

*This Agenda contains a brief general description of each item to be considered. Copies of the Staff reports or other written documentation relating to each item of business referred to on the Agenda are on file in the Office of the City Clerk and are available for public inspection. Any person who has a question concerning any of the agenda items may call the City Manager at (310) 603-0220, ext. 200.*

Procedures for Addressing the Council

IN ORDER TO EXPEDITE CITY COUNCIL BUSINESS, WE ASK THAT ALL PERSONS WISHING TO ADDRESS THE COUNCIL FILL OUT A FORM PROVIDED AT THE DOOR, AND TO TURN IT IN TO THE CITY CLERK PRIOR TO THE START OF THE MEETING. FAILURE TO FILL OUT SUCH A FORM WILL PROHIBIT YOU FROM ADDRESSING THE COUNCIL IN THE ABSENCE OF THE UNANIMOUS CONSENT OF THE COUNCIL.



**AGENDA  
City Council Special Meeting  
TO BE HELD ON**

**December 12, 2017**

**Duly Posted 12/11/17 - MQ  
Council Chambers- 11350 Bullis Road, Lynwood, CA. 90262  
6:00 PM**

- 1. CALL TO ORDER**
- 2. CERTIFICATION OF AGENDA POSTING BY CITY CLERK**
- 3. ROLL CALL OF COUNCIL MEMBERS**

Jose Luis Solache  
Edwin E. Hernandez  
Maria Santillan-Beas  
Salvador Alatorre  
Aide Castro

- 4. PLEDGE OF ALLEGIANCE**
- 5. INVOCATION**
- 6. PRESENTATIONS/PROCLAMATIONS**

- Sheriff Captain Carter- Update on Law Enforcement Issues
- City Council Members Reporting on Meetings Attended (Gov. Code Section 53232.3 (D)).

**PUBLIC ORAL COMMUNICATIONS**

(Regarding Agenda Items Only)

**NON-AGENDA PUBLIC ORAL COMMUNICATIONS**

THIS PORTION PROVIDES AN OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE COUNCIL ON ITEMS WITHIN THE JURISDICTION OF THE COUNCIL AND NOT LISTED ON THE AGENDA. IF AN ITEM IS NOT ON THE AGENDA, THERE SHOULD BE NO SUBSTANTIAL DISCUSSION OF THE ISSUE BY THE COUNCIL, BUT COUNCIL

MAY REFER THE MATTER TO STAFF OR SCHEDULE SUBSTANTIVE DISCUSSION FOR A FUTURE MEETING.  
(The Ralph M. Brown Act, Government Code Section 54954.2 (a).)

## **CITY COUNCIL ORAL AND WRITTEN COMMUNICATION**

### **PUBLIC HEARING**

#### **7. Development Agreements 2017-03 MOD and 2017-13 through 2017-20**

##### **CONSENT CALENDAR**

ALL MATTERS LISTED UNDER THE CONSENT CALENDAR WILL BE ACTED UPON BY ONE MOTION AFFIRMING THE ACTION RECOMMENDED ON THE AGENDA. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS PRIOR TO VOTING UNLESS MEMBERS OF THE COUNCIL OR STAFF REQUEST SPECIFIC ITEMS TO BE REMOVED FROM THE CONSENT CALENDAR FOR SEPARATE ACTION.

#### **8. Fixing the employer contribution at an equal amount for employees and annuitants under the Public Employee's Medical and Hospital Care Act.**

##### **Comments:**

Fixing the employer's contribution at an equal amount for employees and annuitants under the Public Employees' Medical and Hospital Care Act. (HR)

##### **Recommendation:**

Staff recommends that the City Council adopt the attached amended resolution entitled, "FIXING THE EMPLOYER'S CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT."

