



CITY OF LAWNDALE

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

AGENDA LAWNDALE CITY COUNCIL REGULAR MEETING Monday, October 21, 2019 - 6:30 p.m. Lawndale City Hall Council Chamber 14717 Burin Avenue

Any person who wishes to address the City Council regarding any item listed on this agenda or any other matter that is within its subject matter jurisdiction is invited, but not required, to fill out a public meeting speaker card and submit it to the city clerk prior to the oral communications portion of the meeting. The purpose of the card is to ensure that speakers' names are correctly recorded in the meeting minutes and, where appropriate, to provide contact information for later staff follow-up.

Copies of this agenda may be obtained prior to the meeting in the Lawndale City Hall foyer. Copies of staff reports or other written documentation relating to each agenda item are available for public inspection in the Lawndale City Hall foyer and the public library. 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. **PRESENTATIONS**
 - 1. **Senator Bradford's Office – Legislative Update**
- D. **PUBLIC SAFETY REPORT**
- E. **ITEMS FROM CITY CLERK**
- F. **ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA** (Public Comments)
- G. **COMMENTS FROM COUNCIL**
- H. **CONSENT CALENDAR**

The consent calendar, agenda items 2 through 6, will be considered and acted upon under one motion unless a councilmember removes individual items for further council consideration or explanation.

- 2. **Motion to read by title only and waive further reading of all ordinances listed on the agenda**
Recommendation: that the City Council approve.

3. **Service Order with Spectrum (formerly Time Warner) to upgrade the Dedicated Internet Access and Ethernet Private Line Service (Transport Line) between City Hall and Public Works/City Yard**

Recommendation: that the City Council approve the service order with Spectrum for upgraded bandwidth on Dedicated Internet Access and Ethernet Private Line Service (Transport Line) between City Hall and Public Works/City Yard, for a five year term for an amount not to exceed \$17,700.00 annually.

4. **Accounts Payable Register**

Recommendation: that the City Council adopts Resolution No. CC-1910-049, authorizing the payment of certain claims and demands in the amount of \$1,006,581.96.

5. **Minutes of the Lawndale City Council Special Meeting – October 1, 2019**

Recommendation: that the City Council approve.

6. **Minutes of the Lawndale City Council Regular Meeting – October 7, 2019**

Recommendation: that the City Council approve.

I. **ADMINISTRATION**

7. **Budget Update for the Quarter/Year Ended June 30, 2019**

Recommendation: that the City Council (a) receive and file the Quarterly Budget Report for the quarter ended June 30, 2019; and (b) approve and direct the Finance Department to make the recommended FY 2018-2019 year-end adjustments including:

- General Fund net increase in estimated revenue \$566,000.00
(Page 2 of the Staff Report)
- Operating Fund Transfer from the General Fund to Gas Tax Fund \$86,543.00
(Page 9 of the Staff Report)
- Use of Unrestricted Fund Balance – General Fund for prior year negative fund balances (Page 9 of the Staff Report) \$186,647.00

8. **Amending Lawndale Municipal Code Chapter 8.80, Residential Property Report Requirements in the City of Lawndale – 2nd Reading and Adoption**

Recommendation: that the City Council approve the second reading and adopt Ordinance No. 1164-19, amending Chapter 8.80 of the Municipal Code, modifying the Residential Property Report requirements from mandatory to voluntary, with the exception of garage inspections.

9. **Review of City Council Policy 102-19, “Parkway Design Policy Guidelines”**

Recommendation: that the City Council review and discuss City Council Policy 102-19, “Parkway Design Policy Guidelines” and provide direction to staff accordingly.

J. ITEMS FROM COUNCILMEMBERS

- 10. Renaming of the City's Annual Music Festival** – requested by Councilmember Kearney.

Recommendation: that the City Council discuss the request to agendize the re-naming of the annual Music Festival at a future City Council meeting and provide direction to staff.

- 11. Mayor/Councilmember Report of Attendance at Meetings and/or Events**

K. CLOSED SESSION

- 12. 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 (1) case.

- 13. Public Employee Performance Evaluation and Compensation**

The City Council will hold a closed session with the City's Personnel Officer, the Interim City Manager, pursuant to Government Code Sections 54957 and 54957.6(a), to conduct an employee performance evaluation of the City Attorney and to discuss the compensation provided to the City Attorney.

L. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, November 4, 2019 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 October 21, 2019 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 ♦ www.lawndalecity.org

DATE: October 21, 2019
TO: Honorable Mayor and City Council
FROM: Matthew R. Ceballos, Assistant City Clerk *MC*
SUBJECT: Presentation from Senator Bradford's Office – Legislative Update

No public documentation was forwarded to the City Clerk Department for the item



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

DATE: October 21, 2019
TO: Honorable Mayor and City Council
FROM: Matthew R. Ceballos, Assistant City Clerk *MC*
SUBJECT: Motion Pertaining to the Reading of Ordinances

BACKGROUND

California Government Code reads, in part, as follows:

"Except when, after reading the title, further reading is waived by regular motion adopted by majority vote, all ordinances shall be read in full either at the time of introduction or passage."

RECOMMENDATION

Staff recommends that the City Council read by title only and waive further reading of all ordinances listed on the agenda.



CITY OF LAWDALE

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

DATE: October 21, 2019

TO: Honorable Mayor and City Council

FROM: Stephen N. Mandoki, City Manager 

PREPARED BY: Matthew R. Ceballos, Assistant City Clerk 
Marla L. Pendleton, CPA, Director of Finance/ City Treasurer 

SUBJECT: Service Order with Spectrum (formerly Time Warner) to upgrade the Dedicated Internet Access and Ethernet Private Line Service (Transport Line) between City Hall and Public Works/City Yard

BACKGROUND

Since September 15, 2008 the City has employed Time Warner to provide City Hall with Dedicated Internet Access and Ethernet Private Line Services. The Dedicated Internet Access is to provide all computers, servers and other devices general access to the internet, whereas the Ethernet Private Line Services is a point to point transport line from City Hall to the Public Works yard to connect telephones and computers to City Hall servers. The current contract entered into on October 20, 2014 with Spectrum (formerly Time Warner) will expire on October 19, 2019, but that agreement allowed for continual month-to-month service until a new agreement could be reached.

The original service levels were deemed satisfactory and have served the City well, however since then, bandwidth has significantly decreased in cost considerably and the needs of the City for increased connectivity have grown. As a result, there was a desire to evaluate current service levels, the needs of the City to function, and a concerted effort to decrease service expenses.

STAFF REVIEW

Staff has determined that the current service levels for Dedicated Internet Access have been sufficient for the needs and operations of the City and any upgrade in service level would be a significant improvement, especially the Ethernet Private Line service. As a result, staff solicited and reviewed offers from three different service providers (Time Warner, AT&T, and the proposed South Bay SmartNet Fiber Network) to upgrade current service levels. A summary of the three proposals is provided in the chart below:

	Time Warner	Spectrum (Time Warner)	AT&T	Verizon	Proposed SBCOG Fiber Network
Product Description	Current Package	Prop. Package 5 Yr	Prop. Package 5 Yr	No Service Offered	Prop. Package 5 Yr
City Hall Connection to Internet	40Mbps=\$960.00	100Mbps=\$615.00	100Mbps=\$1461.87	No Service Offered	1Gbps=\$1000.00
Point to Point - City Hall to PW/City Yard (Transport Line)	20Mbps=\$1056.00	100Mbps=\$860.00	100Mbps=\$990.16	No Service Offered	1Gbps=\$900.00
Monthly Total:	\$2,016.00	\$1,475.00	\$2,452.03	N/A	\$1,900.00
Annual Total:	\$24,192.00	\$17,700.00	\$29,424.36	N/A	\$22,800.00
Contract Total:	\$120,960.00	\$88,500.00	\$147,121.80	N/A	\$114,000.00

After consideration of every package and possible combination, even a “mix and match” with different service providers, Spectrum provided the ideal package with an increase in services and a significant decrease in cost.

The new service would provide a more than 2x increase in speed for Dedicated Internet Access, for a 44% reduction in monthly cost. As well as, providing a 5x increase in speed for Ethernet Private Line Service for a 20% reduction in monthly cost.

Acceptance of the lowest cost proposal would do the following: 1) create annual savings of \$6,492 in the internet and transport service fees; and 2) significantly increase bandwidth for City Hall and the Public Works Yard. At this time, staff recommends the acceptance of the Spectrum proposal due to it meeting the City’s functional needs as well as its cost savings.

LEGAL REVIEW

The City Attorney has reviewed the service order and has approved it as to form.

FISCAL IMPACT

Dedicated Internet Access and Ethernet Private Line Services have been budgeted for fiscal year 2019-2020 in the following account:

100-180-530.100 – Contract Services (Information Systems)

Approval of the proposal would mean an approximate savings of \$4,400 for fiscal year 2019-2020.

RECOMMENDATION

Staff recommends that the City Council approve the service order with Spectrum for upgraded bandwidth on Dedicated Internet Access and Ethernet Private Line Service (Transport Line) between City Hall and Public Works/City Yard, for a five year term for an amount not to exceed \$17,700.00 annually.

Attachments: Spectrum Service Order



Customer Service Order

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, https://enterprise.spectrum.com/ (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Account Executive: Gil Dheming
Phone: (818) 304-2342 ext:
Cell Phone: +1 8183042342
Email: gil.dheming@charter.com

Order # 11277119

Table with customer information including Business Name (CITY OF LAWDALE), Billing Address (14717 BURIN AVE Library LAWDALE CA 90260), Billing Contact (Bekim Berisha), Authorized Contact (Matt Ceballos), and Technical Contact (Bekim Berisha).



Fiber Internet and Ethernet Service Order Information For 14717 Burin Ave Library Lawndale CA 90260

Site Name	Address Location	Location Type	Bandwidth
	14717 Burin Ave Lawndale, CA 90260		

Current Services and Monthly charges At 14717 Burin Ave Unit Library, Lawndale CA 90260

Description	Quantity	Sales Price	Monthly Recurring Total
Bc Plat VIP	1	\$0.00	\$0.00
Comml Acct	1	\$0.00	\$0.00
Bcf WO Video	1	\$0.00	\$0.00
*Total			\$0.00

*Prices do not include taxes and fees.

New and Revised Services and Monthly Charges At 14717 Burin Ave Unit Library, Lawndale CA 90260

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
13 Static IP	1	\$0.00	\$0.00	60 Months
EPL Intrastate 100 Mbps	1	\$430.00	\$430.00	60 Months
Fiber Internet 100Mbps	1	\$615.00	\$615.00	60 Months
*Total			\$1,045.00	

*Prices do not include taxes and fees.

New and Revised Services and Monthly Charges At 4722 Manhattan Beach Blvd Unit EPL, Lawndale CA 90260

Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Intrastate 100 Mbps	1	\$430.00	\$430.00	60 Months
*Total			\$430.00	

*Prices do not include taxes and fees.

One Time fees At 4722 Manhattan Beach Blvd Unit EPL, Lawndale CA 90260

Description	Quantity	Sales Price	Total
Installation	1	\$0.00	\$0.00
Total			\$0.00

*Prices do not include taxes and fees.

Special Terms

[Empty box for Special Terms]

Electronic Signature Disclosure

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

Authorized Signature for Customer

Robert Pullen-Miles

Mayor of Lawndale

Printed Name and Title

10/21/2019

Date Signed

ATTEST:

Rhonda Hofmann Gorman, City Clerk

RESOLUTION NO. CC-1910-049

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
AUTHORIZING CERTAIN CLAIMS AND DEMANDS
IN THE SUM OF \$1,006,581.96**

THE CITY COUNCIL OF THE CITY OF LAWNSDALE, 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 following claims and demands are hereby authorized in the accounts herein after set forth.

Effective Date: October 21, 2019

Certified by:


Marla L. Pendleton CPA, Finance Director

PASSED, APPROVED AND ADOPTED this 21st day of October, 2019.

Robert Pullen-Miles, Mayor

ATTEST:

State of California)
County of Los Angeles) SS
City of Lawnsdale)

I, Rhonda Hofmann Gorman, City Clerk of the City of Lawnsdale, California, do hereby certify that the City Council of the City of Lawnsdale duly approved and adopted the foregoing Resolution No.

