

MINUTES
LAWNDALE CITY COUNCIL REGULAR MEETING
April 2, 2024

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:32 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

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

Other Participants: City Manager Sean M. Moore, City Attorney Gregory M. Murphy, City Clerk Erica Harbison, Assistant City Clerk Yvette Hall, Deputy City Manager/Director of Human Resources Raylette Felton, Los Angeles County Sheriff's Department Captain Nicole Palomino, Los Angeles County Fire Department Battalion Chief Wade Kelsey, Municipal Services Director Michael Reyes, Finance Director Hrant Manuelian, Community Services Director Mike Estes, Community Development Manager Jared Chavez, Public Works & City Engineering Oversight Contract Project Manager Ahmad Ansari

B. CEREMONIALS

Councilmember Hofmann Gorman led the flag salute. Youth Director Mike Miller of Restoration Life Church provided the inspiration.

C. PUBLIC SAFETY REPORT

a. Los Angeles County Sheriff's Department Update

Captain Palomino summarized the recent law enforcement activities.

Councilmember Hofmann Gorman thanked Detective Ramirez for his work on recent incidents and thanked the Los Angeles County Sheriff's Department (LASD) for considering a catalytic converter event.

Mayor Pullen-Miles would like to recognize the resident who witnessed a crime and called the authorities.

b. Los Angeles County Fire Department Update

Battalion Chief Kelsey summarized the recent fire department activities.

Councilmember Hofmann Gorman thanked the Fire Department for the work they do in the community.

Mayor Pullen-Miles asked if the brush fire was connected to a homeless incident.

Battalion Chief Kelsey responded that he will provide details of the brush fire incident at a later date.

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

Michelle Pino, Library Manager, announced the library's upcoming events.

Gerardo Sandoval, Resident, commented on the availability of the Harold E. Hofmann Community Center to the community to host private events.

Holly Osborne, Redondo Beach Resident, commented on the measurements of the Right-Of-Way (ROW) on the Metro C Line (Green) Project charts and on Metro's reported measurements.

Andrew Blackney, Resident, commented on his daily bicycle commute and shared traffic incident data involving bicyclists.

E. COMMENTS FROM COUNCIL

Councilmember Cuevas requested that the Harold E. Hofmann Community Center be made available to the community, thanked Redondo Beach Resident Osborne for her commitment to the Metro issue and requested the community center costs be added on the agenda for the Budget Committee to review.

City Manager Moore responded that an additional seven staff members will be needed to make the community center available to the community to host private events.

Councilmember Hofmann Gorman thanked everyone that attended tonight's meeting, thanked Library Manager Pino for the updates, and Redondo Beach Resident Osborne for her continued support on the Metro matter.

Councilmember Kearney concurred with the remarks made by Councilmember Cuevas and Councilmember Hofmann Gorman.

Mayor Pro Tem Suarez thanked everyone that attended tonight's meeting, commented that she agrees to discuss the Community Center availability at a Budget Committee meeting, asked for an update regarding bicyclist safety measures and asked about staff meeting with the South Bay Cities Council of Governments (SBCCOG) about the local travel network.

City Engineering Oversight Contract Project Manager Ansari provided an update on the traffic safety crosswalk project and noted that they are in the process of scheduling a meeting with the SBCCOG to discuss the local travel network.

Mayor Pullen-Miles thanked everyone that attended tonight's meeting, expressed gratitude to Redondo Beach resident Osborne for the information about Metro, thanked Resident Blackney for raising awareness about bicycle safety and commented that he is in favor of reopening the Community Center for the community to use.

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. Accounts Payable Register

Recommendation: that the City Council adopt Resolution No. CC-2404-062 authorizing the payment of certain claims and demands in the amount of \$506,565.57.

3. Minutes of the Lawndale City Council Regular Meeting, March 18, 2024

Recommendation: that the City Council approve the minutes.

4. Approval of Routine Records Destruction

Recommendation: that the City Council adopt Resolution No. CC-2404-63, approving the requests from the Administrative Services Department, City Clerk's Department, City Manager's Office, Municipal Services Department and Public Works Department for authorization to destroy routine records as listed in the exhibit of the Resolution.

Assistant City Clerk Hall noted that the records for the City Manager's Department have been removed from the destruction list for Consent Calendar Item No. 4.

A motion was made by Councilmember Kearney and seconded by Councilmember Hofmann Gorman to approve the Consent Calendar with the modification to Consent Calendar Item No. 4 to remove the City Manager's records from the list of destruction. The motion passed by a vote of 5-0, with Councilmember Cuevas abstaining on Consent Calendar Item No. 3.