#### **9. Request from the Lynwood Union Gallery to use Lynwood City Park for a "Snow Day" Event**

##### **Comments:**

The Lynwood Union Gallery has submitted a request to use an area of Lynwood City Park for a community "snow day" event to be held on Friday, December 15, 2017 from 5:00 p.m. to 10:00 p.m. Among other elements, the event will feature a snow play area with five tons of snow, a movie and the Lynwood Union Gallery open for public visits. (REC)

##### **Recommendation:**

Staff recommends that the City Council review and approve a request from the Lynwood Union Gallery for the use of a designated area of Lynwood City Park to host a community "snow day" event through the adoption of the attached resolution entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LYNWOOD APPROVING THE USE OF A DESIGNATED AREA OF LYNWOOD CITY PARK FOR A COMMUNITY SNOW DAY EVENT BY THE LYNWOOD UNION GALLERY TO BE HELD ON DECEMBER 15, 2017."

#### **10. Towing Procedures - Special Events**

##### **Comments:**

Receive and File. (CD)

##### **Recommendation:**

It is recommended that the City of Lynwood receive and file the following information provided in this report which highlights the towing procedures for citywide special events.

### **NEW/OLD BUSINESS**

#### **11. Introduction and First Reading of Ordinance Amending City Council Meeting Start Time and Location**

**Comments:**

Conduct first reading of the Ordinance entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNWOOD AMENDING CHAPTER 2-1.2 OF THE LYNWOOD MUNICIPAL CODE TO CHANGE THE REGULAR CITY COUNCIL MEETING TIME AND LOCATION". (CC)

**Recommendation:**

Staff recommends that the City Council adopt the attached Ordinance entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNWOOD AMENDING CHAPTER 2-1.2 OF THE LYNWOOD MUNICIPAL CODE TO CHANGE THE REGULAR CITY COUNCIL MEETING TIME AND LOCATION".

**ADJOURNMENT**

THE NEXT REGULAR MEETING WILL BE HELD ON DECEMBER 19, 2017 AT 6:00P.M. IN THE COUNCIL CHAMBERS OF THE CITY HALL, 11330 BULLIS ROAD, CITY OF LYNWOOD, CALIFORNIA.



## AGENDA STAFF REPORT

---

**DATE:** December 12, 2017

**TO:** Honorable Mayor and Members of the City Council

**APPROVED BY:** Alma K. Martinez, City Manager

**PREPARED BY:** John Yonai, Interim Community Development Director

**SUBJECT:** Development Agreements 2017-03 MOD and 2017-13 through 2017-20

---

### Recommendation:

Staff recommends that the City Council of the City of Lynwood adopt Resolution No. 3387 recommending the approval of Development Agreements 2017-03 MOD and 2017-13 through 2017-20, contingent on Council adoption of Ordinance No. \_\_\_\_\_, amending Title 4-34 of the Municipal Code, and:

**FIND** that approval of the Development Agreements 2017-03 MOD and 2017-13 through 2017-20 qualifies as exempt pursuant to CEQA Guidelines, Section 15302(b) – Replacement of a commercial structure with a new structure of substantially the same size, purpose and capacity; or Section 15332 – In-Fill Development Projects. The In-Fill Development exemption (Class 32) consists of projects characterized as in-fill development meeting the conditions described in Section 15332 and that it is consistent with the Lynwood General Plan.

### Background:

In 1996, the voters of the State of California approved Proposition 215 (codified in Health and Safety Code Section 11362.5 and entitled "The Compassionate Use Act of 1996"). The Compassionate Use Act ("CUA") allows individuals to obtain and use medical marijuana without the threat of criminal prosecution. Under the CUA, "qualified patients" with a physician's prescription for medical cannabis and "primary caregivers" are exempt from prosecution under Health and Safety Code Section 11357 (possession of marijuana) and 11358 (cultivation of marijuana) for specified amounts. On January 1, 2004, the California State Legislature enacted Senate Bill 420 (Medical Marijuana Program Act or "MMPA") to clarify the scope of the CUA. MMPA allows cities and other governing bodies to adopt and to enforce rules, regulations, and laws consistent with Senate Bill 420.