CC-1910-049 at a regular meeting of said Council held on the 21st day of October, 2019, by the following roll call vote:

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

Rhonda Hofmann Gorman, City Clerk

Check Register Report

Date: 10/16/2019
 Time: 2:02 pm
 Page: 1

BANK: WELLS FARGO BANK N.A

City of Lawndale

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
198402	09/26/2019	Reconciled		6636	FRONTIER COMMUNICATIONS	PHONE CHARGES 09/19-/10/18/19	81.39
198403	09/26/2019	Reconciled		0441	GOLDEN STATE WATER CO.	UTILITIES WATER SERVICES	11,555.22
198404	09/26/2019	Reconciled		5180	HARRIS COMPUTER SYSTEMS	ANNUAL CITYVIEW SOFTWARE SUPPO	20,308.37
198405	09/26/2019	Reconciled		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES-ELECTRICITY SVCS	78.46
198406	09/26/2019	Reconciled		0440	SOUTHERN CALIFORNIA GAS CO.	UTIL GAS CHARGES 09/19-/10/19	53.87
198407	09/26/2019	Reconciled		4142	TIME WARNER CABLE	PW-FIBER OPTICS	300.21
198408	09/26/2019	Reconciled		3672-FIN	U.S. BANK	CREDIT CARD CHARGES-FINANCE	579.39
198409	09/26/2019	Reconciled		3373	VERIZON WIRELESS	CELL PHONE SVCS 8/4-9/3/19	469.97
198410	10/03/2019	Reconciled		5833	A NU CARPET & TILE, INC	EXTERIOR TILE REPAIR-COMM CTR	1,860.80
198411	10/03/2019	Reconciled		7263	ACCOUNTING PRINCIPALS INC	TEMP SVCS WK END 09/22/19	2,188.80
198412	10/03/2019	Reconciled		1541	ALESHIRE & WYNDER, LLP	LEGAL SVCS JULY 2019	39,537.64
198413	10/03/2019	Reconciled		0115	AT & T	LONG DISTANCE SVCS SEPT. 2019	14.67
198414	10/03/2019	Reconciled		1056	AT&T GLOBAL SERVICES, INC.	BILLING FOR 9/21-10/20/2019	865.67
198415	10/03/2019	Printed		0613	BERICOM IT & DESIGN	NTWK MAINT & COMPUTER SUPPORT	11,229.44
198416	10/03/2019	Reconciled		7293	BRINKS INC	ARMORED FEE SVCS SEPT 2019	159.18
198417	10/03/2019	Reconciled		6459	CASC ENGINEERING & CONSULTING	NPDES PERMIT COMPLIANCE SVCS	5,100.00
198418	10/03/2019	Reconciled		0219	COUNTY OF LA DEPT OF PUBLIC WK	BUILDING & SAFETY 7/1-7/31/19	14,552.72
198419	10/03/2019	Printed		6158	COUNTY OF LOS ANGELES	RELEASE OF NOTICE VIOLATION	8.00
198420	10/03/2019	Reconciled		3886	SIRLEY CUEVAS	PLANNING COMM.STIPEND 9/25/19	100.00
198421	10/03/2019	Reconciled		6886	EMPIRE CLEANING SUPPLIES	MAINTENANCE CLEANING SUPPLIES	607.17
198422	10/03/2019	Reconciled		6684	FARMER BROTHERS CO.	COFFEE SERVICES	211.03
198423	10/03/2019	Reconciled		6636	FRONTIER COMMUNICATIONS	PHONE CHARGES 8/28/19-09/27/19	170.96
198424	10/03/2019	Printed		2004	HARTZOG & CRABILL INCORPORATED	ENGINEERING SVCS FOR TRAFFIC	958.75
198425	10/03/2019	Reconciled		0283	HINDERLITER, DE LLAMAS & ASSOC	CONTRACTSVCS-SALES TAX 3RD QTR	2,104.61
198426	10/03/2019	Reconciled		7150	KOA CORPORATION	INTERIM PWD DIRECTOR SVCS	28,900.00
198427	10/03/2019	Reconciled		7242	JANET LEWIS	SPR 18-105 DEP PLANNING FEES	1,586.97
198428	10/03/2019	Printed		6134	JOHN MARTINEZ	PLANNING COMM STIPEND 9/25/19	100.00
198429	10/03/2019	Reconciled		6428	MINUTEMAN PRESS OF GARDENA	BUSINESS CARD (JOB33331)	110.88
198430	10/03/2019	Reconciled		1050	UFFE MOLLER	PLANNING COMM.STIPEND 9/25/19	100.00
198431	10/03/2019	Reconciled		6144	MV TRANSPORTATION INC	LAWDALE BEAT TRANSPORT. SVCS	40,417.19
198432	10/03/2019	Reconciled		0367	OFFICE DEPOT	OFFICE SUPPLIES ADM SVCS	453.35
198433	10/03/2019	Reconciled		3998A	OVERLAND, PACIFIC & CUTLER LLC	PROJECT MANAGEMENT 1/31/19	1,639.50
198434	10/03/2019	Printed		1140	PACIFIC TIRE SERVICE	FLAT REPAIR FOR JCB 3CXECO	20.00
198435	10/03/2019	Reconciled		1283	PALP, INC. DBA	INGLEWOOD AVE ST. IMPROVEMENT	679,621.83
198436	10/03/2019	Printed		0326	LINDA D. PARSLEY	TABLE SETTINGS FOR 12/5/19	79.32
198437	10/03/2019	Reconciled		6123	PRUDENTIAL OVERALL SUPPLY	UNIFORM CLEANING SVC 9/24/19	71.36
198438	10/03/2019	Reconciled		0411	ROBERT PULLEN-MILES	ADVANCE FOR PARKING & MILEAGE	90.00
198439	10/03/2019	Printed		0403	R.H.F. INC.	RECERTIFY PRO LASER SN LF08252	255.00
198440	10/03/2019	Reconciled		5895	RICOH USA INC	COPIER LEASE / MAINTENANCE SVC	2,142.06
198441	10/03/2019	Printed		7241	CARLA L ROSE-PRYOR	PLANNING COMM STIPEND 9/25/19	100.00
198442	10/03/2019	Reconciled		6680	SCOTT SMITH	PLANNING COMM STIPEND9/25/19	100.00
198443	10/03/2019	Reconciled		4533	SOUTH BAY LANDSCAPING INC	MONTHLY LANDSCAPE MAINT. 9/19	18,775.00
198444	10/03/2019	Reconciled		6034	SOUTH COAST MECHANICAL INC	BOILER REPAIR FOR COMM. CTR	405.00
198445	10/03/2019	Reconciled		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES ELECTRICITY	17,470.54

Check Register Report

Date: 10/16/2019
 Time: 2:02 pm
 Page: 2

BANK: WELLS FARGO BANK N.A

City of Lawndale

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
198446	10/03/2019	Printed		0459	THOMAS STRICKFADEN	GASOLINE FOR VAN & GENERATOR	60.63
198447	10/03/2019	Reconciled		7376	ANITA TAN	REFUND SPR19-58 DEPOSIT PLNG	1,679.11
198448	10/03/2019	Reconciled		4142	TIME WARNER CABLE	ACCT # 8448 30 004 0234046	2,131.99
198449	10/03/2019	Reconciled		3672-MSD	U.S. BANK	CREDIT CARD CHARGES MSD	4,910.94
198450	10/03/2019	Reconciled		3672-PWD	U.S. BANK	CREDIT CARD CHARGES PWD	944.81
198451	10/03/2019	Reconciled		7377	US BANCORP SERVICE CENTER	CREDIT CARD CHARGES CMD	291.12
198452	10/03/2019	Reconciled		7375	NITINKUMAR M. YVAS	RESIDENT. PROPERTY REPORT19-95	205.30
198453	10/10/2019	Void	10/10/2019			VOID	0.00
198454	10/10/2019	Void	10/10/2019			VOID	0.00
198455	10/10/2019	Void	10/10/2019			VOID	0.00
198456	10/10/2019	Void	10/10/2019			VOID	0.00
198457	10/10/2019	Void	10/10/2019			VOID	0.00
198458	10/10/2019	Void	10/10/2019			VOID	0.00
198459	10/10/2019	Void	10/10/2019			VOID	0.00
198460	10/10/2019	Void	10/10/2019			VOID	0.00
198461	10/10/2019	Void	10/10/2019			VOID	0.00
198462	10/10/2019	Void	10/10/2019			VOID	0.00
198463	10/10/2019	Void	10/10/2019			VOID	0.00
198464	10/10/2019	Void	10/10/2019			VOID	0.00
198465	10/10/2019	Void	10/10/2019			VOID	0.00
198466	10/10/2019	Void	10/10/2019			VOID	0.00
198467	10/10/2019	Void	10/10/2019			VOID	0.00
198468	10/10/2019	Void	10/10/2019			VOID	0.00
198469	10/10/2019	Void	10/10/2019			VOID	0.00
198470	10/10/2019	Void	10/10/2019			VOID	0.00
198471	10/10/2019	Void	10/10/2019			VOID	0.00
198472	10/10/2019	Void	10/10/2019			VOID	0.00
198473	10/10/2019	Void	10/10/2019			VOID	0.00
198474	10/10/2019	Printed		0107	A-1 COAST RENTALS, INC.	PAST DUE AMOUNT 2 LIGHT TOWERS	205.77
198475	10/10/2019	Printed		7263	ACCOUNTING PRINCIPALS INC	TEMP SVCS wk end 09/29/19	1,094.40
198476	10/10/2019	Printed		1541	ALESHIRE & WYNDER, LLP	LEGAL SERVICES AUG 2019	45,824.06
198477	10/10/2019	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	6,868.57
198478	10/10/2019	Printed		3228	ALLIANT INSURANCE SERVICES	INSURANCE COVERAGE 3RD QTR	2,715.00
198479	10/10/2019	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	MONTHLY SVCS CITY HALL KITCHEN	170.00
198480	10/10/2019	Printed		7378	AZ AIR CONDITIONING	REFUND BUILDING PERMIT	502.80
198481	10/10/2019	Printed		7262	BIG 10 INC.	90 JACKETS FOR PARK STAFF	1,532.51
198482	10/10/2019	Printed		7382	BLUEPRINT SERVICE	ADDITIONAL PLANS & SPECS	160.66
198483	10/10/2019	Printed		7383	ODELL CLAYTON	REFUND SECURITY SERVICE	250.00
198484	10/10/2019	Printed		5361	ROSALIND COOK	CONTRACT CLASS INSTRUCTOR FEES	200.20
198485	10/10/2019	Printed		7387	GERARDO CORNEJO	REFUND SPR 19-636 DEPOSIT	1,340.63
198486	10/10/2019	Printed		7052	AMALEA FISHER	SR FITNESS YOGA CLASSES	715.00
198487	10/10/2019	Printed		1909	FUN EXPRESS	HALLOWEEN COMM. EVENT SUPPLIES	450.76
198488	10/10/2019	Printed		7380	GREEN DOT PUBLIC SCHOOL	REFUND SECURITY DEPOSIT	1,000.00
198489	10/10/2019	Printed		6061	LAUREN GUEVARA	TRVL CLUB TRIP DAILY ALLOWANCE	135.00

Check Register Report

Date: 10/16/2019
 Time: 2:02 pm
 Page: 3

BANK: WELLS FARGO BANK N.A

City of Lawndale

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
198490	10/10/2019	Printed		6888	SHARA HASAN	REFUND OVERPMT SECURITY DEPOS.	250.00
198491	10/10/2019	Printed		5503	JA'VONDA JONES	CONTRACT INSTRUCTOR CLASS FEES	396.26
198492	10/10/2019	Printed		0211	L.A. NEWSPAPER GROUP	DB 11310710 ORD 1163-19	605.00
198493	10/10/2019	Printed		6955	L.A. UNIFORMS & TAILORING	HATS W/CITY LOGO FOR PWD CREW	197.10
198494	10/10/2019	Printed		0323	LEGACY TRAVEL & TOURS	SR TRAVEL CLUB TRIP 10/16-18/19	5,762.00
198495	10/10/2019	Printed		0308	LOS ANGELES COUNTY	PRISONER MAINT FOR JULY 2019	343.82
198496	10/10/2019	Printed		7379	FERMIN MAGANA	REFUND SPR 19-24 DEPOSIT	814.59
198497	10/10/2019	Printed		6428	MINUTEMAN PRESS OF GARDENA	BUSINESS CARDS (JOB33487)	110.88
198498	10/10/2019	Printed		7381	LATOYA MONTGOMERY	REFUND SECURITY REFUND	250.00
198499	10/10/2019	Printed		4332	MR. CAT PRODUCTIONS	ANNUAL BLUES FESTIVAL MC DJ	100.00
198500	10/10/2019	Printed		6015	LAYNE NATALE	INSTRUCTOR PAYMENT SR CLASS	390.00
198501	10/10/2019	Printed		1140	PACIFIC TIRE SERVICE	TIRE REPAIR FOR VEHICLE #503	10.00
198502	10/10/2019	Printed		5216	POWERSTRIDE BATTERY	BATTERY REPLACEMENT #501	117.01
198503	10/10/2019	Printed		6123	PRUDENTIAL OVERALL SUPPLY	UNIFORM CLEANING SVC 10/1/19	39.36
198504	10/10/2019	Printed		7384	ALEJANDRO RIVERA	REFUND DEMOLITION DEBRIS DEP.	585.00
198505	10/10/2019	Printed		2862	MARC SALDANA	INSTRUCTOR SVCS-SR TAI CHI	520.00
198506	10/10/2019	Printed		7388	CARLOS SANCHEZ	REFUND SECURITY DEPOSIT	250.00
198507	10/10/2019	Printed		3094	SOUTH BAY CENTER FOR DISPUTE	OPERATION FEE & FILING FEE	1,461.00
198508	10/10/2019	Printed		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES ELECTRICITY	1,600.35
198509	10/10/2019	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES 8/30-10/01	1,116.38
198510	10/10/2019	Printed		3672-ASD	U.S. BANK	CREDIT CARD CHARGES	224.24
198511	10/10/2019	Printed		3672-CSD	U.S. BANK	CREDIT CARD CHARGES	6,661.95
198512	10/10/2019	Printed		3672-RSD	U.S. BANK	CREDIT CARD CHARGES-RSD	4,961.78
198513	10/10/2019	Printed		2883	UNDERGROUND SERVICE ALERT SC	MONTHLY DATABASE MAINT. FEE	76.00
198514	10/10/2019	Printed		7385	MARILYN WELLS	REFUND SECURITY DEPOSIT	750.00
198515	10/10/2019	Printed		7386	LATHESTER WILSON	REFUND VSP COBRA PAYMENT	65.66

Total Checks: 114

Checks Total (excluding void checks): 1,006,581.96

Total Payments: 114

Bank Total (excluding void checks): 1,006,581.96

Total Payments: 114

Grand Total (excluding void checks): 1,006,581.96

**MINUTES OF THE
LAWNDALE CITY COUNCIL SPECIAL MEETING
October 1, 2019**

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 2:00 p.m. in the City Hall council chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem James H. Osborne, Councilmember Pat Kearney, Councilmember Daniel Reid, Councilmember Bernadette Suarez

Other Participants: City Clerk Rhonda Hofmann Gorman, Interim City Manager Stephen N. Mandoki, and 1 audience member.

