

**MINUTES OF THE  
LAWNDALE CITY COUNCIL REGULAR MEETING  
March 16, 2020**

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

Mayor Pullen-Miles called the meeting to order at 6:33 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 James H. Osborne, Councilmember Pat Kearney, Councilmember Daniel Reid

Other Participants: City Clerk Rhonda Hofmann Gorman, City Manager Kevin M. Chun, City Attorney Tiffany J. Israel, Los Angeles County Sheriff's Department Captain Duane Allen, Community Services Director Mike Estes, Assistant to the City Manager/Human Resources Director Raylette Felton, Municipal Services Director Michael Reyes, Finance Director Marla Pendleton, Community Development Director Sean Moore, Assistant City Clerk Matthew Ceballos and approximately 7 audience members.

**B. CEREMONIALS**

Mayor Pro Tem Suarez led the flag salute and Pastor Eddie Vargas, Restoration Life Church, provided the inspiration.

Mayor Pullen-Miles recommended adding an item ratifying a Local Emergency Proclamation due to the COVID-19 pandemic to the agenda as an "emergency situation".

**A motion by Councilmember Osborne to add an emergency situation item to the agenda was seconded by Councilmember Kearney and carried by a vote of 5-0.**

**C. ADMINISTRATION**

**1. Local Emergency Proclamation – COVID-19**

City Manager Kevin M. Chun reported on the proposed Local Emergency Proclamation and modifications to City operations.

Councilmember Kearney opposed the cancellation of the Youth Day Parade and Bike Ride. A dialogue ensued between City Council and Community Services Director Mike Estes about events.

**City Council reached a general consensus to keep Youth Day Parade and bike ride until more information comes to light.**

Councilmember Kearney inquired about staffing of parks and facilities, if closed. City Manager Kevin Chun responded that part-time employees potentially losing hours. Mayor Pullen-Miles responded part-time employees could not be penalized. Councilmember Reid inquired about part-time staffs' current time-off compensation.

Community Services Director Mike Estes and City Manager/Human Resources Director Raylette, explained part-time staff are entitled to 24 hours of sick leave every calendar year and that other agencies are paying for advance paid leave or use the leave they have.

**City Council reached a general consensus to keep part-time employees paid and to explore other uses for part-time staffing.**

Councilmember Kearney and Mayor Pullen-Miles suggested placing part-time staff on the Meals on Wheels program where they would deliver all meals to Lawndale senior residents.

Mayor Pro Tem Suarez suggested having a hotline about the virus staffed by our part-time workers.

City Manager Kevin Chun spoke of City facilities accessibility. He went on to explain Option 1, close City Hall and other City facilities to the public, have staff available to provide service by appointment only and over the phone or email, in order to practice social distancing, and Option 2, all facilities to remain open but encourage the public to reach staff by phone or email.

**City Council reached a general consensus to move forward with option 1, effective March 17, 2020.**

City Manager Kevin Chun presented the Public meetings options: Option 1, close City Council and Commission meetings to the public. City Council meetings will be held remotely and public will view meeting online. Public comments will be gathered beforehand and addressed during the meeting. Limit City Council meeting to once a month. Commission meetings to be held only if need to, base on significant issues. Option 2, keep all meetings continue as usual but encourage the public to view online.

**City Council reached a general consensus to move forward with option 2, effective March 17, 2020.**

City Manager Kevin Chun led the meeting into parking enforcement changes.

**City Council reached a general consensus to make no changes to parking enforcement during the Local Emergency.**

**A motion by Councilmember Reid to adopt the Resolution No. CC-2003-016 approving the ratification of the Local Emergency Proclamation (COVID-19) and approving the modifications to City operations, was seconded by Councilmember Kearney and carried by a vote of 5-0.**

**D. PRESENTATIONS**

**Mayor Pullen-Miles postponed Item No. 2, a presentation on the 2020 Youth Day Parade "Pop Culture" Artwork Contest.**

**2. 2020 Youth Day Parade "Pop Culture" Artwork Contest**

**E. PUBLIC SAFETY REPORT**

Captain Allen spoke about the Coronavirus situation regarding the Los Angeles County Sheriff's Department with the summarized recent law enforcement activities.

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

- Pam London, Resident, spoke about the potholes on Grevillea Ave. between 167<sup>th</sup> Street and 168<sup>th</sup> Street. Ms. London went on to speak about halting parking tickets during the local emergency.
- Betsy Hamilton, Superintendent of Lawndale Elementary School District, spoke about the partnership of the District and the City, youth events, and school district operations.
- Johnny London, Resident, spoke about the City assisting the public by appointment only and pay for part-time employees.

**G. COMMENTS FROM COUNCIL**

The City Council responded generally to the comments, but did not request placement of any issues on a future meeting agenda.

Mayor Pullen-Miles inquired about the School Districts meal program. Betsy Hamilton, Superintendent of Lawndale Elementary School District, responded that there will be a combined breakfast and lunch bag being passed out as "Grab and Go" per child, served at participating schools.

