



## **CITY OF CARSON**

### **MINUTES CARSON CITY COUNCIL SPECIAL MEETING MARCH 27, 2019**

**10:00 A.M.**

#### **CALL TO ORDER:**

The meeting was called to order at 10:14 A.M. by Mayor Albert Robles in the Helen Kawagoe Council Chambers, Carson City Hall, located at 701 E. Carson Street, Carson, California 90745.

#### **ROLL CALL:**

City Clerk Donesia Gause-Aldana noted the roll:

#### **Council Members Present:**

Mayor Albert Robles, Council Member Lula Davis-Holmes, and Council Member Jawane Hilton

#### **Council Member Absent:**

Mayor Pro Tem Cedric Hicks (Entered at 10:15 A.M.) and Council Member Jim Dear (Entered at 10:15 A.M.)

#### **Other Elected Officials Present:**

Donesia Gause-Aldana, City Clerk, and Monica Cooper, City Treasurer

#### **Also Present:**

John Raymond, Acting City Manager; Sunny Soltani, City Attorney; David Roberts, Assistant City Manager; Gilbert Marquez, City Engineer; Saied Naaseh, Director of Community Development; Faye Moseley, Director of Human Resources and Risk Management; and Tarik Rahmani, Director of Finance.

#### **ORAL COMMUNICATIONS FOR MATTERS LISTED ON THE AGENDA (MEMBERS OF THE PUBLIC) – None.**

Mayor Robles stated the statements made by Council Member Davis-Holmes that she is requesting special meetings because he will not place certain items on the agenda is incorrect. He asked to clarify for the record that he does not prevent any item from being placed on the agenda. If a Council Member makes a request to place an item on the agenda that the requested item will be brought up on the agenda for City Council consideration to place on future agenda.

Council Member Davis-Holmes referred to March 19, 2019 agenda of Council requests; she requested a timeline of the ordinance determining how items are placed on the agenda.

**DISCUSSION: (Items 1-10)**

**Item No. 1. 2019-306 REVISE, UPDATE AND REASSIGN PROPOSED SPECIAL EVENT LIST 2019-2020**

Acting City Manager Raymond gave a brief staff report. Discussion ensued about who authorized staff to mail and coordinate fundraising efforts.

Council Member Davis-Holmes provided copies of a report from the City Treasurer's Office of funds collected for all special events up until 2016. After 2016, the Purchasing Manager started collecting the money. She inquired how events are being funded.

Director Al-Oboudi confirmed request for Cinco de Mayo sponsorship from Pepsi of \$6,000. Staff's working with the Carson Community Foundation to identify sponsors for different events.

Council Member Davis-Holmes inquired about staff's involvement with sending sponsorship letters for donations.

Discussion ensued between Acting City Manager Raymond, Director Al-Oboudi and Council Member Davis-Holmes regarding letters mailed to donors.

Mayor Robles directed Director Al-Oboudi to send one letter for all special events.

Council Member Dear stated his concerns of multiple letters going to the same donors.

Mayor Robles noted that some non-profit organizations are sending letters for the same event.

Council Member Davis-Holmes discussed the purpose of the Carson Community Foundation.

City Attorney Soltani elaborated on the purpose of the Carson Community Foundation.

Mayor Pro Tem Hicks commented on the process of the foundation being the entity requesting sponsorships.

Council Member Davis-Holmes recommended to adhere to the practice that the Carson Community Foundation mail letters to solicit and raise and/or request sponsorships for city sponsored events. In addition, she requested a list of all the letters that are sent by staff.

Council Member Hilton inquired on the behest requirements.

City Attorney Soltani noted a Council Member makes a request in the aggregate of \$5,000 on behalf of someone else, the Council Member must report accordingly.

Council Member Dear inquired if the City is a non-profit organization.

City Attorney Soltani noted she can discuss Council Member Dear's question in Closed Session and will provide a memorandum.

Recommendation:                CONSIDER and PROVIDE direction.

ACTION:        Direction provided to staff and action taken as follows:

Mayor Robles moved to have letters for sponsorships and fundraising efforts be handled through the Carson Community Foundation for all city events. Staff will no longer send letters requesting sponsorship for any city event.