B. CEREMONIALS

Mayor Pullen-Miles led the flag salute.

C. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

No public comments provided.

D. COMMENTS FROM COUNCIL

No comments from Council provided.

E. CLOSED SESSION

At 2:02 p.m. the City Council entered into closed session.

1. Public Employee Appointment

The City Council will conduct a closed session, pursuant to Government Code section 54957(b), to consider the appointment of an employee to the position of City Manager.

At 5:35 p.m. the City Council entered back into open session.

Interim City Manager Steven Mandoki reported that the City Council met in Closed Session to discuss the one item listed on the Closed Session agenda. The City Council was updated on the item number 1 and there was no reportable action taken.

F. ADJOURNMENT

There being no further business to conduct, the mayor adjourned the meeting at 5:35 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Rhonda Hofmann Gorman, City Clerk

Approved: 10/21/2019

DRAFT

**MINUTES OF THE
LAWNDALE CITY COUNCIL REGULAR MEETING
Monday, October 7, 2019**

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:33 p.m. in the City Hall council chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem James H. Osborne, Councilmember Pat Kearney, Councilmember Daniel Reid

Councilmembers Absent: Councilmember Bernadette Suarez

Other Participants: City Clerk Rhonda Hofmann Gorman, City Attorney Tiffany J. Israel, Los Angeles County Sheriff's Department Captain Duane Allen, Community Services Director Mike Estes, Assistant to the City Manager/Human Resources Director Raylette Felton, Municipal Services Director Michael Reyes, Finance Director Marla Pendleton, Community Development Director Sean Moore, Assistant City Clerk Matthew Ceballos and approximately 10 audience members.

B. CEREMONIALS

Councilmember Kearney led the flag salute and Pastor Douglas Gates, House of Celebration, provided the inspiration.

C. PUBLIC SAFETY REPORT

Captain Allen summarized recent law enforcement activities.

D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

- Pam London, Resident, spoke about parking pads requirements, real estate listings throughout the City, and adjourning in the memory of Christopher Wilson.

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. **Memorandum of Understanding between the City and the American Federation of**

the State, County and Municipal Employees (AFSCME), Local 1895, Council 36 and the Citywide Pay Schedule for Fiscal Year 2019-2020

Recommendation: that the City Council (1) adopt Resolution No. CC-1910-047, approving the 2019-2020 Memorandum of Understanding between the City of Lawndale and American Federation of State, County and Municipal Employees (AFSCME), Local 1895, Council 36; and (2) adopt Resolution No. CC-1910-048, approving the 2019-2020 Citywide Salary and Pay Schedule.

3. Agreement for Geographic Information System (GIS) Services with Digital Map Products, Inc. (GovClarity)

Recommendation: that the City Council approve the agreement with Digital Map Products, Inc. for GIS Services, for a three year subscription total of \$48,510.

4. Professional Services Agreement with Michael Baker International for Community Development Block Grant (CDBG) Administration and Labor Compliance Services

Recommendation: that the City Council approve the Professional Services Agreement with Michael Baker International for CDBG Administration and Labor Compliance Services, for a not-to-exceed total amount of \$32,160 for Fiscal Year 2019-20.

5. Land Surveying Agreement with Case Land Surveying and Pavement Engineering Services Agreement with Twining Inc. for the Redondo Beach Boulevard Pavement Rehabilitation Project from Prairie Avenue to Artesia Boulevard

Recommendation: that the City Council approve the agreements for the engineering services in the total amount of \$41,064 (Case Land Surveying total of \$24,230 and Twining, Inc. total of \$9,990), including the twenty percent (20%) contingency fee.

6. Joining a Coalition of Public Agencies Opposing a Petition to the FCC

Recommendation: that the City Council authorize the City of Lawndale to join the coalition of public agencies in acting in opposition to the petition filed with the FCC; joining this public agency coalition will require a one-time flat fee of \$3,500.

7. Quarterly Investment Report for the Quarter Ended September 30, 2019

Recommendation: that the City Council receive and file the Quarterly Investment Report for the Quarter ended September 30, 2019.

8. Amendment to Council Policy No. 62-01 - Use of City Seal/Logo

Recommendation: that the City Council adopt Resolution No. CC-1910-046, amending City Council Policy No. 62-01 – Use of City Seal/Logo.

9. Accounts Payable Register

Recommendation: that the City Council adopt Resolution No. CC-1910-045 authorizing the payment of certain claims and demands in the amount of \$850,120.57.

10. Minutes of the Lawndale City Council Regular Meeting – September 3, 2019

Recommendation: that that the City Council approve.

A few comments were made by the City Council regarding the items on the Consent Calendar but no item was pulled or moved to administration.

A motion by Mayor Pullen-Miles to approve the consent calendar was seconded by Mayor Pro Tem Osborne and carried by a vote of 4-0, Councilmember Suarez being absent.

G. ADMINISTRATION

11. Asset Disposal at Auction and Replacement with Hybrid Vehicle to be Used by the Municipal Service Department

Recommendation: that the City Council approve Asset 469 (2007 Ford Escape) to be sold at auction and the budget adjustment to increase appropriations of \$28,000 for the purchase of a replacement Hybrid Vehicle.

Marla Pendleton, Director of Finance, reported on the proposed asset disposal and replacement vehicle.

A motion by Councilmember Reid to approve Asset 469 (2007 Ford Escape) to be sold at auction and the budget adjustment to increase appropriations of \$28,000 for the purchase of a replacement Hybrid Vehicle was seconded by Councilmember Kearney and carried by a vote of 4-0, Councilmember Suarez being absent.

~~12. Amending Lawndale Municipal Code Section 10.12.020, updating the Prima Facie Speed Limits by eliminating 147th Street from Inglewood to Grevilla and 147th Street from Hawthorne Boulevard to Prairie~~

~~Recommendation: that the City Council approve the first reading to introduce Ordinance No. 1165-19, that amends Lawndale Municipal Code Section 10.12.020, Prima Facie Speed Limits by excluding the following street segments: (a) 147th Street from Inglewood to Grevilla and (b) 147th Street from Hawthorne Boulevard to Prairie.~~

Mayor Pullen-Miles removed item 12 from the agenda.

13. Award Contract for Fiscal Year 18/19 Annual Street Improvement Project Grevillea Avenue CDBG Project NO.601966-18 and SB1 Fiscal Year 18/19

Recommendation: that the City Council (a) award a construction contract in the amount of \$849,999 to Kalban Inc.; and (b) approve a twenty percent (20%) contingency in the amount of \$170,000.

Raylette Felton, Assistant to the City Manager/Human Resources Director, reported on the proposed Contract for Fiscal Year 18/19 Annual Street Improvement Project Grevillea Avenue CDBG Project NO.601966-18 and SB1 Fiscal Year 18/19.

Councilmember Kearney spoke about change orders from Kalban Inc. on a prior project, noted that he want more control over the identified project expenditures.

A motion by Mayor Pro-Tem Osborne to award a construction contract in the amount of \$849,999 to Kalban Inc. and approve a twenty percent (20%) contingency in the amount of \$170,000 was seconded by Councilmember Kearney and carried by a vote of 4-0, Councilmember Suarez being absent.

14. Amending Lawndale Municipal Code Chapter 8.80, Residential Property Report Requirements in the City of Lawndale

Recommendation: that the City Council (a) determine that Ordinance No. 1164-19 is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines; and (b) approve the first reading to introduce Ordinance No. 1164-19, amending Chapter 8.80 of the Municipal Code, modifying the Residential Property Report requirements from mandatory to voluntary.

Sean Moore, Community Development Director, reported on the proposed amendment to Lawndale Municipal Code Chapter 8.80, Residential Property Report Requirements in the City of Lawndale.

A lengthy dialogue ensued between the City Council regarding the illegal conversions, what a voluntary program would entail, and potential amendments to the proposed ordinance.

Public Comment

Pam London, Resident, spoke in opposition to the Municipal Code amendment, the need for a residential property report, code violations and parking issues throughout the City.

Randall Abram, Resident, spoke in opposition to the Municipal Code amendment, the need for a residential property report, parking issues throughout the City, inspections, and enforcement of the City code.

A dialogue ensued between the City Council and staff regarding a potential rewording of the proposed amendment, ensuring a Garage inspection be mandatory and not voluntary.

Councilmember Kearney suggested an amendment be made to include a mandatory inspection of garages during the Residential Property Report process. The Council came to a consensus to amend the proposed ordinance to include the mandatory inspection of garages.

A motion by Councilmember Kearney to approve revised Ordinance No. 1164-19, updating the amendment to Chapter 8.80 of the Municipal Code, to make residential property report inspections for the observable areas of a home voluntary while retaining the mandatory requirement for a garage inspection prior to sale, was seconded by Councilmember Reid and carried by a vote of 4-0, Councilmember Suarez being absent, following City Attorney Israel's reading of the title of revised Ordinance No. 1164-19.

H. ITEMS FROM COUNCILMEMBERS

15. Mayor/Councilmember Report of Attendance at Meetings and/or Events

Councilmember Reid attended the California Contract Cities meeting, the Lawndale Blues Festival, and participated in the City "Clean Up" Day.

Councilmember Kearney attended the Lawndale Blues Festival, Sheriff's Liability Trust Fund Oversight Committee meeting, participated in the City "Clean Up" Day, Chris Wilson's viewing, and provided dates and routes for Santa's Sleigh event. Councilmember Kearney requested to add

an item to a future meeting agenda with the recommendation to change of title of the Lawndale Blues Festival to a Music Festival.

Mayor Pro-Tem Osborne attended the California Contract Cities meeting, the Lawndale Blues Festival, and the Southern California Association of Governments meeting.

Mayor Pullen-Miles attended the L.A. County Sanitation District Meeting, the West Basin Municipal Water District re-grand opening of its visitor's center, the California Contract Cities meeting, the Lawndale Blues Festival, and the funeral service for Christopher Wilson.

I. CLOSED SESSION

At 7:19 p.m. the City Council entered into closed session.

16. 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 (1) case.

At 7:27 p.m. the City Council entered back into open session.

City Attorney Tiffany Israel reported the City Council met in Closed Session to discuss the one item listed on the Closed Session agenda. On item number 16, the City Council unanimously voted, Councilmember Suarez being absent, to authorize the initiation of litigation against the owners of 15430 Freeman Avenue, Lawndale, CA 90260.

J. ADJOURNMENT - IN MEMORIAM OF CHRISTOPHER WILSON

There being no further business to conduct, the Mayor adjourned the meeting in memory of Christopher Wilson at 7:32 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Rhonda Hofmann Gorman, City Clerk

Approved: 10/21/2019



CITY OF LAWDALE

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

DATE: October 21, 2019
TO: Honorable Mayor and City Council
FROM: Stephen N. Mandoki, City Manager 
PREPARED BY: Marla L. Pendleton, CPA, Director of Finance/ City Treasurer 
SUBJECT: Budget Update for the Quarter/Year Ended June 30, 2019

BACKGROUND

In order to provide an update on the City of Lawndale's financial position as of June 30, 2019, a Quarterly Budget Update has been prepared. Since this update is at fiscal year-end, all funds were included in the review with attention focusing on General Fund revenue and expenditures, any funds with negative balances at year-end and significant fluctuations between budgeted appropriations and actual expenditures.

STAFF REVIEW

At fiscal year end, the General Fund had a positive budget variance of \$907,218; \$568,787 related to actual revenue exceeding anticipated revenue and \$338,421 of unspent budgeted appropriations. Building permit and plan check fees, property tax and sales tax attributed to actual revenue exceeding the budget. The net unexpended appropriations were attributed to \$874,528 capital project funding continued into fiscal year 2019-20 and savings in contract police services and municipal services personnel cost. These savings were offset by \$540,211 costs exceeding the budget for Public Works and Street Maintenance personnel costs and City Attorney and Planning/Building Administration contract costs.

Five funds had negative balances at fiscal year-end; cost for two of the funds will be submitted for reimbursement in fiscal year 2019-20; three of the funds require \$186,647 of funding from the General Fund to resolve the negative balances and close the funds. Of the capital project funding available at fiscal year-end, \$6,316,825 was continued into fiscal year 2019-20 for ongoing projects.

LEGAL REVIEW

Not applicable.

FISCAL IMPACT

See recommendation 2 below.