The California Supreme Court has made clear that neither the CUA nor the MMPA expressly or impliedly preempt the authority of cities or counties, under their traditional land use and police powers to allow, restrict, limit or entirely exclude marijuana cultivation or distribution within their jurisdictions. Therefore, cities and counties may adopt local ordinances that regulate the location, operation or establishment of medical marijuana collectives and to enforce such ordinances. Pursuant to the City's police power, the adopted regulations should include consideration of the safety of all residents and businesses, both consumers and non-consumers. The proposed development agreements are designed to address safety and professional management of any cultivation, manufacturing, or testing cannabis business.

On October 9, 2015, the Governor signed three pieces of state legislation, collectively the Medical Marijuana Regulation and Safety Act (MMRSA): Assembly Bill (AB) 266, AB 243, and Senate Bill (SB) 643. AB 266

establishes a dual licensing structure requiring a state license and a local license or land use permit. The Department of Consumer Affairs will coordinate the overall regulatory structure establishing minimum health and safety and testing standards. AB 243 establishes a regulatory and licensing structure for cultivation sites under the Department of Food and Agriculture. SB 643 establishes criteria for licensing of medical marijuana businesses, regulates physicians, and recognizes local authority to levy taxes and fees.

In June 2016, the California State Legislature amended MMRSA and re-titled it the "Medical Cannabis Regulation and Safety Act (MCRSA)", which provides for the licensure and regulation of medical cannabis and requires all commercial cannabis activity to be conducted between licensees. Upon the date of implementation of regulations by the licensing authority, MCRSA prohibits a person from engaging in commercial cannabis activity without possessing a state license and a local permit, license, or other authorization.

Generally, MCRSA governs the licensing and control of all medical marijuana businesses in the State, including granting criminal immunity for licensees. Nonetheless, the legislation protects local control in several ways: (1) requires dual licensing; (2) allows local governments to enforce state law in addition to its own local ordinance (upon request by the local jurisdiction); and (3) maintains civil and criminal penalties for unlicensed activity.

On November 8, 2016, the State of California voters approved the Control, Regulate, and Tax Adult Use Marijuana Act (AUMA) (Proposition 64), which immediately legalized personal use of marijuana by persons 21 years of age or older, possession of small amounts of marijuana for personal use (up to an ounce), and the cultivation of up to six (6) marijuana plants within a single private residence for personal use. The adoption of AUMA also authorized the issuance of State licenses for commercial nonmedical marijuana business operations by 2018.

In June 2017 the California State Legislature enacted Senate Bill 94, "Cannabis – Medicinal and Adult Use," which conformed MCRSA and AUMA into a single regulatory system and moved many of the laws relating to cannabis into the Business and Professions Code. It also added certain new provisions, including creating agricultural cooperatives, a method for collecting taxes, and a process for testing and packaging, and a system for collecting data on driving under the influence.

On September 18, 2017, California Governor Brown signed AB 133 into law. AB 133 contains many so called "clean-up" provisions to the California Medical and Adult-Use Cannabis Regulatory and Safety Act ("MAUCRSA"). Like Senate Bill 94, AB 133 moved many of the laws relating to cannabis into the Business and Professions Code and expanded on already existing provisions, such as modifying the definition of "premises" so as to allow multiple cannabis licenses to be issued to the same owner/lessee of one premises. Other changes include removing the provision from MAUCRSA that requires a licensed medical manufacturer to only manufacture cannabis products for sale by medical cannabis retailers; increasing the amount of cannabis concentrates a person may possess from 4 grams to 8 grams; and removing and/or amending requirements that regulate how cannabis products are taxed.

