementing immediate temporary measures to help drivers better navigate the streets and obey the laws. One of the options could be the installation of lighted Traffic Barrels at all the unsignalized intersections between Inglewood Avenue and Prairie Avenue. These barrels would be installed in clusters of four in the center of the intersections, possibly helping drivers notice the stop signs by having to reduce their traveling speeds at these locations.

The traffic barrels are not filled with any substance, they are mainly delineators with heights between 36 inches and 48 inches, the base diameter is 36 inches, weight 40 pounds, and they cost approximate \$200 each.

Typical Lighted Traffic Barrel



Other types of barriers or temporary traffic circles could be used in the meantime at the center of the intersections, pending a design by a traffic engineer. Below are some examples of installation of temporary traffic circles, which could be permanent solutions if they prove efficient during a trial period.



LEGAL REVIEW

The City Attorney has reviewed this report and its content.

FISCAL IMPACT

The fiscal impact of this project will be known when the proposals for the Policy for traffic calming measures, and the traffic report for West 147th Street are received. Such reports will also have a construction estimate for the options presented at the time.

RECOMMENDATION

Staff recommends City Council: 1. Direct staff on the installation of temporary lighted traffic barrels at all street intersections on 147th Street; or 2. Direct staff to continue gathering proposals from traffic engineering firms for the Traffic Calming Devices policy and Traffic Calming efforts on 147th Street, and present them to City Council for approval and funding.

Attachments

[A. 147th St. Roadway Analysis between Hawthorne Blvd. and Prairie Ave.pdf](#)

Attachment A

City of Lawndale

147th Street Roadway Analysis Between Hawthorne Boulevard and Prairie Avenue

Date: August 13, 2024



Prepared by:



ADVANTEC
Consulting Engineers



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Release Version:

Release Date	Version	Prepared by:	Reviewed by:
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1. Introduction

ADVANTEC Consulting Engineers (ADVANTEC) was requested by the City of Lawndale to perform a Roadway Analysis at 147th Street between Hawthorne Boulevard and Prairie Avenue (project corridor). The purpose of this Roadway Analysis is to analyze the existing conditions of the project corridor to enhance the safety and visibility of and for motorists, cyclists, and pedestrians travelling on the project corridor. As part of the work, ADVANTEC conducted traffic signal warrant analyses at the intersections of 147th Street at Larch Avenue and 147th Street at Avis Avenue and safety analyses of the additional three intersections along 147th Street between Hawthorne Boulevard and Prairie Avenue.

This report analyzes the corridor's existing roadway layout, signage, striping, speeds, intersection control, traffic volumes, and collision history. This study also summarizes the results of the analysis and provides traffic calming alternatives and recommendations.

1.1 Study Area

The project intersections are located in the City of Lawndale in Los Angeles County. 147th Street runs east-west and the adjacent land use is predominantly residential and commercial. Leuzinger High School is located north of the project vicinity. The project corridor consists of analyzing the following five (5) stop-controlled intersections listed below.

1. 147th Street at Larch Avenue (School Crossing)
2. 147th Street at Freeman Avenue
3. 147th Street at Eastwood Avenue
4. 147th Street at Osage Avenue
5. 147th Street at Avis Avenue (School Crossing)

Figure 1 illustrates the project limits and locations of the study intersections.



147th Street Roadway Analysis between Hawthorne Boulevard and Prairie Avenue
City of Lawndale

Figure 1: Project Limits





2. Analysis Methodology

2.1 Traffic Signal Warrant Analysis

An engineering study of traffic conditions, pedestrian characteristics, and physical characteristics of the project intersections was performed to determine whether installation of a traffic control signal is justified at the intersections of 147th Street at Larch Avenue and 147th Street at Avis Avenue. The requirements set forth from the CAMUTCD 2014 edition was used to conduct the signal warrant analysis. There are nine (9) different traffic signal warrants per the CAMUTCD, and the installation of a traffic signal should be considered if one or more warrants are satisfied. The applicable sections and criteria per the CAMUTCD for the signal warrant analyses are provided in **Appendix A**. The following traffic signal warrant analysis sections of the CAMUTCD were evaluated:

- Section 4C.02 Warrant 1, Eight-Hour Vehicular Volume
- Section 4C.03 Warrant 2, Four-Hour Vehicular Volume
- Section 4C.04 Warrant 3, Peak Hour
- Section 4C.05 Warrant 4, Pedestrian Volume
- Section 4C.06 Warrant 5, School Crossing
- Section 4C.07 Warrant 6, Coordinated Signal System
- Section 4C.08 Warrant 7, Crash Experience
- Section 4C.09 Warrant 8, Roadway Network
- Section 4C.10 Warrant 9, Intersection Near Grade Crossing

3. Existing Conditions

This section presents an overview of the existing study intersections and the roadway characteristics, intersection control, traffic volumes, existing speed, and collision history. The following presents a detailed assessment of these characteristics.

3.1 Roadway Description

147th Street is designated as a “Collector” in the City of Lawndale’s General Plan. This is an east-west four-lane undivided roadway with street parking allowed along the roadway segment. The posted speed limit is 35 miles per hour (mph) in both directions. This roadway connects Hawthorne Blvd and Prairie Ave, two major arterials.

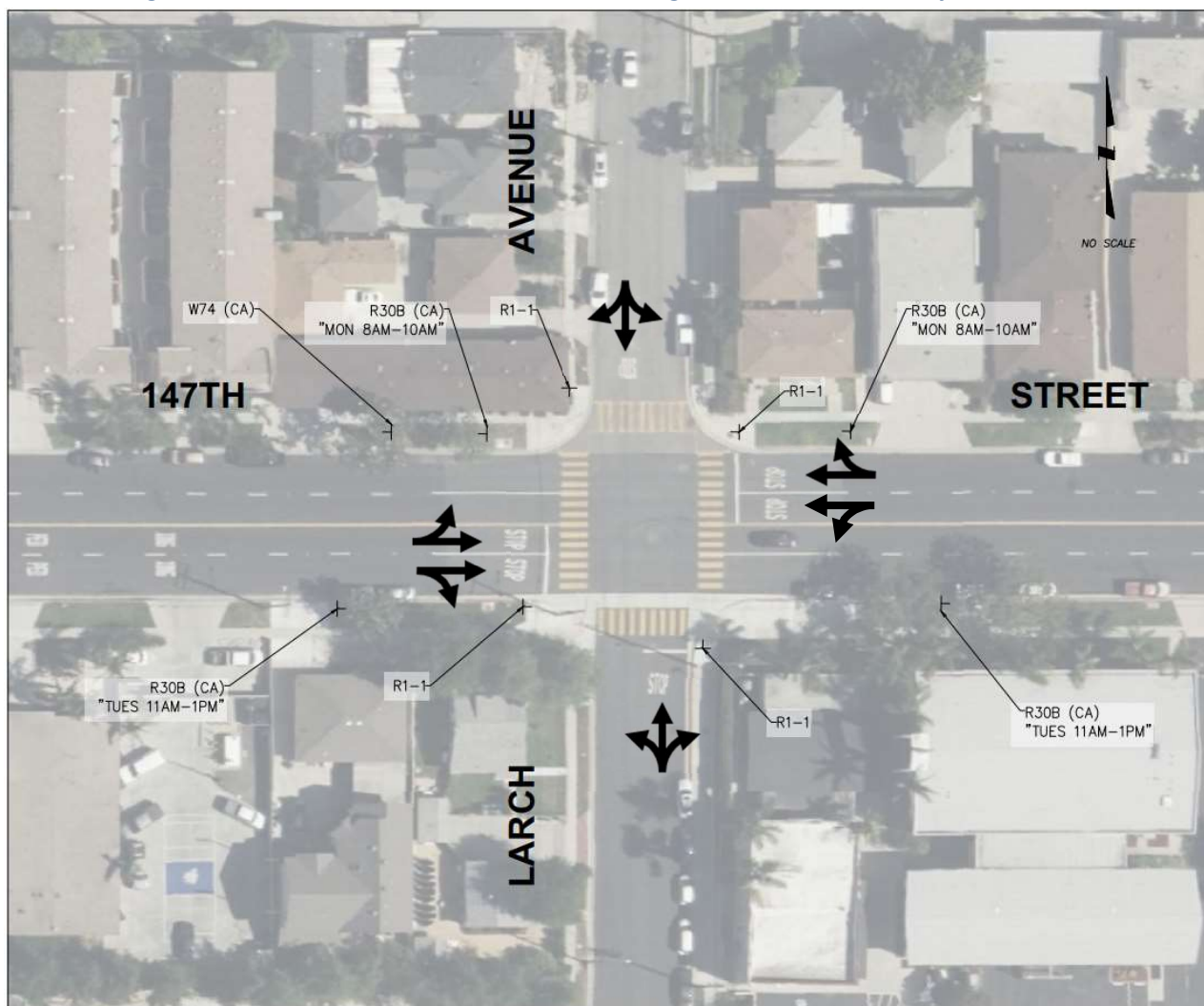
3.2 Intersection Geometry and Control

147th Street at Larch Avenue

147th Street at Larch Avenue is a four-legged intersection controlled by all-way stop signs. All four legs include yellow continental school crosswalks. Larch Avenue is a two-lane north-south roadway and is classified as a “collector” in the City of Lawndale’s General Plan. This roadway is one of the primary roads that the community uses to access Leuzinger High School. Street parking is allowed on both sides of the street along Larch Avenue. **Figure 2** Figure 2 illustrates the existing intersection geometry, and number of lanes along each roadway at this location.



Figure 2: 147th Street at Larch Avenue— Existing Intersection Geometry and Control

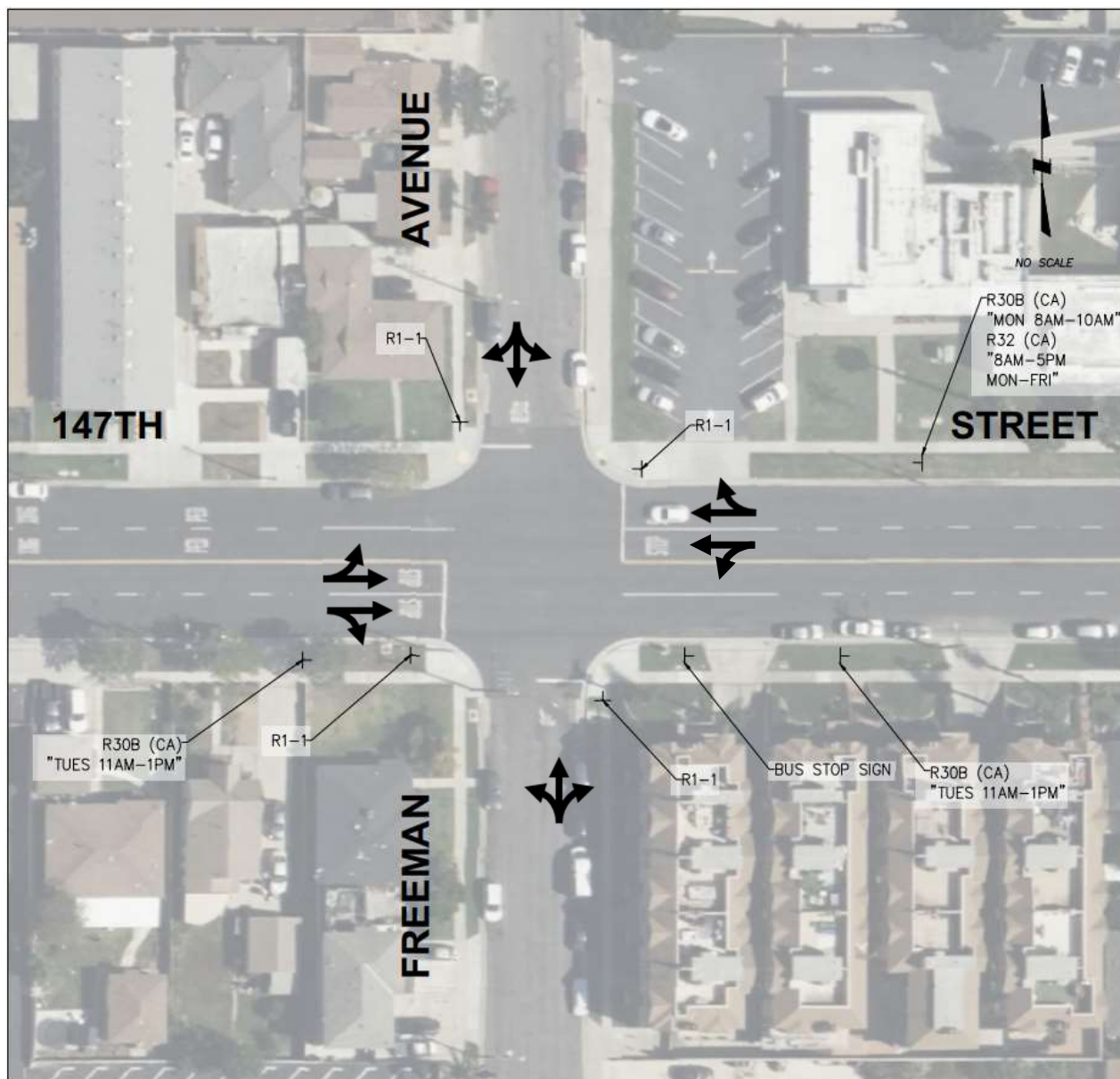




147th Street at Freeman Avenue

147th Street at Freeman Avenue is a four-legged intersection controlled by all-way stop signs. There are no marked crosswalks at any of the intersection legs. Freeman Avenue is a two-lane north-south roadway and is classified as a “local street” in the City of Lawndale’s General Plan. Street parking is allowed on both sides of the street along Freeman Avenue. **Figure 3** illustrates the existing intersection geometry, and number of lanes along each roadway at this location.

Figure 3: 147th Street at Freeman Avenue — Existing Intersection Geometry and Control

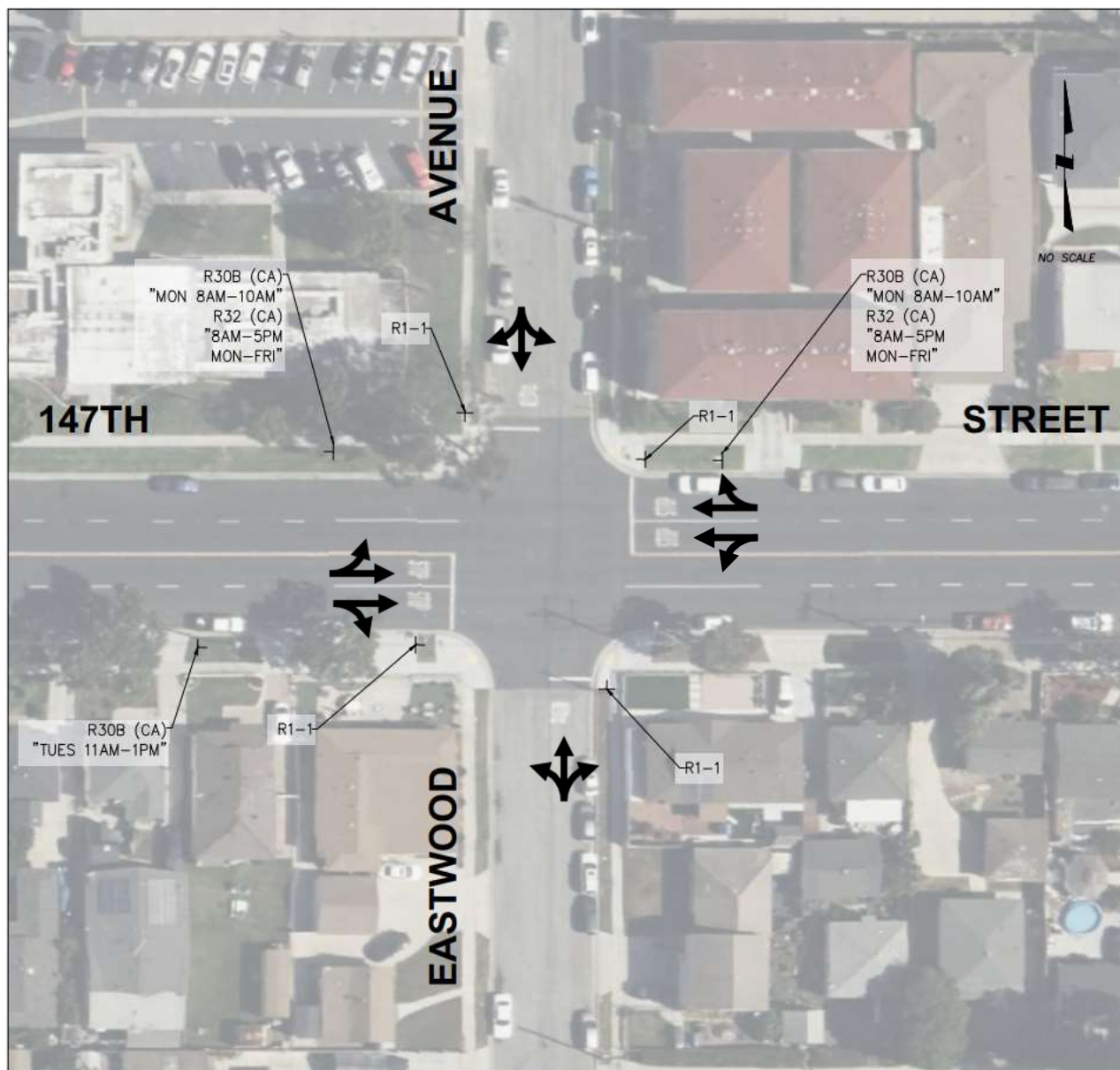




147th Street at Eastwood Avenue

147th Street at Eastwood Avenue is a four-legged intersection controlled by all-way stop signs. There are no marked crosswalks at any of the intersection legs. Eastwood Avenue is a two-lane north-south roadway and is classified as a “local street” in the City of Lawndale’s General Plan. Street parking is allowed on both sides of the street along Eastwood Avenue. **Figure 4** illustrates the existing intersection geometry, and number of lanes along each roadway at this location.

Figure 4: 147th Street at Eastwood Avenue — Existing Intersection Geometry and Control

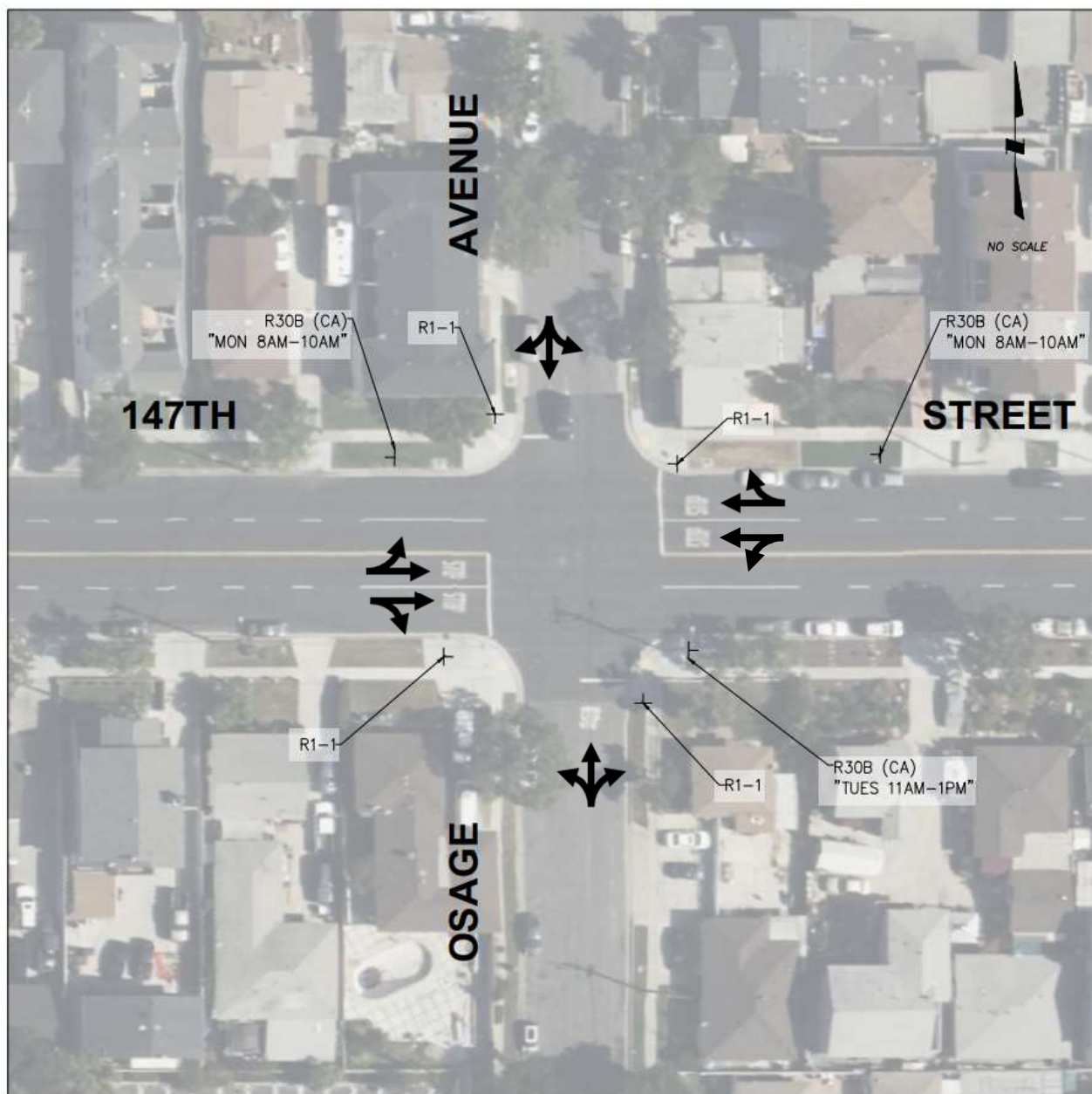




147th Street at Osage Avenue

147th Street at Osage Avenue is a four-legged intersection controlled by all-way stop signs. There are no marked crosswalks at any of the intersection legs. Osage Avenue is a two-lane north-south roadway and is classified as a “local street” in the City of Lawndale’s General Plan. Street parking is allowed on both sides of the street along Freeman Avenue. **Figure 5** illustrates the existing intersection geometry, and number of lanes along each roadway at this location.

Figure 5: 147th Street at Osage Avenue — Existing Intersection Geometry and Control

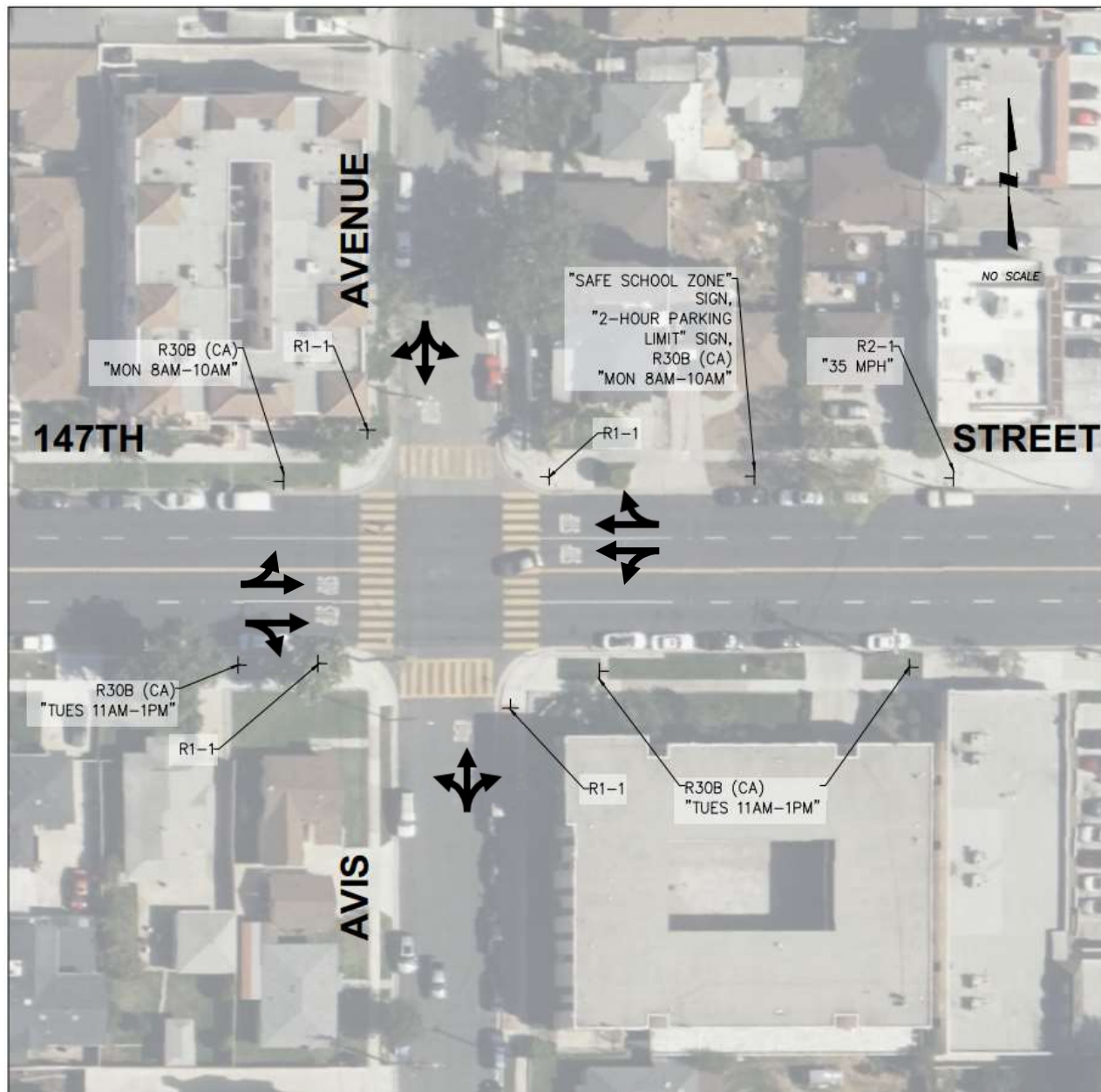




147th Street at Avis Avenue

147th Street at Avis Avenue is a four-legged intersection controlled by all-way stop signs. All four legs include yellow continental school crosswalks. Avis Avenue is a two-lane north-south roadway and is classified as a “local street” in the City of Lawndale’s General Plan. This roadway is one of the primary roads that the community uses to access Leuzinger High School. Street parking is allowed on both sides of the street along Freeman Avenue. **Figure 6** illustrates the existing intersection geometry, and number of lanes along each roadway at this location.

Figure 6: 147th Street at Avis Avenue — Existing Intersection Geometry and Control





3.3 Traffic Volumes

Existing intersection traffic, pedestrian, and bicycle volumes are some of the primary factors used to determine if a traffic signal is warranted. Typically, the traffic volumes are collected on a representative day at the project intersection, such as a Tuesday, Wednesday, or Thursday, and include pedestrians and bicycle counts.

ADVANTEC collected average daily traffic (ADT) vehicle counts along the project corridor on Wednesday, April 24th, 2024. The weekday ADT traffic counts were collected for 24 continuous hours. The ADT counts along 147th Street are provided in **Table 1**. ADVANTEC also collected peak hour vehicular, pedestrian and bicycle volumes on Wednesday, April 24th, 2024, at the intersections of 147th Street at Larch Avenue and 147th Street at Avis Avenue. The peak hour turning movement volumes provided in **Table 2**. Detailed 24-hour traffic count data is contained in **Appendix B**. The peak hour turning movement volumes, pedestrian volumes, and bicycle volumes are contained in **Appendix C**.

Table 1: ADT Volumes along 147th Street Between Hawthorne Boulevard and Prairie Avenue

Location	Posted Speed	Date	ADT Counts		
			EB	WB	Combined
147 th St between Hawthorne Blvd and Larch Ave	35 mph	April 24, 2024	1593	2180	3773
147 th St between Larch Ave and Freeman Ave	35 mph	April 24, 2024	1798	1894	3692
147 th St between Freeman Ave and Osage Ave	35 mph	April 24, 2024	1847	1891	3738
147 th Street between Osage Ave and Avis Ave	35 mph	April 24, 2024	1896	1829	3725
147 th Street between Avis Ave and Prairie Ave	35 mph	April 24, 2024	2440	1755	4195

Table 2: Peak Hour Turning Movement Counts

Date	Peak Hour	Eastbound			Westbound			Northbound			Southbound			Major Street (Total of Both Directions)	Minor Street (Highest of Either Direction)
		L	T	R	L	T	R	L	T	R	L	T	R		
147 th Street at Larch Avenue															
April 24, 2024	7:45 AM-8:45 AM	20	116	13	9	288	35	22	34	4	39	59	52	481	150
April 24, 2024	3:00 PM-4:00 PM	17	148	16	7	135	23	15	21	16	40	45	34	346	119
147 th Street at Avis Avenue															
April 24, 2024	7:45 AM-8:45 AM	68	93	4	15	142	103	14	85	22	132	40	132	425	304
April 24, 2024	3:00 PM-4:00 PM	31	163	13	21	107	41	9	28	38	95	38	59	376	192



3.4 Speed Data

Existing vehicle speeds were surveyed by a certified radar operator with a calibrated radar unit in an unmarked vehicle. Speed samples taken on the street segment represent a statistically significant sample of the current traffic. This data is essential to evaluate the distribution of speeds on a street segment.

A key element of this evaluation is identifying the 85th percentile speed. The 85th percentile speed is the speed at or below which 85% of the traffic travels. This threshold represents what is historically found to be a safe and reasonable speed for most drivers based on common roadway conditions. Speed limits are typically established at the nearest 5-mile per hour (mph) increment per the 85th percentile speed.

Another valuable indicator for the speed conditions on a road segment is the 10-mph pace. The 10-mph pace is the range of speed at which the majority of vehicles are traveling on a particular stretch of road. While the 85th percentile is the maximum speed that 85% of drivers will not exceed, the 10-mph pace is the range of speed at which those vehicles are actually moving.

The 24-hour speed data was collected on April 24, 2024, and is summarized in **Table 3**. The speed survey data is contained in **Appendix D**.

Table 3: Radar Speed Survey Results

Location	147 th Street Between Hawthorne Boulevard and Larch Avenue		
	<u>Eastbound</u>	<u>Westbound</u>	<u>Combined</u>
Number of Vehicles	1723	2255	3978
Posted Speed Limit	35 mph	35 mph	-
85 th Percentile Speed	31 mph	31 mph	31 mph
Average Speed	26 mph	26 mph	26 mph
10-mph Pace	21-30 mph	21-30 mph	21-30 mph
% In Pace	66.6%	68.3%	67.6%
Drivers Over Speed Limit (%)	40 (2.3%)	52 (2.3%)	92 (2.3%)
Location	147 th Street Between Eastwood Avenue and Prairie Avenue		
	<u>Eastbound</u>	<u>Westbound</u>	<u>Combined</u>
Number of Vehicles	1932	1853	3785
Posted Speed Limit	35 mph	35 mph	-
85 th Percentile Speed	28 mph	24 mph	26 mph
Average Speed	24 mph	21 mph	22 mph
10-mph Pace	21-30 mph	16-25 mph	16-25 mph
% In Pace	78.5%	80.0%	71.0%
Drivers Over Speed Limit (%)	11 (0.57%)	2 (0.11%)	13 (0.34%)

3.5 Collision History

The collision history was analyzed along 147th Street between Hawthorne Boulevard and Prairie Avenue. The collision history is typically analyzed three to five years from the present. Five-year collision history was



obtained from Statewide Integrated Traffic Records System (SWITRS) and is summarized in **Table 4**. The collision history data is contained in **Appendix E**. Based on the collision history, the project corridor has had 9 non-driving-under-the-influence (DUI) collisions within the past five years.

Table 4: Crash History

No.	Intersection	Date	Time	Distance from Intersection (feet)	Direction	Type of Collision	Cause
2019							
1	Hawthorne Blvd	03/14/19	11:30	290	East	Veh/Ped	Unsafe Lane Change
2	Freeman Ave	05/09/19	20:18	117	East	Head-On	Wrong Side of Road
3	Larch Ave	09/08/19	22:30	33	East	Rear End	Following too Closely
4	Osage Ave	09/25/19	18:35	4	North	Other	Traffic Signals and Signs
2020							
5	Larch Ave	05/01/20	10:59	178	East	Other	Right-of-Way
6	Prairie Ave	06/20/20	14:00	0	-	Broadside	Traffic Signals and Signs
7	Eastwood Ave	07/01/20	06:41	115	South	Rear End	Improper Turning
8	Prairie Ave	12/10/20	15:55	3	South	Veh/Ped	Right-of-Way
2021							
9	Eastwood Ave	03/20/21	17:05	168	South	Other	Unsafe Starting

4. Speeding Analysis

The speed survey data summarized in **Table 3** indicates that 85% of drivers along 147th Street between Hawthorne Boulevard and Larch Avenue are driving at 31 mph, which is under the posted speed limit (35 mph). The data also shows the majority of vehicles are driving at 21-30 mph at this segment, with the average speed being 26 mph. From the 3,978 vehicles that were surveyed, approximately 2.3% of drivers were traveling above the posted speed limit.

The data for the segment between Eastwood Avenue and Prairie Avenue shows that 85% of drivers are driving at 26 mph, which is under the posted speed limit (35 mph). The data also shows the majority of vehicles are driving at 16-25 mph at this segment, with the average speed being 22 mph. From the 3,785 vehicles that were surveyed, approximately 0.34% of drivers were traveling above the posted speed limit.



5. Traffic Signal Warrant Analysis

The City of Lawndale requested ADVANTEC to conduct signal warrant analyses along the 147th Street corridor between Hawthorne Boulevard and Prairie Avenue in the City of Lawndale. The study locations are listed below:

- 147th Street at Larch Avenue
- 147th Street at Avis Avenue

5.1 Warrant 1 – Eight-Hour Vehicular Volume

Tables 5 and 6 summarize the highest traffic volumes per hour (for any eight hours) on the major street approach (total of both directions) and minor street approach (highest of both directions) at the intersections of 147th Street at Larch Avenue and 147th Street at Avis Avenue. These volumes will be used in our analysis. The eight-hour vehicular volume analysis for the study intersections is shown in **Tables 7 to 10**. The tables also specify the amount of vehicular traffic that must be added before meeting the specific criteria for Warrant 1.

Table 5: Highest Traffic Volumes for Eight Hours for 147th Street at Larch Avenue

#	Hour	EB	WB	Major St Approach Vehicles (Combined)	NB	SB	Minor St Approach Vehicles (Highest Approach)
1	7:00 AM	55	138	193	36	116	116
2	8:00 AM	159	301	460	63	138	138
3	1:00 PM	91	80	171	35	88	88
4	2:00 PM	143	150	293	41	129	129
5	3:00 PM	181	165	346	52	119	119
6	4:00 PM	133	124	257	53	105	105
7	5:00 PM	157	150	307	65	122	122
8	6:00 PM	120	107	227	66	131	131

Table 6: Highest Traffic Volumes for Eight Hours for 147th Street at Avis Avenue

#	Hour	EB	WB	Major St Approach Vehicles (Combined)	NB	SB	Minor St Approach Vehicles (Highest Approach)
1	7:00 AM	67	53	120	59	69	69
2	8:00 AM	170	86	256	242	294	294
3	1:00 PM	90	111	201	34	42	42
4	2:00 PM	160	107	267	67	120	120
5	3:00 PM	207	203	410	100	192	192
6	4:00 PM	174	296	470	46	86	86
7	5:00 PM	173	227	400	63	94	94
8	6:00 PM	139	238	337	39	66	66



Table 7: Warrant 1; Condition A for 147th Street at Larch Avenue

Condition A – Minimum Vehicular Volume	Vehicles per hour on major street (total of both approaches)				Vehicles per hour on higher-volume minor-street approach (one direction only)			
	100% ^a		80% ^b		100% ^a		80% ^b	
Criteria (2 Lane Major, 1 Lane Minor)	600	%Increase Required	480	%Increase Required	150	%Increase Required	120	%Increase Required
7:00 AM	193	211%	193	149%	116	30%	116	4%
8:00 AM	460	31%	460	5%	138	9%	138	-
1:00 PM	171	251%	171	181%	88	71%	88	37%
2:00 PM	293	105%	293	64%	129	17%	129	-
3:00 PM	346	74%	346	39%	119	27%	119	1%
4:00 PM	257	134%	257	87%	105	43%	105	15%
5:00 PM	307	96%	307	57%	122	23%	122	-
6:00 PM	227	165%	227	112%	131	15%	131	-

a Basic minimum hourly volume

b Used for combination of Conditions A and B after adequate trial of other remedial measures

Table 8: Warrant 1; Condition B for 147th Street at Larch Avenue

Condition B – Interruption of Continuous	Vehicles per hour on major street (total of both approaches)				Vehicles per hour on higher-volume minor-street approach (one direction only)			
	100% ^a		80% ^b		100% ^a		80% ^b	
Criteria (2 Lane Major, 1 Lane Minor)	900	%Increase Required	720	%Increase Required	75	%Increase Required	60	%Increase Required
7:00 AM	193	367%	193	274%	116	-	116	-
8:00 AM	460	96%	460	57%	138	-	138	-
1:00 PM	171	427%	171	322%	88	-	88	-
2:00 PM	293	208%	293	146%	129	-	129	-
3:00 PM	346	161%	346	109%	119	-	119	-
4:00 PM	257	251%	257	181%	105	-	105	-
5:00 PM	307	194%	307	135%	122	-	122	-
6:00 PM	227	297%	227	218%	131	-	131	-

a Basic minimum hourly volume

b Used for combination of Conditions A and B after adequate trial of other remedial measures



Table 9: Warrant 1; Condition A for 147th Street at Avis Avenue

Condition A – Minimum Vehicular Volume	Vehicles per hour on major street (total of both approaches)				Vehicles per hour on higher-volume minor-street approach (one direction only)			
	100% ^a		80% ^b		100% ^a		80% ^b	
Criteria (2 Lane Major, 1 Lane Minor)	600	%Increase Required	480	%Increase Required	150	%Increase Required	120	%Increase Required
7:00 AM	120	400%	120	300%	69	118%	69	74%
8:00 AM	256	135%	256	88%	294	-	294	-
1:00 PM	201	199%	201	139%	42	258%	42	186%
2:00 PM	267	125%	267	80%	120	25%	120	0%
3:00 PM	410	47%	410	18%	192	-	192	-
4:00 PM	470	28%	470	3%	86	75%	86	40%
5:00 PM	400	50%	400	20%	94	60%	94	28%
6:00 PM	377	60%	377	28%	66	128%	66	82%

^a Basic minimum hourly volume

^b Used for combination of Conditions A and B after adequate trial of other remedial measures

Table 10: Warrant 1; Condition B for 147th Street at Avis Avenue

Condition B – Interruption of Continuous	Vehicles per hour on major street (total of both approaches)				Vehicles per hour on higher-volume minor-street approach (one direction only)			
	100% ^a		80% ^b		100% ^a		80% ^b	
Criteria (2 Lane Major, 1 Lane Minor)	900	%Increase	720	%Increase	75	%Increase	60	%Increase
7:00 AM	120	650%	120	500%	69	9%	69	-
8:00 AM	256	252%	256	182%	294	-	294	-
1:00 PM	201	348%	201	259%	42	79%	42	43%
2:00 PM	267	238%	267	170%	120	-	120	-
3:00 PM	410	120%	410	76%	192	-	192	-
4:00 PM	470	92%	470	54%	86	-	86	-
5:00 PM	400	125%	400	80%	94	-	94	-
6:00 PM	377	139%	377	91%	66	14%	66	-

^a Basic minimum hourly volume

^b Used for combination of Conditions A and B after adequate trial of other remedial measures

As shown in **Tables 7 to 10**, the criteria for Warrant 1 is not met for either Condition A or Condition B at either intersection.



5.2 Warrant 2 – Four-Hour Vehicular Volume

The four-hour vehicular volume analysis is shown in **Figures 7 and 8**. The four hours used for this analysis are the highest four hours in **Tables 5 and 6**. The figures also show the minimum volume to meet the criteria for Warrant 2.

