CITY OF LAWNDALE

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

AGENDA
LAWNDALE CITY COUNCIL REGULAR MEETING
Monday, December 19, 2022 - 6:30 p.m.
Lawndale City Hall Council Chamber
14717 Burin Avenue

Any person who wishes to address the City Council regarding any item listed on this agenda or any other matter that is within its subject matter jurisdiction is invited, but not required, to fill out a Public Meeting Speaker Card and submit it to the City Clerk prior to the oral communications portion of the meeting. The purpose of the card is to ensure that speakers' names are correctly recorded in the meeting minutes and, where appropriate, to provide contact information for later staff follow-up. You are still eligible to submit comment via the Temporary eComment Policy for Public Meetings, the comments will be read verbatim into the record.

How to observe the Meeting:
To maximize public safety while still maintaining transparency and public access, members of the public can now observe the meeting in person, with limited capacity, while strictly adhering to the **City Facilities Entry Protocols**. Members of the public are still be able to view the meeting on YouTube "Lawndale CityTV", the City Website, or Lawndale Community Cable Television on Spectrum & Frontier Channel 3.

Copies of this Agenda packet may be obtained prior to the meeting outside of the Lawndale City Hall foyer or on the **City Website**. Interested parties may contact the City Clerk Department at (310) 973-3213 for clarification regarding individual agenda items.

This Agenda is subject to revision up to 72 hours before the meeting.

A. CALL TO ORDER AND ROLL CALL

B. CEREMONIALS (Flag Salute and Inspiration)

C. PUBLIC SAFETY REPORT

a. LA County Sheriff's Department Update

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

E. COMMENTS FROM COUNCIL

F. CONSENT CALENDAR

Items 1 through 8 will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

1. Motion to read by title only and waive further reading of all ordinances listed on the Agenda
Recommendation: that the City Council approve.

2. **Accounts Payable Register**
Recommendation: that the City Council adopt Resolution No. CC-2212-055 authorizing the payment of certain claims and demands in the amount of $719,667.73.

3. **Minutes of the Lawndale City Council Regular Meeting – December 5, 2022**
Recommendation: that the City Council approve.

4. **Second Reading Ordinance No. 1195-22 to amend certain sections in Title 17 of the Lawndale Municipal Code pertaining to accessory dwelling units within the City of Lawndale. The proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to 15601 (b)(3) of the CEQA Guidelines**
Recommendation: that the City Council read by title only, waive further reading, and adopt Ordinance No. 1195-22 to amend ADU requirements to comply with recent changes in State law.

5. **Recommendation of Increase to Bail Amounts for Use and Possession of Illegal Fireworks; second reading of Ordinance No. 1194-22 amending the Municipal Code Penalties for Use and Possession of Illegal Fireworks**
Recommendation: that the City Council approve this proposed bail amount increase as it applies to individuals who use and possess illegal fireworks. Specifically, Staff recommends that the City Council: Approve, and read by title only (waiving further reading) Ordinance No. 1194-22 to increase penalties for violations of Chapter 8.12 of the Municipal Code.

6. **First Amendment to Contract Service Agreement with Transtech Engineers, Inc. for Professional Engineering and Public Works Oversight Services**
Recommendation: that the City Council a) approve the first amendment to the contract services agreement with Transtech Engineers, Inc. for Professional City Engineer and Public Works Oversight Services in a maximum contract sum not to exceed $158,860, in a form approved by the City Attorney; and (b) authorize the Director of Finance/City Treasurer to transfer salary savings for the Director of Public Works/City Engineer to the contract services line item in the Public Works Department budget.

7. **Consideration of Claims for Damage against the City**
Recommendation: that the City Council reject the claim filed by Robert Christensen and instruct staff to process the appropriate correspondence to the claimant.

8. **Amendments to the 2022-2023 City-wide Salary and Pay Schedule and Salary and Benefits Resolution for Central Management Employees**
Recommendation: that the City Council 1) approve Resolution No. CC-2212-057, amending the CMT Salary and Benefits Resolution to remove the Assistant to the City Manager/Human Resources Director and replace with the Deputy City Manager/Human Resources Director; 2) approve Resolution No. CC-2212-058, amending the 2022-2023 Citywide Salary and Pay Schedule; and 3) approve Resolution No. CC-2212-059 establishing the job description for the position of Deputy City Manager/Human Resources Director.

G. ADMINISTRATION

9. City of Lawndale General Municipal Election 2022 – Declaration of Results
Recommendation: that the City Council adopt Resolution No. CC-2212-056 reciting the fact of the General Municipal Election held on November 8, 2022.

10. Installation of Elected Officials
The newly elected members of the City Council and City Clerk will take the oath of allegiance and be seated.

11. Annual Reorganization of the City Council
Recommendation: that the City Council appoint one its members to serve as Mayor Pro Tem for a term beginning on January 1, 2023 and ending on December 31, 2023.

12. City Representatives to Intergovernmental Agency Boards
Recommendation: that Mayor Pullen-Miles (a) appoint delegates and alternates to the intergovernmental agencies listed in Resolution No. CC-2212-060; (b) that the City Council confirm the Mayor's appointments by directing staff to amend Section 1 of the Resolution by filling in the names of the Mayor's appointees; and (c) that the City Council adopt the Resolution as amended.

H. CITY MANAGER REPORT

I. ITEMS FROM CITY COUNCILMEMBERS

13. Mayor/City Councilmembers Report of Attendance at Meetings and/or Event

J. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Tuesday, January 17, 2023, in the Lawndale City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

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

I hereby certify under penalty of perjury under the laws of the State of California that the Agenda for the regular meeting of the City Council to be held on December 19, 2022 was posted not less than 72 hours prior to the meeting.

_____
Yvette Hall, Assistant City Clerk

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

DATE: December 19, 2022

TO: Honorable Mayor and City Council

FROM: Yvette Hall, Assistant City Clerk

SUBJECT: Motion Pertaining to the Reading of Ordinances

BACKGROUND

California Government Code reads, in part, as follows:

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

RECOMMENDATION

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

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RESOLUTION NO. CC-2212-055

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA AUTHORIZING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF $719,667.73

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

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

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

SECTION 3. That the claims and demands paid by check numbers 203610 through 203650 for the aggregate total of $719,667.73 are hereby authorized.

Effective Date: December 19th, 2022

Approved by:

Hrant Manuelian, Director of Finance

PASSED, APPROVED AND ADOPTED this 19th day of December, 2022.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2212-055 at a regular meeting of said Council held on the 19th day of December, 2022, by the following roll call vote:

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

_____

Erica Harbison, City Clerk

City of Lawndale
Summary of Audited Claims and Demands

Claims and Demands Paid By Check:

Check Date	Check Number Beginning	Ending	Aggregate Total
12/1/2022	203610	203636	103,686.09
12/8/2022	203637	203650	615,981.64
	Total Checks		**719,667.73**

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			**719,667.73**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 11/30/2022
Time: 3:35 pm
Page: 1

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
203610	12/01/2022	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	6,213.50
203611	12/01/2022	Printed		6369	AM-TEC TOTAL SECURITY INC.	ALARM SERVICES Q3 2022	925.52
203612	12/01/2022	Printed		8039	YONI ANDERSON	PLANNING DEPOSIT REFUND	813.29
203613	12/01/2022	Printed		2207	ASAP SIGN & BANNER, LLC	EVAC PLAN SIGNS	398.79
203614	12/01/2022	Printed		6608	BELLAGIO CAR WASH	CAR WASH - OCT. 2022	25.00
203615	12/01/2022	Printed		7766	BURKE, WILLIAMS &	LEGAL SERVICES - OCT. 2022	47,214.63
203616	12/01/2022	Printed		7436	CACEO	MEMBERSHIP DUE - J. RODRIGUEZ	200.00
203617	12/01/2022	Printed		7818	CHILL ENTERTAINMENT	POP-UP SKATING RINK/ ANGEL	2,999.00
203618	12/01/2022	Printed		0615	CLEANSTREET, LLC	STREET SWEEPING CITYWIDE	17,758.53
203619	12/01/2022	Printed		0217	DEPT OF ANIMAL CARE & CONTROL	ANINAL CONTROL SERVICES - OCT.	172.60
203620	12/01/2022	Printed		6531	DARREN P DOERSCHEL	SYSTEMS INTEGRATION CONSULTING	3,230.00
203621	12/01/2022	Printed		0236	EMPLOYMENT DEVELOPMENT DEPT	SUI REIMB PE 09/30/2022	7,435.00
203622	12/01/2022	Printed		1288	EWING IRRIGATION PRODUCTS INC	IRRIGATION PARTS	345.01
203623	12/01/2022	Printed		7996	SHELLY FISCHER	CONS DEMO DEPOSIT REFUND	449.10
203624	12/01/2022	Printed		6636	FRONTIER COMMUNICATIONS	FAX LINE FOR PWD	84.80
203625	12/01/2022	Printed		7978	GLASSMAN PLANNING ASSOCIATES	PLANNING DEPOSIT REFUND	1,236.52
203626	12/01/2022	Printed		7466	HAWTHORNE ELECTRIC SUPPLY	WALL LIGHT FOR HAWTHORNE BLVD	474.44
203627	12/01/2022	Printed		8038	HERMINIO INIGUEZ	PERMIT FEE REFUND	139.00
203628	12/01/2022	Printed		8031	MOMAR, INC.	GRAFFITI WIPES	474.60
203629	12/01/2022	Printed		7227	OCCUPATIONAL HEALTH CENTERS	PREEMPLOY PHYSICAL/DRUG SCREEN	27.00
203630	12/01/2022	Printed		5068A	QUADIENT FINANCE USA INC	CITY HALL POSTAGE - OCT. 2022	1,651.82
203631	12/01/2022	Printed		5895	RICOH USA INC	USAGE CHARGES FOR COPIERS-	2,224.90
203632	12/01/2022	Printed		7575	ROGERS, ANDERSON, MALODY &	AUDIT SERVICES FY 2021-2022	4,600.00
203633	12/01/2022	Printed		6759	SMARTHIRE INC.	BACKGROUND CHECKS - OCT 2022	87.00
203634	12/01/2022	Printed		8037	TEAM HOME SALES	PLANNING DEPOSIT REFUND	835.33
203635	12/01/2022	Printed		0458	THE SALVATION ARMY	MEALS ON WHEELS - OCT. 2022	120.00
203636	12/01/2022	Printed		3672-FLEET	U.S. BANK VOYAGER FLEET SYS	FLEET SERVICES-FUEL	3,550.71
			Total Checks: 27			**Checks Total (excluding void checks):**	**103,686.09**
			Total Payments: 27			**Bank Total (excluding void checks):**	**103,686.09**
			Total Payments: 27			**Grand Total (excluding void checks):**	**103,686.09**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 12/07/2022
Time: 7:41 am
Page: 1

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
203637	12/08/2022	Printed		0115	AT & T	LONG DISTANCE SERVICES	15.20
203638	12/08/2022	Printed		7785	BERICOM DESIGN	NETWORK MAINTENANCE & SUPPORT	12,495.00
203639	12/08/2022	Printed		7436	CACEO	MEMBERSHIP DUE - M. REYES	100.00
203640	12/08/2022	Printed		1105	CDW GOVERNMENT, INC.	DOCKING STATION FOR YVETTE	1,082.38
203641	12/08/2022	Printed		7889	CHARTER COMMUNICATIONS	INTERNET SERVICES	1,901.11
203642	12/08/2022	Printed		7934	COMPUTERSHARE CORPORATE TRUST	TRUSTEE FEE- LAWNDALE RDA 2009	2,500.00
203643	12/08/2022	Printed		8036	EDUARDO CONTRERAS	PLANNING DEPOSIT REFUND	209.11
203644	12/08/2022	Printed		7577	DE NOVO PLANNING GROUP	GENERAL PLAN & SPECIFIC PLAN	13,047.00
203645	12/08/2022	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGES	120.86
203646	12/08/2022	Printed		0308	LOS ANGELES COUNTY	PUBLIC SAFETY SERVICES -	560,080.10
203647	12/08/2022	Printed		7890	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	798.11
203648	12/08/2022	Printed		3938	TRANSTECH ENGINEERS INC	PROFESSIONAL SVCS - PWD	20,304.00
203649	12/08/2022	Printed		3672-FIN	U.S. BANK	CREDIT CARD PAYMENT	328.77
203650	12/08/2022	Printed		4715	URBAN FUTURES, INC	ARBITRAGE ANALYSIS SERVICES	3,000.00
			Total Checks: 14			**Checks Total (excluding void checks):**	**615,981.64**
			Total Payments: 14			**Bank Total (excluding void checks):**	**615,981.64**
			Total Payments: 14			**Grand Total (excluding void checks):**	**615,981.64**

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MINUTES OF THE
LAWNDALE CITY COUNCIL AND SUCCESSOR AGENCY REGULAR MEETING
December 5, 2022

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 Rhonda Hofmann Gorman, Councilmember Bernadette Suarez, Councilmember Pat Kearney, Councilmember Sirley Cuevas

Other Participants: City Clerk Erica Harbison, City Manager Sean M. Moore, City Attorney Greg M. Murphy, Assistant City Clerk Yvette Hall, Assistant to City Manager/Director of Human Resources Raylette Felton, Los Angeles County Sheriff's Department Sergeant Justin Smith, Los Angeles County Fire Department Duty Battalion Chief Mike Lewis, Community Services Director Mike Estes, Municipal Services Director Michael Reyes, Finance Director Hrant Manuelian, Interim Public Works Director Ahmad Ansari, Associate Planner Jose Hernandez.

B. CEREMONIALS

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

C. PUBLIC SAFETY REPORT

a. Los Angeles County Sherriff's Department Update

Sergeant Osburn announced that he received a promotion and is leaving to another station. He introduced Sergeant Justin Smith and stated that Sergeant Smith will now be the Sergeant for Lawndale.

Sergeant Smith summarized the recent law enforcement activities.

The City Councilmembers welcomed Sergeant Smith and thanked Sergeant Osburn for his service.

b. LA County Fire Department Update

Los Angeles County Fire Department Duty Battalion Chief Lewis summarized the recent local fire emergency activities.

DRAFT

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

Robert Bozart, Ballin for the Lord, commented that he has a nonprofit organization that teaches youth how to play basketball and provides college assistance. Mr. Bozart requested information on how to start the program in the city.

John Laniewski, Resident, spoke on the living conditions in his apartment and stated he has many issues with the plumbing and heating. He stated that he has contacted the Los Angeles County Health Department; however, they have not done anything and no citations have been issued.

Pualani Wong, Resident, spoke on the living conditions at 4546 W. 173rd Street. She read a Landlord-Tenant civil code section. She indicated that she had no heating and that the management company gave her a space heater. Ms. Wong indicated that the health department will not issue any citations.

Tyesha Batres, Resident, spoke on the parks program.

Mayor Pullen-Miles asked Ms. Batres to return later in the meeting to provide comments for Agenda Item No. 14.

E. COMMENTS FROM COUNCIL

The City Council responded generally to the public comments.

Councilmember Kearney thanked the speakers and inquired what could be done to assist the tenants.

City Manager Moore stated that the Community Development Department and Code Enforcement staff will check the property.

Councilmember Suarez thanked the speakers and asked the City to look into the code violations at the apartment building. She requested that the Community Services staff assist Mr. Bozart with his nonprofit Ballin for the Lord.

