



# CITY OF LAWNDALE

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

## AGENDA LAWNDALE CITY COUNCIL REGULAR MEETING Monday, June 3, 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. **PUBLIC SAFETY REPORT**
- D. **ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA** (Public Comments)
- E. **COMMENTS FROM COUNCIL**
- F. **CONSENT CALENDAR**

The consent calendar, agenda items 1 through 8, will be considered and acted upon under one motion unless a councilmember removes individual items for further council consideration or explanation.

1. **Motion to read by title only and waive further reading of all ordinances listed on the agenda**  
Recommendation: that City Council approve.
2. **2<sup>nd</sup> Reading and Adoption – Amendment to the Lawndale Municipal Code Section 17.84.050 relating to Fences, Hedges and Walls within Residential Zones**  
Recommendation: that City Council approves the second reading to adopt Ordinance No. 1161-19, amending the City's height standards for fences, hedges and walls within front yard setbacks for properties on cul-du-sacs without sidewalks in residential zones.

3. **Senior Citizen Advisory Committee Appointment**  
Recommendation: that the City Council (a) approve the Mayor's appointment by directing staff to insert the appointees' names in Section 1 of Resolution No. CC-1906-029, and (b) that the City Council adopt the resolution as amended.
4. **Update to the Redondo Beach Boulevard Improvement Project to include the Project Readiness Certification**  
Recommendation: that the City Council approve the submission of the Project Readiness Certification to LA Metro and authorize staff to solicit proposals for the engineering design services.
5. **First Amendment to the Uniform Services Agreement**  
Recommendation: that the City Council approve the First Amendment to the Contract Services Agreement with Prudential Overall Supply, for an annual amount of \$2,348 per year and the funding is available in the Public Works Department's operational budget.
6. **Accounts Payable Register**  
Recommendation: that the City Council adopts Resolution No. CC-1906-027 authorizing the payment of certain claims and demands in the amount of \$1,227,103.36.
7. **Minutes of the Lawndale City Council Special Meeting – May 20, 2019**  
Recommendation: that City Council approve.
8. **Minutes of the Lawndale City Council Regular Meeting – May 20, 2019**  
Recommendation: that City Council approve.

**G. PUBLIC HEARINGS**

9. **Update the Public Works Department's Fee Schedule to include Fees for Applications relating to Wireless Communication Facilities**  
Recommendation: that City Council (a) receive staff presentation and conduct the public hearing; and (b) adopt Resolution No. CC-1906-26 which updates the proposed fee schedule for the Public Works Department to include fees for applications relating to Wireless Communication Facilities.

**H. ADMINISTRATION**

10. **Contract Service Agreement with Telecom Law Firm P.C.**  
Recommendation: that City Council approve the agreement with Telecom Law Firm P.C. for a fee not-to-exceed \$24,500, for review and processing of small cell wireless facilities permit applications.
11. **First Amendment to the Solid Waste RFP Consulting Services Contract**  
Recommendation: that City Council approve the First Amendment to the Contract Services Agreement for Solid Waste RFP Consulting Services with HF&H Consultants, LLC, for the additional amount of \$11,000.

**12. Opposition of Assembly Bill 392 - Use of Force**

Recommendation: that City Council (a) oppose Assembly Bill 392 by passing, approving and adopting Resolution No. CC-1906-28; and (b) direct the City Clerk to convey a copy of Resolution No. CC-1906-28 to the State Legislature and California Governor Gavin Newsom.

**13. Fourth Amendment to the Contract with the City Manager and Amendment to the Salary & Benefits Resolution for Central Management Employees**

Recommendation: that City Council (a) approve the Fourth Amendment to the City Manager Employment Agreement; and (b) adopt Resolution No. CC-1906-031, approving the Second Amendment to the Citywide Salary and Pay Schedule.

**14. 180-Day Wait Period Exception for CalPERS Retired Annuitant/Interim City Manager Appointment and Interim City Manager Agreement**

Recommendation: that City Council (a) adopt Resolution No. 1906-030, approving an exception to the 180-day waiting period for the position of interim City Manager; and (b) approve the Interim City Manager Employment Agreement between the City and Stephen Mandoki.

**15. 2019-2020 Budget Workshop**

Recommendation: that the City Council receive the budget presentation, review the proposed budget, and direct staff as appropriate.

**I. ITEMS FROM COUNCILMEMBERS**

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

**J. CLOSED SESSION**

**17. Conference with Labor Negotiator**

The City Council will conduct a closed session, pursuant to Government Code section 54957.6, with the city manager, the city attorney and the City's negotiators, regarding labor negotiations with Local 1895, Council 36, American Federation of State, County and Municipal Employees, AFL-CIO, representing the City's mid-management and classified employees.

**18. Public Employee Performance Evaluation and Compensation**

The City Council will hold a closed session with the City's personnel officer, the 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 salary, compensation and fringe benefits provided to the City Attorney.

**19. 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 three (3) cases.

**K. ADJOURNMENT**

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, June 17, 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 June 3, 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](http://www.lawndalecity.org)

DATE: June 3, 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.




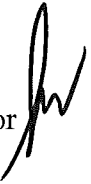
# CITY OF LAWDALE


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

DATE: June 3, 2019

TO: Honorable Mayor and City Council

FROM: Stephen N. Mandoki, City Manager 

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

PREPARED BY: Christopher Wilson, Senior Planner 

**SUBJECT: CASE NO. 19-13: PROPOSED AMENDMENTS TO LAWDALE MUNICIPAL CODE SECTION 17.48.050 RELATING TO FENCES, HEDGES AND WALLS WITHIN RESIDENTIAL ZONES AND RECOMMENDING A FINDING OF AN EXEMPTION FROM CEQA**

---

## BACKGROUND

On May 20, 2019, the City Council introduced and approved the first reading of Ordinance No. 1161-19 amending the Lawndale Municipal Code to update the City's regulations regarding the height of fences, walls and hedges in residential areas at the end of cul-de-sacs.

## STAFF REVIEW

The City Council introduced and approved the first reading of Ordinance No. 1161-19 and it is recommended that the City Council adopt Ordinance 1161-19.

## LEGAL REVIEW

The City Attorney has reviewed Ordinance No. 1161-19 and has approved it as to form.

## ENVIRONMENTAL REVIEW

The project 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 may have a significant effect on the environment, the activity is not subject to CEQA.

## COMMISSION REVIEW

The Planning Commission conducted a public hearing and reviewed this ordinance on April 24, 2019 and recommended that the City Council approve this ordinance.

FUNDING

Not applicable.

RECOMMENDATION

It is recommended that the City Council read by title only, waive further reading, and adopt Ordinance No. 1161-19, amending the Lawndale Municipal Code to update the City's to update the City's regulations regarding the height of fences, walls and hedges in residential areas at the end of cul-de-sacs

ATTACHMENT:

- A. Ordinance No. 1161-19

# **ATTACHMENT A**

**ORDINANCE NO. 1161-19**



**ORDINANCE NO. 1161-19**

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF LAWNSDALE, CALIFORNIA,  
AMENDING SUBSECTION A OF LAWNSDALE MUNICIPAL CODE  
SECTION 17.48.050 REGULATIONS FOR FENCES, HEDGES AND  
WALLS WITHIN FRONT YARD SET BACKS IN RESIDENTIAL ZONES**

SUMMARY: This ordinance amends the City's height standards for fences, hedges and walls within front yard setbacks for properties on cul-du-sacs without sidewalks in residential zones.

WHEREAS, the City Council of the City of Lawnsdale has adopted a minimum height standard for fences, hedges and walls within residential zones as set forth in Section 17.48.050 of the Lawnsdale Municipal Code; and

WHEREAS, the Planning Commission is charged with the responsibility of reviewing proposed modifications to the City's Zoning Code and desires to update and implement additional regulations on fences, hedges and walls, including raising the height requirement in residential zones for properties on the end of cul-de-sacs with no sidewalk; and

WHEREAS, the City wishes to revise the fence, hedges and wall height requirement for the front yard setbacks of residential properties located on the end of cul-de-sacs with no sidewalk; and

WHEREAS, Case No. 19-13, was agendized and noticed for public hearing before the Planning Commission on April 24 2019; and

WHEREAS, on April 24, 2019, after conducting a properly noticed public hearing, the Planning Commission adopted Resolution No. 19-05 recommending that the City Council amend the Lawnsdale Municipal Code Section 17.48.050 within the City ("Project"); and

WHEREAS, the Project amends the Section 17.48.050(A) by increasing the height of fences, hedges and walls within the front yards of properties that are located at the end of a cul-du-sac with no sidewalk to five feet, the type of activity that is categorically exempt from the California Environmental Quality Act ("CEQA"), pursuant to Section 15061(b)(3) of the CEQA Guidelines; and

WHEREAS, the City Council, after notice duly given as required by law, held a public hearing on Monday, May 20, 2019 at 6:30 p.m. in the City Hall council chamber located at 14717 Burin Avenue, Lawnsdale, California, to consider the Planning Commission's recommendations, as set forth in its Resolution No. 19-05, to amend the City's regulation of fences, hedges and walls within the front yards of properties that are located at the end of a cul-du-sac with no sidewalk.

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

SECTION 1. The first paragraph of Subsection A of Section 17.48.050 of the Lawndale Municipal Code is amended to read, in its entirety, as follows (deletions in ~~strike through~~, additions in ***bold and italics***):

“A. A fence, hedge, or wall shall not exceed six feet in height in any side or rear yard in any residential zone. Except that any property adjacent to an alley, commercially zoned property, inclusive of parking lots, railroad right-of-way and properties zoned I (“Institutional”) or O (“Open Space”) may have a fence not to exceed eight feet in height. Any fence exceeding six feet in height may not be constructed without a building permit. The maximum height of a solid view obscuring fence, hedge or wall located in the required front yard setback is thirty inches. ***Other than a described in the next sentence, a*** fence, hedge or wall up to forty-eight inches in height is allowed within the front yard setback provided that portion over thirty inches is see-through, as defined herein, except for those fences permitted by subsection (C)(2) of this section. ***Fences within the front yards of properties that are on the end of a cul-du-sac with no sidewalk may have a fence, hedge or wall up to five feet provided that the portion over thirty inches is see-through as defined herein .”***

1.

SECTION 5. 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 6. 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 7. 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 3rd day of June, 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. 1161-19 at its regular meeting held on the 20th day of May, 2019, and duly approved and adopted said ordinance at its regular meeting held on the 3rd day of June, 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					
Pat Kearney					
Bernadette Suarez					

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

\_\_\_\_\_  
 Date

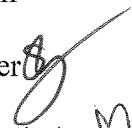

APPROVED AS TO FORM:

\_\_\_\_\_  
 Tiffany J. Israel, City Attorney



# CITY OF LAWDALE

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

DATE: June 3, 2019  
TO: Honorable Mayor and City Council  
FROM: Stephen N. Mandoki, City Manager   
PREPARED BY: Matthew Ceballos, Assistant City Clerk   
SUBJECT: Senior Citizen Advisory Committee Appointment

## BACKGROUND

August 21, 2017, with the adoption of Resolution No. CC-1708-039 and Council Policy 94-09 the City Council extended the terms of the then-current Lawndale Senior Citizen Advisory Committee members to end February 28, 2019.

On March 18, 2019, with the adoption Resolution No. CC-1903-013 City Council ratified the appointment of 8 Senior Citizen Advisory Committee members.

## STAFF REVIEW

Due to ongoing vacancies, continued appointments to the Senior Citizen Advisory Committee are necessary.

To be appointed to the Senior Citizen Advisory Committee, a person must submit a written application, must be at least 18 years of age, and must reside in the city for at least consecutive 30 days before submitting the application. Pursuant to California Government Code Section 40605, the mayor appoints new members with the approval of the City Council.

The following applicant has been reviewed by Mayor Pullen-Miles and have been selected for appointment:

Adriana Heidman

In anticipation that the Mayor would make an appointment and that the City Council would approve the appointment, we have prepared Resolution No. CC-1906-029 for your consideration.

The appointment term will start immediately and end February 28, 2021.

## LEGAL REVIEW

City Attorney Tiffany Israel reviewed the resolution and approves it as to form.

FUNDING

None.

RECOMMENDATION

Staff recommends that: a) the City Council approve the Mayor's appointment by directing staff to insert the appointees' names in Section 1 of Resolution No. CC-1906-29, and b) That the City Council adopt the resolution as amended.

Attachments:      Resolution No. CC-1906-029  
                            Application for appointment to the Senior Citizen Advisory Committee

**RESOLUTION NO. CC-1906-029**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF LAWNSDALE, CALIFORNIA,  
CONFIRMING APPOINTMENT TO  
THE SENIOR CITIZEN ADVISORY COMMITTEE**

WHEREAS, the City Council established, by Resolution No. CC-1407-032, the 12-member Senior Citizen Advisory Committee (“Committee”) of the City of Lawnsdale; and

WHEREAS, all committee members are appointed by the Mayor, with the approval of the City Council, for a term commencing on March 1 of each odd numbered year and terminating on February 28 of the succeeding odd numbered year; and

WHEREAS, on March 4, 2019 the Mayor appointed, with the approval of the City Council, 8 members to the Committee; and

WHEREAS, an eligible resident has submitted application for appointment to the Committee; and

WHEREAS, the Mayor and City Council have reviewed the application; and

WHEREAS, the Mayor has appointed the applicant to the Committee and the City Council wishes to ratify the appointment.

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

SECTION 1. The City Council approves the Mayor’s appointment of \_\_\_\_\_, to the Senior Citizen Advisory Committee.

SECTION 3. The member of the Senior Citizen Advisory Committee shall serve a term of office to commence immediately and expire on February 28, 2021, unless earlier removed.

SECTION 4. Pursuant to Council Policy No. 93-09, a newly appointed committee member must submit to a background check upon appointment.

SECTION 5. The member of the Senior Citizen Advisory Committee shall serve without compensation, unless the City Council, by resolution or otherwise, provides, but may receive reimbursement for necessary travel and other expenses incurred in the performance of an official duty, when such expenditures are first authorized by the City Council.

PASSED, APPROVED AND ADOPTED this 3<sup>rd</sup> day of June, 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 of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-1906-029 at a regular meeting of said Council held on the 3<sup>rd</sup> day of June, 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

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

\_\_\_\_\_  
Tiffany J. Israel, City Attorney



'19 APR 8 3:39 PM

# CITY OF LAWNSDALE APPLICATION FOR APPOINTMENT TO CITY COMMISSIONS, COMMITTEES AND BOARDS

I am applying for appointment to: (check all boxes that apply)

<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Beautification Committee
<input type="checkbox"/> Parks, Recreation & Social Services Commission	<input checked="" type="checkbox"/> Senior Citizen Advisory Committee
<input type="checkbox"/> Cable Commission	<input type="checkbox"/> Personnel Board

Name: Adriana Heidman Daytime Phone: [REDACTED]

Home Address: [REDACTED] City: Lawndale Zip: 90260

E-mail Address: [REDACTED] Yrs. Lived in Lawndale: 40

Occupation (briefly describe your duties): retired

Employer: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Work Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Educational Background/Degrees: \_\_\_\_\_

Licenses or Special Certificates Held: \_\_\_\_\_

List any other committees/commissions on which you have served, and the year(s) of service: \_\_\_\_\_

Organizations to which you belong (professional, technical, community, services): BSA - 24 yrs

State why you wish to serve and why you believe you are qualified for the position. (Use additional paper, if necessary).

as a senior citizen, I would like to be involved volunteer my services, as needed

References (include name and daytime phone number):

(1) Ruthi Davis [REDACTED]

(2) Aræi Carter [REDACTED]

I hereby certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that I am disqualified from appointment to any advisory body if I am a relative of a councilmember, a city employee or a person appointed to the same advisory body to which I am applying; b) that any or all information on this form may be verified; c) that this document is a public record subject to disclosure under the Public Records Act; and d) that, if I am appointed, I will be required to submit to a background check by the City.

Signature: [REDACTED] Date: 4/8/19

The City of Lawndale advises the public, employees and job applicants that it does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap status in providing its services, programs, benefits and employment.