Figure 7: Figure 4C-1. Warrant 2, Four-Hour Vehicular Volume for 147th Street at Larch Ave

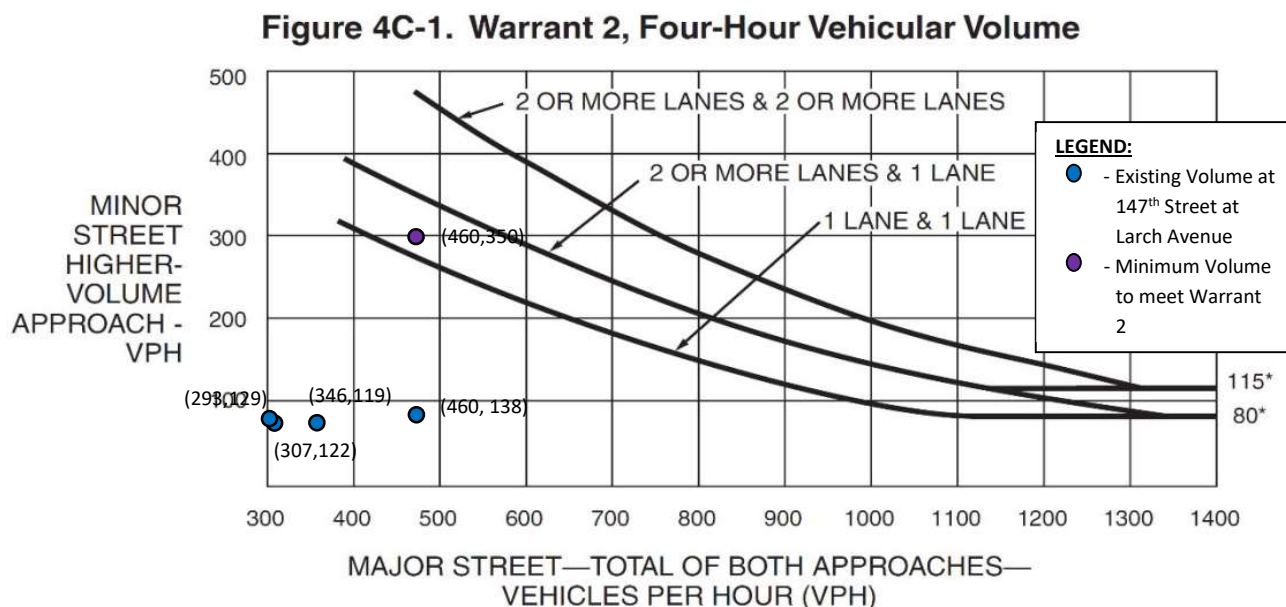
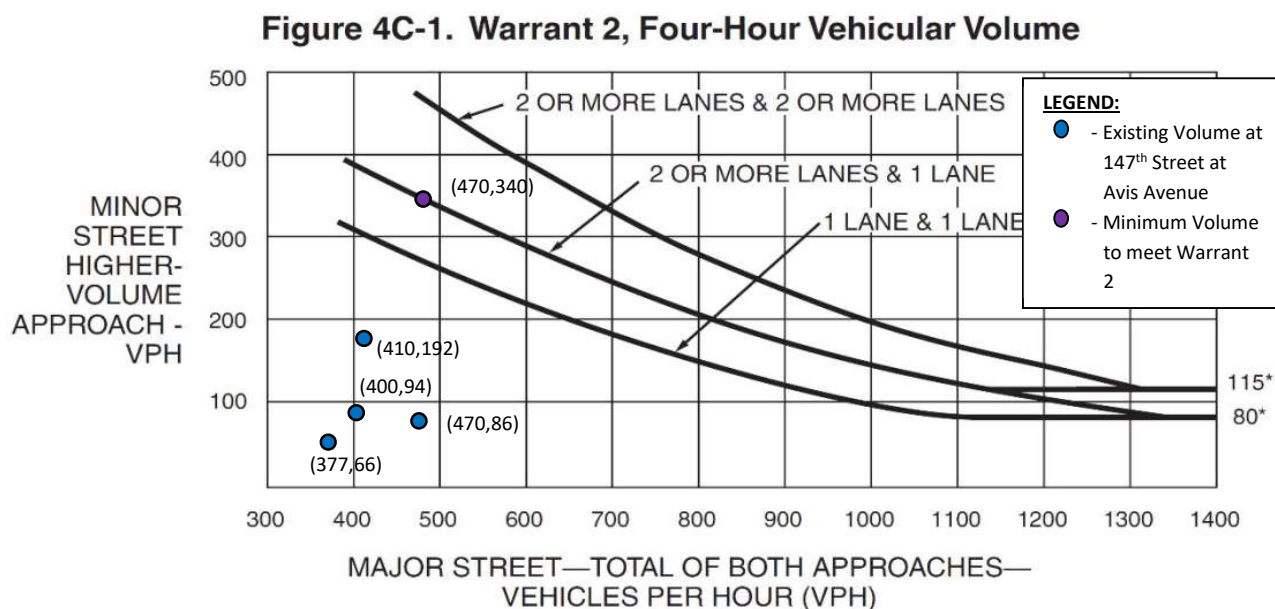


Figure 8: Figure 4C-1. Warrant 2, Four-Hour Vehicular Volume for 147th Street at Avis Ave



As shown in **Figures 7 and 8**, the criteria for Warrant 2 is not met for either study intersection.



5.3 Warrant 3 – Peak Hour Vehicular Volume

The peak-hour vehicular volume analysis is shown in **Figures 9 and 10**. The peak-hour volumes used for this analysis are provided in **Table 2**. The figures also show the minimum volume to meet the criteria for Warrant 3.

Figure 9: Figure 4C-3. Warrant 3, Peak Hour Volume for 147th Street at Larch Avenue

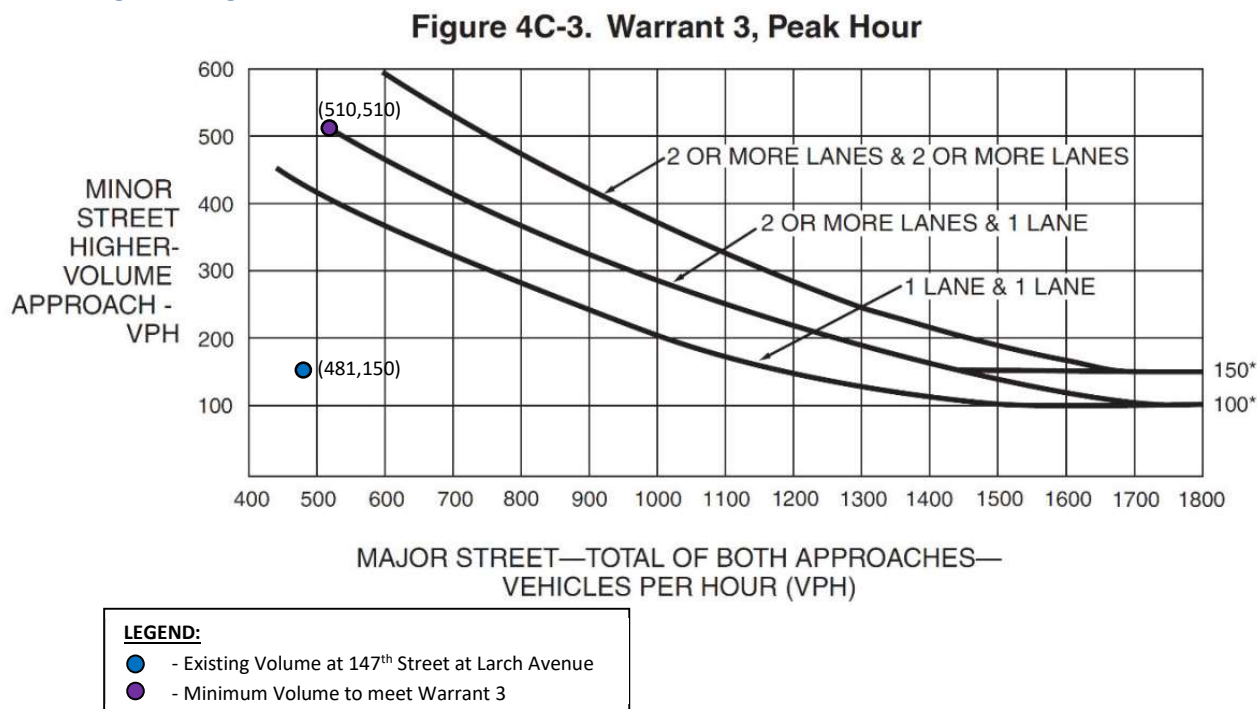
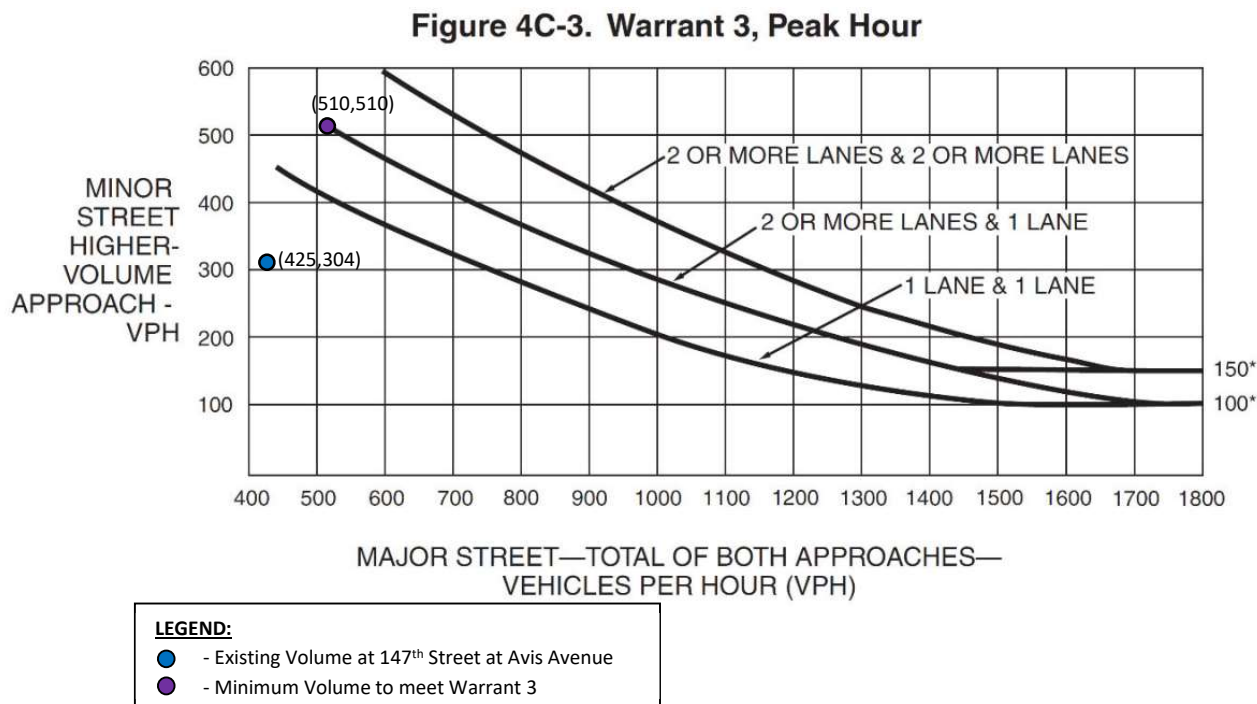


Figure 10: Figure 4C-3. Warrant 3, Peak Hour Volume for 147th Street at Avis Avenue





As shown in **Figures 9 and 10**, the criteria for Warrant 3 is not met for either study intersection.

5.4 Warrant 4 – Pedestrian Volume

Warrant 4 analyzes the pedestrian and bicyclist volumes crossing the major street. The highest combined pedestrian and bicyclist volumes in a single hour for both study intersections are provided in **Tables 11 and 12**. The peak-hour pedestrian volume analysis is shown in **Figures 11 and 12**. The figures also show the minimum volume to meet the criteria for Warrant 4.

Table 11: Pedestrian and Bicyclist Volumes at 147th Street at Larch Avenue

Hour	147 th Street				Larch Avenue	
	Major Street (Total of Both Directions)	Xing Major Street	West Leg	East Leg	North Leg	South Leg
	Vehicular Peak- Hour Counts	Combined Volume	Ped+Bike	Ped+Bike	Ped+Bike	Ped+Bike
7:45 AM to 8:45 AM	481	46	14	7	33	13

Table 12: Pedestrian and Bicyclist Volumes at 147th Street at Avis Avenue

Hour	147 th Street				Avis Avenue	
	Major Street (Total of Both Directions)	Xing Major Street	West Leg	East Leg	North Leg	South Leg
	Vehicular Peak- Hour Counts	Combined Volume	Ped+Bike	Ped+Bike	Ped+Bike	Ped+Bike
7:45 AM to 8:45 AM	425	81	34	17	65	16

Figure 11: Figure 4C-7. Warrant 4, Pedestrian Four-Hour Volume for 147th Street at Larch Avenue

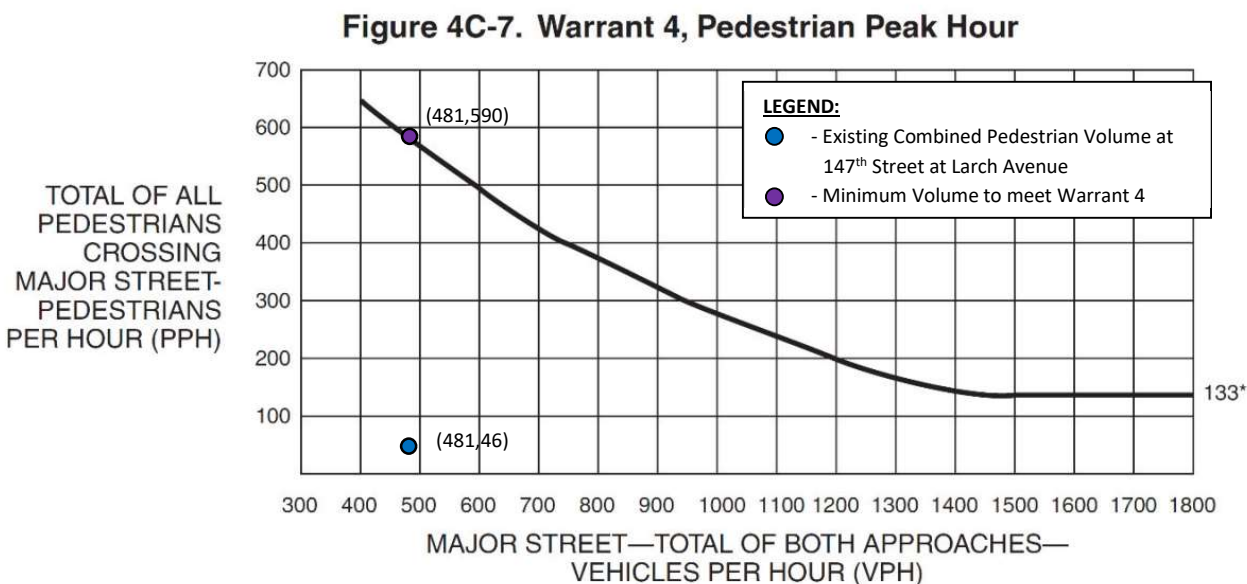
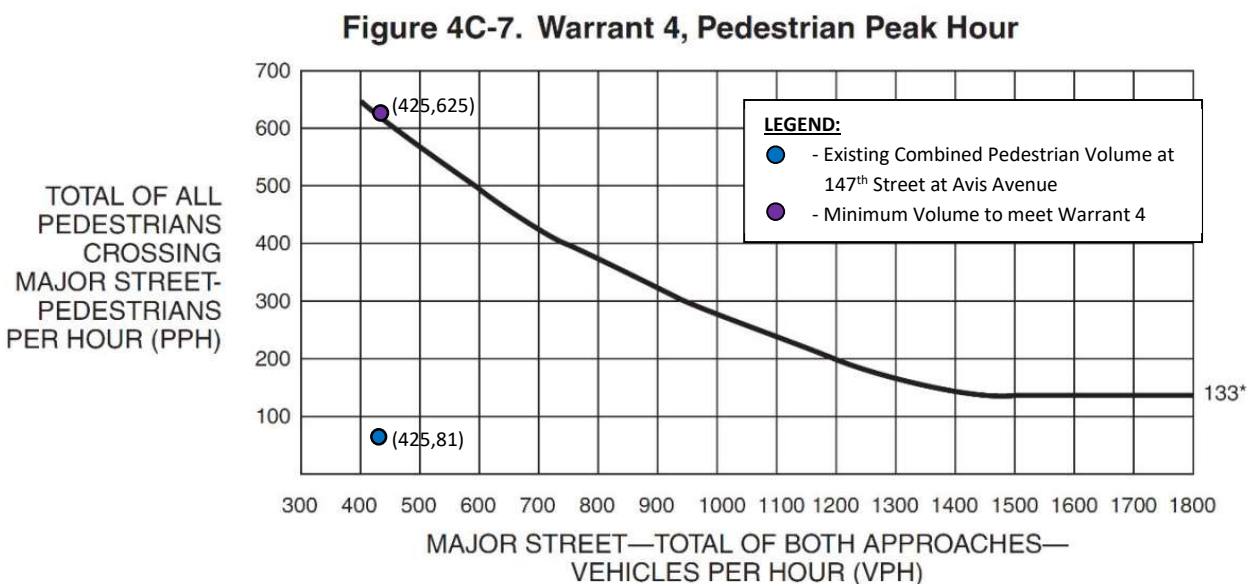




Figure 12: Figure 4C-7. Warrant 4, Pedestrian Four-Hour Volume for 147th Street at Avis Avenue



As shown in **Figures 11 and 12**, the criteria for Warrant 4 is not met for either study intersection.

5.5 Warrant 5 – School Crossing

Warrant 5 is for application in areas where school children cross the major roadway. The warrant is based on the number of gaps in the traffic stream and the number and size of the groups of children crossing the major roadway. A minimum of 20 students must cross the major roadway during a period in which the number of adequate crossing gaps is less than the number of minutes in the same period.

147th Street within the project area has school crossings at Larch Avenue and Avis Avenue. The intersection of Avis Avenue at 147th Street is within 300 feet of the signalized intersection of Prairie Avenue at 147th Street, which makes Warrant 5 inapplicable. For the intersection of Larch Avenue at 147th Street, based on the peak hour volumes, there are more adequate crossing gaps than the number of minutes in the same period. Warrant 5 states, “before a decision is made to install a traffic control signal, consideration shall be given to the implementation of other remedial measures, such as warning signs and flashers, school speed zones, school crossing guards, or a grade-separated crossing.”

5.6 Warrant 6 – Coordinated Signal System

Warrant 6 applies in situations where installing a traffic signal is needed in order to maintain proper platooning of vehicles along the primary corridor. The need for a traffic control signal shall be considered if an engineering study finds that one of the following criteria is met:

- A. On a one-way street or a street that has traffic predominantly in one direction, the adjacent traffic control signals are so far apart that they do not provide the necessary degree of vehicular platooning.
- B. On a two-way street, adjacent traffic control signals do not provide the necessary degree of platooning and the proposed and adjacent traffic control signals will collectively provide a progressive operation.



Since the Larch Avenue and Avis Avenue intersections are not contained in a coordinated traffic signal system and do not need to provide a necessary degree of vehicle platooning, it is determined that Warrant 6 is not applicable.

5.7 Warrant 7 – Crash Experience

Warrant 7 is satisfied if adequate countermeasures have been installed and have failed to reduce the crash frequency and five or more crashes susceptible to correction by a traffic signal have occurred within a 1-year period. Furthermore, for 8-hours of an average day, traffic volumes must exceed a minimum value determined primarily by the lane configuration of intersection approaches.

Fewer than five crashes have occurred within a 1-year period at both study intersections and therefore Warrant 7 is not met.

5.8 Warrant 8 – Roadway Network

Warrant 8 is applicable at intersections of two or more major routes. A major route is defined as being part of a street and/or highway system, and is a major route on an official city, county or state transportation plan.

Since the study intersections do not serve as a common intersection of two major routes, Warrant 8 is not applicable.

5.9 Warrant 9 – Intersection Near Grade Crossing

Warrant 9 is intended for use at a location where none of the conditions described in the other eight traffic signal warrants are met, but the proximity to the intersection of a grade crossing on an intersection approach controlled by a STOP or YIELD sign is the principal reason to consider installing a traffic control signal.

Since there is not a nearby grade crossing near this intersection, Warrant 9 is not applicable.

5.10 Summary of Analysis and Results

The intersections of 147th Street/Larch Ave and 147th Street/Avis Ave were analyzed to determine if traffic signals would be warranted per 2014 edition MUTCD Section 4 Warrants 1 through 9. Based on the results of this analysis, the intersections do not meet the criteria to install traffic signals at this time. ADVANTEC recommends City staff to continue monitoring this intersection for potential increase in volumes (vehicles, pedestrians, and bicyclists).

Table 13 summarizes the results from the signal warrant analysis. An “No” indicates a warrant that was not satisfied.

Table 13: Signal Warrant Analysis Summary

Intersection Location	Warrant Satisfied							
	1	2	3	4	5	6	7	8
147 th Street at Larch Avenue	No	No	No	No	No	No	No	No
147 th Street at Avis Avenue	No	No	No	No	No	No	No	No



As shown in **Table 13**, the intersections of 147th Street at Larch Avenue and 147th Street at Avis Avenue do not warrant traffic signal control.

6. Proposed Recommendations

Based on our analysis of existing conditions, traffic volumes, speed surveys, and collision history on 147th Street between Hawthorne Boulevard and Prairie Avenue, this section provides recommended improvements to enhance the safety of motorists, pedestrians, and cyclists travelling through the corridor.

6.1 Summary of Analysis

The summary of the analysis and results are as follows for 147th Street between Hawthorne Boulevard and Prairie Avenue:

- Speeding Analysis
 - The 85th percentile speed along 147th Street between Hawthorne Boulevard and Larch Avenue is 31 mph, which is under the posted speed limit (35 mph). From the 3,978 vehicles that were surveyed, approximately 2.3% of drivers were traveling above the posted speed limit.
 - The 85th percentile speed along 147th Street between Eastwood Avenue and Prairie Avenue is 26 mph, which is under the posted speed limit (35 mph). From the 3,785 vehicles that were surveyed, approximately 0.34% of drivers were traveling above the posted speed limit.
- Collision History
 - Nine collisions occurred along 147th Street between Hawthorne Boulevard and Prairie Avenue within the past 5 years. However, none of the project intersections had five or more collisions within the past 5 years.
- Traffic Signal Warrant Analysis
 - 147th Street at Larch Avenue
 - The intersection does not meet any of the 9 traffic signal warrant criteria.
 - 147th Street at Avis Avenue
 - The intersection does not meet any of the 9 traffic signal warrant criteria.

6.2 Recommended Alternative Improvements

As summarized in **Section 6.1**, the 85th percentile speed for vehicles is under the posted speed limit of 35 mph, the project intersections do not have over 5 collisions within the past 5 years, and the project intersections with existing school crosswalks were found to not meet the traffic signal warrant criteria. However, ADVANTEC recommends the following general improvements to improve safety for pedestrians, bicyclists, and motorists along the study area. ADVANTEC has also prepared four alternative road diet striping improvements for the study area.

6.2.1 General Improvements

- Install SW24-3(CA) signs 200 feet east and west from the crosswalks at 147th Street at Larch Avenue and 147th Street at Avis Avenue.
- Install SW24-2(CA) signs at the east and west crosswalks at 147th Street at Larch Avenue and 147th Street at Avis Avenue.



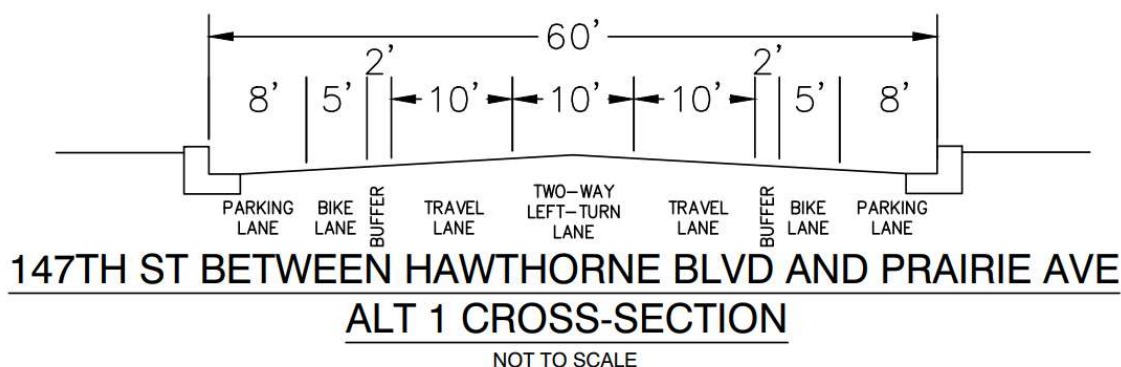


- Install a SR4-1(CA) sign 300 feet west of the intersection of 147th Street at Larch Avenue for eastbound traffic.
- Install a SR4-1(CA) sign 200 feet east of the intersection of 147th Street at Avis Avenue for westbound traffic.
- Install yellow retroreflective continental crosswalks at the intersections of Freeman Avenue at 147th Street, Eastman Avenue at 147th Street, and Osage Avenue at 147th Street.



6.2.2 Alternative 1 Road Diet Improvements

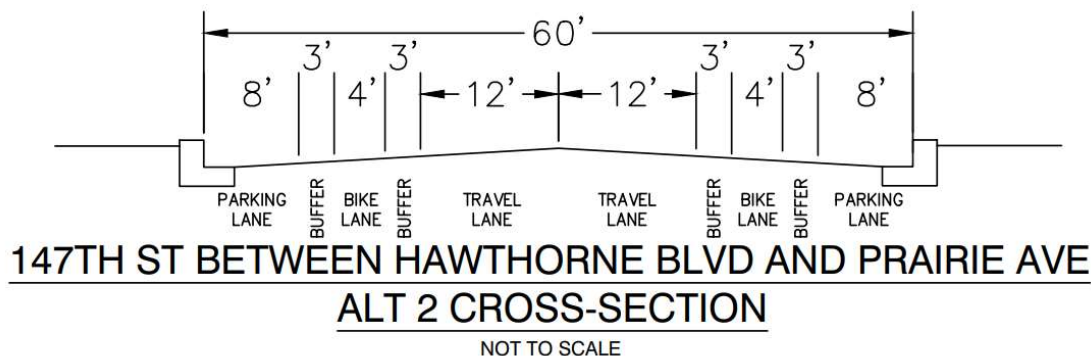
The section summarizes Alternative 1 road diet improvements, which consists of a parking lane, a bike lane, a bike buffer zone, and one travel lane in each direction, along with a two-way left-turn lane. This would reduce the number of lanes along 147th Street from two lanes in each direction to one lane in each direction with a two-way left-turn lane, while adding a bike lane and bike buffer zone. The cross-section for Alternative 1 is shown below.



The recommended improvements are illustrated in **Figures 13 to 16**.

6.2.3 Alternative 2 Road Diet Improvements

The section summarizes Alternative 2 road diet improvements, which consists of a parking lane, a buffer zone, a bike lane, an additional buffer zone, and one travel lane in each direction. This would reduce the number of lanes along 147th Street from two lanes in each direction to one lane in each direction, while adding a bike lane and bike buffer zone for moving vehicles and the parking lane. The cross-section for Alternative 2 is shown below.

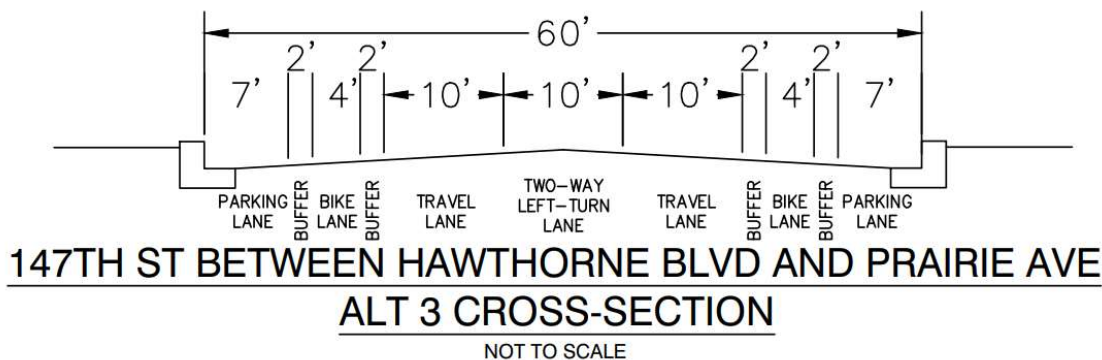


The recommended improvements are illustrated in **Figures 17 to 20**.



6.2.4 Alternative 3 Road Diet Improvements

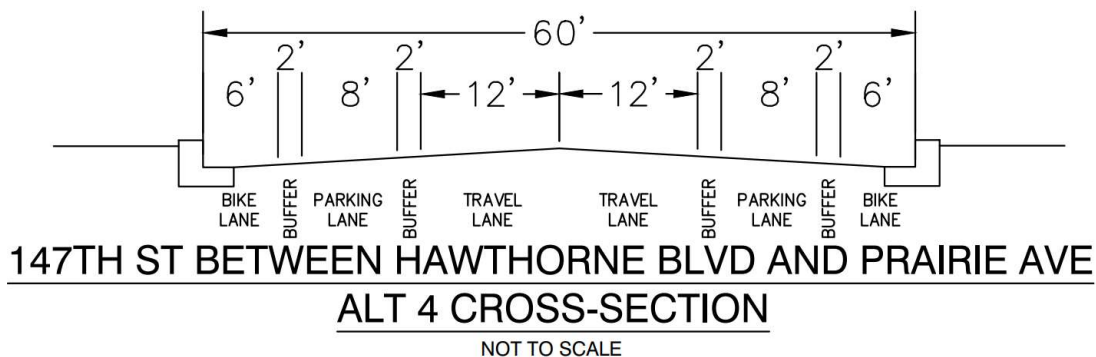
The section summarizes Alternative 3 road diet improvements, which consists of a parking lane, a buffer zone, a bike lane, an additional buffer zone, and one travel lane in each direction, along with a two-way left-turn lane. This would reduce the number of lanes along 147th Street from two lanes in each direction to one lane in each direction with a two-way left-turn lane, while adding a bike lane and bike buffer zone for moving vehicles and the parking lane. The cross-section for Alternative 3 is shown below.



The recommended improvements are illustrated in **Figures 21 to 24**.

6.2.5 Alternative 4 Road Diet Improvements

The section summarizes Alternative 4 road diet improvements, which consists of an outer bike lane, a buffer zone, a parking lane, an additional buffer zone, and one travel lane in each direction. This would reduce the number of lanes along 147th Street from two lanes in each direction to one lane in each direction, while adding an outer bike lane and bike buffer zone for moving vehicles and the parking lane. The cross-section for Alternative 4 is shown below.



The recommended improvements are illustrated in **Figures 25 to 28**.

[illegible]