### **Discussion and Analysis:**

On December 20, 2016, the City Council adopted Ordinance No. 1688, which added Chapter 4 Article 34 to the Lynwood Municipal Code, entitled "Medical Cannabis Business and Activity" ("Cannabis Ordinance"). The Cannabis Ordinance regulates the location and operation of cannabis cultivation, manufacturing, and testing businesses. The Cannabis Ordinance provides as follows:

1. Purpose and Intent: Generally, to regulate all commercial cannabis within the City.
2. Legal Authority and Definitions
3. Permit Application and Selection Process, including:
  - a. Development Agreement requirements;
  - b. Initial application process;
  - c. Permittee selection guidelines;
  - d. Appeal procedure; and
  - e. Permit revocation and abatement.
4. Security measures, including limited access, storage and transportation plan, surveillance cameras and alarm systems.
5. Operating requirements, including recordkeeping, limitations on City's liability, City rights of inspection and testing, and restrictions on ownership and location changes.
6. Designates distance and other conditions for approval.

The City Council approved 11 development agreements for cannabis-related businesses in September 2017, including cultivation, manufacturing, distribution, and combinations thereof.

Staff has reviewed the applications of the following applicants and has drafted Development Agreements with these applicants:

**CULTIVATION, MANUFACTURING, DISTRIBUTION, AND DELIVERY**

Aftercare Alliance Group  
Green Fantasy Corp.  
Lynwood Canna Plex

**CULTIVATION, MANUFACTURING, AND DISTRIBUTION**

COF Organic Farms, Inc.  
NMC Organization Incorporated

**MANUFACTURING**

Growerks LLC

**MANUFACTURING AND DISTRIBUTION**

Magnolia Extracts LLC

**TESTING**

General Testing LLC  
PGH LLC

Staff considered the following factors when reviewing the applications:

1. Experience in proposed classification;
2. Proposed location (i.e., zoning, General Plan designation, etc.);
3. Site plans, operation plans, safety and security plans, and other application materials; and
4. Viability of applicants' proposed community benefits plan.

Each applicant has submitted the necessary information for background checks. Results of background checks are forthcoming.

**California Environmental Quality Act:**

The proposed projects for which Development Agreements have been negotiated are Categorically Exempt from California Environmental Quality Act (CEQA) requirements under provisions of CEQA Guidelines Section 15302 - Replacement or Reconstruction. This exemption (Class 2) consists of replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced. More specifically, Section 15302 (b) applies to the replacement of commercial structures with a new commercial structure of substantially the same size, purpose, and capacity. In this case, the proposed cannabis activities occur in areas zoned for manufacturing. The proposed project sites are currently developed with manufacturing uses authorized pursuant to the zoning code or are vacant. Most of the sites also qualify for the In-Fill exception (Class 32) pursuant to CEQA Guidelines Section 15332 – In-Fill Development Projects. This exemption applies to projects characterized as in-fill development meeting the conditions described in Section 15332.

**Fiscal Impact:**

There are no anticipated negative fiscal impacts. Each approved Development Agreement is expected to generate revenues for the City's General Fund.

**Coordinated With:**

not applicable

**ATTACHMENTS:**

**Description**

No Attachments Available



## AGENDA STAFF REPORT

---

**DATE:** December 12, 2017

**TO:** Honorable Mayor and Members of the City Council

**APPROVED BY:** Alma K. Martinez, City Manager

**PREPARED BY:** Sheri San Miguel, Interim Director of Human Resources and Risk Management

**SUBJECT:** Fixing the employer contribution at an equal amount for employees and annuitants under the Public Employee's Medical and Hospital Care Act.

---

### Recommendation:

Staff recommends that the City Council adopt the attached amended resolution entitled, "FIXING THE EMPLOYER'S CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT."

### Background:

On November 1, 2017 City Council approved and passed Resolution 2017.231 which updated the employer contributions towards employee and retiree health insurance for the four Bargaining Units (Lynwood Firefighter's Association, Lynwood Management Group, Lynwood Employees' Association and Lynwood Employees' Association/Hourly). This updated resolution is required to make effective the changes to the City's 2018 contribution rates. Unfortunately, the resolution format that the City currently is using was not accepted by PERS and will need to update to the PERS resolution format.