Council Member Davis-Holmes recommended to continue with Carson Community Foundation sending letters seeking donations for all city events and staff to come back with options.

Council Member Dear requested information how much money the Carson Community Foundation raised and how funds are allocated.

Mayor Robles recommended staff come back with draft process and procedures on how partnerships with non-profit groups are handled.

Acting City Manager Raymond noted the Mayor's request will be addressed during the audit of non-profits.

Mayor Robles directed staff to consider recommendations made by Council Member Davis-Holmes and Council Member Dear then bring back at a future agenda.

Discussion ensued between City Council and staff regarding the City's involvement with Community Foundation efforts.

Discussion ensued with city event sponsors.

(Council Member Hilton exited and reentered the meeting.)

It was moved to add Children's Day to the list of events and funded at \$5,000 on motion of Dear, seconded by Davis-Holmes and unanimously carried by the following vote:

Ayes:            Mayor Robles, Mayor Pro Tem Hicks, Council Member Davis-Holmes, Council Member Hilton, and Council Member Dear

Noes:            None

Abstain:        None

Absent:         None

(Council Member Hilton exited the meeting.)

It was moved to continue same level of funding as last year for Samoan Flag Day. Bring report back to City Council once the planning has ensued for Samoan Heritage Day on motion of Davis-Holmes and seconded by Hicks.

(Mayor Robles exited and reentered the meeting.)

Council Member Davis-Holmes offered a friendly amendment to the motion direct staff to reach out to the Samoan community to possibly consolidate Samoan Flag Day and Samoan Heritage Day events with a funding allocation of \$10,000, in the event staff is not successful then allocate \$5,000 for Samoan Flag Day which was accepted by Hicks.

Council Member Dear offered a friendly amendment to the motion to allocate \$5,000 for both events or \$10,000 for one event; and directed Acting City Manager Raymond, Director Al-Oboudi and staff to work with Council Member Dear on combining the two events which was accepted by the maker and seconder of the motion.

The motion, as amended, was carried by the following vote:

Ayes: Mayor Pro Tem Hicks, Council Member Davis-Holmes, and Council Member Dear  
Noes: Mayor Robles  
Abstain: None  
Absent: Council Member Hilton

It was moved to combine Filipino American History Month and Larry Itliong Day funded at \$10,000 on motion of Hicks and seconded by Davis-Holmes.

Discussion ensued between the Council Members and Director Al-Oboudi regarding combining events.

The motion failed to carry by the following vote:

Ayes: Mayor Pro Tem Hicks and Council Member Davis-Holmes  
Noes: Mayor Robles and Council Member Dear  
Abstain: None  
Absent: Council Member Hilton

Council Member Dear noted he would be willing to volunteer and take lead on the following events: Philippine Independence Day, Fourth of July/Community Friendship Day, Larry Itliong Day, Children's Day and Red Ribbon Week.

#### Main Motion

It was moved that Council Member Dear assume lead on Philippine Independence Day, Fourth of July/Community Friendship Day, Larry Itliong Day, Children's Day, and Red Ribbon Week on motion of Davis-Holmes, seconded by Hicks.

It was moved to call a special budget workshop for funding allocations of City Events on April 9, 2019 at 9:30 A.M. on motion of Robles which died for a lack of second.

(Council Member Davis-Holmes exited and reentered the meeting.)

(Council Member Dear exited and reentered the meeting.)

(Mayor Pro Tem Hicks exited and reentered the meeting.)

Mayor Robles made a substitute motion to take lead or co-lead on each of the requested items which failed for a lack of second.

Vote on Main Motion

The main motion was carried by the following vote:

Ayes: Mayor Pro Tem Hicks, Council Member Davis-Holmes, and Council Member Dear  
Noes: Mayor Robles  
Abstain: None  
Absent: Council Member Hilton

By consensus, the budget workshop was scheduled to April 9, 2019 at 9:00 A.M.

**Item No. 2. 2019-305 CONSIDER REVISING SMP 1.45 POLICY ON  
SUB-COMMITTEES OF THE CITY COUNCIL**

Acting City Manager gave a brief staff report.

Recommendation: MAKE recommendations to the City Manager for deletions or changes to the policy.