Councilmember Cuevas thanked the speakers and asked the City to assist the tenants. She suggested that the nonprofit organization Ballin for the Lord contact the Director of Community Services Estes.

Mayor Pro Tem Hofmann Gorman requested that the City assist the tenants who spoke this evening. She suggested that the tenants provide City staff with photographs of the sewage backup.

Mayor Pullen-Miles spoke on the Ballin for the Lord nonprofit and asked that they contact the Community Services Department. He commented on the issues that the tenants were experiencing in their apartments. Mayor Pullen-Miles suggested that the city implement a Landlord-Tenant program that requires Landlords to open an escrow account and be placed on a list similar to other cities.

F. CONSENT CALENDAR

1. **Motion to read by title only and waive further reading of all ordinances listed on the Agenda**
   Recommendation: that the City Council approve.

2. **Second Reading Ordinance No. 1192-22 to add Chapter 17.104 to Title 17 of the Lawndale Municipal Code pertaining to Citywide streamlining standards for Electric Vehicle charging station(s)**
   Recommendation: that the City Council read by title only, waive further reading, and adopt Ordinance No. 1192-22 to amend Electrical vehicle charging station requirements to comply with recent changes in State law.

3. **Routine Records Destruction**
   Recommendation: that the City Council adopt Resolution No. CC-2212-054, approving the requests from the City Manager's Office, City Council and Administrative Services/Human Resources for authorization to destroy routine records as listed in the exhibits of the Resolution.

4. **Accounts Payable Register**
   Recommendation: that the City Council adopt Resolution No. CC-2212-052 authorizing the payment of certain claims and demands in the amount of $609,517.70.

5. **Minutes of the Lawndale City Council Regular Meeting – November 7, 2022**
   Recommendation: that the City Council approve.

6. **Consideration of Claims for Damage against the City**
   Recommendation: that the City Council reject the claim filed by Hawthorne Motors Express and instruct staff to process the appropriate correspondence to the claimants.

7. **South Bay Workforce Investment Board Quarterly Summary Report**
   Recommendation: that the City Council receive and file.

8. **Reclassification of Assistant to the City Manager/HR Director to Deputy City Manager/HR Director**
   Recommendation: that the City Council approve the reclassification from Assistant to the City Manager/HR Director to Deputy City Manager/HR Director, approve the budget amendment for $15,005 for FY 2022-2023, and direct staff to come back to Council with amendments to the CMT resolution and any additional documents to include the Deputy City Manager/HR Director position.

REDEVELOPMENT SUCCESSOR AGENCY

9. **Consideration of the Recognized Obligation Payment Schedule (ROPS) 2023-24 and the Administrative Budget for Fiscal Year 2023-24**
   Recommendation: that the Successor Agency 1) Approve and direct staff to submit to the Los Angeles County Oversight Board and California Department of Finance the ROPS 23-24 and Administrative Budget FY 2023-24; and 2) Authorize staff to make any changes requested by the DOF.

10. **Minutes of the Redevelopment Successor Agency Meeting – January 18, 2022**
Recommendation: that the Board approve.

A motion was made by Councilmember Cuevas to approve the Consent Calendar and was seconded by Councilmember Kearney and carried by a vote of 5-0.

G. PUBLIC HEARING

11. **An ordinance adopting 2022 building, electrical, mechanical, plumbing, residential, green building standards, and existing building code updates, with local amendments, and finding of exemption from CEQA.**
Recommendation: that the City Council 1) Acknowledge that the Project is categorically exempt pursuant to Section 15061(b)(3) of the CEQA Guidelines; and 2) Adopt Ordinance No. 1193-22 updating building codes.

Community Development Manager Chavez presented the staff report.

Mayor Pullen-Miles opened the public hearing at 7:04 p.m.

There was no one from the public wishing to speak.

Mayor Pullen-Miles closed the public hearing at 7:04 p.m.

Mayor Pullen-Miles requested that the City Attorney read the ordinance title.

City Attorney Murphy read the proposed ordinance by title only and waived further reading.

A motion was made by Councilmember Kearney to acknowledge that the Project is categorically exempt pursuant to Section 15061(b)(3) of the CEQA Guidelines and to adopt Ordinance No. 1193-22 updating building codes. Councilmember Cuevas seconded the motion which carried by a vote of 5-0.

12. **Consideration of Ordinance No. 1195-22 to amend certain sections in Title 17 of the Lawndale Municipal Code pertaining to accessory dwelling units within the City of Lawndale**
Recommendation: that the City Council A) Conduct a public hearing; B) Determine that Ordinance No. 1195-22 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines; and C) Introduce for first reading by title only Ordinance No. 1195-22, an Ordinance amending the Lawndale Municipal Code regarding ADUs to reflect changes in state law, and waive further reading.

Associate Planner Hernandez presented the staff report.

Councilmember Suarez inquired about the permitting agency review process.

Associate Planner Hernandez clarified the permitting agency's site plan review application process for corrections.

Mayor Pullen-Miles opened the public hearing at 7:14 p.m.

Syed Olly, Resident, spoke regarding his property at 4750 and 4752 West 170th Street. He stated that he has received many corrections from the Planning Department in relation to his existing Accessory Dwelling Unit.

Mayor Pullen-Miles closed the public hearing at 7:16 p.m.

Councilmember Suarez inquired about the 60-day timeframe and how that process works.

Community Development Manager Chavez clarified that the 60-day period is for the Planning Department approval and then plans are forwarded to the Building and Safety Department.

Councilmember Cuevas asked if staff could request that the Los Angeles County Building and Safety Department provide a 10-day turnaround for their review process.

City Manager Moore stated that the Community Development Department will process the applications efficiently.

A motion was made by Councilmember Cuevas to determine that Ordinance No. 1195-22 is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines and introduce for first reading by title only Ordinance No. 1195-22, an Ordinance amending the Lawndale Municipal Code regarding ADUs to reflect changes in state law, and waive further reading. Councilmember Suarez seconded the motion which carried by a vote of 5-0.

13. **Recommendation of Increase to Bail Amounts for the Use and Possession of Illegal Fireworks; approval of Resolution No. CC-2212-053 amending the City's Fine Schedule; introduction and first reading of Ordinance No. 1194-22 amending the Municipal Code penalties for Use and Possession of Illegal Fireworks**

Recommendation: that City Council 1) Introduce, approve, and read by title only (waiving further reading) Ordinance No. 1194-22 to increase penalties for violations of Chapter 8.12 of the Lawndale Municipal Code; and 2) Approve Resolution No. CC-2212-053 amending the City's Fine Schedule to increase the bail amounts for the use and possession of illegal fireworks.

Municipal Services Director Reyes presented the staff report.

Councilmember Suarez inquired how much in fines were collected.

Municipal Services Director Reyes stated that the overall amount collected this fiscal year in fines was $40,000.

Mayor Pullen-Miles opened the public hearing at 7:24 p.m.

Randall Abrams, Resident, spoke on fireworks issues and provided a handout of fireworks resources.

Mayor Pullen-Miles closed the public hearing at 7:27 p.m.

Mayor Pro Tem Hofmann Gorman stated that she supports the $5,000 fine.

Councilmember Cuevas inquired about the cost to purchase additional street signs.

A motion was made by Mayor Pro Tem Hofmann Gorman to introduce, approve, and read by title only (waiving further reading) Ordinance No. 1194-22 to increase penalties for violations of Chapter 8.12 of the Lawndale Municipal Code. Councilmember Kearney seconded the motion which carried by a vote of 5-0.

A motion was made by Councilmember Kearney to approve Resolution No. CC-2212-053 amending the City's Fine Schedule to increase the bail amounts for the use and possession of illegal fireworks. Mayor Pro Tem Hofmann Gorman seconded the motion which carried by a vote of 5-0.

H. ADMINISTRATION

14. Community Recreation Program Agreements with the Lawndale Elementary School District

Recommendation: that the City Council discuss the use agreements between the City of Lawndale and Lawndale Elementary School District and authorize the City Manager to: a) send notice to Lawndale Elementary School District to advance the termination of the park use agreements; or b) continue to engage in discussions with Lawndale Elementary School District to use one or more LESD properties for recreational activities; or c) do nothing and allow the current Letter Agreement to expire on its own terms on June 30, 2023.

Assistant to City Manager/Human Resources Director Felton presented the staff report.

Tyesha Batres, Resident, spoke on the City's parks program and stated that she enjoys visiting the parks and feels they are a safe space.

Virginia Castro, Superintendent of Lawndale Elementary School District, spoke and clarified the school district's funding and budget. She stated that the agreement is not a lease and that they are willing to provide green space for the residents.

Sandra Suarez, Resident, stated that she lives close to Rogers/Anderson Park and supports the continued maintenance and use of the parks by the residents.

Karen Mila, Resident, commented that she lives close to Rogers/Anderson Park, commented that the parks offer extracurricular activities and supports keeping the park, keep the agreement.

A written comment in support of maintaining parks was sent by e-mail from Resident Jay Davis.

Councilmember Suarez indicated that she would like to continue the agreement with the school district.

Mayor Pro Tem Hofmann Gorman stated that she would like to continue the agreement and that a meeting should be held with the school district.

Councilmember Kearney indicated that he does not want to give up any green space.

City Attorney Murphy provided clarification on the options that the City Council could consider taking with the school district.

Mayor Pullen-Miles suggested that each group bring a proposal.

Discussion ensued among City Councilmembers and staff regarding green space, grant programs, maintenance costs, major capital improvements, and cost sharing with the school district.

By consensus, the City Council directed staff to coordinate a joint meeting between the City Council and the Lawndale Elementary School District's Board of Trustees.

15. <u>General Municipal Election 2022 – Unofficial Results</u>
Recommendation: that the City Council receive and file this report.

Assistant City Clerk Hall presented the staff report for the General Municipal Election 2022, Unofficial Results. She reported that as of November 29, 2022, the unofficial results are as follows:

For Mayor, there were two candidates: Robert Pullen-Miles, Warrendell Jackson.

- Robert Pullen-Milles received 3,671 votes or 80.88%.
- Warrendell Jackson received 868 votes or 19.12%.

For City Councilmember, there were five candidates: Dan Reid, Samuel Cruz, Wanza Tolliver, Bernadette Lourdes Suarez, Pat Kearney.

- Dan Reid received 988 votes or 14%.
- Samuel Cruz received 1,062 votes or 15.05%.
- Wanza Tolliver received 844 votes or 11.96%.
- Bernadette Lourdes Suarez received 2,515 votes or 35.64%.
- Pat Kearney received 1,647 votes or 23.34%.

For City Clerk, there was one candidate: Erica Harbison.

- Erica Harbison received 3,705 votes or 100%.

The City Council received and filed the report by consensus.

16. <u>Recommendation to Select Everbridge for Citywide Emergency Notification System</u>
Recommendation: that the City Council approve funding to retain Everbridge Mass Notification Pro as its sole provider for emergency messaging, and communications in the event of a natural or manmade emergency.

Director of Municipal Services Reyes presented the staff report.

Councilmember Cuevas inquired about notifying rental properties.

Director of Municipal Services Reyes indicated that the rental properties would be notified. report.

A motion was made by Councilmember Kearney to approve funding to retain Everbridge Mass Notification Pro as its sole provider for emergency messaging, and communications in the event of a natural or manmade emergency. Councilmember Suarez seconded the motion which carried by a vote of 5-0.

17. **Request for Additional Funding for Increase to Contract with SPCA (Society for Prevention of Cruelty to Animals) for Kenneling and Animal Care Services**
Recommendation: that the City Council approve this request for additional funding to cover the cost of Kenneling and Animal Care with the SPCA.

Director of Municipal Services Reyes presented the staff report.

Councilmember Cuevas inquired if the quote from Los Angeles County was for the entire year

Director of Municipal Services Reyes responded that the quote was for the entire year.

A motion was made by Councilmember Cuevas to approve the request for additional funding to cover the cost of Kenneling and Animal Care with the SPCA. Councilmember Suarez seconded the motion which carried by a vote of 5-0.

18. **Amendment to Fiscal Year 2022-23 Adopted Operating Budget**
Recommendation: that the City Council approve the additional funding to the FY 2022-23 Adopted Operating Budget in the total amount of $116,000.

Interim Public Works Director Ansari presented the staff report.

A motion was made by Councilmember Kearney to approve the additional funding to the FY 2022-23 Adopted Operating Budget in the total amount of $116,000. Councilmember Cuevas seconded the motion which carried by a vote of 5-0.

I. CITY MANAGER REPORT

City Manager Moore announced that the General Plan Scoping Meeting would be held on December 15, 2022. He indicated that the Youth Day Parade would have to be re-routed due to construction at Alondra Park.

J. ITEMS FROM CITY COUNCILMEMBERS

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

Councilmember Kearney attended the Sheriff's Liability Trust Oversight meeting, Field of Honor event, Senator Bradford's Thanksgiving turkey giveaway, Angel Tree Lighting event, and announced that the Santa Sleigh event starts this evening.

Councilmember Suarez attended the South Bay Cities Council of Governments, Board of Directors Meeting and viewed the Field of Honor event. She stated that a 12-unit shelter opened in Hawthorne.

Councilmember Cuevas displayed a thank you letter from Relay for Life and attended the Budget Subcommittee meeting.

Mayor Pro Tem Hofmann Gorman attended the Field of Honor event, Angel Tree Lighting event, and announced the Santa Sleigh event.

Mayor Pullen-Miles attended the Field of Honor event, Los Angeles County Sanitation Districts meeting, and indicated that Inglewood Mayor James T. Butts was reaffirmed as the Metro representative. He also attended the Angel Tree Lighting event.

K. ADJOURNMENT

Mayor Pullen-Miles announced that longtime resident Charles "Mac" MacQuarrie passed away recently. Mayor Pullen-Miles stated that Mr. MacQuarrie was the owner of Mac's Old Time Radio Museum in Lawndale.

There being no further business to conduct, the Mayor adjourned the meeting at 8:51 p.m. in memory of longtime resident Charles "Mac" MacQuarrie.

_____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

Approved: 12/19/2022

CITY OF LAWNDALE

Back to Agenda

14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260
PHONE (310) 973-3200, FAX (310) 644-4556
www.lawndalecity.org

DATE: December 19, 2022

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

REVIEWED BY: Jared Chavez, Community Development Manager

PREPARED BY: Jose Hernandez, Associate Planner

SUBJECT: **Second reading Ordinance No. 1195-22 to amend certain sections in Title 17 of the Lawndale Municipal Code pertaining to accessory dwelling units within the City of Lawndale. The proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to 15601 (b) (3) of the CEQA Guidelines**

BACKGROUND

On December 5, 2022, the City Council introduced and approved the first reading of Ordinance No. 1195-22 to amend the Lawndale Municipal Code (L.M.C.) pertaining to Accessory Dwelling Units (ADU).

ANALYSIS

The City Council introduced and approved the first reading of Ordinance No. 1195-22, amending Title 17 of the Lawndale Municipal Code regarding Accessory Dwelling Units. The proposed amendments to the City's regulations are intended to bring the L.M.C. in compliance with the recent changes in the State law. It is recommended that the City Council adopt the Ordinance 1195-22.

LEGAL REVIEW

The City Attorney's office has reviewed and approved Ordinance No. 1195-22 as to form.