### Discussion and Analysis:

California law under PEMHCA requires the City to remit the minimum legal health insurance contribution directly to CalPERS.

### Fiscal Impact:

Monies for health insurance premiums are budgeted across departments as part of the current fiscal year budget.

**Coordinated With:**

Public Employees' Retirement System (PERS)  
Finance and Administration Department  
City Attorney's Office

**ATTACHMENTS:**

- Description**
- ▢ **Resolution**



**RESOLUTION NO.  
FIXING THE EMPLOYER CONTRIBUTION AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS  
UNDER THE PUBLIC EMPLOYEES’ MEDICAL AND HOSPITAL CARE ACT**

- WHEREAS, (1) City of Lynwood is a contracting agency under Government Code Section 22920 and subject to the Public Employees’ Medical and Hospital Care Act (the “Act”); and
- WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and
- WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; and
- RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

<b>Medical Group</b>	<b>Monthly Employer Contribution</b>
001 Lynwood Firefighter’s Association	No Change
002 Lynwood Management Group	\$1,671.02
003 Lynwood Employees’ Association	No Change
004 Lynwood Employees’ Association/Hourly	No Change

Plus administrative fees and Contingency Reserve Fund assessments; and be it further

- RESOLVED, (b) City of Lynwood has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (c) That the participation of the employees and annuitants of City of Lynwood shall be to determination of its status as an “agency or instrumentality of the state or political subdivision of a State” that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that City of Lynwood would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer.
- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, Senior Human Resources and Risk Management Analyst, Yolanda Delgadillo to file with the Board a verified copy of this resolution, and to perform on behalf of City of Lynwood all functions required of it under the Act.

Adopted at a regular meeting of the City of Lynwood at Lynwood, California, this 19th day of January, 2017.

Signed: \_\_\_\_\_  
Jose Luis Solache, Mayor

Attest: \_\_\_\_\_  
Maria Quinonez, City Clerk



## AGENDA STAFF REPORT

---

**DATE:** December 12, 2017

**TO:** Honorable Mayor and Members of the City Council

**APPROVED BY:** Alma K. Martinez, City Manager

**PREPARED BY:** Mark Flores, Director of Recreation & Community Services

**SUBJECT:** Request from the Lynwood Union Gallery to use Lynwood City Park for a "Snow Day" Event

---

### Recommendation:

Staff recommends that the City Council review and approve a request from the Lynwood Union Gallery for the use of a designated area of Lynwood City Park to host a community "snow day" event through the adoption of the attached resolution entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LYNWOOD APPROVING THE USE OF A DESIGNATED AREA OF LYNWOOD CITY PARK FOR A COMMUNITY SNOW DAY EVENT BY THE LYNWOOD UNION GALLERY TO BE HELD ON DECEMBER 15, 2017."

### Background:

The Lynwood Union Gallery has submitted a request to use an area of Lynwood City Park for a community "snow day" event to be held on Friday, December 15, 2017 from 5:00 p.m. to 10:00 p.m. Among other elements, the event will feature a snow play area with five tons of snow, a movie and the Lynwood Union Gallery open for public visits.

### Discussion and Analysis:

The proposed event will be free and open to the public. The Lynwood Union Gallery is seeking support from the City of Lynwood in the form of:

- Use of a designated area of Lynwood City Park to host the event (a grass/turf area adjacent to the Lynwood Union Gallery office).
- Waiver of any permit or rental fees (approx. \$400 value)
- City liability coverage of the event (approx. \$150 value)

In exchange for the City providing the above, the Lynwood Union Gallery will:

- List and represent the City as the co-presenter of the event in all event announcements and publicity

materials.

- Provide a free public event of benefit to a significant number of Lynwood residents.