RECOMMENDATION

1. City Council should receive and file the Quarterly Budget Report for the quarter ended June 30, 2019.
2. Council should approve and direct the Finance Department to make the recommended 2018-19 year-end adjustments including:
 - a. General Fund net increase in estimated revenue
(as detailed on Page 2 of the Report) \$566,000
 - b. Operating Transfer from General Fund to Gas Tax Fund (Page 9 of Report) 86,543
 - c. Use of Unrestricted Fund Balance - General Fund for prior year negative
fund balances (as detailed on Page 9 of the Report) 186,647

Attachments: Quarterly Budget Update for the quarter ended June 30, 2019.



City of Lawndale
Budget Update
Fiscal Year Ended June 30, 2019

OVERVIEW

This quarterly report represents the City's unaudited year-end revenues and expenditures results through June 30, 2019. It highlights the financial results of the General Fund and also includes the results of all other funds maintained by the City.

GENERAL FUND

The General Fund supports the day-to-day activities of the City, which includes general government, public safety, municipal services, planning and community development, recreation and community services and public works. The General fund activities are primarily supported from sales and use, motor vehicle in-lieu, utility users and property taxes.

General Fund Financial Condition: Fiscal year 2018-19 has closed with accruals being booked for the year and appropriations being continued for multiple year projects. Adjustments can still be made as the result of the year-end audit scheduled to be completed by December 31, 2019. Overall, the General Fund had a positive budget variance of \$907,218; \$568,797 related to actual revenues exceeding anticipated revenue for the year and \$338,421 related to actual expenditures being less than appropriations budgeted.

GENERAL FUND FYE (Unaudited) SUMMARY			
	Amended Budget	Actual FYE *	Variance
Total Revenue	\$ 15,990,716	\$ 16,559,513	\$ 568,797
Total Expenditures	14,718,918	14,380,497	338,421

Revenue. General Fund, which was 57% of the City's total actual revenue, was \$2,872,209, 21%, higher than fiscal year end June 30, 2018. The significant year-to-year increases were attributed to the sale of land, passage of Measure L (new ¾ cent district transaction tax), increase in sales tax and an increase in building permit fees which attributed to \$1,407,607, \$533,490, \$334,287 and \$236,392 of the respective increase. In addition, fiscal year 2018-19 ended with actual revenue being \$568,797 higher than the amended budget as summarized below.

GENERAL FUND REVENUE BY SOURCE			
Revenue Source	Amended Budget	Actual FYE	Variance
Motor Vehicle In-Lieu Tax	\$ 3,575,194	\$ 3,615,968	\$ 40,774
Sales & Use Tax	2,984,000	3,171,572	187,572
Sales Trans Tax	500,000	533,490	33,490
Utility Users Tax	1,808,715	1,718,941	(89,774)
Property Tax	1,345,817	1,556,301	210,484
Other Taxes	2,021,000	1,987,921	(33,079)
Licenses & Permits	79,000	53,236	(25,764)
Court & Traffic Fines	699,000	761,042	62,042
Use of Money & Property	159,000	150,987	(8,013)
Charges for Services	1,227,290	1,504,180	276,890
Other Revenue	1,551,700	1,505,875	(45,825)
Operating Transfers In	40,000	0	(40,000)
	\$ 15,990,716	\$ 16,559,513	\$ 568,797



City of Lawndale
Budget Update
Fiscal Year Ended June 30, 2019

- **Charges for Services:** Revenue includes planning, building and community center fees which increased 36.8%, \$404,628, over fiscal year 2017-18. The most significant increases were building permit fees and plan check fees yielding an annual increase of 62.7% (\$236,392) and 49.5% (\$81,353), respectively. Compared to the amended budget, actual revenue was \$184,563 and \$94,309 higher than anticipated.
- **Property Taxes:** Property taxes increased \$217,868, 16.3%, from \$1,338,432 for fiscal year 2017-2018 to \$1,556,301 for fiscal year 2018-19. The increase was attributed primarily to taxes on the sale of City Owned property \$134,304, an increase in pass-through taxes from the Redevelopment Successor Agency of \$39,530 and an overall 5.6% increase in property assessed values in the City.
- **Sales and Use Taxes:** Sales tax revenue was \$3,171,572 for fiscal year 2018-19 compared to \$2,836,285 in fiscal year 2017-18. The \$335,287, 11.8% increase was partially attributed to system changes at the California Department of Tax and Fee Administration which caused a delay of processing and distributing sales tax. Some of the taxes for 2017-18 were receipted and distributed in 2018-19 causing an increase. In addition, sales increases in the auto and transportation industry and increased gasoline prices attributed to the overall sales tax increase for the year.

To align the budget with actual General Fund revenue, the following budget adjustment is recommended:

Increase estimated revenue:

100-000-400.110	Property Tax	\$210,000
100-000-400.200	Sales & Use Tax	180,000
100-000-422.100	Building Permit Fees	480,000
100-000-430.300	Parking Fines & Forfeitures	100,000
100-000-422.110	Building Plan Check Fees	<u>90,000</u>
		\$760,000

Decrease estimated revenue:

100-000-400.600	Utility Users Tax	\$ 90,000
100-000-430.200	Court Fines	54,000
100-000-465.500	Reimbursement of State Mandate	<u>50,000</u>
		\$194,000

Net Change in General Fund Revenue **\$566,000**



City of Lawndale
Budget Update
Fiscal Year Ended June 30, 2019

Expenditures. At the end of the fiscal year, \$338,421 of General Fund appropriation budget was unexpended as shown in the following summary by department.

GENERAL FUND EXPENDITURES BY DEPARTMENT			
Department	Amended Budget	Actual FYE*	Variance
City Council	\$ 171,053	\$ 154,504	\$ 16,549
City Attorney	360,000	449,716	(89,716)
City Clerk	324,988	271,344	53,644
City Manager	492,732	525,829	(33,097)
Administrative Svcs	113,522	100,064	13,458
General Operations	1,314,727	1,363,700	(48,973)
Cable Television	186,889	183,129	3,760
Information Systems	167,109	166,682	427
Finance	552,124	558,627	(6,503)
Police Services	5,774,036	5,387,055	386,981
Municipal Services	1,175,843	1,068,439	107,404
Public Works Admin.	675,179	582,908	92,271
Grounds Maintenance	1,031,582	1,016,573	15,009
Street Maintenance	227,000	348,695	(121,695)
Engineering	144,222	109,598	34,624
Planning/Building Admin	656,297	776,036	(119,739)
Community Services Programs	1,351,615	1,317,599	34,016
Total General Fund	\$ 14,718,918	\$ 14,380,497	\$ 338,421

To better understand the details of the above budgets, the below tables are presented displaying General Fund expenditures by appropriation category (personnel, operations and capital appropriations) and department.

GENERAL FUND PERSONNEL COSTS BY DEPARTMENT			
Department	Amended Budget	Actual FYE*	Variance
City Council	\$ 102,017	\$ 93,165	\$ 8,852
City Clerk	267,388	221,736	45,652
City Manager	481,732	521,354	(39,622)
Administrative Svcs	81,322	82,312	(990)
General Operations	485,416	511,713	(26,297)
Cable Television	158,659	159,433	(774)
Finance	387,229	401,146	(13,917)
Municipal Services	1,026,633	940,054	86,579
Public Works Admin.	9,040	270,298	(261,258)
Grounds Maintenance	276,907	283,173	(6,266)
Street Maintenance	0	93,941	(93,941)
Engineering	5,072	26,446	(21,374)
Planning/Building Admin	160,406	179,848	(19,442)
Community Services Programs	944,515	913,383	31,132
Total GF Personnel Costs	\$ 4,386,336	\$ 4,698,001	\$ (311,665)



City of Lawndale
Budget Update
Fiscal Year Ended June 30, 2019

GENERAL FUND OPERATIONAL COSTS BY DEPARTMENT			
Department	Amended Budget	Actual FYE*	Variance
City Council	\$ 69,036	\$ 61,339	\$ 7,697
City Attorney	360,000	449,716	(89,716)
City Clerk	57,600	49,608	7,992
City Manager	11,000	4,474	6,526
Administrative Svcs	32,200	17,752	14,448
General Operations	829,311	851,987	(22,676)
Cable Television	28,230	23,696	4,534
Information Systems	167,109	166,682	427
Finance	164,895	157,481	7,414
Police Services	5,774,036	5,387,055	386,981
Municipal Services	149,210	128,385	20,825
Public Works Admin.	264,855	312,295	(47,440)
Grounds Maintenance	754,675	733,401	21,274
Street Maintenance	227,000	254,754	(27,754)
Engineering	139,150	83,152	55,998
Planning/Building Admin	495,891	591,187	(95,296)
Community Services Programs	407,100	404,216	2,884
Total GF Operational Costs	\$ 9,931,298	\$ 9,677,181	\$ 254,117

GENERAL FUND CAPITAL COSTS BY DEPARTMENT			
Department	Amended Budget	Actual FYE*	Variance
Public Works Admin.	\$ 401,284	\$ 316	\$ 400,968
Planning/Building Admin	0	5,000	(5,000)
Total GF Capital Costs	\$ 401,284	\$ 5,316	\$ 395,968

Based on our review of the above tables, there are several factors significantly attributing to the unexpended appropriations as of June 30, 2019.

Overview of Budget to Actual Comparison for GF FYE 6/30/19

Unexpended Capital Projects

Public Works Admin.	\$	400,968
---------------------	----	---------

Savings

Police Services- Operations	\$	386,981
Municipal Services - Personnel		86,579
		<u>473,560</u>

Overruns

Public Works Admin.- Personnel	\$	(261,258)
City Attorney- Operations		(89,716)
Planning/Building Admin- Operations		(95,296)
Street Maintenance - Personnel		(93,941)
		<u>(540,211)</u>

Total of Significant Factors Attributing to Unexpended General Fund Appropriations	\$	<u>334,317</u>
--	----	----------------



City of Lawndale

Budget Update

Fiscal Year Ended June 30, 2019

Public Works Capital Projects

Of the unexpended appropriations at June 30, 2019, \$199,684 and \$201,284 (\$400,968 total) was attributed to building improvements and street improvements, respectively. Specifically, \$200,000 of general fund reserves was budgeted in fiscal year 2017-18 to replace the roof at City Hall. The funding was continued to fiscal year 2018-19 and still unexpended as of June 30, 2019 (less a charge of \$316 posted against the account). The intent is to develop a project design and specifications to solicit bids and complete the project in fiscal year 2019-20. As for the \$201,284, this money was approved by City Council on June 17, 2019 to be transferred, as local matching funds, for annual street improvement projects. The money has been continued into fiscal year 2019-20 for the Grevillea Avenue Improvement, Road Maintenance and Rehab Alleys FY2017-18 and Road Maintenance and Rehab Streets FY 2018-19 projects.

Sheriff Services

A budget savings of \$386,981 was realized on the public safety contract with the County of Los Angeles due billing rates being less than the agreement amount and a four month vacancy of the motor deputy during the fiscal year.

Municipal Services Salary Savings

The Municipal Services Department had salary savings of \$86,579 at fiscal year-end attributed to the vacancy of the Director (July – September), the Emergency Services Coordinator (May – June) and one part-time Municipal Services Officer being budgeted but not filled.

Public Works Personnel Cost Overruns

Public Works Administration consists of three full-time positions and costs are recovered primarily from Proposition C – Local Transit and grant programs. Only a small fraction (.03 FTE) of salary and benefit costs was budgeted to be recovered from the General Fund. However, actual administrative costs charged to Proposition C and Measure R exceeded the twenty percent administrative cost recovery allowed against these programs, therefore, the excess costs were reallocated to the General Fund totaling \$226,376. In addition, \$63,676 of the administrative costs charged to the expired SAFETEA-LU grant was charged back to the general fund in 2018-19 and a \$21,538 prior period adjustment against fund balance is required for past year administrative costs charged against the same grant program.

City Attorney

Actual legal expenses exceeded the budget for the fiscal year by \$89,292, which is consistent with prior years. This is attributed to the City's need to use the Attorney's Office for legal issues such as Code Enforcement. Costs have consistently exceeded the budget without the budget being adjusted or services reduced to be in line with the established appropriations. Below is a summary of total legal expenses (all funds) compared to total budget for the previous five fiscal years. Fiscal years 2014-15 is the only year actual expenses were within the budget.



City of Lawndale
Budget Update
Fiscal Year Ended June 30, 2019

	Budget	Actual	Variance
FY 14	345,000	445,623	(100,623)
FY 15	365,000	343,060	21,940
FY 16	385,000	426,908	(41,908)
FY 17	356,700	419,694	(62,994)
FY 18	356,700	507,789	(151,089)
FY 19	369,000	458,292	(89,292)

Planning/ Building Administration

The most significant factor attributing to the net \$95,296 operational overrun in the Community Development department was the Building Safety Services expense, which was \$120,280 over the \$266,305 budget. Building Safety Services are contract building inspection services provided by the County of Los Angeles Department of Public Works and are provided at a cost reimbursement basis. A corresponding unbudgeted increase (\$278,872 in building permit and plan check fees) is seen in General Fund revenue under the category of Charges for Services. This appropriation overrun was offset by \$24,984 of various savings in other operational areas of the department.

