

**MINUTES OF THE  
LAWNDALE CITY COUNCIL SPECIAL MEETING  
June 21, 2022**

**A. CALL TO ORDER AND ROLL CALL**

Mayor Pullen-Miles called the meeting to order at 5:33 p.m. in the Lawndale City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California 90260.

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

Councilmembers Absent: Councilmember Sirley Cuevas

Other Participants: City Clerk Erica Harbison, City Manager Sean M. Moore, Assistant City Attorney Alondra Espinosa, Assistant to the City Manager/Human Resources Director Raylette Felton, Finance Director Hrant Manuelian, Community Services Director Mike Estes, Municipal Services Director Michael Reyes, Acting Director of Community Development Jared Chavez

**B. CEREMONIALS**

Councilmember Bernadette Suarez led the flag salute.

**C. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA**

None.

**D. COMMENTS FROM COUNCIL**

None.

**E. ADMINISTRATION**

**1. Fiscal Year 2022-23 Budget Workshop**

Recommendation: that the City Council receive the budget presentation, review the proposed budget, and direct staff as appropriate.

Finance Director Hrant Manuelian provided the staff report on the proposed Fiscal Year 2022-2023 Budget and noted the estimates: a) \$18.3 million in revenue, b) \$16 million in expenses, c) a budget showing a surplus of about \$300,000 d) start the Fiscal Year 2022-2023 \$26.5 million in the general fund.

A question and answer session ensued between the City Council and staff regarding the city's proposed Fiscal Year 2022-2023 Budget for operational and capital expenditures. The City Council and staff discussion included:

1. City Council division 110 – Increase of \$8,700.00

2. City Attorney division 120 – No changes.
3. City Clerk division 130 – In Elections funds, increase of \$82,000.00 due to the estimated cost for General Municipal Elections held on November 2022.
4. City Manager division 140 - A \$105,000.00 decrease due to the vacation payout for the previous City Manager. *Councilmember Pat Kearney inquired on the \$45,000.00 Contract Services line item. Finance Director Hrant Manuelian responded it was a public relations item removed.*
5. Administrative Services division 150 – A decrease of \$27,000.00 due to the City Manager recruitment service.
6. Cable TV division- An increase of \$165,000 for full time Cable TV supervisor and a system upgrade in the City Council Chambers. The City Council Chambers upgrade will be covered by ARPA funds. *Councilmember Pat Kearney inquired on the status of selling the Cable Department van. City Manager Sean M. Moore responded staff is reviewing a value estimate and will then advertise the van for sale.*
7. General Operations division- A decrease due to PERS contribution increase of \$60,000.00 offset by decreases in contract services and equipment for new telephone systems implemented in FY 21-22.
8. Finance division- A decrease of \$21,000.00 from a temporary staffing contract removed.
9. Information Systems division- A decrease of \$10,000.00 for equipment.
10. Public Safety division- Sheriff's services contract increased 1.5%, \$68,000.00.
11. Municipal Services division- An increase \$10,000.00 for a salary increase.
12. Public Works Administration division- A decrease of \$296,000.00 due to the reduction in capital expenditures for the Street Improvements 20/21 Project.
  - a. Public Works Grounds and Maintenance division- An increase \$291,000.00 due to the increase in the landscape maintenance contract.
  - b. Public Works Grounds street division- An increase \$67,000.00 to reallocate salaries.
  - c. Public Works Grounds engineering division- A decrease of \$29,000 due to no local road safety plan this year.
13. Community Development division - A decrease of \$95,000 due to the decrease in contract services for the General Plan update.
14. Community Services division- An increase of \$30,000.00 for a full-time Coordinator and 3 part-time staff due to the Community Center opening to the public in July. *Finance Director Hrant Manuelian noted a formula error under the Contract Services line item, should be \$5,000.00 increase not \$140,000.00. Will fix formula error prior to printing the budget book.*

An increase of \$20,000.00 in Community Events funds, budgeting for 13 events, including the Music Festival this year and the increase in general cost for all other events. Councilmember Bernadette Suarez requested staff review event sponsorships to offset some cost. Mayor Pro Tem Rhonda Hofmann Gorman inquired about an additional music event outside of current the Jazz Festival. City Manager Sean M. Moore responded the event would be called a Music Festival to include all music genre. A dialogue ensued between City Council and staff regarding music genres, an additional music event, working with Parks and Recreation Commission and funding for the events. City Manager Sean M. Moore responded staff can research music event and funding ideas and bring back an item for City Council consideration.

Councilmember Pat Kearney and Mayor Robert Pullen-Miles inquired on the Public Safety Outreach and National Night Out line items. Municipal Services Director Michael Reyes responded National Night Out is a single event and the Public Safety Outreach is the Coffee with a Cop event. Staff is attempting to promote and initiate a Neighborhood Watch and will potentially cost \$100 a month for marketing and meeting refreshments.

Finance Director Hrant Manuelian reported on other capital improvement infrastructure related items funded by ARPA funds: City Hall roof repair, Public Works security gate, and Los Angeles County Sheriffs facility improvements of a block wall with a gate, a facility paint, a water leak repair and closed-circuit television for video surveillance.

Finance Director Hrant Manuelian reported on City's cash balance and investments. He reported \$18 million available in cash, \$18.5 in LAIF account, and \$3.5 in CD's and will continue to review investments. Mayor Pro Tem Rhonda Hofmann Gorman inquired about budget wish list items and the replacements of City vehicles. City Manager Sean M. Moore responded city vehicle replacements were reviewed and it was recommended to hold off on any purchases due to the current vehicle costs and ARPA monies does not apply to this expense. Mayor Pro Tem Rhonda Hofmann Gorman requested a copy of the "wish list." City Manager Sean M. Moore responded one of the items was a new dump truck and commented the dump truck could last another year. Councilmember Pat Kearney responded the list included a floodlight, a generator, a pressure washer, a new dump truck, and a carpet cleaning machine, confirmed by Finance Director Hrant Manuelian. Pat Kearney responded the Budget Subcommittee approved the carpet cleaning machine and pressure washer.

City Manager Sean M. Moore and Councilmember Pat Kearney commented the Budget Subcommittee recommendations included updating the City Council Chambers and reviewing the salary survey which staff will be beginning forward at a future City Council meeting for consideration.

Finance Director Hrant Manuelian noted the salary increase is not included in the budget but the estimate would be \$250,000-\$300,000 as a one-time increase, to bring the salaries up to market, and an estimate of \$90,000 going forward for annual step increases.

Mayor Robert Pullen-Miles inquired on the process for including the salaries survey during this budget process. Finance Director Hrant Manuelian responded the complete funds will not come from the General Funds and it may consume the surplus the city has and the city is in a position to do so at this time. Councilmember Bernadette Suarez inquired if the salary survey can be further

*reviewed and discussed in Closed Session. City Manager Sean M. Moore responded there will be a discussion in a future City Council meeting.*

CITY COUNCIL/REDEVELOPMENT SUCCESSOR AGENCY/LAWNDALE HOUSING  
AUTHORITY/ LAWNDALE CABLE USAGE CORPORATION

**F. CITY MANAGER REPORT**

Nothing to report.

**G. ITEMS FROM CITY COUNCILMEMBERS**

Nothing to report.

**H. ADJOURNMENT**

There being no further business to conduct, the Mayor adjourned the meeting at 6:13 p.m.

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Robert Pullen-Miles, Mayor

ATTEST:

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Erica Harbison, City Clerk

Approved: 07/20/2022