



CITY OF LAWNDALE

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

AGENDA LAWNDALE CITY COUNCIL REGULAR MEETING Monday, May 18, 2020 - 6:30 p.m. Lawndale City Hall Council Chamber 14717 Burin Avenue

*** COVID-19 NOTICE ***

Consistent with Executive Orders Nos. N-25-20, N-29-20, and N-63-20 from the Executive Department of the State of California and the Los Angeles County Health Official's "Safer at Home" Order, this City Council meeting will not be physically open to the public as City Councilmembers will be teleconferencing into the meeting via Webex Communications.

How to observe the Meeting:

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting on [YouTube "Lawndale CityTV"](#), the [City Website](#), or Lawndale Community Cable Television on Spectrum & Frontier Channel 3.

How to submit Public Comment:

Members of the public may provide public comment by sending comments to the Clerk by email at cityclerk@lawndalecity.org. Please submit your written comments as early as possible, preferably prior to the start of the meeting or if you are unable to email, please call the City Clerk's Office at (310) 973-3213 by 5:30 p.m. on the date of the meeting. Email comments must identify the Agenda Item Number in the subject line of the email. The public comment period will close once the public comment time for the agenda item has concluded. The comments will be entered into the record and provided to the Council. All comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. Please see the [Temporary eComment Policy for Public Meetings](#).

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**
- D. **ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA** (Public Comments)
- E. **COMMENTS FROM COUNCIL**

F. CONSENT CALENDAR

Items 1 through 3, will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

1. **Cooperation Agreement for the City of Lawndale to Continue its Participation in the Los Angeles County Urban Community Development Block Grant Program**
Recommendation: that the City Council adopt Resolution No. CC-2005-025 authorizing the execution of the Cooperation Agreement for the City of Lawndale to Continue its Participation in the Los Angeles County Urban Community Development Block Grant Program with Los Angeles County Development Authority (LACDA).
2. **Accounts Payable Register**
Recommendation: that the City Council adopt Resolution No. CC-2005-024, authorizing the payment of certain claims and demands in the amount of \$805,724.43.
3. **Minutes of the Lawndale City Council Regular Meeting – May 4, 2020**
Recommendation: that the City Council approve.

G. ADMINISTRATION

4. **Update on the Use of the Best Western Hotel as a Temporary Homeless Shelter through “Project Roomkey”**
Recommendation: that the City Council receive and file this report, and provide direction to staff as appropriate.
5. **Consideration of Further Modifications to City Operations Due to the COVID-19 Pandemic**
Recommendation: that the City Council (a) cancel the Memorial Day Ceremony scheduled for May 25, 2020, and direct staff to proceed with plans for a virtual ceremony by video production; and (b) cancel the Health, Safety & Pet Fair scheduled for June 6, 2020, and direct staff to pursue a possible vaccination and licensing clinic by appointment only, on a date to be determined.
6. **Reconsideration of Administrative Paid Leave Status for Part-Time Employees during the COVID-19 Pandemic**
Recommendation: that the City Council direct staff to (a) discontinue paid administrative leave for all employees; (b) review its current allocation of part-time staff members and determine which employees should continue to be employed; and (c) initiate lay-off procedures for those employees without work in compliance with City Personnel Rules and Regulations and applicable Memorandum of Understanding.

H. CITY MANAGER'S REPORT

I. ITEMS FROM CITY COUNCILMEMBERS

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

J. CLOSED SESSION

8. 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 against Best Western Plus South Bay Hotel and the County of Los Angeles.

K. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, June 1, 2020 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 May 18, 2020 was posted not less than 72 hours prior to the meeting.

Matthew Ceballos, Assistant City Clerk

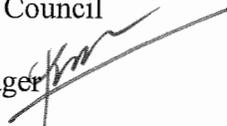


CITY OF LAWDALE

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

DATE: May 18, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager 

PREPARED BY: Sean M. Moore, AICP, Director of Community Development 
Adrian Gutierrez, Administrative Assistant II

SUBJECT: **COOPERATION AGREEMENT FOR THE CITY OF LAWDALE TO CONTINUE ITS PARTICIPATION IN THE LOS ANGELES COUNTY URBAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

BACKGROUND

In 1974, the U.S. Congress introduced the Housing and Community Development Act. Through this Act, the Department of Housing and Community Development administers funds from the newly created Community Development Block Grant (CDBG) Program to qualifying jurisdictions. The main purpose of the CDBG Program is to provide funds for developing communities to establish viable and suitable living environments, counteract community blight, and create additional housing and economic opportunities targeting mainly low- and moderate-income households. The funds are also used for other activities such as roadway improvement projects, home repair and improvements, business loans, senior activities and services, and relief funds during natural disasters or emergencies.

For the last few years, the City has used the funds its receives from the CDBG Program for street repairs and improvements, senior activities and services, and to provide grants and loans for homeowners and businesses to repair and enhance their properties (through the City's former Redevelopment Agency). Because the City's population is less than 50,000 people, the County administers the City's CDBG funds. As a result, the City has historically entered into cooperation agreements with the Community Development Commission/Housing Authority of the County of Los Angeles (Housing Authority) to receive CDBG funds. The current cooperation agreement is effective until June 30, 2021.

In 2019, the Housing Authority was rebranded and is now known as the Los Angeles County Development Authority (LACDA). Due to the rebranding, the City will need to execute a new cooperation agreement with LACDA to continue receiving CDBG funds to finance improvement projects and for senior services and activities, as determined each year by the City Council. The term of the new agreement will start on July 1, 2021 and end on June 30, 2024.

ENVIRONMENTAL ASSESSMENT

Staff is requesting that the City Council find that the project is exempt from the California Environmental Quality Act (CEQA) under Section 15378(b)(4) of the CEQA Guidelines, because the creation of a

government funding mechanism which does not involve any commitment to any specific project is not a "project" under CEQA.

PLANNING COMMISSION REVIEW

Not applicable.

PUBLIC REVIEW

None.

LEGAL REVIEW

The City Attorney has reviewed the Participating City Cooperation Agreement and resolution and has approved them as to form.

FUNDING

No funding is required for this item.

RECOMMENDATION

It is recommended that the City Council adopt Resolution No. CC 2005-25 authorizing the execution of the Cooperation Agreement for the City to continue its participation in the Los Angeles County Urban County Community Development Block Grant Program with LACDA.

ATTACHMENT:

- A. Notice from the LACDA
- B. Participating City Cooperation Agreement
- C. Resolution No. CC 2005-25

ATTACHMENT "A"
NOTICE FROM THE LACDA



RECEIVED APR 21 2020

April 17, 2020

Kevin Chun, City Manager
City of Lawndale
14717 Burin Ave.
Lawndale, CA 90260-1497

Dear Mr. Chun:

**COOPERATION AGREEMENTS FOR THE CITY OF LAWDALE'S
CONTINUED PARTICIPATION IN THE LOS ANGELES URBAN COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Every three (3) years, the County of Los Angeles must re-qualify with the U.S. Department of Housing and Urban Development (HUD) for entitlement status as an Urban County so that we can participate in the Community Development Block Grant (CDBG) Program. We are currently preparing to submit our documentation for this designation. The new qualification period will begin on July 1, 2021 and end on June 30, 2024.

We hope that your experience with the CDBG Program has been positive and are confident that the CDBG funds have benefitted the City of Lawndale's community. Due to the rebranding of our organization, we are now legally known as the Los Angeles County Development Authority. It is because of this reason, and in alignment with the Urban County Qualification requirements for the City to continue receiving CDBG funding via the Los Angeles Urban County CDBG Program through the new qualification period, the City of Lawndale must:

- Return the three (3) enclosed Cooperation Agreements signed with original signatures on all three (3) documents by no later than **May 29, 2020**; and
- Submit a resolution of the City Council approving participation in the Los Angeles Urban County CDBG Program by authorizing the Mayor, or his/her designee, to sign a Cooperation Agreement with the County of Los Angeles by no later than **May 29, 2020**. If this is not feasible, please contact Treasure Sheppard, Analyst, to advise us of the date the City can submit the agreements and the resolution.

The agreements and resolution should be submitted to:

Treasure Sheppard, Analyst
Los Angeles County Development Authority
Community & Economic Development Division – Grants Management Unit
700 West Main Street
Alhambra, CA 91801



lacda.org

700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898

Acting Executive Director: Emilio Salas

Commissioners: Hilda L. Solis, Mark Ridley-Thomas, Sheella Kuehl, Janice Hahn, Kathryn Barger



Kevin Chun, City Manager
April 17, 2020
Page 2

We look forward to a continued partnership with the City to improve the lives of the residents in your community. Please contact Treasure Sheppard, Analyst, at (626) 586-1737 or treasure.sheppard@lacda.org should you have any questions regarding this request or the City's continued participation in the Los Angeles Urban County CDBG Program.

Sincerely,



DAVON BARBOUR, Director
Community & Economic Development Division

DB:LJ:HR:ob
K:\GMU COMMON\GPPA\GPA\Urban County Qualification Docs\2021-2023 Qualification Period\2021-2023 Urban County Renewal Cover Letter - General.Doc

Attachments

c: Michael Neal, CDBG Consultant
Shannon Andrews, CDBG Consultant

ATTACHMENT "B"

PARTICIPATING CITY COOPERATIVE AGREEMENT

**COUNTY OF LOS ANGELES
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
HOME INVESTMENT PARTNERSHIPS PROGRAMS**

**PARTICIPATING CITY
COOPERATION AGREEMENT**

This Agreement is being entered into on this ____ day of _____, to be effective on the 1st day of July 2021, by and between the City of Lawndale, hereinafter referred to as "City," and the County of Los Angeles, by and through the Executive Director of the Los Angeles County Development Authority, hereinafter referred to as "County" and shall remain in effect for the three-year qualification period through the 30th day of June 2024. After this date, this Agreement provides for automatic renewal of participation in successive three-year qualification periods, unless the County, or the City provides written notice it elects not to participate in a new qualification period.