Figure 14: Alternative 1 Improvements 2/4

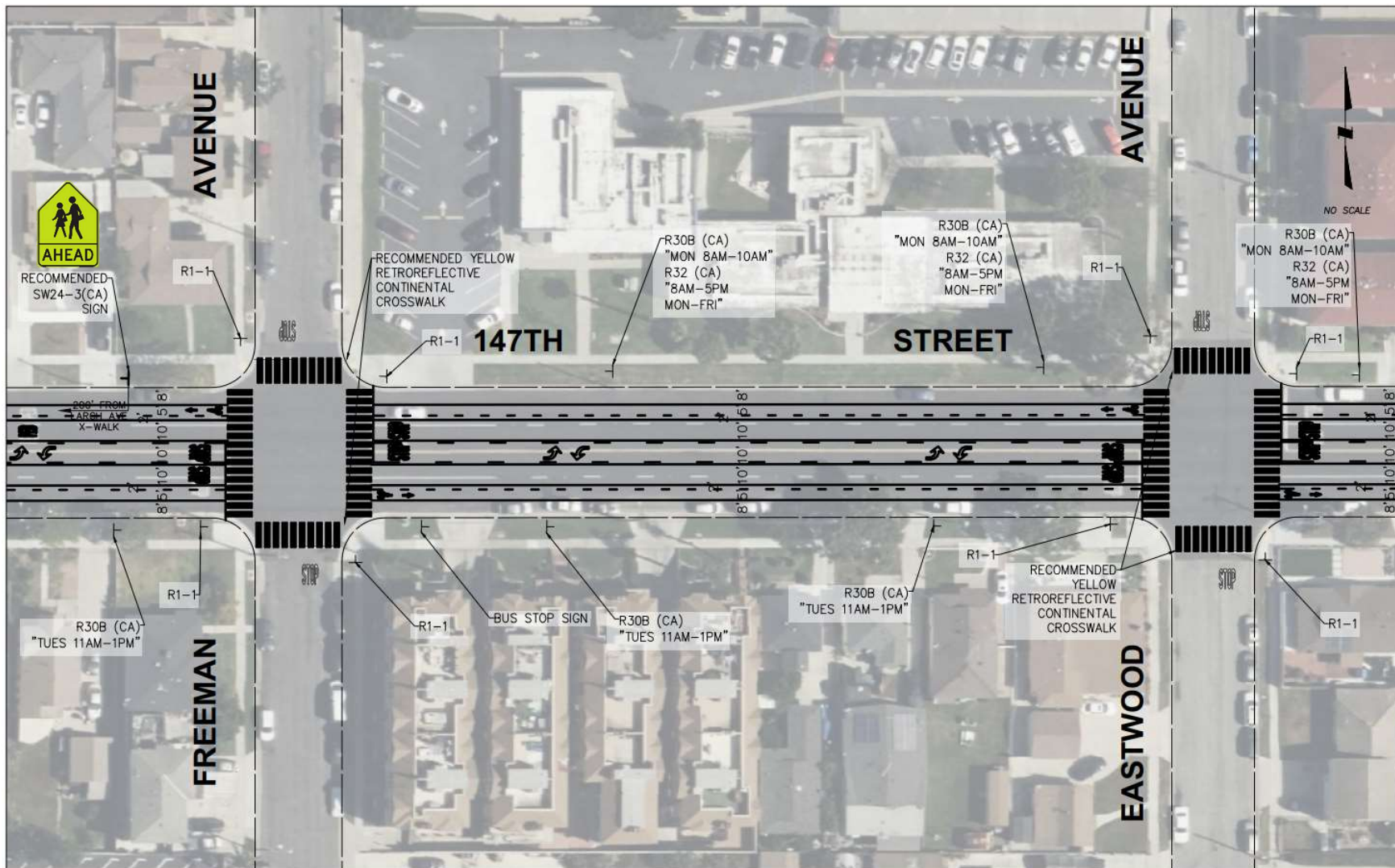




Figure 15: Alternative 1 Improvements 3/4

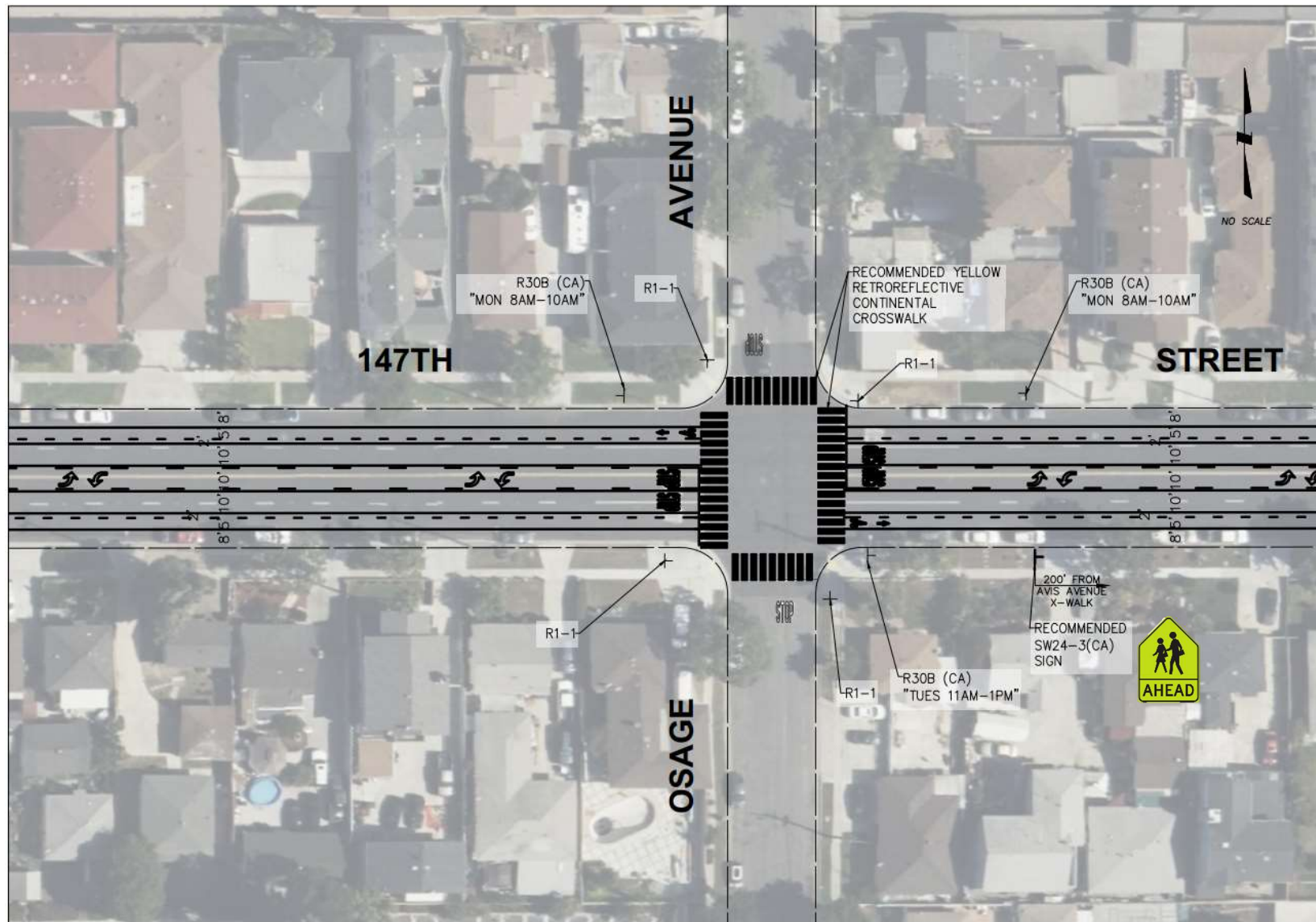




Figure 16: Alternative 1 Improvements 4/4

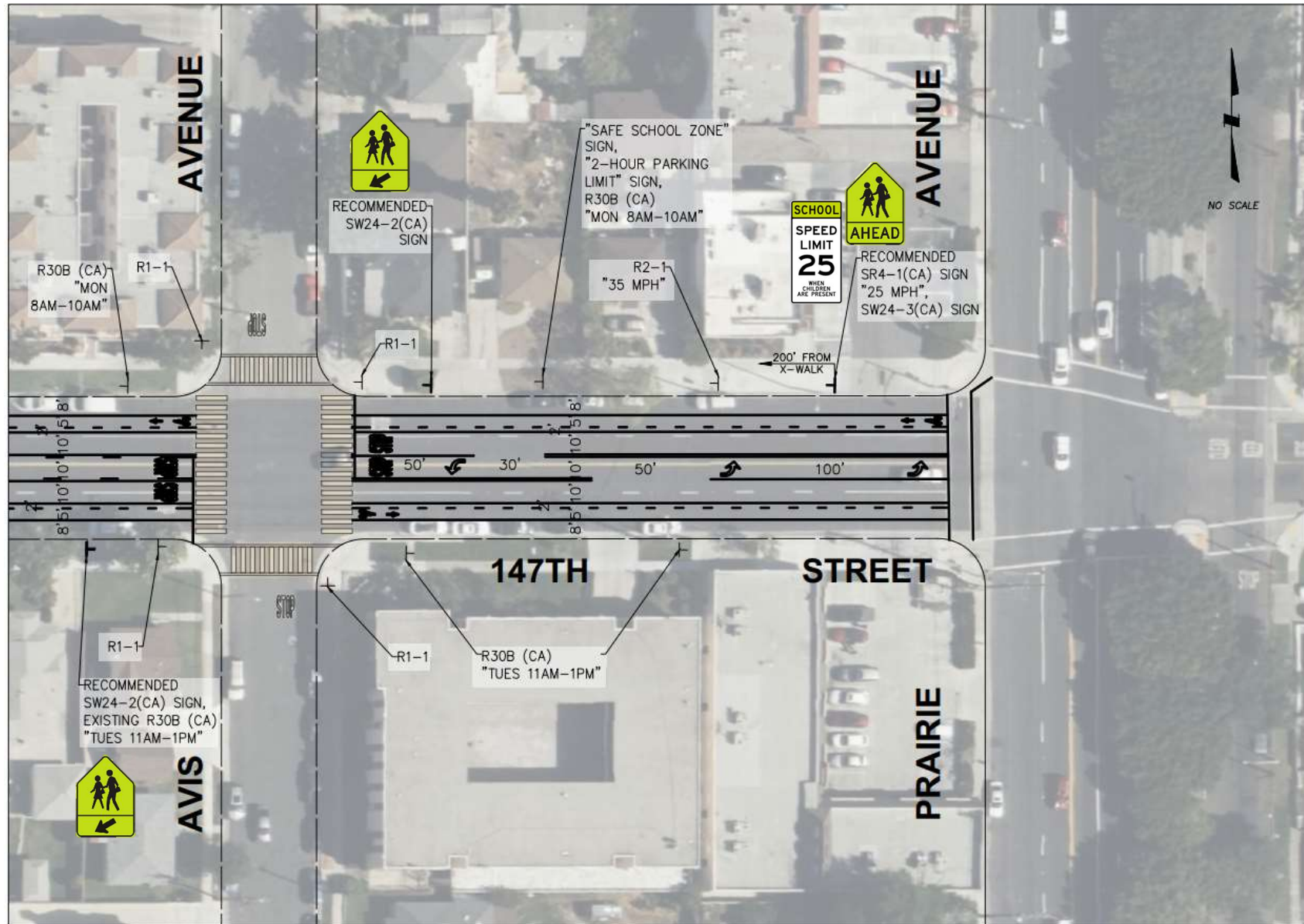




Figure 17: Alternative 2 Improvements 1/4

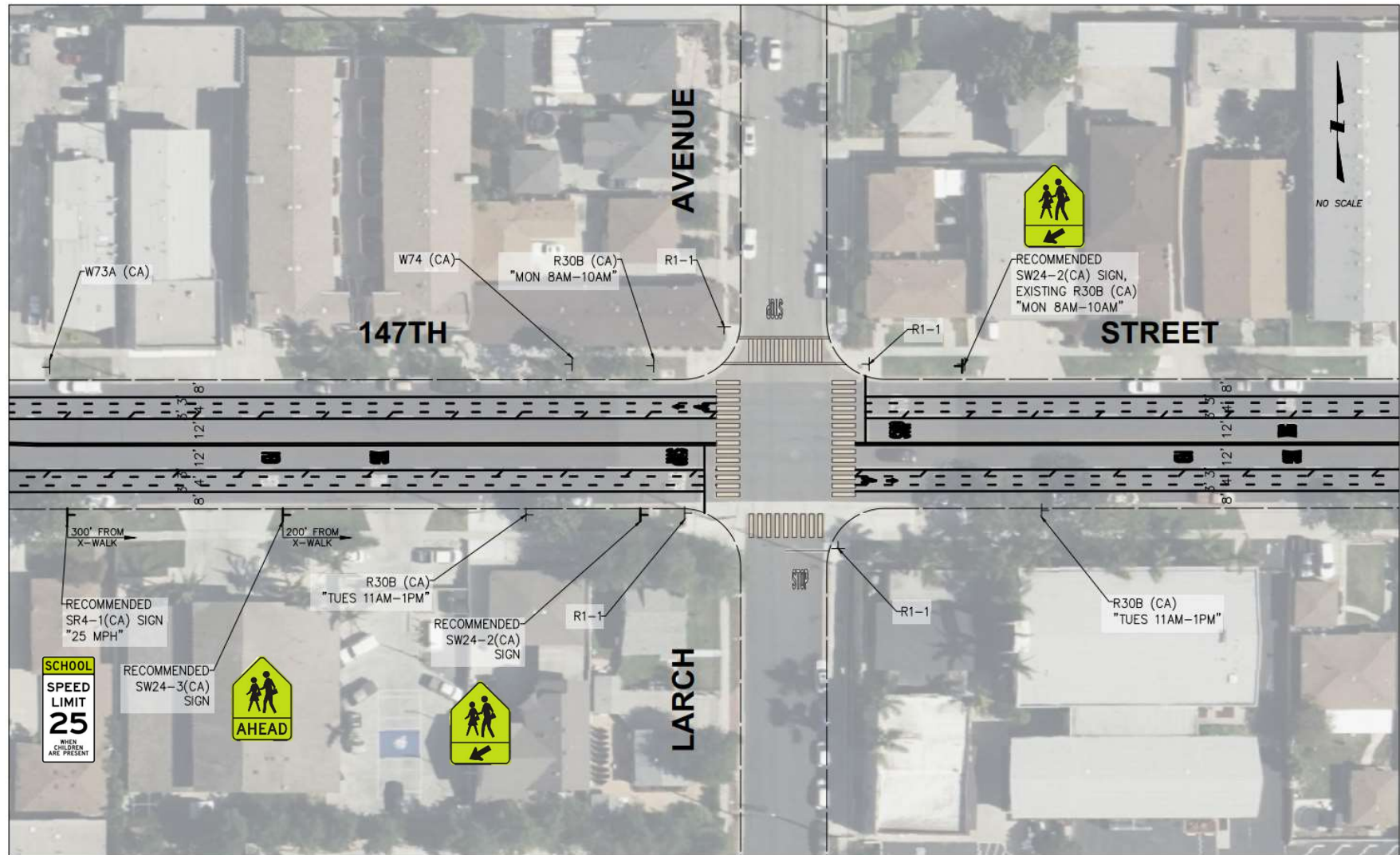




Figure 18: Alternative 2 Improvements 2/4

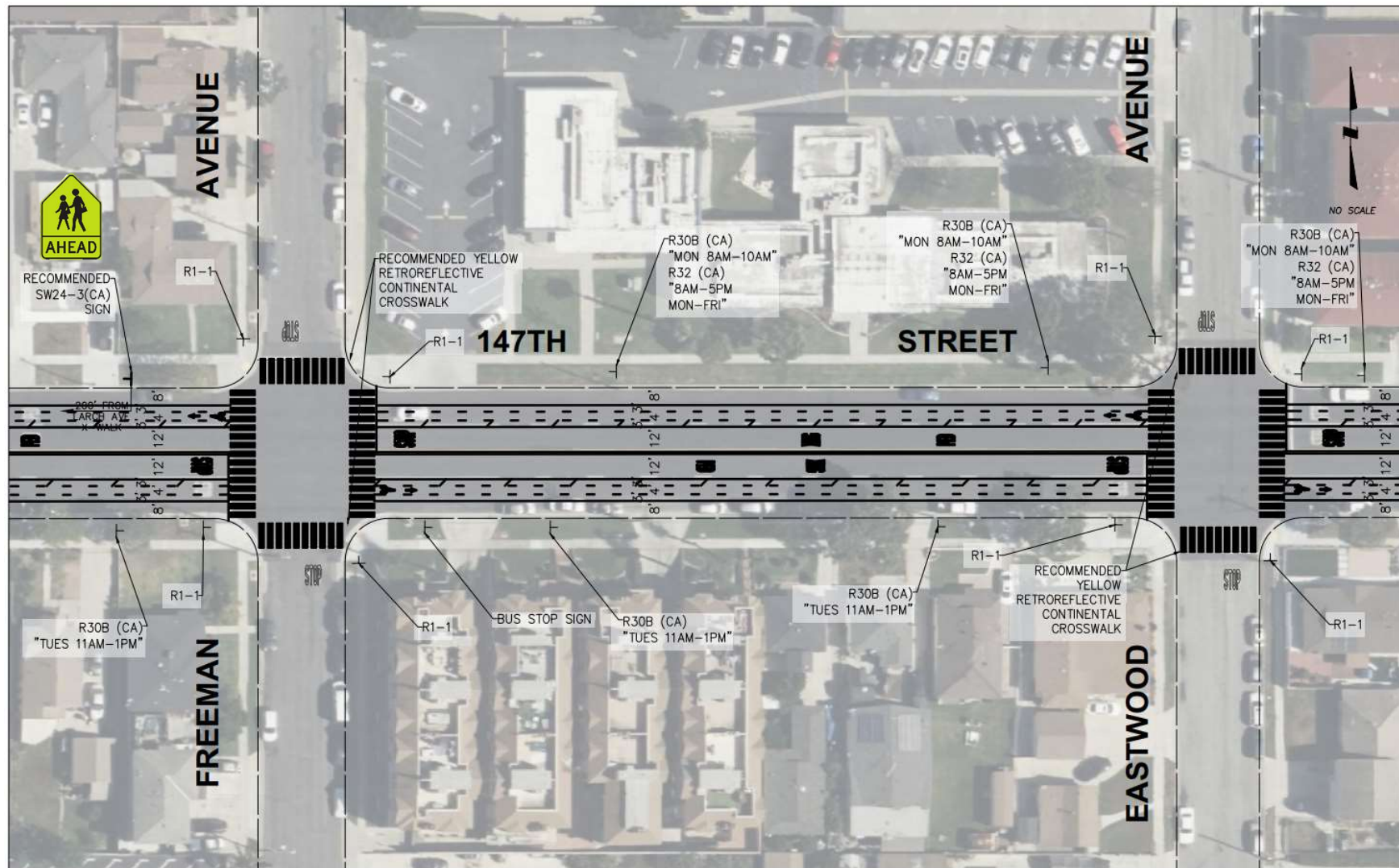




Figure 19: Alternative 2 Improvements 3/4

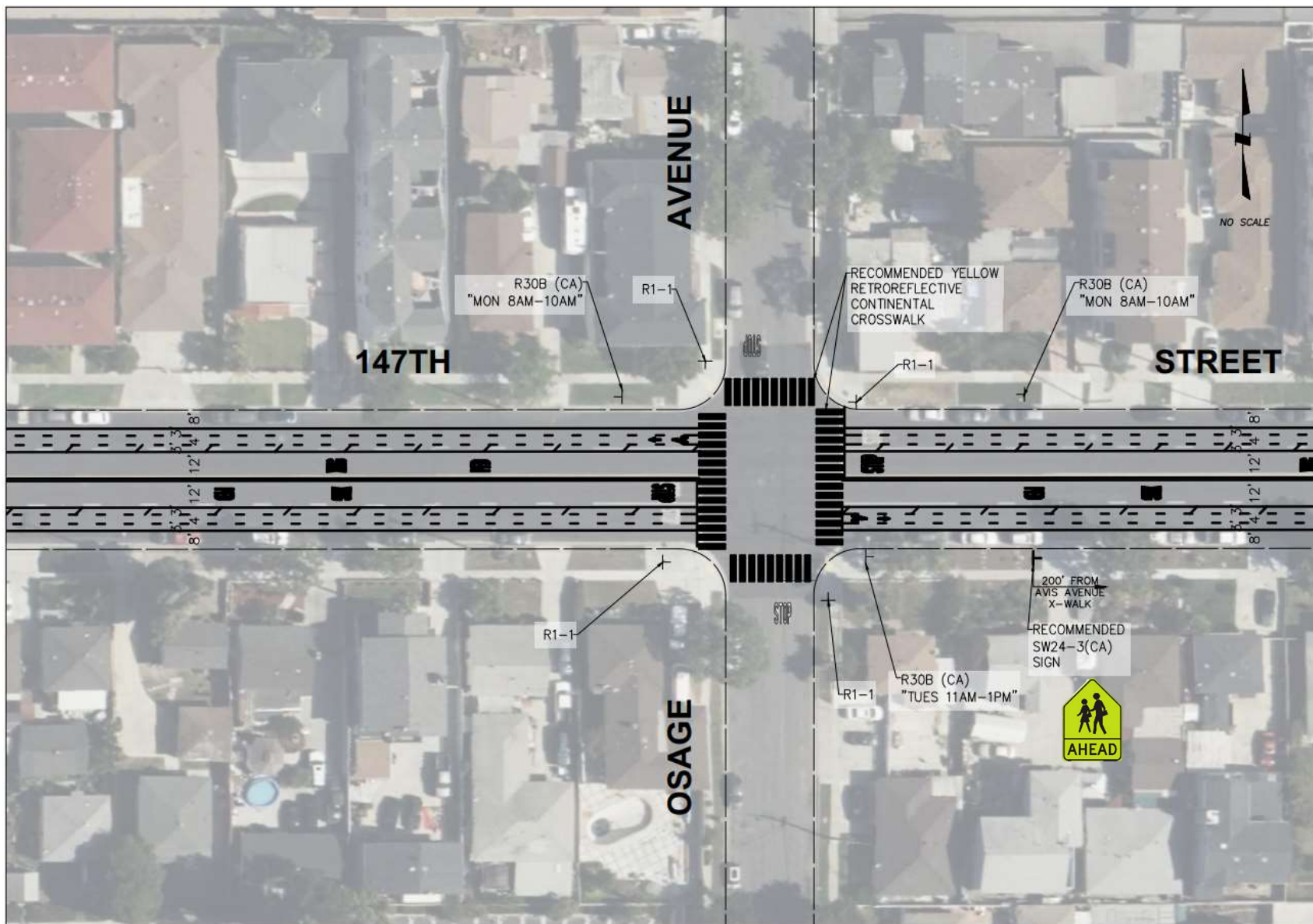




Figure 21: Alternative 3 Improvements 1/4

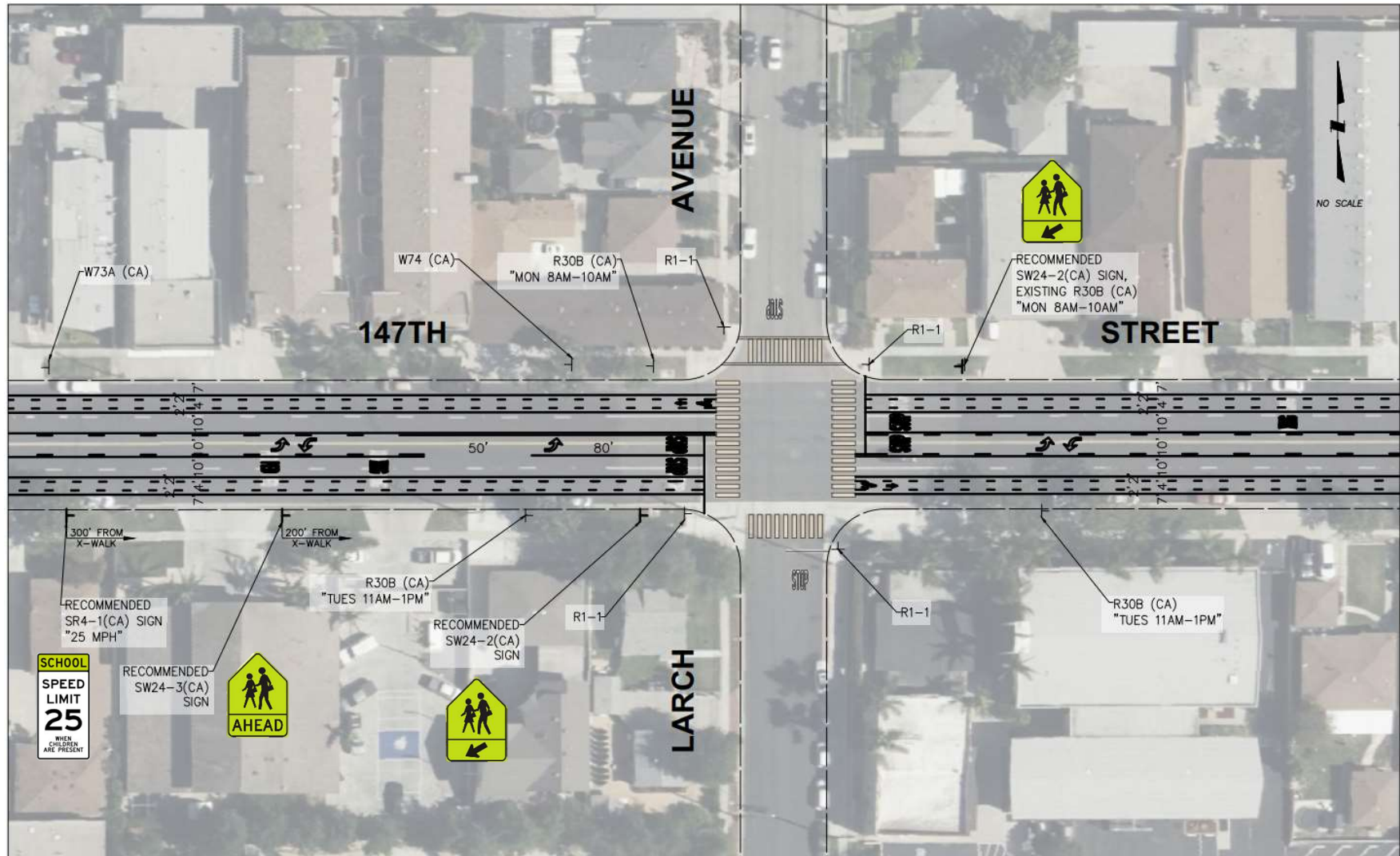




Figure 22: Alternative 3 Improvements 2/4

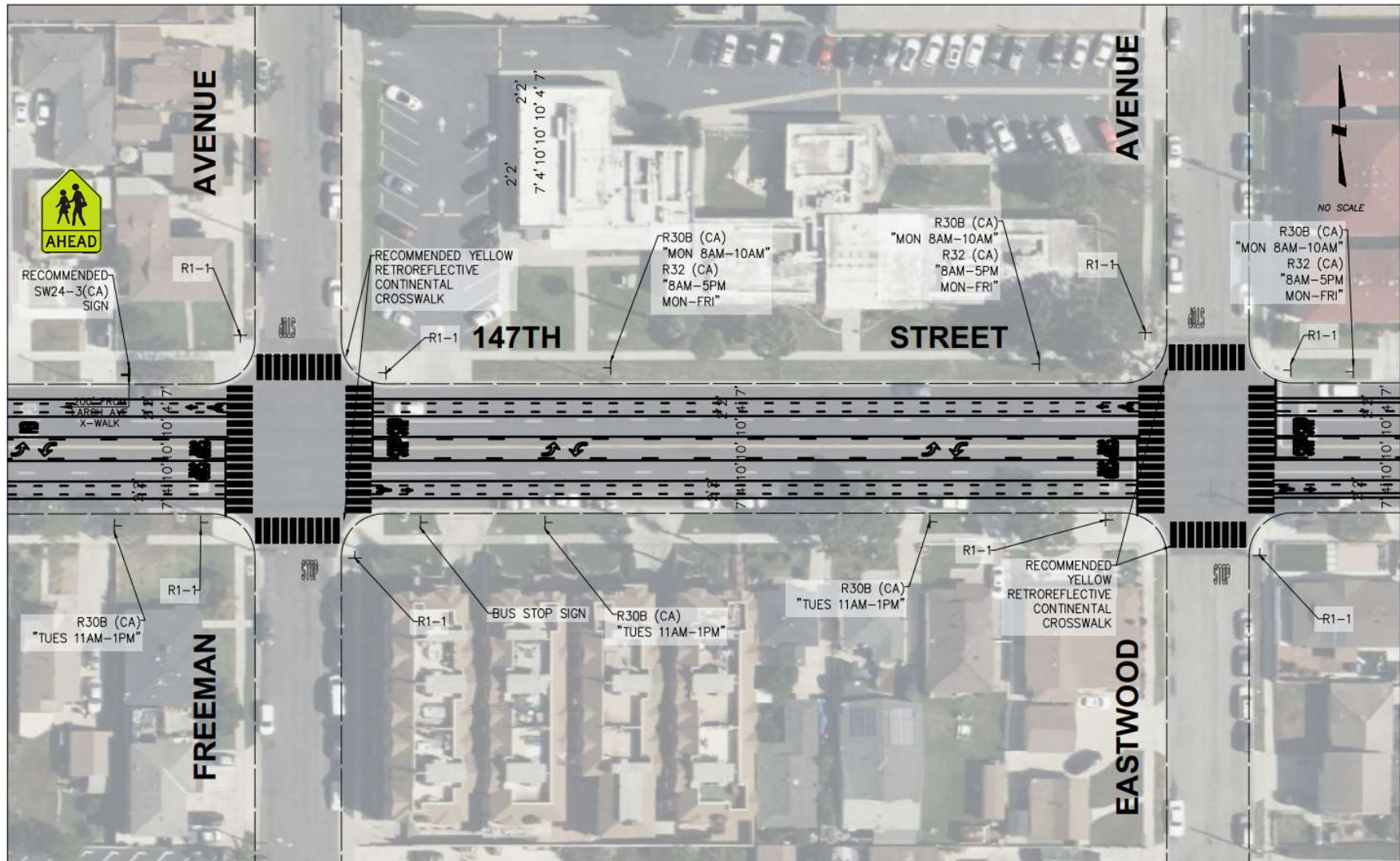
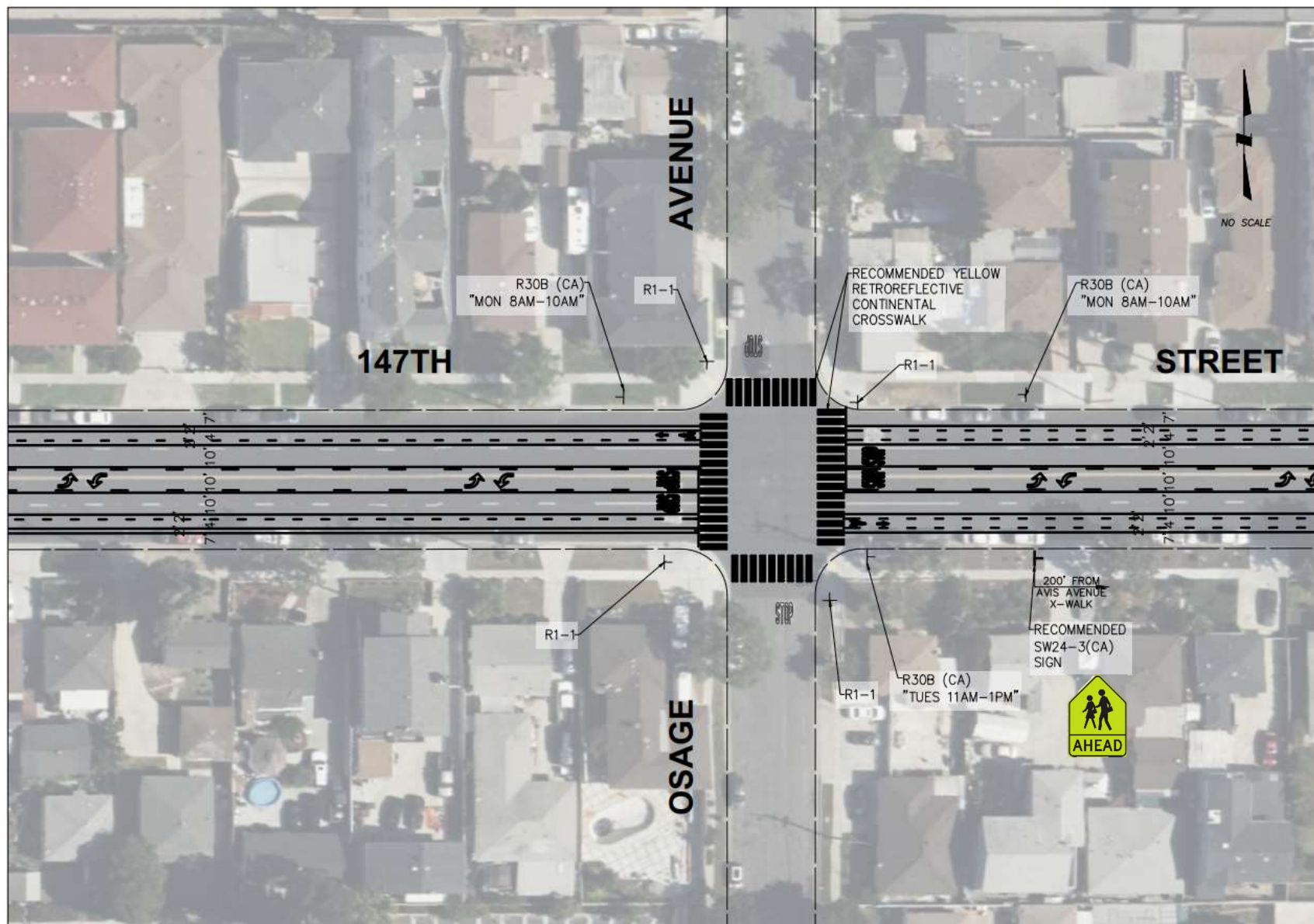




Figure 23: Alternative 3 Improvements 3/4





AVENUE

PRAIRIE AVENUE

147TH STREET

AVIS AVENUE

RECOMMENDED SW24-2(CA) SIGN

"SAFE SCHOOL ZONE" SIGN, "2-HOUR PARKING LIMIT" SIGN, R30B (CA) "MON 8AM-10AM"

R2-1 "35 MPH"

R1-1

SCHOOL SPEED LIMIT 25 WHEN CHILDREN ARE PRESENT AHEAD

RECOMMENDED SR4-1(CA) SIGN "25 MPH", SW24-3(CA) SIGN

200' FROM X-WALK

R1-1

R30B (CA) "MON 8AM-10AM"

7' 4" 10' 10' 4' 7"

50' 30' 50' 100'

R1-1

RECOMMENDED SW24-2(CA) SIGN, EXISTING R30B (CA) "TUES 11AM-1PM"

R1-1

R30B (CA) "TUES 11AM-1PM"

STOP

NO SCALE



Figure 25: Alternative 4 Improvements 1/4

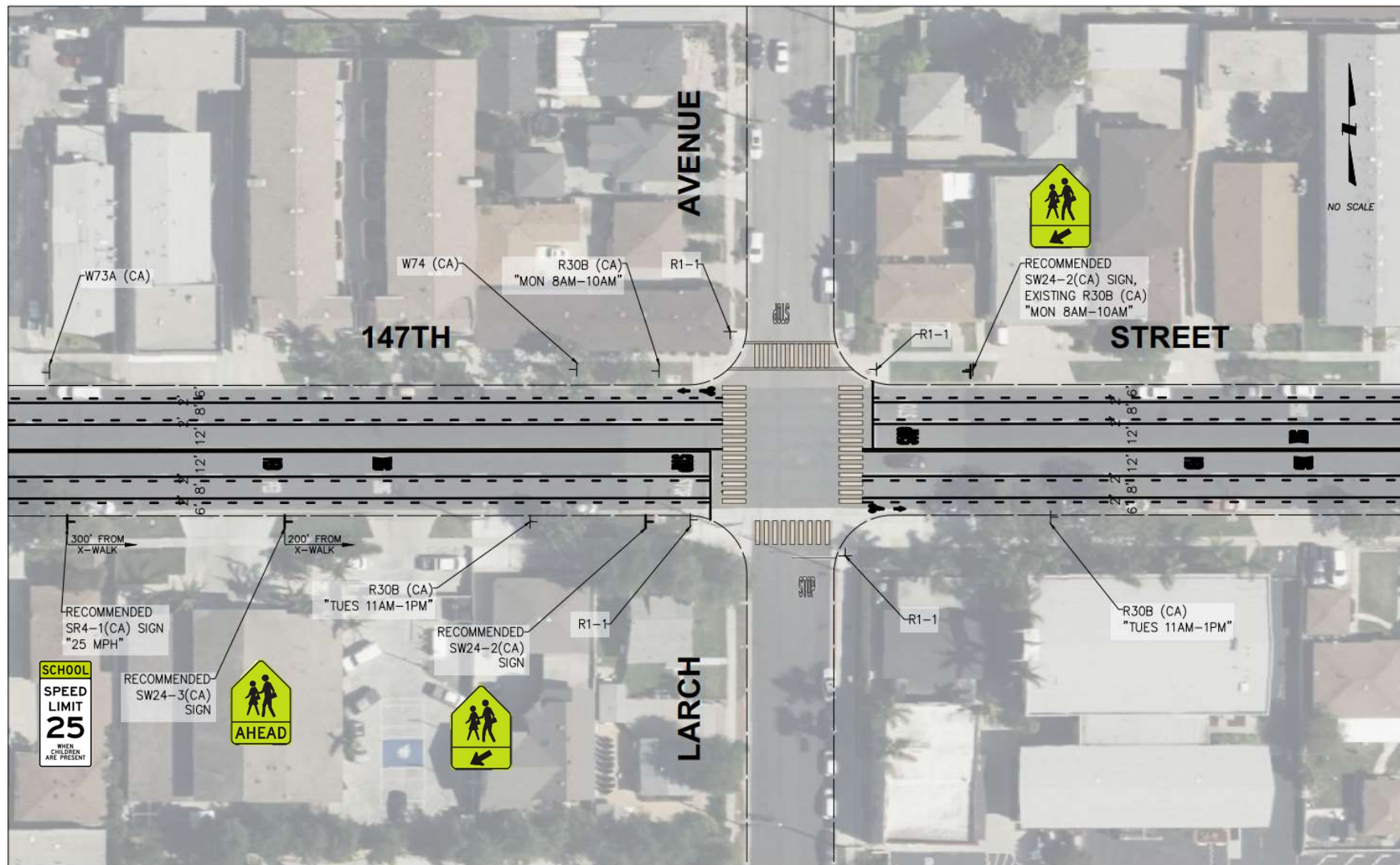




Figure 26: Alternative 4 Improvements 2/4

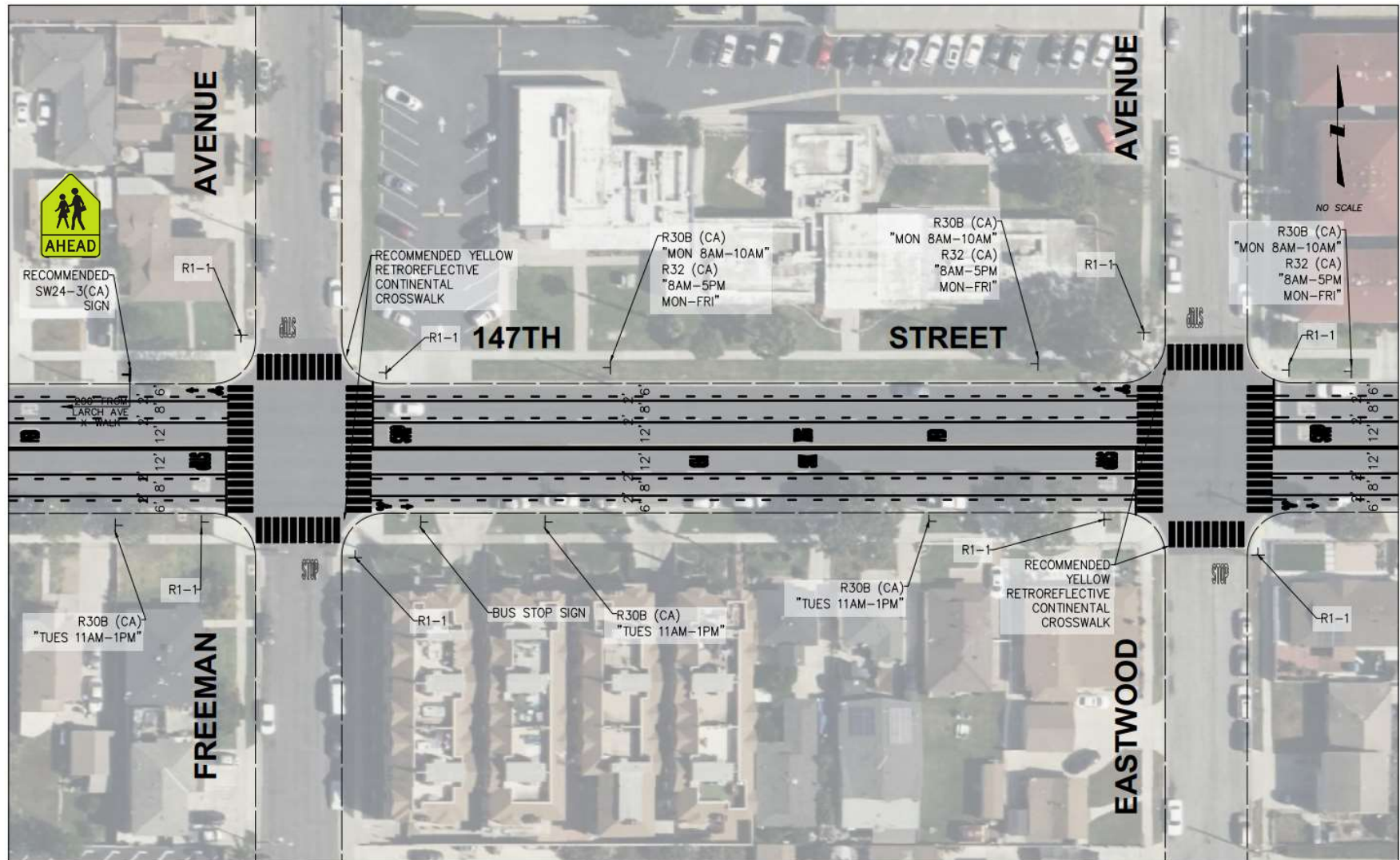




Figure 27: Alternative 4 Improvements 3/4

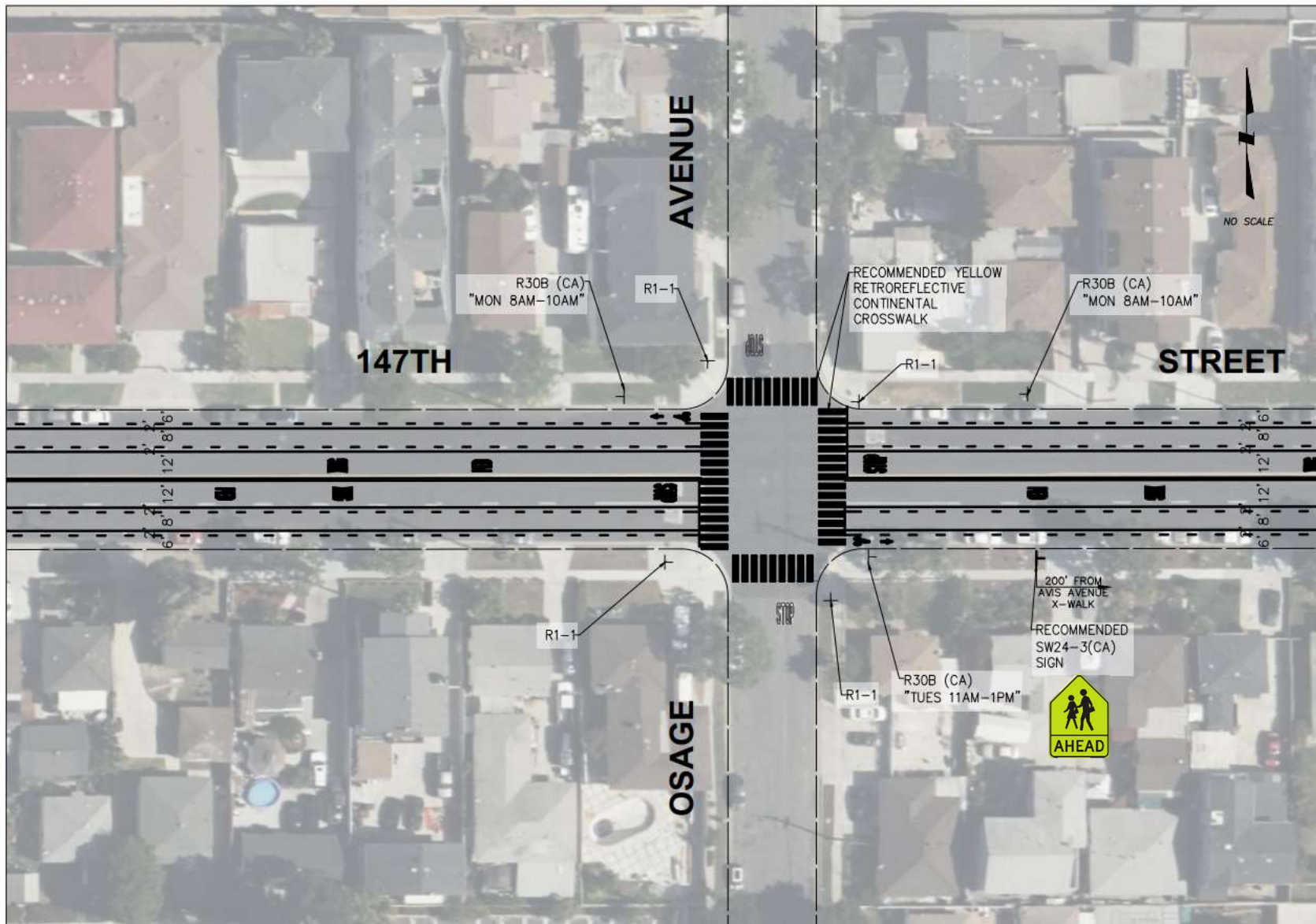
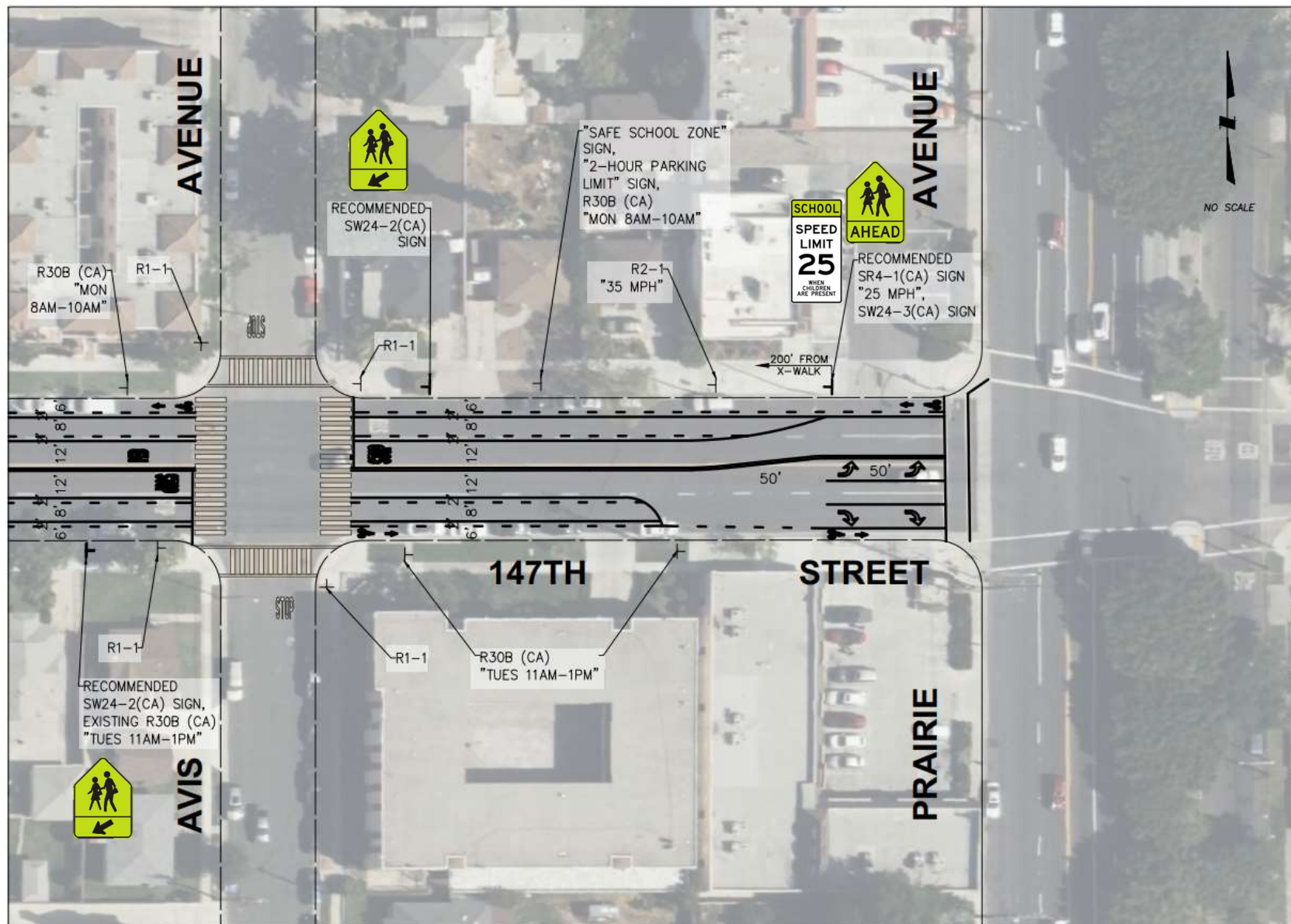




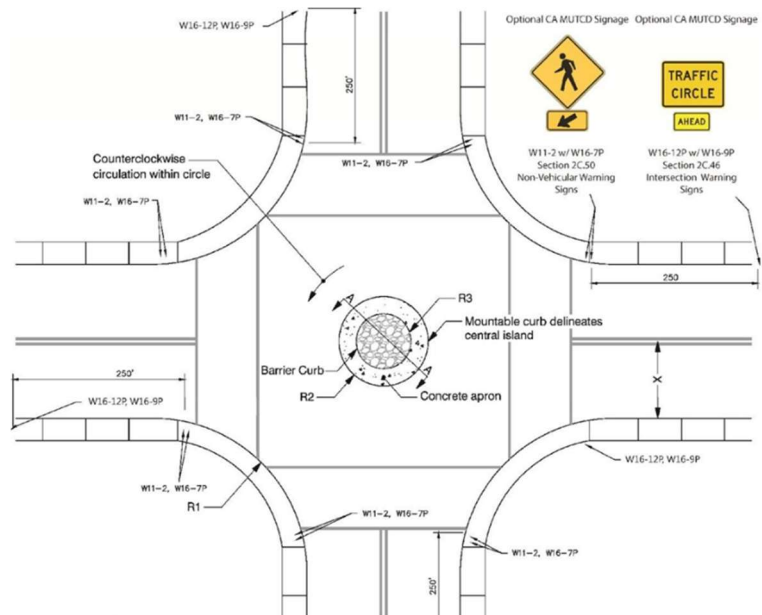
Figure 28: Alternative 4 Improvements 4/4





6.2.6 Traffic Circle Improvements

In addition to the road diet alternative improvements, traffic circle intersection design may be incorporated at the intersections along the project corridor. Traffic circles lower speeds at minor intersection crossings and are an ideal treatment for uncontrolled intersections. Traffic circles would eliminate left-turning movement conflicts at the intersection by creating a flow of counter-clockwise movement. Traffic circles are recommended for roadways with a posted speed limit of 35 mph or lower, with ADT volumes of 7,500 vehicles or lower, which applies to the project corridor. Implementation of a traffic circle would require road diet striping with one through in each direction only, due to physical constraints of the intersection dimensions.