**RETURN THIS FORM TO:**  
CITY CLERK, CITY OF LAWNSDALE, 14717 BURIN AVENUE, LAWNSDALE, CA. 90260  
For information call (310) 973-3213





# CITY OF LAWDALE

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

DATE: June 3, 2019

TO: Honorable Mayor and City Council

FROM: Stephen N. Mandoki, City Manager *[Signature]*

PREPARED BY: Kahono Oei, Interim Public Works Director/City Engineer *[Signature]*  
Marla Pendleton, Finance Director *[Signature]* *VO*

SUBJECT: Update the Capital Improvement Project to include the Project Readiness Certification for the Redondo Beach Boulevard Improvement Project from Prairie Avenue to Artesia Boulevard, Project FTIP # LAF9101

## BACKGROUND

In response to the Call for Projects in 2015 by LA Metro, the City submitted the grant application for the reconstruction of Redondo Beach Boulevard from Prairie Avenue to Artesia Boulevard. The project subsequently was approved and the Funding Agreement was executed in 2015.

The project includes the pavement rehabilitation of Redondo Beach Boulevard from Artesia Boulevard to Prairie Avenue, Interstate 405 On/Off ramps improvement, Sidewalk and ADA ramp improvements, Traffic signal modifications, Striping and signing, etc.

## STAFF REVIEW

Since the approval of the Funding Agreement, staff has not initiated the engineering design of the project, and at the funding agreement lapsed in February 2019. In order to reactivate the project and amend the Funding Agreement, the City needs to submit the Project Readiness Certificate, see attached.

The anticipated project schedule is as follows:

- |                         |                               |
|-------------------------|-------------------------------|
| • Environment clearance | July 2019- July 2020          |
| • Design Bid and Award  | July 2019- September 2019     |
| • Project design        | September 2019- February 2021 |
| • Construction          | March 2021- June 2022         |

Project management will be performed by the Public Works staff.

## LEGAL REVIEW

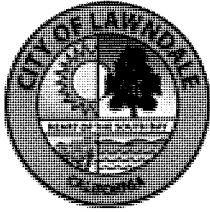
The City attorney's office has reviewed the Project Readiness Certification.

## FISCAL IMPACT

The preliminary project cost estimate in the Capital Improvement Project budget is \$5,196,311 for which \$3,362,792 is from the Prop C 25 Grant and the remaining \$1,833,519 is from the City's Local Prop "C" fund.

## RECOMMENDATION

Staff recommends that the City Council approve the submission of the Project Readiness Certification to LA Metro and authorize staff to solicit proposals for the engineering design services.



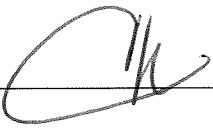
FA Attachment F

PROJECT READINESS CERTIFICATION

As part of the 2015 Call for Projects, the LACMTA Board of Directors, authorized a grant to GRANTEE for the Redondo Beach Boulevard Improvements (the “Project”).

Prior to execution of Funding Agreement for the Project, GRANTEE must assure LACMTA that GRANTEE has taken the necessary steps to ensure that the Project will be appropriately staffed, that the Project will be appropriately funded, and that the Project will be completed in a timely manner.

The undersigned, duly qualified and serving as City Engineer for the City of Lawndale, certifies that the below Project Readiness actions have been duly authorized and approved by its Governing Authority. The undersigned further certifies that the information submitted herein is true and accurate to the best of his/her knowledge.

Signature 

Date 6/3/19

- 1) GRANTEE has incorporated the Project into the adopted Capital Improvement Program (CIP). The date the adopted CIP included the Project is set forth below and attached to this Certification is the CIP cover page and the date showing the Project.

Date of Adoption
June 3, 2019

- 2) GRANTEE hereby commits to provide its Local Match amount accepted by the LACMTA Board as follows:

Metro Grant Amount	Local Match Amount	Total Project Cost
\$3,362,792	\$1,833,519	\$5,196.311

3) GRANTEE hereby commits to the following Staff Plan for the Project:

Staff Name	Job Title	% Project Responsibility
Kahono Oei	City Engineer	100 %

4) GRANTEE hereby commits to deliver the Project by the Project Lapse Date.

Project Lapse Date: June 30, 2022

5) GRANTEE has submitted all of the foregoing to the Governing Authority of GRANTEE for approval in the date set forth below.

Date of Governing Authority Approval
June 3, 2019

(Submit Governing Authority Clerk stamped agenda/minutes) See attached

**ATTACHMENT B**

**SCOPE OF WORK**

[NOTE TO GRANTEE: PLEASE BE SURE THAT YOUR SCOPE OF WORK AND PROJECT MILESTONES ARE CONSISTENT WITH THE LAPSING POLICY STATED IN PART II SECTION 8.1. Please check the appropriate Call for Projects Board report approved by the LACMTA Board of Directors to determine the Scope of Work that was approved.]

PROJECT LOCATION & LIMITS

Redondo Beach Boulevard from Prairie Avenue to Artesia Boulevard

PROJECT DESCRIPTION

The City of Lawndale intends to make operational, aesthetic, multi-modal, and pavement improvements to Redondo Beach Boulevard from Prairie Avenue to Artesia Boulevard. The City is also including improvements at the I-405 Redondo Beach Boulevard southbound off-ramp and northbound I-405 on ramp intersections on the southbound off-ramp and at the Hawthorne Boulevard (SR-107) intersection at the request of Caltrans. The project is an effort to improve the street for all users reducing delay for vehicles, providing accessibility for pedestrians, providing continuity for bicyclists, and improving the aesthetic value and pavement riding surface of the street. Redondo Beach Boulevard is a major arterial per the City of Lawndale’s circulation element and also per the County of Los Angeles Highway Plan. It traverses diagonally in a northeast to southwest direction. It marks the southern edge of the City of Lawndale at its border with the City of Torrance to the south and the City of Redondo Beach to the west and south. Redondo Beach Boulevard carries traffic to and from I-405 freeway at the northeasterly project limits to The Galleria at South Bay shopping center at the southwesterly project limits. It also serves the Alondra Golf Course/Alondra Park at the northeasterly project limit and El Camino College just east of the Park. The Laguna Dominguez Bike Trail is approximately 4,000 feet from the project limits. The street serves as preferred route by local motorists and tourists to the beach communities and the shopping mall. The County of Los Angeles has a bike lane facility on Redondo Beach Boulevard from Prairie Avenue to Crenshaw Boulevard, adjacent to the Park and El Camino College. There is an existing bike lane on Ripley Avenue just south of Artesia Boulevard. With the two existing bike lanes on each end of the project limits, adding a bike lane along Redondo Beach Boulevard would eliminate the current gap. The land use adjacent to the project segment includes commercial and residential.

PROJECT SCHEDULE

MOU Milestones*	Revised Project Schedule	
	State Date	End Date
Environmental Clearance	July 2019	July 2020
Design Bid & Award	July 2019	September 2019
Design	September 2019	February 2021
Construction	March 2021	June 2022
Total Project Duration (Months)	15 months	

\*A one-time 20-month extension is anticipated for Construction milestones (unlisted). Construction anticipated to take approximately 8 months.

**ATTACHMENT A - PROJECT FUNDING**

CFP#: F9101  
FTIP#: LAF9101

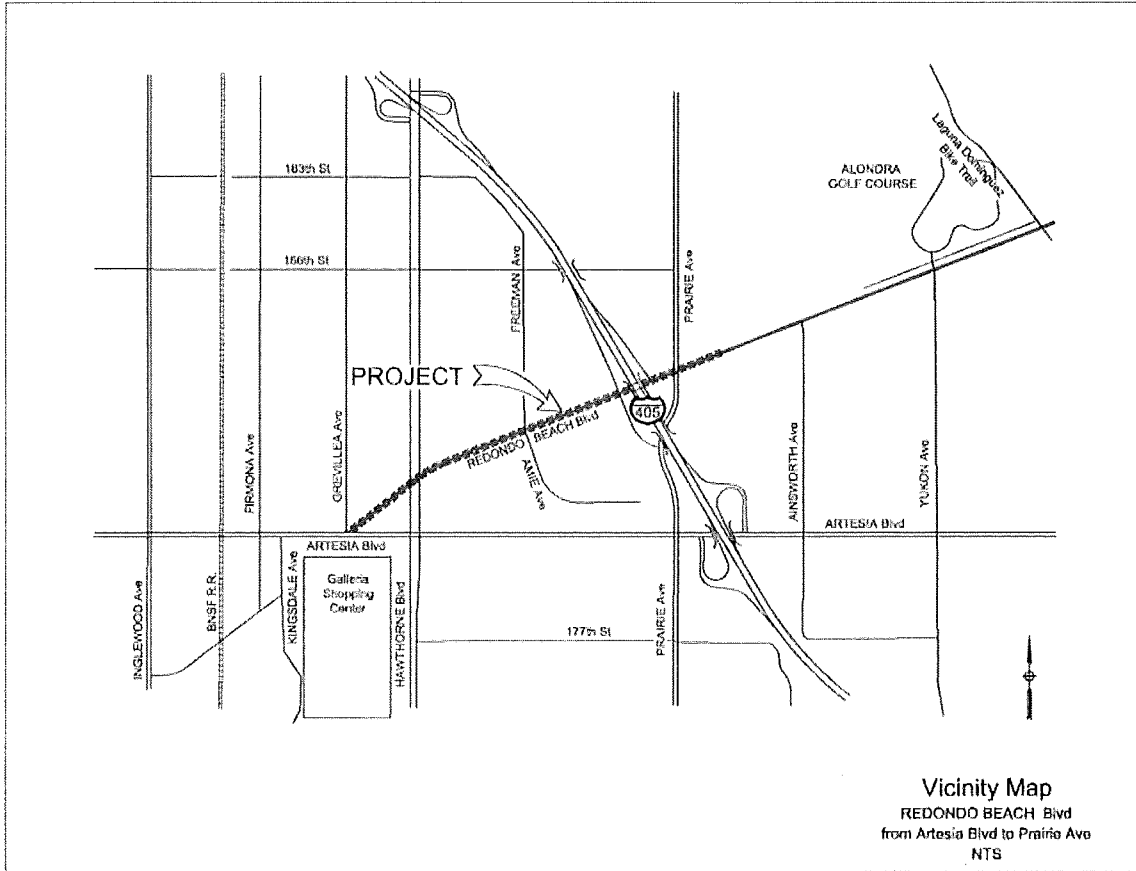
FA# 92000000F9101  
PPNO: N/A

**PROJECT TITLE: REDONDO BEACH BOULEVARD IMPROVEMENTS  
GRANTEE/PROJECT SPONSOR: CITY OF LAWDALE  
(\$ in Actual Dollars)**

(LACMTA Programmed Funding and Sponsors Match Only)

PROGRAMMED FUNDS	PRIOR YEARS	FY 2019-20	FY 2020-21	FY 2021-22	TOTAL BUDGET	% OF BUDGET
LACMTA PROGRAMMED FUNDING: SELECT:						
					\$ -	
					\$ -	
Proposition C 25%		\$ 600,000	\$ 300,000	\$ 2,462,792	\$ 3,362,792	65
					\$ -	
					\$ -	
<b>LACMTA SUBTOTAL</b>					<b>\$ 3,362,792</b>	<b>65</b>
GRANTEE/SPONSOR MATCH: Grantee Funding Commitment (specify type) (Write specific type of funding match) SELECT:						
					\$ -	
Local Prop "C"			\$ 200,000	\$ 1,633,519	\$ 201,633.52	35
					\$ -	
					\$ -	
<b>GRANTEE / PROJECT SPONSOR MATCH SUBTOTAL</b>					<b>\$ 201,633.52</b>	<b>35</b>
<b>TOTAL PROGRAMMED FUNDING</b>	<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 500,000</b>	<b>\$ 4,096,311</b>	<b>\$ 5,196,311</b>	<b>100.0%</b>

# VICINITY MAP









# CITY OF LAWDALE

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

DATE: June 3, 2019

TO: Honorable Mayor and City Council

FROM: Stephen N. Mandoki, City Manager 

PREPARED BY: Kahono Oei, Interim Public Works Director   
Marla Pendleton, Finance Director   
Grace Huizar, Administrative Analyst 

SUBJECT: Approve First Amendment - Uniform Services Agreement

## BACKGROUND

Prudential Overall Supply (Prudential) currently provides uniforms and cleaning services for the Public Works maintenance staff. The current five year contract will expire on June 30, 2019.

## STAFF REVIEW

Prudential Overall Supply has proven to be reliable and responsive, in addition to having very reasonable contract prices. Prudential confirmed their interest in extending the contract for an additional three years with no price increase beginning July 1, 2019 through June 30, 2022. All other terms and conditions of the Contract shall remain in full force and effect.

## LEGAL REVIEW

The City Attorney has reviewed the amendment and approved as to form.

## FISCAL IMPACT

The new Contract cost with Prudential Overall Supply is \$2,348 per year and the funding is available in the Public Works Department's operational budget.

## RECOMMENDATION

Staff recommends that the City Council approve the First Amendment to the Contract Services Agreement with Prudential Overall Supply, for an annual amount of \$2,348 for the contract term of July 1, 2019, through June 30, 2022.

Attachments: First Amendment



**FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT  
FOR UNIFORM SERVICES**

This FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT (the "First Amendment") is made and entered into this 3<sup>rd</sup> day of June, 2019, by and between the CITY OF LAWDALE, a municipal corporation (herein "City") and Prudential Overall Supply, a California corporation (herein "Contractor").

**RECITALS**

WHEREAS, City and Contractor entered into that certain Agreement entitled "Contract Services Agreement for Uniform Services" (the "Agreement") on or about July 1, 2014, and

WHEREAS, it is the desire of the City and the Contractor to further amend the Agreement, as set forth in this First Amendment.

**AGREEMENT**

NOW, THEREFORE, it hereby agreed that the Agreement is amended in the following particulars only:

SECTION 1. Section 2.1 of the Agreement, entitled "Contract Sum" is amended to increase the maximum contract sum by seven thousand forty-four dollars (\$7,044) such that the maximum Contract Sum will increase from eleven thousand seven hundred forty dollars (\$11,740) to eighteen thousand seven hundred eighty-four dollars (\$18,784).

SECTION 2. Section 5.1 of the Agreement, entitled "Term" is hereby amended to extend the Contract Term for three years (the "Extended Term") such that the Agreement remains in place through June 30, 2022.

SECTION 5. Except as expressly provided for in this First Amendment, all other provisions of the Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed and entered into this Amendment as of the date first written above.

[SIGNATURES NEXT PAGE]

**CITY:**

By: \_\_\_\_\_  
Robert Pullen-Miles, Mayor


ATTEST:


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

APPROVED AS TO FORM:  
Aleshire & Wynder, LLP

\_\_\_\_\_  
Tiffany J. Israel, City Attorney

**CONTRACTOR:**  
PRUDENTIAL OVERALL SUPPLY,  
a California Corporation

By:   
\_\_\_\_\_  
Thomas C. Watts  
President

By:   
\_\_\_\_\_  
Jana Comer  
Secretary

Address: 951 E. Sandhill Avenue  
Carson, CA 90746

**RESOLUTION NO. CC-1906-027**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF LAWDALE, CALIFORNIA  
AUTHORIZING CERTAIN CLAIMS AND DEMANDS  
IN THE SUM OF \$1,227,103.36**

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

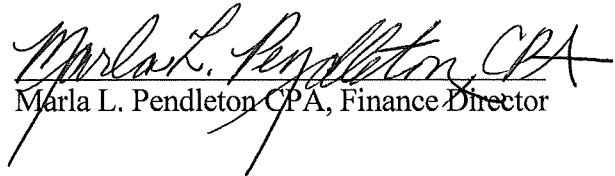
SECTION 1. That in accordance with Sections 37202 and 37209 of the Government Code, the Finance Director, as certified below, hereby attests to the accuracy of these demands and to the availability of funds for the payment thereof.