WITNESSETH THAT:

WHEREAS, in 1974, the U.S. Congress enacted and the President signed a law entitled, the Housing and Community Development Act of 1974, as amended, herein called the "Act;" and

WHEREAS, County and City desire to cooperate to undertake, or assist in undertaking, community development, community renewal of lower income housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, the improvement or development of housing for persons of low- to moderate-incomes, and other community or urban renewal activities authorized by the Act, the Cranston-Gonzalez National Affordable Housing Act (NAHA), and the U.S. Housing Act of 1937, as amended;

WHEREAS, the Community Development Block Grant (CDBG) Program, the HOME Investment Partnerships (HOME) Program, and the Emergency Solutions Grant (ESG) Program are required to have an approved comprehensive housing strategy as authorized under NAHA;

WHEREAS, the County has requested of the U.S. Department of Housing and Urban Development, hereinafter referred to as "HUD," that the County be designated as an "Urban County;"

WHEREAS, the City desires to participate with the County in said program;

WHEREAS, as the Urban County designee, the County will take responsibility and assume all obligations of an applicant under federal statues, including: the analysis of needs, the setting of objectives, the development of community development and housing assistance plans, the consolidated plan, and the assurances of certifications;

WHEREAS, the terms and provisions of this Agreement are fully authorized under State and local law, and this Agreement provides full legal authority for the County, by and through its agents and instrumentalities including the Los Angeles County Development Authority, herein referred as "County," to undertake, or assist in undertaking, essential community development and housing assistance activities, specifically urban renewal and publicly assisted housing; and

WHEREAS, by executing this Agreement, the parties hereby give notice of the intention to participate in the Urban County CDBG Program.

NOW, THEREFORE, the parties agree as follows:

1. The City hereby authorizes the County to perform, or cause to be performed, those acts necessary or appropriate to implement the community development and housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, improvement or development of housing for persons of low- to moderate-income, and other community or urban renewal activities authorized under the Act specified for the City in the County's Consolidated Plan which will be funded from annual CDBG and applicable HOME Programs from Federal annual appropriations and from any program income generated from the expenditure of such funds. County shall have final authority and responsibility for selecting projects and annually filing its Final Housing and Community Development Plan with HUD.

In the event this Agreement extends into succeeding fiscal years and funds have not been appropriated, this Agreement will automatically terminate as of June 30 of the then current fiscal year. The County will endeavor to notify the City in writing within ten (10) days of receipt of non-appropriation notice.

2. This Agreement covers the following formula funding programs administered by HUD where the County is awarded and accepts funding directly from HUD: The CDBG Entitlement Program, the HOME Program and the ESG Program.
3. In executing this Agreement, the City understands that it shall not be eligible to apply for grants under the Small Cities or State CDBG Programs for appropriations for fiscal years during the period in which the City is participating in the Urban County CDBG entitlement program; and further, the City shall not be eligible to participate in the HOME and ESG programs except through the Urban County.
4. The City may participate in a HOME Program only through the County. Thus, even if the County does not receive a HOME formula allocation, the City cannot form a HOME consortium with other local governments.
5. The term of this Agreement shall commence on **July 1, 2021**, the beginning date of the first year of the new Urban County Qualification Period, which will end on **June 30, 2024**. After this three (3) year Qualification Period ends, this Agreement will automatically renew for another period of three (3) years, unless the City provides written notice at least 60 days prior to the end of the term that it elects not to participate in a new qualification period. A copy of that notice must be sent to the HUD Field Office. Towards the end of the three-year term, the County will notify the City in writing of its right not to participate in the Urban County for a successive three-year term:

The parties agree to adopt amendments to this Agreement incorporating changes necessary to meet the requirements for cooperation agreements set forth in the Urban County Qualification Notice by HUD, prior to the subsequent three-year extension of the term. Any amendment to this Agreement shall be submitted to

HUD as required by the regulations and any failure to adopt required amendments will void the automatic renewal of the Agreement for the subsequent three-year term.

6. This Agreement shall be effective for the period of time required for the expenditure of all CDBG and/or applicable HOME funds allocated to the City under this Agreement and appropriations from any program income therefrom and for the completion of the funded activities. The County and City agree that they cannot terminate or withdraw from this Agreement while it remains in effect.

The City and the County agree to cooperate to undertake, or assist in undertaking, community renewal and lower income housing assistance activities, specifically urban renewal and publicly assisted housing, including, but not limited to, the improvement or development of housing for persons of low- to moderate-incomes, and other community or urban renewal activities authorized by the Act.

The City and the County in the performance of this Agreement shall take all actions necessary or appropriate to assure compliance with the Urban County's certification under Section 104 (b) of Title I of the Act, as amended, regarding Title VI of the Civil Rights Act of 1964; the Fair Housing Act and affirmatively furthering fair housing as cited in 24 CFR 91.225(a); Section 109 of Title I of the Act, which incorporates Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975, and all other applicable laws and regulations.

Urban County funding is prohibited for activities in, or in support of, any City that does not affirmatively further fair housing within its local jurisdiction or that impedes the County's action to comply with the Fair Housing Certification.

7. The City and County agree that CDBG and HOME funding is prohibited for any activities in or in support of any cooperating City that do not affirmatively further fair housing within its own jurisdiction or that impede the County's action to comply with its fair housing certification.
8. Pursuant to 24 CFR 570.501 (b), the City is subject to all requirements applicable to subrecipients, including the requirement of a written agreement as set forth in 24 CFR 570.503.
9. The City shall report to the County of any income generated by the use of CDBG or HOME funds received by the City. Any such program income must be remitted to the County within 30 days of receipt if applicable. Such program income may be used for eligible activities in accordance with all CDBG and HOME requirements as may then apply.
10. The County shall be responsible for monitoring and reporting to HUD on the use of any program income; therefore, the City shall be required to maintain appropriate record keeping and reporting for this purpose.
11. The City may not sell, trade or otherwise transfer all or any portion of CDBG funds at another metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in

exchange for any other funds, credits or non-Federal consideration, but must use such funds for activities eligible under title I of the Housing and Community Act of 1974.

12. In the event of grant close-out or termination of this Agreement, any program income that is on hand or received subsequent to the close-out or change in status shall be paid to the County within 60 days after grant closeout.
13. All program income generated from the disposition or transfer of real property acquired or improved by the City, using CDBG and/or HOME funds or program income, during the term of this Agreement, shall be subject to all the terms and conditions of this Agreement, particularly Sections 6 through 11.
14. Any real property which is acquired or improved by the City during the term of this Agreement, in whole or in part, using CDBG and/or HOME funds or program income in excess of \$25,000, shall be subject to the following standards:
 - a. The County shall be notified by the City in writing of any modification or change in the use or disposition of such real property from that planned at the time of the acquisition or improvement. Such notification shall be made prior to the modification, change in use or disposition.
 - b. If such real property is sold within five (5) years or transferred for a use which does not qualify as an eligible activity under CDBG and/or HOME regulations, the City shall reimburse to the County an amount equal to the pro-rata share of the current fair market value of the property or proceeds from the sales. The pro-rata share shall be calculated by multiplying the current market value by the percentage of the purchase price paid with CDBG funds or program income.
15. The City shall make available for inspection and audit to County's and HUD's representatives, upon request, at any time during the duration of this Agreement and for a period of five (5) years, thereafter, all of its books and records relating to CDBG and HOME program activities and income.
16. Following the end of the three-year reimbursable contract period and after resolving any financial or programmatic findings, if a City elects to leave the Los Angeles County Grant Program, and is not eligible to become an entitlement City, the City will be unable to request that its allocation or any remaining balance be transferred to the City. Any remaining balance will be transferred to the funding pool of the Supervisorial District in which the City is located.
17. The City has adopted and is enforcing:
 - a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of

such non-violent civil rights demonstrations within its jurisdiction.

18. The City shall provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the City's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - b. Establishing an ongoing drug-free awareness program to inform employees about:
 - i The dangers of drug abuse in the workplace;
 - ii The City's policy of maintaining a drug-free workplace;
 - iii Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 - c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph "a" of this Section 18.
 - d. Notifying the employee in the statement required by paragraph "a" of this Section 18 that, as a condition of employment funded by the CDBG and/or HOME grant, the employee will:
 - i Abide by the terms of the statement; and
 - ii Notify the City in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
 - e. Notifying the County in writing, within ten (10) calendar days after receiving notice under subparagraph d(ii) of this Section 18 from an employee or otherwise receiving actual notice of any such conviction; and the City must provide written notice, including position or title, of any City employees convicted of any criminal drug statute to every County officer or other designee who processed a CDBG or HOME grant which funded any activity on which the convicted employee was working, unless HUD has designated an identification number(s) of each affected grant.
 - f. Taking one (1) of the following actions, within thirty (30) calendar days of receiving notice under subparagraph d(ii) of this Section 18, with respect to any employee who is so convicted:
 - i Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the

Rehabilitation Act of 1973, as amended; or

ii Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, State, local health, law enforcement, or other appropriate agency.

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a, b, c, d, e, and f, of this Section 18.

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Agreement to be subscribed by the Executive Director of the Los Angeles County Development Authority, and the City has subscribed the same through its duly authorized officers, on the day, month, and year first above written.

County Counsel Certification

The office of the County Counsel hereby certifies that the terms and provisions of this Agreement are fully authorized under State and local laws, and that the Agreement provides full legal authority for the County to undertake or assist in undertaking essential community development and housing assistance activities, specifically urban renewal and public assisted housing.

By: _____
Deputy County Counsel

Date

COUNTY OF LOS ANGELES

CITY OF LAWNSDALE

By _____
EMILIO SALAS
Acting Executive Director
Los Angeles County Development Authority

By _____
MAYOR OR DESIGNEE

ATTEST:

City Clerk

By _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

MARY C. WICKHAM
County Counsel

By _____
Deputy

By _____
City Attorney

ATTACHMENT "C"
RESOLUTION CC. 2005-25

RESOLUTION NO. CC-2005-025

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAWNDALE, CALIFORNIA APPROVING PARTICIPATION IN THE
LOS ANGELES URBAN COUNTY COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM AND AUTHORIZING THE MAYOR TO
SIGN A COOPERATION AGREEMENT WITH THE COUNTY OF
LOS ANGELES**

WHEREAS, the City of Lawndale desires to participate in the Los Angeles Urban County Community Development Block Grant (CDBG) Program for the qualification period beginning July 1, 2021; and

WHEREAS, the City desires to authorize the execution of a Participating City Cooperation Agreement with the County of Los Angeles in order to receive said CDBG funds.

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

SECTION 1. The City Council approves of the County of Los Angeles Participating City Cooperation Agreement between the City of Lawndale and the County of Los Angeles for the time period of July 1, 2021 through June 30, 2024, and self-renewing thereafter.