The potential locations to consider traffic circle improvements include:

- | | | |
|---|----|---|
| <ul style="list-style-type: none">• Alternative 2<ul style="list-style-type: none">○ Larch Avenue at 147th Street○ Freeman Avenue at 147th Street○ Eastman Avenue at 147th Street○ Osage Avenue at 147th Street○ Avis Avenue at 147th Street• Alternative 4<ul style="list-style-type: none">○ Larch Avenue at 147th Street○ Freeman Avenue at 147th Street○ Eastman Avenue at 147th Street○ Osage Avenue at 147th Street○ Avis Avenue at 147th Street | or | <ul style="list-style-type: none">• Alternative 2<ul style="list-style-type: none">○ Freeman Avenue at 147th Street○ Eastman Avenue at 147th Street○ Osage Avenue at 147th Street• Alternative 4<ul style="list-style-type: none">○ Freeman Avenue at 147th Street○ Eastman Avenue at 147th Street○ Osage Avenue at 147th Street |
|---|----|---|



Bulb-Out Improvements

Bulb-outs may also be incorporated into the road diet alternative improvements. Bulb-outs visually and physically narrow the roadway, creating safer and shorter crossings for pedestrians. Bulb-outs are recommended for roadways with a posted speed limit of 35 mph or lower, with ADT volumes of 20,000 vehicles or lower, which allies to the project corridor. Bulb-outs would be applicable for road diet improvements or the existing striping conditions where the parking lane is adjacent to the curb.



The potential locations to consider bulb-out improvements include:

- Alternative 1 (along 147th Street)
 - Larch Avenue at 147th Street
 - Freeman Avenue at 147th Street
 - Eastman Avenue at 147th Street
 - Osage Avenue at 147th Street
 - Avis Avenue at 147th Street
- Alternative 2 (along 147th Street)
 - Larch Avenue at 147th Street
 - Freeman Avenue at 147th Street
 - Eastman Avenue at 147th Street
 - Osage Avenue at 147th Street
 - Avis Avenue at 147th Street
- Alternative 3 (along 147th Street)
 - Larch Avenue at 147th Street
 - Freeman Avenue at 147th Street
 - Eastman Avenue at 147th Street
 - Osage Avenue at 147th Street
 - Avis Avenue at 147th Street

6.2.7 Final Recommendations

The four road diet alternatives are all similar improvements that would reduce the number of lanes, add a bike lane, and add parking lane striping in each direction. Based on our evaluation for the four alternatives, it is recommended to select Alternatives 1 or 2, depending on if the City would prefer a two-way left-turn lane.

Bulb-out improvements are recommended at each intersection within the project corridor and may be implemented with both Alternative road diet improvements at crosswalks crossing 147th Street.

The costs for implementing the road diet alternatives would be approximately the same, as they are all signing and striping related improvements. If the City decides to implement bulb-out improvements, the costs would rise.



147th Street Roadway Analysis between Hawthorne Boulevard and Prairie Avenue
City of Lawndale

If the City would like to consider a phased implementation, it is recommended to install the signing and striping as "Phase 1" improvements, and construction of the bulb-outs as "Phase 2" improvements. The cost for Phase 2 improvements will be considerably higher than Phase 1 improvements. As another option, the City may also consider constructing bulb-outs at selected locations. ADVANTEC recommends the City to implement these improvements based on their resources and available funding including the costs to procure and install the recommended improvements shown.



APPENDIX A

CAMUTCD WARRANT METHODOLOGIES

Section 4C.02 Warrant 1, Eight-Hour Vehicular Volume

Support:

⁰¹The Minimum Vehicular Volume, Condition A, is intended for application at locations where a large volume of intersecting traffic is the principal reason to consider installing a traffic control signal.

⁰²The Interruption of Continuous Traffic, Condition B, is intended for application at locations where Condition A is not satisfied and where the traffic volume on a major street is so heavy that traffic on a minor intersecting street suffers excessive delay or conflict in entering or crossing the major street.

⁰³It is intended that Warrant 1 be treated as a single warrant. If Condition A is satisfied, then Warrant 1 is satisfied and analyses of Condition B and the combination of Conditions A and B are not needed. Similarly, if Condition B is satisfied, then Warrant 1 is satisfied and an analysis of the combination of Conditions A and B is not needed.

Standard:

⁰⁴The need for a traffic control signal shall be considered if an engineering study finds that one of the following conditions exist for each of any 8 hours of an average day:

- A. The vehicles per hour given in both of the 100 percent columns of Condition A in Table 4C-1 exist on the major-street and the higher-volume minor-street approaches, respectively, to the intersection; or
- B. The vehicles per hour given in both of the 100 percent columns of Condition B in Table 4C-1 exist on the major-street and the higher-volume minor-street approaches, respectively, to the intersection.

In applying each condition the major-street and minor-street volumes shall be for the same 8 hours.

On the minor street, the higher volume shall not be required to be on the same approach during each of these 8 hours.

Option:

⁰⁵If the posted or statutory speed limit or the 85th-percentile speed on the major street exceeds 40 mph, or if the intersection lies within the built-up area of an isolated community having a population of less than 10,000, the traffic volumes in the 70 percent columns in Table 4C-1 may be used in place of the 100 percent columns.

Guidance:

⁰⁶*The combination of Conditions A and B is intended for application at locations where Condition A is not satisfied and Condition B is not satisfied and should be applied only after an adequate trial of other alternatives that could cause less delay and inconvenience to traffic has failed to solve the traffic problems.*

Standard:

⁰⁷The need for a traffic control signal shall be considered if an engineering study finds that both of the following conditions exist for each of any 8 hours of an average day:

- A. The vehicles per hour given in both of the 80 percent columns of Condition A in Table 4C-1 exist on the major-street and the higher-volume minor-street approaches, respectively, to the intersection; and

- B. The vehicles per hour given in both of the 80 percent columns of Condition B in Table 4C-1 exist on the major-street and the higher-volume minor-street approaches, respectively, to the intersection.**

These major-street and minor-street volumes shall be for the same 8 hours for each condition; however, the 8 hours satisfied in Condition A shall not be required to be the same 8 hours satisfied in Condition B. On the minor street, the higher volume shall not be required to be on the same approach during each of the 8 hours.

Option:

⁰⁸If the posted or statutory speed limit or the 85th-percentile speed on the major street exceeds 40 mph, or if the intersection lies within the built-up area of an isolated community having a population of less than 10,000, the traffic volumes in the 56 percent columns in Table 4C-1 may be used in place of the 80 percent columns.

Section 4C.03 Warrant 2, Four-Hour Vehicular Volume

Support:

⁰¹The Four-Hour Vehicular Volume signal warrant conditions are intended to be applied where the volume of intersecting traffic is the principal reason to consider installing a traffic control signal.

Standard:

⁰²**The need for a traffic control signal shall be considered if an engineering study finds that, for each of any 4 hours of an average day, the plotted points representing the vehicles per hour on the major street (total of both approaches) and the corresponding vehicles per hour on the higher-volume minor-street approach (one direction only) all fall above the applicable curve in Figure 4C-1 for the existing combination of approach lanes. On the minor street, the higher volume shall not be required to be on the same approach during each of these 4 hours.**

Option:

⁰³If the posted or statutory speed limit or the 85th-percentile speed on the major street exceeds 40 mph, or if the intersection lies within the built-up area of an isolated community having a population of less than 10,000, Figure 4C-2 may be used in place of Figure 4C-1.

Section 4C.04 Warrant 3, Peak Hour

Support:

⁰¹The Peak Hour signal warrant is intended for use at a location where traffic conditions are such that for a minimum of 1 hour of an average day, the minor-street traffic suffers undue delay when entering or crossing the major street.

Standard:

⁰²**This signal warrant shall be applied only in unusual cases, such as office complexes, manufacturing plants, industrial complexes, or high-occupancy vehicle facilities that attract or discharge large numbers of vehicles over a short time.**

⁰³**The need for a traffic control signal shall be considered if an engineering study finds that the criteria in either of the following two categories are met:**

- A. If all three of the following conditions exist for the same 1 hour (any four consecutive 15-minute periods) of an average day:
1. The total stopped time delay experienced by the traffic on one minor-street approach (one direction only) controlled by a STOP sign equals or exceeds: 4 vehicle-hours for a one-lane approach or 5 vehicle-hours for a two-lane approach; and
 2. The volume on the same minor-street approach (one direction only) equals or exceeds 100 vehicles per hour for one moving lane of traffic or 150 vehicles per hour for two moving lanes; and
 3. The total entering volume serviced during the hour equals or exceeds 650 vehicles per hour for intersections with three approaches or 800 vehicles per hour for intersections with four or more approaches.
- B. The plotted point representing the vehicles per hour on the major street (total of both approaches) and the corresponding vehicles per hour on the higher-volume minor-street approach (one direction only) for 1 hour (any four consecutive 15-minute periods) of an average day falls above the applicable curve in Figure 4C-3 for the existing combination of approach lanes.

Option:

⁰⁴If the posted or statutory speed limit or the 85th-percentile speed on the major street exceeds 40 mph, or if the intersection lies within the built-up area of an isolated community having a population of less than 10,000, Figure 4C-4 may be used in place of Figure 4C-3 to evaluate the criteria in the second category of the Standard.

⁰⁵If this warrant is the only warrant met and a traffic control signal is justified by an engineering study, the traffic control signal may be operated in the flashing mode during the hours that the volume criteria of this warrant are not met.

Guidance:

⁰⁶*If this warrant is the only warrant met and a traffic control signal is justified by an engineering study, the traffic control signal should be traffic-actuated.*

Section 4C.05 Warrant 4, Pedestrian Volume

Support:

⁰¹The Pedestrian Volume signal warrant is intended for application where the traffic volume on a major street is so heavy that pedestrians experience excessive delay in crossing the major street.

Standard:

⁰²The need for a traffic control signal at an intersection or midblock crossing shall be considered if an engineering study finds that one of the following criteria is met:

- A. For each of any 4 hours of an average day, the plotted points representing the vehicles per hour on the major street (total of both approaches) and the corresponding pedestrians per hour crossing the major street (total of all crossings) all fall above the curve in Figure 4C-5; or
- B. For 1 hour (any four consecutive 15-minute periods) of an average day, the plotted point representing the vehicles per hour on the major street (total of both approaches) and the

corresponding pedestrians per hour crossing the major street (total of all crossings) falls above the curve in Figure 4C-7.

Option:

⁰³If the posted or statutory speed limit or the 85th-percentile speed on the major street exceeds 35 mph, or if the intersection lies within the built-up area of an isolated community having a population of less than 10,000, Figure 4C-6 may be used in place of Figure 4C-5 to evaluate Criterion A in Paragraph 2, and Figure 4C-8 may be used in place of Figure 4C-7 to evaluate Criterion B in Paragraph 2.

Standard:

⁰⁴**The Pedestrian Volume signal warrant shall not be applied at locations where the distance to the nearest traffic control signal or STOP sign controlling the street that pedestrians desire to cross is less than 300 feet, unless the proposed traffic control signal will not restrict the progressive movement of traffic.**

⁰⁵**If this warrant is met and a traffic control signal is justified by an engineering study, the traffic control signal shall be equipped with pedestrian signal heads complying with the provisions set forth in Chapter 4E.**

Guidance:

⁰⁶*If this warrant is met and a traffic control signal is justified by an engineering study, then:*

- A. If it is installed at an intersection or major driveway location, the traffic control signal should also control the minor-street or driveway traffic, should be traffic-actuated, and should include pedestrian detection.*
- B. If it is installed at a non-intersection crossing, the traffic control signal should be installed at least 100 feet from side streets or driveways that are controlled by STOP or YIELD signs, and should be pedestrian-actuated. If the traffic control signal is installed at a non-intersection crossing, at least one of the signal faces should be over the traveled way for each approach, parking and other sight obstructions should be prohibited for at least 100 feet in advance of and at least 20 feet beyond the crosswalk or site accommodations should be made through curb extensions or other techniques to provide adequate sight distance, and the installation should include suitable standard signs and pavement markings.*
- C. Furthermore, if it is installed within a signal system, the traffic control signal should be coordinated.*

Option:

⁰⁷The criterion for the pedestrian volume crossing the major street may be reduced as much as 50 percent if the 15th-percentile crossing speed of pedestrians is less than 3.5 feet per second.

⁰⁸A traffic control signal may not be needed at the study location if adjacent coordinated traffic control signals consistently provide gaps of adequate length for pedestrians to cross the street.

Section 4C.06 Warrant 5, School Crossing

Support:

⁰¹The School Crossing signal warrant is intended for application where the fact that schoolchildren cross the major street is the principal reason to consider installing a traffic control signal. For the purposes of this warrant, the word “schoolchildren” includes elementary through high school students.

Standard:

02 The need for a traffic control signal shall be considered when an engineering study of the frequency and adequacy of gaps in the vehicular traffic stream as related to the number and size of groups of schoolchildren at an established school crossing across the major street shows that the number of adequate gaps in the traffic stream during the period when the schoolchildren are using the crossing is less than the number of minutes in the same period (see Section 7A.03) and there are a minimum of 20 schoolchildren during the highest crossing hour.

03 Before a decision is made to install a traffic control signal, consideration shall be given to the implementation of other remedial measures, such as warning signs and flashers, school speed zones, school crossing guards, or a grade-separated crossing.

04 The School Crossing signal warrant shall not be applied at locations where the distance to the nearest traffic control signal along the major street is less than 300 feet, unless the proposed traffic control signal will not restrict the progressive movement of traffic.

Guidance:

05 If this warrant is met and a traffic control signal is justified by an engineering study, then:

A. If it is installed at an intersection or major driveway location, the traffic control signal should also control the minor-street or driveway traffic, should be traffic-actuated, and should include pedestrian detection.

B. If it is installed at a non-intersection crossing, the traffic control signal should be installed at least 100 feet from side streets or driveways that are controlled by STOP or YIELD signs, and should be pedestrian actuated.

If the traffic control signal is installed at a non-intersection crossing, at least one of the signal faces should be over the traveled way for each approach, parking and other sight obstructions should be

prohibited for at least 100 feet in advance of and at least 20 feet beyond the crosswalk or site accommodations should be made through curb extensions or other techniques to provide adequate sight

distance, and the installation should include suitable standard signs and pavement markings.

C. Furthermore, if it is installed within a signal system, the traffic control signal should be coordinated.

Section 4C.07 Warrant 6, Coordinated Signal System

Support:

01 Progressive movement in a coordinated signal system sometimes necessitates installing traffic control signals at intersections where they would not otherwise be needed in order to maintain proper platooning of vehicles.

Standard:

02 The need for a traffic control signal shall be considered if an engineering study finds that one of the following criteria is met:

A. On a one-way street or a street that has traffic predominantly in one direction, the adjacent traffic control signals are so far apart that they do not provide the necessary degree of vehicular platooning.

B. On a two-way street, adjacent traffic control signals do not provide the necessary degree of platooning and the proposed and adjacent traffic control signals will collectively provide a progressive operation.

Guidance:

03 The Coordinated Signal System signal warrant should not be applied where the resultant spacing of traffic control signals would be less than 1,000 feet.

Section 4C.08 Warrant 7, Crash Experience

Support:

01 The Crash Experience signal warrant conditions are intended for application where the severity and frequency of crashes are the principal reasons to consider installing a traffic control signal.

Standard:

02 **The need for a traffic control signal shall be considered if an engineering study finds that all of the following criteria are met:**

- A. Adequate trial of alternatives with satisfactory observance and enforcement has failed to reduce the crash frequency; and**
- B. Five or more reported crashes, of types susceptible to correction by a traffic control signal, have occurred within a 12-month period, each crash involving personal injury or property damage apparently exceeding the applicable requirements for a reportable crash; and**
- C. For each of any 8 hours of an average day, the vehicles per hour (vph) given in both of the 80 percent columns of Condition A in Table 4C-1 (see Section 4C.02), or the vph in both of the 80 percent columns of Condition B in Table 4C-1 exists on the major-street and the higher-volume minor-street approach, respectively, to the intersection, or the volume of pedestrian traffic is not less than 80 percent of the requirements specified in the Pedestrian Volume warrant. These major-street and minor-street volumes shall be for the same 8 hours. On the minor street, the higher volume shall not be required to be on the same approach during each of the 8 hours.**

Option:

03 If the posted or statutory speed limit or the 85th-percentile speed on the major street exceeds 40 mph, or if the intersection lies within the built-up area of an isolated community having a population of less than 10,000, the traffic volumes in the 56 percent columns in Table 4C-1 may be used in place of the 80 percent columns.

Section 4C.09 Warrant 8, Roadway Network

Support

01 Installing a traffic control signal at some intersections might be justified to encourage concentration and organization of traffic flow on a roadway network.

Standard:

02 **The need for a traffic control signal shall be considered if an engineering study finds that the common intersection of two or more major routes meets one or both of the following criteria:**

- A. The intersection has a total existing, or immediately projected, entering volume of at least 1,000 vehicles per hour during the peak hour of a typical weekday and has 5-year projected traffic volumes, based on an engineering study, that meet one or more of Warrants 1, 2, and 3 during an average weekday; or**
- B. The intersection has a total existing or immediately projected entering volume of at least 1,000 vehicles per hour for each of any 5 hours of a non-normal business day (Saturday or Sunday).**

03 **A major route as used in this signal warrant shall have at least one of the following characteristics:**

- A. It is part of the street or highway system that serves as the principal roadway network for through traffic flow.**
- B. It includes rural or suburban highways outside, entering, or traversing a city.**
- C. It appears as a major route on an official plan, such as a major street plan in an urban area traffic and transportation study.**

Section 4C.10 Warrant 9, Intersection Near a Grade Crossing

Support

01 The Intersection Near a Grade Crossing signal warrant is intended for use at a location where none of the conditions described in the other eight traffic signal warrants are met, but the proximity to the intersection of a grade crossing on an intersection approach controlled by a STOP or YIELD sign is the principal reason to consider installing a traffic control signal.

Guidance:

02 *This signal warrant should be applied only after adequate consideration has been given to other alternatives or after a trial of an alternative has failed to alleviate the safety concerns associated with the grade crossing. Among the alternatives that should be considered or tried are:*

- A. Providing additional pavement that would enable vehicles to clear the track or that would provide space for an evasive maneuver, or*
- B. Reassigning the stop controls at the intersection to make the approach across the track a non-stopping approach.*

Standard:

03 **The need for a traffic control signal shall be considered if an engineering study finds that both of the following criteria are met:**

- A. A grade crossing exists on an approach controlled by a STOP or YIELD sign and the center of the track nearest to the intersection is within 140 feet of the stop line or yield line on the approach; and**
- B. During the highest traffic volume hour during which rail traffic uses the crossing, the plotted point representing the vehicles per hour on the major street (total of both approaches) and the corresponding vehicles per hour on the minor-street approach that crosses the track (one direction only, approaching the intersection) falls above the applicable curve in Figure 4C-9 or 4C-10 for the existing combination of approach lanes over the track and the distance D, which is the clear storage distance as defined in Section 1A.13.**

Guidance:

04 *The following considerations apply when plotting the traffic volume data on Figure 4C-9 or 4C-10:*

- A. Figure 4C-9 should be used if there is only one lane approaching the intersection at the track crossing location and Figure 4C-10 should be used if there are two or more lanes approaching the intersection at the track crossing location.*
- B. After determining the actual distance D, the curve for the distance D that is nearest to the actual distance D should be used. For example, if the actual distance D is 95 feet, the plotted point should be compared to the curve for D = 90 feet.*
- C. If the rail traffic arrival times are unknown, the highest traffic volume hour of the day should be used.*

Option:

05 The minor-street approach volume may be multiplied by up to three adjustment factors as provided in Paragraphs 6 through 8.

06 Because the curves are based on an average of four occurrences of rail traffic per day, the vehicles per hour on the minor-street approach may be multiplied by the adjustment factor shown in Table 4C-2 for the appropriate number of occurrences of rail traffic per day.

07 Because the curves are based on typical vehicle occupancy, if at least 2% of the vehicles crossing the track

are buses carrying at least 20 people, the vehicles per hour on the minor-street approach may be multiplied by the adjustment factor shown in Table 4C-3 for the appropriate percentage of high-occupancy buses.

⁰⁸ Because the curves are based on tractor-trailer trucks comprising 10% of the vehicles crossing the track, the vehicles per hour on the minor-street approach may be multiplied by the adjustment factor shown in Table 4C-4 for the appropriate distance and percentage of tractor-trailer trucks.

Standard:

⁰⁹ **If this warrant is met and a traffic control signal at the intersection is justified by an engineering study, then:**

- A. The traffic control signal shall have actuation on the minor street;**
- B. Preemption control shall be provided in accordance with Sections 4D.27, 8C.09, and 8C.10;**
- and**
- C. The grade crossing shall have flashing-light signals (see Chapter 8C).**

Guidance:

¹⁰ *If this warrant is met and a traffic control signal at the intersection is justified by an engineering study, the grade crossing should have automatic gates (see Chapter 8C).*



APPENDIX B

ADT TRAFFIC VOLUMES

Counts Unlimited, Inc.

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City of Lawndale
Larch Avenue
N/ 147th Street
24 Hour Directional Volume Count

PO Box 1178
Corona, CA 92878
Phone: (951) 268-6268
email: counts@countsunlimited.com

LND001
Site Code: 141-24363

Start Time	4/24/2024 Wed	Northbound		Hour Totals		Southbound		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		1	11			5	19				
12:15		0	11			4	12				
12:30		1	14			4	17				
12:45		1	9	3	45	3	26	16	74	19	119
01:00		0	12			2	10				
01:15		2	7			2	26				
01:30		1	15			2	27				
01:45		1	11	4	45	2	25	8	88	12	133
02:00		0	18			2	31				
02:15		1	15			0	35				
02:30		2	21			0	33				
02:45		0	9	3	63	1	30	3	129	6	192
03:00		0	17			0	27				
03:15		1	17			2	29				
03:30		1	9			0	32				
03:45		3	18	5	61	2	31	4	119	9	180
04:00		1	18			0	21				
04:15		1	15			2	31				
04:30		3	22			2	21				
04:45		2	21	7	76	2	32	6	105	13	181
05:00		2	26			0	37				
05:15		2	17			4	28				
05:30		0	10			4	23				
05:45		3	20	7	73	6	34	14	122	21	195
06:00		1	16			4	49				
06:15		4	18			6	33				
06:30		6	16			14	31				
06:45		6	11	17	61	14	18	38	131	55	192
07:00		6	16			18	32				
07:15		7	10			35	29				
07:30		9	12			30	24				
07:45		14	8	36	46	33	12	116	97	152	143
08:00		23	4			43	21				
08:15		35	11			38	19				
08:30		17	12			36	19				
08:45		21	16	96	43	21	8	138	67	234	110
09:00		13	10			13	11				
09:15		3	2			23	10				
09:30		7	8			19	12				
09:45		6	6	29	26	18	14	73	47	102	73
10:00		6	1			18	7				
10:15		7	5			14	4				
10:30		11	6			22	9				
10:45		10	2	34	14	9	11	63	31	97	45
11:00		8	3			10	5				
11:15		4	3			9	7				
11:30		9	4			14	3				
11:45		4	2	25	12	27	5	60	20	85	32
Total		266	565	266	565	539	1030	539	1030	805	1595
Combined Total		831		831		1569		1569		2400	
AM Peak	-	08:00	-	-	-	07:45	-	-	-	-	-
Vol.	-	96	-	-	-	150	-	-	-	-	-
P.H.F.		0.686				0.872					
PM Peak	-	-	04:30	-	-	-	05:45	-	-	-	-
Vol.	-	-	86	-	-	-	147	-	-	-	-
P.H.F.			0.827				0.750				
Percentage		32.0%	68.0%			34.4%	65.6%				
ADT/AADT		ADT 2,400		AADT 2,400							

Counts Unlimited, Inc.

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City of Lawndale
Larch Avenue
S/ 147th Street
24 Hour Directional Volume Count

PO Box 1178
Corona, CA 92878
Phone: (951) 268-6268
email: counts@countsunlimited.com

LND002
Site Code: 141-24363

Start Time	4/24/2024 Wed	Northbound		Hour Totals		Southbound		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		0	12			1	8				
12:15		0	6			3	11				
12:30		0	7			3	14				
12:45		0	8	0	33	3	20	10	53	10	86
01:00		0	9			1	8				
01:15		1	5			2	17				
01:30		2	10			2	17				
01:45		0	11	3	35	1	11	6	53	9	88
02:00		1	13			0	21				
02:15		1	12			0	13				
02:30		1	10			2	16				
02:45		0	6	3	41	1	18	3	68	6	109
03:00		0	14			0	14				
03:15		0	13			1	17				
03:30		0	10			0	19				
03:45		2	15	2	52	1	18	2	68	4	120
04:00		0	11			1	11				
04:15		0	12			0	17				
04:30		2	15			2	5				
04:45		1	15	3	53	1	16	4	49	7	102
05:00		1	19			0	19				
05:15		2	18			2	19				
05:30		0	10			4	14				
05:45		3	18	6	65	5	19	11	71	17	136
06:00		0	13			3	28				
06:15		2	21			3	15				
06:30		3	19			4	22				
06:45		3	13	8	66	7	9	17	74	25	140
07:00		10	14			9	16				
07:15		6	10			23	14				
07:30		9	11			14	13				
07:45		11	5	36	40	16	11	62	54	98	94
08:00		16	3			23	14				
08:15		24	8			18	13				
08:30		9	16			24	13				
08:45		14	16	63	43	10	8	75	48	138	91
09:00		10	10			7	6				
09:15		1	5			15	8				
09:30		4	5			13	10				
09:45		5	1	20	21	8	5	43	29	63	50
10:00		7	0			11	4				
10:15		3	4			9	4				
10:30		9	4			17	3				
10:45		14	2	33	10	11	4	48	15	81	25
11:00		14	0			15	1				
11:15		3	1			6	4				
11:30		8	0			10	1				
11:45		6	3	31	4	14	4	45	10	76	14
Total		208	463	208	463	326	592	326	592	534	1055
Combined Total		671		671		918		918		1589	
AM Peak	-	08:00	-	-	-	07:45	-	-	-	-	-
Vol.	-	63	-	-	-	81	-	-	-	-	-
P.H.F.		0.656				0.844					
PM Peak	-	-	05:45	-	-	-	05:45	-	-	-	-
Vol.	-	-	71	-	-	-	84	-	-	-	-
P.H.F.			0.845				0.750				
Percentage		31.0%	69.0%			35.5%	64.5%				
ADT/AADT		ADT 1,589	AADT 1,589								

Counts Unlimited, Inc.

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City of Lawndale
147th Street
E/ Larch Avenue
24 Hour Directional Volume Count

PO Box 1178
Corona, CA 92878
Phone: (951) 268-6268
email: counts@countsunlimited.com

LND003
Site Code: 141-24363

Start Time	4/24/2024 Wed	Eastbound		Hour Totals		Westbound		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		2	28			4	17				
12:15		0	12			2	24				
12:30		1	21			2	23				
12:45		1	26	4	87	2	32	10	96	14	183
01:00		0	25			0	20				
01:15		1	26			0	19				
01:30		0	21			1	16				
01:45		2	19	3	91	2	25	3	80	6	171
02:00		2	30			1	26				
02:15		0	39			0	43				
02:30		1	43			3	49				
02:45		0	40	3	152	1	32	5	150	8	302
03:00		0	41			1	29				
03:15		1	48			1	48				
03:30		2	65			1	53				
03:45		1	50	4	204	2	35	5	165	9	369
04:00		0	37			3	30				
04:15		3	44			2	35				
04:30		1	44			4	31				
04:45		2	43	6	168	4	28	13	124	19	292
05:00		3	44			7	43				
05:15		1	45			4	41				
05:30		3	42			5	31				
05:45		2	56	9	187	11	35	27	150	36	337
06:00		2	47			7	29				
06:15		6	45			10	33				
06:30		4	35			15	23				
06:45		7	23	19	150	21	22	53	107	72	257
07:00		9	28			19	20				
07:15		12	27			29	24				
07:30		22	22			27	19				
07:45		23	18	66	95	63	15	138	78	204	173
08:00		42	19			96	10				
08:15		46	16			92	11				
08:30		48	23			81	8				
08:45		30	14	166	72	32	12	301	41	467	113
09:00		11	13			25	11				
09:15		12	16			16	9				
09:30		15	17			31	10				
09:45		19	9	57	55	23	8	95	38	152	93
10:00		16	10			18	12				
10:15		14	7			24	7				
10:30		21	9			24	3				
10:45		18	10	69	36	25	3	91	25	160	61
11:00		26	5			23	2				
11:15		13	5			22	2				
11:30		10	5			22	5				
11:45		19	12	68	27	14	9	81	18	149	45
Total		474	1324	474	1324	822	1072	822	1072	1296	2396
Combined Total		1798		1798		1894		1894		3692	
AM Peak	-	08:00	-	-	-	07:45	-	-	-	-	-
Vol.	-	166	-	-	-	332	-	-	-	-	-
P.H.F.		0.865				0.865					
PM Peak	-	-	03:00	-	-	-	03:15	-	-	-	-
Vol.	-	-	204	-	-	-	166	-	-	-	-
P.H.F.			0.785				0.783				
Percentage		26.4%	73.6%			43.4%	56.6%				
ADT/AADT		ADT 3,692		AADT 3,692							

Counts Unlimited, Inc.

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City of Lawndale
147th Street
W/ Larch Avenue
24 Hour Directional Volume Count

PO Box 1178
Corona, CA 92878
Phone: (951) 268-6268
email: counts@countsunlimited.com

LND004
Site Code: 141-24363

Start Time	4/24/2024 Wed	Eastbound		Hour Totals		Westbound		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		0	17			5	18				
12:15		0	15			3	23				
12:30		0	17			1	15				
12:45		0	26	0	75	0	37	9	93	9	168
01:00		0	26			1	20				
01:15		2	28			0	28				
01:30		0	20			2	20				
01:45		3	17	5	91	3	37	6	105	11	196
02:00		0	32			2	33				
02:15		0	31			0	54				
02:30		1	43			0	55				
02:45		1	37	2	143	2	38	4	180	6	323
03:00		0	35			1	33				
03:15		1	40			1	48				
03:30		2	57			0	59				
03:45		0	49	3	181	1	44	3	184	6	365
04:00		1	30			2	26				
04:15		1	29			1	31				
04:30		2	39			4	35				
04:45		2	35	6	133	4	30	11	122	17	255
05:00		2	34			5	44				
05:15		2	37			7	43				
05:30		2	37			4	35				
05:45		1	49	7	157	11	41	27	163	34	320
06:00		1	38			6	38				
06:15		6	33			11	42				
06:30		5	29			23	29				
06:45		6	20	18	120	24	30	64	139	82	259
07:00		7	26			30	32				
07:15		11	17			39	29				
07:30		19	18			40	25				
07:45		18	14	55	75	72	9	181	95	236	170
08:00		38	18			105	15				
08:15		49	17			104	15				
08:30		44	22			81	17				
08:45		28	15	159	72	34	13	324	60	483	132
09:00		11	11			28	14				
09:15		13	14			23	12				
09:30		10	20			29	12				
09:45		15	9	49	54	28	12	108	50	157	104
10:00		8	9			18	13				
10:15		16	8			27	7				
10:30		21	5			27	3				
10:45		17	5	62	27	26	5	98	28	160	55
11:00		33	4			31	2				
11:15		12	5			23	3				
11:30		14	5			29	3				
11:45		16	10	75	24	26	9	109	17	184	41
Total		441	1152	441	1152	944	1236	944	1236	1385	2388
Combined Total		1593		1593		2180		2180		3773	
AM Peak	-	08:00	-	-	-	07:45	-	-	-	-	-
Vol.	-	159	-	-	-	362	-	-	-	-	-
P.H.F.		0.811				0.862					
PM Peak	-	-	03:00	-	-	-	03:00	-	-	-	-
Vol.	-	-	181	-	-	-	184	-	-	-	-
P.H.F.			0.794				0.780				
Percentage		27.7%	72.3%			43.3%	56.7%				
ADT/AADT		ADT 3,773		AADT 3,773							

Counts Unlimited, Inc.

City of Lawndale
147th Street
B/ Freeman Avenue - Osage Aveue
24 Hour Directional Volume Count

PO Box 1178
Corona, CA 92878
(951) 268-6268
email: counts@countsunlimited.com

LND009
Site Code: 141-24363

Start Time	4/24/24 Wed	Eastbound		Hour Totals		Westbound		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		2	26			1	17				
12:15		0	16			2	23				
12:30		1	22			2	23				
12:45		5	27	8	91	2	28	7	91	15	182
01:00		3	24			2	19				
01:15		2	26			0	22				
01:30		3	18			2	18				
01:45		4	23	12	91	2	25	6	84	18	175
02:00		1	31			1	28				
02:15		0	40			1	47				
02:30		2	46			0	44				
02:45		3	41	6	158	1	30	3	149	9	307
03:00		0	42			0	33				
03:15		1	54			1	44				
03:30		1	62			2	53				
03:45		0	49	2	207	0	41	3	171	5	378
04:00		4	43			1	32				
04:15		0	44			2	36				
04:30		3	46			2	32				
04:45		1	39	8	172	2	27	7	127	15	299
05:00		1	48			1	35				
05:15		5	37			3	42				
05:30		5	48			9	36				
05:45		9	48	20	181	7	33	20	146	40	327
06:00		4	42			5	30				
06:15		7	46			12	35				
06:30		6	36			12	26				
06:45		8	22	25	146	28	22	57	113	82	259
07:00		8	28			14	25				
07:15		9	24			23	22				
07:30		14	22			28	23				
07:45		27	22	58	96	67	15	132	85	190	181
08:00		43	17			90	17				
08:15		49	17			88	14				
08:30		33	21			72	9				
08:45		23	17	148	72	32	12	282	52	430	124
09:00		17	15			21	15				
09:15		14	20			17	13				
09:30		23	18			26	12				
09:45		18	12	72	65	23	9	87	49	159	114
10:00		17	12			18	11				
10:15		16	6			21	7				
10:30		22	9			20	6				
10:45		20	9	75	36	22	4	81	28	156	64
11:00		24	7			23	6				
11:15		15	7			25	7				
11:30		14	4			24	6				
11:45		20	7	73	25	13	7	85	26	158	51
Total		507	1340	507	1340	770	1121	770	1121	1277	2461
Combined Total		1847		1847		1891		1891		3738	
AM Peak	-	07:45	-	-	-	07:45	-	-	-	-	-
Vol.	-	152	-	-	-	317	-	-	-	-	-
P.H.F.		0.776				0.881					
PM Peak	-	-	03:15	-	-	-	03:00	-	-	-	-
Vol.	-	-	208	-	-	-	171	-	-	-	-
P.H.F.			0.839				0.807				
Percentage		27.4%	72.6%			40.7%	59.3%				
ADT/AADT		ADT 3,738		AADT 3,738							

Counts Unlimited, Inc.

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City of Lawndale
Avis Avenue
N/ 147th Street
24 Hour Directional Volume Count

PO Box 1178
Corona, CA 92878
Phone: (951) 268-6268
email: counts@countsunlimited.com

LND005
Site Code: 141-24363

Start Time	4/24/2024 Wed	Northbound		Hour Totals		Southbound		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		1	4			0	10				
12:15		2	8			1	9				
12:30		1	9			2	7				
12:45		0	10	4	31	0	12	3	38	7	69
01:00		1	11			1	14				
01:15		1	12			0	8				
01:30		0	7			0	11				
01:45		1	4	3	34	0	9	1	42	4	76
02:00		1	9			1	17				
02:15		0	24			0	55				
02:30		2	14			0	34				
02:45		0	20	3	67	0	14	1	120	4	187
03:00		0	17			0	26				
03:15		0	39			0	44				
03:30		1	33			1	89				
03:45		0	11	1	100	0	33	1	192	2	292
04:00		2	11			0	20				
04:15		1	15			1	22				
04:30		0	12			0	31				
04:45		0	8	3	46	1	13	2	86	5	132
05:00		0	19			1	26				
05:15		6	12			1	21				
05:30		1	11			3	22				
05:45		8	21	15	63	2	25	7	94	22	157
06:00		3	15			3	25				
06:15		3	11			2	11				
06:30		5	6			7	15				
06:45		11	7	22	39	11	15	23	66	45	105
07:00		6	7			9	10				
07:15		10	6			11	13				
07:30		13	7			18	14				
07:45		30	8	59	28	29	6	67	43	126	71
08:00		75	9			62	8				
08:15		110	8			95	6				
08:30		41	8			118	5				
08:45		16	8	242	33	19	9	294	28	536	61
09:00		9	9			7	8				
09:15		9	9			6	6				
09:30		6	4			10	8				
09:45		7	2	31	24	13	4	36	26	67	50
10:00		8	8			10	7				
10:15		4	6			10	5				
10:30		8	4			8	3				
10:45		8	1	28	19	7	1	35	16	63	35
11:00		10	1			12	4				
11:15		5	1			11	2				
11:30		9	2			14	0				
11:45		5	2	29	6	5	1	42	7	71	13
Total		440	490	440	490	512	758	512	758	952	1248
Combined Total		930		930		1270		1270		2200	
AM Peak	-	07:45	-	-	-	07:45	-	-	-	-	-
Vol.	-	256	-	-	-	304	-	-	-	-	-
P.H.F.	-	0.582	-	-	-	0.644	-	-	-	-	-
PM Peak	-	-	02:45	-	-	-	03:00	-	-	-	-
Vol.	-	-	109	-	-	-	192	-	-	-	-
P.H.F.	-	-	0.699	-	-	-	0.539	-	-	-	-
Percentage		47.3%	52.7%			40.3%	59.7%				
ADT/AADT		ADT 2,200		AADT 2,200							

Counts Unlimited, Inc.