G. ADMINISTRATION

5. Adoption and approval of Schedule of Salaries and Benefits Resolution for Central Management Employees and Third Amendment to the Citywide Pay Schedule for Fiscal Year 2023-2024

Recommendation: that the City Council 1.) Adopt Resolution No. CC-2404-064, approving the Schedule of Salaries and Benefits for the Central Management Employees; 2.) Authorize the Director of Finance/City Treasurer to complete a budget transfer from the General Fund and American Rescue Plan Act Fund to the appropriate various line items noted and approve budget amendment of \$40,725; and 3.) Adopt an amendment to the Resolution No. CC-2404-065, approving the Third Amendment to the 2023-2024 City-wide Salary and Pay Schedule.

Deputy City Manager/Director of Human Resources Felton presented the staff report.

A motion was made by Mayor Pro Tem Suarez and seconded by Councilmember Kearney to adopt Resolution No. CC-2404-064, approving the Schedule of Salaries and Benefits for the Central Management Employees, authorize the Director of Finance/City Treasurer to complete a budget transfer from the General Fund and American Rescue Plan Act Fund to the appropriate various line items noted and approve budget amendment of \$40,725; and adopt an amendment to the Resolution No. CC-2404-065, approving the Third Amendment to the 2023-2024 City-wide Salary and Pay Schedule. The motion passed by a vote of 5-0.

6. Update on Progress of Creating a Neighborhood Watch Program for Lawndale Residents

Recommendation: that the City Council give directions on one of the following options for City Staff to proceed with: Option 1.) Advertise and host a City-Wide Neighborhood Watch event to evaluate interest in the community; Option 2.) Continue to gain signatures of interested community members at Coffee with a Cop and other similar City sponsored events; or Option 3.) Begin posting weekly or monthly messages to shared Neighborhood community-based sites instead of hosting in person meetings.

Municipal Services Director Reyes presented the staff report.

Councilmember Hofmann Gorman recommended that the group be quadrant in size and to advertise the meetings on City's social media accounts.

Mayor Pro Tem Suarez asked about the history of how Neighborhood Watch groups were formed.

Councilmember Hofmann Gorman stated that the City has had a group in place in the past.

Councilmember Cuevas asked how the group is being advertised, and requested they be advertised in English, Spanish and other languages as appropriate. She recommended Option 1 and to advertise that a translator will be available at the meetings.

Mayor Pro Tem Cuevas suggested advertising a topic tailored to draw attention from the residents.

Municipal Services Director Reyes responded that recruitment and community outreach will be advertised on the City's social media accounts and that groups are formed in quadrants. He stated that staff will research other languages to advertise in.

Mayor Pullen-Miles commented that using different communication outlets and holding a meeting will help disseminate information to all age groups.

There was a consensus among the City Council to utilize all three options recommended by staff.

A motion was made by Councilmember Cuevas and seconded by Councilmember Hofmann Gorman to select the three options; advertise and host a City-Wide Neighborhood Watch event to evaluate interest in the community; continue to gain signatures of interested community members at Coffee with a Cop and other similar City sponsored events; and begin posting weekly or monthly messages to shared Neighborhood community-based sites instead of hosting in person meetings. The motion passed by a vote of 5-0.

7. Request for approval of First Amendment to Contract Service Agreement with MV Cheng & Associates for Professional Accounting Services

Recommendation: that the City Council A.) Approve the first amendment to the contract services agreement with MV Cheng & Associates for Professional Accounting Manager Services in a maximum contract sum not to exceed \$166,750; and B.) Authorize the Director of Finance/City Treasurer to transfer salary savings for

the Accounting Manager to the contract services line item in the Finance Department budget.

Finance Director Manuelian presented the staff report.

Councilmember Cuevas asked if the contract can be terminated if the position is filled.

Finance Director Manuelian responded that the contract can be terminated if the position is filled before it expires.

A motion was made by Councilmember Kearney and seconded by Councilmember Cuevas to approve the first amendment to the contract services agreement with MV Cheng & Associates for Professional Accounting Manager Services in a maximum contract sum not to exceed \$166,750 and authorize the Director of Finance/City Treasurer to transfer salary savings for the Accounting Manager to the contract services line item in the Finance Department budget. The motion passed by a vote of 5-0.