SECTION 2. That the following claims and demands have been audited as required by law, and that appropriations for these claims and demands are included in the annual budget as approved by the City Council.

SECTION 3. That the following claims and demands are hereby authorized in the accounts herein after set forth.

Effective Date: June 3, 2019

Certified by:

  
Marla L. Pendleton CPA, Finance Director

PASSED, APPROVED AND ADOPTED this 3<sup>rd</sup> day of June, 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 of the City of Lawndale duly approved and adopted the foregoing Resolution No.

CC-1906-027 at a regular meeting of said Council held on the 3rd day of June, 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: 05/29/2019  
 Time: 3:58 pm  
 Page: 1

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>WELLS FARGO BANK N.A Checks</b>							
197600	05/16/2019	Reconciled		7262	BIG 10 INC.	DEPOSIT-TSHIRTS/POLOS/HATS-CSD	1,229.68
197601	05/16/2019	Reconciled		5627	CHRISTINA BROOME	INSTRUCTOR-SR YOGA MAY 2019	260.00
197602	05/16/2019	Printed		0953	COST RECOVERY SYSTEMS, INC	STATE MANDATE CLAIM PREP SVCS	2,000.00
197603	05/16/2019	Reconciled		6741	DUNBAR ARMORED INC	ARMORED SVCS-MAY 2019	168.35
197604	05/16/2019	Reconciled		0236	EMPLOYMENT DEVELOPMENT DEPT	UNEMPLOYMENT 03-31-2019	168.00
197605	05/16/2019	Reconciled		0441	GOLDEN STATE WATER CO.	UTILITIES-WATER SERVICES	21,434.27
197606	05/16/2019	Reconciled		5414	HOUSE OF YAHWEH & THRIFT	DONATION 6/8 FUNDRAISER-P.K.	200.00
197607	05/16/2019	Reconciled		5503	JA'VONDA JONES	INSTRUCTOR YOUTH GYM APR 2019	2,138.95
197608	05/16/2019	Reconciled		5099	LANCE, SOLL & LUNGHARD, LLP	2018 GOVT / SINGLE AUDIT FINAL	8,050.00
197609	05/16/2019	Reconciled		6887	MONICA RUIZ	BREAKFAST-MEMORIAL DAY 5/27/19	987.84
197610	05/16/2019	Reconciled		0440	SOUTHERN CALIFORNIA GAS CO.	NATURAL GAS VEHICLE FUEL	16.10
197611	05/16/2019	Reconciled		3373	VERIZON WIRELESS	M2M ACCT SHARE DATA LINE	25.02
197612	05/22/2019	Reconciled		7263	ACCOUNTING PRINCIPALS INC	TEMP SVCS WK END DT 4/14/19	4,651.20
197613	05/22/2019	Printed		5627	CHRISTINA BROOME	INSTRUCTOR FEE-SR YOGA	195.00
197614	05/22/2019	Reconciled		0441	GOLDEN STATE WATER CO.	UTILITIES-WATER SERVICES	34.38
197615	05/22/2019	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITIES GAS CHARGES	59.00
197616	05/22/2019	Printed		0346	SPARKLETTTS	WATER BOTTLE SVCS APR-2019	608.39
197617	05/22/2019	Printed		3672-PWD	U.S. BANK	CREDIT ACCOUNT PAYMENT	1,342.71
197618	05/22/2019	Reconciled		3373	VERIZON WIRELESS	CELL PHONE SVCS APR 04-MAY 03	471.79
197619	06/03/2019	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	CROSSING GUARD SVCS4/21-5/4/19	6,440.00
197620	06/03/2019	Printed		5481	ALL POINTS AUTOMOTIVE INC	STOBE LIGHT INSTALLED VEH #476	1,152.47
197621	06/03/2019	Printed		6369	AM-TEC SECURITY	INSTALL KEYLESS ENTRY DOOR PAD	6,872.33
197622	06/03/2019	Printed		2207	ASAP SIGN & BANNER	BANNERS FOR PET FAIR 2019	486.90
197623	06/03/2019	Printed		1056	AT&T GLOBAL SERVICES, INC.	MAINT CONTRACT 5/21-6/20-19	865.67
197624	06/03/2019	Printed		7264	THOMAS BYRDSOONG	REFUND SECURITY DEP 5/10/19	1,000.00
197625	06/03/2019	Printed		0158	CALIFORNIA J P I A	POLLUTION LIAB INS PRG 2019-20	478,996.00
197626	06/03/2019	Printed		6459	CASC ENGINEERING & CONSULTING	NPDES PERMIT COMP SVC APR 2019	2,755.00
197627	06/03/2019	Printed		0182	CITY OF LAWNDALE PETTY CASH	PETTY CASH REIMBURSEMENT	414.81
197628	06/03/2019	Printed		0615	CLEANSTREET	STREET SWEEPING SVC APRIL 2019	15,830.00
197629	06/03/2019	Printed		5361	ROSALIND COOK	INSTRUCTOR FEES4/13/19-5/18/19	145.60
197630	06/03/2019	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	WASTE SVCS THRU APRIL 2019	2,094.84
197631	06/03/2019	Printed		6158	COUNTY OF LOS ANGELES	RELEASE OF NOTICE OF VIOLATION	16.00
197632	06/03/2019	Printed		3886	SIRLEY CUEVAS	PLANNING COMM STIPEND 5/22/19	100.00
197633	06/03/2019	Printed		0217	DEPT OF ANIMAL CARE & CONTROL	ANIMAL CONTROL SVCS APRIL 2019	304.06
197634	06/03/2019	Printed		5362	DUNCAN, JOSHUA	INSTRUCTOR FEES 4/8/-5/8/19	1,440.60
197635	06/03/2019	Printed		6886	EMPIRE CLEANING SUPPLIES	CLEANING SUPPLIES	532.14
197636	06/03/2019	Printed		0920	ENVIRONMENTAL CHARTER H.S.	REFUND SECURITY DEP 05/16/19	500.00
197637	06/03/2019	Printed		5578	FILARSKY AND WATT LLP	PERSONNEL ATTY SVCS APR-19	192.00
197638	06/03/2019	Printed		6530	GENERAL INDUSTRIAL TOOL & SUPP	POWER INVERTER FOR P.W.D.	685.60
197639	06/03/2019	Printed		7265	OLIVEVIO GONZALEZ	REFUND SECURITY DEP 5/18/19	500.00
197640	06/03/2019	Printed		0287	HERALD PUBLICATIONS	LEGAL AD INVITING BIDS INGLEW	192.00
197641	06/03/2019	Printed		2191	HR DIRECT	RETIREMENT SVC EFF 7/5/19	46.34
197642	06/03/2019	Printed		4808	JOHN'S INCREDIBLE PIZZA	SUMMER DAY CAMP TRIP 6/28/19	791.20
197643	06/03/2019	Printed		7150	KOA CORPORATION	TRAFFIC SIGNAL/FIELD WK APR-19	26,250.00

Check Register Report

Date: 05/29/2019  
 Time: 3:58 pm  
 Page: 2

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
<b>WELLS FARGO BANK N.A Checks</b>							
197644	06/03/2019	Printed		0211	L.A. NEWSPAPER GROUP	LEGAL AD 5/23/19	110.00
197645	06/03/2019	Printed		0319	LAWNDALE ELEM SCH DIST	REFUND SECURITY SVC 5/17/19	1,250.00
197646	06/03/2019	Printed		0323	LEGACY TRAVEL & TOURS	SR TRAVEL CLUB 10/16-10/18/19	500.00
197647	06/03/2019	Printed		0308	LOS ANGELES COUNTY	HEARING OFFICER FEES 5/7/2019	440,039.22
197648	06/03/2019	Printed		6470	MITCH MACIEL	REIMBURSTEMENT FOR FLYERS	298.82
197649	06/03/2019	Printed		6134	JOHN MARTINEZ	PLANNING COMM STIPEND 5/22/19	100.00
197650	06/03/2019	Printed		1050	UFFE MOLLER	PLANNING COMM STIPEND 5/22/19	100.00
197651	06/03/2019	Printed		7247	MUROW CM	INGLEWOOD AVE IMPVMT PROJECT	7,497.50
197652	06/03/2019	Printed		6144	MV TRANSPORTATION INC	LAWNDALE BEAT SVCS APR 2019	35,058.79
197653	06/03/2019	Printed		6809	NATIONAL TRENCH SAFETY	COLD MIX FOR POT HOLE REPAIR	2,696.44
197654	06/03/2019	Printed		7159	NOHO CONSTRUCTORS	BURIN HOUSE DEMOLITION	100,742.75
197655	06/03/2019	Printed		0367	OFFICE DEPOT	OFFICE SUPPLIES-CDD	2,539.87
197656	06/03/2019	Printed		1140	PACIFIC TIRE SERVICE	2NEW FRONT TIRES VEH #469	950.00
197657	06/03/2019	Printed		5216	POWERSTRIDE BATTERY	REPLACE NEW BATTERY SHOWAGON	572.85
197658	06/03/2019	Printed		7111	PROJECT PARTNERS INC	DIRECTOR SVCS 10/1/-10/26/2018	22,712.61
197659	06/03/2019	Printed		6123	PRUDENTIAL OVERALL SUPPLY	UNIFORM CLEANING SVC 5/21/2019	71.36
197660	06/03/2019	Printed		5834	PTM GENERAL ENGINEERING SV INC	DEMOLITION OF THE MARQUEE SIGN	10,477.00
197661	06/03/2019	Printed		7241	CARLA L ROSE-PRYOR	STIPEND MEETING 5/2/2019	100.00
197662	06/03/2019	Printed		7266	CLAUDIA SANCHEZ	REFUND SECURITY DEP 5/18/19	1,500.00
197663	06/03/2019	Printed		2851	WAYNE SCHALLER	REIMB MILEAGE 5/16/19	40.02
197664	06/03/2019	Printed		7267	NAYA SCOTT	REFUND SECURITY DEP 5/11/19	500.00
197665	06/03/2019	Printed		7268	DONAVAN SHIELDS	REFUND SECURITY DEP 5/11/19	500.00
197666	06/03/2019	Printed		6680	SCOTT SMITH	PLANNING COMMI STIPEND 5/22/19	100.00
197667	06/03/2019	Printed		3685	SOUTH BAY GARDENS	PLANTS FOR LOCATIONS HAWTHORNE	1,522.05
197668	06/03/2019	Printed		0849	THE SAFEMART OF SO CAL INC	3 KEYS MADE 2 PWD & 1 CSD	24.64
197669	06/03/2019	Printed		0458	THE SALVATION ARMY	81 MEALS ON WHEELS SENIORS	81.00
197670	06/03/2019	Printed		0462	TODD PIPE & SUPPLY-HAWTHORNE	PLUMBING PART JANE ADDAMS PARK	916.98
197671	06/03/2019	Printed		4715	URBAN FUTURES, INC	2009 TAB DISCLOSURE SERVICES	1,750.00
197672	06/03/2019	Printed		6941	WALTERS WHOLESALE ELECTRIC	FIELD REPLACEMENT LAMPS	234.65
197673	06/03/2019	Printed		6916	BARBARA A WHITE	REFUND SECURITY SVC 5/17/2019	500.00
197674	06/03/2019	Printed		7269	SHIRLEY WILLIAMS	REFUND SECURITY DEP 5/18/19	500.00
197675	06/03/2019	Printed		0493	ZUMAR INDUSTRIES, INC	NO LEFT TURN STREET SIGN	472.57

Total Checks: 76

Checks Total (excluding void checks): 1,227,103.36

Total Payments: 76

Bank Total (excluding void checks): 1,227,103.36

Total Payments: 76

Grand Total (excluding void checks): 1,227,103.36

### Edit List of Invoices - Summary

Date: 05/29/2019

Time: 3:08 pm

Page: 1

City of Lawndale

Ref. No.	Vendor Name	Invoice No.	Posting Date	PO Number	Invoice Date	Invoice Description	Invoice Amount
70784	ALL CITY MANAGEMENT SVCS, INC	61536	06/03/2019	00017068	05/09/2019	CROSSING GUARD SVCS4/21-5/4.	6,440.00
						Vendor Total:	6,440.00
70785	ALL POINTS AUTOMOTIVE INC	18278	06/03/2019		05/28/2019	ARW STICK/WRN LIGHTS VEH #5	990.96
70786	ALL POINTS AUTOMOTIVE INC	18287	06/03/2019		05/13/2019	STOBE LIGHT INSTALLED VEH #4	161.51
						Vendor Total:	1,152.47
70746	AM-TEC SECURITY	599828	06/03/2019	00017125	03/13/2019	INSTALL KEYLESS ENTRY DOOR	6,872.33
						Vendor Total:	6,872.33
70818	ASAP SIGN & BANNER	18140	06/03/2019		05/17/2019	BANNERS FOR PET FAIR 2019	486.90
						Vendor Total:	486.90
70783	AT&T GLOBAL SERVICES, INC.	SB127533	06/03/2019		04/28/2019	MAINT CONTRACT 5/21-6/20-19	865.67
						Vendor Total:	865.67
70831	THOMAS BYRDSONG	72518	06/03/2019		05/10/2019	REFUND SECURITY DEP 5/10/19	1,000.00
						Vendor Total:	1,000.00
70839	CALIFORNIA J P I A	PRIM01674	06/03/2019		05/06/2019	ANNUAL CONTRIBUTION 2019-20	476,445.00
70842	CALIFORNIA J P I A	ENVIR00899	06/03/2019		05/15/2019	POLLUTION LIAB INS PRG 2019-2	2,551.00
						Vendor Total:	478,996.00
70819	CASC ENGINEERING & CONSULTING	40596	06/03/2019	00016973	04/30/2019	NPDES PERMIT COMP SVC APR 2	2,755.00
						Vendor Total:	2,755.00
70826	CITY OF LAWDALE PETTY CASH	05-21-19	06/03/2019		04/16/2019	PETTY CASH REIMBURSEMENT	414.81
						Vendor Total:	414.81
70747	CLEANSTREET	94024	06/03/2019	00016975	04/21/2019	STREET SWEEPING SVC APRIL 2	15,830.00
						Vendor Total:	15,830.00
70820	ROSALIND COOK	1104-2019	06/03/2019		05/21/2019	INSTRUCTOR FEES4/13/19-5/18/1	145.60
						Vendor Total:	145.60
70749	COUNTY OF LA DEPT OF PUBLIC WK	PW-19050605197	06/03/2019	0016972A	05/06/2019	WASTE SVCS THRU APRIL 2019	2,094.84
						Vendor Total:	2,094.84
70787	COUNTY OF LOS ANGELES	20141015801	06/03/2019		05/14/2019	RELEASE OF NOTICE OF VIOLATI	16.00
						Vendor Total:	16.00
70812	SIRLEY CUEVAS	5/8/2019	06/03/2019	00016940	05/08/2019	PLANNING COMM STIPEND 5/8/19	50.00
70813	SIRLEY CUEVAS		06/03/2019	00016940	05/22/2019	PLANNING COMM STIPEND 5/22/19	50.00