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City of Lawndale
Avis Avenue
S/ 147th Street
24 Hour Directional Volume Count

PO Box 1178
Corona, CA 92878
Phone: (951) 268-6268
email: counts@countsunlimited.com

LND006
Site Code: 141-24363

Start Time	4/24/2024 Wed	Northbound		Hour Totals		Southbound		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		0	4			0	6				
12:15		4	10			0	4				
12:30		0	9			1	6				
12:45		1	6	5	29	0	5	1	21	6	50
01:00		0	9			1	10				
01:15		0	10			0	8				
01:30		0	8			0	2				
01:45		1	8	1	35	0	5	1	25	2	60
02:00		0	8			0	6				
02:15		0	21			0	17				
02:30		2	12			0	10				
02:45		0	14	2	55	0	7	0	40	2	95
03:00		2	20			0	15				
03:15		0	26			0	16				
03:30		1	20			1	31				
03:45		0	9	3	75	0	10	1	72	4	147
04:00		1	12			0	7				
04:15		0	16			0	9				
04:30		1	12			0	8				
04:45		1	15	3	55	4	3	4	27	7	82
05:00		0	20			0	15				
05:15		3	18			1	5				
05:30		1	15			2	9				
05:45		5	17	9	70	1	7	4	36	13	106
06:00		1	20			1	9				
06:15		2	18			3	6				
06:30		1	10			5	9				
06:45		9	5	13	53	7	5	16	29	29	82
07:00		1	8			3	2				
07:15		11	14			9	5				
07:30		12	10			7	11				
07:45		15	9	39	41	8	1	27	19	66	60
08:00		39	5			11	6				
08:15		52	10			17	4				
08:30		15	8			23	5				
08:45		17	2	123	25	6	2	57	17	180	42
09:00		11	7			5	1				
09:15		6	6			5	3				
09:30		4	5			5	2				
09:45		5	5	26	23	6	4	21	10	47	33
10:00		7	2			4	4				
10:15		9	2			5	5				
10:30		12	1			7	5				
10:45		8	1	36	6	0	1	16	15	52	21
11:00		5	1			7	2				
11:15		2	3			4	0				
11:30		10	4			6	0				
11:45		9	1	26	9	6	0	23	2	49	11
Total		286	476	286	476	171	313	171	313	457	789
Combined Total		762		762		484		484		1246	
AM Peak	-	08:00	-	-	-	07:45	-	-	-	-	-
Vol.	-	123	-	-	-	59	-	-	-	-	-
P.H.F.		0.591				0.641					
PM Peak	-	-	02:45	-	-	-	03:00	-	-	-	-
Vol.	-	-	80	-	-	-	72	-	-	-	-
P.H.F.			0.769				0.581				
Percentage		37.5%	62.5%			35.3%	64.7%				
ADT/AADT		ADT 1,246		AADT 1,246							

Counts Unlimited, Inc.

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City of Lawndale
147th Street
E/ Avis Avenue
24 Hour Directional Volume Count

PO Box 1178
Corona, CA 92878
Phone: (951) 268-6268
email: counts@countsunlimited.com

LND007
Site Code: 141-24363

Start Time	4/24/2024 Wed	Eastbound		Hour Totals		Westbound		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		2	34			3	22				
12:15		3	24			1	19				
12:30		1	27			4	26				
12:45		1	26	7	111	2	19	10	86	17	197
01:00		3	26			1	20				
01:15		2	27			1	27				
01:30		1	20			2	15				
01:45		1	34	7	107	5	23	9	85	16	192
02:00		2	37			2	25				
02:15		0	59			0	34				
02:30		1	61			2	30				
02:45		1	46	4	203	3	32	7	121	11	324
03:00		1	54			0	35				
03:15		0	83			0	47				
03:30		1	99			1	48				
03:45		0	60	2	296	2	39	3	169	5	465
04:00		5	64			0	34				
04:15		2	54			0	32				
04:30		5	63			2	26				
04:45		7	46	19	227	5	20	7	112	26	339
05:00		3	73			3	36				
05:15		1	46			4	39				
05:30		3	67			4	38				
05:45		8	52	15	238	7	29	18	142	33	380
06:00		4	53			6	27				
06:15		6	60			12	37				
06:30		20	45			10	27				
06:45		23	27	53	185	16	20	44	111	97	296
07:00		16	31			18	25				
07:15		17	35			22	18				
07:30		29	27			15	27				
07:45		24	30	86	123	42	12	97	82	183	205
08:00		51	17			84	28				
08:15		83	24			96	19				
08:30		89	20			38	11				
08:45		36	24	259	85	24	15	242	73	501	158
09:00		21	22			17	19				
09:15		17	24			10	17				
09:30		18	23			19	11				
09:45		23	17	79	86	17	9	63	56	142	142
10:00		19	11			15	10				
10:15		25	8			15	13				
10:30		29	8			17	13				
10:45		24	7	97	34	14	5	61	41	158	75
11:00		20	8			20	7				
11:15		17	12			25	11				
11:30		27	5			25	7				
11:45		26	2	90	27	15	6	85	31	175	58
Total		718	1722	718	1722	646	1109	646	1109	1364	2831
Combined Total		2440		2440		1755		1755		4195	
AM Peak	-	08:00	-	-	-	07:45	-	-	-	-	-
Vol.	-	259	-	-	-	260	-	-	-	-	-
P.H.F.		0.728				0.677					
PM Peak	-	-	03:15	-	-	-	03:00	-	-	-	-
Vol.	-	-	306	-	-	-	169	-	-	-	-
P.H.F.			0.773				0.880				
Percentage		29.4%	70.6%			36.8%	63.2%				
ADT/AADT		ADT 4,195		AADT 4,195							

Counts Unlimited, Inc.

City of Lawndale
147th Street
W/ Avis Avenue
24 Hour Directional Volume Count

PO Box 1178
Corona, CA 92878
Phone: (951) 268-6268
email: counts@countsunlimited.com

LND008
Site Code: 141-24363

Start Time	4/24/2024 Wed	Eastbound		Hour Totals		Westbound		Hour Totals		Combined Totals	
		Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon	Morning	Afternoon
12:00		2	24			2	16				
12:15		1	19			2	21				
12:30		0	23			3	23				
12:45		0	27	3	93	2	23	9	83	12	176
01:00		3	22			0	18				
01:15		3	26			1	24				
01:30		1	15			2	20				
01:45		1	27	8	90	5	24	8	86	16	176
02:00		2	31			2	29				
02:15		0	40			0	50				
02:30		1	48			2	39				
02:45		1	41	4	160	3	28	7	146	11	306
03:00		0	42			1	37				
03:15		0	60			0	39				
03:30		1	58			1	52				
03:45		0	47	1	207	2	47	4	175	5	382
04:00		6	49			0	33				
04:15		2	44			0	36				
04:30		4	47			2	33				
04:45		7	34	19	174	3	25	5	127	24	301
05:00		2	52			3	27				
05:15		2	28			2	43				
05:30		3	53			5	41				
05:45		7	40	14	173	4	31	14	142	28	315
06:00		5	36			7	31				
06:15		7	47			11	36				
06:30		19	36			7	28				
06:45		20	20	51	139	15	21	40	116	91	255
07:00		11	27			14	30				
07:15		10	21			18	20				
07:30		23	21			19	27				
07:45		23	26	67	95	47	14	98	91	165	186
08:00		45	14			93	23				
08:15		50	17			83	16				
08:30		47	18			65	9				
08:45		28	20	170	69	30	12	271	60	441	129
09:00		18	17			18	19				
09:15		18	24			9	17				
09:30		18	18			22	13				
09:45		23	14	77	73	22	9	71	58	148	131
10:00		17	13			18	9				
10:15		18	5			18	6				
10:30		23	9			16	9				
10:45		21	7	79	34	18	5	70	29	149	63
11:00		22	8			22	9				
11:15		16	8			28	11				
11:30		18	3			25	7				
11:45		20	1	76	20	12	5	87	32	163	52
Total		569	1327	569	1327	684	1145	684	1145	1253	2472
Combined Total		1896		1896		1829		1829		3725	
AM Peak	-	08:00	-	-	-	07:45	-	-	-	-	-
Vol.	-	170	-	-	-	288	-	-	-	-	-
P.H.F.		0.850				0.774					
PM Peak	-	-	03:15	-	-	-	03:00	-	-	-	-
Vol.	-	-	214	-	-	-	175	-	-	-	-
P.H.F.			0.892				0.841				
Percentage		30.0%	70.0%			37.4%	62.6%				
ADT/AADT		ADT 3,725		AADT 3,725							



APPENDIX C

PEAK-HOUR TURNING MOVEMENT VOLUMES

City of Lawndale
N/S: Larch Avenue
E/W: W 147th Street
Weather: Clear

File Name : 01_LND_Larch_147th AM
Site Code : 14124363
Start Date : 4/24/2024
Page No : 1

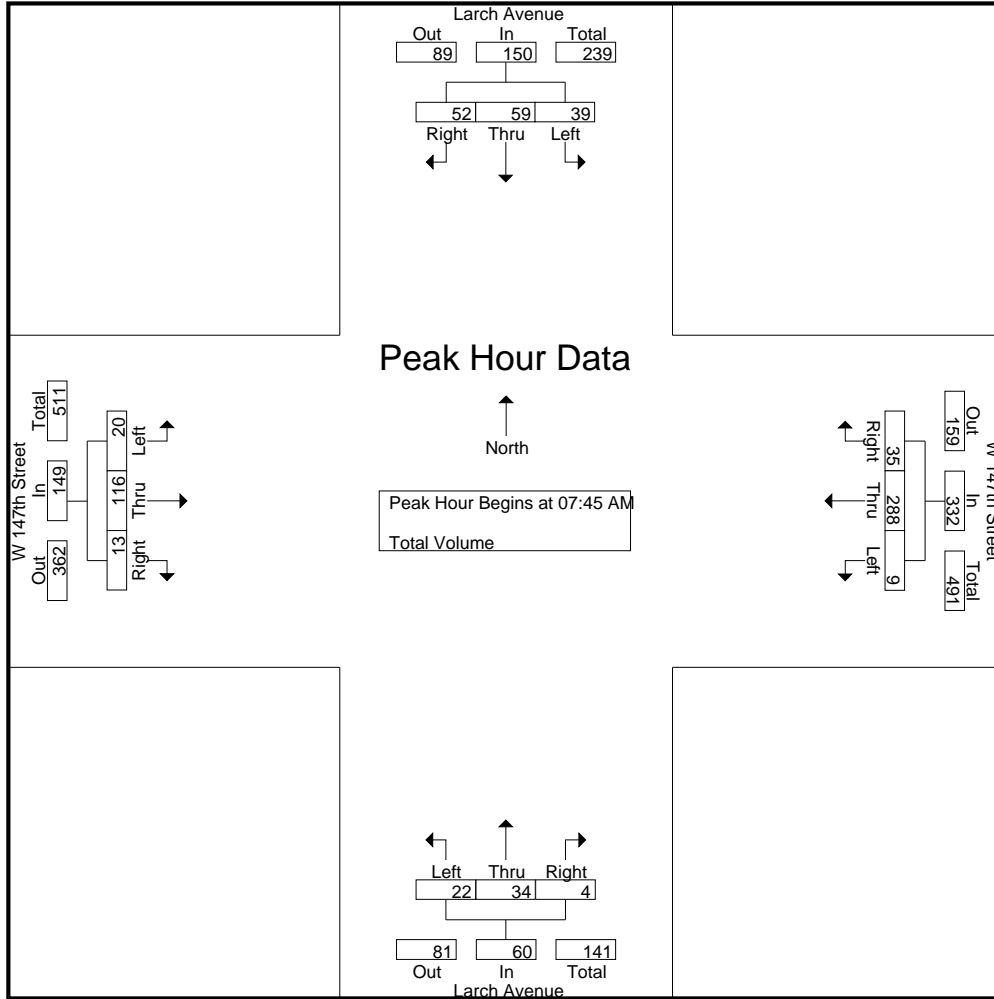
Groups Printed- Total Volume

	Larch Avenue Southbound				W 147th Street Westbound				Larch Avenue Northbound				W 147th Street Eastbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
07:00 AM	2	9	7	18	0	18	1	19	5	4	1	10	1	6	0	7	54
07:15 AM	9	18	8	35	0	27	2	29	4	2	0	6	3	3	5	11	81
07:30 AM	6	12	12	30	0	23	4	27	5	3	1	9	2	15	2	19	85
07:45 AM	9	12	12	33	3	56	4	63	4	7	0	11	3	14	1	18	125
Total	26	51	39	116	3	124	11	138	18	16	2	36	9	38	8	55	345
08:00 AM	12	14	17	43	4	79	13	96	9	7	0	16	3	30	5	38	193
08:15 AM	7	15	16	38	1	80	11	92	8	15	1	24	9	38	2	49	203
08:30 AM	11	18	7	36	1	73	7	81	1	5	3	9	5	34	5	44	170
08:45 AM	7	8	6	21	1	25	6	32	3	10	1	14	5	22	1	28	95
Total	37	55	46	138	7	257	37	301	21	37	5	63	22	124	13	159	661
Grand Total	63	106	85	254	10	381	48	439	39	53	7	99	31	162	21	214	1006
Apprch %	24.8	41.7	33.5		2.3	86.8	10.9		39.4	53.5	7.1		14.5	75.7	9.8		
Total %	6.3	10.5	8.4	25.2	1	37.9	4.8	43.6	3.9	5.3	0.7	9.8	3.1	16.1	2.1	21.3	

	Larch Avenue Southbound				W 147th Street Westbound				Larch Avenue Northbound				W 147th Street Eastbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:45 AM																	
07:45 AM	9	12	12	33	3	56	4	63	4	7	0	11	3	14	1	18	125
08:00 AM	12	14	17	43	4	79	13	96	9	7	0	16	3	30	5	38	193
08:15 AM	7	15	16	38	1	80	11	92	8	15	1	24	9	38	2	49	203
08:30 AM	11	18	7	36	1	73	7	81	1	5	3	9	5	34	5	44	170
Total Volume	39	59	52	150	9	288	35	332	22	34	4	60	20	116	13	149	691
% App. Total	26	39.3	34.7		2.7	86.7	10.5		36.7	56.7	6.7		13.4	77.9	8.7		
PHF	.813	.819	.765	.872	.563	.900	.673	.865	.611	.567	.333	.625	.556	.763	.650	.760	.851

City of Lawndale
N/S: Larch Avenue
E/W: W 147th Street
Weather: Clear

File Name : 01_LND_Larch_147th AM
Site Code : 14124363
Start Date : 4/24/2024
Page No : 2



Peak Hour Analysis From 07:00 AM to 08:45 AM - Peak 1 of 1
Peak Hour for Each Approach Begins at:

	07:45 AM				07:45 AM				08:00 AM				08:00 AM			
+0 mins.	9	12	12	33	3	56	4	63	9	7	0	16	3	30	5	38
+15 mins.	12	14	17	43	4	79	13	96	8	15	1	24	9	38	2	49
+30 mins.	7	15	16	38	1	80	11	92	1	5	3	9	5	34	5	44
+45 mins.	11	18	7	36	1	73	7	81	3	10	1	14	5	22	1	28
Total Volume	39	59	52	150	9	288	35	332	21	37	5	63	22	124	13	159
% App. Total	26	39.3	34.7		2.7	86.7	10.5		33.3	58.7	7.9		13.8	78	8.2	
PHF	.813	.819	.765	.872	.563	.900	.673	.865	.583	.617	.417	.656	.611	.816	.650	.811

Counts Unlimited, Inc.
PO Box 1178
Corona, CA 92878
(951) 268-6268

City of Lawndale
N/S: Larch Avenue
E/W: W 147th Street
Weather: Clear

File Name : 01_LND_Larch_147th MD
Site Code : 14124363
Start Date : 4/24/2024
Page No : 1

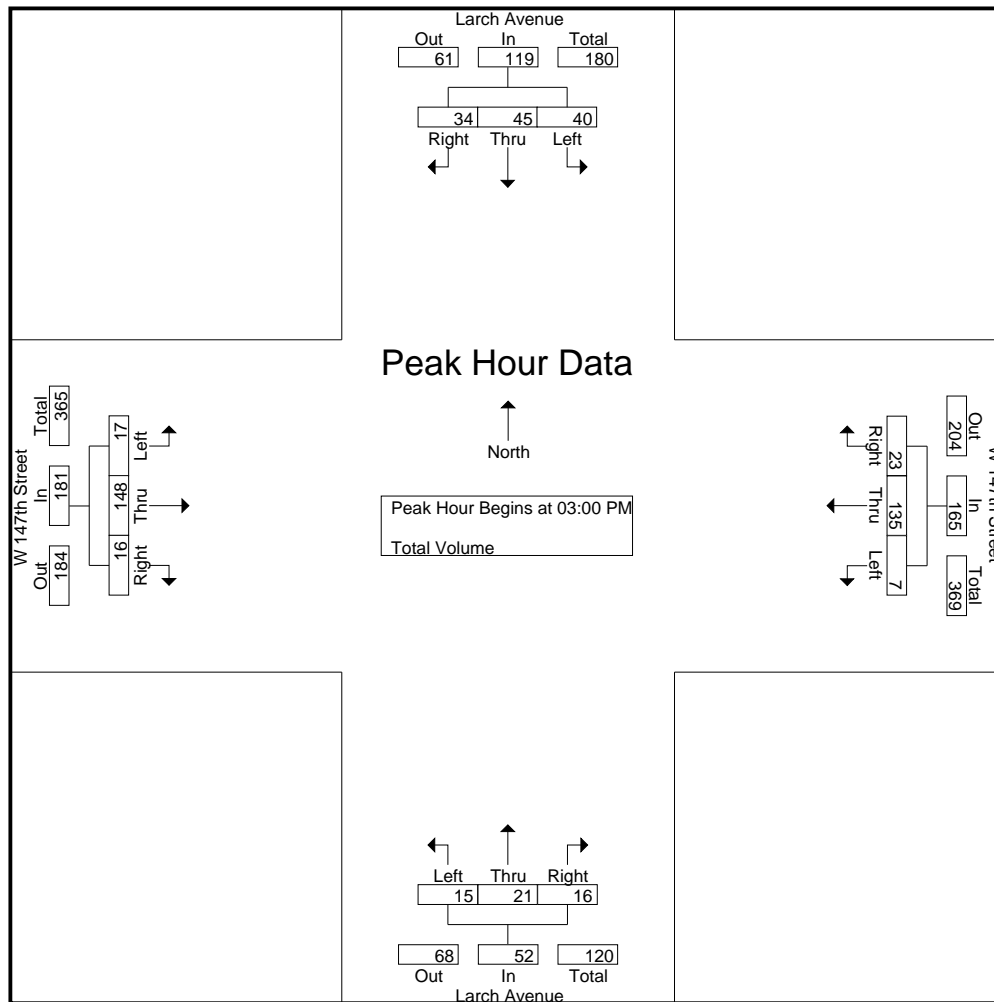
Groups Printed- Total Volume

	Larch Avenue Southbound				W 147th Street Westbound				Larch Avenue Northbound				W 147th Street Eastbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
01:00 PM	2	5	3	10	2	13	5	20	4	4	1	9	3	22	1	26	65
01:15 PM	2	13	11	26	0	16	3	19	1	3	1	5	1	23	4	28	78
01:30 PM	5	13	9	27	3	9	4	16	2	5	3	10	6	13	1	20	73
01:45 PM	8	8	9	25	0	23	2	25	5	5	1	11	4	10	3	17	78
Total	17	39	32	88	5	61	14	80	12	17	6	35	14	68	9	91	294
02:00 PM	6	13	12	31	4	19	3	26	2	8	3	13	7	21	4	32	102
02:15 PM	14	6	15	35	1	38	4	43	1	5	6	12	6	19	6	31	121
02:30 PM	8	11	14	33	3	39	7	49	2	7	1	10	7	34	2	43	135
02:45 PM	9	13	8	30	0	29	3	32	1	1	4	6	5	27	5	37	105
Total	37	43	49	129	8	125	17	150	6	21	14	41	25	101	17	143	463
03:00 PM	9	7	11	27	4	20	5	29	2	8	4	14	4	28	3	35	105
03:15 PM	10	13	6	29	1	38	9	48	4	5	4	13	3	34	3	40	130
03:30 PM	10	14	8	32	0	48	5	53	3	1	6	10	3	49	5	57	152
03:45 PM	11	11	9	31	2	29	4	35	6	7	2	15	7	37	5	49	130
Total	40	45	34	119	7	135	23	165	15	21	16	52	17	148	16	181	517
04:00 PM	9	10	2	21	0	22	8	30	2	5	4	11	5	24	1	30	92
04:15 PM	16	9	6	31	5	25	5	35	0	7	5	12	3	23	3	29	107
04:30 PM	11	1	9	21	2	22	7	31	4	8	3	15	7	30	2	39	106
04:45 PM	11	13	8	32	2	21	5	28	1	10	4	15	6	28	1	35	110
Total	47	33	25	105	9	90	25	124	7	30	16	53	21	105	7	133	415
05:00 PM	16	13	8	37	2	35	6	43	1	16	2	19	4	26	4	34	133
05:15 PM	10	10	8	28	3	30	8	41	5	7	6	18	2	29	6	37	124
05:30 PM	8	8	7	23	1	27	3	31	1	6	3	10	1	31	5	37	101
05:45 PM	13	12	9	34	3	25	7	35	7	9	2	18	4	41	4	49	136
Total	47	43	32	122	9	117	24	150	14	38	13	65	11	127	19	157	494
06:00 PM	12	22	15	49	1	22	6	29	1	8	4	13	2	31	5	38	129
06:15 PM	16	9	8	33	3	28	2	33	6	15	0	21	1	29	3	33	120
06:30 PM	6	17	8	31	2	16	5	23	5	9	5	19	2	24	3	29	102
06:45 PM	4	6	8	18	1	18	3	22	4	4	5	13	4	14	2	20	73
Total	38	54	39	131	7	84	16	107	16	36	14	66	9	98	13	120	424
Grand Total	226	257	211	694	45	612	119	776	70	163	79	312	97	647	81	825	2607
Apprch %	32.6	37	30.4		5.8	78.9	15.3		22.4	52.2	25.3		11.8	78.4	9.8		
Total %	8.7	9.9	8.1	26.6	1.7	23.5	4.6	29.8	2.7	6.3	3	12	3.7	24.8	3.1	31.6	

City of Lawndale
N/S: Larch Avenue
E/W: W 147th Street
Weather: Clear

File Name : 01_LND_Larch_147th MD
Site Code : 14124363
Start Date : 4/24/2024
Page No : 2

	Larch Avenue Southbound				W 147th Street Westbound				Larch Avenue Northbound				W 147th Street Eastbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 01:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 03:00 PM																	
03:00 PM	9	7	11	27	4	20	5	29	2	8	4	14	4	28	3	35	105
03:15 PM	10	13	6	29	1	38	9	48	4	5	4	13	3	34	3	40	130
03:30 PM	10	14	8	32	0	48	5	53	3	1	6	10	3	49	5	57	152
03:45 PM	11	11	9	31	2	29	4	35	6	7	2	15	7	37	5	49	130
Total Volume	40	45	34	119	7	135	23	165	15	21	16	52	17	148	16	181	517
% App. Total	33.6	37.8	28.6		4.2	81.8	13.9		28.8	40.4	30.8		9.4	81.8	8.8		
PHF	.909	.804	.773	.930	.438	.703	.639	.778	.625	.656	.667	.867	.607	.755	.800	.794	.850



City of Lawndale
N/S: Larch Avenue
E/W: W 147th Street
Weather: Clear

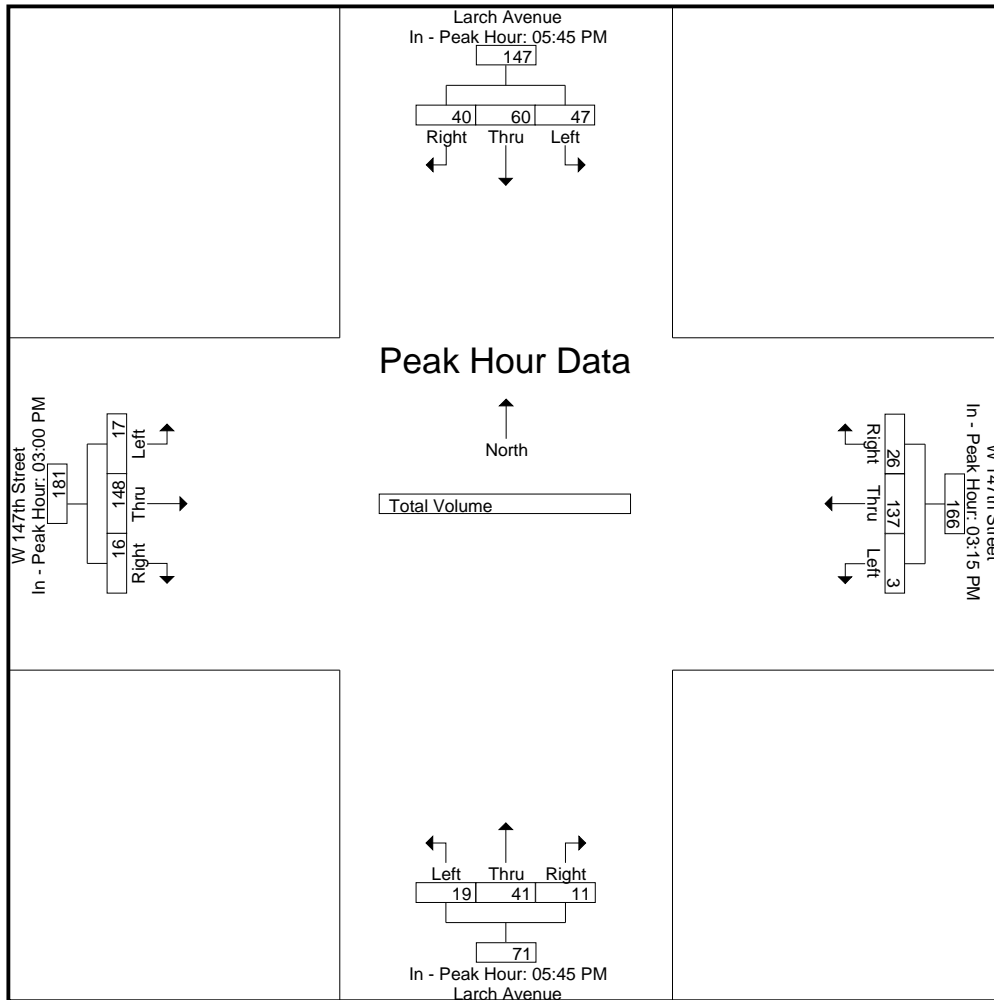
File Name : 01_LND_Larch_147th MD
Site Code : 14124363
Start Date : 4/24/2024
Page No : 3

	Larch Avenue Southbound				W 147th Street Westbound				Larch Avenue Northbound				W 147th Street Eastbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total

Peak Hour Analysis From 01:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Each Approach Begins at:

	05:45 PM				03:15 PM				05:45 PM				03:00 PM			
+0 mins.	13	12	9	34	1	38	9	48	7	9	2	18	4	28	3	35
+15 mins.	12	22	15	49	0	48	5	53	1	8	4	13	3	34	3	40
+30 mins.	16	9	8	33	2	29	4	35	6	15	0	21	3	49	5	57
+45 mins.	6	17	8	31	0	22	8	30	5	9	5	19	7	37	5	49
Total Volume	47	60	40	147	3	137	26	166	19	41	11	71	17	148	16	181
% App. Total	32	40.8	27.2		1.8	82.5	15.7		26.8	57.7	15.5		9.4	81.8	8.8	
PHF	.734	.682	.667	.750	.375	.714	.722	.783	.679	.683	.550	.845	.607	.755	.800	.794



Location: Lawndale
 N/S: Larch Avenue
 E/W: 147th Street



Date: 4/24/2024
 Day: Wednesday

PEDESTRIANS

	North Leg Larch Avenue	East Leg 147th Street	South Leg Larch Avenue	West Leg 147th Street	
	Pedestrians	Pedestrians	Pedestrians	Pedestrians	
7:00 AM	1	2	0	2	5
7:15 AM	0	2	1	1	4
7:30 AM	3	1	1	6	11
7:45 AM	7	2	0	1	10
8:00 AM	7	2	2	4	15
8:15 AM	3	2	4	6	15
8:30 AM	5	1	3	3	12
8:45 AM	1	1	2	0	4
TOTAL VOLUMES:	27	13	13	23	76

	North Leg Larch Avenue	East Leg 147th Street	South Leg Larch Avenue	West Leg 147th Street	
	Pedestrians	Pedestrians	Pedestrians	Pedestrians	
1:00 PM	2	1	2	2	7
1:15 PM	5	2	5	4	16
1:30 PM	3	0	3	1	7
1:45 PM	1	0	2	2	5
2:00 PM	2	0	1	1	4
2:15 PM	3	2	6	4	15
2:30 PM	7	2	1	2	12
2:45 PM	2	1	6	3	12
TOTAL VOLUMES:	25	8	26	19	78

Location: Lawndale
 N/S: Larch Avenue
 E/W: 147th Street



Date: 4/24/2024
 Day: Wednesday

BICYCLES

		Southbound Larch Avenue			Westbound 147th Street			Northbound Larch Avenue			Eastbound 147th Street			
		Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
	7:00 AM	0	0	2	0	0	0	1	0	0	0	0	0	3
	7:15 AM	0	0	0	0	0	0	0	0	0	0	1	0	1
	7:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0
	7:45 AM	0	0	0	1	4	0	0	0	0	0	1	0	6
	8:00 AM	0	0	0	0	3	0	0	0	0	0	1	0	4
	8:15 AM	0	0	0	0	1	0	0	0	0	0	0	0	1
	8:30 AM	0	0	0	0	2	0	0	0	0	1	1	0	4
	8:45 AM	0	1	0	0	1	0	0	0	0	0	0	0	2
TOTAL VOLUMES:		0	1	2	1	11	0	1	0	0	1	4	0	21

		Southbound Larch Avenue			Westbound 147th Street			Northbound Larch Avenue			Eastbound 147th Street			
		Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
	1:00 PM	0	0	0	0	0	0	1	0	0	0	1	0	2
	1:15 PM	0	0	0	0	2	0	0	0	0	0	0	0	2
	1:30 PM	0	0	0	0	0	0	0	0	0	0	0	0	0
	1:45 PM	0	0	0	0	0	1	1	0	0	0	0	0	2
	2:00 PM	0	1	0	0	3	0	0	0	0	0	1	0	5
	2:15 PM	0	0	0	0	1	0	0	0	0	0	0	0	1
	2:30 PM	0	0	0	0	0	0	0	0	0	0	1	0	1
	2:45 PM	0	0	0	0	2	0	0	0	0	0	0	0	2
TOTAL VOLUMES:		0	1	0	0	8	1	2	0	0	0	3	0	15

City of Lawndale
N/S: Avis Avenue
E/W: W 147th Street
Weather: Clear

File Name : 02_LND_Avis_147th AM
Site Code : 14124363
Start Date : 4/24/2024
Page No : 1

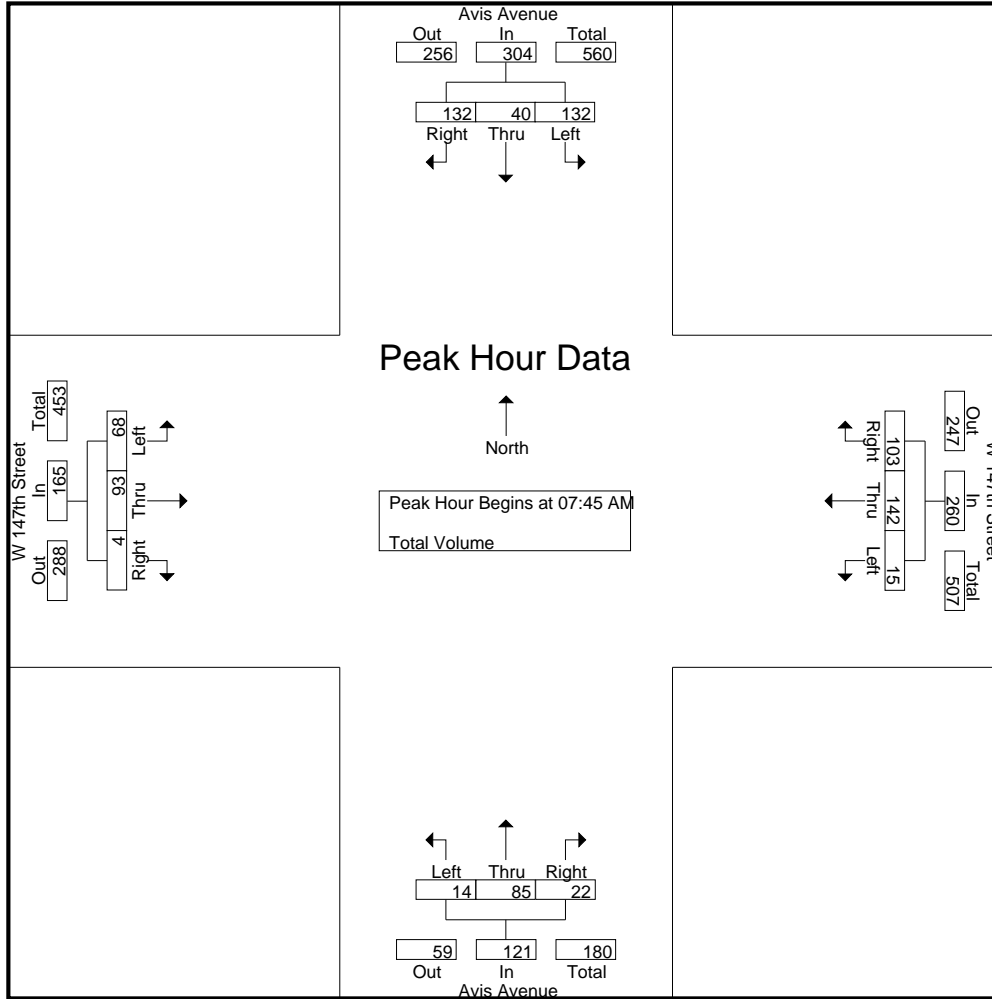
Groups Printed- Total Volume

	Avis Avenue Southbound				W 147th Street Westbound				Avis Avenue Northbound				W 147th Street Eastbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
07:00 AM	6	2	1	9	1	13	4	18	0	0	1	1	2	9	0	11	39
07:15 AM	3	6	2	11	3	14	5	22	2	4	5	11	1	9	0	10	54
07:30 AM	7	3	8	18	3	9	3	15	2	7	3	12	3	19	1	23	68
07:45 AM	8	2	19	29	6	27	9	42	1	13	1	15	8	15	0	23	109
Total	24	13	30	67	13	63	21	97	5	24	10	39	14	52	1	67	270
08:00 AM	25	9	28	62	1	59	24	84	6	27	6	39	24	20	1	45	230
08:15 AM	49	10	36	95	5	41	50	96	6	39	7	52	21	27	2	50	293
08:30 AM	50	19	49	118	3	15	20	38	1	6	8	15	15	31	1	47	218
08:45 AM	8	3	8	19	1	19	4	24	3	9	5	17	3	23	2	28	88
Total	132	41	121	294	10	134	98	242	16	81	26	123	63	101	6	170	829
Grand Total	156	54	151	361	23	197	119	339	21	105	36	162	77	153	7	237	1099
Apprch %	43.2	15	41.8		6.8	58.1	35.1		13	64.8	22.2		32.5	64.6	3		
Total %	14.2	4.9	13.7	32.8	2.1	17.9	10.8	30.8	1.9	9.6	3.3	14.7	7	13.9	0.6	21.6	

	Avis Avenue Southbound				W 147th Street Westbound				Avis Avenue Northbound				W 147th Street Eastbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 08:45 AM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 07:45 AM																	
07:45 AM	8	2	19	29	6	27	9	42	1	13	1	15	8	15	0	23	109
08:00 AM	25	9	28	62	1	59	24	84	6	27	6	39	24	20	1	45	230
08:15 AM	49	10	36	95	5	41	50	96	6	39	7	52	21	27	2	50	293
08:30 AM	50	19	49	118	3	15	20	38	1	6	8	15	15	31	1	47	218
Total Volume	132	40	132	304	15	142	103	260	14	85	22	121	68	93	4	165	850
% App. Total	43.4	13.2	43.4		5.8	54.6	39.6		11.6	70.2	18.2		41.2	56.4	2.4		
PHF	.660	.526	.673	.644	.625	.602	.515	.677	.583	.545	.688	.582	.708	.750	.500	.825	.725

City of Lawndale
N/S: Avis Avenue
E/W: W 147th Street
Weather: Clear

File Name : 02_LND_Avis_147th AM
Site Code : 14124363
Start Date : 4/24/2024
Page No : 2



Peak Hour Analysis From 07:00 AM to 08:45 AM - Peak 1 of 1
Peak Hour for Each Approach Begins at:

	07:45 AM				07:45 AM				08:00 AM				08:00 AM			
+0 mins.	8	2	19	29	6	27	9	42	6	27	6	39	24	20	1	45
+15 mins.	25	9	28	62	1	59	24	84	6	39	7	52	21	27	2	50
+30 mins.	49	10	36	95	5	41	50	96	1	6	8	15	15	31	1	47
+45 mins.	50	19	49	118	3	15	20	38	3	9	5	17	3	23	2	28
Total Volume	132	40	132	304	15	142	103	260	16	81	26	123	63	101	6	170
% App. Total	43.4	13.2	43.4		5.8	54.6	39.6		13	65.9	21.1		37.1	59.4	3.5	
PHF	.660	.526	.673	.644	.625	.602	.515	.677	.667	.519	.813	.591	.656	.815	.750	.850

Counts Unlimited, Inc.
PO Box 1178
Corona, CA 92878
(951) 268-6268

City of Lawndale
N/S: Avis Avenue
E/W: W 147th Street
Weather: Clear

File Name : 02_LND_Avis_147th MD
Site Code : 14124363
Start Date : 4/24/2024
Page No : 1