As proposed, the event support requested has an approximate total value of \$550. In accordance with the City of Lynwood Donation/Fee Waiver Policy, the support of this event would serve to support the important public purpose of providing an open, civic and community-oriented program benefitting a significant amount of Lynwood residents and/or businesses. Section 5 of the City's Donation/Fee Waiver Policy gives the City Council sole authority to, "...deny or reduce such requested donation or fee waiver in an amount it deems appropriate based upon its assessment of the level by which the proposed activity meets the criteria outlined in the Policy." Staff respectfully recommends approval of the request as presented.

**Fiscal Impact:**

If approved, the total estimated value of the request is approximately \$550 in waivers and in-kind support.

**Coordinated With:**

City Manager  
Finance Department  
City Attorney's Office

**ATTACHMENTS:**

**Description**

- **Resolution - Lynwood Union Gallery "Snow Day" Event**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LYNWOOD APPROVING THE USE OF A DESIGNATED AREA OF LYNWOOD CITY PARK FOR A COMMUNITY SNOW DAY EVENT BY THE LYNWOOD UNION GALLERY TO BE HELD ON DECEMBER 15, 2017**

**WHEREAS**, a request was made by the Lynwood Union Gallery to host a free community snow day at Lynwood City Park; and

**WHEREAS**, the purpose of the event is to bring art and culture to Lynwood residents in a fun and creative way; and

**WHEREAS**, Section 5 of the City's Donation/Fee Waiver Policy gives the City Council sole authority to, "...deny or reduce such requested donation or fee waiver in an amount it deems appropriate based upon its assessment of the level by which the proposed activity meets the criteria outlined in the Policy."

**WHEREAS**, the proposed event will take place on Friday, December 15, 2017 from 5:00 p.m. through 10:00 p.m.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNWOOD DOES HEREBY FIND, PROCLAIM, ORDER AND RESOLVE AS FOLLOWS:**

**Section 1.** The City Council of the City of Lynwood finds and declares that the foregoing recitals are true and correct, and incorporate said recitals fully into this Resolution as substantive findings.

**Section 2.** In exchange for recognition as the event's co-presenter, the City Council exercises its discretion pursuant to Section 5 of the City's Donation/Fee Waiver Policy and approves the use of a designated area of Lynwood City Park and the requested waiver of fees valued at approximately \$550.

**Section 3.** The City Council further finds that the request achieves the important public purpose of bringing art and culture to Lynwood residents and the local community.

**Section 4.** This resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED THIS 12<sup>th</sup> day of December, 2017.**

\_\_\_\_\_  
Jose Luis Solache, Mayor

**ATTEST:**

---

Maria Quinonez, City Clerk

---

Alma K. Martinez, City Manager

**APPROVED AS TO FORM:**

**APPROVED AS TO CONTENT:**

---

Noel Tapia, City Attorney

---

Mark Flores, Director  
Recreation & Community Services

STATE OF CALIFORNIA        )  
  ) §  
COUNTY OF LOS ANGELES    )

I, the undersigned, City Clerk of the City of Lynwood, do hereby certify that the above and foregoing resolution was duly adopted by the City Council of said City at its regular meeting thereof held in the City Hall of the City on the \_\_\_\_\_day of \_\_\_\_\_, 2017 and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
City Clerk, City of Lynwood

STATE OF CALIFORNIA        )  
  ) §  
COUNTY OF LOS ANGELES    )

I, the undersigned City Clerk of the City of Lynwood, and Clerk of the City Council of said City, do hereby certify that the above and foregoing is a full, true and correct copy of Resolution No. \_\_\_\_\_ on file in my office and that said resolution was adopted on the date and by the vote therein stated.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

---

City Clerk, City of Lynwood





## AGENDA STAFF REPORT

---

**DATE:** December 12, 2017

**TO:** Honorable Mayor and Members of the City Council

**APPROVED BY:** Alma K. Martinez, City Manager

**PREPARED BY:** JD Whitaker, Public Safety Manager

**SUBJECT:** Towing Procedures - Special Events

---

### Recommendation:

It is recommended that the City of Lynwood receive and file the following information provided in this report which highlights the towing procedures for citywide special events.

