

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
LAWNDALE CABLE USAGE CORPORATION
June 3, 2020**

A. CALL TO ORDER

The meeting was called to order at 6:08 p.m. in the Lawndale City Hall council chamber, 14717 Burin Avenue, Lawndale, California. The board met concurrently with the City Council and the governing boards of the successor agency to the Lawndale Redevelopment Agency, and the minutes are a reflection of the concurrent meeting.

ROLL CALL

Directors Present: President Robert Pullen-Miles, Vice President Bernadette Suarez, Director James H. Osborne, Director Pat Kearney, Director Daniel Reid

Other Participants: Secretary Rhonda Hofmann Gorman, Executive Officer Kevin M. Chun, General Legal Counsel Tiffany J. Israel, Treasurer Marla Pendleton

B. CEREMONIALS

Director Daniel Reid led the flag salute.

C. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

See June 3, 2020 City Council Minutes.

D. CONSENT CALENDAR

3. Minutes of the Cable Usage Corporation Board of Directors Meeting – June 17, 2019

Recommendation: that the Directors approve.

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

E. ADMINISTRATION

4. Annual Budget for Fiscal Year 2020-21

Recommendation: that the Directors (a) consider and approve items 1 through 14 as listed in the staff report and incorporated into the proposed budget, and direct staff as appropriate; and (b) adopt Resolution No. CC-2006-028, approving and adopting the Citywide Budget for FY 2020-21 as amended based on direction provided by the Directors in relation to items 1 through 14 as listed in the staff report.

Treasurer Marla Pendleton provided a general review of the proposed Annual Budget for Fiscal Year 2020-21.

Executive Officer Kevin M. Chun added follow-up remarks with respect to the budget process and commended Finance Treasurer and the Finance Department.

A lengthy dialogue ensued between the Directors and Staff regarding adequate weekend coverage from Municipal Services Officers.

Director Kearney recommended to reducing staff uniforms budget to \$1,000. Community Services Director Mike Estes concurred.

Director Osborne inquired about potentially having Unarmed Security Service return if the budget improves. Executive Officer Kevin M. Chun and Community Services Director Mike Estes responded that they would explore the possibility of a new company should funding be available.

A lengthy dialogue ensued between the Directors and Staff regarding management of parks with the Lawndale Elementary School District. A preliminary notice will be prepared.

The items listed as 1 through 14 were summarized as one motion to approve as follows:

1. In accordance with Personnel Rule 3.55 and the Memorandum of Understanding between the City of Lawndale and the respective employee bargaining units, implement an economic layoff of all part-time employees. Based on operational need, rehire staff to provide essential functions not to exceed the following annual budgeted amounts: Rec Leader/ Sr Rec Leader, Rec Leader/ Sr Rec Leader, Transit Operator, and Cable TV Prod. Assistant *Staff Recommendation Approved, Director Kearney opposed the staff recommendation.*
2. Reduce the Recreation Program Uniform budget by \$1,500 from the \$3,000 request due to workforce reduction (277-510-510.500). *Staff Recommendation Amended – budget reduced by \$2000 from the \$3000 request (\$1000).*
3. Reduce full-time staff in the Community Services Department to be in line with service requirements. Specifically, eliminate the below three authorized positions and funding to realize cost savings for the full fiscal year:
 - a. Community Services Supervisor
 - b. Community Services Coordinator
 - c. Recreation Coordinator*Staff Recommendation Approved.*
4. Eliminate all travel and training budgets Citywide leaving funding for only Citywide mandatory human resources training of \$2,000 (100-150-510.610). If funding becomes available during the fiscal year, consider reinstating funding based on operational needs. *Staff Recommendation Approved.*
5. Eliminate School Crossing Guard Services. Estimated costs of \$132,405 was removed from the proposed budget (100-510-530.100). The existing contract with All City Management Services, Inc. expires on June 12, 2020. Direct staff to inform All City Management Services that the existing contract will not be renewed in Fiscal Year 2020-21. *Staff Recommendation Approved.*
6. Discontinue Unarmed Security Services for the Harold E. Hoffman Community Center, City Hall Courtyard, Veteran's Memorial Wall and surrounding parking lots. Section 2.3 of the agreement between the City of Lawndale and the Alpha and Omega Group Security