SECTION 2. The City Council authorizes the Mayor, or his/her designee, to execute any and all documents necessary for participation in the Los Angeles Urban County CDBG Program on behalf of the City of Lawndale.

PASSED, APPROVED, AND ADOPTED this 18th day of May, 2020.

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 of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2005-025 at a regular meeting of said Council held on the 18th day of May, 2020, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Bernadette Suarez, Mayor Pro Tem					
James H. Osborne					
Pat Kearney					
Daniel Reid					

Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

RESOLUTION NO. CC-2005-024

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWDALE, CALIFORNIA
AUTHORIZING CERTAIN CLAIMS AND DEMANDS
IN THE SUM OF \$805,724.43**

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

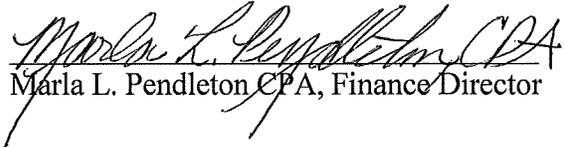
SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the Finance Director, as certified below, hereby attests to the accuracy of these demands and to the availability of funds for the payment thereof.

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 199479 through 199542 for the aggregate total of \$805,724.43 are hereby authorized.

Effective Date: May 18, 2020

Certified by:


Marla L. Pendleton, CPA, Finance Director

PASSED, APPROVED AND ADOPTED this 18th day of May, 2020.

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 of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2005-024 at a regular meeting of said Council held on the 18th day of May, 2020, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Bernadette Suarez, Mayor Pro Tem					
Pat Kearney					
Daniel Reid					
James H. Osborne					

Rhonda Hofmann Gorman, City Clerk

City of Lawndale
Summary of Audited Claims and Demands

Claims and Demands Paid By Check:

Check Date	Check Number		Aggregate Total
	Beginning	Ending	
4/30/2020	199479	199518	582,857.70
5/7/2020	199519	199542	222,866.73
Total Checks			805,724.43

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 **805,724.43**

Check Register Report

Date: 04/30/2020

Time: 12:53 PM

Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
199479	04/30/2020	Printed		0372C	AT & T - CALNET3	PHONE CHARGES-3/13/20-4/12/20	1,731.15
199480	04/30/2020	Printed		7511	MARIA BELTRAN	RESERVATION SEC DEP REFUND	3,361.00
199481	04/30/2020	Printed		7507	CYNTHIA BROCKMAN-COLEMAN	RESERVATION DEP REFUND	431.00
199482	04/30/2020	Printed		4333	CALIF BLDG STANDARDS COMMISSIO	1ST QTR SURCHARGE & RETAINER	160.00
199483	04/30/2020	Printed		0190	COLONIAL LIFE & ACCIDENTS, INC	INSURANCE APR-20	2,521.59
199484	04/30/2020	Printed		3886	SIRLEY CUEVAS	PLANNING COMMISSION STIPEND	100.00
199485	04/30/2020	Printed		0216	DELTA DENTAL	DENTAL INSURANCE PREMIUMS	2,739.88
199486	04/30/2020	Printed		0389	DELTA DENTAL INS	DENTAL PREMIUM	164.84
199487	04/30/2020	Printed		5702	DIV OF THE STATE ARCHITECT	1ST QTR 2020	612.40
199488	04/30/2020	Printed		5362	JOSHUA DUNCAN	INSTRUCTOR SVCS-MARTIAL ARTS	1,551.20
199489	04/30/2020	Printed		5876	DUTHIE POWER SERVICES	CITY HALL BACKUP GENERATOR SVC	586.36
199490	04/30/2020	Printed		6886	EMPIRE CLEANING SUPPLIES	MAINTENANCE CLEANING SUPPLIES	537.62
199491	04/30/2020	Printed		7512	ANA GILLIAM	RESERVATION DEP REFUND	1,500.00
199492	04/30/2020	Printed		0441	GOLDEN STATE WATER CO.	WATER USAGE SERVICES	173.01
199493	04/30/2020	Printed		7513	ELIZABETH HAMILTON	RESERVATION DEP REFUND	1,390.00
199494	04/30/2020	Printed		7466	HAWTHORNE ELECTRIC SUPPLY	ELECTRICAL & LIGHTING SUPPLIES	596.97
199495	04/30/2020	Printed		0308	LOS ANGELES COUNTY	PUBLIC SAFETY SERVICES	515,957.76
199496	04/30/2020	Printed		0337	MANAGED HEALTH NETWORK	EMP. ASSIST PROGRAM - APR-20	102.41
199497	04/30/2020	Printed		6134	JOHN MARTINEZ	PLANNING COMMISSION STIPEND	100.00
199498	04/30/2020	Printed		1050	UFFE MOLLER	PLANNING COMMISSION STIPEND	100.00
199499	04/30/2020	Printed		6144	MV TRANSPORTATION INC	LAWNDALE BEAT FIXED ROUTE TRAN	40,551.34
199500	04/30/2020	Printed		4566	MYERS & SONS HI WAY SAFETY INC	ANNUAL STREET SIGNS	499.87
199501	04/30/2020	Printed		0367	OFFICE DEPOT	OFFICE SUPPLIES - CSD	80.37
199502	04/30/2020	Printed		0384	PEP BOYS	BRAKE FLUID & ANTIFREEZE FLUID	44.01
199503	04/30/2020	Printed		6123	PRUDENTIAL OVERALL SUPPLY	PUBLIC WORKS MAINTENANCE CREW	111.14
199504	04/30/2020	Printed		7241	CARLA L ROSE-PRYOR	PLANNING COMMISSION STIPEND	50.00
199505	04/30/2020	Printed		2862	MARC SALDANA	INSTRUCTOR SVCS - SR. TAI CHI	260.00
199506	04/30/2020	Printed		6680	SCOTT SMITH	PLANNING COMMISSION STIPEND	100.00
199507	04/30/2020	Printed		6034	SOUTH COAST MECHANICAL INC	HVAC REPAIR FOR CITY HALL	1,479.61
199508	04/30/2020	Printed		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES ELECTRICITY	239.86
199509	04/30/2020	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	106.89
199510	04/30/2020	Printed		0849	THE SAFEMART OF SO CAL INC	6 GATE LOCKS	103.21
199511	04/30/2020	Printed		2002	THE STANDARD, UNIT 22	INSURANCE PREMIUMS	1,695.70
199512	04/30/2020	Printed		4142	TIME WARNER CABLE	CABLE - CITY HALL	310.81
199513	04/30/2020	Printed		0462	TODD PIPE & SUPPLY-HAWTHORNE	PLUMBING PARTS-CITY HALL	49.99
199514	04/30/2020	Printed		3672-FLEET	U.S. BANK VOYAGER FLEET SYS	CREDIT CARD PAYMENT	1,224.14
199515	04/30/2020	Printed		3672-FIN	U.S. BANK	CREDIT CARD PAYMENT	29.19
199516	04/30/2020	Printed		2883	UNDERGROUND SERVICE ALERT SC	UNDERGROUND SERVICE ALERT	71.05
199517	04/30/2020	Printed		0479	VISION SERVICE PLAN	VISION PREMIUM APR-20	1,047.96
199518	04/30/2020	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	385.37

Total Checks: 40

Checks Total (excluding void checks): 582,857.70

Total Payments: 40

Bank Total (excluding void checks): 582,857.70

Total Payments: 40

Grand Total (excluding void checks): 582,857.70

Check Register Report

Date: 05/06/2020
 Time: 2:56 pm
 Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
199519	05/07/2020	Printed		7514	101 ENTERPRISES FOUNDATION	COMMUNITY OUTREACH SUPPLIES	190.00
199520	05/07/2020	Printed		6211	ACTIVE NETWORK, LLC	WNTR-PROCESSING FEES-COVID19	4,708.10
199521	05/07/2020	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	1,108.24
199522	05/07/2020	Printed		6369	AM-TEC SECURITY	ALARM MONITORING SERVICES	924.00
199523	05/07/2020	Printed		0115	AT & T	LONG DISTANCE SERVICES	14.10
199524	05/07/2020	Printed		0613	BERICOM IT & DESIGN	NTWK MAINT/COMPUTER SUP MAR-20	12,633.12
199525	05/07/2020	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	BUILDING AND SAFETY SERVICES	27,363.95
199526	05/07/2020	Printed		0220	DEPARTMENT OF TRANSPORTATION	CALTRANS TRAFFIC SIGNAL MAINT	4,031.47
199527	05/07/2020	Printed		0217	DEPT OF ANIMAL CARE & CONTROL	ANIMAL CONTROL SVCS-MARCH 2020	155.24
199528	05/07/2020	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGES- 4/19 - 5/18/20	83.58
199529	05/07/2020	Printed		3377	H F & H CONSULTANTS, LLC	AB939 CONSULTING SERVICES	7,381.50
199530	05/07/2020	Printed		7408	MOST DEPENDABLE FOUNTAINS INC	WATER FILLING STATIONS FOR PAR	16,342.40
199531	05/07/2020	Printed		7227	OCCUPATIONAL HEALTH CENTERS	RANDOM DRUG SCREEN	50.00
199532	05/07/2020	Printed		0367	OFFICE DEPOT	OFFICE SUPPLIES - PWD	74.86
199533	05/07/2020	Printed		1283	PALP, INC.	INGLEWOOD AVE ST. IMPROVEMENT	140,172.39
199534	05/07/2020	Printed		6123	PRUDENTIAL OVERALL SUPPLY	UNIFORM CLEANING SERVICES	39.57
199535	05/07/2020	Printed		5895	RICOH USA INC	COPIER LEASE / MAINTENANCE SVC	2,142.66
199536	05/07/2020	Printed		6379	SHI	SCANNER FOR FINANCE DEPARTMENT	549.82
199537	05/07/2020	Printed		4533	SOUTH BAY LANDSCAPING INC	IRRIGATION MAIN LINE REPAIR	1,136.00
199538	05/07/2020	Printed		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES ELECTRICITY	1,834.01
199539	05/07/2020	Printed		3672-CMD	U.S. BANK	CREDIT CARD PAYMENT	766.11
199540	05/07/2020	Printed		3672-MSD	U.S. BANK	CREDIT CARD PAYMENT	404.99
199541	05/07/2020	Printed		0480	VISTA PAINT	GRAFFITI PAINT & SUPPLIES	210.62
199542	05/07/2020	Printed		7147	WEST COAST FIRE SERVICES INC	ANNUAL INSPECTION&TESTING-HOOD	550.00
Total Checks: 24						Checks Total (excluding void checks):	222,866.73
Total Payments: 24						Bank Total (excluding void checks):	222,866.73
Total Payments: 24						Grand Total (excluding void checks):	222,866.73

**MINUTES OF THE
LAWNDALE CITY COUNCIL REGULAR MEETING
May 4, 2020**

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:30 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.