8. Ratify the Emergency Repair Work for the Hot Water Boiler at the Harold E. Hofmann Community Center

Recommendation: that the City Council 1.) Ratify the Emergency Repair Work for the Hot Water Boiler at the Harold E. Hofmann Community Center for a total amount of \$19,994; and 2.) Authorize the City Manager to execute the necessary documents to complete this work.

Public Works & City Engineering Oversight Contract Project Manager Ansari presented the staff report.

Councilmember Cuevas asked if a warranty is provided.

Mayor Pullen-Miles asked if replacement parts for repair work will be available in the future.

Public Works & City Engineering Oversight Contract Project Manager Ansari responded that a warranty is included, as well as parts replacement.

City Manager Moore provided information on the need for a quarterly maintenance of the computer system by a certified engineer.

City Attorney Murphy stated that this agenda item and the next agenda item are consistent with the City's policies and are being brought forth for transparency purposes.

Discussion ensued among the City Council and staff regarding the history of the hot water boiler and Heating, Ventilation, Air Conditioning (HVAC) repairs.

A motion was made by Councilmember Cuevas and seconded by Councilmember Hofmann Gorman to ratify the Emergency Repair Work for the Hot Water Boiler at the Harold E. Hofmann Community Center for a total amount of \$19,994 and authorize the City Manager to execute the necessary documents to complete this work. The motion passed by a vote of 5-0.

9. Ratify the Emergency Repair Work to Replace the HVAC Unit Serving the Audio Room in Council Chambers

Recommendation: that the City Council Ratify the Emergency Repair Work to Replace the HVAC Unit Serving the Audio Room in Council Chambers for a total amount of \$13,410.

Public Works & City Engineering Oversight Contract Project Manager Ansari presented the staff report.

Councilmember Kearney asked why two different companies were contracted to do the repair work for the HVAC and the hot water boiler.

City Manager Moore responded that he selected the lowest bidders.

A motion was made by Councilmember Cuevas and seconded by Mayor Pro Tem Suarez to Ratify the Emergency Repair Work to Replace the HVAC Unit Serving the Audio Room in Council Chambers for a total amount of \$13,410. The motion passed by a vote of 5-0.

H. CITY MANAGER REPORT

City Manager Moore commented that the new neighborhood watch program is now the Nextdoor application.

I. ITEMS FROM CITY COUNCILMEMBERS

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

Councilmember Cuevas thanked City Manager Moore for fixing the air conditioning.

Councilmember Hofmann Gorman attended the California Contract Cities Association (CCCA) Board of Directors meeting, Legislative Contract Cities Zoom meeting, Metro Zoom Meeting, participated in the City of Lawndale 2024 Easter Drive-Thru Program, and announced the Chalk Away event hosted by Experimentally Structured Museum of Art (ESMoA) on April 13, 2024, and the Youth Day Parade on April 27, 2024.

Councilmember Kearney attended the CCCA Board of Directors meeting, City of Lawndale 2024 Easter Drive-Thru Program, American Legion Auxiliary Spring Craft Fair, and the South Bay Association of Realtors Breakfast with Hawthorne & Lawndale Mayors.

Mayor Pro Tem Suarez attended the CCCA Board of Directors meeting, Legislative Contract Cities Zoom meeting, South Bay Association of Realtors Breakfast with Hawthorne & Lawndale Mayors, City of Gardena State of the City 2024 event, and the SBCCOG 24th Annual General Assembly.

Mayor Pullen-Miles attended the retirement event of Los Angeles County Fire Department Chief Joe Williams, the Los Angeles Chapter of National Action Network 11th Annual Women's Luncheon, South Bay Association of Realtors Breakfast with Hawthorne & Lawndale Mayors, thanked staff for creating the presentation for that event, thanked staff for their flexibility in changing the City of Lawndale Easter 2024 Program to a Drive-Thru event due to rain, and requested a State of the City event every other year.

J. CLOSED SESSION

11. Public Employee Performance Evaluation

The City Council will hold a closed session, pursuant to Government Code section 54957(b), to conduct an employee evaluation concerning the City Manager.

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

The City Council convened into closed session at 7:50 p.m.

The City Council reconvened from closed session at 9:25 p.m.

City Attorney Murphy announced that there was no reportable action taken.

K. ADJOURNMENT

Councilmember Kearney closed the meeting in memory of Lucille Ellen Patrick, a crossing guard volunteer and long time resident.

There being no further business to conduct, Mayor Pullen-Miles adjourned the meeting at 9:29 p.m.


Robert Pullen-Miles, Mayor

ATTEST:


Erica Harbison, City Clerk

Approved: April 15, 2024