Services, Inc. allows the City the option to void or amend the existing agreement to reflect unanticipated reduction in funding for any reason. Section 7.4 further requires a thirty (30) day written notice for contract termination. Direct staff to terminate the existing contract with Alpha and Omega Group Security Services, Inc. effective July 1, 2020. The \$26,000 requested funding has been removed from the proposed budget for Fiscal Year 2020-21. *Staff Recommendation Approved.*

7. Reduce the requested funding for the Public Works Department Grounds Maintenance (100-320) to the actual amount expended in Fiscal Year 2018-19. Below are the accounts and amounts reduced in the proposed budget which results in a savings of \$37,500. *Staff Recommendation Approved.*
8. Reduce the existing Citywide tree trimming, pruning and tree removal service contract with South Bay Landscaping, Inc. for Fiscal Year 2020-21 by \$80,000 from the current year contract amount of \$166,490. Direct the Interim Public Works Director to review the 2020 Phase II Schedule included in the service contract and perform a risk assessment to identify specific trees which can be eliminated from the current year schedule without jeopardizing public safety or altering the aesthetic look of the City. *Staff Recommendation Approved.*
9. Reduce the budgeted funding for Senior Travel Club support from \$21,000 to \$10,000. The reduction has been incorporated into the proposed budget under the Senior Program Fund 278, Contract Services account 530.100. *Staff Recommendation Approved.*
10. Defer the \$43,400 one-time funding budget request for contract services to establish a transition plan for identifying and establishing a plan for compliance with the 2010 Americans with Disabilities Act (ADA) Standards for Accessible Design (100-160-530.100). *Staff Recommendation Approved.*
11. Transfer eligible costs from the Community Services Recreation and Senior Activities budgets to the newly awarded Community Development Block Grant- COVID-19 (CD BG-CV) grant and establish a \$5,000 budget for grant administrative costs (214-440-530.200). *Staff Recommendation Approved.*
12. Provide the required one year notice to cancel the Community Recreation Program Agreements with the Lawndale Elementary School District to renovate, operate and maintain the three school district parks located at the William Green, Jane Addams and William Anderson/ Will Rogers schools. Although this action will not provide savings in Fiscal Year 2020-21, it will provide approximately \$130,000 annually in water, electricity, and grounds maintenance annually after notice is given. In addition, part-time salaries of \$120,000, if approved under recommendation 1, could be saved annually for staffing the three parks. *Staff Recommendation Amended – prior to giving formal notice, attempt to enter into negotiations with school district (suggested deadline to enter into an agreement of July 1, 2020, notice to be served if no deal reached to give back 1 or more schools).*
13. Consider reducing the Lawndale Beat services from two routes down to one route. The Lawndale Beat is funded through Proposition A tax revenue, which is earmarked for the Local Return Program to be used by the City for developing and/or improving local public transit, paratransit and related transportation infrastructure. Estimated revenue for Fiscal Year 2020-21 is \$698,280 of which \$491,180 of appropriations was requested and included in the proposed budget for contract services to operate the two Lawndale Beat routes. If one route is eliminated, the funding will need to be reallocated into other authorized program uses. Direction is requested for this recommendation. *Staff Recommendation Approved – Direction provided to eliminate the “express route” and keep the “residential route”.*

14. Increase the Unemployment Insurance Budget from \$50,000 to \$93,340 (100-160-525.600).
Staff Recommendation Approved.

A motion by Director Osborne to consider and approve items 1 through 14 as listed in the staff report, subsequently amended by the Directors, and incorporated into the proposed budget, and direct staff as appropriate, and adopt Resolution No. CC-2006-028, approving and adopting the Citywide Budget for Fiscal Year 2020-21 as amended based on direction provided by the Directors in relation to items 1 through 14 as listed in the staff report, subsequently amended by Directors, was seconded by Director Kearney and carried by a vote of 5-0.

J. ITEMS FROM MEMBERS

See June 3, 2020 City Council Minutes.

L. ADJOURNMENT

There being no further business to conduct, the President adjourned the meeting at 7:34 p.m.

Robert Pullen-Miles, President

ATTEST:

Erica Harbison, Secretary

Approved: 6/28/2021