B. CEREMONIALS

Councilmember Reid led the flag salute.

C. PUBLIC SAFETY REPORT

Captain Allen summarized recent law enforcement activities.

D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

- Pam London, Resident, spoke about and in opposition to "Project Roomkey" happening in Lawndale.

E. COMMENTS FROM COUNCIL

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

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. **Notice of Completion for Inglewood Avenue Improvement Project**
Recommendation: that the City Council (a) accept the Inglewood Avenue Improvement Project; (b) direct Staff to file the Notice of Completion; and (c) direct staff to begin the Thirty-Five (35) day claims period and release the project retention.

3. Routine Records Destruction

Recommendation: that the City Council adopt Resolution No. CC-2005-023, approving the requests from Administrative Services/Human Resources for Authorization to destroy routine records as listed in exhibits of the Resolution.

4. Accounts Payable Register

Recommendation: that the City Council adopt Resolution No. CC-2005-022, authorizing the payment of certain claims and demands in the amount of \$193,361.81.

5. Minutes of the Lawndale City Council Regular Meeting – April 20, 2020

Recommendation: that the City Council approve.

6. Minutes of the Lawndale City Council Special Meeting – April 23, 2020

Recommendation: that the City Council approve.

Councilmember Kearney inquired about the cost and savings involved with the Completion for Inglewood Avenue Improvement Project.

A lengthy dialogue ensued between staff and Council regarding future projects, the reasons for the limited cost savings on the Inglewood Avenue Improvement Project, and roadwork on shared streets.

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

G. PUBLIC HEARING

7. Adopting the 2020 Los Angeles County Fire Codes by Reference

Recommendation: that the City Council approve the second reading and adopt Ordinance No. 1171-20, adopting the 2020 Los Angeles County Fire Codes by Reference.

Community Development Director Sean Moore reported on the proposed adoption of the 2020 Los Angeles County Fire Codes by Reference.

Mayor Pullen-Miles opened the public hearing at 6:52 p.m.

The public hearing was opened and closed immediately at 6:52 p.m.

A motion by Councilmember Kearney to approve the second reading and adopt Ordinance No. 1171-20, adopting the 2020 Los Angeles County Fire Codes by Reference was seconded by Mayor Pro Tem Suarez and carried by a vote of 5-0, following City Attorney Israel's reading of the title of Ordinance No. 1171-20.

H. ADMINISTRATION

8. South Bay Workforce Investment Board (SBWIB) Appointment – Business Private Sector Representative

Recommendation: that the City Council (a) review the submitted Statement of Interest from Mr. Frank Rodriguez, as supported by the SBWIB; (b) re-affirm the SBWIB's nomination of Mr. Frank Rodriguez as the City of Lawndale's SBWIB representative on the Business Private Industry Council for a term of July 1, 2020 to June 30, 2024 and direct staff to provide that name to the SBWIB for the Inglewood Chamber of Commerce' final approval; **or** Options (c) and (d) as follows; (c) direct staff to open up nominations for additional applications including advertising the opening on the City website and City social media platforms; and (d) bring the nomination applications to an upcoming City Council meeting and provide direction to staff to provide a name to the SBWIB for the Inglewood Chamber of Commerce' final approval, to fill the upcoming vacancy on the City of Lawndale's SBWIB Business Private Industry Council seat for a term of July 1, 2020 to June 30, 2024.

City Manager Kevin M. Chun reported on the proposed South Bay Workforce Investment Board (SBWIB) Appointment.

A motion by Mayor Pullen-Miles to re-affirm and appoint the SBWIB's nomination of Mr. Frank Rodriguez as the City of Lawndale's SBWIB representative on the Business Private Industry Council for a term of July 1, 2020 to June 30, 2024 and direct staff to provide that name to the SBWIB for the Inglewood Chamber of Commerce' final approval was seconded by Councilmember Kearney and carried by a vote of 5-0.

9. Billboard Subcommittee Selection for Consideration of Two Billboard Sign Proposals by Lawndale Media, LLC

Recommendation: that the City Council (a) determine that the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15378 of the CEQA Guidelines; and (b) appoint two (2) City Councilmembers to a Billboard Subcommittee to review two billboard proposals.

Community Development Director Sean Moore reported on the proposed Billboard Subcommittee Selection for Consideration of Two Billboard Sign Proposals by Lawndale Media, LLC.

Councilmember Kearney and Councilmember Reid both volunteered to serve again on this particular subcommittee.

City Council appointed Councilmember Kearney and Councilmember Reid to serve on the Billboard Subcommittee for Consideration of Two Billboard Sign Proposals by Lawndale Media, LLC, via unanimous consent.

10. Budget Update for the Quarter Ended March 31, 2020

Recommendation: that the City Council receive and file the Quarterly Budget Report as of March 31, 2020.

Finance Director Marla Pendleton reported on the proposed Budget Update for the Quarter Ended March 31, 2020.

Mayor Pullen-Miles inquired as to how the point-of-purchase was identified on an online sale. Director Pendleton responded that it was dependent on the endpoint of the delivery or package.

A motion by Councilmember Kearney to receive and file the Quarterly Budget Report as of March 31, 2020 was seconded by Councilmember Reid and carried by a vote of 5-0.

11. Considerations of Further Modifications to City Operations Due to the COVID-19 Pandemic

Recommendation: that the City Council (a) provide direction to staff regarding conducting as usual, modified, postponement, or cancellation of the Memorial Day Ceremony scheduled for May 25, 2020, and the Health, Safety and Pet Fair scheduled for June 6, 2020; and (b) approve the suspension of the Lawndale Beat Transit Service as of May 4th until further notice, and reinstate the Lawndale Special Transit Service as soon as possible subject to the installation of safety equipment and protocols for rider safety.

City Manager Kevin M. Chun reported on the consideration of Further Modifications to City Operations Due to the COVID-19 Pandemic.

Mayor Pro Tem Suarez inquired about legislation regarding COVID-19 and any protections from lawsuits if a City holds an event. City Attorney Tiffany Israel responded that legislation and direction was ongoing.

A lengthy dialogue ensued between Council and staff regarding potentially modifying, postponing or cancelling the Memorial Day Ceremony scheduled for May 25, 2020, and the Health, Safety and Pet Fair scheduled for June 6, 2020. The discussion shifted to revisit potential modifications, postponements or cancellation for the Memorial Day Ceremony and the Health, Safety and Pet Fair at the May 18th City Council meeting.

A lengthy dialogue ensued between Council and staff regarding suspension of the Lawndale Beat Transit Service, potential reallocation of transportation funding, and other transit related improvements.

A motion by Councilmember Reid to revisit potential modifications, postponements or cancellation for the Memorial Day Ceremony and the Health, Safety and Pet Fair at the May 18th City Council meeting and approve the suspension of the Lawndale Beat Transit Service as of May 4th until further notice, and reinstate the Lawndale Special Transit Service as soon as possible subject to the installation of safety equipment and protocols for rider safety was seconded by Councilmember Kearney and carried by a vote of 5-0.

12. Update on the Use of the Best Western Hotel as a Temporary Homeless Shelter through "Project Roomkey"

Recommendation: that the City Council receive and file this report, and provide direction to staff as appropriate.

Municipal Services Director Micheal Reyes provided an update on the use of the Best Western Hotel as a Temporary Homeless Shelter through "Project Roomkey".

A lengthy dialogue ensued between Council and staff regarding "Project Roomkey".

A motion by Mayor Pullen-Miles to receive and file the Update on the Use of the Best Western Hotel as a Temporary Homeless Shelter through “Project Roomkey” was seconded by Councilmember Kearney and carried by a vote of 5-0.

I. CITY MANAGER'S REPORT

City Manager Kevin M. Chun had nothing to report.

J. ITEMS FROM COUNCILMEMBERS

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

Councilmember Osborne had nothing to report.

Councilmember Reid had nothing to report.

Councilmember Kearney spoke about Lawndale residents who recently passed away.

Mayor Pro Tem Suarez had nothing to report.

Mayor Pullen-Miles attended an emergency conference with Los Angeles County on “Project Roomkey”. Mayor Pullen-Miles explained what transpired during the meeting.

K. CLOSED SESSION

At 8:08 p.m. the City Council entered into closed session.

14. 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 against Best Western Plus South Bay Hotel and the County of Los Angeles.

At 9:09 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 one item listed on the Closed Session agenda. The City Council was updated on item number 14 and there was no reportable action taken.

L. ADJOURNMENT

There being no further business to conduct, the Mayor adjourned the meeting at 9:10 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Rhonda Hofmann Gorman, City Clerk

Approved: 5/18/2020

DRAFT



CITY OF LAWDALE

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

DATE: May 18, 2020

TO: Honorable Mayor and City Council

FROM: Kevin Chun, City Manager *[Signature]*

PREPARED BY: Michael Reyes, Director of Municipal Services *[Signature]*

SUBJECT: Update on the Use of the Best Western Hotel as a Temporary Homeless Shelter Through Project Roomkey

BACKGROUND

On April 3rd, in an effort to provide shelter to asymptomatic homeless individuals who are most susceptible to COVID-19 (those 65 years of age or older or have a pre-existing medical condition), Governor Gavin Newsom launched “Project Roomkey” which aims to provide hotel and motel rooms for the state’s unhoused population. The Best Western Plus South Bay Hotel, located at 15000 Hawthorne Boulevard was contacted by, and accepted an offer from the County, independent of and without consulting the City to secure the use of the entire hotel for a three month period, with the possibility of extending the duration of the contract for an additional three, one month periods.

On April 15th, members of the Los Angeles Homeless Services Authority (LAHSA) and People Assisting the Homeless (PATH), began operating the Best Western as a Project Roomkey hotel. The hotel began admitting homeless guests on April 23rd, with the objective of filling all 97 available rooms with homeless residents. This report is intended as an update of Project Roomkey’s operations in Lawndale.