ACTION: Council Member Davis-Holmes referred to Town Hall meetings wherein a Council Member wishes to meet with a constituent at a facility and staff prepares the flyer. She requested staff to incorporate in the SMP. She requested this item come back the first meeting in May.

Acting City Manager Raymond referred to SMP 1.56 which governs how meeting flyers are composed.

Mayor Robles requested staff prepare a staff report for Council Subcommittees and City Affiliated Organizations for the April 2, 2019 agenda. In addition, he asked his Council colleagues to provide him with their appointment recommendations Monday, April 1, 2019 at 3:00 P.M.

Mayor Robles directed staff to identify which Council Member is requesting the item on the staff report.

City Clerk Gause-Aldana noted practice in the past of requests by the Mayor and Council Members.

Mayor Robles stated if a Council Member requests staff report, that it be listed on the staff report except Council Member Dear with no objections heard.

**Item No. 3. 2019-309 CONSIDER ADOPTION OF REVISED COUNCIL POLICY AND  
PROCEDURE 1.1.05 (FORMALLY SMP 3.19)  
FLOWERS - AUTHORIZATION AND ORDERING**

Recommendation: CONSIDER the Revised CPP 1.1.05 (formally SMP 3.19) and MAKE any additional revisions the Council deems appropriate.

ACTION: It was moved to approve staff recommendation as stated in Exhibit No. 1 in bold, underlined and strikethroughs as follows on motion of Dear and seconded by Davis-Holmes:

Council Policy & Procedure 1.1.05

## II. GENERAL

- A. Individuals eligible to receive flowers from the City include present and past City elected officials, Commissioners, Committee and Board members, and full-time and part-time employees **as well as the immediate family members of elected officials, Commissioner, Committee and Board members.**
- B. ~~All other~~ Individuals who do not fall in the categories above, such as community leaders or volunteers, or individuals with affiliation to the Carson community will require prior authorization from **a member of the Council or** the City Manager.

During discussion of the motion, Mayor Robles inquired about whether this item is an illegal gift of public funds.

Council Member Dear withdrew his motion.

It was moved to move forward with this item and revisit if the City Attorney determines there's a conflict, then bring back for discussion on motion of Davis-Holmes which died for a lack of second.

Mayor Robles continued this item to April 2, 2019 with no objections heard.

### **Item No. 4. 2019-312 CONSIDER ADOPTION OF REVISED COUNCIL POLICY AND PROCEDURE 1.1.06 (FORMALLY SMP 1.21) COUNCIL DIRECTIVES TO STAFF**

Recommendation: 1. CONSIDER and ADOPT Revised CPP 1.1.06 (formally SMP 1.21), OR  
2. MAKE recommendations the City Manager for additional deletions or changes to the policy.

ACTION: Mayor Robles continued this item to April 2, 2019.

It was moved to adopt revised CPP 1.1.06 (formally SMP 1.21) on motion of Hicks and seconded by Davis-Holmes.

Acting City Manager Raymond gave a brief staff report.

Discussion ensued between staff and City Council regarding the draft SMP and the staff assigned to the City Council Office.

Council Member Dear requested clarity to differentiate giving directives, asking a question, obtaining information, and a staff person interacting with Council Members.

Council Member Davis-Holmes requested Director Moseley clarify procedures.

Director Moseley stated she reviewed the SMP which does not reflect the current operations to date and should be updated.

City Attorney Soltani noted that any directive given to staff must go through the City Manager and the only change is to strike out Executive Assistant and Senior Clerk; and add anyone working in the City Council Office or in an acting capacity.

It was moved to approve staff recommendation, to include City Attorney's changes; and include the Director of Human Resources when writing staff reports on motion of Davis-Holmes, seconded by Dear and carried by the following vote:

Ayes: Mayor Pro Tem Hicks, Council Member Davis-Holmes, and Council Member Dear  
Noes: Mayor Robles  
Abstain: None  
Absent: Council Member Hilton

**Item No. 5. 2019-316 REVIEW AND DISCUSS CARSON COMMUNITY FOUNDATION CITY EXPENDITURES**

Recommendation: CONSIDER and PROVIDE direction.

ACTION: It was moved to eliminate all city expenses tied to the foundation that it be a stand-alone, non-profit organization on motion of Davis-Holmes and seconded by Hicks.