ENVIRONMENTAL ASSESSMENT

The proposed ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to 15061(b) (3) of the CEQA Guidelines.

FUNDING

Not applicable

RECOMMENDATION

It is recommended that the City Council read by title only, waive further reading, and adopt Ordinance No. 1195-22 to amend ADU requirements to comply with recent changes in State law.

ATTACHMENT:

Ordinance No. 1195-22

ATTACHMENT

ORDINANCE NO. 1195-22

ORDINANCE NO. 1195-22

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA AMENDING CERTAIN SECTIONS IN TITLE 17, ZONING, OF THE LAWNDALE MUNICIPAL CODE REGARDING ACCESSORY DWELLING UNITS

SUMMARY: This ordinance amends the regulations in the City's Zoning Code for accessory dwelling units and junior accessory dwelling units consistent with new state laws passed by the Legislature since the last update to the accessory dwelling unit ordinance.

WHEREAS, in light of the statewide shortage of housing, the State laws on accessory dwelling units have been repeatedly expanded to give property owners more latitude to add new housing units; and

WHEREAS, the Governor of the State of California signed Assembly Bill 2221 (AB 2221) and Senate Bill 897 (SB 897), which will become effective on January 1, 2023 to, among other things, make certain clarifying changes state laws related to Accessory Dwelling Units ("ADUs") and Junior Accessory Dwelling Units ("JADUs"); and

WHEREAS, the City Council now desires to revise the City's Zoning Code regarding ADUs JADUs to make the City's code more user friendly and compliant with the Bills; and

WHEREAS, the Planning Commission considered this ordinance at a properly noticed public hearing on November 9, 2022 and recommended adoption by the City Council; and

WHEREAS, the City Council, after notice duly given as required by law, held a public hearing on December 5, 2022 in the City Hall council chamber located at 14717 Burin Avenue, Lawndale, California, to consider this matter.

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

SECTION 1. The City Council of the City of Lawndale hereby makes the following findings:

A. The above recitals are true and correct and incorporated fully herein.

B. The changes to the Zoning Code (Title 17) of the City of Lawndale made by this Ordinance are consistent with the General Plan of the City of Lawndale.

SECTION 2. Section 17.48.056, subsection A, of the Lawndale Municipal Code is amended to read, in its entirety, as follows (deletions marked in ~~strikethrough~~, additions in ***bold and italics***):

"17.48.056 Accessory dwelling units

A. Permit Requirements. Accessory dwelling units will be permitted ministerial, subject to compliance with the ***objective standards and*** regulations for the applicable zone, in areas zoned to allow single-family or multifamily residential use within sixty days of a complete application if there is an existing single-family or multifamily dwelling on the lot, in accordance with state law, including

but not limited to, Government Code Sections 65852.2 and 65852.22. If the permit application to create an accessory dwelling unit is submitted with a permit application to create a new single-family dwelling on the lot, the city may delay acting on the permit application for the accessory dwelling unit or the junior accessory dwelling unit until it acts on the permit application to create the new single-family dwelling, but in such event the application to create the accessory dwelling unit or junior accessory dwelling unit will be considered without discretionary review or hearing. Accessory dwelling units do not exceed the allowable density for the lot upon which the accessory dwelling unit is located and will be considered a residential use that is consistent with the existing general plan and zoning designation for the lot."

SECTION 3. Section 17.48.056, subsection D, of the Lawndale Municipal Code is amended to read, in its entirety, as follows (deletions marked in ~~strikethrough~~, additions in ***bold and italics***):

"D. Notwithstanding any other requirements of this Title 17, the city will ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

1. One ADU per lot with a proposed or existing single-family dwelling if all of the following apply:

a. The ~~ADU or~~ JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and not more than one hundred fifty square feet beyond the same physical dimensions of the existing accessory structure if necessary to accommodate ingress and egress.

b. The space has exterior access separate from the proposed or existing single-family dwelling.

c. The side and rear setbacks are sufficient for fire and safety.

d. The JADU complies with the requirements in Section 17.48.057.

2. One detached, new construction, ADU per lot that does not exceed four-foot side and rear yard setbacks for a lot with a proposed or existing single-family dwelling. The ADU may be combined with a JADU described above in Section 17.48.056(D)(1). The following limitations shall apply to the ADU:

a. A total floor area limitation of eight hundred square feet

~~b. A height limitation of sixteen feet.~~

b. A height of 18 feet for a detached accessory dwelling unit on a lot with an existing or proposed single family or multifamily dwelling unit that is within one-half of one mile walking distance of a major transit stop or a high-quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code. An additional two feet in height may be accommodated if a roof pitch of the accessory dwelling unit is aligned with the roof pitch of the primary dwelling unit (limited to one-story).

c. A height limitation of 25 feet (two stories) or the height limitation in the underlying zoning that applies to the primary dwelling (existing or proposed two-story), whichever is lower, for an accessory dwelling unit that is attached to a primary dwelling (existing or proposed two-story).

3. Multiple ADUs within the portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics,

basements, or garages, if each unit complies with state building standards for dwellings. The City will allow at least one ADU and up to twenty-five percent of the existing number of multifamily dwelling units.

4. Not more than two ADUs that are located on a lot that has an existing ***or proposed*** multifamily dwelling***(s)***, but are detached from that multifamily dwelling. Such ADUs shall be subject to a height limit of ~~sixteen feet~~ ***eighteen feet*** and four-foot rear yard and side setbacks."

SECTION 4. Section 17.48.056, subsection C, of the Lawndale Municipal Code is amended to read, in its entirety, as follows (deletions marked in ~~strikethrough~~, additions in ***bold and italics***):

"C. Accessory dwelling units on a lot zoned for single-family or multifamily use that is either attached or detached from the primary structure must comply with the following requirements:

1. The lot on which an accessory dwelling unit is located must be one in which residential uses are permitted and contain an existing or proposed single-family or multifamily dwelling.

2. The accessory dwelling unit will be located on the same lot as the proposed or existing primary dwelling and either: (a) attached to; (b) located within the proposed or existing primary dwelling, including attached garages, storage areas or similar uses; (c) within an accessory structure; or (d) detached from the proposed or existing primary dwelling.

3. No more than one accessory dwelling unit is permitted, except as allowed by subsection D of this section.

4. The total area of floor space of an attached accessory dwelling unit shall not exceed either: (a) fifty percent of the existing primary dwelling living area, but in no case shall said requirement prohibit an eight hundred square foot accessory dwelling unit; or (b) eight hundred fifty square feet for a unit with one bedroom; or (c) one thousand square feet for an accessory dwelling unit that provides more than one bedroom.

5. The total area of floor space of a detached accessory dwelling unit shall not exceed one thousand square feet for an accessory dwelling unit that provides more than one bedroom.

6. Accessory dwelling units shall comply, without limitation, with all applicable building and safety codes as adopted by Title 15 of the Lawndale Municipal Code.

7. No passageway shall be required in conjunction with the construction of an accessory dwelling unit.

8. No setback shall be required for an ADU constructed within an existing living area or accessory structure or a structure constructed in the same location and to the same dimensions as an existing structure that is converted to an ADU or to a portion of an ADU. However, a setback of four feet from the side and rear lot lines shall be required for both an accessory dwelling unit that is not converted from an existing structure and any new structure constructed in the same location and to the same dimensions as an existing structure.

9. The ADU shall comply with the lot coverage ***percentage*** and open space requirements of the zone in which the parcel is located, except that application of this standard shall not preclude the construction of an ADU of at least eight hundred square feet with four-foot side and rear yard setbacks, in compliance with all other local development standards.

10. An ADU will not be required to provide fire sprinklers if they are not required for the primary residence.

11. The accessory dwelling unit shall be architecturally compatible and designed such that it matches with the design of the primary dwelling unit in terms of exterior treatment, landscaping, and architecture, including, but not limited to, roofing pitch, roofing materials, and paint color.

12. The maximum height of an accessory dwelling unit shall be ***eighteen*** ~~sixteen~~ feet in height ***or twenty five feet if the ADU meets the requirements set forth under Section 17.48.056 (D)(2)(c).***

13. Parking requirements for accessory dwelling units shall be one parking space per accessory dwelling unit. These parking spaces may be provided as tandem parking, including on a driveway or in setback areas, excluding the non-driveway front yard setback. No parking shall be required for an accessory dwelling unit in any of the following circumstances:

a. The accessory dwelling unit is located within one-half mile walking distance of public transit.

b. The accessory dwelling unit is located within an architecturally and historically significant historic district.

c. The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.

d. On-street parking permits are required but not offered to the occupant of the accessory dwelling unit.

e. There is a car share vehicle located within one block of the accessory dwelling unit.

14. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an accessory dwelling unit or converted to an accessory dwelling unit, the city will not require that those off-street parking spaces be replaced.

15. Other than as set forth in subsection (A)(14) above, nothing in this section shall prohibit the City from enforcing the parking requirements for the existing single-family residence or multi-family residence on the same parcel as the ADU, in a manner consistent with state law.

16. Before permit issuance, the city shall be provided with a copy of the recorded deed restriction, which shall run with the land, using the city's form, memorializing the following: (a) starting January 1, 2026, either the primary residence or the accessory dwelling unit must be owner-occupied at all times as required by state law; (b) the accessory dwelling unit shall not be sold or owned separately from the primary residence, and the property shall not be subdivided in any manner which would authorize such separate sale or ownership; (c) neither the primary residence nor the accessory dwelling unit on the property may be rented for a period of less than thirty days; and (d) the accessory dwelling unit may not exceed the size and attributes described in the deed restriction. This section shall comply with any future amendments to state law.

17. Building Separation. An accessory dwelling unit shall comply with the building separation requirements of the underlying zone including the twenty foot building separation requirement in the Single Family Residential (R-1) zone, but in no case shall said requirement prohibit an accessory dwelling unit that is a minimum of eight hundred square feet, maximum of ***eighteen*** ~~sixteen~~ feet in height with four-foot side and rear yard setbacks.

18. Landscaping. All setback areas shall be landscaped as required by Section 17.44.015 of this code.

19. Location. An ADU of at least 800 square feet shall exhaust all possible scenarios and/or options before considering a proposal to locate an ADU within the front yard setback, which include the following in no particular order:

a. ADU proposal at the rear and or side yard of the subject lot (detached or conversion of an existing legal structure).
b. ADU proposal within the legal enclosed area of a proposed or existing single family residence of the subject lot.
c. ADU proposal that is an expansion/addition of a proposed or existing singly family residence.
d. All applicable Lawndale Municipal Code development standards of the underlying zone must be met."

SECTION 5. Section 17.48.057, subsection B, of the Lawndale Municipal Code is amended to read, in its entirety, as follows (deletions marked in ~~strikethrough~~, additions in ***bold and italics***):

"B. A JADU shall include a separate exterior entrance from the main entrance to the primary dwelling unit, ***unless if a permitted junior accessory dwelling unit does not include a separate bathroom, the permitted junior accessory dwelling unit shall include a separate entrance from the main entrance to the structure, with an interior entry to the main living area.***"

SECTION 6. The definition of "accessory dwelling unit" set forth in Section 17.08.020 of the Lawndale Municipal Code is amended to read, in its entirety, as follows (deletions marked in ~~strikethrough~~, additions in ***bold and italics***):

"Junior accessory dwelling unit" or "JADU" means a unit that is no more than five hundred square feet in size which is contained entirely within ~~a single-family residence~~ ***enclosed uses within the residence, such as attached garages, are considered a part of the proposed or existing single-family residence.*** A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure. This definition shall be interpreted as consistent with and including the definition of junior accessory dwelling unit found in Government Code Section 65852.22."

SECTION 7. This Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code Section 21080.17 and CEQA Guidelines section 15282(h). These sections statutorily exempt the adoption of an ordinance implementing provisions of Government Code Section 65852.1 and 65852.2. This ordinance would allow for the construction of accessory dwelling units and junior accessory dwelling units in residential zones consistent with and as required by state law. Additionally, this ordinance is exempt from CEQA under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where, as here, it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 8. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council

hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 9. The City Clerk shall certify to the passage and adoption of this ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. This ordinance shall be in full force and effect thirty (30) days after its final passage and adoption, and within fifteen (15) days after its final passage, the City Clerk shall cause it to be posted and published in a newspaper of general circulation in the manner required by law.

PASSED, APPROVED, AND ADOPTED this 19th day of December, 2022.

_____
Robert Pullen-Miles, Mayor

ATTEST:

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

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawndale, California, do hereby certify that the City Council duly approved and adopted the foregoing Ordinance No. _ at its regular meeting held on the _ day of _, 2022, by the following roll call vote:

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

_____ _____
Erica Harbison, City Clerk Date

APPROVED AS TO FORM:

_____
Gregory Murphy, City Attorney

CITY OF LAWNDALE

Back to Agenda

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

DATE: December 19, 2022

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Michael Reyes, Municipal Services Director

SUBJECT: **Recommendation of Increase to Bail Amounts for Use and Possession of Illegal Fireworks; second reading of Ordinance No. 1194-22 amending the Municipal Code penalties for Use and Possession of Illegal Fireworks.**

BACKGROUND

At a previous City Council meeting, the Council expressed their concerns that in spite of an increase in the number of citations being issued during the 2022 Illegal Fireworks Suppression Detail, there were still a large amount of illegal fireworks being used in the City. These illegal fireworks were responsible for creating noise pollution, and air quality issues. The City Council expressed their desire to see the citation amounts for illegal fireworks use and possession increase, as a further deterrent to residents using and lighting illegal fireworks.

STAFF REVIEW

At the December 5th, 2022 City Council meeting, the Council was presented with a staff report recommending an increase to the bail amounts for Use and Possession of Illegal Fireworks. The City Council heard and approved Resolution No. CC-2212-053 amending the City's Fine Schedule, and heard and approved Ordinance No. 1194-22 amending the Municipal Code penalties for Use and Possession of Illegal Fireworks. This staff report is for the second reading of the recommendation by staff to increase the bail amounts for Use and Possession of Illegal Fireworks.

The amendments to the LMC are explained at length in the attached ordinance, but for clarity each is summarized as follows:

Ordinance No.1194-22 will amend the City's Municipal Code and allow for the increase of fees from $1,000 to $2,500 for the first offense and increase to $5,000 for the second, and all additional offenses of the Municipal Code regarding the Use and Possession of Illegal Fireworks.

Resolution No. CC-2212-053 will amend the City's fine schedule, and was approved at the December 5th City Council meeting.

Staff is recommending that the citation bail amounts for Use and Possession of Illegal Fireworks in the City be increased to an amount that will incite an immediate reaction to cease this practice. Existing bail amounts for first offenses which are currently at $1,000, will increase to $2,500, and bail amounts for the second and all additional offenses will increase to $5,000 respectively.

LEGAL REVIEW

The City Attorney has reviewed the proposed increase and approves it as to form. The City Attorney understands that the justification for the increased fines is tied directly to the inability of the current fine structure to achieve code compliance from the individuals being fined. For these reasons, the City Attorney believes that the enhanced fine structure is supportable as a necessary means to achieve compliance from violating parties.

FISCAL REVIEW

Staff anticipates no added costs for this increase to bail amounts, and expects that these new bail amounts will in fact encourage compliance from violating parties who would otherwise use and possess illegal fireworks, while creating a higher return for the City until such time as compliance is reached.