STAFF REVIEW

Since opening its doors to homeless guests, the hotel is now at full capacity with all 97 rooms full with 106 total occupants. The hotel continues to be staffed by two medical personnel each day from 7:00 am until 7:00 pm who check the temperature and make health assessments of everyone entering the hotel. The hotel also has two security guards assigned to the property 24 hours a day who do regular patrols of the property, and monitor all traffic into and out of the property. Also, the east entrance to the parking lot has been and will remain secured for the duration of Project Roomkey, to prevent hotel guests from gaining direct access into the neighborhood east of the hotel.

LAHSA and PATH also have staff on site to provide Case Management services to all homeless guests, with the ultimate goal of finding them long term housing.

Additionally the City has posted Sheriff’s deputies at the entrance to the property on Hawthorne Boulevard as a deterrent to inappropriate or suspicious activity. The Director of Municipal Services also has been assigned to act as a liaison with all hotel, PATH, and LAHSA staff for the duration of this

project, on all things relative to Project Roomkey. The Director of Municipal Services currently visits the hotel and makes contact with hotel staff on a twice daily basis.

To date, there have been no significant incidents of criminal behavior or suspicious activity which would be cause for alarm, and staff has observed a noticeable reduction in the number of homeless on City streets. Staff provided PATH with a list of known homeless Lawndale residents who met the criteria for admission into the hotel. PATH has provided the City with 24 rooms for Lawndale homeless and all 24 of those promised rooms are being used for homeless individuals from Lawndale. The Municipal Services Department, as part of the City of Lawndale Homeless Outreach Program had made contact with some of Lawndale's homeless residents prior to the start of Project Roomkey, using phone numbers obtained through the Outreach program were able to contact and confirm with them directly that they had been given rooms at the hotel.

Also, staff informed hotel management that the City expects the hotel to collect and pay transient occupancy tax (TOT) as their rooms are rented and in use.

Staff will continue to provide the City Council with Project Roomkey updates at all City Council meetings for the duration of Project Roomkey.

FISCAL IMPACT

Estimated annual funding requirements are unknown at this time, although staff and Sheriff's deputies are monitoring the hotel, resulting in a reduction in time available for other duties.

RECOMMENDATION

Staff recommends that the City Council receive and file this report, and provide direction to staff as appropriate.



CITY OF LAWDALE

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

DATE: May 18, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager 

SUBJECT: **Consideration of Further Modifications to City Operations Due to the COVID-19 Pandemic**

BACKGROUND

On May 4, 2020, the City Council directed staff to return with recommendations for how to proceed with the Memorial Day Ceremony and the Health, Safety & Pet Fair, scheduled for May 25th and June 6th respectively, as related to possible changes to the County of Los Angeles “Safer at Home” orders. On May 13th, the County amended “Safer at Home” as part of their “Roadmap to Recovery” which is a plan for a staged reopening of businesses and other public activities. Los Angeles County is currently in Stage 2 of this five stage plan which allows for the reopening of specific businesses and recreational facilities.

In the County’s amended order (see the attached), it states in section 3(a): “gatherings of people who are not part of a single household or living unit are prohibited within the County of Los Angeles Public Health Jurisdiction.” The order further says in sections 7 and 7(m): “The Health Officer orders the continued closure of the following types of higher-risk businesses, recreational sites, commercial properties, and activities, where more frequent and prolonged person-to-person contacts are likely to occur: [including] All events and gatherings, unless specifically allowed by this Order.”

These prohibitions will affect City events until the County orders are modified again or completely lifted.

STAFF REVIEW

Memorial Day Ceremony

Based on the County’s amended “Safer at Home” orders, unfortunately, staff recommends that the City Council formally cancel the Memorial Day Ceremony scheduled for May 25, 2020. However, as a means for honoring military veterans who have died for our country, staff recommends proceeding with a virtual Memorial Day ceremony done by video production. Over the last two weeks, staff has been preparing for a virtual ceremony which will include video comments from City Councilmembers and other elected officials. The virtual ceremony will be promoted to the public over the next week and then broadcast via YouTube and the City’s cable TV channel on Memorial Day.

Health, Safety & Pet Fair

Staff also recommends formal cancellation of the Health, Safety & Pet Fair on the same basis. In addition to the County's amended order, staff was informed by the Society for the Prevention of Cruelty to Animals (SPCA) that they will not participate in this event, scheduled for June 6th, due to their organization operating with limited staffing because of COVID-19. As the pet vaccinations provided by the SPCA is the major attraction, not having this component reduces the likelihood of a successful and well-attended event.

As an alternative, a local veterinarian is willing to schedule a separate vaccination and licensing clinic at City Hall that can be conducted by appointment only. An appointment only clinic would create an opportunity for dogs to be vaccinated in a manner that allows for proper social distancing to keep the public safe from COVID-19 infection.

Future Considerations

Depending on County health officer orders, staff will prepare a report for the City Council to consider in June regarding recommendations on summer recreational classes (scheduled to begin on June 29th) and the Lawndale Music Festival (scheduled for July 18th).

LEGAL REVIEW

N/A

FISCAL IMPACT

Cancelling the Memorial Day Ceremony and Health, Safety & Pet Fair will result in some cost savings in staff time and event related expenditures.

RECOMMENDATION

Staff recommends that the City Council:

1. Cancel the Memorial Day Ceremony scheduled for May 25, 2020, and direct staff to proceed with plans for a virtual ceremony by video production; and
2. Cancel the Health, Safety & Pet Fair scheduled for June 6, 2020, and direct staff to pursue a possible vaccination and licensing clinic by appointment only, on a date to be determined.

Attachment:

Safer at Home Order for Control of COVID-19, Revised May 13, 2020



SAFER AT HOME ORDER FOR CONTROL OF COVID-19

CONTINUATION OF SAFER AT HOME ORDER THAT BEGINS TO MOVE THE COUNTY OF LOS ANGELES INTO STAGE 2 OF COUNTY'S ROADMAP TO RECOVERY

Revised Order Issued: May 13, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a crime punishable by fine, imprisonment, or both. (California Health and Safety Code §120295; Los Angeles County Code § 11.02.080.)

SUMMARY OF THE ORDER: This County of Los Angeles Health Officer Order (Order) amends and supersedes all prior orders and addenda of the County of Los Angeles Health Officer (Health Officer) issued on March 16, 19, 21, 27, 31, April 10, May 3 and 8, 2020 (Prior Orders). This Order is issued to comply with State Executive Order N-33-20 issued by Governor Gavin Newsom, wherein the State Public Health Officer ordered all individuals living in the State of California to stay home or at their place of residence, except as needed to maintain continuity of operations of the federal critical infrastructure sectors, as well as subsequent State Executive Orders including but not limited to N-60-20.

Existing community transmission of the Novel Coronavirus Disease (COVID-19) in Los Angeles County (County) continues to present a substantial and significant risk of harm to residents' health. Evidence suggests that the restrictions and requirements imposed by the Health Officer's Prior Orders have slowed the rate of increase of COVID-19 community transmission and related hospitalizations by severely limiting person-to-person interactions. This Order is a limited and measured step to partially move the County of Los Angeles into Stage 2 of its *Roadmap To Recovery: A Phased Approach to Reopening Safely in Los Angeles County*, while keeping a low incidence of person-to-person contact and ensuring continued Social (Physical) Distancing and adherence to other infection control protocols.

This Order continues to require that specific higher-risk businesses remain closed. This Order allows Lower-Risk Retail Businesses to reopen for curbside, doorside, or other outdoor or outside pickup, or via delivery only. As a precondition to reopening, these Lower-Risk Retail Businesses must implement the County's Reopening Protocol for Retail Establishments prior to reopening. This Order, further, conditionally reopens the public beaches for certain types of active recreation, and conditionally reopens additional recreational opportunities.

This Order allows persons to engage in Essential Activities, as defined by the Order, but requires persons to at all times, practice Social (Physical) Distancing while out in public, to lower the risks of person-to-person contact for themselves and others.

This Order is effective within the County of Los Angeles Public Health Jurisdiction, defined as all unincorporated areas and cities within the County of Los Angeles with the exception of the cities of Long Beach and Pasadena. This Order is effective immediately and will continue until further notice.



**UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND
SAFETY CODE SECTIONS 101040, 101085, AND 120175,
THE COUNTY OF LOS ANGELES HEALTH OFFICER ORDERS:**

1. This Order supersedes the Health Officer's Prior Orders. In light of the progress achieved in slowing the spread of COVID-19 in the County, this Order allows the conditional reopening of specific retail and other Lower-Risk Businesses. This limited and measured step is intended to move the County into Stage 2 of its *Roadmap To Recovery: A Phased Approach to Reopening Safely in Los Angeles County*, while keeping a low incidence of person-to-person contact and ensuring continued Social (Physical) Distancing and adherence to other infection control protocols as provided below. The Health Officer will assess the activities allowed by this Order on an ongoing basis and determine whether this Order needs to be modified if the public health risk associated with COVID-19 increases in the future.
2. Although this Order permits some activities and business operations to resume, physical distancing remains the best tool available for people to avoid being exposed to the virus. As such, this Order's intent is to continue to ensure that County residents remain in their residences as much as possible, to limit close contact with others outside their household in both indoor and outdoor spaces. All persons who can telework or work from home should continue to do so as much as possible during this pandemic. Sustained Social (Physical) Distancing and infection control measures will continue slowing the spread of COVID-19 and diminishing its impact on the delivery of critical healthcare services. All provisions of this Order must be interpreted to effectuate that intent. Failure to comply with any of the Order's provisions constitutes an imminent threat and menace to public health, and a public nuisance, and is punishable by fine, imprisonment or both.
3. All persons living within the County of Los Angeles Public Health Jurisdiction are to remain in their residences, except that they may leave for the following purposes: for Essential Activities, as defined in Paragraph 15; for Essential Government Functions, as defined in Paragraph 5; to work at, provide services to, or obtain treatment from Healthcare Operations, as defined in Paragraph 16; to work at or visit Essential Businesses, as defined in Paragraph 18; to work at or provide services to Essential Infrastructure, as defined in Paragraph 17; to work at or visit Lower-Risk Businesses, as defined in Paragraph 9; or to perform Minimum Basic Operations, as defined in Paragraph 21, for businesses whose on-site operations must remain temporarily closed. Persons experiencing homelessness are exempt from this requirement but are strongly urged to obtain shelter and abide by Social (Physical) Distancing requirements.
 - a) Nothing in this Order prohibits members of a single household or living unit from engaging in permitted activities together. But gatherings of people who are *not* part of a single household or living unit are prohibited within the County of Los Angeles Public Health Jurisdiction, except for the limited purposes expressly permitted by this Order.
 - b) People leaving their residences for the limited purposes allowed by this Order must strictly comply with the Social (Physical) Distancing requirements stated in



this Order or specified in guidance or protocols established by the County of Los Angeles Department of Public Health; this includes wearing a cloth face covering whenever there is or can be contact with others who are non-household members in both public and private places.