### Background:

For a special event using a street as part of the event venue, it is often necessary to make sure vehicles will not be parked in the way of the planned event area. It is important to note a vehicle parked on a public street may only be removed by the order of a police officer / parking enforcement officer / public safety officer whenever the vehicle owner is not present.

### Discussion and Analysis:

When the public roadway or a public parking area is to become a special event venue pursuant to a special event permit, and vehicles parked in the roadway or public parking area will create a hazard or will otherwise interfere with the operation of the special event, the Event Organizer (Recreation Department) will coordinate with the Public Works Department to plan the venue route and may request assistance from the Public Safety Division to relocate or remove the vehicles within the venue route.

With proper notification and properly posted signs, and due to the exigency of the special event itself, any vehicle on the public roadway or public parking area within the special event venue may be considered as abandoned and thereby removed by the contracted towing provider, 'Mr. C's Towing', and stored.

### Standing Procedures

The involved departments ensure to adhere to the following:

1. At least 60 days prior to an event:
  1. A diagram of the restricted parking area is presented

2. The date and time illegally parked vehicles are to be removed
2. Create and properly post no parking signs. The no parking signs:
  1. Are identical to the sample (color, font, wording) except the date and time must be changed to correspond to your event
  2. Printed on a durable material, such as heavyweight paper, laminated paper, plastic or metal no smaller than 11 inches tall and 8.5 inches wide
  3. Must be posted at least 48 hours prior to the beginning of the event or the time vehicles will be removed
  4. Must be placed on a vertical panel-type barricade in front of EVERY affected parking area
  5. Must be attached near the top of the vertical panel-type barricade so as to be clearly visible to the driver of a vehicle entering
3. The Public Works Department will inspect the no parking signs 12-18 hours before vehicles need to be towed. Note: If there is a problem with sign wording or placement, any vehicles already parked prior to correcting the problem CANNOT be towed unless the owner or operator is contacted and informed of the parking restriction.
4. On the day of the event, if a vehicle is parked in violation of a sign, the Public Safety Division is dispatched and the offending vehicle is removed. Allow at least one hour after the sign indicates vehicle removal, to actually commence. If all criteria have been met, the officer or police will tow the vehicle(s). The vehicle(s) will be impounded and stored at Mr. C's Towing.
5. Whenever possible, leave all vertical panel barricades with attached signs in place until the end of the event. This allows for the owner or operator of any towed vehicle to see and read the sign when they return to the area.

**Fiscal Impact:**

N/A

**Coordinated With:**

Public Works Department  
Recreation Department

**ATTACHMENTS:**

**Description**

No Attachments Available



## AGENDA STAFF REPORT

---

**DATE:** December 12, 2017

**TO:** Honorable Mayor and Members of the City Council

**APPROVED BY:** Alma K. Martinez, City Manager

**PREPARED BY:** Maria Quinonez, City Clerk  
Lourdes Morales, Deputy City Clerk

**SUBJECT:** Introduction and First Reading of Ordinance Amending City Council Meeting Start Time and Location

---

### Recommendation:

Staff recommends that the City Council adopt the attached Ordinance entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNWOOD AMENDING CHAPTER 2-1.2 OF THE LYNWOOD MUNICIPAL CODE TO CHANGE THE REGULAR CITY COUNCIL MEETING TIME AND LOCATION".

### Background:

Regular meetings of the City Council previously commenced at 6:00 p.m. in the City of Lynwood Council Chambers located at 11330 Bullis Road, Lynwood, CA 90262. Due to the recent construction and inauguration of the new City of Lynwood Council Chambers, the City Council directed that the location be officially moved to the new said building located at 11350 Bullis Road, Lynwood, CA 90262. Additionally, the City Council has been posting special City Council Meetings to accommodate conflicting schedules to discuss closed session items at 5:00 p.m. On a going forward basis, the City Council wishes to conduct closed session agenda items at 5:00 p.m. and open session agenda items at 6:00 p.m. the first and third Tuesday of each month.