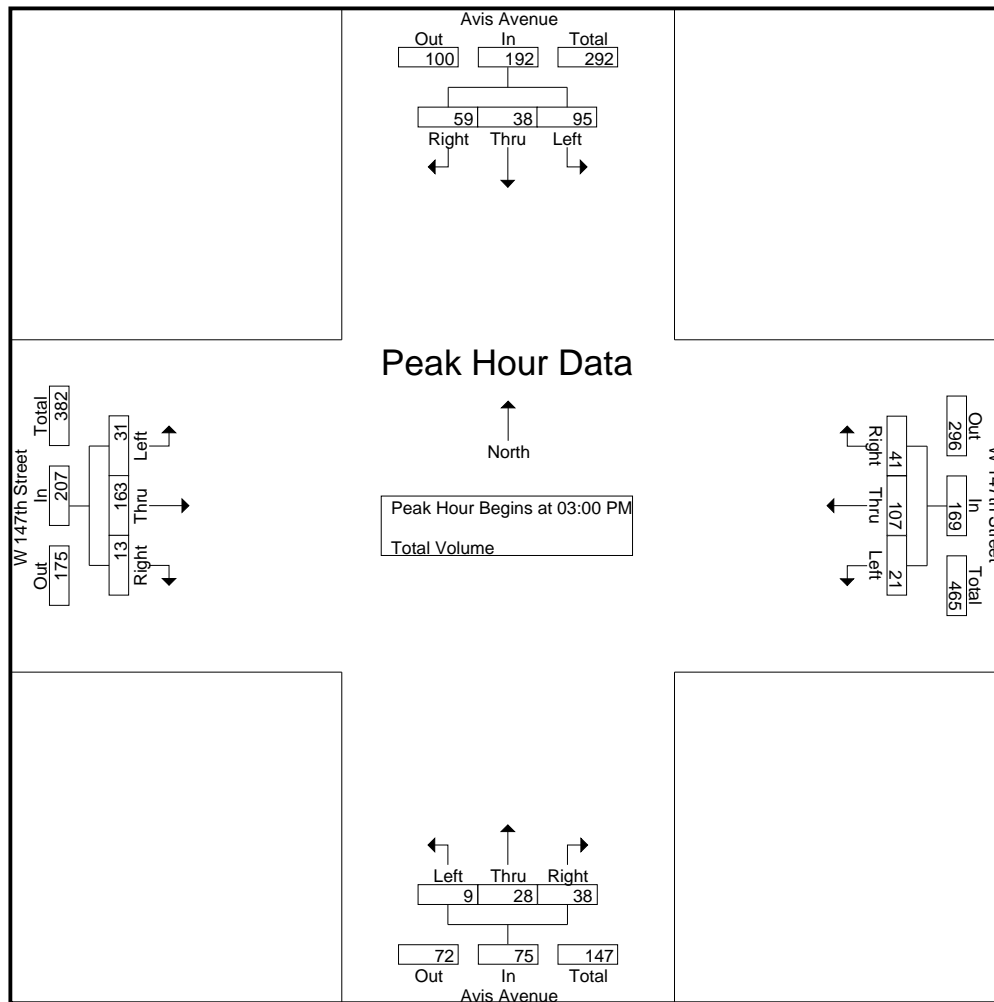
Groups Printed- Total Volume

	Avis Avenue Southbound				W 147th Street Westbound				Avis Avenue Northbound				W 147th Street Eastbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
01:00 PM	5	6	3	14	2	15	3	20	0	7	2	9	1	19	2	22	65
01:15 PM	2	4	2	8	1	19	7	27	3	3	4	10	2	21	3	26	71
01:30 PM	5	0	6	11	2	12	1	15	2	3	3	8	3	12	0	15	49
01:45 PM	3	2	4	9	2	19	2	23	1	1	6	8	1	25	1	27	67
Total	15	12	15	42	7	65	13	85	6	14	15	35	7	77	6	90	252
02:00 PM	6	4	7	17	2	22	1	25	0	5	3	8	3	28	0	31	81
02:15 PM	21	8	26	55	6	22	6	34	2	8	11	21	10	27	3	40	150
02:30 PM	15	7	12	34	1	23	6	30	4	3	5	12	5	41	2	48	124
02:45 PM	7	3	4	14	3	21	8	32	3	6	5	14	6	34	1	41	101
Total	49	22	49	120	12	88	21	121	9	22	24	55	24	130	6	160	456
03:00 PM	8	9	9	26	4	26	5	35	2	8	10	20	4	36	2	42	123
03:15 PM	27	6	11	44	6	24	17	47	4	9	13	26	13	43	4	60	177
03:30 PM	45	17	27	89	9	23	16	48	2	8	10	20	9	44	5	58	215
03:45 PM	15	6	12	33	2	34	3	39	1	3	5	9	5	40	2	47	128
Total	95	38	59	192	21	107	41	169	9	28	38	75	31	163	13	207	643
04:00 PM	12	4	4	20	2	28	4	34	1	5	6	12	2	46	1	49	115
04:15 PM	8	4	10	22	3	23	6	32	3	5	8	16	4	38	2	44	114
04:30 PM	14	7	10	31	0	23	3	26	0	5	7	12	4	42	1	47	116
04:45 PM	7	0	6	13	3	16	1	20	3	5	7	15	2	32	0	34	82
Total	41	15	30	86	8	90	14	112	7	20	28	55	12	158	4	174	427
05:00 PM	15	7	4	26	7	23	6	36	0	8	12	20	5	46	1	52	134
05:15 PM	9	4	8	21	1	34	4	39	1	6	11	18	2	26	0	28	106
05:30 PM	10	3	9	22	5	31	2	38	1	3	11	15	6	46	1	53	128
05:45 PM	11	5	9	25	2	22	5	29	0	6	11	17	10	30	0	40	111
Total	45	19	30	94	15	110	17	142	2	23	45	70	23	148	2	173	479
06:00 PM	9	5	11	25	3	20	4	27	0	7	13	20	4	31	1	36	108
06:15 PM	7	2	2	11	2	33	2	37	1	8	9	18	1	44	2	47	113
06:30 PM	4	8	3	15	1	24	2	27	1	2	7	10	2	34	0	36	88
06:45 PM	8	1	6	15	3	15	2	20	0	3	2	5	2	17	1	20	60
Total	28	16	22	66	9	92	10	111	2	20	31	53	9	126	4	139	369
Grand Total	273	122	205	600	72	552	116	740	35	127	181	343	106	802	35	943	2626
Apprch %	45.5	20.3	34.2		9.7	74.6	15.7		10.2	37	52.8		11.2	85	3.7		
Total %	10.4	4.6	7.8	22.8	2.7	21	4.4	28.2	1.3	4.8	6.9	13.1	4	30.5	1.3	35.9	

City of Lawndale
N/S: Avis Avenue
E/W: W 147th Street
Weather: Clear

File Name : 02_LND_Avis_147th MD
Site Code : 14124363
Start Date : 4/24/2024
Page No : 2

	Avis Avenue Southbound				W 147th Street Westbound				Avis Avenue Northbound				W 147th Street Eastbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total
Peak Hour Analysis From 01:00 PM to 06:45 PM - Peak 1 of 1																	
Peak Hour for Entire Intersection Begins at 03:00 PM																	
03:00 PM	8	9	9	26	4	26	5	35	2	8	10	20	4	36	2	42	123
03:15 PM	27	6	11	44	6	24	17	47	4	9	13	26	13	43	4	60	177
03:30 PM	45	17	27	89	9	23	16	48	2	8	10	20	9	44	5	58	215
03:45 PM	15	6	12	33	2	34	3	39	1	3	5	9	5	40	2	47	128
Total Volume	95	38	59	192	21	107	41	169	9	28	38	75	31	163	13	207	643
% App. Total	49.5	19.8	30.7		12.4	63.3	24.3		12	37.3	50.7		15	78.7	6.3		
PHF	.528	.559	.546	.539	.583	.787	.603	.880	.563	.778	.731	.721	.596	.926	.650	.863	.748



City of Lawndale
N/S: Avis Avenue
E/W: W 147th Street
Weather: Clear

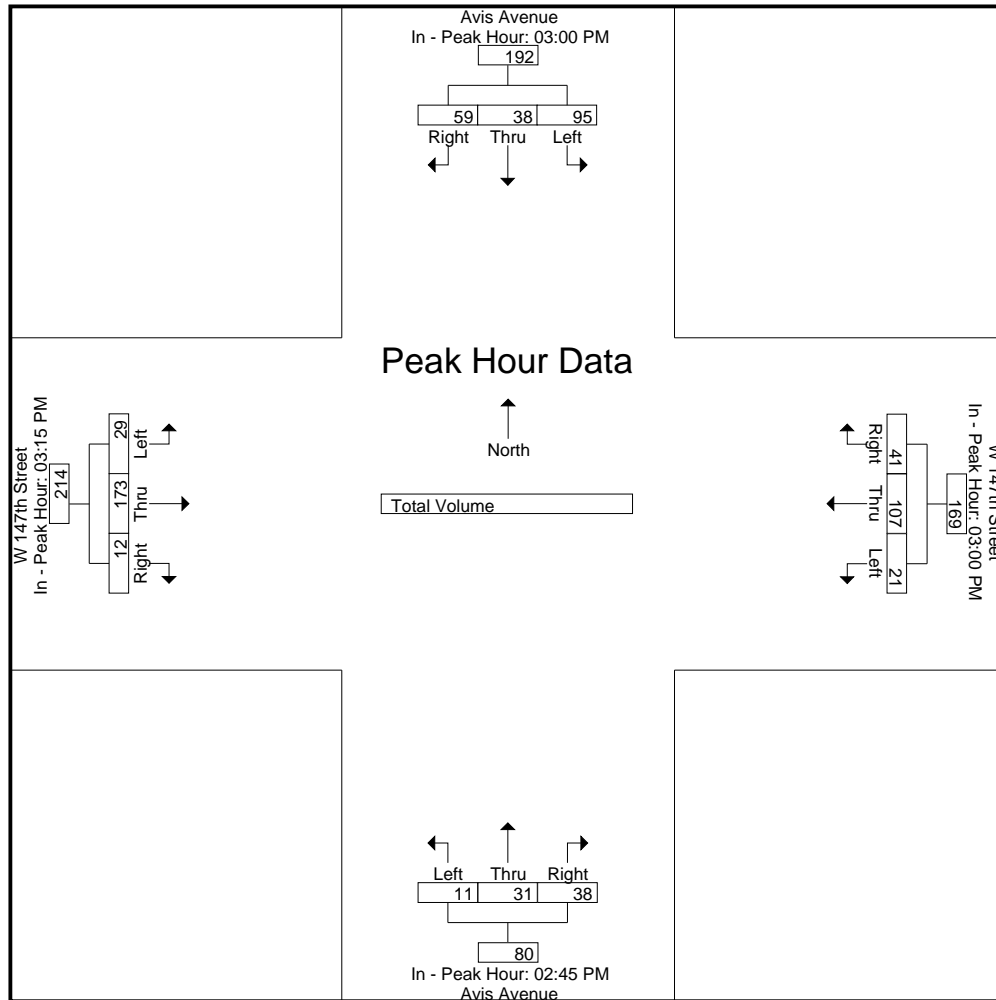
File Name : 02_LND_Avis_147th MD
Site Code : 14124363
Start Date : 4/24/2024
Page No : 3

	Avis Avenue Southbound				W 147th Street Westbound				Avis Avenue Northbound				W 147th Street Eastbound				
Start Time	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Left	Thru	Right	App. Total	Int. Total

Peak Hour Analysis From 01:00 PM to 06:45 PM - Peak 1 of 1

Peak Hour for Each Approach Begins at:

	03:00 PM				03:00 PM				02:45 PM				03:15 PM				
+0 mins.	8	9	9	26	4	26	5	35	3	6	5	14	13	43	4	60	
+15 mins.	27	6	11	44	6	24	17	47	2	8	10	20	9	44	5	58	
+30 mins.	45	17	27	89	9	23	16	48	4	9	13	26	5	40	2	47	
+45 mins.	15	6	12	33	2	34	3	39	2	8	10	20	2	46	1	49	
Total Volume	95	38	59	192	21	107	41	169	11	31	38	80	29	173	12	214	
% App. Total	49.5	19.8	30.7		12.4	63.3	24.3		13.8	38.8	47.5		13.6	80.8	5.6		
PHF	.528	.559	.546	.539	.583	.787	.603	.880	.688	.861	.731	.769	.558	.940	.600	.892	



Location: Lawndale
 N/S: Avis Avenue
 E/W: 147th Street



Date: 4/24/2024
 Day: Wednesday

PEDESTRIANS

	North Leg Avis Avenue	East Leg 147th Street	South Leg Avis Avenue	West Leg 147th Street	
	Pedestrians	Pedestrians	Pedestrians	Pedestrians	
7:00 AM	1	1	0	1	3
7:15 AM	0	3	5	2	10
7:30 AM	4	1	2	2	9
7:45 AM	7	3	3	1	14
8:00 AM	23	3	1	9	36
8:15 AM	23	6	5	14	48
8:30 AM	6	3	3	6	18
8:45 AM	2	2	1	1	6
TOTAL VOLUMES:	66	22	20	36	144

	North Leg Avis Avenue	East Leg 147th Street	South Leg Avis Avenue	West Leg 147th Street	
	Pedestrians	Pedestrians	Pedestrians	Pedestrians	
1:00 PM	5	0	2	3	10
1:15 PM	5	0	2	0	7
1:30 PM	2	0	2	2	6
1:45 PM	3	0	3	0	6
2:00 PM	5	3	1	0	9
2:15 PM	8	1	2	9	20
2:30 PM	7	0	2	6	15
2:45 PM	1	0	1	1	3
TOTAL VOLUMES:	36	4	15	21	76

Location: Lawndale
 N/S: Avis Avenue
 E/W: 147th Street



Date: 4/24/2024
 Day: Wednesday

BICYCLES

		Southbound Avis Avenue			Westbound 147th Street			Northbound Avis Avenue			Eastbound 147th Street			
		Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
	7:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0
	7:15 AM	0	0	0	0	1	0	0	0	0	0	0	0	1
	7:30 AM	0	0	0	0	0	0	0	0	1	0	1	1	3
	7:45 AM	1	0	3	0	1	0	0	0	0	0	0	0	5
	8:00 AM	0	0	0	0	0	3	0	2	0	0	0	0	5
	8:15 AM	0	0	0	0	1	0	0	0	0	2	1	1	5
	8:30 AM	0	0	0	0	1	0	0	0	0	0	0	0	1
	8:45 AM	0	0	0	0	1	0	0	0	0	0	0	0	1
TOTAL VOLUMES:		1	0	3	0	5	3	0	2	1	2	2	2	21

		Southbound Avis Avenue			Westbound 147th Street			Northbound Avis Avenue			Eastbound 147th Street			
		Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	Left	Thru	Right	
	1:00 PM	0	0	1	0	0	1	0	0	0	0	1	0	3
	1:15 PM	0	0	1	0	0	0	0	0	0	0	0	0	1
	1:30 PM	0	0	0	0	0	1	0	0	0	0	0	0	1
	1:45 PM	0	0	1	0	0	0	0	0	0	0	0	0	1
	2:00 PM	0	0	0	0	2	0	0	0	0	0	1	0	3
	2:15 PM	0	0	0	0	1	0	0	0	0	0	0	0	1
	2:30 PM	0	0	0	0	0	0	0	0	0	0	1	0	1
	2:45 PM	0	0	0	0	2	0	0	0	0	0	0	0	2
TOTAL VOLUMES:		0	0	3	0	5	2	0	0	0	0	3	0	13



APPENDIX D

SPEED SURVEYS

Counts Unlimited, Inc.

PO Box 1178
Corona, CA 92878
(951) 268-6268
email: counts@countsunlimited.com

City of Lawndale
147th Street
B/ Hawthorne Boulevard - Larch Avenue
24 Hour Directional Speed Survey

LND015
Site Code: 141-24363

Eastbound

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total
04/24/24	1	0	3	6	1	0	0	0	0	0	0	0	0	0	11
01:00	2	1	1	3	2	0	0	0	0	0	0	0	0	0	9
02:00	2	0	1	5	3	0	0	0	0	0	0	0	0	0	11
03:00	0	0	2	2	0	1	0	0	0	0	0	0	0	0	5
04:00	0	1	1	2	1	1	0	0	0	0	0	0	0	0	6
05:00	0	0	1	1	1	0	0	0	0	0	0	0	0	0	3
06:00	2	3	2	5	5	0	0	0	0	0	0	0	0	0	17
07:00	5	5	8	14	8	0	0	0	0	0	0	0	0	0	40
08:00	10	10	34	52	23	3	0	0	0	0	0	0	0	0	132
09:00	6	4	19	25	9	0	0	0	0	0	0	0	0	0	63
10:00	9	10	20	35	10	0	0	0	0	0	0	0	0	0	84
11:00	5	4	20	30	6	2	1	0	0	0	0	0	0	0	68
12 PM	6	7	13	38	21	1	0	0	0	0	0	0	0	0	86
13:00	7	10	31	58	20	5	0	0	0	0	0	0	0	0	131
14:00	4	8	31	57	30	3	0	0	0	0	0	0	0	0	133
15:00	4	9	30	75	38	2	0	0	0	0	0	0	0	0	158
16:00	3	4	44	55	42	5	0	0	0	0	0	0	0	0	153
17:00	5	7	41	73	38	6	0	0	0	0	0	0	0	0	170
18:00	9	7	29	59	27	3	0	0	0	0	0	0	0	0	134
19:00	5	7	35	35	15	0	1	0	0	0	0	0	0	0	98
20:00	5	9	36	29	10	2	0	0	0	0	0	0	0	0	91
21:00	1	3	14	26	8	2	0	0	0	0	0	0	0	0	54
22:00	3	3	13	15	5	2	0	0	0	0	0	0	0	0	41
23:00	1	1	8	10	5	0	0	0	0	0	0	0	0	0	25
Total	95	113	437	710	328	38	2	0	0	0	0	0	0	0	1723
Grand Total	95	113	437	710	328	38	2	0	0	0	0	0	0	0	1723

15th Percentile : 20 MPH
50th Percentile : 26 MPH
85th Percentile : 31 MPH
95th Percentile : 34 MPH

Statistics
Mean Speed(Average) : 26 MPH
10 MPH Pace Speed : 21-30 MPH
Number in Pace : 1147
Percent in Pace : 66.6%
Number of Vehicles > 55 MPH : 0
Percent of Vehicles > 55 MPH : 0.0%

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City of Lawndale
147th Street
B/ Hawthorne Boulevard - Larch Avenue
24 Hour Directional Speed Survey

LND015
Site Code: 141-24363

Westbound

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total
04/24/24	2	1	0	4	1	0	1	0	0	0	0	0	0	0	9
01:00	1	0	1	3	3	0	0	0	0	0	0	0	0	0	8
02:00	0	0	2	3	0	0	0	0	0	0	0	0	0	0	5
03:00	0	1	1	1	2	0	0	0	0	0	0	0	0	0	5
04:00	0	0	3	6	0	0	0	0	0	0	0	0	0	0	9
05:00	4	1	4	6	8	1	0	0	0	0	0	0	0	0	24
06:00	1	6	24	23	10	1	0	0	0	0	0	0	0	0	65
07:00	6	21	31	67	24	8	0	0	0	0	0	0	0	0	157
08:00	6	24	84	161	63	4	1	0	0	0	0	0	0	0	343
09:00	4	4	29	53	17	1	0	0	0	0	0	0	0	0	108
10:00	6	16	26	31	17	1	0	0	0	0	0	0	0	0	97
11:00	13	8	13	39	18	2	0	0	0	0	0	0	0	0	93
12 PM	5	3	34	74	28	4	0	0	0	0	0	0	0	0	148
13:00	5	8	26	55	33	5	0	0	0	0	0	0	0	0	132
14:00	3	7	39	62	34	2	0	0	0	0	0	0	0	0	147
15:00	5	8	57	82	40	3	0	0	0	0	0	0	0	0	195
16:00	6	5	40	64	37	6	0	0	0	0	0	0	0	0	158
17:00	4	5	46	57	23	1	0	0	1	0	0	0	0	0	137
18:00	6	10	42	47	22	3	0	0	0	0	0	0	0	0	130
19:00	5	12	29	31	14	3	0	0	0	0	0	0	0	0	94
20:00	4	3	23	26	9	1	0	0	0	0	0	0	0	0	66
21:00	0	2	14	39	12	1	1	0	0	0	0	0	0	0	69
22:00	2	1	11	14	8	1	0	0	0	0	0	0	0	0	37
23:00	1	1	4	10	3	0	0	0	0	0	0	0	0	0	19
Total	89	147	583	958	426	48	3	0	1	0	0	0	0	0	2255
Grand Total	89	147	583	958	426	48	3	0	1	0	0	0	0	0	2255

15th Percentile : 20 MPH
50th Percentile : 26 MPH
85th Percentile : 31 MPH
95th Percentile : 34 MPH

Statistics
Mean Speed(Average) : 26 MPH
10 MPH Pace Speed : 21-30 MPH
Number in Pace : 1541
Percent in Pace : 68.3%
Number of Vehicles > 55 MPH : 0
Percent of Vehicles > 55 MPH : 0.0%

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LND015
Site Code: 141-24363

Eastbound, Westbound

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total
04/24/24	3	1	3	10	2	0	1	0	0	0	0	0	0	0	20
01:00	3	1	2	6	5	0	0	0	0	0	0	0	0	0	17
02:00	2	0	3	8	3	0	0	0	0	0	0	0	0	0	16
03:00	0	1	3	3	2	1	0	0	0	0	0	0	0	0	10
04:00	0	1	4	8	1	1	0	0	0	0	0	0	0	0	15
05:00	4	1	5	7	9	1	0	0	0	0	0	0	0	0	27
06:00	3	9	26	28	15	1	0	0	0	0	0	0	0	0	82
07:00	11	26	39	81	32	8	0	0	0	0	0	0	0	0	197
08:00	16	34	118	213	86	7	1	0	0	0	0	0	0	0	475
09:00	10	8	48	78	26	1	0	0	0	0	0	0	0	0	171
10:00	15	26	46	66	27	1	0	0	0	0	0	0	0	0	181
11:00	18	12	33	69	24	4	1	0	0	0	0	0	0	0	161
12 PM	11	10	47	112	49	5	0	0	0	0	0	0	0	0	234
13:00	12	18	57	113	53	10	0	0	0	0	0	0	0	0	263
14:00	7	15	70	119	64	5	0	0	0	0	0	0	0	0	280
15:00	9	17	87	157	78	5	0	0	0	0	0	0	0	0	353
16:00	9	9	84	119	79	11	0	0	0	0	0	0	0	0	311
17:00	9	12	87	130	61	7	0	0	1	0	0	0	0	0	307
18:00	15	17	71	106	49	6	0	0	0	0	0	0	0	0	264
19:00	10	19	64	66	29	3	1	0	0	0	0	0	0	0	192
20:00	9	12	59	55	19	3	0	0	0	0	0	0	0	0	157
21:00	1	5	28	65	20	3	1	0	0	0	0	0	0	0	123
22:00	5	4	24	29	13	3	0	0	0	0	0	0	0	0	78
23:00	2	2	12	20	8	0	0	0	0	0	0	0	0	0	44
Total	184	260	1020	1668	754	86	5	0	1	0	0	0	0	0	3978
Grand Total	184	260	1020	1668	754	86	5	0	1	0	0	0	0	0	3978

15th Percentile : 20 MPH
50th Percentile : 26 MPH
85th Percentile : 31 MPH
95th Percentile : 34 MPH

Statistics
Mean Speed(Average) : 26 MPH
10 MPH Pace Speed : 21-30 MPH
Number in Pace : 2688
Percent in Pace : 67.6%
Number of Vehicles > 55 MPH : 0
Percent of Vehicles > 55 MPH : 0.0%

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City of Lawndale
147th Street
B/ Eastwood Avenue - Prairie Avenue
24 Hour Directional Speed Survey

LND016
Site Code: 141-24363

Eastbound

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total
04/24/24	1	0	3	1	0	0	0	0	0	0	0	0	0	0	5
01:00	0	1	9	3	0	0	0	0	0	0	0	0	0	0	13
02:00	0	1	6	1	0	0	0	0	0	0	0	0	0	0	8
03:00	0	0	1	0	1	0	0	0	0	0	0	0	0	0	2
04:00	0	2	7	8	1	0	1	0	0	0	0	0	0	0	19
05:00	0	2	6	2	1	0	0	0	0	0	0	0	0	0	11
06:00	4	13	20	14	1	0	0	0	0	0	0	0	0	0	52
07:00	4	11	32	21	0	0	0	0	0	0	0	0	0	0	68
08:00	10	39	87	31	0	0	0	0	0	0	0	0	0	0	167
09:00	1	19	37	13	2	0	0	0	0	0	0	0	0	0	72
10:00	7	18	28	15	2	0	0	0	0	0	0	0	0	0	70
11:00	11	15	40	13	2	0	0	0	0	0	0	0	0	0	81
12 PM	3	21	42	27	3	0	0	0	0	0	0	0	0	0	96
13:00	5	9	65	35	3	0	0	0	0	0	0	0	0	0	117
14:00	5	8	62	46	8	0	0	0	0	0	0	0	0	0	129
15:00	9	36	123	53	6	1	0	0	0	0	0	0	0	0	228
16:00	3	15	96	70	4	4	0	0	0	0	0	0	0	0	192
17:00	0	16	97	71	7	1	0	0	0	0	0	0	0	0	192
18:00	6	10	54	56	10	0	0	0	0	0	0	0	0	0	136
19:00	2	6	39	36	7	0	0	0	0	0	0	0	0	0	90
20:00	2	9	36	25	3	0	0	0	0	0	0	0	0	0	75
21:00	2	6	22	18	1	1	0	0	0	0	0	0	0	0	50
22:00	1	2	14	8	3	3	0	0	0	0	0	0	0	0	31
23:00	0	3	16	8	1	0	0	0	0	0	0	0	0	0	28
Total	76	262	942	575	66	10	1	0	0	0	0	0	0	0	1932
Grand Total	76	262	942	575	66	10	1	0	0	0	0	0	0	0	1932

15th Percentile : 19 MPH
50th Percentile : 23 MPH
85th Percentile : 28 MPH
95th Percentile : 29 MPH

Statistics
Mean Speed(Average) : 24 MPH
10 MPH Pace Speed : 21-30 MPH
Number in Pace : 1517
Percent in Pace : 78.5%
Number of Vehicles > 55 MPH : 0
Percent of Vehicles > 55 MPH : 0.0%

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LND016
Site Code: 141-24363

Westbound

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total
04/24/24	0	4	6	4	0	0	0	0	0	0	0	0	0	0	14
01:00	0	2	2	4	0	0	0	0	0	0	0	0	0	0	8
02:00	0	2	2	0	0	0	0	0	0	0	0	0	0	0	4
03:00	1	0	1	2	0	0	0	0	0	0	0	0	0	0	4
04:00	0	0	4	1	1	0	0	0	0	0	0	0	0	0	6
05:00	1	1	5	2	0	0	0	0	0	0	0	0	0	0	9
06:00	6	8	20	5	1	0	0	0	0	0	0	0	0	0	40
07:00	2	10	51	15	1	0	0	0	0	0	0	0	0	0	79
08:00	21	110	126	20	2	0	0	0	0	0	0	0	0	0	279
09:00	7	17	55	15	1	1	0	0	0	0	0	0	0	0	96
10:00	12	27	35	8	0	0	0	0	0	0	0	0	0	0	82
11:00	25	27	21	1	0	0	0	0	0	0	0	0	0	0	74
12 PM	10	27	41	13	1	0	0	0	0	0	0	0	0	0	92
13:00	12	37	44	5	0	0	0	0	0	0	0	0	0	0	98
14:00	1	39	73	12	0	0	0	0	0	0	0	0	0	0	125
15:00	6	52	86	18	3	0	1	0	0	0	0	0	0	0	166
16:00	10	35	71	25	0	0	0	0	0	0	0	0	0	0	141
17:00	4	24	78	20	0	0	0	0	0	0	0	0	0	0	126
18:00	8	25	55	20	0	0	0	0	0	0	0	0	0	0	108
19:00	3	27	50	8	1	0	0	0	0	0	0	0	0	0	89
20:00	3	31	44	5	0	0	0	0	0	0	0	0	0	0	83
21:00	6	18	26	7	0	0	0	0	0	0	0	0	0	0	57
22:00	2	13	28	4	0	0	0	0	0	0	0	0	0	0	47
23:00	2	11	12	1	0	0	0	0	0	0	0	0	0	0	26
Total	142	547	936	215	11	1	1	0	0	0	0	0	0	0	1853
Grand Total	142	547	936	215	11	1	1	0	0	0	0	0	0	0	1853

15th Percentile : 16 MPH
50th Percentile : 21 MPH
85th Percentile : 24 MPH
95th Percentile : 28 MPH

Statistics
Mean Speed(Average) : 21 MPH
10 MPH Pace Speed : 16-25 MPH
Number in Pace : 1483
Percent in Pace : 80.0%
Number of Vehicles > 55 MPH : 0
Percent of Vehicles > 55 MPH : 0.0%

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Eastbound, Westbound

Start Time	1 15	16 20	21 25	26 30	31 35	36 40	41 45	46 50	51 55	56 60	61 65	66 70	71 75	76 999	Total
04/24/24	1	4	9	5	0	0	0	0	0	0	0	0	0	0	19
01:00	0	3	11	7	0	0	0	0	0	0	0	0	0	0	21
02:00	0	3	8	1	0	0	0	0	0	0	0	0	0	0	12
03:00	1	0	2	2	1	0	0	0	0	0	0	0	0	0	6
04:00	0	2	11	9	2	0	1	0	0	0	0	0	0	0	25
05:00	1	3	11	4	1	0	0	0	0	0	0	0	0	0	20
06:00	10	21	40	19	2	0	0	0	0	0	0	0	0	0	92
07:00	6	21	83	36	1	0	0	0	0	0	0	0	0	0	147
08:00	31	149	213	51	2	0	0	0	0	0	0	0	0	0	446
09:00	8	36	92	28	3	1	0	0	0	0	0	0	0	0	168
10:00	19	45	63	23	2	0	0	0	0	0	0	0	0	0	152
11:00	36	42	61	14	2	0	0	0	0	0	0	0	0	0	155
12 PM	13	48	83	40	4	0	0	0	0	0	0	0	0	0	188
13:00	17	46	109	40	3	0	0	0	0	0	0	0	0	0	215
14:00	6	47	135	58	8	0	0	0	0	0	0	0	0	0	254
15:00	15	88	209	71	9	1	1	0	0	0	0	0	0	0	394
16:00	13	50	167	95	4	4	0	0	0	0	0	0	0	0	333
17:00	4	40	175	91	7	1	0	0	0	0	0	0	0	0	318
18:00	14	35	109	76	10	0	0	0	0	0	0	0	0	0	244
19:00	5	33	89	44	8	0	0	0	0	0	0	0	0	0	179
20:00	5	40	80	30	3	0	0	0	0	0	0	0	0	0	158
21:00	8	24	48	25	1	1	0	0	0	0	0	0	0	0	107
22:00	3	15	42	12	3	3	0	0	0	0	0	0	0	0	78
23:00	2	14	28	9	1	0	0	0	0	0	0	0	0	0	54
Total	218	809	1878	790	77	11	2	0	0	0	0	0	0	0	3785
Grand Total	218	809	1878	790	77	11	2	0	0	0	0	0	0	0	3785

15th Percentile : 17 MPH
50th Percentile : 22 MPH
85th Percentile : 26 MPH
95th Percentile : 29 MPH

Statistics
Mean Speed(Average) : 22 MPH
10 MPH Pace Speed : 16-25 MPH
Number in Pace : 2687
Percent in Pace : 71.0%
Number of Vehicles > 55 MPH : 0
Percent of Vehicles > 55 MPH : 0.0%



APPENDIX E

COLLISION HISTORY

Crash Details for: Case ID 8845405

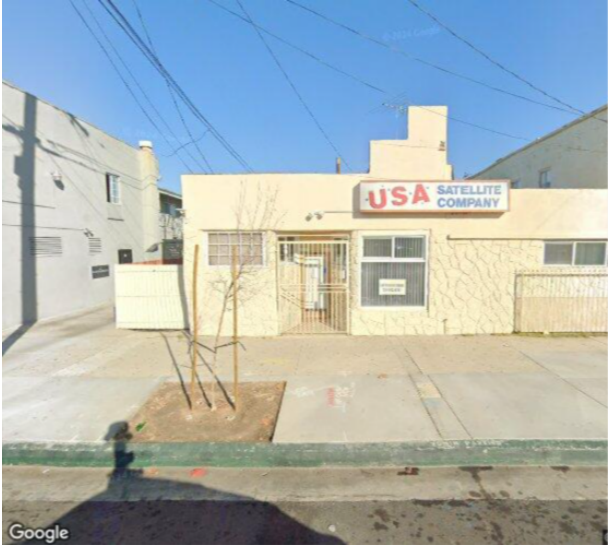
Crash Information

County	Los Angeles		
City	Lawndale		
Date & Time (M/D/Y)	03/14/2019 11:30		
Location (Intersection)	147th St & Hawthorn Bl		
Dist. & Dir. from Intersection	290.00 ft East		
State Highway	No		
Geocoded Location	33.8982735, -118.351799		
Type of Crash	G - Vehicle/Pedestrian		
Motor Vehicle Involved With	B - Pedestrian		
Crash Severity	3 - Injury (Other Visible)		
PCF Violation Category	07 - Unsafe Lane Change		
Weather	B - Cloudy		
Alcohol Involved	No		
Pedestrian Crash	Yes	Bicycle Crash	No
Motorcycle Crash	No	Truck Crash	No

Map View



Street View



Parties: 3

Party Number	Party Type	Statewide Vehicle Type	At Fault	Party Direction	Movement Preceding Collision
1	1 - Driver (including Hit and Run)	A - Passenger Car/Station Wagon	Yes	East	B - Proceeding Straight
2	2 - Pedestrian	N - Pedestrian	No	North	- - Not Stated
3	2 - Pedestrian	N - Pedestrian	No	North	- - Not Stated

Victims: 2

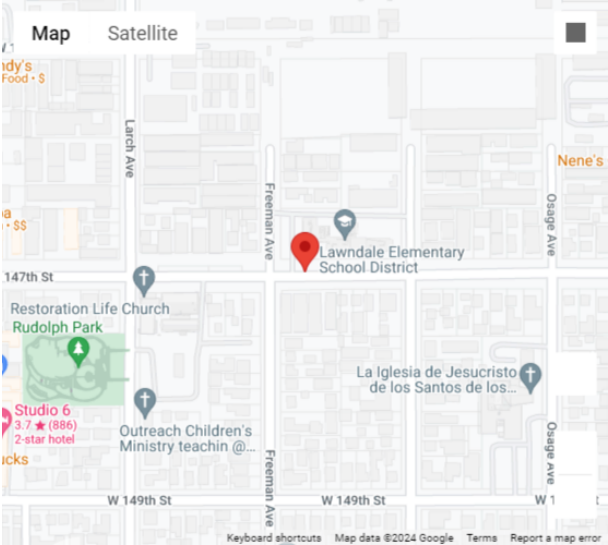
Party Number	Victim Role	Victim Gender	Victim Age	Victim Degree of Injury
2	3 - Pedestrian	M - Male	39	6 - Suspected Minor Injury
3	3 - Pedestrian	M - Male	38	6 - Suspected Minor Injury

Crash Details for: Case ID 8875319

Crash Information

County	Los Angeles		
City	Lawndale		
Date & Time (M/D/Y)	05/09/2019 20:18		
Location (Intersection)	147th St & Freeman Av		
Dist. & Dir. from Intersection	117.00 ft East		
State Highway	No		
Geocoded Location	33.8982811, -118.3485489		
Type of Crash	A - Head-On		
Motor Vehicle Involved With	C - Other Motor Vehicle		
Crash Severity	4 - Injury (Complaint of Pain)		
PCF Violation Category	05 - Wrong Side of Road		
Weather	A - Clear		
Alcohol Involved	No		
Pedestrian Crash	No	Bicycle Crash	No
Motorcycle Crash	No	Truck Crash	No

Map View



Street View



Parties: 2

Party Number	Party Type	Statewide Vehicle Type	At Fault	Party Direction	Movement Preceding Collision
1	1 - Driver (including Hit and Run)	A - Passenger Car/Station Wagon	Yes	East	Q - Traveling Wrong Way
2	1 - Driver (including Hit and Run)	A - Passenger Car/Station Wagon	No	West	M - Other Unsafe Turning

Victims: 3

Party Number	Victim Role	Victim Gender	Victim Age	Victim Degree of Injury
1	1 - Driver	M - Male	19	7 - Possible Injury
1	2 - Passenger	F - Female	21	7 - Possible Injury
2	1 - Driver	F - Female	20	7 - Possible Injury

Crash Details for: Case ID 8982701

Crash Information

County	Los Angeles		
City	Lawndale		
Date & Time (M/D/Y)	09/08/2019 22:30		
Location (Intersection)	147th St & Larch Av		
Dist. & Dir. from Intersection	33.00 ft East		
State Highway	No		
Geocoded Location	33.8982811, -118.3501892		
Type of Crash	C - Rear End		
Motor Vehicle Involved With	C - Other Motor Vehicle		
Crash Severity	3 - Injury (Other Visible)		
PCF Violation Category	04 - Following Too Closely		
Weather	A - Clear		
Alcohol Involved	No		
Pedestrian Crash	No	Bicycle Crash	No
Motorcycle Crash	No	Truck Crash	No

Map View



Street View



Parties: 2

Party Number	Party Type	Statewide Vehicle Type	At Fault	Party Direction	Movement Preceding Collision
1	1 - Driver (including Hit and Run)	D - Pickup or Panel Truck	Yes	West	B - Proceeding Straight
2	1 - Driver (including Hit and Run)	A - Passenger Car/Station Wagon	No	West	A - Stopped

Victims: 1

Party Number	Victim Role	Victim Gender	Victim Age	Victim Degree of Injury
2	1 - Driver	M - Male	24	6 - Suspected Minor Injury

Crash Details for: Case ID 8983838

Crash Information

County	Los Angeles		
City	Lawndale		
Date & Time (M/D/Y)	09/25/2019 18:35		
Location (Intersection)	Osage Av & 147th St		
Dist. & Dir. from Intersection	4.00 ft North		
State Highway	No		
Geocoded Location	33.8982697, -118.3461685		
Type of Crash	H - Other		
Motor Vehicle Involved With	G - Bicycle		
Crash Severity	3 - Injury (Other Visible)		
PCF Violation Category	12 - Traffic Signals and Signs		
Weather	A - Clear		
Alcohol Involved	No		
Pedestrian Crash	No	Bicycle Crash	Yes
Motorcycle Crash	No	Truck Crash	No

Map View



Street View



Parties: 2

Party Number	Party Type	Statewide Vehicle Type	At Fault	Party Direction	Movement Preceding Collision
1	1 - Driver (including Hit and Run)	A - Passenger Car/Station Wagon	Yes	West	D - Making Right Turn
2	4 - Bicyclist	L - Bicycle	No	East	B - Proceeding Straight

Victims: 1

Party Number	Victim Role	Victim Gender	Victim Age	Victim Degree of Injury
2	4 - Bicyclist	M - Male	17	6 - Suspected Minor Injury

Crash Details for: Case ID 9058271

Crash Information

County	Los Angeles		
City	Lawndale		
Date & Time (M/D/Y)	05/01/2020 10:59		
Location (Intersection)	147th St & Larch Av		
Dist. & Dir. from Intersection	178.00 ft East		
State Highway	No		
Geocoded Location	33.8982811, -118.3497162		
Type of Crash	H - Other		
Motor Vehicle Involved With	G - Bicycle		
Crash Severity	3 - Injury (Other Visible)		
PCF Violation Category	09 - Automobile Right of Way		
Weather	A - Clear		
Alcohol Involved	No		
Pedestrian Crash	No	Bicycle Crash	Yes
Motorcycle Crash	No	Truck Crash	No

Map View



Street View



Parties: 2

Party Number	Party Type	Statewide Vehicle Type	At Fault	Party Direction	Movement Preceding Collision
1	1 - Driver (including Hit and Run)	D - Pickup or Panel Truck	No	West	B - Proceeding Straight
2	4 - Bicyclist	L - Bicycle	Yes	South	L - Entering Traffic

Victims: 1

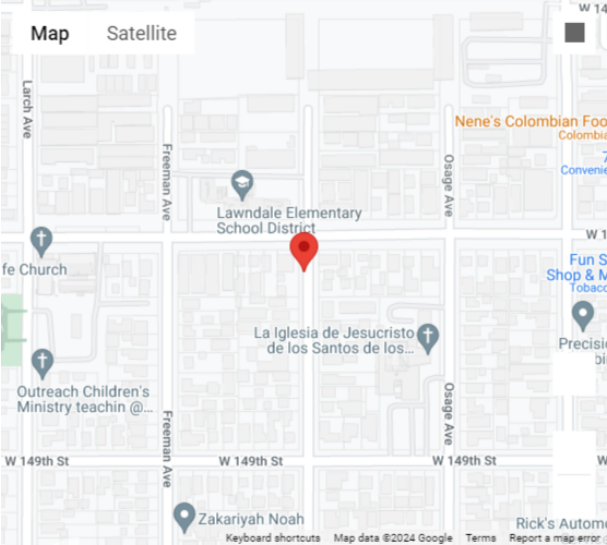
Party Number	Victim Role	Victim Gender	Victim Age	Victim Degree of Injury
2	4 - Bicyclist	M - Male	8	6 - Suspected Minor Injury