RECOMMENDATION

Staff recommends that the City Council approve this proposed bail amount increase as it applies to individuals who use and possess illegal fireworks. Specifically, Staff recommends that the City Council:

> Approve, and read by title only (waiving further reading) Ordinance No. 1194-22 to increase penalties for violations of Chapter 8.12 of the Municipal Code.

ATTACHMENTS:

Ordinance 1194-22
Amendment to Lawndale Municipal Code to Increase Citation Amounts for Use and Possession of Illegal Fireworks

ATTACHMENT 1

ORDINANCE NO. 1194-22

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, AMENDING SECTION 8.12.120 OF CHAPTER 8.12 (FIREWORKS) OF TITLE 8 (HEALTH AND SAFETY) OF THE LAWNDALE MUNICIPAL CODE TO INCREASE PENALTIES FOR VIOLATIONS OF THE CHAPTER

SUMMARY: The problems associated with illegal firework use in the City of Lawndale have continued to expand each year due to the ease by which illegal fireworks can be obtained and from the high demand for illegal fireworks. The City of Lawndale has been effected greatly by illegal firework usage including overtime costs to hire additional deputies to cite violating parties for illegal fireworks use. Additional costs have also been accrued by City Staff for time spent on creating programs to reduce illegal firework use, and for time spent cleaning City streets of spent and used fireworks casings. Notwithstanding the City's current fines for illegal firework use, the number of citations has increased each of the last two years. As a result the City seeks to increase the bail amount for illegal fireworks use and possession to $2,500 for the first offense, and $5,000 per violation for the second and all additional violations, to both offset City costs as well as deter violating parties from participating in this illegal action.

WHEREAS, The City of Lawndale has made it unlawful for any person to be in the use or possession of illegal fireworks; and

WHEREAS, the City of Lawndale is aware that the problems caused by illegal fireworks each year include noise pollution, air quality issues, and injuries; and

WHEREAS, the City of Lawndale is densely-packed and has narrow streets, leading to a health and safety concern from the potential for illegal fireworks to create multi-structure fires that are hard to reach due to the difficulty of large trucks in traversing the narrow streets with many cars parked on them; and

WHEREAS, the City of Lawndale is predominantly a working-class city with a very high population of renters who cannot afford the cost of an unexpected fire-related catastrophe affecting their homes; and

WHEREAS, the presence of Interstate 405 running through the City of Lawndale creates an echoing affect that further exacerbates the intrusive noise of illegal fireworks through the City; and

WHEREAS, the City of Lawndale has undertaken a substantial financial cost in the last four years, with the use of added enforcement and overtime shifts totaling more than 700 deputy hours dedicated to illegal firework suppression, costing more than $78,000 paid to the Los Angeles Sheriff's Department (which provides public safety services for the City under contract) for deputies dedicated to illegal firework suppression; and

WHEREAS, City Staff have also needed to spend numerous hours dedicated to creating programs and ideas to help reduce the number of violating parties participating in the use of illegal fireworks each year, and for the cleaning of fireworks residue at a cost equaling or exceeding the amount paid out to the LASD; and

WHEREAS, the City of Lawndale has previously increased the fine schedule for the illegal use of fireworks to include a first violation fine of $1000 and a second and subsequent violation fine of $2000; and

WHEREAS, notwithstanding these fine amounts set by the City of Lawndale in its attempt to dissuade the illegal use of fireworks, the City still had to issue approximately forty (40) citations for illegal fireworks use in 2022; and

WHEREAS, notwithstanding the cumulative steps taken to alleviate the impacts of illegal fireworks on the residents of the City of Lawndale, the City continues to receive complaints from residents that the problems associated with illegal fireworks continue to persist each year; and

WHEREAS, the City of Lawndale has an interest in working within the maximum allowable limits set by the State of California in order to discourage said illegal actions.

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

SECTION 1. Title 8, Chapter 8.12, Section 8.12.120 of the Lawndale Municipal Code is amended to read, in part, as follows:

> (D) Any person violating the provisions of this chapter shall be subject to penalties in the amount of $2,500 for the first violation and $5,000 for the second and all additional violations. Each incidence of this violation which occurs again, shall constitute a new and separate violation.

SECTION 2. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 3. The City Clerk shall certify to the passage and adoption of this ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. This ordinance shall be in full force and effect thirty (30) days after its final passage and adoption, and within fifteen (15) days after its final passage, the City Clerk shall cause it to be published in a newspaper of general circulation and shall post the same at the City Hall, the Lawndale Community Center and the United States Post Office, Lawndale Branch.

PASSED, APPROVED, AND ADOPTED this 5th day of December, 2022.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council duly introduced the foregoing Ordinance No. 1194-22 at its City Council meeting held on the 5th day of December, 2022, and duly approved and adopted said ordinance at its regular meeting held on the 5th day of December, 2022, by the following roll call vote:

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

Erica Harbison, City Clerk

Date

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney

CITY OF LAWNDALE

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

DATE: December 19, 2022

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Raylette Felton, Assistant to City Manager/Human Resources Director
Hrant Manuelian, Director of Finance/City Treasurer

SUBJECT: **First Amendment to Contract Service Agreement with Transtech Engineers, Inc. for Professional Engineering and Public Works Oversight Services**

BACKGROUND

In August 2022, City Council approved an agreement with Transtech Engineers, Inc. to provide professional engineering and oversight services to the City's Public Works Department. As it is imperative the City maintain professional civil engineering and department oversight services pending the Director of Public Works/City Engineer recruitment, it is staff's desire to extend the contract services agreement with Transtech Engineers, Inc.

STAFF REVIEW

The City selected Transtech Engineers, Inc. in August 2022 to provide temporary professional engineering, contract management and public works oversight services. While the initial contract estimated consulting services for twenty (20) hours per week, additional consulting hours were necessary over the last three (3) months to ensure the continuity of critical public works projects and operation needs. As a result, staff is requesting additional funding to maintain services.

The knowledge, experience, and technical expertise of Transtech Engineers, Inc. has proven to be essential to the stability of the City's public works operations and projects. As such, staff is recommending the approval of a first amendment to the contract services agreement to increase the contract sum amount by $98,700, for a maximum contract sum not exceed $158,860 and extend the terms of the agreement to April 30, 2023. The consultant's rate will continue to be set at $188 per hour, between 20 to 25 hours per week. Any changes in duration will be discussed and approved in writing prior to implementation.

LEGAL REVIEW

The City Attorney's office has reviewed contract amendment and has approved it to form.

FISCAL IMPACT

Salary savings from the vacant Director of Public Works/City Engineer position will be used to cover the cost of the consultant. No additional budget appropriation will be needed. The budget will be transferred from salaries to contract services within the Public Works department.

RECOMMENDATION

Staff recommends that City Council: a) approve the first amendment to the contract services agreement with Transtech Engineers, Inc. for Professional City Engineer and Public Works Oversight Services in a maximum contract sum not to exceed $158,860, in a form approved by the City Attorney; and b) authorize the Director of Finance/City Treasurer to transfer salary savings for the Director of Public Works/ City Engineer to the contract services line item in the Public Works Department budget.

Attachment: 1) First Amendment to Contract Services Agreement with Transtech Engineers, Inc.
2) Transtech Engineers, Inc. Proposal dated December14, 2022

ATTACHMENT 1

First Amendment to Contract Services Agreement for Professional City Engineering and Public Works Oversight Services with Transtech Engineers, Inc.

FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT FOR PROFESSIONAL CITY ENGINEERING AND PUBLIC WORKS OVERSIGHT SERVICES - TRANSTECH ENGINEERS, INC.

This FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT (the "First Amendment") is made and entered into this 19th day of December, 2022, by and between the City of Lawndale, a municipal corporation (herein "City") and Transtech Engineers, Inc, a California corporation ("Consultant"). The term Consultant includes professionals performing in a consulting capacity.

RECITALS

WHEREAS, City and Consultant entered into that certain Agreement entitled "Contract Services Agreement for Professional City Engineering and Public Works Oversight Services" (the "Agreement") effective on or about August 15, 222; and

WHEREAS, the City and the Consultant now desire to amend the Agreement, as set forth in this First Amendment. to extend the term until April 30, 2022

AGREEMENT

NOW, THEREFORE, it hereby agreed that the Agreement, as amended, is further amended in the following particulars only:

SECTION 1. Section 2.1 of the Agreement, entitled "Contract Sum", is hereby amended to increase the maximum Contract Sum from $60,160 to $158,860 to compensate the Consultant for professional engineering and public works oversight services for the extension of this agreement.

SECTION 2. Section 3.4 of the Agreement, entitled "Term", is hereby amended to extend the Term for completion of the services provided under the Agreement from December 19, 2022, through April 30, 2023.

SECTION 3. Except as expressly provided for in this First Amendment, all other provisions of the Agreement shall remain in full force and effect.

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

[SIGNATURES NEXT PAGE]

Transtech Engineers, Inc.

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

CITY:

CITY OF LAWNDALE,
a municipal corporation

By: _____
Robert Pullen -Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

CONSULTANT:
Transtech Engineers, Inc.
a California corporation

By: _____
Name: Ali Cayir
Title: President

By: _____
Name: Sybil Cayir
Title: Secretary

Address: 13667 Benson Avenue
Chino, CA 91710

[END OF SIGNATURES]

ATTACHMENT 2

Transtech Engineers, Inc. Proposal dated December14, 2022

www.transtech.org
855.595.2495 (toll-free)
info@transtech.org
ISO 9001:2015 Certified

TRANSTECH

December 14, 2022

City of Lawndale
Attn: Mr. Sean Moore, City Manager
Via: Ms. Raylette Felton, Assistant City Manager/Human Resources Director
14717 Burin Avenue
Lawndale, CA 90260

Subject: Proposal Letter to Extend Public Works & City Engineering Oversight Services

Dear Ms. Felton:

As requested, Transtech Engineers, Inc. is pleased to submit this Letter of Proposal to the City for the subject assignment. As a brief background, Transtech was established in 1989, and is a full-service multi-disciplinary engineering consulting firm. Transtech is currently providing contract services to over 60 agencies, and has extensive experience working in a mixed staff/consultant environment since the late 1980s. At Transtech, we believe that our firm's expertise comes as a direct result of its employees' and officers' qualifications and experience.

For the subject assignment, we are proposing Ahmad Ansari to continue the requested services. In addition to Ahmad's past experience in public service and his recent years at Transtech, he has been successfully rendering the Public Works and City Engineering Oversight services to the City of Lawndale since August 23, 2022. Ahmad's resume is attached for your review and reference.

As originally proposed, the hourly billing rate will remain at $188. Within the allocated budget, at approximately 20 to 25 hours per week, Ahmad will continue to oversee and manage the overall operation of the City's Public Works and Engineering, CIP management progress, assistance in the process for any remaining recruitments, and/or as directed by the City Manager.

Once again, thank you for considering Transtech to submit this Letter of Proposal. If you should have any questions, or require additional information, please feel free to contact me on my cell at (714) 598-8896.

The very best,

Melissa Demirci

Melissa Demirci, RSP, E: melissa.demirci@transtech.org; C: (714) 598-8896; O: 909-595-8599

Attachments: Resume – Ahmad Ansari

Attachment
Resume – Ahmad Ansari

AHMAD ANSARI, PE, Principal



EDUCATION

- BS Civil Engineering & Architecture, USC
- Resident Engineer Academy, Caltrans
- Real Estate

REGISTRATION

- Registered Civil Engineer
- Licensed Real Estate Broker

HIGHLIGHTS

- 33 years of past experience in City and County Public Works
- City of Rialto – Interim City Manager
- County of Orange Public Works- Administrative Manager II
- City of Moreno Valley- Public Works Director/City Engineer
- City of Rialto- Public Works Director/City Engineer
- City of Perris- Public Works Director
- City of Pomona- Deputy Public Works

Mr. Ansari, a Principal at Transtech, provides any contractual or technical support and QC/QA if and when needed. Mr. Ansari has nearly 33 years of past experience in City and County Public Works and has worked for various Public Agencies as City Manager, Public Works Director, City Engineer, Project Engineer, Plan Checker, Designer, including for the Cities of Moreno Valley, Rialto, Perris, Pomona and Burbank, as well as for the County of Orange Public Works Department as CIP Manager. He has a broad knowledge of municipal government operations, including preparation and presentation of staff reports/resolutions to city councils, committees and interaction with public, various city departments, city council and other governmental agencies.

He has managed full-time staffing levels of up to 123, and served as the responsible in charge of numerous multi-disciplinary teams dealing with the business of public works including:

- Capital Improvement Program project management and delivery
- Real Property/Right of Way acquisition and management
- Traffic and Transportation engineering
- Private Development/Entitlement process review and approval
- Maintenance and Operations including roads, storm drains, sewers, parks, facilities, traffic signals, signs/striping, fleet
- Special Districts, Landscape/Lighting Assessment
- Electric Utility
- Participation in Economic Development/Job Creation incentives through effective infrastructure improvements

Mr. Ansari served at senior executive management staff at several municipalities in Southern California. Most recently, he served as Interim City Manager at City of Rialto for 1 year. Prior, he managed the Orange County Public Works' 7-year Capital Improvement Program comprised of roads, flood and bikeway improvement projects throughout the County. He has a broad knowledge of local government operations, including preparation and presentation of agenda reports to advisory boards, commissions and city councils. He is well versed in public outreach and interaction with citizenry groups, committees and stakeholders. Mr. Ansari has excellent working relationship and rapport with regional and sub-regional governmental/regulatory agencies. He has represented cities/county at League of California Cities, CSAC/CEAC organizations, and APWA.

Past City/County positions held

- City of Rialto- Interim City Manager
- County of Orange- Administrative Manager II
- City of Moreno Valley- Public Works Director/City Engineer
- City of Rialto- Public Works Director/City Engineer
- City of Perris- Public Works Director
- City of Pomona- Deputy Public Works Director/Assistant City Engineer
- City of Burbank- Senior Civil Engineer

Director/Assistant City Engineer
- City of Burbank- Senior Civil Engineer

Multi-Million-Dollar/Complex Infrastructure Projects Managed

County of Orange- Public Works, Roads-
- Crawford Canyon Rd (Construction Phase)
- Edinger Bridge Replacement (Construction Phase)
- Hazard Ave Bikeway (Planning/Public Outreach Phase)
- Oso Pkwy/Antonio Intersection (Planning/Design Phase)
- Oso Pkwy/SR-241 Toll Rd Bridge (CM Augmentation/Bidding)
- Brea Cyn Rd Widening (Planning/Funding)
- Live Oak/Trabuco Rd Safety Improvements (Design/Bidding)
- Santiago Cyn Rd Safety Improvements (Planning/Public Outreach)

County of Orange- Public Works, Flood-
- Lane Channel Improvements (Design/Bidding)
- Fullerton Creek Ph. 1 (Construction)
- San Juan Creek Ph. 4,5,6 (Construction)

City of Moreno Valley- Public Works
- Nason/SR-60 freeway Interchange
- Moreno Beach/SR-60 freeway Interchange
- Theodore/60 freeway Interchange
- Heacock Channel
- Morrison Park Fire Station
- City's Corporate Yard Administration Building
- Reche Vista Realignment
- Nason Extension/Cactus Widening
- Traffic Management Center

City of Rialto- Public Works
- Riverside/I-10 freeway Interchange
- Pepper Ave Extension and Pepper/I-210 freeway Interchange
- Rialto City Park
- Veterans memorial Park
- Jerry Eaves Park
- Riverside Ave Fire Station
- Renewable Energy/Power Generation at Wastewater Treatment Plant
- Foothill Blvd Improvements

City of Perris- Public Works
- Perris Blvd Resurfacing
- Ramona Expwy Raised Medians, Landscaping and Resurfacing
- City Council Chamber Renovation

City of Pomona- Public Works
- Mission Blvd Resurfacing and Parkway Landscaping
- Mission/SR-71 Grade Separation
- Variety of Water Bond Utility Improvements

City of Burbank- Public Works
- Five-Points (Burbank/Victory Blvd's) Intersection Realignment
- Glenoaks Blvd Resurfacing

CITY OF LAWNDALE

Back to Agenda

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

DATE: December 19, 2022

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

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

SUBJECT: **Consideration of Claims for Damage against the City**

BACKGROUND

The City of Lawndale received a claim for property damage filed by Robert Christensen (Claimant) on or about November 8, 2022. The claim filed allege that their personal vehicle was damaged by fallen tree branch near Dan McKenzie Community Garden in Lawndale, CA. This matter was referred to the City's third party claims administrator (Carl Warren & Company) for review and investigation.