**Edit List of Invoices - Summary**

Date: 05/29/2019

Time: 3:08 pm

Page: 2

City of Lawndale

Ref. No.	Vendor Name	Invoice No.	Posting Date	PONumber	Invoice Date	Invoice Description	Invoice Amount
						Vendor Total:	100.00
70745	DEPT OF ANIMAL CARE & CONTROL	5/16/2019	06/03/2019	00016934	05/15/2019	ANIMAL CONTROL SVCS APRIL 2019	304.06
						Vendor Total:	304.06
70788	DUNCAN, JOSHUA	3-2019	06/03/2019	0016991A	05/13/2019	INSTRUCTOR FEES 4/8-5/8/19	1,440.60
						Vendor Total:	1,440.60
70789	EMPIRE CLEANING SUPPLIES	1112630	06/03/2019		05/02/2019	CLEANING SUPPLIES	532.14
						Vendor Total:	532.14
70832	ENVIRONMENTAL CHARTER H.S.	71967	06/03/2019		02/07/2019	REFUND SECURITY DEP 05/16/19	500.00
						Vendor Total:	500.00
70779	FILARSKY AND WATT LLP	APR 22 2019	06/03/2019		04/22/2019	PERSONNEL ATTY SVCS APR-19	192.00
						Vendor Total:	192.00
70748	GENERAL INDUSTRIAL TOOL & SUPP	1168034-01	06/03/2019		05/06/2019	POWER INVERTER FOR P.W.D.	685.60
						Vendor Total:	685.60
70833	OLIVEVIO GONZALEZ	72887	06/03/2019		04/25/2019	REFUND SECURITY DEP 5/18/19	500.00
						Vendor Total:	500.00
70834	HERALD PUBLICATIONS	54868	06/03/2019		01/31/2019	LEGAL AD INVITING BIDS INGLEV	192.00
						Vendor Total:	192.00
70828	HR DIRECT	INV7714974	06/03/2019		05/14/2019	RETIREMENT SVC EFF 7/5/19	46.34
						Vendor Total:	46.34
70790	JOHN'S INCREDIBLE PIZZA	062819	06/03/2019		05/22/2019	SUMMER DAY CAMP TRIP 6/28/19	791.20
						Vendor Total:	791.20
70791	KOA CORPORATION	JB83157-5	06/03/2019	00017123	05/10/2019	PUBLIC WORKS SVCS 4/8-4/25/19	18,000.00
70792	KOA CORPORATION	JB93043-1	06/03/2019	00017131	05/13/2019	TRAFFIC SIGNAL/FIELD WK APR-19	8,250.00
						Vendor Total:	26,250.00
70794	L.A. NEWSPAPER GROUP	00112734755-01	06/03/2019	00016925	05/21/2019	LEGAL AD 5/23/19	110.00
						Vendor Total:	110.00
70780	LAWNDALE ELEM SCH DIST	70357	06/03/2019		10/22/2018	REFUND SECURITY SVC 5/17/19	1,250.00
						Vendor Total:	1,250.00
70795	LEGACY TRAVEL & TOURS	2622	06/03/2019		05/15/2019	SR TRAVEL CLUB 10/16-10/18/19	500.00
						Vendor Total:	500.00



**Edit List of Invoices - Summary**

Date: 05/29/2019

Time: 3:08 pm

Page: 3

City of Lawndale

Ref. No.	Vendor Name	Invoice No.	Posting Date	PONumber	Invoice Date	Invoice Description	Invoice Amount
70750	LOS ANGELES COUNTY	193231CY	06/03/2019		04/09/2019	LA CTY SHERIFF SVCS MAR-2019	438,936.55
70781	LOS ANGELES COUNTY	193614CY	06/03/2019		05/07/2019	SECURITY SVC APRIL 27,2019	1,082.67
70793	LOS ANGELES COUNTY	193808CC	06/03/2019		05/14/2019	HEARING OFFICER FEES 5/7/2019	20.00
						Vendor Total:	440,039.22
70835	MITCH MACIEL	US-GP-100-23876806	06/03/2019		04/30/2019	REIMBURSTEMENT FOR FLYERS	298.82
						Vendor Total:	298.82
70816	JOHN MARTINEZ	5/8/2019	06/03/2019	00016941	05/08/2019	PLANNING COMM STIPEND 5/8/19	50.00
70817	JOHN MARTINEZ	5/22/2019	06/03/2019	00016941	05/22/2019	PLANNING COMM STIPEND 5/22/19	50.00
						Vendor Total:	100.00
70814	UFFE MOLLER	5/8/2019	06/03/2019	00016942	05/08/2019	PLANNING COMM STIPEND 5/8/19	50.00
70815	UFFE MOLLER	5/22/2019	06/03/2019	00016942	05/22/2019	PLANNING COMM STIPEND 5/22/19	50.00
						Vendor Total:	100.00
70797	MUROW CM	4190-1901-CM-1	06/03/2019	00017144	04/30/2019	INGLEWOOD AVE IMPVMT PROJE	7,497.50
						Vendor Total:	7,497.50
70796	MV TRANSPORTATION INC	100320	06/03/2019	0016977A	05/01/2019	LAWNDALE BEAT SVCS APR 2019	35,058.79
						Vendor Total:	35,058.79
70751	NATIONAL TRENCH SAFETY	0795172	06/03/2019	00017143	04/15/2019	COLD MIX FOR POT HOLE REPAIR	2,696.44
						Vendor Total:	2,696.44
70752	NOHO CONSTRUCTORS	100132	06/03/2019	00017119	04/24/2019	BURIN HOUSE DEMOLITION	81,191.75
70753	NOHO CONSTRUCTORS	100132A	06/03/2019	0017119A	04/24/2019	BURIN HOUSE DEMOLITION	19,551.00
						Vendor Total:	100,742.75
70763	OFFICE DEPOT	312108340001	06/03/2019		05/08/2019	OFFICE SUPPLIES-GEN OPS	1,091.14
70764	OFFICE DEPOT	312603187001	06/03/2019		05/09/2019	OFFICE SUPPLIES-PWD	11.66
70765	OFFICE DEPOT	310874125001	06/03/2019		05/08/2019	OFFICE SUPPLIES-COUNCIL	99.40
70766	OFFICE DEPOT	310891054001	06/03/2019		05/08/2019	OFFICE SUPPLIES-COUNCIL	166.26
70767	OFFICE DEPOT	312332135001	06/03/2019		05/07/2019	OFFICE SUPPLIES-MSD	891.40
70821	OFFICE DEPOT	313806331001	06/03/2019		05/14/2019	OFFICE SUPPLIES-CDD	78.61
70822	OFFICE DEPOT	316439806001	06/03/2019		05/20/2019	OFFICE SUPPLIES-MSD	164.52
70829	OFFICE DEPOT	315858495001	06/03/2019		05/15/2019	OFFICE SUPPLIES-PWD	15.18
70830	OFFICE DEPOT	313806331002	06/03/2019		05/15/2019	OFFICE SUPPLIES-CDD	21.70
						Vendor Total:	2,539.87
70754	PACIFIC TIRE SERVICE	111583	06/03/2019		05/14/2019	NEW DORAL/TIRE VEH #507	110.00

**Edit List of Invoices - Summary**

Date: 05/29/2019

Time: 3:08 pm

Page: 4

City of Lawndale

Ref. No.	Vendor Name	Invoice No.	Posting Date	PONumber	Invoice Date	Invoice Description	Invoice Amount
70798	PACIFIC TIRE SERVICE	111598	06/03/2019		05/15/2019	NEW TIRES FORD ESCAPE VEH #	480.00
70799	PACIFIC TIRE SERVICE	111694	06/03/2019		05/21/2019	2NEW TIRES FORD ESCAPE VEH	180.00
70800	PACIFIC TIRE SERVICE	111687	06/03/2019		05/20/2019	2NEW FRONT TIRES VEH #469	180.00
						Vendor Total:	950.00
70801	POWERSTRIDE BATTERY	H413084	06/03/2019		04/26/2019	REPLACE NEW BATTERY SHOW#	572.85
						Vendor Total:	572.85
70755	PROJECT PARTNERS INC	8758	06/03/2019	00017070	01/11/2019	DDIRECTOR SVCS 12/3-12/11/201	5,850.00
70756	PROJECT PARTNERS INC	8658-A	06/03/2019	00017070	10/21/2018	DIRECTOR SVCS 10/1-10/26/2018	16,862.61
						Vendor Total:	22,712.61
70757	PRUDENTIAL OVERALL SUPPLY	42405838	06/03/2019	00016961	05/14/2019	UNIFORM CLEANING SVC 5/14/20	35.68
70823	PRUDENTIAL OVERALL SUPPLY	42407956	06/03/2019	00016961	05/21/2019	UNIFORM CLEANING SVC 5/21/20	35.68
						Vendor Total:	71.36
70758	PTM GENERAL ENGINEERING SV INC	PE-#1	06/03/2019	00017130	05/21/2019	DEMOLITION OF THE MARQUEE :	10,477.00
						Vendor Total:	10,477.00
70808	CARLA L ROSE-PRYOR	05/08/2019	06/03/2019		05/28/2019	STIPEND MEETING DATE 5/8/2019	50.00
70809	CARLA L ROSE-PRYOR	5/22/2019	06/03/2019		05/22/2019	STIPEND MEETING 5/2/2019	50.00
						Vendor Total:	100.00
70836	CLAUDIA SANCHEZ	69961	06/03/2019		05/18/2019	REFUND SECURITY DEP 5/18/19	1,500.00
						Vendor Total:	1,500.00
70827	WAYNE SCHALLER	5/16/19	06/03/2019		05/16/2019	REIMB MILEAGE 5/16/19	40.02
						Vendor Total:	40.02
70837	NAYA SCOTT	71788	06/03/2019		01/28/2019	REFUND SECURITY DEP 5/11/19	500.00
						Vendor Total:	500.00
70843	DONAVAN SHIELDS	71976	06/03/2019		02/07/2019	REFUND SECURITY DEP 5/11/19	500.00
						Vendor Total:	500.00
70810	SCOTT SMITH	5/8/2019	06/03/2019	00016943	05/08/2019	PLANNING COMM STIPEND 5/8/19	50.00
70811	SCOTT SMITH	5/22/2019	06/03/2019	00016943	05/22/2019	PLANNING COMMI STIPEND 5/22/	50.00
						Vendor Total:	100.00
70803	SOUTH BAY GARDENS	94673	06/03/2019		05/15/2019	PLANTS FOR HAWTHORNE LOCA	536.55
70804	SOUTH BAY GARDENS	94209	06/03/2019		05/03/2019	PLANTS FOR LOCATIONS HAWTH	985.50
						Vendor Total:	1,522.05

**Edit List of Invoices - Summary**

Date: 05/29/2019

Time: 3:08 pm

Page: 5

City of Lawndale

Ref. No.	Vendor Name	Invoice No.	Posting Date	PONumber	Invoice Date	Invoice Description	Invoice Amount	
70760	THE SAFEMART OF SO CAL INC	91365	06/03/2019	00016947	05/08/2019	3 KEYS MADE 2 PWD & 1 CSD	24.64	
						Vendor Total:	24.64	
70802	THE SALVATION ARMY	3263	06/03/2019		03/29/2019	81 MEALS ON WHEELS SENIORS	81.00	
						Vendor Total:	81.00	
70761	TODD PIPE & SUPPLY-HAWTHORNE	S003101925.001	06/03/2019		05/02/2019	DRAIN CLEANER FOR P.W.D	196.72	
70762	TODD PIPE & SUPPLY-HAWTHORNE	S003120264.001	06/03/2019		05/02/2019	PLUMBING JANE PARK RESTRO	46.99	
70824	TODD PIPE & SUPPLY-HAWTHORNE	S003128508.001	06/03/2019		05/14/2019	PLUMBING PART JANE ADDAMS I	30.37	
70825	TODD PIPE & SUPPLY-HAWTHORNE	S003127118.001	06/03/2019		05/13/2019	PLUMBING PART JANE ADDAMS I	642.90	
						Vendor Total:	916.98	
70805	URBAN FUTURES, INC	04292019	06/03/2019		04/29/2019	2009 TAB DISCLOSURE SERVICE:	1,750.00	
						Vendor Total:	1,750.00	
70840	WALTERS WHOLESALE ELECTRIC	S112925056.001	06/03/2019		04/29/2019	FIELD REPLACEMENT LAMPS	234.65	
						Vendor Total:	234.65	
70782	BARBARAA WHITE	72199	06/03/2019		03/04/2019	REFUND SECURITY SVC 5/17/201	500.00	
						Vendor Total:	500.00	
70841	SHIRLEY WILLIAMS	72591	06/03/2019		04/03/2019	REFUND SECURITY DEP 5/18/19	500.00	
						Vendor Total:	500.00	
70806	ZUMAR INDUSTRIES, INC	83284	06/03/2019		04/24/2019	NO PRKG ANYTIME TOW AWAY S	306.39	
70807	ZUMAR INDUSTRIES, INC	83443	06/03/2019		05/06/2019	NO LEFT TURN STREET SIGN	166.18	
						Vendor Total:	472.57	
							Grand Total:	1,183,062.68
							Less Credit Memos:	0.00
							Net Total:	1,183,062.68
							Less Hand Check Total:	0.00
							Outstanding Invoice Total:	1,183,062.68

Total Invoices: 86

**Edit List of Invoices - Summary**

Date: 05/22/2019

Time: 11:18 am

Page: 1

City of Lawndale

Ref. No.	Vendor Name	Invoice No.	Posting Date	PONumber	Invoice Date	Invoice Description	Invoice Amount
70768	ACCOUNTING PRINCIPALS INC	10492877	05/22/2019	00017146	05/12/2019	TEMP SVCS WK END DT 5/12/19	1,094.40
70769	ACCOUNTING PRINCIPALS INC	10474607	05/22/2019	00017146	05/05/2019	TEMP SVCS WK END DT 5/5/19	1,094.40
70770	ACCOUNTING PRINCIPALS INC	10460004	05/22/2019	00017146	04/28/2019	TEMP SVCS WK END DT 4/28/19	1,094.40
70771	ACCOUNTING PRINCIPALS INC	10451111	05/22/2019	00017146	04/21/2019	TEMP SVCS WK END DT 4/21/19	1,197.00
70772	ACCOUNTING PRINCIPALS INC	10435412	05/22/2019	00017146	04/14/2019	TEMP SVCS WK END DT 4/14/19	171.00
						Vendor Total:	4,651.20
69177	CHRISTINA BROOME	NOV 2018A	11/21/2018	00016979	11/19/2018	INSTRUCTOR FEE-SR YOGA	195.00
						Vendor Total:	195.00
70776	GOLDEN STATE WATER CO.		05/22/2019		05/06/2019	UTILITIES-WATER SERVICES	34.38
		04/03/19-05/03-19				Vendor Total:	34.38
70777	SOUTHERN CALIFORNIA GAS CO.		05/22/2019		05/15/2019	UTILITIES GAS CHARGES	59.00
		04/16/19-05/15/19				Vendor Total:	59.00
70773	SPARKLETTS		05/22/2019		05/01/2019	WATER BOTTLE SVCS APR-2019	608.39
		4457266050119				Vendor Total:	608.39
70774	U.S. BANK		05/22/2019	00016950	04/22/2019	CREDIT ACCOUNT PAYMENT	999.47
70775	U.S. BANK		05/22/2019		04/22/2019	CREDIT ACCOUNT PAYMENT	343.24
		4246044555725013-4/22/19A-PWD				Vendor Total:	1,342.71
70778	VERIZON WIRELESS		05/22/2019		05/03/2019	CELL PHONE SVCS APR 04-MAY (	471.79
		9829424782				Vendor Total:	471.79
						Grand Total:	7,362.47
						Less Credit Memos:	0.00
						Net Total:	7,362.47
						Less Hand Check Total:	0.00
						Outstanding Invoice Total:	7,362.47
Total Invoices: 12							