Crash Details for: Case ID 9123516

Crash Information

County	Los Angeles		
City	Lawndale		
Date & Time (M/D/Y)	07/01/2020 06:41		
Location (Intersection)	Eastwood Av & 147th St		
Dist. & Dir. from Intersection	115.00 ft South		
State Highway	No		
Geocoded Location	33.8979645, -118.3475494		
Type of Crash	C - Rear End		
Motor Vehicle Involved With	E - Parked Motor Vehicle		
Crash Severity	3 - Injury (Other Visible)		
PCF Violation Category	08 - Improper Turning		
Weather	B - Cloudy		
Alcohol Involved	No		
Pedestrian Crash	No	Bicycle Crash	No
Motorcycle Crash	No	Truck Crash	No

Map View



Street View



Parties: 3

Party Number	Party Type	Statewide Vehicle Type	At Fault	Party Direction	Movement Preceding Collision
1	1 - Driver (including Hit and Run)	A - Passenger Car/Station Wagon	Yes	South	B - Proceeding Straight
2	3 - Parked Vehicle	D - Pickup or Panel Truck	No	-	O - Parked
3	3 - Parked Vehicle	A - Passenger Car/Station Wagon	No	-	O - Parked

Victims: 2

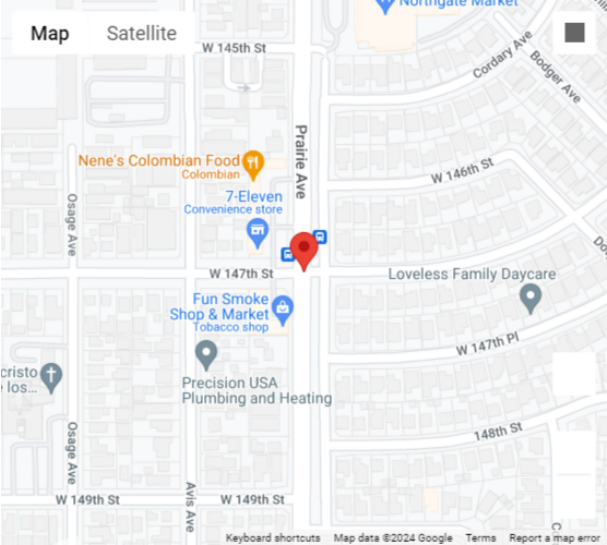
Party Number	Victim Role	Victim Gender	Victim Age	Victim Degree of Injury
1	2 - Passenger	F - Female	3	0 - No Injury
1	1 - Driver	F - Female	42	6 - Suspected Minor Injury

Crash Details for: Case ID 9125227

Crash Information

County	Los Angeles		
City	Lawndale		
Date & Time (M/D/Y)	06/20/2020 14:00		
Location (Intersection)	147th St & Prairie Av		
Dist. & Dir. from Intersection	At Intersection		
State Highway	No		
Geocoded Location	33.8982811, -118.3438492		
Type of Crash	D - Broadside		
Motor Vehicle Involved With	C - Other Motor Vehicle		
Crash Severity	3 - Injury (Other Visible)		
PCF Violation Category	12 - Traffic Signals and Signs		
Weather	A - Clear		
Alcohol Involved	No		
Pedestrian Crash	No	Bicycle Crash	No
Motorcycle Crash	No	Truck Crash	No

Map View



Street View



Parties: 2

Party Number	Party Type	Statewide Vehicle Type	At Fault	Party Direction	Movement Preceding Collision
1	1 - Driver (including Hit and Run)	A - Passenger Car/Station Wagon	No	South	B - Proceeding Straight
2	1 - Driver (including Hit and Run)	A - Passenger Car/Station Wagon	No	East	B - Proceeding Straight

Victims: 3

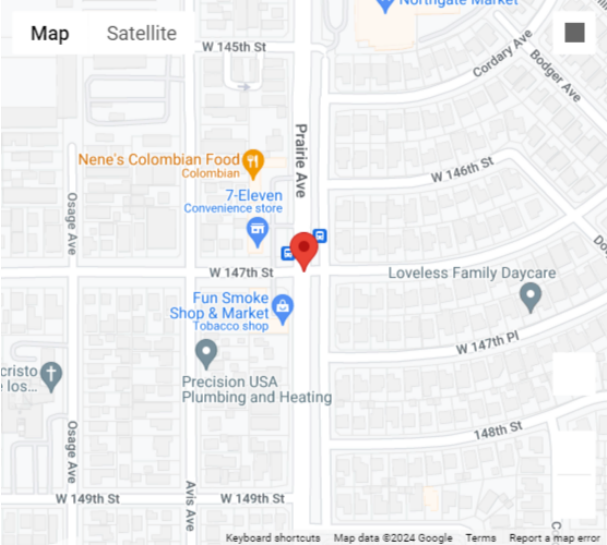
Party Number	Victim Role	Victim Gender	Victim Age	Victim Degree of Injury
1	1 - Driver	M - Male	81	6 - Suspected Minor Injury
2	2 - Passenger	F - Female	46	0 - No Injury
2	2 - Passenger	- - Not Stated	998	0 - No Injury

Crash Details for: Case ID 9219013

Crash Information

County	Los Angeles		
City	Lawndale		
Date & Time (M/D/Y)	12/10/2020 15:55		
Location (Intersection)	Prairie Av & W 147th St		
Dist. & Dir. from Intersection	3.00 ft South		
State Highway	No		
Geocoded Location	33.8982735, -118.3438492		
Type of Crash	G - Vehicle/Pedestrian		
Motor Vehicle Involved With	B - Pedestrian		
Crash Severity	3 - Injury (Other Visible)		
PCF Violation Category	10 - Pedestrian Right of Way		
Weather	A - Clear		
Alcohol Involved	No		
Pedestrian Crash	Yes	Bicycle Crash	No
Motorcycle Crash	No	Truck Crash	No

Map View



Street View



Parties: 2

Party Number	Party Type	Statewide Vehicle Type	At Fault	Party Direction	Movement Preceding Collision
1	1 - Driver (including Hit and Run)	A - Passenger Car/Station Wagon	Yes	South	E - Making Left Turn
2	2 - Pedestrian	N - Pedestrian	No	East	- - Not Stated

Victims: 1

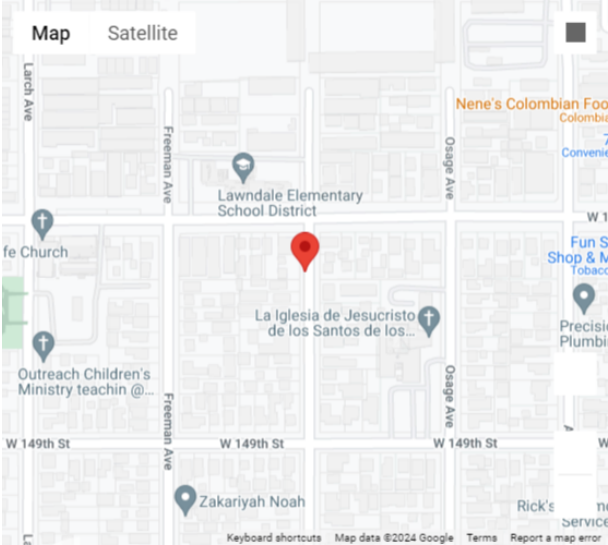
Party Number	Victim Role	Victim Gender	Victim Age	Victim Degree of Injury
2	3 - Pedestrian	M - Male	40	6 - Suspected Minor Injury

Crash Details for: Case ID 9258684

Crash Information

County	Los Angeles		
City	Lawndale		
Date & Time (M/D/Y)	03/20/2021 17:05		
Location (Intersection)	Eastwood Av & 147th St		
Dist. & Dir. from Intersection	168.00 ft South		
State Highway	No		
Geocoded Location	33.8978195, -118.3475494		
Type of Crash	H - Other		
Motor Vehicle Involved With	C - Other Motor Vehicle		
Crash Severity	3 - Injury (Other Visible)		
PCF Violation Category	21 - Unsafe Starting or Backing		
Weather	A - Clear		
Alcohol Involved	No		
Pedestrian Crash	Yes	Bicycle Crash	No
Motorcycle Crash	No	Truck Crash	No

Map View



Street View



Parties: 3

Party Number	Party Type	Statewide Vehicle Type	At Fault	Party Direction	Movement Preceding Collision
1	1 - Driver (including Hit and Run)	A - Passenger Car/Station Wagon	Yes	West	G - Backing
2	1 - Driver (including Hit and Run)	A - Passenger Car/Station Wagon	No	South	A - Stopped
3	2 - Pedestrian	N - Pedestrian	No	South	- - Not Stated

Victims: 5

Party Number	Victim Role	Victim Gender	Victim Age	Victim Degree of Injury
1	2 - Passenger	M - Male	23	0 - No Injury
1	2 - Passenger	M - Male	1	0 - No Injury

Party Number	Victim Role	Victim Gender	Victim Age	Victim Degree of Injury
2	2 - Passenger	M - Male	11	0 - No Injury
2	2 - Passenger	M - Male	1	0 - No Injury
3	3 - Pedestrian	M - Male	36	6 - Suspected Minor Injury



CITY OF LAWDALE

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

DATE: April 21, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Lucho Rodriguez, Public Works Director
SUBJECT: **Consideration to Terminate Metro Right-of-Way Maintenance License**

BACKGROUND

The City of Lawndale and the Atchison, Topeka and Santa Fe Railroad Company (Santa Fe) entered into an agreement (license) beginning June 1, 1977, for the premises to be used exclusively as a site for landscaping from Artesia Boulevard to 159th Street. The agreement is still in effect and can be terminated by either party upon a 30-day written notice. (Attachment 1.)

Effective June 30, 1993, all contracts and licenses authorizing the use of the Santa Fe property were assigned to the Los Angeles County Metropolitan Transportation Authority following the sale of the Harbor Subdivision Corridor Railroad Line to Metro.

STAFF REVIEW

At the April 7, 2025 City Council meeting, City Council requested staff to review the Agreement between City and Santa Fe for consideration to terminate the said agreement.

City's landscaping contractor, Mariposa, maintains the landscaping between 159th Street and 173rd Street on a weekly basis, as well as tree trimming annually. Public Works crews pick up trash and illegal dumping in the area between Artesia Blvd. and 159th Street on a weekly basis, in addition to maintaining the chain link fencing in the area and removing graffiti from the walls in the ROW when notified.

Attachment 2 is a draft letter of termination of the Agreement between the City of Lawndale and current owner Metro, in the event that City Council chooses to move in that direction.

While the agreement does not explicitly grant access to City crews to maintain the area, it states on item 7 that, Licensee (City) shall Maintain the premises and Improvements in such safe, sanitary and sightly condition and shall be satisfactory to Licensor (Metro), and, if required by Licensor, shall paint the Improvements with paints of colors approved by Metro.

It is possible that terminating the agreement at this time may bring the area to more disarray and abandonment, and City crews may not be able to access the area to clean graffiti or pickup illegal dumping when notified.

At the April 7, 2025 Council meeting, council requested for staff to reach out to BNSF (Santa Fe) to have them present at this Council meeting to discuss the agreement. Staff reached out to BNSF's representatives via phone call and e-mail. BNSF did not respond to the City's enquiries.

LEGAL REVIEW

City Attorney has reviewed the agreement and this staff report.

FISCAL IMPACT

There are associated costs to the City for maintaining the area designated in the agreement. Terminating the agreement would imply a reduction of monthly costs.

RECOMMENDATION

Staff Recommends City Council to discuss the possible termination of the License agreement and provide direction to staff for next steps.

Attachments

[Attachment 1 - Metro Landscape License.pdf](#)

[Attachment 2 - Letter to Metro Cancelling ROW Agreement LAW10129.pdf](#)

ATTACHMENT 1

LEASE / LICENSE / EASEMENT / PERMIT SUMMARY

FILE NO. _____

Date 1-5-94

YARDI TENANT CODE W10129

Line: HARBOR

PROPERTY INFORMATION

Property Code: (Line code + billing cycle) HARBOR3

Address: (street intersections) Between 159th and Artesia Blvd

(street address if available) _____

Remarks: (site dimensions and use) 9 parcels of Land for LANDSCAPING

UNIT INFORMATION

Unit Code: (Tenant's unique code + 5 digit file #) LAW10129

Rent: _____ (NOTE: Do not enter one time fees)

Square ft.: _____

Remarks: (Mile Post) MP 16.500 to 17.455
(Val Map number) Valmap _____
(Thomas Guide grid) TGgrid _____
(City/Community) LAWDALE

TENANT INFORMATION

Tenant Code: (Type of contract + 5 digit file #) E W10129

Status: (Current, Past, Eviction, Notice given, Vacant) C

Name: LAWDALE CITY OF

dba or attn: _____

Address: (tenant's billing address)

14717 BURIN AVE
LAWDALE, CA 90260

Tele: _____

Deposit: (security) _____

Last incr.: (date) _____ Next incr.: (date) _____

Rent index: _____ Next rent: _____

Move in: (effective date) 06-01-77

Move out: (termination date) _____

Insured to: (date) _____ Leased to: (date) _____

Remarks: Contact _____

Second Page:

Billing month, if annual rent: _____

Previous contract number: SP/SP/UP/LACTC 152530

Previous tenant: _____

Insurance required? ins:y _____ ins:n X

Need to include or update? ins:up _____

Environmental liability provisions included? env:y _____ env:n X

Need to include or update? env:up _____

Hazardous materials stored on property? (If yes, describe; if no, leave blank) haz: _____

CPI included? cpi:y _____ cpi:n X Include or update? cpi:up _____

One time fee paid or due? fee:due _____ fee:paid _____ amount: _____

Environmental problems: _____

Additional Comments: \$1.00 per year Non collectable Rent

Rev. 5/93

Public Works Director - Harold Williams - 310 970-2160
310 371-8877 Fax



The Atchison, Topeka and Santa Fe Railway Company



One Santa Fe Plaza
920 Southeast Quincy Street
Topeka, Kansas 66612-1116

P O Box 1738
Topeka Kansas 66601-1738

L10129

01003971

City of Lowndale
16706 Hawthorne Blvd.
Lowndale CA 90260

Contract No. 131672, 126992, 126998, 126999, 137224, 137530, 137531, 167892
129584, 152530

Gentlemen,

This is to advise you that The Atchison, Topeka and Santa Fe Railway Company (Santa Fe) has sold its line of railroad known as the Harbor Subdivision corridor within Los Angeles County to the Los Angeles County Metropolitan Transportation Authority (MTA)

The various contracts, leases and licenses with individuals, corporations, organizations, political bodies, companies and public utilities authorizing their use or occupancy of Santa Fe property was assigned to the MTA effective JUN 30 1993.

Since Santa Fe will no longer have any interest in the line of railroad at this location, any future matters pertaining to your agreement(s) should be directed to the MTA. Currently the MTA has indicated that correspondence and telephone inquiries should be directed as follows

Mr James D Wiley
Sr Real Estate Manager
Los Angeles County Metropolitan Transportation Authority
818 West Seventh Street, Suite 110
Los Angeles, CA 90017-4606
Telephone (213) 244-6404

Sincerely,

E.W. Landreth
E. W. Landreth
Director-Asset Management

cc: James D. Wiley - Los Angeles (MTA)
John Clark - Los Angeles (Dewey Ballantine)
David Andersen - Los Angeles (Mayer, Brown & Platt)
Dennis Wilson - Schaumburg

2111/01003971

MTA ACCOUNT SUMMARY

CONTRACT NUMBER	RHBR010129
CUSTOMER NAME	LAWNDALE, CITY OF
VAL MAP	HBR8
THOMAS GUIDE	733C6
CROSS STREETS	159th St./Artesia Blvd.
CITY	LAWNDALE
MILE POST	16.95-17.86
ASSESSOR PARCEL #	VARIOUS

Santa Fe Original

Form 1617-B Standard
(Approved by General Solicitor)

LICENSE

Contract No. 152530

Return to
Secretary, The A. T. & S. F. Ry. Co. TOPEKA

THIS LICENSE, Made as of the 1st day of June, 1977,
between THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY,
a Delaware corporation (hereinafter called "Licensor"),
and CITY OF LAWDALE

(hereinafter, whether one party or more, called "Licensee").

WITNESSETH, That the parties hereto for the considerations hereinafter expressed covenant and agree as follows:

1. Licensor hereby licenses Licensee to use, subject to the rights and easements hereinafter excepted and reserved and upon the terms and conditions hereinafter set forth, the land (hereinafter called "Premises") situated at or near Lawdale, County of Los Angeles, State of California, shaded, outlined in red coloring on the print hereto attached, No. 603-35373, dated May 27, 1977, marked "Exhibit A" and made a part hereof, for a term beginning on June 1, 1977, and ending when this license shall be terminated as hereinafter provided.

2. Licensor hereby excepts and reserves the right, to be exercised by Licensor and by any others who have obtained or may obtain permission or authority from Licensor so to do, (a) to operate, maintain, renew and relocate any and all existing pipe, power, and communication lines and appurtenances and other facilities of like character upon, over or under the surface of the Premises; and (b) from time to time to construct, operate, maintain, renew and relocate such additional facilities of the same character as will not unreasonably interfere with the use of the Premises by Licensee for the purpose specified in paragraph 6 hereof.

3. Licensee shall pay to Licensor as compensation for the use of the Premises the sum of One and No/100 - - - - - Dollars (\$1.00) per annum, payable in advance. Said compensation shall be subject to revision at three (3) year intervals. Nothing herein shall affect Licensor's absolute right to terminate this license in accordance with Paragraph 14 hereof.

4. Licensee covenants and warrants that Licensee either owns, or has obtained from the owner or owners thereof the right to use any improvements now on the Premises shown or described on said Exhibit A as "Licensee's Existing Improvements." Such improvements, if any, together with any other improvements hereafter placed upon the Premises by or for account of Licensee are hereinafter called "Improvements" *and personal property

5. Licensee shall pay before the same become delinquent all taxes, charges, rates, and assessments which may, during the term of this license, be levied upon, or assessed against, or be equitably chargeable to or assessed in respect of the Improvements; and where any such tax, rate, charge, or assessment may be embraced in the general amount of taxes charged upon the Premises separately or in connection with other property of Licensor and Licensee shall pay all of said taxes, then Licensee shall promptly repay or refund to Licensor the amount or part of the tax, charge, rate or assessment equitably or fairly apportionable to the Improvements

6. Licensee shall use the Premises exclusively as a site for landscaping

the object of Licensor being to facilitate the convenient operation of the railroad, telegraph and telephone lines of Licensor, and the transaction of business thereon. In case Licensee shall use the Premises for any other purpose whatever than above mentioned, then Licensor may declare this license at an end and prevent Licensee from using or remaining upon the Premises, with or without process of law. Licensee shall not have the exclusive possession of the Premises as against Licensor.

7. Licensee shall keep and maintain the Premises and Improvements in such safe, sanitary and sightly condition as shall be satisfactory to Licensor, and, if required by Licensor, shall paint the Improvements with paints of a color

approved by Licensor, and if Licensee fails or refuses within fifteen (15) days after receipt of any request by Licensor so to do, Licensor may, at its option, perform such work, and in such event Licensee shall within thirty (30) days after the rendition of bill therefor reimburse Licensor for the cost so incurred

8 In using the Premises, and in constructing, maintaining, operating and using the Improvements thereon, Licensee shall comply with any and all requirements imposed by federal or state statutes, or by ordinances, orders, or regulations of any governmental body having jurisdiction thereover. In the event the Premises or Improvements shall be used for the loading, unloading, storing, or otherwise handling of any petroleum products, Licensee shall comply with all regulations and recommendations from time to time promulgated by the Bureau of Explosives of the Association of American Railroads, or any successor agency. All artificial lighting in pump houses, warehouses, or other enclosures upon the Premises, where oil or other inflammable fluid supplies are handled or stored by Licensee, except in unbroken original containers, shall be electricity, and such electrical installation and any other electrical installation upon the Premises shall at all times conform to and be maintained in accordance with the provisions of the then current edition of the National Electrical Code with respect to Class I hazardous locations. Licensee shall promptly pay and discharge any and all liens arising out of any construction, alteration or repair work done, or suffered or permitted to be done, by Licensee on the Premises, and Licensor is hereby authorized to post any notices or take any other action upon or with respect to the Premises that is or may be permitted by law to prevent the attachment of any such liens to the Premises, provided, however, that failure of Licensor to take any such action shall not relieve Licensee of any obligation or liability under this or any other paragraph hereof.

9. Licensee shall at all times keep a space of six (6) feet from the nearest rail of any railroad track entirely clear of structures, material and obstructions of every sort and shall observe an overhead clearance of not less than twenty-five (25) feet above the top of rail; but, nevertheless, Licensee may erect loading platforms which shall not be more than three (3) feet and six (6) inches higher than the top of the rails, and which at no point shall be nearer than four (4) feet to the nearest side of the head of the nearest rail of such track, provided, however, if by statute or order of competent public authority different clearances shall be required, then Licensee shall strictly comply with such statute or order

10. Licensee agrees to indemnify and save harmless Licensor against all loss, damage or expense which Licensor may sustain, incur or become liable for, including loss of or damage to property or injury to or death of persons and fines or penalties imposed upon or assessed against Licensor, arising in any manner out of (a) the use of the Premises or Improvements by Licensee, (b) any breach by Licensee of the terms, covenants or conditions in this instrument contained, or (c) the sole or contributing acts or omissions of Licensee or the employees, agents, patrons or invitees of Licensee in, on or about the Premises or Improvements, except that if Licensor shall participate in any such contributing acts or omissions, then the loss, damage or expense arising therefrom shall be borne by the parties hereto equally.

11. Neither Licensee, nor the heirs, legal representatives, successors or assigns of Licensee, nor any subsequent assignee, shall transfer or lease the Premises or the Improvements, or any part thereof, nor assign or transfer this license or any interest herein, without the written consent and approval in each instance of Licensor.

12. In case of the eviction of Licensee by any one owning or claiming title to or any interest in the Premises, Licensor shall not be liable to Licensee for any damage of any nature whatsoever, or to refund any compensation paid hereunder, except the proportionate part of any compensation paid in advance.

13. If any compensation hereunder shall be due and unpaid, or if default shall be made in any of the covenants or agreements of Licensee herein contained, or in case of any assignment or transfer of this license by operation of law, Licensor may, at its option, terminate this license by serving five (5) days' notice in writing upon Licensee; but any waiver by Licensor of any default or defaults shall not constitute a waiver of the right to terminate this license for any subsequent default or defaults

14 This license may be terminated at any time by either party upon thirty (30) days' notice in writing to be served upon the other party, stating therein the date that such termination shall take place, and upon the expiration of the time specified in such notice this license and all rights of Licensee hereunder shall absolutely cease and determine, but upon any such termination Licensee shall be entitled to have refunded by Licensor a proportionate part of any compensation paid in advance

15 Any notice to be given by Licensor to Licensee hereunder shall be deemed to be properly served if the same be delivered to Licensee, or if left with any of the agents, servants or employees of Licensee or if posted on the Premises, or if deposited in the Post Office, postpaid, addressed to Licensee at 14717 Burin Avenue,
Lawndale, CA 90260

16. Upon the termination of this license in any manner herein provided, Licensee shall forthwith surrender to Licensor the possession of the Premises and shall remove the Improvements and restore the Premises to substantially the state in which they were prior to the construction of the Improvements, and in case Licensee shall fail within thirty (30) days after the date of such termination to make such removal or restoration, then Licensor may, at its election to be exercised within thirty (30) days thereafter, either remove the Improvements and restore the Premises for the account of Licensee, and in such event Licensee shall within thirty (30) days after the rendition of bill therefor reimburse Licensor for the cost so incurred, or may take and hold the Improvements as its sole property.

17. If Licensee fails to surrender to Licensor the Premises, upon any termination of this license, all the liabilities and obligations of Licensee hereunder shall continue in effect until the Premises are surrendered; and no termination hereof shall release Licensee from any liability or obligation hereunder, whether of indemnity or otherwise, resulting from any acts, omissions or events happening prior to the date of termination or the date, if later, when the Improvements are removed and the Premises restored or Licensor elects to take and hold the Improvements as its sole property as hereinabove in paragraph 16 provided.

18. In the event that Licensee consists of two or more parties, all the covenants and agreements of Licensee herein contained shall be the joint and several covenants and agreements of such parties.

19. All the covenants and agreements of Licensee herein contained shall be binding upon the heirs, legal representatives, successors and assigns of Licensee, and shall inure to the benefit of the successors and assigns of Licensor

20. In the event the State Board of Equalization of the State of California decides to assess the Premises separate and apart from our normal operating right of way or in the event Licensor is required to pay taxes for the Premises on a separate basis, Licensee shall also reimburse Licensor promptly upon receipt of statement therefor for all general property taxes which are during the term of this license levied upon or assessed against the Premises, and in the event that such taxes are levied or assessed against a larger parcel of which the Premises constitute only a part, such reimbursement by Licensee shall be in the amount of such tax equitably or fairly apportionable to the Premises.

IN WITNESS WHEREOF, This license has been duly executed in duplicate by the parties hereto as of the day and year first above written.

THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY(Licensor).

Approved as to description:

By M. W. Rleyd
Its SUPERVISOR OF CONTRACTS

J. G. Fry
Chief Engineer.

APPROVED AS TO FORM

R. Carter Ballentyne
Attorney

CITY OF LAWNSDALE

By James D. Ramsey
Its Mayor (Licensee).

(Attach print here.)

CANCELLATION AND SURRENDER

The parties mutually agree that the foregoing license is hereby cancelled as of the _____ day of _____, 19_____, and the premises therein described surrendered to the Licensor.

Dated this _____ day of _____, 19_____.

RAILWAY COMPANY,

By _____

Its _____

(Licensor.)

(Licensee.)

Contract No. 152530

Form 1617-B Standard

(Approved by General Secretary)

Secretary, The A. T. & S. F. Ry. Co. Inc.

Secretary's No. _____

License

TO

For _____

Station _____

Division _____

In effect _____, 19_____

Expires on Thirty Days' Notice

Div. Supt's No. _____

Chief Engineer's No. _____

Hell 12 69 2M 3233

BC-70233

FILED

CM-CL

AUG 23 1977

S. F. Ry Co

EXHIBIT "A"

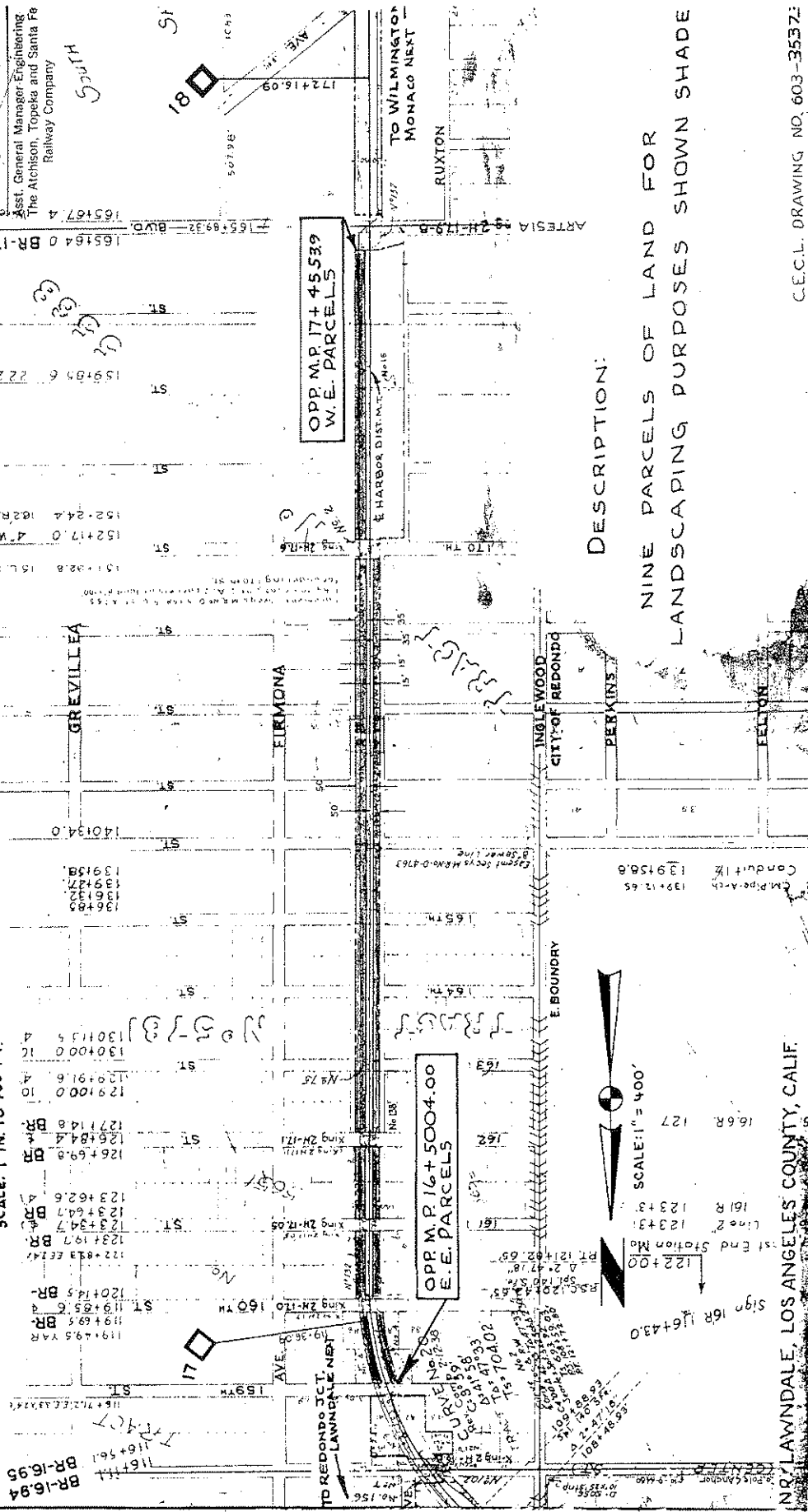
ATTACHED TO CONTRACT BETWEEN
THE ATCHISON, TOPEKA AND SANTA FE RAILWAY COMPANY
AND

CITY OF LAWDALE

LOS ANGELES, CALIF.
MAY 27, 1977

SCALE: 1 IN. TO 400 FT.

APPROVED: as to description
J. G. FRY
Asst. General Manager Engineering
The Atchison, Topeka and Santa Fe
Railway Company



DESCRIPTION:

NINE PARCELS OF LAND FOR
LANDSCAPING PURPOSES SHOWN SHADE

NR, LAWDALE, LOS ANGELES COUNTY, CALIF.

C.E.C.L. DRAWING NO. 603-35372

ATTACHMENT 2



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

April 15, 2025

Real Estate Manager
Los Angeles County Metropolitan Transportation Authority
818 West Seventh Street, Suite 110
Los Angeles, CA 90017-4606

Dear current Real Estate Manager,

On behalf of the City of Lawndale, this letter serves as formal notice of the City's intent to terminate the License Agreement for Landscaping purposes (Contract No. RHBR010129), effective **May 30, 2025**.

As outlined in Section 14 of the agreement:

"This license may be terminated at any time by either party upon thirty (30) days' notice in writing to be served upon the other party, stating therein the date that such termination shall take place, and upon the expiration of the time specified in such notice this license and all rights of Licensee hereunder shall absolutely cease and determine, but upon any such termination, Licensee shall be entitled to a refund from Licensor of a proportionate part of any compensation paid in advance."

Please confirm receipt of this notice by email at lrodriguez@lawndalecity.org. Should you have any questions or require additional information, you may contact me directly at (310) 973-3266.

Sincerely,

Lucho Rodriguez
Director of Public Works/City Engineer

C: Sean M. Moore, City Manager
Gregory Murphy, City Attorney
File



CITY OF LAWNDALE

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

DATE: April 21, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Hrant Manuelian, Finance Director/City Treasurer
SUBJECT: **Quarterly Investment Report for the Quarter Ended March 31, 2025**

BACKGROUND

The attached Quarterly Investment Report for the quarter ended March 31, 2025, is provided to City Council per the City of Lawndale's Investment Policy and State of California's Government Code Section 53646.

STAFF REVIEW

As of March 31, 2025, the City had total cash and investments (cost basis) of \$60,823,970 plus \$2,038,680 cash with fiscal agent held in a trust for the Lawndale Redevelopment Agency's Tax Allocation Bond 2009 issue, \$1,150 in petty cash and \$760,486 maintained in two retirement enhancement plans for PARS.

The Federal reserve has held interest rates steady and has not made any adjustments since last year. The State Local Agency Investment Fund (LAIF) had an interest rate of 4.22% on March 31, 2024, and has slightly increased to 4.313% as of March 31, 2025. Rates going forward are generally expected to gradually decrease, however at a slower pace. Inflation continues to remain high at over 3%. We continue to maintain a majority of cash in LAIF and the City's checking account. For the quarter ended March 31, 2025, the City has remained very liquid with 74.93% of our portfolio in on-demand accounts. The remainder of the portfolio includes 7.09% short-term (maturing in less than one year), 8.13% mid-term (one to three years maturity), and 9.86% long-term (maturing from three to five years) investments.

As interest rates have started to slowly come down, we look for opportunities to maximize returns on City funds. More recently there has been policy change initiated by the President of the United States regarding tariffs, and this has caused a lot of volatility in the markets especially with equities. This volatility has also caused the bond markets to fluctuate as well with prices and rates moving in either direction. The City's investments continue to remain intact and have not been affected by this volatility. We do not expect there to be any significant changes to our investments as we only purchase securities that we know we can hold on to until maturity at which time we will receive the full amount of the principal back from the issuer. As the market continues to change we will keep a close watch and take advantage of any upcoming investments. Cash in bank will be monitored and is expected that more will be used to purchase either bonds or CD's to take advantage of interest to the extent possible. The goal is to maintain a healthy balance of cash while maximizing returns.

The investment program provides sufficient liquidity to meet six months of estimated expenditures. All investments are in compliance with California state code 503600 and the City of Lawndale Investment policy.



CITY OF LAWDALE INVESTMENT REPORT

Summary of Investments
For Quarter Ended March 31, 2025

	Adjusted Cost Basis	Category Total	Percent of Portfolio
<u>On Call Deposits</u>			
Checking Accounts	19,883,789		
LAIF State Pool	25,689,181	45,572,970	74.93%
<u>Short-Term Investments (1 Year or Less)</u>			
Time Deposits FDIC Insured	4,314,000		7.09%
US Government Agency Securities	-	4,314,000	
<u>Medium-Term Investments (1 to 3 Years)</u>			
Time Deposits FDIC Insured	3,942,000		
US Government Agency Securities	1,000,000	4,942,000	8.13%
<u>Long-Term Investments (3 to 5 Years)</u>			
Time Deposits FDIC Insured	995,000		
US Government Agency Securities	5,000,000	5,995,000.00	9.86%
Total Cash and Investments		60,823,970	100.00%

LEGAL REVIEW

The City Attorney's office has reviewed this staff report and has approved it as to form.

FISCAL IMPACT

Not Applicable.

RECOMMENDATION

Staff recommends that the City Council receive and file the Quarterly Investment Report for the quarter ended March 31, 2025.