STAFF REVIEW

Based on an investigation completed by Carl Warren, it was determined that the liability for the claim could not be assigned to the City and recommends that the City reject the claim as filed.

LEGAL REVIEW

N/A

RECOMMENDATION

Staff recommends that the City Council reject the claim filed by Robert Christensen and instruct staff to process the appropriate correspondence to the claimant.

Attachments: 1) Claim for Damages to Person or Property and Rejection Notice – Robert Christensen (3040396 - JBG)

ATTACHMENT 1

CARL WARREN & COMPANY
Claims Management and Solutions

A VENBROOK Company

12/6/2022

TO: City of Lawndale

ATTENTION: Shaundra Burnam

RE:	Claim	: Robert Christensen	V. City of Lawndale
	Claimant	: Robert Christensen	
	Member	: City of Lawndale	
	Date Rec'd by Mbr	: 11-22-2022	
	Date of Event	: 11-08-2022	
	CW File Number	: 3040396 JBG	

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

- **CLAIM REJECTION**: ***Send a standard rejection letter to the claimant***

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 Proof of Mailing. If you have any questions, feel free to contact the assigned adjuster or the undersigned claims specialist.

Very truly yours,

Janice Baluyut

Janice Baluyut
Claims Examiner
Carl Warren & Company, LLC | A Venbrook Company
Direct: 657.622.4326
Email: JBaluyut@CarlWarren.com

CITY OF LAWNDALE
CLAIM FOR DAMAGES TO PERSON OR PROPERTY

Reserve for Filing Stamp

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

'22 NOV 8 5:27PM

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	Robert Christensen	Claimant's Occupation	Aerospace/Q.A.
Claimant's Home Address		Claimant's Home Phone #	
Claimant's Business Address		Claimant's Business Phone #	

Address and telephone number to which you desire notices or communications to be sent regarding this claim:

When did DAMAGE or INJURY occur? Date: 11-08-22 Time: 2:00pm
If claim is for Equitable Indemnity, give date claimant served with the complaint: Date: _____
Names of any city employees involved in INJURY or DAMAGE

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:
THE DAMAGE WAS CAUSED BY A FALLING TREE IN FRONT OF DAN MCKENZIE COMMUNITY GARDEN 4322 4 160TH ST. LAWNDALE, CA. 90260 NEXT TO THE CURBSIDE.

Describe in detail how the DAMAGE or INJURY occurred.
TREE WAS HUNCHED OVER MY CAR, TREE SPLIT INTO TWO PARTS CAUSING DAMAGE TO THE FRONT AND REAR OF MY VECHICLE.

Why do you claim the city is responsible?
THE TREE IS ALONG THE CURBSIDE.

Describe in detail each INJURY or DAMAGE
TRUNK TAILGATE (LEFT SIDE) DENTED, FRONT HOOD DRIVERS SIDE (LEFT) DENTED, MULTIPLE SCRATCHES FRONT BUMPER.

THIS CLAIM MUST BE SIGNED ON PAGE 2

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

Damages incurred to date (exact):	$	Estimated prospective damages as far as known:	$
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	$

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

Were paramedics or ambulance called? _____ If so, name city or ambulance _____

If injured, state date, time, _____

name and address of doctor of your first visit _____

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

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

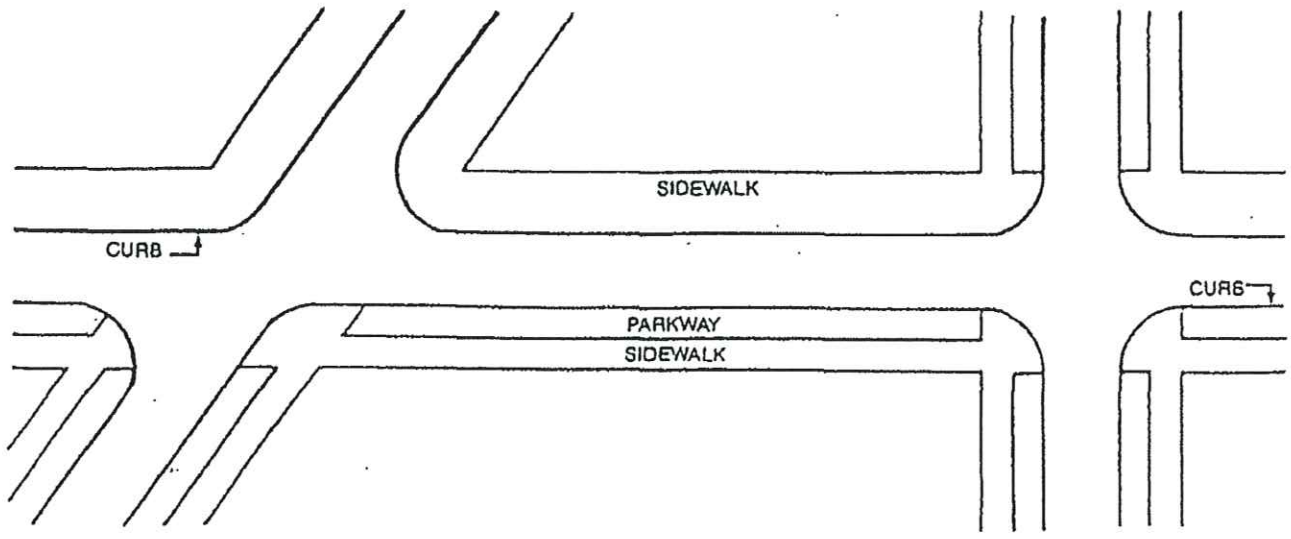
DOCTORS and HOSPITALS:

Hospital _____ 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: _____

Typed/Printed Name: Robert Christensen

Date: 11-08-22

THIS CLAIM MUST BE SIGNED ON PAGE 2

CITY OF LAWNDALE

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

Back to Agenda

DATE: December 19, 2022

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

SUBJECT: **Amendments to the 2022-2023 City-wide Salary and Pay Schedule and Salary and Benefits Resolution for Central Management Employees**

BACKGROUND

On December 5, 2022, City Council approved the request to reclassify the Assistant to the City Manager/ Human Resources Director to Deputy City Manager/ Human Resources Director. During this same meeting, City Council directed staff to bring back amendments to the Central Management Employees Salary and Benefits Resolution and any other documents necessary to include the Deputy City Manager/HR Director position.

STAFF REVIEW

City Council approved the reclassification of the Assistant to the City Manager/HR Director to Deputy City Manager/HR Director during its regular meeting on December 5, 2022. With this approval, staff is now seeking approval to amend the Schedule of Salary and Benefits for Central Management Employees Resolution to add the Deputy City Manager/Human Resources Director position and its applicable salary range as identified by the Citywide Classification and Compensation Study to the list of affected employees. This position will replace the Assistant to the City Manager/Human Resources Director position. The Central Management Employees Salary and Benefits Resolution amendment would also trigger the need to update the City-wide Salary/ Pay Schedule for fiscal year 2022-2023, in compliance with applicable sections of the California Government Code.

Further, per City Council's direction on December 5th, a new job description is necessary to acknowledge the new title and to reflect duties performed by the Deputy City Manager/HR Director. Approval of Resolution No. CC-2212-059 will establish the job description for this position.

Attached for City Council's consideration is Resolution No. CC-2212-057, amending the Schedule of Salary and Benefits for Central Management Employees, Resolution No. CC-2212-058 amending the City-wide Salary/ Pay Schedule for fiscal year 2021-2022 and Resolution No. CC-2212-059 to establish the job description for this position.

LEGAL REVIEW

The City Attorney's Office has reviewed and approved the staff report and attached resolutions as to form.

FISCAL IMPACT

There will be no changes or additional funding requests needed to approve the amendments, as City Council previously approved budget amendment to the FY 2022-2023 Budget.

RECOMMENDATION

Staff recommends that the City Council 1) approve Resolution No. CC-2212-057, amending the CMT Salary and Benefits Resolution to remove the Assistant to the City Manager/Human Resources Director and replace with the Deputy City Manager/Human Resources Director; 2) approve Resolution No. CC-2212-058, amending the 2022-2023 Citywide Salary and Pay Schedule; and 3) approve Resolution No. CC-2212-059 establishing the job description for the position of Deputy City Manager/ Human Resources Director.

Attachment (s):

1). Resolution No. CC-2212-057 - Amending to the Schedule of Salary and Benefits for the Central Management Employees

2). Resolution No. CC-2212-058 - Amendment to the 2022-2023 City-wide Salary and Pay Schedule

3). Resolution No. CC-2212-059 – Approving Deputy City Manager/ Human Resources Director job description

ATTACHMENT 1

Resolution No. CC-2212-057

Resolution of the City Council of the City of Lawndale, California Adopting an Amendment and Restated Schedule of Salaries and Benefits for Designated Central Management Employees

RESOLUTION NO. CC-2212-057

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA ADOPTING AN AMENDMENT TO THE AMENDED AND RESTATED SCHEDULE OF SALARIES AND BENEFITS FOR DESIGNATED CENTRAL MANAGEMENT EMPLOYEES EFFECTIVE DECMBER 3, 2018 UNTIL FURTHER AMENDED, RESTATED AND/OR REPLACED

WHEREAS, Section 36506 of the California Government Code requires that the city council fix the compensation of all appointive officers and employees by resolution or ordinance; and

WHEREAS, Section 2.12.030 of the City of Lawndale ("City") Municipal Code similarly requires that the salaries and compensation of officers and employees of the City shall be as established by resolution of the City Council; and

WHEREAS, the City Council has historically adopted a resolution known as the "Schedule of Salaries and Benefits for Central Management Employees" to memorialize the salaries and benefits to be provided to certain designated central management employees, the City's department directors, as distinguished from mid-management, classified, part-time and/or other City employees; and

WHEREAS, on or around December 3, 2018, the City Council adopted Resolution No. CC-1812-050, the "Schedule of Salaries and Benefits for Central Management Employees Effective December 3, 2018," ("2018-19 CMT Resolution"), which included a salary schedule that was effective for the 2018-19 fiscal year; and

WHEREAS, on or around March 4, 2019, the City Council amended the 2018-19 CMT Resolution to update certain provisions in Article II, Section 02, to reinstate the salary range of the Director of Finance/City Treasurer position; adjust the salary ranges for certain affected positions subject to the 2018-19 CMT Resolution; and provide for certification pay for the position of Director of Public Works / City Engineer; and

WHEREAS, on or around April 4, 2022, the City Council amended the 2018-19 CMT Resolution to update certain provisions in Article I, Section 01, to adjust the salary ranges for certain affected positions subject to the 2018-19 CMT Resolution; provide a one-time, lump sum, taxable, non-PERSable American Rescue Plan Act (ARPA) payment of $2,000 to full-time employees hired before June 30, 2021, and still employed by the City at the time of such approval; and

WHEREAS, on or around August 15, 2022, the City Council amended the 2018-19 CMT Resolution to implement the first phase of the Citywide Classification and Compensation Study by: i) updating the applicable salary ranges for each position subject to the 2018-19 CMT Resolution to bring classifications to market; ii) delete the certification pay for the position of Director of Public Works / City Engineer; and iii) implement the proposed structured salary schedule for all classifications to be effective July 1, 2022; and

WHEREAS, the City Council now desires to further amend the 2018-19 CMT Resolution to reclassify and replace the Assistant to the City Manager/Human Resources Director position to Deputy City Manager/Human Resources Director subject to the 2018-19 CMT Resolution such that Article I, Section 01 of the 2018-19 CMT Resolution ("Affected Employees") would be amended to include the position of Deputy City Manager/Human Resources Director and remove all reference to the position of Assistant to the City Manager/Human Resources Director; and

WHEREAS, the City Council also desires to update the 2018-19 CMT Resolution provisions in Article II, Section 02, to also add the applicable salary range for the position as identified by the Citywide Classification and Compensation Study subject to the 2018-19 CMT Resolution.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Article I, Section 01 "Affected Employees" of the 2018-19 CMT Resolution is amended to reclassify the position of Assistant to the City Manager/Human Resources Director and replace with Deputy City Manager/Human Resources Director.

SECTION 2. Article II, Section 02 "Salary and Wage Schedule" of the CMT Resolution is hereby amended to replace and add the Deputy City Manager/Human Resources salary range to the schedule to read as follows:

"Section 02. SALARY AND WAGE SCHEDULE. The Affected Employees shall have the following monthly pay ranges, which shall for affected employees shall include monthly earnings as follows:

"Effective December 5, 2022:

Position	A	B	C	D	E
Assistant City Clerk	9,337	9,804	10,294	10,809	11,349
Deputy City Manager/HR Director	13,493	14,167	14,876	15,620	16,401
Director of Community Services	11,280	11,844	12,436	13,058	13,711
Director of Municipal Services	11,280	11,844	12,436	13,058	13,711
Director of Community Development	12,460	13,083	13,738	14,242	15,146
Director of Finance/City Treasurer	12,460	13,083	13,738	14,242	15,146
Director of Public Works/ City Engineer	12,460	13,083	13,738	14,242	15,146

SECTION 3. Except as described above, all other provisions of the 2018-19 CMT Resolution shall remain in full force and effect.

PASSED, APPROVED AND ADOPTED this 19th day of December, 2022.

_____
Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2212-057 at a regular meeting of said Council held on the 19th day of December, 2022, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

ATTACHMENT 2

Resolution No. CC-2212-058

Resolution of the City Council of the City of Lawndale, California Approving an Amendment to the City-wide Salary and Pay Schedule for Fiscal Year 2022-2023

RESOLUTION NO. CC-2212-058

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA APPROVING AN AMENDMENT THE PUBLICLY AVAILABLE CITY-WIDE SALARY AND PAY SCHEDULE AS REQUIRED BY CALPERS FOR FISCAL YEAR 2022-2023

WHEREAS, the City of Lawndale ("City") contracts with the California Public Employees' Retirement System ("CalPERS") to provide retirement benefits for its employees; and

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the pay schedule must identify each position by title, the individual pay rate amount or ranges for that position, and the time base upon which the amounts are based; and

WHEREAS, the City Council approved Resolution No. CC-2206-031 and Resolution No. CC-2208-043, adopting a publicly available pay schedule for the period covering fiscal year 2022 through 2023; and

WHEREAS, the City Council of the City now desires to amend the pay schedule in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5 to remove the position of Assistant to the City Manager/Human Resources Director and replace with Deputy City Manager/Human Resources Director and update salary range of the position as identified by the classification and compensation ("Study").