**Edit List of Invoices - Summary**

Date: 05/16/2019

Time: 1:39 pm

Page: 1

City of Lawndale

Ref. No.	Vendor Name	Invoice No.	Posting Date	PONumber	Invoice Date	Invoice Description	Invoice Amount
70744	BIG 10 INC.		05/16/2019	00017147	05/14/2019	DEPOSIT-TSHIRTS/POLOS/HATS-	
		ES 11533-DEPOSIT					1,229.68
						Vendor Total:	1,229.68
70732	CHRISTINA BROOME		05/16/2019	00016979	05/15/2019	INSTRUCTOR-SR YOGA MAY 2019	
		MAY 6-15, 2019					260.00
						Vendor Total:	260.00
70733	COST RECOVERY SYSTEMS, INC		05/16/2019		03/04/2019	STATE MANDATE CLAIM PREP SV	
		2019-1					2,000.00
						Vendor Total:	2,000.00
70734	DUNBAR ARMORED INC		05/16/2019		05/01/2019	ARMORED SVCS-MAY 2019	
		4405402					168.35
						Vendor Total:	168.35
70735	EMPLOYMENT DEVELOPMENT DEPT		05/16/2019		04/30/2019	UNEMPLOYMENT 03-31-2019	
		1ST QTR 2019					168.00
						Vendor Total:	168.00
70736	GOLDEN STATE WATER CO.		05/16/2019		05/06/2019	UTILITIES-WATER SERVICES	
		04/02/19-05/09/19					21,434.27
						Vendor Total:	21,434.27
70737	HOUSE OF YAHWEH & THRIFT		05/16/2019		04/24/2019	DONATION 6/8 FUNDRAISER-P.K.	
		2019-06-08					200.00
						Vendor Total:	200.00
70738	JA'VONDA JONES		05/16/2019	0016993A	04/30/2019	INSTRUCTOR YOUTH GYM APR 2	
		4-2019					2,138.95
						Vendor Total:	2,138.95
70739	LANCE, SOLL & LUNGHARD, LLP		05/16/2019		01/31/2019	2018 NTD FINAL / SINGLE AUDIT	
		29990					5,244.00
70740	LANCE, SOLL & LUNGHARD, LLP		05/16/2019		03/31/2019	2018 GOVT / SINGLE AUDIT FINAL	
		30985					2,806.00
						Vendor Total:	8,050.00
70741	MONICA RUIZ		05/16/2019		05/14/2019	BREAKFAST-MEMORIAL DAY 5/27	
		1275					987.84
						Vendor Total:	987.84
70742	SOUTHERN CALIFORNIA GAS CO.		05/16/2019		05/06/2019	NATURAL GAS VEHICLE FUEL	
		04/01/19-05/01/19					16.10
						Vendor Total:	16.10
70743	VERIZON WIRELESS		05/16/2019		05/02/2019	M2M ACCT SHARE DATA LINE	
		9829369849					25.02
						Vendor Total:	25.02
Grand Total:							36,678.21
Less Credit Memos:							0.00
Net Total:							36,678.21
Less Hand Check Total:							0.00
Outstanding Invoice Total:							36,678.21

Total Invoices: 13

**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 1

City of Lawndale

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
<b>Fund: 100 General Fund</b>							
<b>Dept: 000</b>							
100-000-116.000	Prepaid Expense						
	CALIFORNIA J P I A	PRIM01674	ANNUAL CONTRIBUTION 2019	197625	06/03/2019	06/03/2019	476,445.00
	CALIFORNIA J P I A	ENVIR00899	POLLUTION LIAB INS PRG 201	197625	06/03/2019	06/03/2019	2,551.00
							<b>478,996.00</b>
100-000-450.100	Miscellaneous Re						
	CITY OF LAWNDALE PETTY	05-21-19	PETTY CASH REIMBURSEMEN	197627	06/03/2019	06/03/2019	-0.50
							<b>-0.50</b>
<b>Total Dept. 000:</b>							<b>478,995.50</b>
<b>Dept: 110 City Council</b>							
100-110-510.100	Office Supplies						
	CITY OF LAWNDALE PETTY	05-21-19	PETTY CASH REIMBURSEMEN	197627	06/03/2019	06/03/2019	65.21
	OFFICE DEPOT	310891054001	OFFICE SUPPLIES-COUNCIL	197655	06/03/2019	06/03/2019	166.26
							<b>231.47</b>
100-110-510.200	Reprographics						
	HR DIRECT	INV7714974	RETIREMENT SVC EFF 7/5/19	197641	06/03/2019	06/03/2019	46.34
	OFFICE DEPOT	310874125001	OFFICE SUPPLIES-COUNCIL	197655	06/03/2019	06/03/2019	99.40
							<b>145.74</b>
100-110-510.650	Mileage Reimbur:						
	CITY OF LAWNDALE PETTY	05-21-19	PETTY CASH REIMBURSEMEN	197627	06/03/2019	06/03/2019	2.02
							<b>2.02</b>
100-110-540.310	Discretionary Fur						
	HOUSE OF YAHWEH & THRI	2019-06-08	DONATION 6/8 FUNDRAISER-F	197606	05/16/2019	05/16/2019	200.00
							<b>200.00</b>
<b>Total Dept. City Council:</b>							<b>579.23</b>

**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 2

City of Lawndale

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
<b>Dept: 130 City Clerk</b>							
100-130-530.500	Legal Ads						
	L.A. NEWSPAPER GROUP	2734755-01	5007750-CCD LEGALAD 5/23/19	197644	06/03/2019	06/03/2019	110.00
							<u>110.00</u>
						<b>Total Dept. City Clerk:</b>	<b>110.00</b>
<b>Dept: 150 Administrative Svcs</b>							
100-150-510.800	Recruitment						
	CITY OF LAWNSDALE PETTY	05-21-19	PETTY CASH REIMBURSEMEN	197627	06/03/2019	06/03/2019	70.83
							<u>70.83</u>
100-150-530.100	Contract Services:						
	FILARSKY AND WATT LLP	APR 22 2019	PERSONNEL ATTY SVCS APR-	197637	06/03/2019	06/03/2019	192.00
							<u>192.00</u>
100-150-540.200	Special Expense:						
	CITY OF LAWNSDALE PETTY	05-21-19	PETTY CASH REIMBURSEMEN	197627	06/03/2019	06/03/2019	26.97
							<u>26.97</u>
						<b>Total Dept. Administrative Svcs:</b>	<b>289.80</b>
<b>Dept: 160 General Operations</b>							
100-160-510.100	Office Supplies						
	OFFICE DEPOT	312108340001	OFFICE SUPPLIES-GEN OPS	197655	06/03/2019	06/03/2019	1,091.14
							<u>1,091.14</u>
100-160-515.100	Telecommunicati						
	AT&T GLOBAL SERVICES, IN	SB127533	MAINT CONTRACT 5/21-6/20-11	197623	06/03/2019	06/03/2019	865.67
	VERIZON WIRELESS	9829369849	M2M ACCT SHARE DATA LINE	197611	05/16/2019	05/16/2019	25.02
	VERIZON WIRELESS	9829424782	CELL PHONE SVCS APR 04-M/	197618	05/22/2019	05/22/2019	433.78
							<u>1,324.47</u>
100-160-515.300	Natural Gas						

**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 3

City of Lawndale

<b>Fund/Dept/Acct</b>	<b>Vendor Name</b>	<b>Invoice #</b>	<b>Invoice Desc.</b>	<b>Check #</b>	<b>Due Date</b>	<b>Check Date</b>	<b>Amount</b>
	SOUTHERN CALIFORNIA GA	04/16/19-05/15/19	UTILITIES GAS CHARGES	197615	05/22/2019	05/22/2019	16.16
							<b>16.16</b>
100-160-515.400	Water						
	GOLDEN STATE WATER CO.	04/02/19-05/09/19	UTILITIES-WATER SERVICES	197605	05/16/2019	05/16/2019	321.78
	SPARKLETTS	4457266050119	WATER BOTTLE SVCS APR-20	197616	05/22/2019	05/22/2019	608.39
							<b>930.17</b>
100-160-525.600	Unemployment Ir						
	EMPLOYMENT DEVELOPME	1ST QTR 2019	UNEMPLOYMENT 03-31-2019	197604	05/16/2019	05/16/2019	168.00
							<b>168.00</b>
							<b>Total Dept. General Operations: 3,529.94</b>
<b>Dept: 180 Information Systems</b>							
100-180-540.200	Special Expense:						
	CITY OF LAWNDALE PETTY	05-21-19	PETTY CASH REIMBURSEMEN	197627	06/03/2019	06/03/2019	39.00
							<b>39.00</b>
							<b>Total Dept. Information Systems: 39.00</b>
<b>Dept: 190 Finance</b>							
100-190-510.650	Mileage Reimbur						
	SCHALLERWAYNE//	5/16/19	REIMB MILEAGE 5/16/19	197663	06/03/2019	06/03/2019	40.02
							<b>40.02</b>
100-190-530.100	Contract Services:						
	COST RECOVERY SYSTEMS	2019-1	STATE MANDATE CLAIM PREP	197602	05/16/2019	05/16/2019	2,000.00
	DUNBAR ARMORED INC	4405402	ARMORED SVCS-MAY 2019	197603	05/16/2019	05/16/2019	168.35
	LANCE, SOLL & LUNGHARD,	29990	2018 NTD FINAL / SINGLE AUD	197608	05/16/2019	05/16/2019	4,969.00
	LANCE, SOLL & LUNGHARD,	30985	2018 GOVT / SINGLE AUDIT FII	197608	05/16/2019	05/16/2019	2,806.00
							<b>9,943.35</b>
100-190-530.210	Temporary Staffir						



**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 4

City of Lawndale

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	ACCOUNTING PRINCIPALS I	10492877	TEMP SVCS WK END DT 5/12/19	197612	05/22/2019	05/22/2019	1,094.40
	ACCOUNTING PRINCIPALS I	10474607	TEMP SVCS WK END DT 5/5/19	197612	05/22/2019	05/22/2019	1,094.40
	ACCOUNTING PRINCIPALS I	10460004	TEMP SVCS WK END DT 4/28/19	197612	05/22/2019	05/22/2019	1,094.40
	ACCOUNTING PRINCIPALS I	10451111	TEMP SVCS WK END DT 4/21/19	197612	05/22/2019	05/22/2019	1,197.00
	ACCOUNTING PRINCIPALS I	10435412	TEMP SVCS WK END DT 4/14/19	197612	05/22/2019	05/22/2019	171.00
							<b>4,651.20</b>
							<b>Total Dept. Finance: 14,634.57</b>
<b>Dept: 210 Police Services</b>							
100-210-525.200	Liability Insurance						
	LOS ANGELES COUNTY	193231CY	LA CTY SHERIFF SVCS MAR-2	197647	06/03/2019	06/03/2019	38,896.21
							<b>38,896.21</b>
100-210-530.700	County Sheriff Se						
	LOS ANGELES COUNTY	193231CY	LA CTY SHERIFF SVCS MAR-2	197647	06/03/2019	06/03/2019	390,095.34
							<b>390,095.34</b>
							<b>Total Dept. Police Services: 428,991.55</b>
<b>Dept: 300 Municipal Services</b>							
100-300-510.100	Office Supplies						
	COUNTY OF LOS ANGELES	20141015801	RELEASE OF NOTICE OF VIOL	197631	06/03/2019	06/03/2019	16.00
	OFFICE DEPOT	312332135001	OFFICE SUPPLIES-MSD	197655	06/03/2019	06/03/2019	891.40
	OFFICE DEPOT	316439806001	OFFICE SUPPLIES-MSD	197655	06/03/2019	06/03/2019	164.52
							<b>1,071.92</b>
100-300-520.600	Vehicle Maintena						
	PACIFIC TIRE SERVICE	111583	NEW DORAL/TIRE VEH #507	197656	06/03/2019	06/03/2019	110.00
	PACIFIC TIRE SERVICE	111694	2NEW TIRES FORD ESCAPE V	197656	06/03/2019	06/03/2019	180.00
	PACIFIC TIRE SERVICE	111687	2NEW FRONT TIRES VEH #469	197656	06/03/2019	06/03/2019	180.00
							<b>470.00</b>
100-300-530.100	Contract Services						

**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 5

City of Lawndale

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	DEPT OF ANIMAL CARE & C	5/16/2019	ANIMAL CONTROL SVCS APRI	197633	06/03/2019	06/03/2019	304.06
	LOS ANGELES COUNTY	193808CC	HEARING OFFICER FEES 5/7/2	197647	06/03/2019	06/03/2019	20.00
							<b>324.06</b>
<b>Total Dept. Municipal Services:</b>							<b>1,865.98</b>

**Dept: 310 Public Works Admin.**

100-310-510.100	Office Supplies						
	OFFICE DEPOT	312603187001	OFFICE SUPPLIES-PWD	197655	06/03/2019	06/03/2019	11.66
							<b>11.66</b>
100-310-510.610	Memberships/Du						
	U.S. BANK///	144555725013-4/22/19A-PWD	CREDIT ACCOUNT PAYMENT	197617	05/22/2019	05/22/2019	-14.22
							<b>-14.22</b>
<b>Total Dept. Public Works Admin.:</b>							<b>-2.56</b>

**Dept: 320 Grounds Maintenance**

100-320-510.100	Office Supplies						
	OFFICE DEPOT	315858495001	OFFICE SUPPLIES-PWD	197655	06/03/2019	06/03/2019	15.18
							<b>15.18</b>
100-320-510.500	Uniforms						
	PRUDENTIAL OVERALL SUP	42405838	UNIFORM CLEANING SVC 5/14	197659	06/03/2019	06/03/2019	35.68
	PRUDENTIAL OVERALL SUP	42407956	UNIFORM CLEANING SVC 5/21	197659	06/03/2019	06/03/2019	35.68
							<b>71.36</b>
100-320-515.300	Natural Gas						
	SOUTHERN CALIFORNIA GA	04/01/19-05/01/19	NATURAL GAS VEHICLE FUEL	197610	05/16/2019	05/16/2019	16.10
	SOUTHERN CALIFORNIA GA	04/16/19-05/15/19	UTILITIES GAS CHARGES	197615	05/22/2019	05/22/2019	39.78
							<b>55.88</b>
100-320-515.400	Water						

**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 6

City of Lawndale

<b>Fund/Dept/Acct</b>	<b>Vendor Name</b>	<b>Invoice #</b>	<b>Invoice Desc.</b>	<b>Check #</b>	<b>Due Date</b>	<b>Check Date</b>	<b>Amount</b>
	GOLDEN STATE WATER CO.	04/02/19-05/09/19	UTILITIES-WATER SERVICES	197605	05/16/2019	05/16/2019	784.32
	GOLDEN STATE WATER CO.	04/02/19-05/09/19	UTILITIES-WATER SERVICES	197605	05/16/2019	05/16/2019	9,768.73
	GOLDEN STATE WATER CO.	04/03/19-05/03-19	UTILITIES-WATER SERVICES	197614	05/22/2019	05/22/2019	34.38
							<b>10,587.43</b>
<b>100-320-520.100</b>	<b>Maintenance Sup</b>						
	EMPIRE CLEANING SUPPLIE	1112630	CLEANING SUPPLIES	197635	06/03/2019	06/03/2019	532.14
	THE SAFEMART OF SO CAL	91365	3 KEYS MADE 2 PWD & 1 CSD	197668	06/03/2019	06/03/2019	24.64
	U.S. BANK///	3044555725013-4/22/19-PWD	CREDIT ACCOUNT PAYMENT	197617	05/22/2019	05/22/2019	483.28
							<b>1,040.06</b>
<b>100-320-520.120</b>	<b>Building Equipme</b>						
	AM-TEC SECURITY	599828	INSTALL KEYLESS ENTRY DOI	197621	06/03/2019	06/03/2019	6,872.33
	TODD PIPE & SUPPLY-HAWI	S003128508.001	PLUMBING PART JANE ADDAM	197670	06/03/2019	06/03/2019	30.37
	TODD PIPE & SUPPLY-HAWI	S003127118.001	PLUMBING PART JANE ADDAM	197670	06/03/2019	06/03/2019	642.90
							<b>7,545.60</b>
<b>100-320-520.200</b>	<b>Small Tools</b>						
	GENERAL INDUSTRIAL TOOI	1168034-01	POWER INVERTER FOR P.W.I	197638	06/03/2019	06/03/2019	685.60
	TODD PIPE & SUPPLY-HAWI	S003101925.001	DRAIN CLEANER FOR P.W.D	197670	06/03/2019	06/03/2019	196.72
	TODD PIPE & SUPPLY-HAWI	S003120264.001	PLUMBING JANE PARK RESTI	197670	06/03/2019	06/03/2019	46.99
							<b>929.31</b>
<b>100-320-520.300</b>	<b>Grounds Mainten</b>						
	U.S. BANK///	3044555725013-4/22/19-PWD	CREDIT ACCOUNT PAYMENT	197617	05/22/2019	05/22/2019	459.97
							<b>459.97</b>
<b>100-320-520.310</b>	<b>Plants &amp; Material</b>						
	SOUTH BAY GARDENS	94673	PLANTS FOR HAWTHORNE LC	197667	06/03/2019	06/03/2019	536.55
	SOUTH BAY GARDENS	94209	PLANTS FOR LOCATIONS HAV	197667	06/03/2019	06/03/2019	985.50
							<b>1,522.05</b>
<b>100-320-520.500</b>	<b>Equipment Renta</b>						