- c) In the event of a conflict between the Social (Physical) Distancing requirements stated in this Order and Department of Public Health guidance or protocols, the more specific requirements shall control.
4. All people residing within the County of Los Angeles Public Health Jurisdiction who are age 65 or older and all people of any age who have active or unstable pre-existing health conditions, should remain in their residences. People in these categories should leave their residences only when necessary to seek medical care or obtain food or other necessities. Public Health strongly recommends that employers offer telework or other accommodations to persons who are age 65 or older and all people of any age who have an active or unstable pre-existing health conditions.
 5. All government agencies working in the course and scope of their public service employment are Essential Government Functions.
 - a) All government employees are essential, including but not limited to, health care providers and emergency responders including employees who serve in the following areas: law enforcement; emergency services and management; first responder; fire; search and rescue; juvenile detention; corrections; healthcare services and operations; public health; laboratory or medical testing; mental health; community health; public works; executive management employees serving in these fields; all employees assigned to serve in or support the foregoing fields; and all employees whose services are otherwise needed to assist in a declared emergency.
 - b) While all government employees are essential, the employees identified here, and others called to serve in their Disaster Service Worker capacity, must be available to serve the public or assist in response or continuity of operations efforts during this health crisis to the maximum extent allowed under the law.
 - c) This Order does not, in any way, restrict (a) first responder access to the site(s) named in this Order during an emergency or (b) local, state or federal officers, investigators, or medical or law enforcement personnel from carrying out their lawful duties at the site(s) named in this Order.
 - d) All persons who perform Essential Governmental Functions are categorically exempt from this Order while performing such governmental functions or services. Each governmental entity shall identify and designate appropriate employees or contractors to continue providing and carrying out any Essential Governmental Functions. All Essential Governmental Functions should be performed in compliance with Social (Physical) Distancing, to the extent possible.
 6. This Order does not supersede any stricter limitation imposed by a local public entity within the County of Los Angeles Public Health Jurisdiction.



7. The Health Officer orders the continued closure of the following types of higher-risk businesses, recreational sites, commercial properties, and activities, where more frequent and prolonged person-to-person contacts are likely to occur:
 - a) Bars and nightclubs that do not serve food and the portions of wineries, breweries and taprooms that provide tastings;
 - b) Gyms and fitness centers;
 - c) Movie theaters, drive-in theaters, live performance theaters, concert halls and venues, stadiums, arenas, gaming facilities, theme parks, and festivals;
 - d) Bowling alleys and arcades;
 - e) Public piers, public beach parking lots, and bicycle paths that traverse the sand;
 - f) Personal grooming establishments (barbers, hair salons, nail salons);
 - g) Massage or body art establishments;
 - h) Indoor and outdoor playgrounds for children, except those located within a childcare center;
 - i) Community centers, including public pools, and pools, hot tubs, and saunas that are in a multi-unit residence or part of a Homeowners' Association;
 - j) Indoor and outdoor flea markets and swap meets;
 - k) Indoor museums, indoor or outdoor children museums, gallery spaces, zoos, and libraries;
 - l) Indoor malls and indoor shopping centers, including all stores and vendors located therein, regardless of whether they are an Essential or a Lower-Risk Business. As an exception, Essential or Lower-Risk Retail Businesses that are part of an Indoor Mall or Shopping Center, but that are normally accessible by the public from the exterior of the Indoor Mall or Shopping Center may operate. For purposes of this Order, Indoor Mall or Shopping Center is defined as: A building with seven (7) or more sales or retail establishments with adjoining indoor space.
 - m) All events and gatherings, unless specifically allowed by this Order.

8. All Essential Businesses may remain open to the public and conduct normal business operations, provided that they implement and maintain the Social (Physical) Distancing Protocol defined in Paragraph 20 and attached to this Order as Appendix A. An Essential Business' owner, manager, or operator must prepare and post a Social (Physical) Distancing Protocol for each facility or office located within the County of Los Angeles Public Health Jurisdiction and must ensure that the Essential Business meets all other requirements of the Social (Physical) Distancing Protocol.



9. Lower-Risk Businesses are businesses not specified in Paragraph 7 of this Order, and not defined as an Essential Business in Paragraph 18 of this Order. In general, Lower-Risk Businesses may not reopen at this time. There are, however, two categories of Lower-Risk Businesses that may reopen under this Order: (1) retailers that are not located within an Indoor Mall or Shopping Center (“Lower-Risk Retail Businesses”), and (2) manufacturing and logistics sector businesses that supply Lower-Risk Retail Businesses. These two categories of Lower-Risk Businesses may reopen subject to the following conditions:
- a) All Lower-Risk Retail Businesses that sell goods and services to the public may only provide these goods and services to the public via curbside, doorside, or other outdoor or outside pickup, or via delivery. Members of the public are not permitted inside a retail Lower-Risk Retail Business.
 - b) For any Lower-Risk Retail Business that sells goods and services, the owner, manager, or operator must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol for Retail Establishments, attached to this Order as Appendix B.
 - c) For any non-retail Lower-Risk Business that is a manufacturing and logistics sector business that supplies Lower-Risk Retail Businesses, the owner, manager, or operator must, prior to reopening, prepare, implement and post the required Los Angeles County Department of Public Health Reopening Protocol, applicable to the business type or location, attached to this Order as Appendix C.

REASONS FOR THE ORDER

10. This Order is based upon the following determinations: evidence of continued and significant community transmission of COVID-19 within the County; continued uncertainty regarding the degree of undetected asymptomatic transmission; scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically; evidence that a significant portion of the County population is at risk for serious health complications, including hospitalizations and death from COVID-19, due to age or pre-existing health conditions; and further evidence that other County residents, including younger and otherwise healthy people, are also at risk for serious negative health outcomes and for transmitting the virus to others. The Order’s intent is to protect the public from the avoidable risk of serious illness and death resulting from the spread of COVID-19.
11. Existing community transmission of COVID-19 in Los Angeles County continues to present a substantial and significant risk of harm to residents’ health. There is still no vaccine available yet to protect against COVID-19, and no treatment for it. As of May 13, 2020, there have been at least 34,428 cases of COVID-19 and 1,654 deaths reported in Los Angeles County. There remains a strong likelihood of a significant and increasing number of cases of community transmission. Making the community transmission problem worse, some individuals who contract the virus causing COVID-19 have no symptoms or have only mild symptoms, and so are unaware that they carry the virus and are transmitting it to others. Further, evidence shows that the virus can survive for hours or even days on surfaces and can be indirectly transmitted

between individuals. Because even people without symptoms can transmit the virus, and because evidence shows the infection is easily spread, preventing, limiting, and placing conditions on various types of gatherings and other direct and indirect interpersonal interactions have been proven to reduce the risk of transmitting the virus.

12. Evidence suggests that the restrictions and requirements imposed by Prior Orders slowed the rate of increase in community transmission and hospitalizations by limiting interactions among people, consistent with the efficacy of similar measures in other parts of the country and world. Although the hospitals within the County are seeing increased numbers of COVID-19 patients, including patients with severe illness, the hospitals have not become overwhelmed or exceeded capacity. However, because there is not yet a vaccine or proven therapeutic drug, the public health emergency and attendant risks to the public's health by COVID-19 still predominate.
13. In line with the State Public Health Officer, the Health Officer is monitoring several key indicators (COVID-19 Indicators) within the County. Progress on some of these COVID-19 Indicators – specifically related to hospital utilization and capacity – makes it appropriate, at this time, to ease certain restrictions imposed by the Prior Orders. But the prevalence of the virus that causes COVID-19 requires other restrictions to continue. Activities and business operations that are permitted must be conducted in accordance with the required Social (Physical) Distancing, reopening protocols, and other infection control protocols ordered by the Health Officer.
14. The Health Officer will continue monitoring COVID-19 Indicators to determine when the County is ready to move to Stage Three of its Roadmap to Recovery. Those Indicators include, but are not limited to:
 - a) The trend of the number of new COVID-19 cases, hospitalization rates, and death rates.
 - b) The capacity of hospitals and the healthcare system in the County, including acute care beds, Intensive Care Unit beds, and ventilators to provide care for existing COVID-19 patients and other patients, and capacity to surge with an increase of COVID-19 cases.
 - c) The supply of personal protective equipment (PPE) available for hospital staff, nursing home staff and other healthcare providers and personnel who need PPE to safely respond to and treat COVID-19 patients and other patients.
 - d) The ability and capacity to quickly and accurately test persons to determine whether individuals are COVID-19 positive, especially those in vulnerable populations or high-risk settings or occupations, and to identify and assess outbreaks.
 - e) The ability to conduct case investigation and contact tracing for the volume of future cases and associated contacts, isolating confirmed cases and quarantining persons who have had contact with confirmed cases.