Street Maintenance

Personnel costs for Street Maintenance staff are fully allocated outside the General Fund in the budget with 82% being recovered from Gas Tax revenue. However, a \$93,941 adjustment was booked at fiscal year-end for costs that could not be recovered from allocated funds 201 and 239. Specifically, \$86,543 from the Gas Tax Fund, Fund 201 and \$7,398 from SAFTEA-LU Fund 239, were charged back to the General Fund. Gas Taxes did not support the allocated personnel costs and the SAFETEA-LU grant expired during the year, therefore, no reimbursement could be obtained for indirect costs charged to the program. See comments under Fund 201 and Fund 239 under the *Citywide Overview – Negative Fund Balances* section below.



City of Lawndale
Budget Update
Fiscal Year Ended June 30, 2019

CITYWIDE OVERVIEW – NEGATIVE FUND BALANCES

Below is a summary of all funds, excluding the General Fund which we analyzed above, showing the unaudited revenue and expenditures during fiscal year 2018-19 and the related fund balance. For those funds with negative fund balances which could be resolved during the year, accounting adjustments have been posted to the General Ledger. As of June 30, 2019, six funds had negative balances as addressed below:

Fund Number	Fund Description	7/1/18 Audited Balance	Revenue	Expenditures	Fund Balance 6/30/19 (Unaudited)
201	Gas Tax Fund	8,116	687,480	782,139	(86,543)
202	Air Quality Management Dist.	131,525	44,033	39,680	135,878
206	Prop A - Local Transit Program	1,249,694	675,978	619,048	1,306,624
207	Prop C - Local Transit Assist	1,974,724	563,859	547,751	1,990,832
210	Narcotics Forfeiture Fund	54,239	211	0	54,450
211	State COPS Grant	35,703	149,149	119,340	65,512
213	CA Law Enforcement Equipment	15,468	0	0	15,468
214	Community Development Block Gr	253,019	67,522	76,091	244,451
215	Restricted Urban Development	6,529,219	2,114	124,835	6,406,498
216	Used Oil Recycling Grant	18,490	9,294	12,071	15,713
217	Lawndale Cable Usage Corp.	11,338	51,068	650	61,756
227	Dept of Conservation Grant	0	25,880	0	25,880
234	Justice Assisted Grant	0	26,795	26,795	0
236	Park Development Fund	15,580	17,594	0	33,174
239	SAFETEA-LU	(21,538)	0	(0)	(21,538)
240	Prop C25 Grant	(268,265)	0	35,552	(303,817)
241	Appropriations Act	(180,667)	180,667	0	(0)
243	Metro STP	(94,794)	0	0	(94,794)
244	Measure R Fund	408,199	419,221	72,148	755,272
257	LA County Pks Maint Grant	(437,574)	487,118	49,543	0
265	Metro STPL Exchange 2014	(69,260)	0	0	(69,260)
268	LA CO Maint Grant-Hopper Pk	(11,441)	11,441	0	(0)
269	CO Maint Grnt-Wil Grm Rec Bld	(40,986)	40,986	0	(0)
271	STPL Metro Exchange	573,111	2,208	24,011	551,308
272	Measure M Local Return	352,716	472,111	47,337	777,490
273	Safe Routes to School	(34,854)	34,854	0	0
274	SB1 Gas Tax Street Rehabilitat	195,613	565,688	20,988	740,313
275	Measure R Grant Traffic Signal	0	0	55,585	(55,585)
276	Ground Water Sustainability (AB939)	0	0	0	0
280	Disability Access (AB1379)	0	0	0	0
300	Lawndale Housing Authority	1,748,593	226,695	192,966	1,782,322
304	Succ Agency Projects Fund	0	2,314,812	2,314,812	0
305	SuccAgency Debt Service	0	2,526,032	1,451,705	0
306	Successor Agency Disbursement	0	2,824,279	2,834,111	0
307	2009 TABS	0	88,482	745,610	0

Fund 201 – Gas Tax Fund

The State Controller apportions the Highway User Tax (commonly referred to as the gas tax) per *Streets and Highways Code sections 2100 through 2127* to Cities and Counties on a monthly basis. The apportionment is based on population, vehicle registration, tax on gasoline sold and tangible property assessed. All distributions received by Lawndale have the same restricted use for “any street or road purpose”. The fiscal year 2018-19 budget for the Gas Tax fund was prepared with a deficit of \$117,797 (budgeted appropriations of \$965,080 exceeded the budgeted revenue of \$847,283). As a result, the fiscal year ended with a realized shortfall of \$86,543 (\$782,139 expenditures - \$687,480 revenue). Actual expenditures included Public Works Administration and Street Maintenance personnel costs of \$418,266 and operational costs of \$363,872 for street sweeping, traffic signal maintenance and electricity. Funding from the General Fund is needed to make the fund whole. In addition, Finance will review all funds to ensure appropriations do not exceed anticipated revenue plus any available unexpended funds from prior fiscal years.



City of Lawndale

Budget Update

Fiscal Year Ended June 30, 2019

Fund 239 – Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFTEA-LU)

SAFETEA-LU funds highways, highway safety, and public transportation through the US Department of Transportation. The program expired on September 30, 2009; however, multiple extensions were offered to utilize the funds. Lawndale received the grant funding for the Inglewood Avenue Corridor Widening project (Phases I, II and III). The current extension expired on January 1, 2018; however, personnel costs continued to be charged against the fund. These costs were unallowable since the grant had expired. An adjustment for fiscal year 2018-19 expenditures of \$71,074.30 has already been charged back to the General Fund; however, prior year expenditures of \$21,538.13, which are not allowable for reimbursement due to the expired grant will also need to be reimbursed by the General Fund.

Fund 240 – Proposition C25 Grant

Proposition C25 grant funding is dedicated to the Inglewood Avenue Corridor Widening Project. Funding lapsed in February 2019; however, the Interim Public Works Director recently received approval extending the grant period through February 2020. The estimated project completion is November 30, 2019, at which time reimbursement for all outstanding project costs, including the fiscal year end negative fund balance of **<\$303,817>**, will be requested.

Fund 243 – Metro Surface Transportation Program (STP)

The Metro STP fund accounts for various fiscal year 2017-18 street projects. Projects have been completed and audited by the Los Angeles County Metropolitan Transportation Authority (LACMTA). The **<\$94,794.55>** negative balance at fiscal year-end represents project overruns which require reimbursement from the General Fund.

Fund 265 – Metro Federal Surface Transportation Program - Local (STP-L) Exchange 2014

On October 23, 2014, Lawndale entered into an agreement exchanging \$490,242 of STP-L funds for \$480,437 (\$490,242 - \$9,805 processing & administrative fee) of Los Angeles County Metropolitan Transportation Authority (LACMTA) funds. The motivating factors for the exchange by Lawndale was increased flexibility in the spending requirements and additional time period to expend the funds. The accounting for the original STP-L funding was established in Fund 265, where \$77,930.75 of street repair costs were captured in fiscal years 2015-16. During the 2017-18 audit, it was determined that the exchange proceeds should have been accounted for in Fund 243, where project costs were captured. A year-end adjustment was made to transfer the proceeds to Fund 243; however the expenditures offset by \$8,670.84 of interest earnings remained in Fund 265, resulting in a negative fund balance of \$69,259.91. There is no funding source to reimburse this negative fund, therefore, general fund reserves are requested to clear the fund so it may be closed.

Fund 275 – Measure R Grant Traffic Signal

The \$55,585 expenditures will be included in November 30, 2019 grant reimbursement claim.



City of Lawndale
Budget Update
Fiscal Year Ended June 30, 2019

In summary, Prop C25 Grant and Measure R Grant Traffic Signal, Funds 240 and 275, respectively, are ongoing grants and the negative fund balances at fiscal year-end will be submitted for reimbursement in 2019-20. The remaining four funds with negative fund balances at fiscal year-end require General Fund support. The following is recommended for Council consideration.

2018-19 Deficit

An operating transfer from the General Fund to the Gas Tax Fund in the amount of \$86,543.21

Increase estimated revenue:

201-000-480.100 Gas Tax- Operating Transfer-In \$86,543.21

Increase estimated appropriations:

100-000-560.100 General Fund- Operating Transfer-Out \$86,543.21

Negative Fund Balances Prior to 2018-19

To resolve negative fund balances prior to 2018-19, the Unrestricted Fund Balance from the General Fund (prior period adjustments) is required to zero out the funds and close. These adjustments do not flow through the current year budget, instead they utilize the existing fund balance. A total of \$186,647.36 from the General Fund is needed as detailed below. With this adjustment, Unrestricted General Fund Balance (Reserves) will be \$15,346,851, and increase of \$592,368, 4%, from the audited balance at July 1, 2018 and 104% of the \$14,753,233 fiscal year 2019-20 amended General Fund appropriation budget. (In addition, a new General Fund \$1.4 million designation was approved by Council on May 6, 2019 for the City General Plan.)

Fund Description	Fund No.	General Fund Unrestricted Fund Balance Requirement 100-000-300.000
SAFTEA-LU	239	21,538.13
Metro STP – Street Project Overrun	243	95,849.32
Metro STP-L Negative Fund	265	69,259.91
Total Fund Balance PPA		186,647.36



City of Lawndale
Budget Update
Fiscal Year Ended June 30, 2019

APPROPRIATION BUDGET TO ACTUAL – NON-GENERAL FUND

Total expenditures (including cash transfers and non-operating expenses) for all non-General Fund funds was \$10,038,569 for fiscal year 2018-19. In order to compare actual expenditures to budgeted appropriations, three tables were prepared by expenditure classification (personnel, operational and capital expenditures, which actual expenditures were \$1,185,150, \$5,861,327 and \$989,858, for the respective classifications) comparing the amended budget to actual year-end expenditures by fund. Below is a summary of all funds, excluding the General Fund which we analyzed at the beginning of this report. Excluded from these tables was a \$1,998,000 transfer from the Successor Agency Projects Fund, Fund 304, for the sale of land held by the dissolved Lawndale Redevelopment Agency.

Personnel Costs

Personnel Costs - Non General Fund				
Fund Description	Fund Number	Amended Budget	FY2018-19 YTD Actual (Unaudited)	Budget Variance (Pos/ (Neg))
Gas Tax Fund	201	\$ 479,480	\$ 331,723	\$ 147,757
Prop A - Local Transit Program	206	248,206	188,845	59,361
Prop C - Local Transit Assist	207	304,587	109,853	194,734
Community Development Block Gr	214	84,036	58,212	25,824
Lawndale Cable Usage Corp.	217	-	150	(150)
SAFETEA-LU	239	41,948	-	41,948
Prop C25 Grant	240	95,325	7,507	87,818
Measure R Fund	244	104,459	19,140	85,319
Lawndale Housing Authority	300	193,027	186,986	6,041
Succ Agency Projects Fund	304	240,560	241,000	(440)
2009 TABS	307	286,569	41,734	244,835
Personnel Costs- Non GF		\$ 2,078,197	\$ 1,185,150	\$ 893,047

For funds outside of the General Fund, the amended Salaries and Benefit costs (personnel costs) for fiscal year 2018-19 was \$2,078,197 compared to \$1,185,150 actual expense. The \$893,047 unexpended budget was primarily the result of the Gas Tax, Prop C – Local Transit Assistance, Prop C25, Measure R and 2009 TABS funds as described below.

Gas Tax Fund, Fund 201

The \$147,757 remaining salary and benefit budget at fiscal year-end was primarily the result of reclassifying the amount spent over the revenue received during the fiscal year. Specifically, \$687,480 Gas Tax revenue was received during the fiscal year and \$782,139 was expended. Therefore, the \$86,543 over expended salary and benefits expenditures were charged back to the General Fund in the summary. See the *Gas Tax* paragraph under the *Citywide Overview – Negative Fund Balances* section above.



City of Lawndale
Budget Update
Fiscal Year Ended June 30, 2019

Prop C – Local Transit Assist, Fund 207

The \$194,734 remaining salary and benefit budget at fiscal year-end was primarily the result of reclassifying \$145,783 of indirect cost to the General Fund. Proposition C – Local Transit Assistance allows a maximum of 20% administrative costs to be charged against the funding source. Total direct costs were \$433,089 of which \$86,618 (20%) was allowed for administrative costs. Actual administrative costs were \$232,400, therefore, \$145,783 could not be recovered from Proposition C, and was charged back to the General Fund for cost recovery.

Proposition C25 Grant, Fund 240

As noted earlier in report, Proposition C25 grant funding (dedicated to the Inglewood Avenue Corridor Widening Project) lapsed in February 2019; therefore, the project was delayed until approval was obtained to extend the grant period. This resulted in the \$87,818 unexpended budget at fiscal year-end.

Measure R Grant Traffic Signal, Fund 275

The \$85,319 remaining salary and benefit budget at fiscal year-end was primarily the result of reclassifying \$80,593 of indirect cost to the General Fund. The Measure R grant allows a maximum of 20% administrative costs to be charged against the funding source. Total direct costs were \$60,123 of which \$12,024 (20%) was allowed for administrative costs. Actual administrative costs were \$92,617, therefore, \$80,593 could not be recovered from Measure R, and was charged back to the General Fund for cost recovery.

2009 TABS, Fund 307

The salaries and benefit budget was based on allocated costs from Public Works Administration (Director of Public Works and Administrative Analyst, 80% and 25% of respectively personnel costs) and Engineering (Associate and Assistant Engineer 60% and 73% of respectively personnel costs). Except for the Administrative Analyst, the other three positions were vacant, either partially or fully, during the fiscal year. Therefore, actual charges were significantly less (\$244,835) than budgeted.