**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 7

City of Lawndale

<b>Fund/Dept/Acct</b>	<b>Vendor Name</b>	<b>Invoice #</b>	<b>Invoice Desc.</b>	<b>Check #</b>	<b>Due Date</b>	<b>Check Date</b>	<b>Amount</b>
	VERIZON WIRELESS	9829424782	CELL PHONE SVCS APR 04-M/	197618	05/22/2019	05/22/2019	38.01
							<b>38.01</b>
100-320-520.510	Equipment Maint:						
	POWERSTRIDE BATTERY	H413084	REPLACE NEW BATTERY SHC	197657	06/03/2019	06/03/2019	572.85
							<b>572.85</b>
100-320-520.600	Vehicle Maintena						
	ALL POINTS AUTOMOTIVE II	18278	ARW STICK/WRN LIGHTS VEH	197620	06/03/2019	06/03/2019	990.96
	ALL POINTS AUTOMOTIVE II	18287	STOBE LIGHT INSTALLED VEF-	197620	06/03/2019	06/03/2019	161.51
	PACIFIC TIRE SERVICE	111598	NEW TIRES FORD ESCAPE VE	197656	06/03/2019	06/03/2019	480.00
	U.S. BANK///	144555725013-4/22/19A-PWD	CREDIT ACCOUNT PAYMENT	197617	05/22/2019	05/22/2019	37.46
							<b>1,669.93</b>
							<b>Total Dept. Grounds Maintenance: 24,507.63</b>
<b>Dept: 330 Street Maintenance</b>							
100-330-515.400	Water						
	GOLDEN STATE WATER CO.	04/02/19-05/09/19	UTILITIES-WATER SERVICES	197605	05/16/2019	05/16/2019	9,986.41
							<b>9,986.41</b>
100-330-530.100	Contract Service:						
	ZUMAR INDUSTRIES, INC	83284	NO PRKG ANYTIME TOW AWA	197675	06/03/2019	06/03/2019	306.39
	ZUMAR INDUSTRIES, INC	83443	NO LEFT TURN STREET SIGN	197675	06/03/2019	06/03/2019	166.18
							<b>472.57</b>
100-330-540.200	Special Expense:						
	CITY OF LAWNDALE PETTY	05-21-19	PETTY CASH REIMBURSEMEN	197627	06/03/2019	06/03/2019	20.00
	U.S. BANK///	3044555725013-4/22/19-PWD	CREDIT ACCOUNT PAYMENT	197617	05/22/2019	05/22/2019	56.22
							<b>76.22</b>
							<b>Total Dept. Street Maintenance: 10,535.20</b>

**Dept: 340 Engineering**

**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 8

City of Lawndale

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
100-340-510.400	Subscriptions/Pu						
	U.S. BANK///	144555725013-4/22/19A-PWD	CREDIT ACCOUNT PAYMENT	197617	05/22/2019	05/22/2019	320.00
							<b>320.00</b>
							<b>320.00</b>
						<b>Total Dept. Engineering:</b>	<b>320.00</b>

**Dept: 410 Planning/Building Adm**

100-410-501.200	Salaries - Electec						
	CUEVAS/SIRLEY//	5/8/2019	PLANNING COMM STIPEND 5/	197632	06/03/2019	06/03/2019	50.00
	CUEVAS/SIRLEY//		PLANNING COMM STIPEND 5/	197632	06/03/2019	06/03/2019	50.00
	MARTINEZ/JOHN//	5/8/2019	PLANNING COMM STIPEND 5/	197649	06/03/2019	06/03/2019	50.00
	MARTINEZ/JOHN//	5/22/2019	PLANNING COMM STIPEND 5/	197649	06/03/2019	06/03/2019	50.00
	MOLLER/UFFE//	5/8/2019	PLANNING COMM STIPEND 5/	197650	06/03/2019	06/03/2019	50.00
	MOLLER/UFFE//	5/22/2019	PLANNING COMM STIPEND 5/	197650	06/03/2019	06/03/2019	50.00
	ROSE-PRYOR/CARLA L//	05/08/2019	STIPEND MEETING DATE 5/8/2	197661	06/03/2019	06/03/2019	50.00
	ROSE-PRYOR/CARLA L//	5/22/2019	STIPEND MEETING 5/2/2019	197661	06/03/2019	06/03/2019	50.00
	SMITH/SCOTT//	5/8/2019	PLANNING COMM STIPEND 5/	197666	06/03/2019	06/03/2019	50.00
	SMITH/SCOTT//	5/22/2019	PLANNING COMM STIPEND 5/	197666	06/03/2019	06/03/2019	50.00
							<b>500.00</b>

**100-410-510.100 Office Supplies**

	CITY OF LAWNDAL PETTY	05-21-19	PETTY CASH REIMBURSEMEN	197627	06/03/2019	06/03/2019	93.00
	OFFICE DEPOT	313806331001	OFFICE SUPPLIES-CDD	197655	06/03/2019	06/03/2019	78.61
	OFFICE DEPOT	313806331002	OFFICE SUPPLIES-CDD	197655	06/03/2019	06/03/2019	21.70
							<b>193.31</b>

**Total Dept. Planning/Building Admin: 693.31**

**Dept: 510 Community Services P**

**100-510-510.500 Uniforms**

	BIG 10 INC.	ES 11533-DEPOSIT	DEPOSIT-TSHIRTS/POLOS/HA	197600	05/16/2019	05/16/2019	1,229.68
							<b>1,229.68</b>

**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 9

City of Lawndale

<b>Fund/Dept/Acct</b>	<b>Vendor Name</b>	<b>Invoice #</b>	<b>Invoice Desc.</b>	<b>Check #</b>	<b>Due Date</b>	<b>Check Date</b>	<b>Amount</b>
100-510-515.300	Natural Gas						
	SOUTHERN CALIFORNIA GA	04/16/19-05/15/19	UTILITIES GAS CHARGES	197615	05/22/2019	05/22/2019	3.06
							<b>3.06</b>
100-510-515.400	Water						
	GOLDEN STATE WATER CO.	04/02/19-05/09/19	UTILITIES-WATER SERVICES	197605	05/16/2019	05/16/2019	573.03
							<b>573.03</b>
100-510-530.100	Contract Services:						
	ALL CITY MANAGEMENT SV	61536	CROSSING GUARD SVCS4/21-	197619	06/03/2019	06/03/2019	6,440.00
	BROOME/CHRISTINA//	MAY 6-15, 2019	INSTRUCTOR-SR YOGA MAY 2	197601	05/16/2019	05/16/2019	260.00
	BROOME/CHRISTINA//	NOV 2018A	INSTRUCTOR FEE-SR YOGA	197613	05/22/2019	05/22/2019	195.00
	COOK/ROSALIND//	1104-2019	INSTRUCTOR FEES4/13/19-5/1	197629	06/03/2019	06/03/2019	145.60
	DUNCAN, JOSHUA	3-2019	INSTRUCTOR FEES 4/8/-5/8/19	197634	06/03/2019	06/03/2019	1,440.60
	JONES/JA'VONDA//	4-2019	INSTRUCTOR YOUTH GYM AP	197607	05/16/2019	05/16/2019	2,138.95
							<b>10,620.15</b>
100-510-540.100	Community Even						
	ASAP SIGN & BANNER	18140	BANNERS FOR PET FAIR 2019	197622	06/03/2019	06/03/2019	486.90
	MACIEL/MITCH//	US-GP-100-23876806	REIMBURSTEMENT FOR FLYE	197648	06/03/2019	06/03/2019	298.82
	RUIZ/MONICA//	1275	BREAKFAST-MEMORIAL DAY 5	197609	05/16/2019	05/16/2019	987.84
							<b>1,773.56</b>
100-510-540.120	Recreation Activi						
	JOHN'S INCREDIBLE PIZZA	062819	SUMMER DAY CAMP TRIP 6/28	197642	06/03/2019	06/03/2019	791.20
							<b>791.20</b>
100-510-540.200	Special Expense:						
	CITY OF LAWNDALE PETTY	05-21-19	PETTY CASH REIMBURSEMEN	197627	06/03/2019	06/03/2019	98.28
	WALTERS WHOLESale ELE	S112925056.001	FIELD REPLACEMENT LAMPS	197672	06/03/2019	06/03/2019	234.65
							<b>332.93</b>
100-510-540.410	Senior Activities						

**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 10

City of Lawndale

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	THE SALVATION ARMY///	3263	81 MEALS ON WHEELS SENIC	197669	06/03/2019	06/03/2019	81.00
							<b>81.00</b>
<b>Dept. Community Services Programs:</b>							<b>15,404.61</b>
<b>Total Fund General Fund:</b>							<b>980,493.76</b>

**Fund: 201 Gas Tax Fund**

**Dept: 330 Street Maintenance**

201-330-530.100 Contract Services:

CLEANSTREET	94024	STREET SWEEPING SVC APR	197628	06/03/2019	06/03/2019	15,830.00	
COUNTY OF LA DEPT OF PU	PW-19050605197	WASTE SVCS THRU APRIL 201	197630	06/03/2019	06/03/2019	2,094.84	
NATIONAL TRENCH SAFETY	0795172	COLD MIX FOR POT HOLE REI	197653	06/03/2019	06/03/2019	2,696.44	
							<b>20,621.28</b>

**Total Dept. Street Maintenance: 20,621.28**

**Total Fund Gas Tax Fund: 20,621.28**

**Fund: 206 Prop A - Local Transit I**

**Dept: 510 Community Services Pi**

206-510-530.100 Contract Services:

LANCE, SOLL & LUNGHARD,	29990	2018 NTD FINAL / SINGLE AUD	197608	05/16/2019	05/16/2019	275.00	
MV TRANSPORTATION INC	100320	LAWNDALE BEAT SVCS APR 2	197652	06/03/2019	06/03/2019	35,058.79	
							<b>35,333.79</b>

**Dept. Community Services Programs: 35,333.79**

**A - Local Transit Program: 35,333.79**

**Fund: 207 Prop C - Local Transit ,**

**Dept: 310 Public Works Admin.**

207-310-530.200 Professional Sen

KOA CORPORATION	JB83157-5	PUBLIC WORKS SVCS 4/8/-4/2	197643	06/03/2019	06/03/2019	4,500.00
-----------------	-----------	----------------------------	--------	------------	------------	----------

**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019  
 Time: 3:55 pm  
 Page: 11

City of Lawndale

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	PROJECT PARTNERS INC	8758	DDIRECTOR SVCS 12/3-12/11/2	197658	06/03/2019	06/03/2019	1,462.50
	PROJECT PARTNERS INC	8658-A	DIRECTOR SVCS 10/1/-10/26/2	197658	06/03/2019	06/03/2019	4,215.65
							<b>10,178.15</b>
<b>Total Dept. Public Works Admin.:</b>							<b>10,178.15</b>
<b>ip C - Local Transit Assist:</b>							<b>10,178.15</b>

**Fund: 211 State COPS Grant**

**Dept: 210 Police Services**

211-210-525.200	Liability Insuranc						
	LOS ANGELES COUNTY	193231CY	LA CTY SHERIFF SVCS MAR-2	197647	06/03/2019	06/03/2019	945.00
							<b>945.00</b>
211-210-530.700	County Sheriff Se						
	LOS ANGELES COUNTY	193231CY	LA CTY SHERIFF SVCS MAR-2	197647	06/03/2019	06/03/2019	9,000.00
							<b>9,000.00</b>
<b>Total Dept. Police Services:</b>							<b>9,945.00</b>
<b>al Fund State COPS Grant:</b>							<b>9,945.00</b>

**Fund: 215 Restricted Urban Deve**

**Dept: 310 Public Works Admin.**

215-310-530.200	Professional Sen						
	CASC ENGINEERING & CON	40596	NPDES PERMIT COMP SVC AF	197626	06/03/2019	06/03/2019	2,755.00
							<b>2,755.00</b>
<b>Total Dept. Public Works Admin.:</b>							<b>2,755.00</b>
<b>icted Urban Development:</b>							<b>2,755.00</b>

**Fund: 239 SAFETEA-LU (678,000)**

**Dept: 310 Public Works Admin.**

239-310-530.200 Professional Sen



**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 12

City of Lawndale

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
	KOA CORPORATION	JB83157-5	PUBLIC WORKS SVCS 4/8/-4/2	197643	06/03/2019	06/03/2019	4,500.00
	PROJECT PARTNERS INC	8758	DDIRECTOR SVCS 12/3-12/11/2	197658	06/03/2019	06/03/2019	1,462.50
	PROJECT PARTNERS INC	8658-A	DIRECTOR SVCS 10/1/-10/26/2	197658	06/03/2019	06/03/2019	4,215.65
							<b>10,178.15</b>
<b>Total Dept. Public Works Admin.:</b>							<b>10,178.15</b>
<b>Total Fund SAFETEA-LU (678,000):</b>							<b>10,178.15</b>

**Fund: 240 Prop C25 Grant**

**Dept: 310 Public Works Admin.**

240-310-700.263 Inglwd Ave Corr \

	HERALD PUBLICATIONS	54868	LEGAL AD INVITING BIDS INGL	197640	06/03/2019	06/03/2019	192.00
	MUROW CM	4190-1901-CM-1	INGLEWOOD AVE IMPVMT PR	197651	06/03/2019	06/03/2019	7,497.50
							<b>7,689.50</b>

**Total Dept. Public Works Admin.: 7,689.50**

**Total Fund Prop C25 Grant: 7,689.50**

**Fund: 244 Measure R Fund**

**Dept: 310 Public Works Admin.**

244-310-530.200 Professional Sen

	KOA CORPORATION	JB83157-5	PUBLIC WORKS SVCS 4/8/-4/2	197643	06/03/2019	06/03/2019	4,500.00
	PROJECT PARTNERS INC	8758	DDIRECTOR SVCS 12/3-12/11/2	197658	06/03/2019	06/03/2019	1,462.50
	PROJECT PARTNERS INC	8658-A	DIRECTOR SVCS 10/1/-10/26/2	197658	06/03/2019	06/03/2019	4,215.65
							<b>10,178.15</b>

**Total Dept. Public Works Admin.: 10,178.15**

**Total Fund Measure R Fund: 10,178.15**

**Fund: 272 Measure M Local Retu**

**Dept: 310 Public Works Admin.**

**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 13

City of Lawndale

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
272-310-700.127	Traffic Signal Imp						
	KOA CORPORATION	JB93043-1	TRAFFIC SIGNAL/FIELD WK AF	197643	06/03/2019	06/03/2019	8,250.00
							<b>8,250.00</b>
<b>Total Dept. Public Works Admin.:</b>							<b>8,250.00</b>
<b>I Measure M Local Return:</b>							<b>8,250.00</b>

**Fund: 304 Succ Agency Projects**

**Dept: 610 Redevelopment**

304-610-530.100	Contract Services						
	URBAN FUTURES, INC	04292019	2009 TAB DISCLOSURE SERVI	197671	06/03/2019	06/03/2019	1,750.00
							<b>1,750.00</b>
<b>Total Dept. Redevelopment:</b>							<b>1,750.00</b>
<b>icc Agency Projects Fund:</b>							<b>1,750.00</b>

**Fund: 307 2009 TABS**

**Dept: 000**

307-000-200.102	Retention Payabl						
	NOHO CONSTRUCTORS	100132	BURIN HOUSE DEMOLITION	197654	06/03/2019	06/03/2019	-4,273.25
	NOHO CONSTRUCTORS	100132A	BURIN HOUSE DEMOLITION	197654	06/03/2019	06/03/2019	-1,029.00
							<b>-5,302.25</b>
<b>Total Dept. 000:</b>							<b>-5,302.25</b>