DEFINITIONS AND EXEMPTIONS

15. For purposes of this Order, individuals may leave their home residence to perform the following Essential Activities:
- a) To engage in activities or perform tasks important to their health and safety, or to the health and safety of their family or household members (including pets), such as, visiting a health or veterinary care professional or obtaining medical supplies or medication;
 - b) To obtain necessary services and supplies for their family or household members, or to deliver the same, such as, obtaining grocery items or necessary supplies from Essential Businesses for one's household or for delivery to others;
 - c) To perform work for, to access an Essential Business or Lower-Risk Business, or to carry out Minimum Basic Operations for businesses that are closed or operating remotely.
 - d) To obtain or access services from Essential Governmental Functions, such as, access to court, social and administrative services, or complying with an order of law enforcement or court;
 - e) To care for minors, the elderly, dependents, persons with disabilities, or other vulnerable persons;
 - f) To obtain in-person behavioral health or substance use disorder support in therapeutic small group meetings, such as Alcoholics Anonymous or Narcotics Anonymous, provided that the gathering is limited to 10 people or fewer and Social (Physical) Distancing is practiced.
 - g) Staff of organizations or associations, including faith-based organizations, may gather in a single space for the sole purpose of preparing and facilitating live-stream or other virtual communications with their members, including worship services, provided that the staff gathering is limited to 10 people or fewer and the Social (Physical) Distancing Protocol provide in Paragraph 20 and attached to this Order as Appendix A is observed.
 - h) Engaging in outdoor recreation activity, in compliance with Social (Physical) Distancing requirements and subject to the following limitations:
 - i. Outdoor recreation activity at parks, trails, and beaches, and other open spaces must comply with any access or use restrictions established by the Health Officer, government, or other entity that manages the area to reduce crowding and the risk of COVID-19 transmission.
 - ii. Use of shared outdoor facilities for recreational activities, including but not limited to golf courses, tennis and pickleball courts, shooting and archery ranges, equestrian centers, model airplane areas, community gardens, and bike parks, must comply with any access or use restrictions established by the Health Officer, government, or other entity that manages the area to reduce crowding and the risk of COVID-19 transmission.



- iii. Local public entities may elect to temporarily close certain streets or areas to automobile traffic, to allow for increased space for persons to engage in recreational activity permitted by and in compliance with Social (Physical) Distancing requirements specified in this Order.

16. Individuals may leave their residence to work for, volunteer at, or obtain services at Healthcare Operations: hospitals, clinics, laboratories, dentists, optometrists, pharmacies, physical therapists, rehabilitation and physical wellness programs, chiropractors, pharmaceutical and biotechnology companies, other licensed healthcare facilities, healthcare suppliers, home healthcare service providers, mental or behavioral health providers, alcohol and drug treatment providers, cannabis dispensaries with a medicinal cannabis license and all other required state and local licenses, medical or scientific research companies, or any related and/or ancillary healthcare services, manufacturers, distributors and servicers of medical devices, diagnostics, and equipment, veterinary care, and other animal healthcare. This exemption shall be construed to avoid any impact to the delivery of healthcare, broadly defined. Healthcare Operations does not include fitness and exercise gyms. In working for, volunteering at, or obtaining services from Healthcare Operations, individuals must comply with the specific Social (Physical) Distancing requirements and infection control guidance for that clinical or non-clinical setting.

17. Individuals may leave their residence to provide any service or perform any work necessary to the operation and maintenance of Essential Infrastructure, which is defined as, public health operations, public works construction, airport operations, port operations, food supply, water, sewer, gas, electrical, oil extraction and refining, roads and highways, public transportation, solid waste collection, removal and processing, flood control and watershed protection, cemeteries, mortuaries, crematoriums, and internet and telecommunications systems (including the provision of essential global, national, local infrastructure for computing services, business infrastructure, communications, and web-based services), and manufacturing and distribution companies deemed essential as part of the Essential Infrastructure supply chain, provided that they carry out those services or that work. In providing these services or performing this work, individuals must comply with Social (Physical) Distancing requirements to the extent practicable.

18. For purposes of this Order, Essential Businesses are:

- a) Grocery stores, certified farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, warehouse stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruit and vegetables, pet supply, water, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning or personal care products). This includes stores that sell groceries and other non-grocery products, such as products necessary to maintaining the safety, sanitation, and essential operation of residences. This does not include businesses that sell only prepackaged non-potentially hazardous food which is incidental to the primary retail business;
- b) Food processors, confectioners, food packagers, food testing labs that are not open to the public, and food cultivation, including farming, livestock, and fishing;



- c) Organizations and businesses that provide food, shelter, social services, and other necessities of life for economically disadvantaged or otherwise needy individuals (including gang prevention and intervention, domestic violence, and homeless service agencies);
- d) Newspapers, television news, radio, magazine, podcast and journalism activities. This includes taped, digitally recorded or online-streamed content of any sort that is produced by a single individual or household in a residence without the physical presence of individuals other than the single individual or members of the household.
- e) Gas stations, auto-supply, mobile auto repair operations, auto repair shops (including, without limitation, auto repair shops adjacent to or otherwise in connection with a retail or used auto dealership), and bicycle repair shops and related facilities;
- f) Banks, credit unions, financial institutions and insurance companies;
- g) Hardware stores, nurseries; building supply stores;
- h) Plumbers, electricians, exterminators, custodial/janitorial workers, handyman services, funeral homes and morticians, moving services, HVAC installers, carpenters, vegetation services, tree maintenance, landscapers, gardeners, property managers, private security personnel and other service providers who provide services to maintain the safety, sanitation, and essential operation to properties and other Essential Businesses;
- i) Businesses providing mailing and shipping services, including post office boxes;
- j) Educational institutions (including public and private K-12 schools, colleges, and universities) for purposes of facilitating distance learning, providing meals for pick-up, or performing Minimum Basic Operations, provided that Social (Physical) Distancing is practiced;
- k) Laundromats, dry cleaners, and laundry service providers;
- l) Restaurants and other food facilities that prepare and serve food, but only for delivery, drive thru or carry out. Indoor and outdoor table dining is not permitted. Cafeterias, commissaries, and restaurants located within hospitals, nursing homes, or other licensed health care facilities may provide dine-in service, as long as Social (Physical) Distancing is practiced;
- m) Businesses that supply office or computer products needed by people who work from home;
- n) Businesses that supply other Essential Businesses with the support or supplies necessary to operate;
- o) Non-manufacturing, transportation or distribution businesses that ship, truck, transport, or provide logistical support to deliver groceries, food, goods or services directly to residences, Essential Businesses, Healthcare Operations, and Essential Infrastructure. This exemption shall not be used as a basis for engaging in sales to the general public from retail storefronts;



- p) Airlines, taxis, ride sharing services and other private transportation providers providing transportation services necessary for activities of daily living and other purposes expressly authorized in this Order;
- q) Businesses that manufacture parts and provide necessary service for Essential Infrastructure;
- r) Home-based care for seniors, adults, disabled persons, or children;
- s) Residential facilities and shelters for homeless residents, disabled persons, seniors, adults, children and animals;
- t) Professional services, such as legal, payroll or accounting services, when necessary to assist in compliance with legally mandated activities, and the permitting, inspection, construction, transfer and recording of ownership of housing, including residential and commercial real estate and anything incidental thereto, provided that appointments and other residential viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same household or living unit and one individual showing the unit (except that in-person visits are not allowed when the occupant is still residing in the residence);
- u) Childcare facilities providing services that enable people to work as permitted in this Order. To the extent possible, childcare facilities must operate under the following conditions: (1) Childcare must be carried out in stable groups of 10 or fewer ("stable" means the same ten (10) or fewer children are in the same group each day); (2) Children shall not change from one group to another; (3) If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other; (4) Childcare providers shall remain solely with one group of children;
- v) Hotels, motels, shared rental units and similar facilities;
- w) Construction, which includes the operation, inspection, and maintenance of construction sites and construction projects for construction of commercial, office and institutional buildings, residential and housing construction; and
- x) Manufacturers and retailers of fabric or cloth that is made into personal protective equipment, such as, face coverings.

19. For purposes of this Order, "Social (Physical) Distancing" means: (1) Maintaining at least six (6)-feet of physical distance from individuals who are not members of the same household; (2) Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that contains at least 60% alcohol; (3) Wearing a cloth face-covering when in contact with others who do not live in the same household or living unit; and (4) Avoiding all physical interaction outside the household when sick with a fever or cough, except for necessary medical care.

20. For purposes of this Order, the "Social (Physical) Distancing Protocol" that must be implemented and posted must demonstrate how the following infection control measures are being implemented and achieved, as applicable:

- a) Limiting the number of people who may enter into the facility at any one time to ensure that people in the facility can easily maintain a minimum six (6) foot physical distance from others, at all times, except as required to complete a business activity or transaction. Members of a single household or living unit may stand or move together but must be separated from others by a physical distance of at least six (6) feet.
- b) Where lines may form at a facility, marking six (6) foot increments at a minimum, establishing where individuals should stand to maintain adequate Social (Physical) Distancing, whether inside or outside the facility.
- c) Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers). Restrooms normally open to the public shall remain open to the public.
- d) Posting a sign in a conspicuous place at all public entries that instructs the public not to enter if they are experiencing symptoms of respiratory illness, including fever or cough, to wear face coverings, and to maintain Social (Physical) Distancing from one another.
- e) Providing for the regular disinfection of high-touch surfaces, and disinfection of all payment portals, pens, and styluses after each use. All businesses are encouraged to also offer touchless payment mechanisms, if feasible.
- f) Providing cloth-face coverings to employees and contracted workers whose duties require close contact (within 6 feet for 10 minutes or more) with other employees and/or the public.
- g) Requiring that members of the public who enter the facility wear a face-covering during their time in the facility.
- h) Adhering to communicable disease control protocols provided by the Los Angeles County Department of Public Health, including requirements for cleaning and disinfecting the site. See protocols posted at www.publichealth.lacounty.gov/media/Coronavirus/

ADDITIONAL TERMS

21. Operators of businesses that are required to cease in-person operations may travel to those businesses for purposes of Minimum Basic Operations, which means:

- a) The minimum necessary activities to maintain and protect the value of the business's inventory and facilities; ensure security, safety, and sanitation; and process payroll and employee benefits;
- b) The minimum necessary activities to facilitate the business's owners, employees, and contractors being able to continue to work remotely from their residences, and to ensure that the business can deliver its services remotely.