City of Lawndale
Budget Update
Fiscal Year Ended June 30, 2019

Operational Costs

Operational Costs - Non General Fund				
Fund Description	Fund Number	Amended Budget	FY2018-19 YTD Actual (Unaudited)	Budget Variance (Pos/ (Neg))
Gas Tax Fund	201	\$ 485,600	\$ 363,872	\$ 121,728
Air Quality Management Dist.	202	39,605	39,605	0
Prop A - Local Transit Program	206	482,000	430,203	51,797
Prop C - Local Transit Assist	207	135,000	71,086	63,914
State COPS Grant	211	121,000	119,340	1,660
Community Development Block Gr	214	37,590	17,879	19,711
Restricted Urban Development	215	174,377	124,835	49,542
Used Oil Recycling Grant	216	9,100	12,071	(2,971)
Lawndale Cable Usage Corp.	217	33,000	500	32,500
Justice Assisted Grant	234	-	26,795	(26,795)
SAFETEA-LU	239	14,625	-	14,625
Measure R Fund	244	62,125	50,598	11,527
LA County Parks Maint Grant	257	-	9,931	(9,931)
Lawndale Housing Authority	300	69,600	5,980	63,620
Succ Agency Projects Fund	304	65,389	75,812	(10,423)
SuccAgency Debt Service	305	2,536,121	1,447,471	1,088,650
Successor Agency Disbursement	306	2,984,900	2,834,111	150,789
2009 TABS	307	197,230	231,237	(34,007)
Operational Costs- Non GF		\$ 7,447,262	\$ 5,861,327	\$ 1,585,935

For funds outside of the General Fund, the fiscal year 2018-19 amended budget for Operational costs was \$7,447,262 compared to \$5,861,327 actual expense. The Gas Tax and Successor Agency Debt Service funds significantly attributed to the \$1,585,935 difference as described below.

Gas Tax Fund, Fund 201

Operational cost of \$485,600 was budgeted in the Gas Tax Fund for street sweeping, traffic signal repairs, maintenance, striping and legend work, engineering studies, and curb gutter and side walk repairs. Actual cost was \$363,872 leaving a budget of \$121,728. With the vacancy of Public Works Director (Contract Interim was hired in January 2019), the budgeted appropriations were not expended on curb, gutter, sidewalk, pavement, street striping or street legend work from Gas Tax funding. The street, sidewalk and other repairs performed during the year related to larger projects with specific funding sources.

Successor Agency Debt Service, Fund 305

Although there appears to be a \$1,088,650 debt service payment savings at the end of the fiscal year, this is not the case. \$1,474,185 of debt service payments were posted directly against the outstanding debt liability rather than accounting for the payments as expenses against the budgeted accounts. Since Fund 305 is a fiduciary fund type, which does not require a budget, no accounting correcting entry will be posted. However, for comparison purposes, following are the actual amounts paid and accrued for during the fiscal year 2018-19:



City of Lawndale
Budget Update
Fiscal Year Ended June 30, 2019

Account	Account Description	Amended Budget	Recorded In Expense Accounts	Recorded Against Debt	Total Paid FY2018-19	Budget Variance
545.100	Debt Service Payments	364,759	0	364,759	364,759	0
545.210	LRA City Advance Pmt	1,109,426	0	1,109,426	1,109,426	0
545.400	Interest Expense	1,061,936	1,447,471		1,447,471	(385,534)
Successor Agency Debt Service, Fund 305		2,536,121	1,447,471	1,474,185	2,921,655	(385,534)

The \$385,534 difference in budgeted verses actual interest expense relates to the year-end accrual; five months of the August 1 payment is charged to the prior fiscal year. This amount was not included in the budgeted amount.

Capital Costs

Capital Costs - Non General Fund				
Fund Description	Fund Number	Amended Budget	FY2018-19 YTD Actual (Unaudited)	Budget Variance (Pos/ (Neg))
Air Quality Management Dist.	202	\$ 240,000	\$ 75	\$ 239,925
TDA Article 3	203	58,559	-	58,559
Prop A - Local Transit Program	206	200,000	-	200,000
Prop C - Local Transit Assist	207	793,430	338,767	454,663
Community Development Block Gr	214	211,371	-	211,371
Restricted Urban Development	215	260,000	-	260,000
SAFETEA-LU	239	1,688,800	-	1,688,800
Prop C25 Grant	240	1,852,424	28,045	1,824,379
Measure R Fund	244	610,330	2,410	607,920
STPL Metro Exchange	271	573,000	24,011	554,384
Measure M Local Return	272	98,413	47,337	51,413
Safe Routes to School	273	11,977	-	11,977
SB1 Gas Tax Street Rehabilitat	274	743,198	20,988	743,198
Measure R Grant Traffic Signal	275	508,800	55,585	473,744
2009 TABS	307	1,943,396	472,639	1,470,757
Capital Costs- Non GF		\$ 9,793,698	\$ 989,858	\$ 8,851,090

Capital projects are generally multiple years and any unexpended amounts are carried forward as continued appropriations into the next fiscal year. As mentioned previously, vacancy during the year and expired grants reduced the amount of work performed on capital projects during the fiscal year. At the end of the year, the following projects and appropriation budgets were continued into fiscal year 2019-20:



City of Lawndale
Budget Update
Fiscal Year Ended June 30, 2019

Fund Number	Fund Description	Dept Number	Account Number	Account Description/ Project	Amended Budget FY 2018-19	FY 2018-19 Actual Expense (Unaudited)	Continued Appropriations 7/1/19
100	General Fund	310	700.270	RM&R Various Streets	60,000.00	0.00	60,000.00
100	General Fund	310	700.271	RM&R - Alleys	141,284.00	0.00	141,284.00
203	TDA Article 3	310	700.125	Sidewalk Reconstruction RM & R Alleys/Streets	58,559.00	0.00	58,559.00
206	Prop A - Local Transit Program	310	700.229	Bus Shelters	200,000.00	0.00	200,000.00
207	Prop C - Local Transit Asslst	310	700.146	Street Improvements	93,518.00	0.00	93,518.00
207	Prop C - Local Transit Asslst	310	700.160	Inglwd Ave Corr Wide Phase II	73,160.00	26,750.00	46,410.00
207	Prop C - Local Transit Asslst	310	700.151	Inglwd Ave Corr Wide Phase II	561,204.00	291,130.88	280,073.12
207	Prop C - Local Transit Asslst	310	700.263	Inglwd Ave Corr Wide Phase III	75,548.00	20,888.25	54,661.75
214	Community Development Block Gr	488	700.146	Street Improvements Grevillea Ave (Marine/MBB)	211,371.00	0.00	211,371.00
240	Prop C25 Grant	310	700.151	Inglwd Ave Corr Wide Phase I	654,380.00	7,756.88	646,623.12
240	Prop C25 Grant	310	700.263	Inglwd Ave Corr Wide Phase III	1,198,044.00	20,287.95	1,177,756.05
244	Measure R Fund	310	700.270	RM&R Various Streets	172,773.00	0.00	172,773.00
244	Measure R Fund	310	700.272	Grevillea Ave (MBB/Marine)	210,363.00	0.00	210,363.00
271	STPL Metro Exchange	310	700.264	Traffic Signal Marine/Osage	573,000.00	24,010.51	548,989.49
274	SB1 Gas Tax Street Rehabilitat	310	700.270	RM&R Various Streets	554,000.00	20,988.27	533,011.73
274	SB1 Gas Tax Street Rehabilitat	310	700.271	RM&R - Alleys	189,198.00	0.00	189,198.00
275	Measure R Grant Traffic Signal	310	700.127	Traffic Signal Improvements (Hawthorne/MBB)	508,800.00	55,585.23	453,214.77
307	2009 TABS	610	700.146	Street Improvements Grevillea Ave Resurfacing	74,359.00	71,360.00	2,999.00
307	2009 TABS	610	700.151	Inglwd Ave Corr Wide Phase I	398,943.00	0.00	398,943.00
307	2009 TABS	610	700.263	Inglwd Ave Corr Wide Phase III	857,077.00	0.00	857,077.00
Total Projects and Appropriations Continued into Fiscal Year 2019-20					6,855,581.00	538,755.97	6,316,825.03



CITY OF LAWDALE

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

DATE: October 21, 2019

TO: Honorable Mayor and City Council

FROM: Stephen N. Mandoki, Interim City Manager 

PREPARED BY: Sean M. Moore, AICP, Community Development Director 

SUBJECT: **ORDINANCE NO. 1164-19 – AN ORDINANCE TO AMEND THE RESIDENTIAL PROPERTY REPORT REQUIREMENTS**

BACKGROUND

On October 7, 2019, the City Council introduced and approved the first reading of Ordinance No. 1164-19 to amend the Lawndale Municipal Code pertaining to residential property report requirements.

ANALYSIS

The City Council introduced and approved the first reading of Ordinance No. 1164-19, with minor revisions to the ordinance to continue inspections to verify that properties meet the off-street parking requirements, and it is recommended that the City Council adopt Ordinance 1164-19. Additionally, Code Enforcement Officers will continue to make note of any violations visible during the Residential Property Report inspection that are visible to them during the inspection, even those violations outside of the garage.

LEGAL REVIEW

The City Attorney's office has reviewed and approved Ordinance No. 1164-19 as to form.

FUNDING

Staff anticipates some cost savings in staff time and resources related to the residential property report process.

RECOMMENDATION

It is recommended that the City Council read by title only, waive further reading, and adopt Ordinance No. 1164-19 to amend the residential property report requirements.

ATTACHMENT:

A) Ordinance No. 1164-19

ATTACHMENT A

ORDINANCE NO. 1164-19

ORDINANCE NO. 1164-19

AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
AMENDING PORTIONS OF CHAPTER 8.80 OF THE
LAWNSDALE MUNICIPAL CODE PERTAINING TO
RESIDENTIAL PROPERTY REPORTS AND FINDING OF
EXEMPTION FROM CEQA

SUMMARY: This ordinance would amend Chapter 8.80 of the Lawnsdale Municipal Code to make residential property report inspections for the observable areas of a home voluntary while retaining the mandatory requirement for a garage inspection prior to sale.

WHEREAS, pursuant to Chapter 8.80 of the Lawnsdale Municipal Code, the City of Lawnsdale requires residential resale reports to be undertaken prior to the sale of residential property; and

WHEREAS, these reports were originally required to allow City staff to verify the availability of off-street parking as a tool to reduce illegal garage conversions; and

WHEREAS, in 2007 the City Council expanded the scope of the residential resale report to include an inspection of all current and observed Municipal Code violations that are observable from the public right of way and the interior areas of garages and/or accessory buildings such as detached garages, laundry rooms and storage sheds; and

WHEREAS, the City Council desires to amend the scope of the residential resale report to change the requirement that this report is mandatory to a voluntary process.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNSDALE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 8.80.010 of the Lawnsdale Municipal Code, "Intent and purpose" is hereby amended to read, in its entirety, (deletions indicated in strikethrough, additions in **bold and italics**) as follows:

~~"It is the intent of the city council to assure that all parties to a transaction involving a sale of a residential dwelling within the city of Lawnsdale *who desire to obtain* are furnished with a residential property report which identifies observed violations of the city's codes, rules and ordinances, and verifies the availability of legally required off-street parking spaces *are provided with such a report*. The intent of this chapter is that the *buyer's ability to request* requirement of such a report will reduce existing municipal code violations on residential properties and prevent future violations. The report prepared pursuant to this chapter is not intended to take the place of a professional inspection of the property."~~

Formatted: Indent: Left: 0", Right: 0"

SECTION 2. Section 8.80.030 of the Lawndale Municipal Code, "Report or exemption certificate required" is hereby amended to read, in its entirety, (deletions indicated in ~~strikethrough~~, additions in ***bold and italics***) as follows:

"Prior to concluding an agreement for sale or exchange of any residential building, unless excluded by Section 8.80.080, the owner or his or her authorized representative shall ~~can voluntarily obtain from~~ ***have*** the city ***inspect all garages on the property and prepare*** a residential property report identifying ***whether any off-street parking space which should be used for vehicle parking but is not available for such use.***

Formatted: Not Strikethrough
Formatted: Strikethrough
Formatted: Font: Bold, Italic

Owners and sellers may also request that the residential property inspection and report include observable items ***outside of the garage*** that fail to comply with the city's codes, rules and ordinances ~~and which states whether the property is in compliance with the requirements for off-street parking.~~

Formatted: Strikethrough

If an inspection beyond the garage is requested, ~~The inspection necessary to prepare such report shall be based upon observations from the public right of way, such that the report is only intended to identify municipal code violations that are observable from the public right of way. The report shall specifically identify any off-street parking space which should be used for vehicle parking but is not available for such use. Said report shall be valid for the purposes of this chapter for a period not to exceed six months from date of issue and is not intended to provide an exhaustive list of all code violations upon the property."~~

Formatted: Space Before: 0 pt, After: 0 pt
Formatted: Strikethrough

SECTION 3. Section 8.80.070 of the Lawndale Municipal Code, "Delivery of report" is hereby amended to read, in its entirety, (deletions indicated in ~~strikethrough~~, additions in ***bold and italics***) as follows:

~~"A residential property report prepared ***requested*** pursuant to Section ~~8.80.030~~ shall be delivered by the owner or the authorized designated representative of the owner to the buyer or transferee of the residential building prior to the transfer of title to the property. The buyer or transferee shall execute a receipt therefor as furnished by the city, and said receipt shall be delivered to the department of community development as evidence of compliance with the provision of this chapter."~~

Formatted: Justified, Indent: Left: 0", Hanging: 0.5", Right: 0.5"

SECTION 4. Section 8.80.090 of the Lawndale Municipal Code, "Penalties" is hereby deleted, in its entirety, (deletions indicated in ~~strikethrough~~, additions in ***bold and italics***) as follows:

A. ~~Anyone in violation of Section ~~8.80.030~~ or ~~8.80.070~~ shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished as provided by the provisions of Chapter ~~1.08~~ of the Lawndale Municipal Code.~~

Formatted: Space Before: 0 pt, After: 0 pt

B. ~~No sale or exchange of residential property shall be invalidated solely because of the failure of any person to comply with any provision of this chapter.~~

SECTION 5. Subsection B of Section ~~1.08.020~~ of the Lawndale Municipal Code, "Misdemeanor penalty" is hereby amended to delete and remove the following from the table:

Formatted: Left

~~8.80.030~~ Report or exemption certificate required

Formatted: Left, Indent: First line: 0", Right: 0"

8.80.070 _____ Delivery of report".