**Dept: 610 Redevelopment**

307-610-530.200	Professional Sen						
	KOA CORPORATION	JB83157-5	PUBLIC WORKS SVCS 4/8/-4/2	197643	06/03/2019	06/03/2019	4,500.00
	PROJECT PARTNERS INC	8758	DDIRECTOR SVCS 12/3-12/11/:	197658	06/03/2019	06/03/2019	1,462.50
	PROJECT PARTNERS INC	8658-A	DIRECTOR SVCS 10/1/-10/26/2	197658	06/03/2019	06/03/2019	4,215.66
							<b>10,178.16</b>

**INVOICE APPROVAL LIST BY FUND REPORT**

Date: 05/29/2019

Time: 3:55 pm

Page: 14

City of Lawndale

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
307-610-700.265	Burin House Dem						
	NOHO CONSTRUCTORS	100132	BURIN HOUSE DEMOLITION	197654	06/03/2019	06/03/2019	85,465.00
	NOHO CONSTRUCTORS	100132A	BURIN HOUSE DEMOLITION	197654	06/03/2019	06/03/2019	20,580.00
							<b>106,045.00</b>
307-610-700.266	Hawthorne Blvd f						
	PTM GENERAL ENGINEERIN	PE-#1	DEMOLITION OF THE MARQUE	197660	06/03/2019	06/03/2019	523.85
	PTM GENERAL ENGINEERIN	PE-#1	DEMOLITION OF THE MARQUE	197660	06/03/2019	06/03/2019	9,953.15
							<b>10,477.00</b>
<b>Total Dept. Redevelopment:</b>							<b>126,700.16</b>
<b>Total Fund 2009 TABS:</b>							<b>121,397.91</b>

**Fund: 501 Deposit/Donations**

**Dept: 000**

501-000-200.303	Travel Club						
	LEGACY TRAVEL & TOURS//	2622	SR TRAVEL CLUB 10/16-10/18/	197646	06/03/2019	06/03/2019	500.00
							<b>500.00</b>
501-000-200.307	Community Cent						
	BYRDSONG/THOMAS//	72518	REFUND SECURITY DEP 5/10/	197624	06/03/2019	06/03/2019	1,000.00
	ENVIRONMENTAL CHARTER	71967	REFUND SECURITY DEP 05/16	197636	06/03/2019	06/03/2019	500.00
	GONZALEZ/OLIVEVIO//	72887	REFUND SECURITY DEP 5/18/	197639	06/03/2019	06/03/2019	500.00
	LAWNDALE ELEM SCH DIST	70357	REFUND SECURITY SVC 5/17/	197645	06/03/2019	06/03/2019	1,250.00
	LOS ANGELES COUNTY	193614CY	SECURITY SVC APRIL 27,2019	197647	06/03/2019	06/03/2019	1,082.67
	SANCHEZ/CLAUDIA//	69961	REFUND SECURITY DEP 5/18/	197662	06/03/2019	06/03/2019	1,500.00
	SCOTT/NAYA//	71788	REFUND SECURITY DEP 5/11/	197664	06/03/2019	06/03/2019	500.00
	SHIELDS/DONAVAN//	71976	REFUND SECURITY DEP 5/11/	197665	06/03/2019	06/03/2019	500.00
	WHITE/BARBARAA//	72199	REFUND SECURITY SVC 5/17/	197673	06/03/2019	06/03/2019	500.00
	WILLIAMS/SHIRLEY//	72591	REFUND SECURITY DEP 5/18/	197674	06/03/2019	06/03/2019	500.00
							<b>7,832.67</b>

INVOICE APPROVAL LIST BY FUND REPORT

Date: 05/29/2019

Time: 3:55 pm

Page: 15

City of Lawndale

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Check Date	Amount
						<b>Total Dept. 000:</b>	<b>8,332.67</b>
						<b>I Fund Deposit/Donations:</b>	<b>8,332.67</b>
						<b>Grand Total:</b>	<b>1,227,103.36</b>

**MINUTES OF THE  
LAWNDALE CITY COUNCIL SPECIAL MEETING  
May 20, 2019**

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

Mayor Pullen-Miles called the meeting to order at 11:31 a.m. in the City Hall Conference Room, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Councilmember Pat Kearney, Councilmember Daniel Reid, Councilmember Bernadette Suarez

Councilmembers Absent: Mayor Pro Tem James H. Osborne

Other Participants: City Manager Stephen N. Mandoki and Assistant City Clerk Matthew Ceballos

**B. CEREMONIALS**

Mayor Pullen-Miles led the flag salute.

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

No comments from the Public.

**D. COMMENTS FROM COUNCIL**

No comments from City Council.

**E. ADMINISTRATION**

**1. Interviews conducted by City Officials with Los Angeles County Sheriff's Department Officials for the position of Lieutenant**

The City Council conducted interviews with the two prospective applicants for Lieutenant in Lawndale, Lieutenant Christopher T. Lio and Lieutenant Joseph F. Fender.

**The City Council reached a consensus to recommend Lieutenant Christopher T. Lio to serve the City of Lawndale.**

**F. ADJOURNMENT**

There being no further business to conduct, the mayor adjourned the meeting at 12:24 p.m.

\_\_\_\_\_  
Robert Pullen-Miles, Mayor

ATTEST:

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

Approved: \_\_\_\_/\_\_\_\_

**MINUTES OF THE  
LAWNDALE CITY COUNCIL REGULAR MEETING  
May 20, 2019**

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

Mayor Pullen-Miles called the meeting to order at 6:35 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present: Mayor Robert Pullen-Miles, Councilmember Pat Kearney, Councilmember Daniel Reid, Councilmember Bernadette Suarez

Councilmembers Absent: Mayor Pro Tem James H. Osborne

Other Participants: City Clerk Rhonda Hofmann Gorman, City Manager Stephen N. Mandoki, City Attorney Tiffany J. Israel, Los Angeles County Sheriff's Department Captain Duane Allen, 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 18 audience members

**B. CEREMONIALS**

Councilmember Reid led the flag salute and Doris Hofmann provided the inspiration.

**C. PRESENTATION**

**1. Phyllis Burton and Doris Hofmann awarded Lawndale's 2019 Outstanding Older American as recognized by the County of Los Angeles Commission on Aging**

Mayor Pullen-Miles introduced the award and briefly spoke about the first awardee, Doris Hofmann.

Mayor Pullen-Miles introduced the award and briefly spoke about the second awardee, Phyllis Burton.

Doris Hofmann briefly spoke about receiving the award. The 2019 Outstanding Older American Award was presented to Phyllis Burton and Doris Hofmann by the City Council.

**D. PUBLIC SAFETY REPORT**

Captain Duane Allen summarized recent law enforcement activities.

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

- Angel Tena, Resident, inquired about the possibility for traffic mitigation near Leuzinger High School, he went on to explain the issues caused by the absence of a stop sign or traffic light.

- Pam London, Resident, spoke about port parkway code and policy, past policies, past department heads, and the future of Lawndale central management.
- Jose Padilla, Resident, spoke about the project on Manhattan Beach Blvd. and Hawthorne Blvd., inquired about the developmental progress.

**F. COMMENTS FROM COUNCIL**

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

**G. CONSENT CALENDAR**

2. **Motion to read by title only and waive further reading of all ordinances listed on the agenda**  
Recommendation: that City Council approve.
3. **Engineering and Traffic Speed Survey for the establishment of the Speed Limits within the City of Lawndale**  
Recommendation: that City Council (a) approve the “Engineering and Traffic Speed Survey for Speed Limits” prepared by RBI Traffic Inc.; and (b) direct the City Clerk to forward a certified copy of the report to the Los Angeles County Sheriff to be used for their traffic enforcement.
4. **Notice of Completion for the Fiscal Year (FY) 2018-2019 Concrete Repairs Project**  
Recommendation: that City Council accept the Concrete Repairs Project FY 2018-19 by Ruiz Concrete and Paving Inc., as completed and authorize the Public Works Director to file the Notice of Completion to the Los Angeles County Recorder’s Office.
5. **Notice of Completion for the demolition of the Burin House and expansion of the Community Center Parking Lot**  
Recommendation: that City Council accept the demolition of the Burin House and expansion of the Community Center Parking Lot project by NOHO Constructors, Inc. as completed and authorize the Public Works Director to file the Notice of Completion to the Los Angeles County Recorder’s Office.
6. **Notice of Completion for the Marquee sign Demolition Project**  
Recommendation: that City Council accept the Marquee Sign Demolition project by PTM General Engineering Service, Inc. as completed and authorize the Public Works Director to file the Notice of Completion to the Los Angeles County Recorder’s Office.
8. **Cancellation of the July 1, 2019 City Council Meeting**  
Recommendation: that City Council cancel the July 1, 2019 City Council meeting.
9. **Accounts Payable Register**  
Recommendation: that the City Council adopts Resolution No. CC-1905-025 authorizing the payment of certain claims and demands in the amount of \$306,764.33.

**10. Minutes of the Lawndale City Council Regular Meeting – May 6, 2019**  
Recommendation: that City Council approve.

City Council reached a consensus to move item number 7 off of the Consent Calendar.

**A motion by Councilmember Reid to approve the consent calendar excluding item number 7 was seconded by Councilmember Kearney and carried by a vote of 4-0. Mayor Pro Tem Osborne: Absent**

**H. NEW BUSINESS**

**7. Parks, Recreation and Social Services Commission Fireworks Stand Fundraising Program**

Recommendation: that City Council approved the contract services agreement for Parks, Recreation and Social Services Commission Fireworks Stand between the City of Lawndale and American Promotional Events, Inc. West, doing business as TNT Fireworks, for an amount of 50% of gross sales to the City and the remaining 50% of all gross sales to TNT Fireworks.

City Manager Steven Mandoki, briefly updated the Council on the potential staffing situation for the Fireworks stand.

Dan Wood, Parks, Recreation and Social Services Commission, provided an overview and support of the Fireworks stand.

Councilmember Kearney inquired about adequate staffing, Commissioner Wood affirmed that he believed the stand would be adequately staffed.

A dialogue ensued between the Council and Staff regarding the TNT fireworks contract, locations, proper staffing, and the approval of the Parks, Recreation and Social Services Commission.

**A motion by Councilmember Suarez to approve the contract services agreement for Parks, Recreation and Social Services Commission Fireworks Stand between the City of Lawndale and American Promotional Events, Inc. West, doing business as TNT Fireworks, for an amount of 50% of gross sales to the City and the remaining 50% of all gross sales to TNT Fireworks, was seconded by Councilmember Reid and carried by a vote of 3-1.**

**Mayor Pullen-Miles: Yes**

**Mayor Pro Tem Osborne: Absent**

**Councilmember Suarez: Yes**

**Councilmember Kearney: No**

**Councilmember Reid: Yes**

**I. PUBLIC HEARINGS**

**11. Amendment to the Lawndale Municipal Code Section 17.84.050 relating to Fences, Hedges and Walls within Residential Zones**

Recommendation: that City Council (a) conduct a public hearing, receive public comment, if any, on the matter; (b) find that this action is categorically exempt from



CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines; and (c) approve the first reading to introduce Ordinance No. 1161-19, amending the City's height standards for fences, hedges and walls within front yard setbacks for properties on cul-du-sacs without sidewalks in residential zones.

Community Development Director Sean Moore reported on the proposed amendment to the Lawndale Municipal Code Section 17.84.050 relating to Fences, Hedges and Walls within Residential Zones.

At 7:14 p.m. the Public Hearing was opened and the following persons provided testimony after which the public hearing was closed.

Pam London, Resident, spoke in opposition to the ordinance and provided lengthy testimony on the history of the properties that would be affected by the code change, potential issues, and suggestions for future policies.

Randal Abrams, Resident, spoke in opposition to the ordinance and provided testimony regarding code violations, fence and wall issues, ongoing law changes, and potential adjustments to the code.

Johnny London, Resident, spoke in opposition to the ordinance and prior code enforcement cases.

At 7:24 p.m. the Public Hearing was closed.

Councilmember Kearney inquired about the effect of the ordinance on certain properties, Director Sean Moore responded in depth as to what properties would be affected and certain aesthetics.

Councilmember Suarez stated that she had no affiliation with residents who had code cases regarding fencing or those who would be effected by the policy change. This sentiment was also reiterated by Councilmember Reid.

Director Moore spoke about a history the fence policy issues and how the ordinance was tailored to fit the current situations with limited impacts.

**A motion by Councilmember Reid to find that this action is categorically exempt from CEQA pursuant to Section 15061(b)(3) of the CEQA Guidelines and approve the first reading to introduce Ordinance No. 1161-19, amending the City's height standards for fences, hedges and walls within front yard setbacks for properties on cul-du-sacs without sidewalks in residential zones, was seconded by Councilmember Suarez and carried by a vote of 4-0 following City Attorney Israel's reading of the title of Ordinance No. 1161-19. Mayor Pro Tem Osborne: Absent**

## **J. ITEMS FROM COUNCILMEMBERS**

- 12. Re-Naming of the City's Annual Youth Day "Pirate Days" Parade requested by Councilmember Kearney**

Recommendation: that City Council discuss removing the title of “Pirate Days” from the annual Youth Day “Pirate Days” Parade and consider the general theme of Youth Day Parade.

Councilmember Kearney reported on the proposed re-Naming of the City’s Annual Youth Day “Pirate Days” Parade.

Mayor Pullen-Miles spoke about re-naming the Parade and the process of selecting a theme and Grand Marshal.

Councilmember Suarez spoke about the potential issues in allowing outside committees to select the theme.

Councilmember Reid spoke in favor of allowing the Youth Advisory Committee and schools to have input in choosing a theme.

A dialogue ensued between Council regarding changing the name, choosing of the theme, attendance, and a need for a parade.

**A motion by Councilmember Kearney to remove the title of “Pirate Days” from the annual Youth Day “Pirate Days” Parade seconded by Councilmember Reid and carried by a vote of 4-0. Mayor Pro Tem Osborne: Absent**

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

Councilmember Reid attended the LA Wolves local soccer club at Rogers Park, California Contract Cites Annual Seminar, Sherriff Lieutenant interview, and promoted the Memorial Day ceremony.

Councilmember Kearney attended the Sherriff’s Liability Trust Fund oversight committee meeting and the Centinela Valley Union High School district safety summit.

Councilmember Suarez attended the Leuzinger High School mental health day fair, California Contract Cites Annual Seminar, and the Centinela Valley Union High School district safety summit.

Mayor Pullen-Miles attended, the LA County sanitation district meeting, the City selection committee meeting to appoint a Chair to the METRO board, California Contract Cites Annual Seminar, and promoted the Memorial Day ceremony.

**K. CLOSED SESSION**

At 7:48 p.m. the City Council entered into closed session.

**14. Public Employee Performance Evaluation and Compensation**

The City Council will hold a closed session with the City Attorney, pursuant to Government Code Sections 54957(b) and 54957.6(a), to conduct an employee

performance evaluation of the City Manager and to discuss the salary, compensation and fringe benefits provided to the City Manager.

At 8:03 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 item listed on the Closed Session agenda. The City Council was updated on the item and there was no reportable action taken.**

**L. ADJOURNMENT**

There being no further business to conduct, the Mayor adjourned the meeting at 8:04 p.m.

\_\_\_\_\_  
Robert Pullen-Miles, Mayor

ATTEST:

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

Approved: \_\_\_\_/\_\_\_\_



# CITY OF LAWNDALE

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

DATE: June 3, 2019  
TO: Honorable Mayor and City Council  
FROM: Stephen N. Mandoki, City Manager  
PREPARED BY: Kahono Oei, Interim Public Works Director K O

**SUBJECT: PUBLIC HEARING: CONSIDERATION OF A RESOLUTION TO UPDATE THE PUBLIC WORKS DEPARTMENT'S FEE SCHEDULE TO INCLUDE FEES FOR APPLICATIONS RELATING TO WIRELESS COMMUNICATION FACILITIES IN THE PUBLIC RIGHT OF WAY**

## BACKGROUND

On April 15th, the City Council adopted Ordinance No. 1159-19 to amend the Lawndale Municipal Code to adopt Chapter 12.60 to regulate Wireless Telecommunications Facilities, including Small Wireless Facilities ("SWFs"), in the public right of way. At this time the City needs to establish fees to recover the costs to be incurred by the City to review wireless applications. As staff has completed the required time and materials study to allow the City to recover the actual costs for processing wireless applications, these fees are being presented to the City Council for consideration.