During discussion of the motion, Council Member Dear referred to exhausting between \$48,000 and \$57,600 per year which can be better spent to a non-profit organization or event.

Discussion ensued regarding expenditures.

It was moved to discontinue catering services by Choura for the Community Foundation meetings on motion of Robles which failed for a lack of second.

It was moved to call for the question on motion of Davis-Holmes.

Main Motion

The main motion was carried by the following vote:

Ayes: Mayor Pro Tem Hicks and Council Member Davis-Holmes  
Noes: Mayor Robles  
Abstain: Council Member Dear  
Absent: Council Member Hilton

Mayor Robles requested the City Attorney to research the motion if actually passed.

(Mayor Robles exited the meeting.)

It was moved to recess the meeting for 15 minutes for a staff break on motion of Dear with no objections heard.

**RECESS:**

The meeting was recessed at 2:06 P.M. by Mayor Pro Tem Hicks for staff break.

**RECONVENE:**

The meeting was reconvened at 2:38 P.M. by Mayor Robles with all members previously noted present except Hilton absent.

**Item No. 6. 2019-325 REVIEW, DISCUSS AND UPDATE THE RESIDENTIAL PROPERTY REPORT PROGRAM**

Recommendation: PROVIDE DIRECTION "REGARDING THE RESIDENTIAL PROPERTY REPORT PROGRAM."

ACTION: Mayor Robles continued this item to April 2, 2019 with no objections heard.

**Item No. 7. 2019-322 CONSIDER REVISING SMP 1.46 POLICY FOR REIMBURSEMENT OF EXPENSES FOR CONFERENCE ATTENDANCE BY COUNCILMEMBERS**

Recommendation: MAKE recommendations to the City Manager for deletions or changes to the policy.

ACTION: Mayor Robles continued this item to April 2, 2019 with no objections heard.

**Item No. 8. 2019-334 PLAN OF ACTION TO REPAIR POTHOLE AT INTERSECTIONS OF THE 91 FREEWAY AT AVALON BOULEVARD, CENTRAL AVENUE AND WILMINGTON BOULEVARD**

Recommendation: RECIEVE and FILE.

ACTION: Mayor Robles ordered this item received and filed with no objections heard.

Council Member Dear noted Wilmington Boulevard should be Wilmington Avenue which is in the City of Compton.

Acting City Manager Raymond noted new exhibit to the item which will be available at the April 2, 2019 meeting.

Council Member Dear reported potholes on 213th Street between Avalon Boulevard and Chico Street in need of repair.



**Item No. 9. 2019-323 REVIEW AND DISCUSS UPDATE ON CITY HIRING PLANNERS  
IN CONNECTION TO THE CSG CONSULTANT, INC.  
AMENDMENT NO. 2 TO PROVIDE ON-CALL PLANNING  
SERVICES**

Mayor Pro Tem Hicks inquired about the status of recruitments for City Planners.

Acting City Manager Raymond gave a brief staff report.

Director Naaseh and Director Moseley gave additional information related to the staff report.

Recommendation: RECEIVE AND FILE

ACTION: It was moved to approve staff recommendation on motion of Hicks.

Mayor Robles ordered this item received and filed with no objections heard.

**Item No. 10. 2019-313 CONSIDER COUNCIL POLICY & PROCEDURE NO. 1.02.03,  
SEATING ARRANGEMENT ON THE DAIS**

Recommendation: APPROVE revised CCP 1.02.03 related to seating on the dais.

ACTION: It was moved that the minute order be amended to read that the Mayor Pro Tem can sit either to the right or to the left of the Mayor and draft in the form of an SMP on motion of Dear, seconded by Hicks and unanimously carried by the following vote:

Ayes: Mayor Robles, Mayor Pro Tem Hicks, Council Member Davis-Holmes, and Council Member Dear

Noes: None

Abstain: None

Absent: Council Member Hilton

**ORAL COMMUNICATIONS (COUNCIL MEMBERS) – None.**

**ADJOURNMENT**

The meeting was adjourned at 2:55 P.M. by Mayor Robles with Hilton absent.

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Mayor Albert Robles

ATTEST:

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City Clerk Donesia Gause-Aldana