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the City-wide Salary and Pay Schedule contained in Exhibit "A", attached hereto and made a part hereof, is hereby amended and adopted in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5 effective upon the City Council's approval of the Fourth Amendment to the Amended and Restated Schedule of Salary and Benefits for Central Management Employees.

SECTION 2. That this City-wide Salary and Pay Schedule will be made available for public viewing via the City website for no less than five (5) years.

PASSED, APPROVED AND ADOPTED this 19th day of December, 2022.

_____

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2212-058 at a regular meeting of said Council held on the 19th day of December, 2022, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

EXHIBIT "A"

CITY OF LAWNDALE CITY-WIDE SALARY/ PAY SCHEDULE AMENDMENT FOR FISCAL YEAR 2022-2023

CITYWIDE SALARY AND PAY SCHEDULE
FISCAL YEAR 2022-23

updated December 19, 2022

Job ID	Current Job Title	Range	Step A		Step B		Step C		Step D		Step E		Bargaining Group
			Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	
2002	Deputy City Clerk	72	$5,621	$67,453	$5,902	$70,826	$6,197	$74,367	$6,507	$78,085	$6,832	$81,989	AFSCME MID-MANAGEMENT UNIT (MM)
5006	Assistant Planner	77	$5,908	$70,894	$6,203	$74,438	$6,513	$78,160	$6,839	$82,068	$7,181	$86,172	AFSCME MID-MANAGEMENT UNIT (MM)
5003	Grant/Economic Dev Coordinator	80	$6,087	$73,042	$6,391	$76,694	$6,711	$80,529	$7,046	$84,555	$7,399	$88,783	AFSCME MID-MANAGEMENT UNIT (MM)
3003	Community Services Supervisor	84	$6,334	$76,008	$6,651	$79,808	$6,983	$83,798	$7,332	$87,988	$7,699	$92,388	AFSCME MID-MANAGEMENT UNIT (MM)
1002	Administrative Analyst	85	$6,397	$76,768	$6,717	$80,606	$7,053	$84,636	$7,406	$88,868	$7,776	$93,312	AFSCME MID-MANAGEMENT UNIT (MM)
7003	Assistant Engineer	85	$6,397	$76,768	$6,717	$80,606	$7,053	$84,636	$7,406	$88,868	$7,776	$93,312	AFSCME MID-MANAGEMENT UNIT (MM)
6003	Municipal Services Supervisor	91	$6,791	$81,490	$7,130	$85,565	$7,487	$89,843	$7,861	$94,335	$8,254	$99,052	AFSCME MID-MANAGEMENT UNIT (MM)
8001	Maintenance Supervisor	94	$6,997	$83,960	$7,346	$88,158	$7,714	$92,566	$8,099	$97,194	$8,504	$102,054	AFSCME MID-MANAGEMENT UNIT (MM)
5005	Associate Planner	96	$7,137	$85,647	$7,494	$89,930	$7,869	$94,426	$8,262	$99,147	$8,675	$104,105	AFSCME MID-MANAGEMENT UNIT (MM)
7002	Associate Engineer	105	$7,806	$93,671	$8,196	$98,355	$8,606	$103,273	$9,036	$108,436	$9,488	$113,858	AFSCME MID-MANAGEMENT UNIT (MM)
5004	Senior Planner	107	$7,963	$95,554	$8,361	$100,332	$8,779	$105,348	$9,218	$110,616	$9,679	$116,147	AFSCME MID-MANAGEMENT UNIT (MM)
9001	Cable Television Supervisor	111	$8,286	$99,434	$8,700	$104,406	$9,135	$109,626	$9,592	$115,107	$10,072	$120,863	AFSCME MID-MANAGEMENT UNIT (MM)
5002	Community Development Manager	118	$8,884	$106,607	$9,328	$111,937	$9,794	$117,534	$10,284	$123,410	$10,798	$129,581	AFSCME MID-MANAGEMENT UNIT (MM)
4002	Accounting Manager	119	$8,973	$107,673	$9,421	$113,056	$9,892	$118,709	$10,387	$124,645	$10,906	$130,877	AFSCME MID-MANAGEMENT UNIT (MM)
6002	Municipal Services Manager	123	$9,337	$112,045	$9,804	$117,647	$10,294	$123,529	$10,809	$129,706	$11,349	$136,191	AFSCME MID-MANAGEMENT UNIT (MM)
3002	Community Services Manager	123	$9,337	$112,045	$9,804	$117,647	$10,294	$123,529	$10,809	$129,706	$11,349	$136,191	AFSCME MID-MANAGEMENT UNIT (MM)
~~7001~~	~~City Engineer~~	Delete											AFSCME MID-MANAGEMENT UNIT (MM)
~~1101~~	~~Assistant Public Works Inspector~~	Delete											AFSCME CLASSIFIED UNIT (CL)
3006	Senior Nutrition Specialist	4	$2,857	$34,288	$3,000	$36,003	$3,150	$37,803	$3,308	$39,693	$3,473	$41,678	AFSCME CLASSIFIED UNIT (CL)
8004	Maintenance Worker I	38	$4,008	$48,092	$4,208	$50,497	$4,418	$53,022	$4,639	$55,673	$4,871	$58,456	AFSCME CLASSIFIED UNIT (CL)
6005	Municipal Services Officer I	38	$4,008	$48,092	$4,208	$50,497	$4,418	$53,022	$4,639	$55,673	$4,871	$58,456	AFSCME CLASSIFIED UNIT (CL)
3011	Transit Operator	40	$4,088	$49,059	$4,293	$51,512	$4,507	$54,087	$4,733	$56,792	$4,969	$59,631	AFSCME CLASSIFIED UNIT (CL)
8003	Maintenance Worker II	50	$4,516	$54,191	$4,742	$56,901	$4,979	$59,746	$5,228	$62,733	$5,489	$65,870	AFSCME CLASSIFIED UNIT (CL)
4005	Accounting Specialist	51	$4,561	$54,733	$4,789	$57,470	$5,029	$60,344	$5,280	$63,361	$5,544	$66,529	AFSCME CLASSIFIED UNIT (CL)
5008	Building Permit Specialist	57	$4,842	$58,101	$5,084	$61,006	$5,338	$64,056	$5,605	$67,259	$5,885	$70,622	AFSCME CLASSIFIED UNIT (CL)
6004	Municipal Services Officer II	58	$4,890	$58,682	$5,135	$61,616	$5,391	$64,696	$5,661	$67,931	$5,944	$71,328	AFSCME CLASSIFIED UNIT (CL)
1004	Office /Personnel Assistant	59	$4,939	$59,268	$5,186	$62,232	$5,445	$65,343	$5,718	$68,611	$6,003	$72,041	AFSCME CLASSIFIED UNIT (CL)
1005	Administrative Assistant II	59	$4,939	$59,268	$5,186	$62,232	$5,445	$65,343	$5,718	$68,611	$6,003	$72,041	AFSCME CLASSIFIED UNIT (CL)
3004	Recreation Coordinator	59	$4,939	$59,268	$5,186	$62,232	$5,445	$65,343	$5,718	$68,611	$6,003	$72,041	AFSCME CLASSIFIED UNIT (CL)
4004	Community Services Coordinator	59	$4,939	$59,268	$5,186	$62,232	$5,445	$65,343	$5,718	$68,611	$6,003	$72,041	AFSCME CLASSIFIED UNIT (CL)
4003	Accounting / Payroll Specialist	62	$5,089	$61,064	$5,343	$64,117	$5,610	$67,323	$5,891	$70,690	$6,185	$74,224	AFSCME CLASSIFIED UNIT (CL)
8002	Maintenance Worker III	66	$5,295	$63,544	$5,560	$66,721	$5,838	$70,057	$6,130	$73,560	$6,436	$77,238	AFSCME CLASSIFIED UNIT (CL)
6008	Code Enforcement Officer I	71	$5,565	$66,785	$5,844	$70,124	$6,136	$73,631	$6,443	$77,312	$6,765	$81,178	AFSCME CLASSIFIED UNIT (CL)
7004	Engineering Technician	71	$5,565	$66,785	$5,844	$70,124	$6,136	$73,631	$6,443	$77,312	$6,765	$81,178	AFSCME CLASSIFIED UNIT (CL)
1102	Public Works Inspector	72	$5,621	$67,453	$5,902	$70,826	$6,197	$74,367	$6,507	$78,085	$6,832	$81,989	AFSCME CLASSIFIED UNIT (CL)
6009	Code Enforcement Officer II	77	$5,908	$70,894	$6,203	$74,438	$6,513	$78,160	$6,839	$82,068	$7,181	$86,172	AFSCME CLASSIFIED UNIT (CL)
1006	Executive Assistant	85	$6,397	$76,768	$6,717	$80,606	$7,053	$84,636	$7,406	$88,868	$7,776	$93,312	AFSCME CLASSIFIED UNIT (CL)

Job ID	Current Job Title	Range	Hourly	Hourly	Hourly	Hourly	Hourly	Bargaining Group
3008	Delivery Worker	1	$16.00	$16.80	$17.64	$18.52	$19.45	PART-TIME EMPLOYEES HOURLY (PT)
3005	Recreation Leader	1	$16.00	$16.80	$17.64	$18.52	$19.45	PART-TIME EMPLOYEES HOURLY (PT)
3010	Senior Recreation Leader	4	$16.48	$17.31	$18.17	$19.08	$20.04	PART-TIME EMPLOYEES HOURLY (PT)
9003	CATV Production Assistant	33	$22.00	$23.10	$24.25	$25.47	$26.74	PART-TIME EMPLOYEES HOURLY (PT)
1007	Office Assistant	36	$22.67	$23.80	$24.99	$26.24	$27.55	PART-TIME EMPLOYEES HOURLY (PT)
8005	Maintenance Worker I	38	$23.12	$24.28	$25.49	$26.77	$28.10	PART-TIME EMPLOYEES HOURLY (PT)
6006	Municipal Services Officer I	38	$23.12	$24.28	$25.49	$26.77	$28.10	PART-TIME EMPLOYEES HOURLY (PT)
3012	Transit Operator	40	$23.59	$24.77	$26.00	$27.30	$28.67	PART-TIME EMPLOYEES HOURLY (PT)
9002	CATV Production Assistant II	43	$24.30	$25.52	$26.79	$28.13	$29.54	PART-TIME EMPLOYEES HOURLY (PT)
1103	Emergency Preparedness Coordinator	49	$25.80	$27.09	$28.44	$29.86	$31.35	PART-TIME EMPLOYEES HOURLY (PT)
6007	Municipal Services Officer II	58	$28.21	$29.62	$31.10	$32.66	$34.29	PART-TIME EMPLOYEES HOURLY (PT)
6010	Code Enforcement Officer I	71	$32.11	$33.71	$35.40	$37.17	$39.03	PART-TIME EMPLOYEES HOURLY (PT)
5007	Associate Planner	96	$41.18	$43.24	$45.40	$47.67	$50.05	PART-TIME EMPLOYEES HOURLY (PT)

CITYWIDE SALARY AND PAY SCHEDULE
FISCAL YEAR 2022-23

updated December 19, 2022

Job ID	Current Job Title	Range	Step A		Step B		Step C		Step D		Step E		Bargaining Group
			Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	Monthly	Yearly	
2001	Assistant City Clerk	123	$9,337	$112,045	$9,804	$117,647	$10,294	$123,529	$10,809	$129,706	$11,349	$136,191	CENTRAL MANAGEMENT EMPLOYEES (CMT)
1008	Deputy CM/Human Resources Director	160	$13,493	$161,913	$14,167	$170,009	$14,876	$178,509	$15,620	$187,435	$16,401	$196,806	
6001	Director of Municipal Services	142	$11,280	$135,362	$11,844	$142,130	$12,436	$149,237	$13,058	$156,699	$13,711	$164,533	CENTRAL MANAGEMENT EMPLOYEES (CMT)
3001	Director of Community Services	142	$11,280	$135,362	$11,844	$142,130	$12,436	$149,237	$13,058	$156,699	$13,711	$164,533	CENTRAL MANAGEMENT EMPLOYEES (CMT)
5001	Director of Community Development	152	$12,460	$149,524	$13,083	$157,000	$13,738	$164,850	$14,424	$173,093	$15,146	$181,747	CENTRAL MANAGEMENT EMPLOYEES (CMT)
4001	Director of Finance/ City Treasurer	152	$12,460	$149,524	$13,083	$157,000	$13,738	$164,850	$14,424	$173,093	$15,146	$181,747	CENTRAL MANAGEMENT EMPLOYEES (CMT)
1100	Director of Public Works/ City Engineer	152	$12,460	$149,524	$13,083	$157,000	$13,738	$164,850	$14,424	$173,093	$15,146	$181,747	CENTRAL MANAGEMENT EMPLOYEES (CMT)
Job ID	**Current Job Title**	**Range**	**Step A**		**Step B**		**Step C**		**Step D**		**Step E**		**Bargaining Group**
			Yearly		Yearly		Yearly		Yearly		Yearly		
1001	City Manager	172	$182,448		$191,570		$201,149		$211,206		$221,766		Contract

ATTACHMENT 3

Resolution No. CC-2212-059

Resolution of the City Council of the City of Lawndale, California Establishing a Job Description for Deputy City Manager/ Human Resources Director

RESOLUTION NO. CC-2212-059

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, ESTABLISHING A JOB DESCRIPTION OF DEPUTY CITY MANAGER/ HUMAN RESOURCES DIRECTOR

WHEREAS, Section 2.05 of the Personnel Rules and Regulations, adopted by the City Council of the City of Lawndale, requires that the City Council approve any changes made to the City's classification plan; and

WHEREAS, the City Council must approve amendments to all position descriptions

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the position description for the position of Deputy City Manager/ Human Resources Director contained in Exhibit "A" attached hereto, and made part hereof, is hereby adopted as the position description for Deputy City Manager/ Human Resources Director.

SECTION 2. That the foregoing recitals are true and correct and are incorporated herein by this reference.

PASSED, APPROVED AND ADOPTED this 19th day of December, 2022.

_____

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2212-059 at a regular meeting of said Council held on the 19th day of December, 2022, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

EXHIBIT "A"

Deputy City Manager/ Human Resources Director

Job Title: Deputy City Manager/Human Resources Director
Pay Grade: 160
FLSA: Exempt

Job Code: 1008
Effective Date: August 2022
Revision Date:

JOB SUMMARY:
Under general administrative direction, the Deputy City Manager/Human Resources Director supports, assists, and facilitates the City Manager with city-wide operations and activities and performs highly responsible and complex management and administrative tasks to ensure strategic operational alignment with City goals and objectives. Direct the activities and operations of the Administrative Services Department, including recruitment, selection, classification, compensation and labor relations, risk management, cable television services, general operations. In the absence of the City Manager, serves in an acting capacity and makes decisions with the authority of the City Manager in areas of responsibility.