SECTION 62. This ordinance is exempt from the California Environmental Quality Act ("CEQA") under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where, as here, it can be seen with certainty that there is no possibility that the activity in question would have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 37. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 48. The City Clerk shall certify to the passage and adoption of this ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. This ordinance shall be in full force and effect thirty (30) days after its final passage and adoption, and within fifteen (15) days after its final passage, the City Clerk shall cause it to be published in a newspaper of general circulation and shall post the same at the City Hall and the United States Post Office, Lawndale Branch.

PASSED, APPROVED, AND ADOPTED this 21 day of October, 2019.

Robert Pullen-Miles, Mayor

Formatted: Indent: First line: 0"

Formatted: Left, Space Before: 0 pt, After: 0 pt

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 duly introduced the foregoing Ordinance No. 1164-19 at its regular meeting held on the 7th day of October, 2019, and duly approved and adopted said ordinance at its regular meeting held on the 21st day of October, 2019, by the following roll call vote:

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

Rhonda Hofmann Gorman, City Clerk

Date

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

ORDINANCE NO. 1164-19

AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF LAWNSDALE, CALIFORNIA
AMENDING PORTIONS OF CHAPTER 8.80 OF THE
LAWNSDALE MUNICIPAL CODE PERTAINING TO
RESIDENTIAL PROPERTY REPORTS AND FINDING OF
EXEMPTION FROM CEQA

SUMMARY: This ordinance would amend Chapter 8.80 of the Lawnsdale Municipal Code to make residential property report inspections for the observable areas of a home voluntary while retaining the mandatory requirement for a garage inspection prior to sale.

WHEREAS, pursuant to Chapter 8.80 of the Lawnsdale Municipal Code, the City of Lawnsdale requires residential resale reports to be undertaken prior to the sale of residential property; and

WHEREAS, these reports were originally required to allow City staff to verify the availability of off-street parking as a tool to reduce illegal garage conversions; and

WHEREAS, in 2007 the City Council expanded the scope of the residential resale report to include an inspection of all current and observed Municipal Code violations that are observable from the public right of way and the interior areas of garages and/or accessory buildings such as detached garages, laundry rooms and storage sheds; and

WHEREAS, the City Council desires to amend the scope of the residential resale report to change the requirement that this report is mandatory to a voluntary process.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAWNSDALE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 8.80.030 of the Lawnsdale Municipal Code, "Report or exemption certificate required" is hereby amended to read, in its entirety, (deletions indicated in ~~strikethrough~~, additions in ***bold and italics***) as follows:

"Prior to concluding an agreement for sale or exchange of any residential building, unless excluded by Section 8.80.080, the owner or his or her authorized representative shall ~~obtain from~~ ***have*** the city ***inspect all garages on the property and prepare*** a residential property report identifying ***whether any off-street parking space which should be used for vehicle parking but is not available for such use.***

Owners and sellers may also request that the residential property inspection and report include observable items ***outside of the garage*** that fail to comply with the city's codes, rules and ordinances ~~and which states whether the property is in compliance with the requirements for off-street parking.~~ ***If an inspection beyond***

the garage is requested, The inspection necessary to prepare such report shall be based upon observations from the public right of way, such that the report is only intended to identify municipal code violations that are observable from the public right of way. The report shall specifically identify any off-street parking space which should be used for vehicle parking but is not available for such use. Said report shall be valid for the purposes of this chapter for a period not to exceed six months from date of issue and is not intended to provide an exhaustive list of all code violations upon the property.”

SECTION 2. This ordinance is exempt from the California Environmental Quality Act (“CEQA”) under Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where, as here, it can be seen with certainty that there is no possibility that the activity in question would have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 3. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 4. The City Clerk shall certify to the passage and adoption of this ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. This ordinance shall be in full force and effect thirty (30) days after its final passage and adoption, and within fifteen (15) days after its final passage, the City Clerk shall cause it to be published in a newspaper of general circulation and shall post the same at the City Hall and the United States Post Office, Lawndale Branch.

PASSED, APPROVED, AND ADOPTED this 21 day of October, 2019.

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 duly introduced the foregoing Ordinance No. 1164-19 at its regular meeting held on the 7th day of October, 2019, and duly approved and adopted said ordinance at its regular meeting held on the 21st day of October, 2019, by the following roll call vote:

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

Rhonda Hofmann Gorman, City Clerk

Date

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney



CITY OF LAWNDALE

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

DATE: October 21, 2019

TO: Honorable Mayor and City Council

FROM: Stephen N. Mandoki, Interim City Manager 

PREPARED BY: Sean M. Moore, AICP, Community Development Director 

SUBJECT: **REQUEST TO REVIEW CITY COUNCIL POLICY 102-18, "PARKWAY DESIGN POLICY GUIDELINES"**

BACKGROUND

Public/Street Right-of Way

The parkway is the Public/Street Right-of-Way area of the street between the back of curb and the edge of the sidewalk that is typically planted or landscaped. Since the approval of Council Policy No. 102-18, questions have been asked at Council meetings about the implementation and application of the Policy (**See Attachment A, Example Parkway City-Wide**).

City Council Action

On February 20, 2018, the City Council reviewed and approved Council Policy No. 102-18, "Parkway Design Policy Guidelines" (**See Attachment B**). The policy was developed in response to inquiries and interest from residents wanting to make improvements to the parkways adjacent to their residential properties. In short, the policy requires 75% of the parkway to be covered with plant materials.

Current Parkway Conditions City-Wide

Many property owners maintain parkways with alternative materials which do not comply with the municipal code (**See Attachment C, Parkway in Violation**). For example, the Municipal Services Department has numerous cases in which all green-scape has been removed and replaced with rock and bark materials and/or small plants such as cactus. There are also properties that have removed the majority of the green-scape to install large areas of hardscape.

MSD Pending Cases

While the Parkway Policy was being developed and before it was approved, these MSD cases were placed on hold. Residents certainly could have re-installed 100% turf and resolved their individual cases. However, they were allowed to wait to see what the provisions of the Parkway Policy would be before moving forward with compliance.

STAFF REVIEW

City Council Policy No. 102-18 Parkway Design Guidelines

Currently, City Council Policy No. 102-18, "Parkway Design Policy Guidelines" provides for two landscaping options, with walkable and non-walkable plant materials, **with a minimum of 75% live**

landscape coverage using turf and other walkable plant materials or other groundcover materials described in the Policy. The minimum amount of 75% of live landscape coverage is the core of the Parkway Design Policy. Coverage of live landscaping can be 100% but no less than 75%. The balance of the parkway space, up to 25%, can be a variety of materials, including hardscape. These materials are outlined in the adopted Parkway Policy.

The intent of the guidelines is to provide a consistent and manageable design palate for all parkways in the City's right-of-way and to provide an area for water to percolate into the ground. Maintenance of the parkways, including those adjacent sidewalk, is the responsibility of the abutting property owner in accordance with the City's Municipal Code.

This matter is being returned to City Council because of comments from City Council at prior meetings requesting a review of the policy. As a result, properties with pending MSD cases have been on hold. Whether the City Council elects to maintain the current policy or revise the policy, these property owners will be advised that the City Council has reconsidered the policy, what the policy requires, and that they are to now move forward and comply with the approved guidelines. Residents wanting new permits are to follow the provisions of the Parkway Policy.

Water Efficient Landscaping In Parkways

Water efficient landscaping is governed by the Municipal Code and installation requires plans prepared by a licensed landscaping architect and an irrigation system that properly maintains the drought tolerant plants. The ratio of 75% live landscape coverage still applies to drought tolerant materials.

COMMISSION REVIEW

On October 25, 2017, the current Parkway Guidelines were taken before the Planning Commission for input and public comment before being brought forward for consideration by the City Council.

LEGAL REVIEW

Not Applicable

FISCAL IMPACT

Not Applicable

CONCLUSION

The intent of the guidelines is to provide a consistent and manageable design palate for all parkways in the City's rights-of-way. Maintenance of the parkways, including the adjacent sidewalk, is the responsibility of the abutting property owner in accordance with the City's Municipal Code.

Development of the Parkway Guidelines was a concerted effort undertaken by various departments including Community Development, Public Works, and Municipal Services working together for approximately 7 to 8 months to develop the City's Parkway Policy Guidelines. Therefore, staff recommends keeping the adopted policy minimum requiring 75% of live landscaping coverage for the parkways throughout the City, subject to consideration and approval by City Council.

RECOMMENDATION

Staff recommends that the City Council Discuss Council Policy No. 102-18, “Parkway Design Policy Guidelines” and provide direction accordingly to staff.

ATTACHMENTS

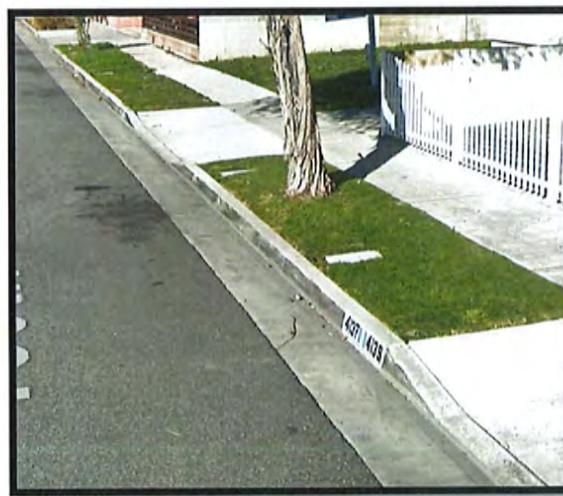
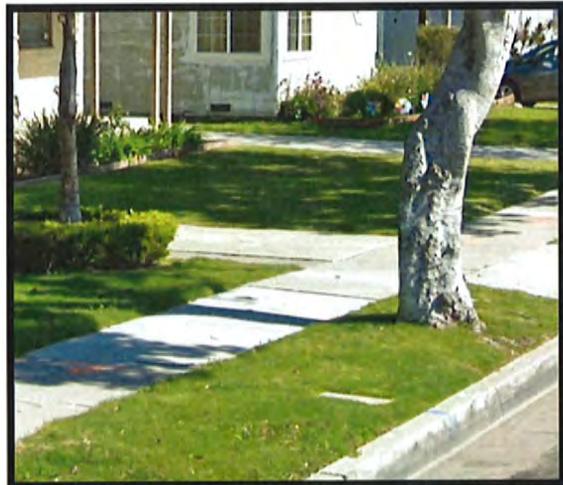
- A. City of Lawndale Parkway Examples**
- B. Adopted Parkway Policy Guidelines**
- C. Examples of Parkways in Violation**

ATTACHMENT A

CITY OF LAWNSDALE PARKWAY EXAMPLES



PARKWAY EXAMPLES CITY OF LAWDALE



ATTACHMENT B

ADOPTED PARKWAY POLICY GUIDELINES



PARKWAY DESIGN POLICY GUIDELINES

City of Lawndale

FEBRUARY 2018

WHY ARE PARKWAYS IMPORTANT?

1

The parkway is the strip of land between the street and the walkway. The parkway and walkway together make up the sidewalk, which is part of the public right-of-way. Street trees are planted in the parkway and are the most important plants in the parkway.

Parkways are important to individual property owners and the City as a whole for the following reasons:

- Parkway provide soil volume that street trees need to grow into healthy, mature trees that provide shade, collect stormwater, consume carbon dioxide (CO₂) and provide other environmental and health benefits.
- Parkway can collect stormwater and irrigation runoff and return it to the groundwater table.
- Parkway provide a buffer between pedestrians on the walkway and cars in the street.
- Parkway improve the curb appeal of your home, potentially increasing its value.
- Parkway enhance the visual quality of the city.

In Lawndale, the property owner adjacent to the parkway is responsible for maintaining all of the parkway, except the street trees, which are maintained by the City. The parkway trees can only be planted, trimmed, and removed by the City and not by private property owners (Lawndale Municipal Code Chapter 12).

Parkways can be designed in a variety of ways, depending on the individual property owner's design objectives and commitment to maintenance. However, all parkways should require relatively little supplemental water, little mowing and little fertilizing to reduce their carbon footprint. In particular, conventional grass parkways that require high levels of supplemental water and regular mowing and fertilizing should be avoided. See examples of low water use turf in Table 1, page 5.