The inconsistencies found in Chapter 2-1, require that the City Council correct Subsection 2.1.2(a) related to the City Council regular meeting time and Subsection 2.2-1(b) related to the location of Council Meetings.

### Discussion and Analysis:

The proposed attached Ordinance to this report revises the start time for the regular meetings of the City Council closed session to 5:00 p.m. and location place to 11350 Bullis Road, Lynwood, CA 90262.

### Fiscal Impact:

N/A

**Coordinated With:**

City Attorney's Office.

**ATTACHMENTS:**

**Description**

- ▯ **Ordinance Amending City Council Meeting Time and Location**

**ORDINANCE NO.**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LYNWOOD AMENDING CHAPTER 2-1.2 OF THE LYNWOOD MUNICIPAL CODE TO CHANGE THE REGULAR CITY COUNCIL MEETING TIME AND LOCATION**

**WHEREAS**, regular meetings of the City Council of the City of Lynwood previously commenced at 6:00 p.m. on the first and third Tuesday of the month in City Hall of the City of Lynwood located at 11330 Bullis Road; and

**WHEREAS**, due to the construction and inauguration of the new Council Chambers located beside City Hall, the City Council wishes to change the location of City Council Meetings to be held in that certain building designated as 11350 Bullis Road, which is known as the “City Hall Annex of the City of Lynwood”; and

**WHEREAS**, to better accommodate scheduling conflicts, the City Council wishes to commence closed session City Council Meetings at 5:00 p.m. and continue regular session City Council Meetings at 6:00 p.m.; and

**WHEREAS**, the inconsistencies found in Chapter 2-1, require that the City Council correct Subsection 2.1.2(a) related to the City Council regular meeting time and Subsection 2.2-1(b) related to the location of Council Meetings; and

**WHEREAS**, the City Council now desires to codify these changes to the Lynwood Municipal Code.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LYNWOOD DOES ORDAIN AS FOLLOWS:**

**Section 1.** Section 2-1.2, “Meetings of the City Council” of the Lynwood Municipal code is hereby amended, as Subsection a. and b. only to read as follows:

“a. *Time And Days For Regular Meetings:* The regular closed session meetings of the city council shall be held on the first and third Tuesdays of each month at five o’ clock (5:00) P.M. and the regular session at six o’clock (6:00) P.M. of the same date; however, when a meeting day falls upon a legal holiday, then the meeting shall be held on the next succeeding day that is not a legal holiday; unless the regular meeting is duly cancelled.”

“b. *Location Of Council Meetings:* All meetings of the city council, regular or special, shall be held in that certain building designated as 11330 11350 Bullis Road, which building is known as the “City Hall Annex of the City of Lynwood”, except that the city council may by resolution provide that an emergency exists, ~~due to the number of persons that are likely to~~

~~attend and desire to hear and to be heard on a particular matter or matters pending before the city council, or~~ for other good and sufficient reason, in the discretion of the city council, and that the meeting be adjourned to some public place outside the council chambers and the ~~City Hall Annex~~ with sufficient space and facilities to accommodate all persons desiring to hear and to be heard.”

**Section 2.** Except as expressly modified pursuant to this Ordinance, all provisions of the Lynwood Municipal Code shall remain unmodified and in full force and effect.

**Section 3.** This Ordinance shall become effective 30 days after its final passage.

**Section 4.** The City Clerk of the City of Lynwood shall certify to the adoption of this Ordinance and cause the same to be posted and/or published as required by law.

First read at a special City Council Meeting held on the 12<sup>th</sup> day of December, 2017.

**PASSED, APPROVED AND ADOPTED this day of December, 2017.**

\_\_\_\_\_  
Jose Luis Solache, Mayor

**ATTEST:**

\_\_\_\_\_  
Maria Quinonez, City Clerk

**APPROVED AS TO FORM:**

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
Noel Tapia, City Attorney

\_\_\_\_\_  
Alma K. Martinez, City Manager