DISTINGUISHING CHARACTERISTICS:
This is a single level class within the City Manager's office. Works closely with the City Manager to oversee and make critical departmental decisions, may supervise department directors, and adheres to established policies and procedures. The incumbent operates with substantial latitude, independence, and discretion to achieve effective and efficient City-wide operations.

DUTIES AND RESPONSIBILITIES:

- Provides support, assistance, and management in collaboration with the City Manager; ensures effective communication, administration, leadership, and coordination between City departments and divisions; effectively supports the strategic direction of the City; may assist in providing oversight to multiple departments and divisions or as a liaison between the City Manager and departments.

- Supports competent, professional, and accurate communication to City Council; identifies and addresses citizen concerns, departments' operations, and other City issues; develops other communications and documents to address a variety of audiences.

- Develops and administers a comprehensive human resource program including classification and compensation, recruitment and selection, employee and labor relations, benefits, and training.

- Serves as the management representative in the grievances and meet and confer process; administers the Memorandums of Understanding between employee groups and the City.

- Participates, leads and advises supervisors and department directors in the selection, discipline, grievances, and formal performance evaluations for personnel; assists in administering the City's disciplinary rules and procedures; makes recommendations and administers disciplinary action.

- Identifies and determines necessary personnel decisions on behalf of the City Manager; makes recommendations and executes decisions.

- Develops, administers, and evaluates the City's workers' compensation, property, liability, safety and health and welfare programs; analyzes, recommends and implements changes and modifications in the City's risk management program.

- Coordinates special projects as requested by the City Manager; performs research and analyses and prepares reports; provides support to organization and contribute to organizational problem-solving.

- Prepares and administers the City Manager's, Administrative Services', City Council, legal services, cable television and general operations budgets.
- Serves as representative for the city by attending meetings and conferences with other government, community and private groups and organizations.
- Develops and implements city-wide communication, tools, training, support, guidance, and assistance.
- Perform other tasks as needed or assigned.

MINIMUM QUALIFICATIONS:

Equivalent to a bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, or related field AND a minimum of ten (10) years of increasingly responsible experience including five (5) years of administrative and human resources management experience. A Master's degree in public administration or a related field is desirable.

LICENSES/CERTIFICATIONS:

- State of California issued driver's license.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of:

- Public administration, human resources and risk management
- Municipal operations and City administration principles and practices
- City policies, procedures, functions and standards
- Diversity, equity, and inclusion
- Personnel management, supervision, and oversight
- Long and short range planning for City operations
- Budget preparation, analysis, and control methods
- Contract administration
- Policy development and implementation
- General federal, state, and local laws and regulations, Fair Labor Standards Act, Americans with Disabilities Act, Meyers-Milias-Brown Act, California Fair Employment and Housing Act, and California workers' compensation and occupational health and safety laws

Ability to:

- Support, supervise, and coordinate City operations and departments
- Manage, prioritize, and track work and multiple projects simultaneously to meet deadlines
- Plan, develop and implement policy and administrative procedures, and work direction standards
- Assist in the planning of City operations
- Identify, analyze, and resolve complex problems
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Establish and maintain effective working relationships
- Prepare clear, concise, and complete minutes, correspondence, and other reports
- Supervise, train, and motivate department personnel
- Work closely with elected officials
- Communicate effectively verbally and in writing
- Attend evening or weekend meetings as required

SUPPLEMENTAL INFORMATION: The physical and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:
While performing the duties of this job, the employee is regularly required to sit and stand for long periods of time. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; see, talk and hear; stoop, kneel, bend, twist, climb; and drive to City facilities. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:
While performing the duties of this job, the employee regularly works in indoor conditions and travel to City facilities and attend events and meetings. The noise level in the work environment is usually moderate and variable weather conditions. May be required to work shifts, weekends, and holidays.

Employee's Signature/Date

_____
(This position description accurately reflects my current job)

Supervisor's Signature/Date

_____
(This position description reflects the employee's current job)

Back to Agenda

CITY OF LAWNDALE

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

DATE: December 19, 2022

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Yvette Hall, Assistant City Clerk

SUBJECT: **City of Lawndale General Municipal Election 2022 – Declaration of Results**

BACKGROUND

At its meeting of June 6, 2022 the City Council adopted resolutions enabling the Acting City Clerk to plan for, conduct, and oversee the results of the General Municipal Election held on November 8, 2022. The City of Lawndale General Municipal Election was conducted by the Los Angeles County Registrar-Recorder/County Clerk's Office on November 8, 2022, for the purpose of electing a Mayor, two Members of the City Council and a City Clerk.

Pursuant to the Elections Code, the canvass of the Election returns is complete and the results are presented in the attached Resolution No. CC-2212-056 "Exhibit A", which includes the Los Angeles County Registrar-Recorder/County Clerk's Certificate of the Canvass of the Election Returns and detailed results by precinct.

STAFF REVIEW

A Certificate of the Canvass of the Election Returns is presented to the City Council. A Certificate of the Canvass of the Election Returns includes the following: the whole number of votes cast in the City; the names of the persons voted for, for what office each person was voted for, the number of votes given at each precinct to each person; and the number of votes given in the City to each person. Resolution No. CC-2212-056 officially declares the results of the election and incorporates the above referenced certificate.

LEGAL REVIEW

The City Attorney's Office has reviewed Resolution No. CC-2212-056 and has approved it to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. CC-2212-056 reciting the fact of the General Municipal Election held on November 8, 2022.

Attachment: Resolution No. CC-2212-056

ATTACHMENT 1

RESOLUTION NO. CC-2212-056

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, ACCEPTING THE LOS ANGELES COUNTY REGISTRAR-RECORDER/COUNTY CLERK'S OFFICIAL CANVASS AND OFFICIAL STATEMENT OF VOTES CAST FOR THE CONSOLIDATED MUNICIPAL ELECTION HELD ON NOVEMBER 8, 2022, AND DECLARING THE RESULTS THEREOF

WHEREAS, on April 17, 2017, the City Council adopted Ordinance No. 1135-17 which changed the date of the City's general elections from April to November of even-numbered years, beginning in 2018, and requesting the elections to be consolidated with the Los Angeles County Registrar-Recorder/ County Clerk commencing with the November 6, 2018 state-wide general election; and

WHEREAS, the consolidated General Municipal Election was held and conducted in the City of Lawndale, California, on Tuesday, November 8, 2022, as required by law; and

WHEREAS, in all respects the election was held and conducted as required by the provisions of the Elections Code of the State of California for the holding of elections in general law cities; and

WHEREAS, the Los Angeles County Registrar-Recorder/County Clerk canvassed the returns of the election and certified the results to the City Council, and those results are received, attached, and made a part hereof as "Exhibit A".

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The vote totals for the Consolidated Municipal Election held on November 8, 2022 in the City of Lawndale, as certified by the Los Angeles County Registrar-Recorder/County Clerk are as follows: The whole number of ballots cast in all precincts except vote by mail voter ballots was 1,219, and the whole number of vote by mail voter ballots cast in the city was 3,876. The total number of ballots cast in the City was 5,095.

SECTION 2. The City Council does declare and determine that:

(a) The names of persons voted for at the election for Mayor are as follows:

Robert Pullen-Miles
Warrendell Jackson

(b) The names of persons voted for at the election for Member of the City Council are as follows:

Dan Reid
Samuel Cruz
Wanza Tolliver
Bernadette Lourdes Suarez
Pat Kearney

(c) The name of person voted for at the election for City Clerk is as follows:

Erica Harbison

SECTION 3. That the number of votes given at each precinct to each person and the number of votes given in the City to each person for the respective offices are listed on Exhibit "A", attached.

SECTION 4. The City Council does declare and determine that:

(a) Robert Pullen-Miles was elected as Mayor for the full term of two years; and

(b) Bernadette Lourdes Suarez and Pat Kearney were elected as Members of the City Council for the full term of four years; and

(c) Erica Harbison was elected as City Clerk for the full term of four years.

SECTION 5. The Assistant City Clerk shall immediately make and deliver to each of the persons so elected a Certificate of Election, administer the Oath of Office, and shall have each person subscribe to it and file it in the office of the City Clerk. All of the persons so elected shall then be inducted into the office to which they have been elected.

PASSED, APPROVED AND ADOPTED this 19th day of December, 2022.

_____

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2212-056 at a regular meeting of said Council held on the 19th day of December, 2022, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

EXHIBIT "A"

Los Angeles County
Registrar-Recorder/County Clerk

Certificate of the Canvass of the Election Returns

I, DEAN C. LOGAN, Registrar-Recorder/County Clerk of the County of Los Angeles, of the State of California, DO HEREBY CERTIFY that pursuant to the provisions of Section 15300 et seq. of the California Elections Code, I did canvass the returns of the votes cast for each elective office and/or measure(s) for

Lawndale City

at the General Election, held on the 8th day of November, 2022.

I FURTHER CERTIFY that the Statement of Votes Cast, to which this certificate is attached, shows the total number of ballots cast in said jurisdiction, and that the whole number of votes cast for each candidate and/or measure(s) in said jurisdiction in each of the respective precincts therein, and the totals of the respective columns and the totals as shown for each candidate and/or measure(s) are full, true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this 5th day of December, 2022.

REGISTRAR-RECORDER/COUNTY CLERK
COUNTY OF LOS ANGELES - CALIFORNIA

Dean C. Logan

DEAN C. LOGAN
Registrar-Recorder/County Clerk
County of Los Angeles

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCT

LAWNDALE CITY GENERAL MUNI
MAYOR

LOCATION	REGISTRATION	BALLOTS CAST	R PULLEN-MILES	WARRENDELL JACKSON
LAWNDALE - 3650001B*		1	0	0
VOTE BY MAIL SERIAL 6788		3	3	0
TOTAL	15	4	3	0
LAWNDALE - 3650002A		205	132	43
VOTE BY MAIL SERIAL 0510		781	609	98
TOTAL	2824	986	741	141
LAWNDALE - 3650004A		93	67	19
VOTE BY MAIL SERIAL 0511		310	233	40
TOTAL	1549	403	300	59
LAWNDALE - 3650005A*		82	63	10
VOTE BY MAIL SERIAL 6789		257	186	43
TOTAL	1141	339	249	53
LAWNDALE - 3650006A		149	113	24
VOTE BY MAIL SERIAL 0512		433	311	82
TOTAL	1661	582	424	106
LAWNDALE - 3650011A		228	142	54
VOTE BY MAIL SERIAL 0513		656	474	113
TOTAL	2838	884	616	167
LAWNDALE - 3650015A		206	115	57
VOTE BY MAIL SERIAL 0514		701	524	111
TOTAL	3055	907	639	168
LAWNDALE - 3650018B		255	147	73
VOTE BY MAIL SERIAL 0515		735	556	102
TOTAL	2959	990	703	175
LAWNDALE - 3650026A*		0	0	0
VOTE BY MAIL SERIAL 6790		0	0	0
TOTAL	0	0	0	0
BALLOT GROUP 847 - 9990847A^		0	0	0
VOTE BY MAIL SERIAL 8847		0	0	0
TOTAL	0	0	0	0
BALLOT GROUP 848 - 9990848A^		0	0	0
VOTE BY MAIL SERIAL 8848		0	0	0
TOTAL	0	0	0	0
BALLOT GROUP 866 - 9990866A^		0	0	0
VOTE BY MAIL SERIAL 8866		0	0	0
TOTAL	0	0	0	0

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCT

LAWNDALE CITY GENERAL MUNI
MAYOR

LOCATION	REGIST-RATION	BALLOTS CAST	R PULLEN-MILES	WARRENDELL JACKSON
PRECINCT TOTAL		1219	779	280
VBM TOTAL		3876	2896	589
GRAND TOTAL	16042	5095	3675	869

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCT

LAWNDALE CITY GENERAL MUNI
COUNCILMEMBER

LOCATION		REGIST-RATION	BALLOTS CAST	DAN REID	SAMUEL CRUZ	WANZA TOLLIVER	B L SUAREZ	PAT KEARNEY
LAWNDALE - 3650001B*			1	0	0	0	0	1
VOTE BY MAIL	SERIAL 6788		3	0	0	0	1	1
TOTAL		15	4	0	0	0	1	2
LAWNDALE - 3650002A			205	35	49	27	104	66
VOTE BY MAIL	SERIAL 0510		781	146	140	128	392	292
TOTAL		2824	986	181	189	155	496	358
LAWNDALE - 3650004A			93	11	18	21	53	22
VOTE BY MAIL	SERIAL 0511		310	65	48	64	169	98
TOTAL		1549	403	76	66	85	222	120
LAWNDALE - 3650005A*			82	16	21	12	37	28
VOTE BY MAIL	SERIAL 6789		257	56	48	45	141	67
TOTAL		1141	339	72	69	57	178	95
LAWNDALE - 3650006A			149	35	24	21	59	55
VOTE BY MAIL	SERIAL 0512		433	92	109	69	221	160
TOTAL		1661	582	127	133	90	280	215
LAWNDALE - 3650011A			228	62	67	23	74	54
VOTE BY MAIL	SERIAL 0513		656	117	148	121	327	224
TOTAL		2838	884	179	215	144	401	278
LAWNDALE - 3650015A			206	38	58	23	87	45
VOTE BY MAIL	SERIAL 0514		701	127	150	111	388	240
TOTAL		3055	907	165	208	134	475	285
LAWNDALE - 3650018B			255	51	58	38	93	63
VOTE BY MAIL	SERIAL 0515		735	137	125	141	370	232
TOTAL		2959	990	188	183	179	463	295
LAWNDALE - 3650026A*			0	0	0	0	0	0
VOTE BY MAIL	SERIAL 6790		0	0	0	0	0	0
TOTAL		0	0	0	0	0	0	0
BALLOT GROUP 847 - 9990847A^			0	0	0	0	0	0
VOTE BY MAIL	SERIAL 8847		0	0	0	0	0	0
TOTAL		0	0	0	0	0	0	0
BALLOT GROUP 848 - 9990848A^			0	0	0	0	0	0
VOTE BY MAIL	SERIAL 8848		0	0	0	0	0	0
TOTAL		0	0	0	0	0	0	0
BALLOT GROUP 866 - 9990866A^			0	0	0	0	0	0
VOTE BY MAIL	SERIAL 8866		0	0	0	0	0	0
TOTAL		0	0	0	0	0	0	0

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCT

LAWNDALE CITY GENERAL MUNI
COUNCILMEMBER

LOCATION	REGIST-RATION	BALLOTS CAST	DAN REID	SAMUEL CRUZ	WANZA TOLLIVER	B L SUAREZ	PAT KEARNEY
PRECINCT TOTAL		1219	248	295	165	507	334
VBM TOTAL		3876	740	768	679	2009	1314
GRAND TOTAL	16042	5095	988	1063	844	2516	1648

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCT

LAWNDALE CITY GENERAL MUNI
CITY CLERK

LOCATION	REGIST-RATION	BALLOTS CAST	ERICA HARBISON
LAWNDALE - 3650001B*		1	0
VOTE BY MAIL SERIAL 6788		3	2
TOTAL	15	4	2
LAWNDALE - 3650002A		205	144
VOTE BY MAIL SERIAL 0510		781	582
TOTAL	2824	986	726
LAWNDALE - 3650004A		93	74
VOTE BY MAIL SERIAL 0511		310	201
TOTAL	1549	403	275
LAWNDALE - 3650005A*		82	65
VOTE BY MAIL SERIAL 6789		257	195
TOTAL	1141	339	260
LAWNDALE - 3650006A		149	118
VOTE BY MAIL SERIAL 0512		433	313
TOTAL	1661	582	431
LAWNDALE - 3650011A		228	165
VOTE BY MAIL SERIAL 0513		656	487
TOTAL	2838	884	652
LAWNDALE - 3650015A		206	135
VOTE BY MAIL SERIAL 0514		701	535
TOTAL	3055	907	670
LAWNDALE - 3650018B		255	156
VOTE BY MAIL SERIAL 0515		735	536
TOTAL	2959	990	692
LAWNDALE - 3650026A*		0	0
VOTE BY MAIL SERIAL 6790		0	0
TOTAL	0	0	0
BALLOT GROUP 847 - 9990847A^		0	0
VOTE BY MAIL SERIAL 8847		0	0
TOTAL	0	0	0
BALLOT GROUP 848 - 9990848A^		0	0
VOTE BY MAIL SERIAL 8848		0	0
TOTAL	0	0	0
BALLOT GROUP 866 - 9990866A^		0	0
VOTE BY MAIL SERIAL 8866		0	0
TOTAL	0	0	0

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCT

LAWNDALE CITY GENERAL MUNI
CITY CLERK

LOCATION	REGIST-RATION	BALLOTS CAST	ERICA HARBISON
PRECINCT TOTAL		1219	857
VBM TOTAL		3876	2851
GRAND TOTAL	16042	5095	3708

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United States of America

Certificate of Election

State of California
County of Los Angeles } *SS.*

I, Yvette Hall, Assistant City Clerk of the City of Lawndale, State of California, certify that at a general municipal election held in the City on the 8th day of November, 2022,

Robert Pullen-Miles
was elected to the office of

Mayor

for a full term of two years, as appears by the official returns of the election and the statement of votes cast now on file in my office.