PARKWAY	WALKWAY	LANDSCAPED
SIDEWALK		SETBACK

To reduce water use, carbon emissions, and provide storm and irrigation water infiltration, soil volume for street trees, a buffer between pedestrians and the street, pedestrian access between the street and walkway, visibility of both motorists and pedestrians, erosion/fugitive dust control, and the visual benefits of landscaped parkways, all parkways must be:

- As wide as possible, minimum walkways widths of 4 feet in residential zones and 5 feet in commercial zones.
- At the same elevation as the top of curb and finished surface of walkway within 6 inches of them, for example, granular soil 2 inches below top of curb and walkway elevations and covered with 2 inches of compacted mulch, so the surface elevations of the walkway or curb and adjacent parkway are the same.
- Landscaped parkways must be irrigated in a manner that results in zero overspray onto the walkway or street, e.g., buried in-line drip irrigation system.

The parkway must be constructed in either of two options ONLY:

Walkable Parkway:

- At least 75% landscape coverage using natural turf and/or walkable plant materials, which require minimum mowing and are drought tolerant. Examples can be found in Table 1. Irrigation schedules must be in accordance with local water service provider (Golden State Water).

Non-walkable Parkway:

- At least 75% coverage using live landscape / groundcover material and either 1) slightly swaled; sloping a few inches to the center at not more than a 3:1 slope, to collect storm and irrigation water or 2) groundcover must be native species, drought tolerant (examples can be found in Table 2), and must include a walkable pathway from the curb to the sidewalk which may not exceed 25% of the parkway.
- All unpaved parkway areas must be covered with a permeable natural material, e.g., compacted mulch, or stepping stones that prevent erosion and dust.

Parkway Requirements and Regulations:

- No encroachment permit is required for the installation or maintenance of grass or live drought tolerant natural turf or other allowable materials per these Parkway Guidelines (at or less than six inches in height) in 100% of the parkway.
- A “conditional” encroachment permit is required for the installation or maintenance of: live plant material other than grass or living drought tolerant natural turf (at or less than six inches in height), OR any non-living materials including, but not limited to, concrete, decomposed granite and/or compacted mulch – which non-living materials are limited to 25% of the parkway area.

To obtain a “conditional” encroachment permit the property owner or tenant must submit a simple sketch with details of the proposed improvements along with the permit application (photos may be included). A licensed contractor may be required to pull the permit and perform work involving the installation of non-living materials.

- Drawings, sketches, plans, or other satisfactory written materials must indicate the types of parkway landscape materials to be used and respective quantities and a description of how and where each type of parkway landscape material will be applied.

- Pavers, stepping stones, and/or other hardscape (limited to 25% of parkway) must be properly constructed

City of Lawndale

and maintained to not pose a tripping hazard.

- Each owner/tenant must promptly make necessary repairs if improvements are uplifted or damaged.
- Parkway must be maintained and kept free of weeds and otherwise comply with Lawndale Municipal Code Chapter 8.24, Property Maintenance and Nuisance Abatement.
- If parkway improvements fall into a state of disrepair and neglect, a conditional permit will be revoked and the property owner/tenant will be required to remove the improvements and re-landscape the parkway. This requirement is a condition of the permit and be enforced by the City.

For parkways adjacent to curbside parking, if the parkway planting is not walkable (see Table 2 for examples of vegetation that are not walkable), a means of access from the curb to the walkway will be required. The requirement will vary according to the adjacent use and street characteristics, for example:

- On heavily trafficked streets (major and minor arterials), an 18 inch wide paved, walkable strip along the back of the curb that is at the same finished elevation as the curb may be required.
- Where there are striped curbside parking spaces, a path across the parkway may be required every two cars between two marked spaces.



A path across the parkway completes access from parked cars to the walkway (non-walkable parkway with ground cover shown)



WHAT'S YOUR TYPE?

Type 1 Walkable Parkway - Low-Maintenance, Walkable Plants or Turf

If you want a parkway that requires minimal design and maintenance, install walkable vegetation such as natural turf or other grasses/perennials. Table 1 lists examples. Some of these materials only need to be mowed a few times a year to maintain a lawn-like appearance (see Table 1).

Type 2 Non-Walkable Parkway - Low-Growing, Low-Maintenance Ground Cover

If you want a parkway that requires a little more design and the addition of a walkway or stepping stones (limited to 25% of the parkway), and requires more maintenance, low-growing grasses and/or groundcover are permitted. There are many choices; Table 2 lists some of them. Your parkway may be a mix of grasses and ground cover.

NOT PERMITTED:

- Use of hardscape materials other than providing a walkable strip or covering more than 25% of the parkway
- Use of pebbles and rocks material
- Use of plants with thorns or sharp edges.
- Use of structures within the parkway.
- Use of plant materials that exceed 6-inches in height (excluding trees).

Preparing Your Parkway Soil

The most important thing you can do to ensure your parkway's success is to prepare the soil. Soil preparation saves you money in the long run because it reduces the need to replace plants, lowers water use and reduces fertilizer applications.

- Remove all existing turf - let it die and dig it out.
- Remove enough soil to create the swale described on page 2 and then remove 2-3 inches more.
- Till the parkway soil to a depth of one foot.
- Amend it with compost.

Watering Your Drought-Tolerant Parkway

Too much water can kill drought-tolerant plants. So don't over-water, especially in clay soil. The best approach is to water only when the soil is dry at a depth of 3 to 4 inches. Contact Golden State Water Company to verify permissible watering schedules. Additional information on outdoor irrigation may also be available through the water company.

On-Line Resources

Use these resources see images, recommended spacing, and detailed descriptions of these plants and others:

bewaterwise.com
theodorepayne.org
socialwatersmart.com

sunset.com and Sunset Garden Book
California Native Plants for the Garden Bornstein et al.

Table Legend

L= Low water use
M = Moderate water use

TABLE 1

EXAMPLES: Walkable Parkway Plants - No Path Required

Botanical Name	Common Name	Water Use	Notes
Natural Turf / Low Water Use / Low or No Mow Turf			
<i>Buchloe dactyloides</i> , UC Verde	UC Verde Buffalo Grass	N.L.	winter dormant
Low-Growing Perennials			
<i>Dymondia margaretae</i>	Dymondia	L	slow growing

Other untested ideas: there are several lawn substitute seed mixes, including Fleur de Lawn and Ecology Lawn that may work.

Dymondia margaretae



Table 2

Examples: Non-Walkable Parkway Low-Growing, Low-Maintenance Plants - Path Required

Botanical Name	Common Name	Water Use	Notes
Low-Growing Perennials/Succulents (6-inches or less)			
<i>Aptenia cordifolia</i> /A. cordifolia 'Red Apple'	Heartleaf Ice Plant	L	
<i>Delosperma cooperi</i>	Trailing Ice Plant	L	
<i>Drosanthemum floribundum</i>	Rosea Ice Plant	L	
Groundcover <i>Cotoneaster</i> varieties	<i>Gazania</i> (grayish lvs.)	M	
<i>Lessingia filaginifolia</i> 'Silver Carpet'	Beach Aster	L	
<i>Thymus</i> species	Thyme	M	
<i>Verbena peruviana</i> & hybrids	Verbena	L	
<i>Vinca minor</i>	Dwarf Periwinkle	M	Plant in shade
Low-Growing Shrubs (6-inches or less) - all require regular trimming at parkway edges			
<i>Cotoneaster dammeri</i> 'Lowfast', <i>C. salicifolia</i> 'Repens', <i>C. apiculatus</i> 'Tom Thumb'	Groundcover <i>Cotoneaster</i> varieties	M	

Aptenia cordifolia 'Red Apple'



Delosperma cooperi



Drosanthemum floribundum



Verbena peruviana varieties



Lessingia filaginifolia



Cotoneaster dammeri



Juniperus procumbens



Vinca minor



Examples of Type 1 Parkway (Walkable Plants)



Dymondia (Dymondia margaritae) is a low growing, walkable groundcover.

Examples of Type 2 Parkway (non-walkable plants)



Berkeley Sedge (*Carex Divulsa*) requires very little mowing

Gazanias are a reliable relatively drought-tolerant groundcover that tolerates light traffic.



A prostrate Rosemary like 'Huntington Carpet'.

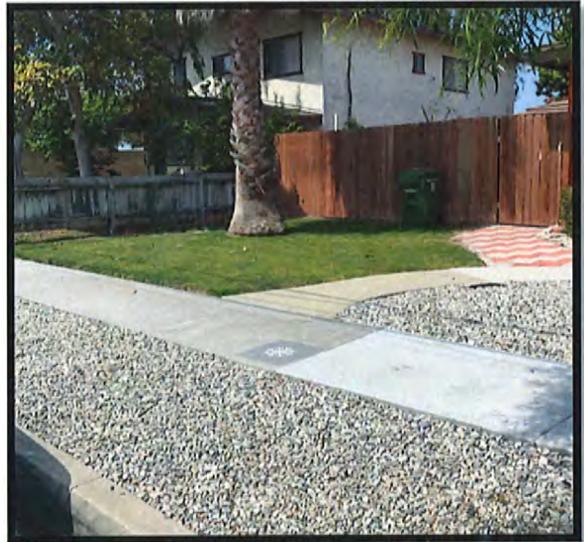
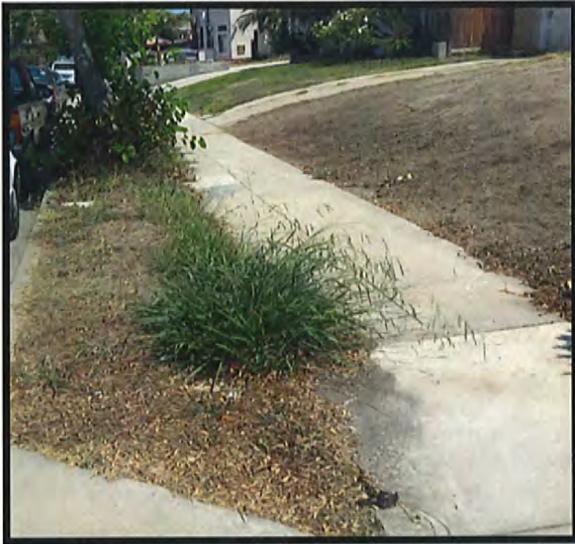
01001.0001/417570.4

ATTACHMENT C

EXAMPLES OF PARKWAYS IN VIOLATION



PARKWAY EXAMPLES IN VIOLATION





CITY OF LAWNDALE

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

DATE: October 21, 2019
TO: Honorable Mayor and City Council
FROM: Pat Kearney, City Councilmember
PREPARED BY: Stephen N. Mandoki, City Manager *[Signature]*
Raylette Felton, Assistant to the City Manager/Human Resources Director *[Signature]*
SUBJECT: RENAMING OF THE CITY'S ANNUAL MUSIC FESTIVAL

BACKGROUND

In 2013, City Council created and implemented the Lawndale Blues and Jazz Festival. This event originated from a discussion in April 2012 pertaining to a Battle of the Bands events that the Parks Recreation and Social Services Commission (PRSSC) was interested in putting on. This idea eventually became the 2013 Blues and Jazz Music Festival. On July 22, 2013, the PRSSC approved \$9,500.00 for the first Lawndale Blues and Jazz Music Festival in 2013. Due to jazz bands being less prominent in the Festivals' line-up, the event was renamed Lawndale Blues Festival in 2018. The word "Jazz" was removed in 2017 as a result of a PRSSC discussion. In 2019 the City held the 7th annual Festival.

At the Council meeting of October 7, 2019, Councilmember Kearney asked that the City Council consider another changing of the name of the annual festival to "Music Festival".

DRAFT MINUTES - LAWNDALE CITY COUNCIL MEETING, OCTOBER 7, 2019

H. ITEMS FROM COUNCILMEMBERS

15. Mavor/Councilmember Report of Attendance at Meetings and/or Events

Councilmember Reid attended the California Contract Cities meeting, the Lawndale Blues Festival, and participated in the City "Clean Up" Day.

Councilmember Kearney attended the Lawndale Blues Festival, Sheriff's Liability Trust Fund Oversight Committee meeting, participated in the City "Clean Up" Day, Chris Wilson's viewing, and provided dates and routes for Santa's Sleigh event. Councilmember Kearney requested to add an item to a future meeting agenda with the recommendation to change of title of the Lawndale Blues Festival to a Music Festival.

STAFF REVIEW

The annual music event began as the Lawndale Blues and Jazz Festival in 2013. In 2018 the name was modified to the Lawndale Blues Festival.

Based on comments received from some residents, Councilmember Kearney would like a discussion about the name and its appeal to the Lawndale community. This discussion may include the inclusion of other type of music such as rock, pop, and country music as well as a possible re-naming.

FISCAL IMPACT

Not applicable.

RECOMMENDATION

That the City Council discuss the request to agendize the re-naming of the annual music Festival at a future City Council meeting and provide direction to staff.



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

DATE: October 21, 2019
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: October 21, 2019

TO: Honorable Mayor and City Council

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

SUBJECT: Conference with Legal Counsel – Anticipated Litigation (One Case)

No public documents were 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: October 21, 2019
TO: Honorable Mayor and City Council
FROM: Matthew R. Ceballos, Assistant City Clerk *MC*
SUBJECT: Public Employee Performance Evaluation and Compensation – City Attorney

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