**H. CONSENT CALENDAR**

2. **Consideration of Claims Against the City**  
Recommendation: that the City Council reject the claim filed by Mitra Gouel and instruct staff to process the appropriate correspondence to the claimant.
3. **Second Amendment to the Contract Services Agreement for Staff Augmentation Services with KOA Corporation**  
Recommendation: that the City Council approve the Second Amendment to the Contract Services Agreement with KOA Corporation, extending the agreement to October 31, 2020.
4. **Youth Advisory Committee Appointment**  
Recommendation: that the City Council (a) approve the Mayor's appointment by directing staff to insert the appointees' name in Section 1 of Resolution No. CC-2003-015, and (b) adopt the Resolution as amended.
5. **Accounts Payable Register**  
Recommendation: that the City Council adopts Resolution No. CC-2003-014, authorizing the payment of certain claims and demands in the amount of \$395,581.47.
6. **Minutes of the Lawndale City Council Regular Meeting – March 2, 2020**  
Recommendation: that the City Council approve.

**A motion by Councilmember Kearney to approve the consent calendar was seconded by Councilmember Reid and carried by a vote of 5-0.**

**I. ADMINISTRATION (Continued)**

**7. Agreement to Update the City of Lawndale's General Plan and Hawthorne Boulevard Specific Plan**

Recommendation: that the City Council (a) approve the Contract Service Agreement with De Novo Planning Group, for a term of March 17, 2020 to December 31, 2021, not to exceed \$808,920, to update the City's General Plan and Hawthorne Boulevard Specific Plan, and (b) approve recommended budget adjustments for un-designating reserves, authorizing appropriations and anticipated grant funding, as detailed in the staff report.

Director of Community Development Sean Moore reported on the agreement to update the City of Lawndale's General Plan and Hawthorne Boulevard Specific Plan.

Mayor Pro Tem Suarez inquired on the preliminary approval from Department of Housing, Community Development. Sean Moore responded accordingly.

**A motion by Councilmember Osborne to approve the Contract Service Agreement with De Novo Planning Group, for a term of March 17, 2020 to December 31, 2021, not to exceed \$808,920, to update the City's General Plan and Hawthorne Boulevard Specific Plan, and approve recommended budget adjustments for un-designating reserves, authorizing appropriations and anticipated grant funding, as detailed in the staff report was seconded by Councilmember Kearney and carried by a vote of 5-0.**

**8. Consideration of an Administrative Citation Process**

Recommendation: that the City Council (a) authorize staff to draft an Ordinance establishing an Administrative Citation process, and (b) to appropriate funds in the amount of \$4,580 for citation administration.

Municipal Services Director Michael Reyes provided a PowerPoint Presentation on the Consideration of an Administrative Citation Process.

**Public Comment**

Pam London, Resident, spoke about the proposed Administrative Citation Process.

Mayor Pullen-Miles spoke about the proposed Administrative Citation Process and noted that it was another tool to combat code enforcement issues.

**A motion by Mayor Pullen-Miles to approve staff to draft an Ordinance establishing an Administrative Citation process and to appropriate funds in the amount of \$4,580 for citation administration was seconded by Mayor Pro Tem Suarez and carried by a vote of 5-0.**

**J. CITY MANAGER'S REPORT**

City Manager Kevin Chun had nothing to report.

**K. ITEMS FROM COUNCILMEMBERS**

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

Councilmember Osborne spoke about the current COVID-19 pandemic.

Councilmember Reid spoke about the current COVID-19 pandemic and wanted everyone to stay healthy and wished everyone a happy St. Patrick's Day.

Councilmember Kearney attended the Liability Trust Fund Oversight Committee meeting.

Mayor Pro Tem Suarez attended the South Bay Cities Steering Committee meeting that discussed the COVID-19 pandemic.

Mayor Pullen-Miles spoke about the current COVID-19 pandemic.

**L. CLOSED SESSION**

At 8:18 p.m. the City Council entered into closed session.

**10. Conference with Legal Counsel – Anticipated Litigation**


The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(4), because the City is considering whether to initiate litigation in one case.

At 8:27 p.m. the City Council entered back into open session.

**City Attorney Tiffany Israel reported the City Council met in Closed Session to discuss the items listed on the Closed Session agenda. On item number 10, the City Council unanimously voted to authorize the initiation of a civil abatement against the owners of the 4013 W. 161<sup>st</sup> Street, Lawndale, CA 90260.**

**M. ADJOURNMENT**

There being no further business to conduct, the mayor adjourned the meeting at 8:28 p.m.

  
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Robert Pullen-Miles, Mayor

ATTEST:

  
\_\_\_\_\_  
Rhonda Hofmann Gorman, City Clerk

Approved: 4/6/2020

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**D. PRESENTATIONS**

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**H. CONSENT CALENDAR**

**2. Consideration of Claims Against the City**

Recommendation: that the City Council reject the claim filed by Mitra Gouel and instruct staff to process the appropriate correspondence to the claimant.

**3. Second Amendment to the Contract Services Agreement for Staff Augmentation Services with KOA Corporation**

Recommendation: that the City Council approve the Second Amendment to the Contract Services Agreement with KOA Corporation, extending the agreement to October 31, 2020.

**4. Youth Advisory Committee Appointment**

Recommendation: that the City Council (a) approve the Mayor's appointment by directing staff to insert the appointees' name in Section 1 of Resolution No. CC-2003-015, and (b) adopt the Resolution as amended.

**5. Accounts Payable Register**

Recommendation: that the City Council adopts Resolution No. CC-2003-014, authorizing the payment of certain claims and demands in the amount of \$395,581.47.

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Robert Pullen-Miles, Mayor

ATTEST:

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Approved: 4/6/2020

DRAFT

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