I affix my hand and official seal this 19th day of December, 2022.

Yvette Hall, Assistant City Clerk

United States of America

Certificate of Election

State of California
County of Los Angeles } *SS.*

I, Yvette Hall, Assistant City Clerk of the City of Lawndale, State of California, certify that at a general municipal election held in the City on the 8th day of November, 2022,

Bernadette Suarez
was elected to the office of

Member of the City Council

for a full term of four years, as appears by the official returns of the election and the statement of votes cast now on file in my office.



I affix my hand and official seal this 19th day of December, 2022.

Yvette Hall, Assistant City Clerk

United States of America

Certificate of Election

State of California
County of Los Angeles } *SS.*

I, Yvette Hall, Assistant City Clerk of the City of Lawndale, State of California, certify that at a general municipal election held in the City on the 8th day of November, 2022,

Pat Kearney
was elected to the office of

Member of the City Council

for a full term of four years, as appears by the official returns of the election and the statement of votes cast now on file in my office.



I affix my hand and official seal this 19th day of December, 2022.

Yvette Hall, Assistant City Clerk

United States of America

Certificate of Election

State of California
County of Los Angeles } *SS.*

I, Yvette Hall, Assistant City Clerk of the City of Lawndale, State of California, certify that at a general municipal election held in the City on the 8th day of November, 2022,

Erica Harbison
was elected to the office of

City Clerk

for a full term of four years, as appears by the official returns of the election and the statement of votes cast now on file in my office.



I affix my hand and official seal this 19th day of December, 2022.

Yvette Hall, Assistant City Clerk

OATH OR AFFIRMATION OF ALLEGIANCE FOR PUBLIC OFFICERS AND EMPLOYEES

State of California,
County of Los Angeles,
City of Lawndale } SS.

The Execution of this Oath is Required by Article XX, Section 3, of the Constitution of the State of California.

I, Robert Pullen-Miles, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me this
19th Day of December, 2022.



_____
Signature of Officer Administering Oath

_____
Title of Officer Administering Oath

_____
Signature of Person Taking Oath

OATH OR AFFIRMATION OF ALLEGIANCE FOR PUBLIC OFFICERS AND EMPLOYEES

State of California,
County of Los Angeles,
City of Lawndale } SS.

The Execution of this Oath is Required by Article XX, Section 3, of the Constitution of the State of California.

I, Bernadette Suarez, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me this
19th Day of December, 2022.



_____
Signature of Officer Administering Oath

_____
Title of Officer Administering Oath

_____
Signature of Person Taking Oath

OATH OR AFFIRMATION OF ALLEGIANCE FOR PUBLIC OFFICERS AND EMPLOYEES

State of California,
County of Los Angeles,
City of Lawndale } SS.

The Execution of this Oath is Required by Article XX, Section 3, of the Constitution of the State of California.

I, Pat Kearney, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me this
19th Day of December, 2022.



_____
Signature of Officer Administering Oath

_____
Title of Officer Administering Oath

_____
Signature of Person Taking Oath

OATH OR AFFIRMATION OF ALLEGIANCE FOR PUBLIC OFFICERS AND EMPLOYEES

State of California,
County of Los Angeles,
City of Lawndale } SS.

The Execution of this Oath is Required by Article XX, Section 3, of the Constitution of the State of California.

I, Erica Harbison, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me this
19th Day of December, 2022.



_____
Signature of Officer Administering Oath

_____
Title of Officer Administering Oath

_____
Signature of Person Taking Oath

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CITY OF LAWNDALE

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

DATE: December 19, 2022

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Yvette Hall, Assistant City Clerk

SUBJECT: **Annual Reorganization of the City Council**

BACKGROUND

Since 1982, Lawndale has had a Mayor who is directly elected by the voters and a Mayor Pro Tem who is selected by the City Council. It is the City Council's policy that the office of Mayor Pro Tem be rotated insofar as possible among the members of the City Council and that the Mayor Pro Tem shall serve a term of one year or until a successor is appointed. (LMC Sec. 2.04.080).

On December 7, 2020, the City Council nominated and approved Councilmember Hofmann Gorman as Mayor Pro Tem for a one year term to begin on January 1, 2022 and set to expire on December 31, 2022.

STAFF REVIEW

Rotation: As stated above, it is the City Council's policy to appoint members in rotation. Therefore, the City Council should be mindful of the recent history of office holders, which is as follows:

2014-15 James H. Osborne	2019 James H. Osborne
2015-16 Larry Rudolph	2020 Bernadette Suarez
2016-17 Pat Kearney	2021 Pat Kearney
2017-18 Daniel Reid	2022 Rhonda Hofmann Gorman

It is also notable that the City Council Meeting Procedures specify where each City Councilmember sits on the dais and the seating arrangement is based on the selection of the Mayor Pro Tem each year. The arrangement suggests that the City Councilmember seated on the Mayor's left-hand side is next in line to be Mayor Pro Tem.

Term: The municipal code establishes a term of one year for the office of Mayor Pro Tem; however, the City has changed its election date to November of even-numbered years. Since the results of the 2022 General Election have been declared, the Mayor Pro Tem will now be selected at a meeting in December and would serve a term of one year. Staff recommends that the City Council select one of its members to serve as Mayor Pro Tem beginning on January 1, 2023 and ending on December 31, 2023.

Selection Procedure: The selection of Lawndale's Mayor Pro Tem begins with the Mayor calling for nominations from the floor. Nominations do not require a second. If City Councilmembers nominate more than one person, the City Council should then vote on each nominee individually and in the order nominated. Each City Councilmember may vote for only one nominee.

LEGAL REVIEW

None.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council appoint one of its members to serve as Mayor Pro Tem for a term beginning on January 1, 2023 and ending on December 31, 2023.

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CITY OF LAWNDALE

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

DATE: December 19, 2022

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Yvette Hall, Assistant City Clerk

SUBJECT: **City Representatives to Intergovernmental Agency Boards**

BACKGROUND

On December 7, 2020, the City Council adopted Resolution No. CC-2012-067 to make appointments of its members to serve as official representatives to various intergovernmental agencies until December 31, 2022.

STAFF REVIEW

Members of the Lawndale City Council represent the City at meetings of the following intergovernmental agencies: 1) California Contract Cities Association, 2) California Joint Powers Insurance Authority, 3) Centinela Youth Services, 4) County Sanitation District No. 5 of Los Angeles County, 5) League of California Cities, Los Angeles County Division, 6) Los Angeles County City Selection Committee, 7) South Bay Cities Council of Governments and 8) Southern California Association of Governments, General Assembly. Each agency has its own qualifications for appointment, compensation, meeting schedules and meeting locations, as follows:

California Contract Cities Association, Board of Directors

- Current Representatives: Delegate Pat Kearney, alternates Robert Pullen-Miles and Rhonda Hofmann Gorman.
- Compensation: None.
- Meetings: 6:00 p.m. social and 7:00 p.m. dinner/meeting, 3rd Wednesday of each month; meeting locations change monthly, dark in January, May, July (and during fall seminar).

California Joint Powers Insurance Authority, Board of Directors

- Current Representatives: Delegate Robert Pullen-Miles, alternate Rhonda Hofmann Gorman, staff alternate City Manager Sean M. Moore.
- Appointments: More than one alternate is allowed and alternates can be staff members.
- Compensation: $100 per meeting stipend, plus mileage.
- Meetings: Once a year in July (July 19, 2023 at 5:30 p.m.) in La Palma.

Centinela Youth Services, Board of Directors

- Current Representatives: Delegate Bernadette Suarez, alternate not allowed.
- Compensation: None.
- Meetings: 10:00 a.m., 2nd Thursday of odd numbered months in Hawthorne.

County Sanitation District No. 5 of Los Angeles County, Board of Directors

- Current Representatives: Delegate Robert Pullen-Miles, alternate Pat Kearney.
- Appointments: In accordance with California Health and Safety Code Section 4730, the City Council's presiding officer serves on the board of directors of the sanitation district. There is no specific provision for an alternate. However, should the Mayor appoint an alternate, the district would accept that person's attendance at board meetings.
- Compensation: $125 per meeting stipend.
- Meetings: 1:30 p.m., 3rd Wednesday of each month at Torrance City Hall. Meetings are currently being held virtually.

League of California Cities, Los Angeles County Division

- Current Representatives: Delegate Sirley Cuevas, alternate Robert Pullen-Miles.
- Compensation: None.
- Meetings: 6:00 p.m. (reception at 6:00 p.m., followed by the meeting), 1st Thursday of each month (dark in July and December).

Los Angeles County City Selection Committee

- Current Representatives: Delegate Robert Pullen-Miles, alternate can be appointed by the Mayor.
- Appointments: The membership consists of the Mayor of each city within Los Angeles County. For the alternate, the Mayor can appoint an alternate.
- Compensation: None.
- Meetings: The Committee meets three or four times a year on various dates and locations. Meetings are currently being held virtually.

South Bay Cities Council of Governments, Board of Directors

- Current Representatives: Delegate Bernadette Suarez, alternates Sirley Cuevas and Robert Pullen-Miles.
- Compensation: None.
- Meetings: 6:00 p.m., 4th Thursday of each month in Torrance. Meetings are currently being held virtually and in-person (hybrid).

Southern California Association of Governments, General Assembly (Business Meeting)

- Current Representatives: Delegate Bernadette Suarez, alternate Pat Kearney.
- Compensation: None.
- Meetings: Every May (May 4 – May 5, 2023, Palm Desert). Meeting is in-person and travel may be necessary one day prior to the General Assembly meeting.

Many of the intergovernmental agencies require delegates and alternates to file statements identifying any economic interests they may have (Fair Political Practices Commission Form 700) within the agency's jurisdictional boundaries. New and outgoing delegates and alternates must submit statements to the agency within 30 days. Members must also file annual statements on or about April 1 of each year during their term.

In addition, California Code of Regulations Section 18705.5 requires the City to post on its website a list that sets forth each appointed position for which compensation is paid, the salary or stipend for each appointed position, the names of the public officials who have been appointed as delegates or alternates, and the term of the position. However, the appointee does not have to be listed if he/she recuses himself or herself, leaves

the room, and does not participate in the discussion and vote for his own appointment, or if he/she waives the stipend.

Traditionally, the Mayor first polls City Councilmembers to ascertain who is interested in representing the City as a board member of any specific agencies and then makes the appointments. The City Council then memorializes the appointments by adopting a resolution. Staff recommends that the City Council use the same procedure and, after discussion, direct the staff to fill in the names of the appointees in Resolution No. CC-2212-060 and adopt the Resolution as amended.

To maintain the schedule of selecting the City's representatives to intergovernmental agencies shortly after each general election, the term for intergovernmental agency delegates and alternates will be from January 1, 2023 to December 31, 2024.

LEGAL REVIEW

The City Attorney's Office has reviewed Resolution No. CC-2212-060 and approves it to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that Mayor Pullen-Miles: (a) appoint delegates and alternates to the intergovernmental agencies listed in Resolution No. CC-2212-060; (b) that the City Council confirm the Mayor's appointments by directing staff to amend Section 1 of the Resolution by filling in the names of the Mayor's appointees; and (c) that the City Council adopt the Resolution as amended.

Attachment: Resolution No. CC-2212-060

ATTACHMENT 1

RESOLUTION NO. CC-2212-060

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA MAKING APPOINTMENTS TO INTERGOVERNMENTAL AGENCIES

WHEREAS, since 1960 the Lawndale City Council has appointed certain of its members to attend meetings of the governing boards of various intergovernmental agencies; and

WHEREAS, the City continues its participation with such intergovernmental agencies to address regional and state-wide needs; and

WHEREAS, on December 7, 2020, the Mayor appointed certain members of the City Council to serve as delegates and alternates on various intergovernmental boards for a term to expire on December 31, 2022, and the City Council approved of the appointments by adopting Resolution No. CC-2012-067; and

WHEREAS, the Mayor, with the approval of the City Council, desires to make new appointments of delegates and alternate members to the boards and bodies listed below to ensure that the City is represented at these boards and bodies.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Mayor, with the approval of the City Council, desires to make new appointments of delegates and alternate members of the boards and bodies listed below for a term to commence on January 1, 2023 and to terminate on December 31, 2024:

BODY/BOARD NAME	DELEGATE	ALTERNATES(S)
California Contract Cities Association, Board of Directors		
California Joint Powers Insurance Authority, Board of Directors		
Centinela Youth Services, Board of Directors		
County Sanitation District No. 5 of Los Angeles County, Board of Directors		
League of California Cities, Los Angeles County Division		
Los Angeles County City Selection Committee		
South Bay Cities Council of Governments, Board of Directors		
Southern California Association of Governments, General Assembly (Business Meeting)		

SECTION 2. Pursuant to California Code of Regulations Section 18705.5, City staff is directed to update the list that is posted on the City's website that sets forth each of the aforementioned appointed positions for which compensation is paid, the salary or stipend for each appointed position, the name of the public official who has been appointed to the position and the term of the position on the form specified by the Fair Political Practices Commission.

PASSED, APPROVED AND ADOPTED this 19th day of December, 2022.

_____
Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2212-060 at a regular meeting of said Council held on the 19th day of December, 2022, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

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

DATE: December 19, 2022

TO: Honorable Mayor and City Council

FROM: Yvette Hall, Assistant City Clerk

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

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