Attachments

[Quarterly Investments Q3 24-25 Attachment.pdf](#)

ATTACHMENT A



**CITY OF LAWDALE
TREASURY REPORT
For Quarter Ended March 31, 2025**

Cash	19,883,789	
Investments	40,940,181	
Cash w/Fiscal Agent	2,038,680	
Petty Cash	1,150	
Public Agency Retirement Services (PARS)- Retirement Enhancement Plan	746,427	
PARS/ City of Lawndale Excess Benefit Trust - US Bank	14,059	760,486
Total Cash and Investments		<u>63,624,285</u>

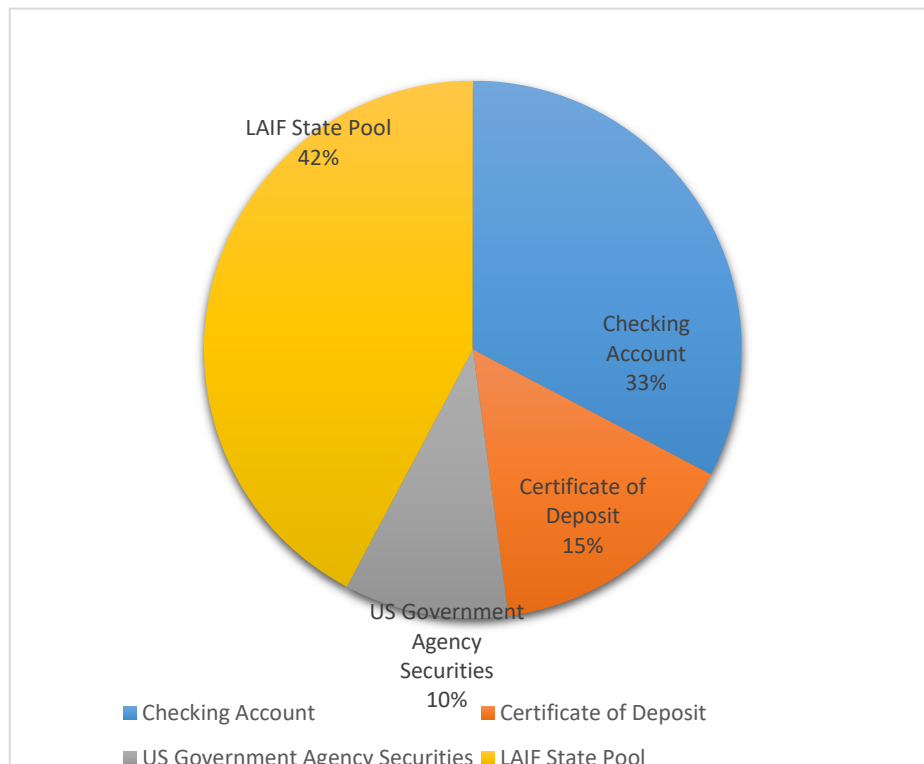


CITY OF LAWDALE INVESTMENT REPORT

Portfolio Statistics
For Quarter Ended March 31, 2025

Portfolio Composition

<u>Investment Type</u>	<u>Market Value</u>
Checking Account	19,883,789
Certificate of Deposit	9,244,553
US Government Agency Securities	6,002,153
LAIF State Pool	25,689,181
TOTAL	60,819,676



**CITY OF LAWDALE
DETAIL OF INVESTMENTS**

For Quarter Ended March 31, 2025

	Par Value	Coupon Rate	Moody's/ S&P Rating	Purchase Date	Maturity/ Called Date	Days to Maturity	Yield to Maturity	Cost Basis	Category total	(memo only) Market Value
On Call Deposits										
Checking Account- Wells Fargo	19,117,720	N/A	N/A		Demand	1	None	19,117,720		19,117,720
Municipal Investment Account - US Bank	766,069	N/A	N/A		Demand	1	None	766,069		766,069
Local Agency Investment Fund- City of Lawndale	25,687,591	N/A	N/A		Demand	1	0.20%	25,687,591		25,687,591
Local Agency Investment Fund- Lawndale Housing Authority	1,590	N/A	N/A		Demand	1	0.20%	1,590		1,590
On Call Deposits	45,572,970								45,572,970	45,572,970

Short-Term Investments (1 Year or Less)

Time Deposits:

Libertyone CR UN Dallas	248,000	5.05%	FDIC	4/24	4/17/2025	107	5.05%	248,000		248,074
TBK Bank SSB CD	237,000	5.05%	FDIC	4/24	4/17/2025	107	5.05%	237,000		237,082
Bank of Lexington	237,000	5.05%	FDIC	4/24	4/17/2025	107	5.05%	237,000		237,071
Charles Schwab Bank	237,000	5.40%	FDIC	6/24	6/12/2025	163	5.40%	237,000		237,447
Merchante Bank	237,000	5.35%	FDIC	6/24	6/13/2025	164	5.35%	237,000		237,429
Comerica Bk	237,000	5.35%	FDIC	6/24	6/26/2025	177	5.35%	237,000		237,500
Discover Bank	246,000	3.25%	FDIC	7/22	7/14/2025	195	3.25%	246,000		245,223
Connexus Credit Union	248,000	5.20%	FDIC	7/23	7/14/2025	195	5.20%	248,000		248,619
Goldman Sachs	245,000	4.00%	FDIC	8/24	8/13/2025	225	4.00%	245,000		244,639
Toyota Financial Savings CD	247,000	0.70%	FDIC	8/21	8/26/2025	238	0.70%	247,000		243,364
California Credit Union	240,000	5.40%	FDIC	8/23	8/28/2025	240	5.40%	240,000		241,138
BNY Mellon NA INSTL CTF DEP	243,000	4.95%	FDIC	4/24	10/15/2025	288	4.95%	243,000		243,858
First State Bank	179,000	5.00%	FDIC	4/24	10/20/2025	293	5.00%	179,000		179,737
Keypoint Credit Union	249,000	4.35%	FDIC	10/24	10/30/2025	303	4.35%	249,000		249,064
Preferred Bk	248,000	5.10%	FDIC	6/24	12/5/2025	339	5.10%	248,000		249,461
Western Alliance Bank	243,000	5.20%	FDIC	6/24	12/19/2025	353	5.20%	243,000		244,742
Numerica Cr Un	249,000	4.75%	FDIC	2/24	3/2/2026	426	4.75%	249,000		250,428
First GTY Bk	244,000	4.15%	FDIC	9/24	3/6/2026	430	4.15%	244,000		243,943
	4,314,000							4,314,000		4,318,821

US Government Agency Securities:

	-							-		-
	-							-		-

Short-Term Investments (1 Year or Less)

4,314,000

4,314,000

4,318,821

Medium-Term Investments (1 to 3 Years)

Time Deposits:

Eaglebank	248,000	5.05%	FDIC	6/24	6/25/2026	541	5.05%	248,000		250,833
Customers Bank CD	245,000	4.00%	FDIC	8/24	8/17/2026	594	4.00%	245,000		244,687
Rize FCU CD	249,000	4.15%	FDIC	8/24	8/20/2026	597	4.15%	249,000		249,167

Synchrony Bank Draper UT CD	247,000	0.90%	FDIC	8/21	8/27/2026	604	0.90%	247,000	236,634
Chartway Federal Credit Union	240,000	5.30%	FDIC	8/23	8/28/2026	605	5.30%	240,000	244,017
Medallion Bank UT CD	247,000	0.85%	FDIC	8/21	8/31/2026	608	0.85%	247,000	235,930
UBS Bank USA CD	247,000	0.95%	FDIC	9/21	9/9/2026	617	0.95%	247,000	236,089
Bank of America	245,000	3.95%	FDIC	9/24	9/11/2026	619	3.95%	245,000	244,404
First Fndtn Bank	243,000	5.00%	FDIC	6/24	12/14/2026	713	5.00%	243,000	246,659
Austin Telco Fed Cr	249,000	4.30%	FDIC	2/25	2/16/2027	777	4.30%	249,000	249,925
Valley Natl Bk	247,000	4.45%	FDIC	2/24	2/22/2027	783	4.45%	247,000	248,740
Spokane Teachers CR UN CD	248,000	4.75%	FDIC	4/24	4/15/2027	835	4.75%	248,000	251,220
Wexford Community Credit Union	248,000	4.75%	FDIC	6/24	6/28/2027	909	4.75%	248,000	251,513
First Technology FCU CD	249,000	4.10%	FDIC	8/24	8/20/2027	962	4.10%	249,000	249,020
First Merchants Bank	245,000	3.75%	FDIC	9/24	9/10/2027	983	3.75%	245,000	242,917
American Express Natl BK	245,000	3.85%	FDIC	9/24	9/13/2027	986	3.85%	245,000	243,571
	<u>3,942,000</u>							<u>3,942,000</u>	<u>3,925,325</u>

US Government Agency Securities:

Federal Home Loan Banks	1,000,000	5.000%	Aaa/AA+	6/24	4/15/2027	745	5.000%	1,000,000	1,001,224
	<u>1,000,000</u>							<u>1,000,000</u>	<u>1,001,224</u>

Medium-Term Investments (1 - 3 Years)	<u>4,942,000</u>							<u>4,942,000</u>	<u>4,926,549</u>
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Long-Term Investments (3 to 5 Years)

Time Deposits:

Empower Fed Cr Union	248,000	4.75%	FDIC	6/24	6/26/2028	1,273	4.75%	248,000	252,708
USAlliance Fed CU	249,000	4.15%	FDIC	1/25	1/31/2029	1,492	4.75%	249,000	249,260
Baxter Credit Union	249,000	4.20%	FDIC	2/25	2/22/2029	1,514	4.75%	249,000	249,688
Truxton Tr Co Nashville Tenn	249,000	4.10%	FDIC	2/25	2/14/2030	1,871	4.75%	249,000	248,751
	<u>995,000</u>							<u>995,000</u>	<u>1,000,407</u>

US Government Agency Securities:

Federal Farm Cr Bks	1,000,000	4.96%	Aaa/AA+	1/25	1/22/2029	1,483	4.96%	1,000,000	1,003,183
Federal Farm Cr Bks	1,000,000	5.42%	Aaa/AA+	4/24	4/16/2029	1,567	5.420%	1,000,000	1,000,929
Federal Natl Mtg Assn	1,000,000	5.63%	Aaa/AA+	4/24	4/16/2029	1,567	5.625%	1,000,000	1,000,054
Federal Home Loan Banks	1,000,000	4.20%	Aaa/AA+	10/24	10/9/2029	1,743	4.200%	1,000,000	992,449
Federal Home Loan Banks	1,000,000	4.65%	Aaa/AA+	2/25	2/26/2030	1,883	4.650%	1,000,000	1,004,314
	<u>5,000,000</u>							<u>5,000,000</u>	<u>5,000,930</u>

Long-Term Investments (3 to 5 Years)	<u>5,995,000</u>							<u>5,995,000</u>	<u>6,001,337</u>
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Total Cash and Investments	<u><u>60,823,970</u></u>							<u><u>60,823,970</u></u>	<u><u>60,819,676</u></u>
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CITY OF LAWNDALE

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

DATE: April 21, 2025

TO: Honorable Mayor and City Council

FROM: Dr. Sean M. Moore, City Manager

PREPARED BY: Jason Minter, Community Services Director

SUBJECT: **Approve an Agreement for the Purchase and Installation of Shade Covers at Charles B. Hopper Park**

BACKGROUND

As part of the 2024-2025 Fiscal Year budget, a line item was included for the purchase and installation of replacement shade covers at Charles B. Hopper Park. There are three (3) structures that were originally installed when the park was constructed. Of the three (3) shade structures, one of the shade covers was removed, another has a large tear, and the third will need to be replaced soon. Fortunately the structures themselves are in good condition, so the replacement will only require new fabric and cabling to the existing mounting poles and brackets.

STAFF REVIEW

Staff sent out the structure specifications to three separate companies, including USA Shade, Miracle Playground Sales, and Van Nuys Awning. Proposals were received from all three companies. Unfortunately the original specifications did not include the requirement that proposals be quoted with prevailing wages. When the three proposals were received, the quote for Van Nuys Awning was significantly less than the other two proposals. Staff contacted Van Nuys Awning to confirm whether or not the proposal included prevailing wages, as required by the California Labor Code (1771). The sales representative shared that it was not quoted as prevailing wage, and that their policy was to not bid on prevailing wage projects.

The three (3) proposals are listed in the table below:

Bidder Name	Bid Amount
Van Nuys Awning*	\$16,160.49
USA Shade	\$24,985.13
Miracle Playground Sales	\$26,314.97

**This proposal is disqualified as it does not include prevailing wage*

Staff have informed all three vendors of the intent to approve an agreement with USA Shade given their proposal is the lowest qualifying proposal (Attachment A). With the approval of the City Council, USA Shade can begin the manufacturing of the three (3) shade covers and related cabling/hardware. Currently there is a six to eight week lead time once the order is placed.

After the order is submitted, staff will be working with the vendor to arrange an installation date for all three (3) shade covers. The installation should be completed in one working day, and staff will work with the Public Works Department to close the north end of the park while the crew is onsite for the removal and installation. The removal and disposal of the two existing shade covers is also included in this proposal.

LEGAL REVIEW

The City Attorney has reviewed this staff report and approves it as to form.

FISCAL REVIEW

There is currently \$20,000 budgeted for this item from ARPA funds in account 285-320-700.153 Hopper Park Shade Equipment. Therefore, a budget amendment of \$4,985.13 will be needed to account for the updated cost of the project. This additional funding will come from the interest accrued in the ARPA fund.

RECOMMENDATION

Staff recommend that the City Council approve an agreement with USA Shade for an amount not-to-exceed \$24,985.13 for the purchase and installation of three (3) shade covers at Charles B. Hopper Park.

Attachments

[Attachment A_ USA Shade Quote - Hopper Park - Fabric Hardware Replacement.pdf](#)

ATTACHMENT A



Fabric Replacement Proposal

3/14/2025

Pricing Valid for 15 Days

Project Information:				Sales Information:	
Purchaser:	City of Lawndale	Contact:	Minter, Jason	Sales Rep:	Stayton, Tracy
Project Name:	City of Lawndale - Hopper Park - Fabric Recovers	Phone:	(310) 973-3272	Phone:	(949) 446-3346
Quote No:	CA0225TS19961	Email:	jminter@lawndalecity.org	Email:	Tracy.Stayton@USA-Shade.com
Billing Address Information:		Shipping Address Information:		Jobsite Information:	
Name:	City of Lawndale	Name:	Southern California	Name:	Charles Hopper Park
Address:	14717 Burin Avenue	Address:	1085 N. Main Street, Suite C Orange	Address:	4418 W. 162nd Street
City:	Lawndale	City:	Orange	City:	Lawndale
State:	CA	State:	CA	State:	CA
Zip Code:	90260	Zip Code:	92867	Zip Code:	90260
Contact:	Minter, Jason	Contact:	Luis Araujo	Contact:	Minter, Jason
Email:	jminter@lawndalecity.org	Email:	luis.araujo@usa-shade.com	Email:	jminter@lawndalecity.org
Phone:	(310) 973-3272	Phone:	(714) 920-5309	Phone:	(310) 973-3272

CORPORATE ADDRESS:

2580 Esters Blvd., Suite 100 DFW
Airport, TX 75261

MAILING ADDRESS:

P.O. Box 3467 Coppel, TX 75019

REMITTANCE ADDRESS:

P.O. Box 734158 Dallas, TX 75373-4158

SOUTHERN CALIFORNIA:

1085 N. Main Street, Suite C
Orange, CA 92867

ARIZONA:

2415 S. 18th Place
Phoenix, AZ 85024

LAS VEGAS:

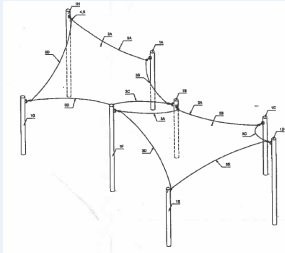
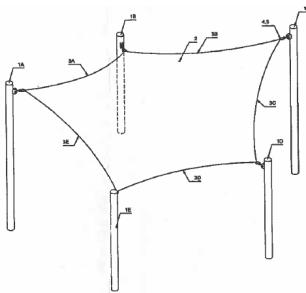
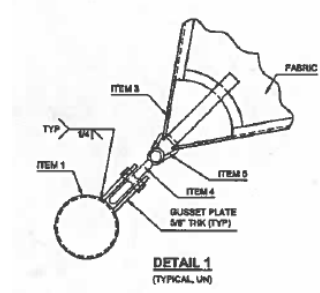
3111 So. Valley View Blvd. Suite B-117
Las Vegas, NV 89102

NOTE: This message is intended only for the use of the individual to whom it is addressed, and contains information that is privileged, confidential, and exempt from disclosure under applicable law. If you are not the intended recipient, or the employee or agent responsible for delivering this message to the intended recipient, you are hereby notified that any unauthorized disclosure, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately by phone and return the original message to the applicable address above.

www.usa-shade.com 800-966-5005

AZ: 289388 CA: 989458 LA: 61718 NV: 78724 NV:78724 NM: 383826 TN: 68712 DIR: 1000003533



PRODUCTS						
DESCRIPTION		DETAILS			UNIT PRICE	TOTAL
Fabric and Hardware Replacement		Model Number	Dimensions	Entry Height	See Below	See Below
QTY	Structure1	Custom	Varied	Varied		
3 Tops		Fabric Type	Fabric Color	Reinforcements		
		Colourshade_FR	TBD	Included		
		Structure 2		Corner/Attachment Detail		
				 DETAIL 1 (TYPICAL UN)		
UNIT TOTAL:					See Below	
PRICING TOTALS:			PAYMENT TERMS			
Unit Total	See Below	Payment terms subject to credit evaluation and approval				
Shipping/Handling *Subject to market fluctuation	Included	ENGINEERING REQUIREMENTS				
SUBTOTAL	See Below	Building Code	Wind Loads	Snow Loads		
Sales Tax (10.25%)	Included	CBC 2022	115	5		
Engineering	Included	ENGINEERING NOTES				
Installation	Included					
TOTAL PRICE	\$24,985.13					
SCOPE OF WORK/NOTES						
Fabric and Hardware Replacement Only Quote based on clear access for installation						
INCLUSIONS / EXCLUSIONS						
INCLUDED / EXCLUDED	ENGINEERING REQUIREMENTS	INCLUDED / EXCLUDED	INSTALLATION - MISCELLANEOUS			
Excluded	Sealed Drawings & Calculations	Included	Prevailing Wage / Certified Payroll			
Excluded	Permit Fee	Excluded	Union Wages			
Excluded	Payment and Performance Bonds	Excluded	Fencing			
		Excluded	Water and Electrical			



Construction Assumptions

- 1) The designated area for our structures will be accessible by drive-up for unloading of our trucks and equipment, including personnel man-lifts, forklifts, etc. Should a crane be required and direct access not available, additional costs for such will be submitted by a Change Order.
- 2) Our pricing is based on the ability to perform all of our work with clear, sequential, and continuous access without interruption during normal daytime working hours. We have assumed one mobilization for the installation of foundations, steel and fabric; if additional mobilizations are required, there will be an additional charge. We will require exclusive access to the area for our work during the construction process.
- 3) Our pricing does not include daily site delays accessing the work areas. USA SHADE will submit a Change Order for any delays caused by other trades which interfere or cause us to stop working.
- 4) We will require site sanitary facilities and refuse containers by others within 200 feet of our work.
- 5) USA SHADE will leave its work and materials in a clean condition at the conclusion of our work.
- 6) Barricades and public security requirements are not included.
- 7) Unless specifically included in this proposal, this agreement does not include, and Company will not provide, services, labor, or materials for any of the following work: (a) removal and disposal of any materials containing asbestos or any hazardous materials as defined by the EPA; (b) moving Owner's property around the installation site; (c) repair or replacement of any Purchaser or Owner-supplied materials; or (d) repair of damage to existing surfaces that may occur when construction equipment and vehicles are being used in the normal course of construction.
- 8) Pricing for foundation design is based on drilled pier footings. In the event the geotechnical report requires an alternate configuration, any additional costs incurred will be submitted to the client by a Change Order.
- 9) Digging of our foundations will not be constrained by any existing concrete or utilities. USA SHADE will not be responsible for moving or repairing any underground utility lines such as electrical, telephone, gas, water, or sprinkler lines that may be encountered during installation.
- 10) Any additional costs incurred as a result of hard rock conditions requiring extra equipment, utility removal or repair, resulting in delay, will result in additional charges unless they are detailed on as-built site drawings provided to USA SHADE or marked on the ground and communicated to USA SHADE in writing prior to installation.



GENERAL TERMS & CONDITIONS AND WARRANTY

- 1) **Proposal:** The above proposal is valid for **15 days** from the date first set forth above. After 15 days, we reserve the right to increase prices due to the rise in cost of raw materials, fuel, or other cost increases. When applicable, USA SHADE & Fabric Structures reserves the right to implement a surcharge for significant increases in raw materials, including, but not limited to; fuel, steel, and concrete. Due to the duration of time between proposals, contracts, and final installation, USA SHADE & Fabric Structures reserves the right to implement this surcharge, when applicable.
- 2) **Purchase:** By executing this proposal, or submitting a purchase order pursuant to this proposal (which shall incorporate the terms of this agreement specifically by reference) which is accepted by USA SHADE & Fabric Structures (the “Company”), the purchaser identified above (“you” or the “Purchaser”) agrees to purchase Shade Structures brand shade structures (“Structures”) and the services to be provided by the Company, as detailed in the “Structure Pricing” and “General Scope of Work” sections of this agreement, above, or in the relevant purchase order accepted by the Company, for use by Purchaser or for installation by Company or Purchaser on behalf of a third-party who will be the ultimate owner of the Structures (the ultimate owner of a Structure, whether Purchaser or a third-party, being the “Owner”).
- 3) **Short Ship Claims:** Purchaser has 15 days from receipt of the structures to file a short ship report in writing to its sales representative. Company will not honor claims made after this time.
- 4) **Short Ship Claims:** Purchaser has 15 days from receipt of the structures to file a short ship report in writing to its sales representative. Company will not honor claims made after this time.
- 5) **Bonding Guidelines:** If Purchaser will use or provide the Structures and Services for an Owner other than Purchaser (including, without limitation, as a subcontractor of Purchaser), Purchaser will include the following statement in Purchaser’s contract with Owner:

“The manufacturer’s warranty for the Shade Structures brand shade structures is a separate document between USA SHADE & Fabric Structures and the ultimate owner of the Shade Structures brand shade structures, which will be provided to the ultimate owner at the time of completion of the installation and other services to be provided by USA SHADE & Fabric Structures. Due to surety requirements, any performance and/or payment bond will cover only the first year of the USA SHADE & Fabric Structures warranty.”
- 6) **Insurance Requirements:** Company is not required to provide any insurance coverage in excess of Company’s standard insurance. A copy of the Company’s standard insurance is available for your review prior to acceptance of the Company’s proposal.



- 7) **Payment:** Terms of payment are defined in the “Pricing Details” section and are specific to this contract. For purposes of this agreement, “Completion” is defined as being the point at which the Structure is suitable for its intended use, the issue of occupancy consent, or a final building department approval is issued, whichever occurs first. Progress billing and payment will be required. All payments must be made to Shade Structures, Inc., P.O. Box 734158, Dallas, TX 75373-4158. Company may use all remedies available to it under current laws including, but not limited to, filing of liens against the property and using a collection agency or the courts to secure the collection of the outstanding debt.
- 8) **Lien Releases:** Upon request by Owner, Company will issue appropriate partial lien releases as corresponding payments are received from Purchaser, but prior to receiving final payment from Purchaser or Owner. Company will provide a full release of liens upon receipt of final payment. In accordance with state laws, Company reserves the right to place a lien on the property if final payment has not been received 10 days prior to the filing deadline for liens.
- 9) **Site Plan Approval, Permit/s, Permit Fees, Plans, Engineering Drawings, and Surveying:** Site plan approval, permits, permit fees, plans, engineering drawings, and surveying are specifically excluded from this agreement and the Services unless specified under the “General Scope of Work”. The Company does not in any way warrant or represent that a permit or site plan approval for construction will be obtained. Sealed engineered drawings that are required but not included in the “General Scope of Work” will result in an additional cost to Purchaser.
- 10) **Manufacturing & Delivery:** Manufacturing lead-time from Company’s receipt of the “Notice To Proceed” is approximately 6 to 8 weeks for standard structures, and 8 to 12 weeks for custom structures. Delivery is approximately 1 week thereafter. Delivery of structures may be prior to or at start of assembly. Please note that these timelines do not include approval or permitting timeframes.
- 11) **Return Policy for USA Shade:** At USA Shade, we strive to provide high-quality shade structures that are built to order and tailored to meet the unique needs of our customers. Due to the nature of our business and the customization involved, we have implemented the following return policy:
 1. **No Cancellations or Changes:** Once an order has been released for production, we cannot accept any cancellations or changes to the order. It is crucial for customers to review their order details carefully before finalizing the purchase.
 2. **No Returns:** Due to the customized nature of our shade structures, we do not accept returns. Once the order has been delivered and installed, it is considered a final sale. We encourage customers to thoroughly assess their requirements and specifications before ordering.
 3. **Product Quality Assurance:** We take pride in delivering high-quality shade structures that meet industry standards. Our products undergo rigorous quality control measures to ensure they meet or exceed customer expectations. In the unlikely event that there is a manufacturing defect or an issue with the product, please get in touch with our customer service department immediately for assistance.



4. **Warranty Coverage:** Our shade structures are backed by a warranty against manufacturing defects or material faults. If you encounter any issues the warranty covers, please take a look at our warranty policy for more instructions on how to proceed.
5. **Customer Support:** We are committed to providing excellent customer service throughout your purchasing journey. If you have any questions or concerns or need help with your order, our dedicated customer support team is here to help. Don't hesitate to contact us via phone, email, or our website's contact form, and we will gladly assist you.

It is essential for customers to understand and acknowledge these terms and conditions before placing an order with USA Shade. Customers agree to abide by this return policy by proceeding with a purchase.

- 12) **Concealed Conditions:** "Concealed conditions" include, without limitation, water, gas, sprinkler, electrical and sewage lines, post tension cables, and steel rebar. This agreement is based solely on observations the Company was able to make either by visual inspection or by drawings and/or plans submitted by Owner at the time this agreement was bid. If additional Concealed Conditions are discovered once work has commenced, which were not visible at the time this proposal was bid, Company will stop work and indicate these unforeseen Concealed Conditions to Purchaser or Owner so that Purchaser and Company can execute a Change Order for any additional work. In any event, any damage caused by or to unforeseen Concealed Conditions is the sole responsibility of the Purchaser and Company shall not be held liable for any such damage. Soil conditions are assumed to be soil that does not contain any water, hard rock (such as limestone, caliche, etc.), rocks larger than 4 inches in diameter, or any other condition that will require additional labor, equipment and/or materials not specified by the Purchaser or Owner in the bidding process. Any condition requiring additional labor, equipment, and/or materials to complete the drilling or concrete operations will require a Change Order before Company will complete the process. Price quotes are based on a drilled pier footing. Any variation will incur additional charges (i.e. spread footings, concrete mat, sand, water, landfill, etc.). Costs for footing and installation do not include any allowance for extending below frost lines (the additional costs for which vary by geographical region)
- 13) **Changes in the Work:** During the course of this project, Purchaser may order changes in the work (both additions and deletions). Additionally, an approving agency may require changes in the work from the original design or engineering quoted and provided by the Company (both additions and deletions.) The cost of these changes will be determined by the Company, and a Change Order form must be completed and signed by both the Purchaser and the Company, which will detail the "General Scope of the Change Order". Should any Change Order be essential to the completion of the project, and the Purchaser refuses to authorize such Change Order, then Company will be deemed to have performed its part of the project, and the project and services will be terminated. Upon such termination, Company will submit a final billing to Purchaser for payment, less a labor allowance for work not performed but including additional charges incurred due to the stoppage. No credit will be allowed for materials sold and supplied, which will remain the property of the Purchaser.
- 14) **Indemnification:** To the fullest extent permitted by law, Purchaser shall indemnify, defend, and hold harmless the Company and its consultants, agents, and employees or any of them



from and against claims, damages, losses and expenses, including, but not limited to, attorneys' fees related to the installation of the Structure or performance of the services, provided that such claim, damage, loss, or expense is attributable to bodily injury to, sickness, disease, or death of a person, or to injury to or destruction of tangible property, but only to the extent caused by the negligent acts or omissions of the Purchaser or its agents, employees, or subcontractors, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in Section 15.

15) Statement of Limited Warranty:

- The structural integrity of all supplied steel is warranted for ten years.
- If assembly is provided by the Company, workmanship of the structure is covered for one year, including labor for the removal of any failed part, disassembly (if necessary), cost of shipping, and reassembly.
- All steel surface finishes are warranted for one year.
- Shadesure™, Colourshade® FR, eXtreme 32™, Commercial 95™, SaFRshade™, and Monotec 370™ fabrics all carry a ten year limited manufacturer's warranty against failure from significant fading, deterioration, breakdown, outdoor heat, cold, or discoloration. Should the fabric need to be replaced under the warranty, the Company will manufacture and ship a new replacement fabric at no charge for the first six years, thereafter pro-rated at 20% per year over the remaining four years. The following are exceptions to the preceding warranty terms:
 - Shadesure™ fabrics in Red, Yellow, Atomic Orange, Electric Purple, Zesty Lime, Cinnamon, Olive, and Mulberry carry a five year pro-rated
 - Fabric tops attached to Coolbrella™ structures carry a three year warranty;
 - Individual fabric tops measuring greater than 40' in length are covered by a non-prorated five year warranty;
 - Precontraint 502™ waterproof membrane is subject to an eight year pro-rated warranty.
- Sewing thread is warranted for ten years.
- These limited warranties are effective from the date of sale, or, if assembly is provided by the Company, upon receipt by Company from Purchaser of a completed and signed "Customer Checklist and Sign-off" form.
- In its sole discretion, the Company will repair and or/replace defective structures, products or workmanship, or refund that portion of the price related to the defective product, labor, or service rendered.
- The Company reserves the right, in cases where certain fabric colors have been discontinued, to offer the Purchaser or Owner a choice of available alternative colors to replace the warranted fabric. The Company does not guarantee that any particular color will be available for any period of time, and reserves the right to discontinue any



color for any reason, without recourse by the Purchaser or Owner of the discontinued fabric color.

- Should the Purchaser or Owner sell the structures to another party, the warranty cannot be transferred to the new owner without a complete and thorough on-site inspection performed by a Company representative. Please contact the Company at warranty@usa-shade.com for more details.
- All warranty claims covering Company supplied structures, products, and services must be submitted by Purchaser or Owner in writing to the Company within thirty days from the date of discovery of the alleged defect and must include a detailed description and applicable photographs of the alleged defect or problem. Warranty claims should be submitted by email to warranty@usa-shade.com.
- Purchaser or Owner agrees that venue for any court action to enforce these limited warranties shall be in the City or County of Dallas in the State of Texas, USA.
- These limited warranties are void if:
 - the supplied structures, products, services and/or labor are not paid for in full;
 - the structures are not assembled in strict compliance with USA SHADE specifications;
 - any changes, modifications, additions, or attachments are made to the structures in any way, without prior written approval from the Company. Specifically, no signs, objects, fans, light fixtures, etc. may be hung from the structures, unless specifically engineered by the Company.
- These limited warranties do not cover defects and/or damages caused by:
 - normal wear and tear;
 - misuse, willful or intentional damage, vandalism, contact with chemicals, cuts and Acts of God (i.e. tornado, hurricane, micro/macros burst, earthquake, wildfires, etc.);
 - ice, snow or wind loads in excess of the designed load parameters engineered for the supplied structures;
 - use, maintenance, neglect, repair, and/or service inconsistent with the Company's written care and maintenance instructions, provided with the order.
- The limited warranties explicitly exclude:
 - workmanship related to assembly not provided by the Company or its agents;
 - fabric curtains, valances, and flat vertical panels;
 - fabric tops installed on structures that were not engineered and originally supplied by the Company.
- THE COMPANY SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, SPECIAL, LIQUIDATED, EXEMPLARY, OR PUNITIVE DAMAGES, OR ANY LOSS OF REVENUE, PROFIT, USE OR GOODWILL, WHETHER BASED UPON CONTRACT, TORT



(INCLUDING NEGLIGENCE), OR ANY OTHER LEGAL THEORY, ARISING OUT OF A BREACH OF THIS WARRANTY OR IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE, USE, OPERATION OR REPAIR OF ANY PRODUCT OR SERVICE. IN NO EVENT WILL THE COMPANY BE LIABLE FOR ANY AMOUNT GREATER THAN THE PURCHASE PRICE FOR ANY PRODUCT OR SERVICE PROVIDED BY THE COMPANY.

- THE FOREGOING LIMITED WARRANTY IS THE SOLE AND EXCLUSIVE WARRANTY FOR THE COMPANY'S PRODUCTS AND SERVICES, AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, IN LAW OR IN FACT. SELLER SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR PURPOSE, AND ANY IMPLIED WARRANTIES ARISING OUT OF COURSE OF DEALING OR PERFORMANCE OR TRADE USAGE. PURCHASER, BY ACCEPTANCE AND USE OF THIS LIMITED WARRANTY, WAIVES ANY RIGHTS IT WOULD OTHERWISE HAVE TO CLAIM OR ASSERT THAT THIS LIMITED WARRANTY FAILS OF ITS ESSENTIAL PURPOSE.

Colourshade ® and eXtreme 32™ are registered trademarks of Multiknit Pty. Ltd.

Commercial 95™ and SaFRshade™ are registered trademarks of Gale Pacific USA Inc

Monotec 370™ is a registered trademark of PRO-KNIT Industries Pty. Ltd.

Precontraint 502™ is a registered trademark of Serge Ferrari North America, Inc.

16) **Assembly/Installation:**

- Company will notify Purchaser of the scheduled assembly date. Owner agrees to have an owner representative meet the assembly crew at the job site on the scheduled assembly date to verify the exact location where the structure(s) is to be placed.
- Labor for the removal, assembly, and/or freight charges will only be covered by Company in instances where the structures supplied and installed by Company are determined by the Company to be defective. In all cases where structures are not installed by Company, all labor for the removal, assembly, and/or freight of the structures will be the Purchaser's responsibility.
- Installation prices are based on a single mobilization charge. If additional mobilizations are required, there will be additional charges.
- If the requested services require Company access to Owner's premises, Company will be provided access to the Owner's premises free and clear of debris, automobiles, or other interference Monday ~ Friday during the hours of 8:00am to 6:00pm, and Company will have access to water and electrical facilities during installation. Additional charges will apply if utilities are not easily accessible. Where applicable, all vehicles will be moved prior to Company's crew beginning any installation.
- Company will not be responsible for moving or repairing any underground utility lines such as electrical, telephone, gas, water, or sprinkler lines that may be encountered during installation.
- Any additional costs incurred as a result of hard rock conditions requiring extra equipment, utility removal or repair resulting in delay will result in additional charges unless they are detailed on as-built site drawings provided to Company or marked on the ground and communicated to Company in writing prior to fabrication and installation.



- 17) **Installation/Assembly on-site:** Where installation/assembly is part of the services, Purchaser must provide the Company with a detailed drawing prepared by or for the Owner showing exactly where the structures are to be assembled as well as detailing any obstacles or other impediments that may cause the assembly process to be more difficult. Any fixture(s), e.g., playground, pools, etc., that the structures are to be assembled over must also be detailed, along with their peak heights (if applicable).
- 18) **Site/Use Review by Purchaser:** Company relies on the Purchaser to determine that the structures ordered are appropriate and safe for the Owner's installation site and/or intended use. Company is not responsible for damages or injuries resulting from collisions by moving objects or persons with the structure post(s). Company can recommend, or supply at additional cost, padding for posts from a third party manufacturer.
- 19) **Preparatory Work:** Where installation/assembly is part of the services and in the event that the foundation or job site is not suitable or ready for assembly to begin on the scheduled day, a Delay of Order notification must be sent to Company at least 4 working days prior, in order to allow Company to reschedule the project. In the event that Company is not notified and incurs an expense in attempting to execute the assembly, a re-mobilization charge may be charged to Purchaser before Company will reschedule the assembly.
- 20) **Delegation: Subcontractors:** The services and the manufacturing and assembly of the structures may be performed by subcontractors under appropriate agreements with the Company.
- 21) **Force Majeure: Impracticability:** The Company shall not be charged with any loss or damage for failure or delay in delivering or assembling of the structures when such failure or delay is due to any cause beyond the control of the Company, due to compliance with governmental regulations or orders, or due to any Acts of God, strikes, lockouts, slowdowns, wars, or shortages in transportation, materials or labor.
- 22) **Dispute Resolution:** Any controversy or claim arising out of or related to this agreement must be settled by binding arbitration administered in Dallas, TX by a single arbitrator selected by the parties or by the American Arbitration Association, and conducted in accordance with the construction industry arbitration rules. Judgment upon the award may be entered in any court having jurisdiction thereof.
- 23) **Entire Agreement; No Reliance:** This agreement represents and contains the entire agreement between the parties. Prior discussion or verbal representations by the parties that are not contained in this agreement are not part of this agreement. Purchaser hereby acknowledges that it has not received or relied upon any statements or representations by Company or its agents which are not expressly stipulated herein, including without limitation any statements as to the structures, warranties, or services provided hereunder.
- 24) **No Third-Party Beneficiaries:** This agreement creates no third-party rights or obligations between Company and any other person, including any Owner who is not also a Purchaser. It is understood and agreed that the parties do not intend that any third party should be a beneficiary of this agreement.



- 25) **Governing Law:** The agreement will be construed and enforced in accordance with the laws of the State of Texas.
- 26) **Assignment:** Purchaser may not assign this agreement, by operation of law or otherwise, without the prior written consent of Company. The agreement shall be binding upon and insure to the benefit of the Company and the Purchaser, and their successors and permitted assigns.
- 27) **Electronic Signatures.** Each party agrees that the electronic signatures of the parties to this Agreement, whether digital or encrypted, including but not limited to the use of a typed name, are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including but not limited to typed or email electronic signatures.

PURCHASER:

Signature:

By:

Title:

Date:

NOTE: All purchase orders and contracts should be drafted in the name of

Shade Structures, Inc.



CITY OF LAWNDALE

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

DATE: April 21, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Peter Kann, Community Development Director
SUBJECT: **Reduction in Site Plan Review Deposits**

BACKGROUND

The City's Community Development Department ("Department") is responsible for orderly development activity to ensure all types of project complies with the various local, county, and state regulations. One of the Department's most common applications is the Site Plan Review (SPR), which aims to ensure a proposed development complies with the applicable zoning regulations. The SPR application essentially serves as a detailed blueprint for a project, outlining its location, design, and relationship to surrounding areas, and is crucial for obtaining the necessary building permits.

A highlight of the Department's total SPR application since 2021 is provided below:

- 2021 - 139 applications
- 2022 - 142 applications
- 2023 - 116 applications
- 2024 - 112 applications
- 2025 - 39 applications as of April 17, 2025

In 2021, the SPR application's fee/deposit was set at \$2,500 and Department staff would charge their hourly rate towards this deposit. Any remaining deposit funds from the initial \$2,500 will be refunded back to the resident/applicant. One of the most common project is the development/construction of an Accessory Dwelling Unit (ADU) or corrections for their code enforcement cases. In staff's analysis, the average charge to an ADU or residential project without a code enforcement case was approximately \$1,600 resulting in a refund of \$900 back to the applicant.

In the event the Department's charges towards the deposit exceeds \$2,500, staff would request additional funds needed to finalize the project. One of the common reasons a project could exceed the \$2,500 deposit is due to complex code enforcement cases, incomplete submittals, lack of details on the submitted site plans, and number of re-submitted plan checks.

STAFF REVIEW

The Mayor requested that staff look into the possibility of lowering the initial deposit from \$2500 to \$1,600 (not changing the hourly rate just lowering the deposit only). This request to lower the initial deposit amount does not have any fiscal impact because the Department's average total charges does not exceed \$1,600 unless unusual circumstances apply as mentioned above. The fee was originally set at \$2,500 and was set up to ensure all Site Plan Reviews activity by staff was covered by the deposit. The lowering of the Site Plan Review deposit down from \$2,500 to \$1,600 may encourage residents and contractors to follow the City's process and procedures since there are lower upfront cost for the SPR applications.

LEGAL REVIEW

None.

FISCAL IMPACT

None. The Site Plan Review fees/deposit covers staff time to review the project.

RECOMMENDATION

It is recommended that the City Council:

1. Direct staff to lower the Site Plan Review fee/deposit to \$1,600; or
2. Provide further direction to staff.

Attachments

[Attachment 1 - Site Plan Review Deposit.pdf](#)

ATTACHMENT 1

SPR No: _____

PL No: _____

Date: _____



City of Lawndale
Community Development Department
14717 Burin Avenue, Lawndale, CA 90260
(310) 973-3230 (Phone)
(310) 970-2150 (Fax)
www.lawndalecity.org

Site Plan Review Application (Fee: ~~\$2,500~~ \$1,600)

Project Address:		
Zone:	APN No:	Legal Description:
Applicant's Name:	Phone:	Email:
Applicant's Address:		
Role of Applicant: <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Contractor <input type="checkbox"/> Other:		
Applicant's Signature:		
x		

Property Owner's Name:	Phone:	Email:
Property Owner's Address:		
Property Owner's Signature / Owner Authorization:		
I hereby authorize the above-listed individual to act on my behalf in all matters relevant to this application.		
x		

PROJECT DESCRIPTION:

PROJECT PROCESSING: The following documents are required for project processing:		
• Completed application	• Photographs of site	• Environmental Questionnaire
• Site/Grading/Drainage plan	• Floor plans of all structures	• 3-sets of scaled plans (24"x36")
• Elevation Plans	• Preliminary landscape plan	• 1-set of scaled plans (11"x17")
• Cross-section plans(s)	• Photographs of surrounding area	

I. PLAN PREPARATION GUIDELINES	
<ul style="list-style-type: none"> All plans shall be drawn on uniform size sheets not smaller than 24"x36" All plans shall be clear, legible, and accurately scaled All plans shall be clearly labeled with sheet title, project name, and project address 	
II. SITE PLAN: At minimum, the Site Plan shall include the following information:	
<ul style="list-style-type: none"> The name and mailing address of the owner of the lot and the name, mailing address, and telephone number of the architect and/or applicant Site plan shall be drawn to an engineering scale no smaller than 1"= 40' North arrow A vicinity map Location and dimensions of all easements located on the subject property Location of the nearest cross street(s) Site Plan summary to include the following information: <ul style="list-style-type: none"> 1. Zone: 2. Gross & net lot area: 3. Gross floor area per building (existing & proposed) 4. Number of parking spaces (required & proposed) 5. Assessor Parcel Number (APN) 6. Open space square footage 7. Lot coverage, square footage, and percent of site area Centerline & dimensions of the street(s) right-of-way or access easement(s) Show all exterior lighting Legal description and address of the site Existing and/or proposed use of all building Building setbacks and required yard areas (Front, Rear, and Sides) Distance between building structures Roof plan Location of outdoor storage and trash areas Location of pool and equipment (if applicable) Maximum building height Open space required Location of all structures within 10 feet of the parcel Location, height, and materials of existing and/or proposed walls and fences Underground utilities Parkway dimensions (if applicable) Property line dimensions and bearings (if applicable) Dimensioned location of all existing and proposed building and structures Number of parking spaces required and provided Location of A/C condenser (not in side yard) Location of private recreational area Location of copper main line water service 	
III. FLOOR PLANS: minimum information requirements	
<ul style="list-style-type: none"> All floor plans shall be fully dimensioned and drawn to an architectural scale not less than 1/8" = 1'10" Show the location of all walls and partitions (existing and proposed) Show the location of all permanent fixtures & stationary equipment 	
IV. ELEVATION PLANS: minimum information requirements	
<ul style="list-style-type: none"> All building elevations shall be drawn to an architectural scale no smaller than 1/8" = 1'10" Finished grade, building height, and all special architectural features Provide an exterior finish legend indicating exterior color, textures, and architectural style 	
V. CROSS-SECTION PLANS: minimum information requirements	
<ul style="list-style-type: none"> Cross-section views as indicated on site/floor plans. Cross-section views must be taken through all proposed construction, extending at least 10 feet beyond the limits of construction or property line as required. Care should be taken to assure that all cross-sections and their notations conform accurately to the site or floor plan The elevation of the finished grade, the finished floor and the roof ridge beams shall be indicated on the section plan All walls, fences, curbs, etc., cut by the cross-sections(s) Any adjacent streets and the curb line (or edge of pavement) if cut by the cross-section. On all cross-sections viewed from a street, include the curb or edge of pavement relative to the structure 	
VI. PRELIMINARY LANDSCAPE PLANS: minimum information requirements	
<ul style="list-style-type: none"> Amount of landscaping required (common areas and private areas) A planting plan shall be provided indicating the location of all existing and proposed landscaped and hardscaped areas, and the location of plant materials accurately to the site or floor plan Provide a plant pallet of all trees, shrubs, and ground cover proposed to be used Note that water conservation techniques shall be utilized 	
NOTE:	Return the required redlined plans with the revised set of plans addressing the requested changes or comments in order to facilitate and expedite the site plan review.



CITY OF LAWNDALE

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

DATE: April 21, 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.



CITY OF LAWNDALE

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

DATE: April 21, 2025
TO: Honorable Mayor and City Council
FROM: Dr. Sean M. Moore, City Manager
PREPARED BY: Yvette Palomo, Assistant City Clerk
SUBJECT: **Conference with Labor Negotiator**

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



CITY OF LAWNDALE

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

DATE: April 21, 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**

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).