22. The County shall promptly provide copies of this Order by: (a) posting it on the Los Angeles Department of Public Health's website (www.publichealth.lacounty.gov), (b) posting it at the Kenneth Hahn Hall of Administration located at 500 West Temple Street, Los Angeles, CA 90012, (c) providing it to any member of the public requesting a copy, and (d) issuing a press release to publicize the Order throughout the County.
- a) The owner, manager, or operator of any facility that is likely to be impacted by this Order is strongly encouraged to post a copy of this Order onsite and to provide a copy to any member of the public requesting a copy.
 - b) Because guidance may change, the owner, manager, or operator of any facility that is subject to this Order is ordered to consult the Los Angeles County Department of Public Health's website (www.publichealth.lacounty.gov) daily to identify any modifications to the Order and is required to comply with any updates until the Order is terminated.
23. If any subsection, sentence, clause, phrase, or word of this Order or any application of it to any person, structure, gathering, or circumstance is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, then such decision will not affect the validity of the remaining portions or applications of this Order.
24. This Order incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom and the March 4, 2020 declarations of a local and public health emergency issued by the Los Angeles County Board of Supervisors and Los Angeles County Health Officer, respectively, and as they may be supplemented.
25. This Order is issued in light of the March 19, 2020 Order of the State Public Health Officer, (the "State Shelter Order") which set the baseline statewide restrictions on non-residential business activities, effective until further notice, as well as the Governor's March 19, 2020 Executive Order N-33-20 and the May 4, 2020 Executive Order N-60-20 directing California residents to follow the State Shelter Order. This Order adopts in certain respects more stringent restrictions addressing the particular facts and circumstances in the County of Los Angeles Public Health Jurisdiction, which are necessary to control the public health emergency as it is evolving. Without this tailored set of restrictions to further reduce the number of interactions between persons, scientific evidence indicates that the public health crisis will worsen to the point at which it may overtake available healthcare resources within the County and increase the death rate.



26. This Order is consistent with the provisions in the Governor's Executive Order N-60-20 and the State Public Health Officer's May 7, 2020 Order, that local health jurisdictions may implement or continue more restrictive public health measures in the jurisdiction if the Local Health Officer believes conditions in that jurisdiction warrant them. Where a conflict exists between this Order and any state public health order related to controlling the spread of COVID-19 during this pandemic, the most restrictive provision controls. Consistent with California Health and Safety Code section 131080, except where the State Health Officer may issue an order expressly directed at this Order or a provision of this Order and based upon a finding that a provision of this Order constitutes a menace to the public health, any more restrictive measures in this Order may continue to apply and control in the County of Los Angeles Public Health Jurisdiction.
27. Pursuant to Sections 26602 and 41601 of the California Government Code and Section 101029 of the California Health and Safety Code, the Health Officer requests that the Sheriff and all chiefs of police in all cities located in the Los Angeles County Public Health Jurisdiction ensure compliance with and enforcement of this Order. The violation of any provision of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment or both.
28. This Order shall become effective immediately on May 13, 2020 and will continue to be until it is extended, rescinded, superseded, or amended in writing by the Health Officer.

IT IS SO ORDERED:

Muntu Davis, M.D., M.P.H.

Health Officer,
County of Los Angeles

MAY 13, 2020

Date



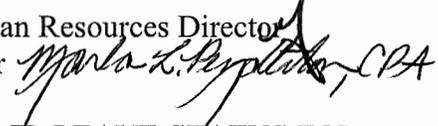
CITY OF LAWNDALE

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

DATE: May 18, 2020

TO: Honorable Mayor and City Council

FROM: Kevin M. Chun, City Manager 

PREPARED BY: Mike Estes, Director of Community Services 
Raylette Felton, Assistant to the City Manager/ Human Resources Director 
Marla Pendleton, Director of Finance/ City Treasurer 

SUBJECT: RECONSIDERATION OF ADMINISTRATIVE PAID LEAVE STATUS FOR PART-TIME EMPLOYEES DURING THE COVID-19 PANDEMIC

BACKGROUND

On March 16, 2020, in response to the federal, state and county officials and public health orders, Kevin M. Chun, City Manager, declared a local emergency for the City of Lawndale due to the novel coronavirus, or COVID-19 global pandemic. During the City Council's regular meeting on March 16th, the City Manager reported on the proposed Local Emergency Proclamation and provided an update and recommendations regarding City operational changes (closure of City facilities, cancellation of events, ceasing recreational activities). The City Manager also discussed with City Council proposed status changes of employees potentially affected by the operational changes.

During the March 16th meeting, City Council approved and ratified the Local Emergency Proclamation effective March 17, 2020. City Council also provided direction to administration regarding changes to City operations that comprised of providing paid administrative leave to employees affected by the operational changes and finding other work opportunities during the Local Emergency Proclamation. Accordingly, employees with no work were asked to stay home and put on paid administrative leave to ensure that they were not financially impacted by the suspension of programs and services due COVID-19.

As a result of the continuous efforts to protect the public's health and safety in compliance and support of the Los Angeles County Department of Public Health (LACDPH) "Safer at Home" Order, City facilities remain closed to the public and indoor recreational and community service programs that are considered non-essential have been suspended, closed or are being performed with less frequency. The City has maintained its workforce by:

- Allowing employees to stay home on paid leave and/or work from home, if possible;
- Reducing staffing levels to perform essential services only, with some staff assigned to work on a rotational basis to maintain social distancing; and
- Deploying part-time employees to work in other departments to assist with special projects.

With the uncertainty of the COVID-19 global pandemic, the closures of City facilities and programs will likely continue into the near future. As a result, staff is seeking City Council’s direction on how to proceed with the paid administrative leave status of its non-working part-time employees assigned to closed or discontinued programs and services, as the City cannot economically justify continuing to provide paid administrative leave indefinitely.

STAFF REVIEW

For the past eight weeks, the City has provided paid administrative leave for both full-time and part-time employees as a result of the LACDPH Safer at Home Order. All full-time employees continued to be paid regular salary and benefits and part-time employees received pay based on a calculation of typical hours worked. Employees were also directed to be prepared to report to work as usual and to make themselves available by phone and/or email during normal business hours.

City staff has continued to ensure a continuity of ongoing essential services by appropriately monitoring staff work and utilizing employees when possible. Recently, the City has started phasing in return to work protocols, which includes: returning full-time employees to regular staffing levels. However, the City is now challenged with lack of work opportunities for part-time staff and the continuation of paid leave benefits for these same part-time employees.

Part-Time Employees Status

Pursuant to City policy, part-time employees serve at the pleasure of the City Manager and are not guaranteed work hours or have property rights in employment with the City. Part-time appointments are “at will” and the employment relationship can be ended at any time, with or without notice and with or without cause. The City’s part-time employment roster is comprised of 66 active part-time employees, with 56 of these part-time employees assigned to the Community Services Department. Work performed is based on the level of programs, services and activities of the department, most of which has been suspended due to the COVID-19.

City Part-Time Employee Count:

Department/ Division	# of Active Part-Time EE’s
Cable TV	3
Community Services Department	56
Municipal Services Department	4
Public Works Department	3
Total Part-Time EE’s	66

Since part-time employees work varying hours, the City calculated the typical hours worked using an average number of hours worked over the previous two month period, February and March. During normal business times, part-time employees would be scheduled to work based on need; the workweek hours would not exceed 20 hours; employees would periodically take time off; and the departments had the ability to monitor hours. Continuing to provide consistent paid administrative leave to these employees has resulted in higher payroll costs, department budget overruns and increases the City’s exposure to long-term pension liability (which would require the City to enroll certain part-time employees into CalPERS due to increased hours). All hours an employee is compensated for must be counted towards CalPERS membership qualifications, which would include paid administrative leave hours, similar to extra vacation leave.

Beginning the first pay period of the Local Emergency Proclamation, the City has expended approximately \$75, 937 in part-time paid administrative leave as follows:

Pay Period	Payroll Cost
March 16, 2020- March 29, 2020	\$16,769
March 30, 2020 – April 12, 2020	\$22,675
April 13, 2020 – April 26, 2020	\$17,414
April 27, 2020 – May 10, 2020	\$19,080

During 2019 for the five pay periods referenced above, the Community Services Department operations required an average of 1,544 part-time employee working hours plus an average of 35 hours of sick leave pay per pay period for an average 1,579 total paid hours per pay period. However, since the LACDPH Safer at Home Order took effect on March 16, 2020 and the City’s Local Emergency Proclamation, the City is paying its Community Services Department part-time employees an average of 2,048 total hours per pay period, approximately 496 hours above what was paid to part-time employees during the same pay periods in 2019, when operations were normal.

The City, state and federal actions to slow the spread of COVID-19 has and will continue to cause significant effects on the City’s finances. The LACDPH Safer at Home Order continues to be extended. As of May 13, 2020, LACDPH extended the Safer at Home Order indefinitely until further notice. The City cannot continue to maintain its current paid administrative leave status of the part-time employees without significant economic consequences. As such, staff is seeking direction from City Council on how to proceed.

City department directors have discussed options and are recommending the following:

1. With City Council’s approval, direct staff to discontinue paid administrative leave for all employees and return them to work.
 - a. Employees who are unable to report to work will be required to exhaust their leave banks. Employees who are unable to report to work and who are without leave will be unpaid and placed on an unpaid leave of absence.
 - b. Employees who are unable to work due to their own health needs, to care for family members or as a result of their child’s school or childcare closure as a result of COVID-19 could be eligible for relief under the Families First Coronavirus Response Act (FFCRA), which would allow them to receive paid leave for up to a 12 week period.
2. Direct staff to review its current operation and determine which part-time employees can continue to work.
3. Direct staff to initiate the layoff process for part-time employees who are without work in accordance with City Personnel Rules and Regulations and the Memorandum of Understanding (MOU), if applicable.
 - a. When a lack of work is ongoing, an agency can initiate its layoff procedures in compliance with the City’s personnel rules and MOU. This process would include a meet and confer process with the union and notice to affected employees. This is a practice that has been utilized by many local and regionally-based municipalities.
 - b. Once the layoff process is completed, affected employees will be eligible to apply for unemployment benefits through the Employment Development Department (EDD).

The impacts of COVID-19 on City operations was unanticipated and remains uncertain. As we continue through this public health crisis, our City will be charged with making ongoing difficult decisions.

RECOMMENDATION

Staff recommends that the City Council direct staff to: 1) Discontinue paid administrative leave for all employees; 2) Review its current allocation of part-time staff members and determine which employees should continue to be employed; and 3) Initiate lay-off procedures for those employees without work in compliance with City Personnel Rules and Regulations and applicable Memorandum of Understanding.



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

DATE: May 18, 2020
TO: Honorable Mayor and City Council
FROM: Matthew R. Ceballos, Assistant City Clerk *mc*
SUBJECT: Mayor/Councilmember Report of Attendance at Meetings and/or Events

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



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

DATE: May 18, 2020

TO: Honorable Mayor and City Council

FROM: Matthew R. Ceballos, Assistant City Clerk *mc*

SUBJECT: Conference with Legal Counsel – Anticipated Litigation (The City is considering whether to initiate litigation in one case against Best Western Plus South Bay Hotel and the County of Los Angeles)

No public documents were forwarded to the City Clerk Department for this item.