### *Time and Materials Study*

California law has long prohibited public agencies from charging fees upon applications for wireless facilities if such fees would exceed the costs of the services provided by the agency in processing the application. (Cal. Gov. Code 50030.) This notion was recently reinforced by Order No. 18-133 of the Federal Communications Commission ("FCC"), in which it was held that local agencies could only recover their actual and reasonable costs of processing SWF applications. A time and materials study was thus developed by Public Works staff, which resulted in the fees proposed now. The intent of the proposed fees is to recoup the actual and reasonable costs of the City for reviewing and processing various wireless applications. The time and materials study, attached to Resolution 1905-026 as Exhibit "A" includes fees for the following types of Wireless Telecommunications Facility Permit ("WTFP") applications:

- Tier 1 Application Review Permits (Administrative)
- Tier 1 Application Review Permits (Major)
- Tier 1 Eligible Facilities Request
- Tier 1 Permit Inspections Fee Breakdown
- Tier 2 Meetings

The spreadsheet in Exhibit "A" shows the cost calculations, hourly rates and time estimates, for each type of fee.

### STAFF REVIEW

A typical WTFP application process includes the following steps:

- Collect fees and review application for completeness and supported documents (Consultant)
- Meetings as necessary upon applicant request
- Staff review and final approval of the submittals from the Consultant
- Prepare and issue the WTFP Permit upon the completion of the review of the application, as well as any other permits needed to put the applicant into a "ready-to-build" position (e.g., building permits, encroachment permits, traffic control plans as applicable, etc.).
- Perform necessary inspection subsequent to the approval of the application and issuance of the permit

Based on the completed study, an hourly rate for a range of tasks required to complete and process various wireless facility applications was calculated based on actual time and materials of staffing required. The proposed permit fees are shown in Exhibit "A" to attached Resolution 1905-026. These fees are staff's reasonable estimate of the cost to the City to provide these services. These new fees are proposed to be included in the updated Public Works Department fee schedule. No other updates to this fee schedule are proposed at this time.

### Different Types of WTFPs Entail Different Fees and Resources

The proposed fee schedule provides for at least three different categories of fees, which categories track the three types of wireless facilities governed by Ordinance No. 1159-19:

- 1) WTFP applications for SWFs are expected to be the most common form of application. Because SWF applications are handled through an entirely administrative process (primarily Public Works), SWF permit processing fees are lower than those for discretionary permits. SWFs are defined by the FCC in 47 C.F.R. 1.6002(l) as follows:
  - a. The facility:
    - (i) Is mounted on an existing or proposed structure 50 feet or less in height, including antennas; or
    - (ii) Is mounted on an existing or proposed structure no more than 10 percent taller than other adjacent structures, or
    - (iii) Does not extend an existing structure on which it is located to a height of more than 50 feet or by more than 10 percent, whichever is greater;
  - b. Each antenna associated with the deployment, excluding associated antenna equipment, is no more than three cubic feet in volume;

- c. All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume;
  - d. The facility does not require antenna structure registration;
  - e. The facility is not located on Tribal lands; and
  - f. The facility does not result in human exposure to radiofrequency radiation in excess of the applicable safety standards.
- 2) WTFP applications for Eligible Facility Requests (or “EFRs”) are expected to be the second-most common form of wireless application. EFRs are ministerial, or by-right, applications for non-substantial modifications to pre-existing antenna structures. The definition of “non-substantial” is very complex, but specified in Ordinance No. 1159-19 for staff’s reference. Because EFRs entail a very short, ministerial staff review, such applications are subject to the lowest permit fees.
- 3) Major wireless facilities entail any wireless infrastructure that does not qualify as either a SWF or an EFR. Applications for Major wireless facilities in the right of way are expected to be rare. However, when they do occur, they would entail a full discretionary hearing before the Planning Commission and greater oversight by the Planning Department. For this reason, Major WTFPs entail the highest permit processing fees.

### LEGAL REVIEW

The City Attorney has reviewed the Resolution adopting the proposed fees and has approved the Resolution as to form.

### ENVIRONMENTAL REVIEW

The adoption of fees is not a “project” under the California Environmental Quality Act (“CEQA”) as defined in Section 15378(b)(4) of the CEQA Guidelines.

### PUBLIC NOTICING

Notices of a public hearing were posted in three (3) public places and published in the *Daily Breeze* on May 22, 2019, pursuant to the City’s public noticing requirements. As of the drafting of this staff report, no comments were received from the public concerning this project.

### FUNDING

There will be no fiscal impact to the City with the adoption of the updated fee schedule. Establishment of the updated fee will reimburse the staffing costs for review of applications and reduce financial burdens on the City’s General Fund.

## RECOMMENDATION

It is recommended that the City Council take the following actions:

- 1) Hear the staff presentation on this matter and conduct the public hearing; and
- 2) Consider adopting the proposed fee schedule for the Public Works Department, as contained in the Resolution, Attachment A, of this staff report.

Attachment: Resolution 1906-026

**Daily Breeze**

400 Continental Blvd, Suite 600  
El Segundo, CA 90245  
310-543-6635  
Fax: 310-316-6827

5007751

CITY OF LAWNSDALE/PUBLIC WORKS  
ELIZABETH ELLETON  
14717 BURIN AVE  
LAWNSDALE, CA 90260

**FILE NO. DB 5-66**

**PROOF OF PUBLICATION  
(2015.5 C.C.P.)**

**STATE OF CALIFORNIA  
County of Los Angeles**

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of THE DAILY BREEZE, a newspaper of general circulation, printed and published in the City of Torrance\*, County of Los Angeles, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of County of Los Angeles, State of California, under the date of June 10, 1974, Case Number SWC7146. The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to wit:

**05/22/2019**

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated at Torrance, California  
On this 23rd day of May, 2019.

*Pauline Fernandez*

Signature

\*The Daily Breeze circulation includes the following cities: Carson, Compton, Culver City, El Segundo, Gardena, Harbor City, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Long Beach, Manhattan Beach, Palos Verdes Peninsula, Palos Verdes, Rancho Palos Verdes, Rancho Palos Verdes Estates, Redondo Beach, San Pedro, Santa Monica, Torrance and Wilmington.

(Space below for use of County Clerk Only)

Legal No. **0011273092**

**DB 5-66**

**NOTICE OF PUBLIC HEARING  
CITY OF LAWNSDALE**

NOTICE IS HEREBY GIVEN that the City Council of the City of Lawndale will hold a public hearing in the City Council Chambers of City Hall, 14717 Burin Avenue, Lawndale, California, on Monday June 3, 2019 @ 6:30 p.m. to receive and consider all evidence and comments relative to a resolution amending the City of Lawndale's Fee Schedule and charges for City Services to add fees related to Administrative Small Cell Wireless Facilities Permits "Administrative SCWF".

All interested parties are invited to attend said hearing and express their views on this matter. Should you be unable to attend the public hearing, your comments must be made in writing and delivered to the City Clerk prior to the scheduled hearing date.

Pursuant to Government Code § 66016, related documents are on file for public inspection and copying for the cost of duplication starting May 22, 2019 in the Office of the City Clerk 14717 Burin Avenue, Lawndale, California, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Thursday, exclusive of holidays or by calling (310) 973-3260. If you challenge this action(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or written correspondence delivered to the City Council at, or prior to, the public hearing.

The City of Lawndale's contact person is Kahono Oei, Interim Public Works Director, Public Works Department, (310) 973-3260.

Pub May 22, 2019



**RESOLUTION NO. CC-1906-026**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF LAWNSDALE, CALIFORNIA, ADOPTING  
PERMIT FEES AS APPLICABLE TO WIRELESS  
TELECOMMUNICATION FACILITIES PERMIT APPLICATIONS TO  
THE CITY PURSUANT TO CHAPTER 12.60 OF THE LAWNSDALE  
MUNICIPAL CODE, "WIRELESS  
TELECOMMUNICATIONS FACILITIES IN THE PUBLIC RIGHT OF WAY"**

WHEREAS, the California Government Code requires that fees for services charged by municipalities not exceed the cost of providing the service for which the fee is levied and that no fee or service charge or increase in an existing fee or charge may be levied without the public having an opportunity to make oral or written public comment at a regularly scheduled City Council meeting; and

WHEREAS, with respect to the costs of processing applications for wireless telecommunications facilities, California law has established the following additional limits upon those permit fees and charges for services that may be recovered by municipalities, as follows:

*"Cal. Gov. Code § 50030. Any permit fee imposed by a city, including a chartered city, a county, or a city and county, for the placement, installation, repair, or upgrading of telecommunications facilities such as lines, poles, or antennas by a telephone corporation that has obtained all required authorizations to provide telecommunications services from the Public Utilities Commission and the Federal Communications Commission, shall not exceed the reasonable costs of providing the service for which the fee is charged and shall not be levied for general revenue purposes." ; and*

WHEREAS, on September 27, 2018, the Federal Communications Commission ("FCC") issued a new order and regulations (the "FCC Order"), which, in part, sets fee limits upon municipal service charges and permit fees for the processing of applications to deploy wireless telecommunications facilities. The FCC Order concluded that City fees, and fees for the use of government property in the public-right-of-way ("PROW") violate Sections 253 or 332(c)(7) of the Federal Telecommunications Act unless these conditions are met: (1) the fees are a reasonable approximation of the local government's costs, (2) only objectively reasonable costs are factored into those fees, and (3) the fees are no higher than the fees charged to similarly-situated competitors in similar situations; and

WHEREAS, on April 15, 2019, the City Council adopted Chapter 12.60 into the Lawnsdale Municipal Code to establish regulations for "Wireless Telecommunications Facilities in the Public Right-Of-Way." In order to ensure that permit fees for these wireless telecommunications facilities will be reasonable and cost-based in accordance with both the FCC Order and Government Code § 50030, City staff has conducted an analysis of the City's anticipated costs of providing the services and regulatory activities for such fees; and

WHEREAS, City staff has prepared the cost evaluation, justification and fee schedule attached hereto as Exhibit A, and incorporated herein by reference, for the permit fees and charges directly related to the processing of wireless telecommunications facilities permits under Lawndale Municipal Code Chapter 12.60. The proposed fee schedule provides for at least three different categories of fees, which categories track the three different types of wireless facilities governed by Chapter 12.60 of the Lawndale Municipal Code:

- 1) Wireless permit applications for Small Wireless Facilities (“SWFs”) are handled through an entirely administrative process; hence, SWF permit processing fees are lower than those for discretionary permits. SWFs are defined by the FCC in 47 C.F.R. 1.6002(l) as follows:
  - a. The facility:
    - (i) Is mounted on an existing or proposed structure 50 feet or less in height, including antennas; or
    - (ii) Is mounted on an existing or proposed structure no more than 10 percent taller than other adjacent structures, or
    - (iii) Does not extend an existing structure on which it is located to a height of more than 50 feet or by more than 10 percent, whichever is greater;
  - b. Each antenna associated with the deployment, excluding associated antenna equipment, is no more than three cubic feet in volume;
  - c. All other wireless equipment associated with the structure, including the wireless equipment associated with the antenna and any pre-existing associated equipment on the structure, is no more than 28 cubic feet in volume;
  - d. The facility does not require antenna structure registration;
  - e. The facility is not located on Tribal lands; and
  - f. The facility does not result in human exposure to radiofrequency radiation in excess of the applicable safety standards.
- 2) Wireless applications for Eligible Facility Requests (“EFRs”) are ministerial applications for non-substantial modifications to pre-existing antenna structures. The definition of “non-substantial” is specified in Chapter 12.60 of the Lawndale Municipal Code. Because EFRs entail a very short, ministerial staff review, such applications are subject to the lowest permit fees.
- 3) Major wireless facilities entail any wireless infrastructure that does not qualify as either a SWF or an EFR. Applications for Major wireless facilities in the right of way would entail a full discretionary hearing before the Planning Commission and greater oversight by the Planning Department. For this reason, Major WTFPs entail the highest permit processing fees.

WHEREAS, the City Council conducted a duly noticed public hearing on June 3, 2019 concerning the proposed fees contemplated by this Resolution; and

WHEREAS, based upon oral and written presentations by City staff and members of the public, including but not limited to staff reports, exhibits, attachments, the fee analysis, the City Council now desires to adopt certain permit fees for the processing of wireless telecommunications facilities.

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

SECTION 1. The recitals set forth above are true and correct and incorporated herein.

SECTION 2. That the City Council hereby establishes and adopts the new application processing, administration and implementation fees as provided in Exhibit A of this Resolution. The permit fee amounts established in Exhibit A shall be for services provided by the City's staff and its consultant for the processing of applications received.

SECTION 3. The project is exempt from the provision of the California Environmental Act (CEQA) under section 15061(b)(3) for General Rule as it establishes a funding mechanism which will not have any significant effect on the environment.

PASSED, APPROVED AND ADOPTED this 3<sup>rd</sup> day of June, 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 of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-1906-026 at a regular meeting of said Council held on the 3<sup>rd</sup> day of June, 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

APPROVED AS TO FORM:

\_\_\_\_\_  
Tiffany J. Israel, City Attorney

**EXHIBIT "A"**

**Small Cell Wireless Facility (SCWF) Permit Application Review Fee Summary**

Tier 1 Fees - Required/Non-Refundable		Permit Type	
		Administrative SCWF	Major
Items	Description		
1	Third Party Review Flat Fee (Telecom Law Firm) - includes 1 resubmittal review	\$ 2,450.00	\$ 2,450.00
2	Pre-Submittal Meeting (include consultant)		\$ 1,760.00
3	City Engineering/PW Review (see note 7)	\$ 367.15	\$ 367.15
4	City Planning Site Plan Review (see note 7)	\$ 120.20	\$ 5,452.36
5	City Finance (see note 7)	\$ 37.04	\$ 37.04
6	City Inspections (see note 7)	\$ 344.42	\$ 344.42
Total permit cost Tier 1 Fees		\$ 3,318.81	\$ 10,410.97
Meeting Cost (Tier 2 Fee) - Deposit (Refund if not used, upon Applicant request)		\$ 1,760.00	\$ 1,760.00
Underrounded Total		\$ 5,078.81	\$ 12,170.97
roundup total (nearest \$100)		\$ 5,080.00	\$ 12,200.00
Total Tier 1 Fee = roundup total - deposit		\$ 3,320.00	\$ 10,440.00

**Small Cell Wireless Facility (SCWF) Permit Eligibility Facilities Request**

Items	Description	Cost
1	City Review (see note 7)	\$ 329.31
Underrounded Total		\$ 329.31
Total Tier 1 Fee - roundup total = deposit		\$ 330.00

Notes

- 1) SCWF = Small Cell Wireless Facility defined per city Ordinance and FCC in 47 CFR 1.6002(1)
- 2) City Costs based on Approved Staff Rates
- 3) Tier 1 fees will be charged to Applicant without refund  
Deposit for Tier 2 fees will be collected at time of first submittal and will be refunded at the Applicant's request if not used. Deposit assumes 1 hour meeting including City personnel and third party fees (2 hours for travel).
- 4) Tier 2 fees include costs for all meetings (not including Tier 1 meetings) and additional staff/consultant time for application reviews following the 2nd submittal (i.e. 1st resubmittal)
- 5) Fees for Tier 2 additional reviews that are not covered by deposit will be charges prior to issuance of permit
- 6) See City staff cost breakdown tables for more information

**EXHIBIT "A"**

Small Cell Wireless Facility (SCWF) Permit City Staff Cost Breakdown (per note 7 of Summary)

Tier 1 Application Review Permit Type - Administrative (SWF)				
Items	Description	Unit (hrs)	Unit Rate	Total
1	Assistant Civil Engineer	4	\$ 50.85	\$ 203.40
2	Public Works Director	1	\$ 86.83	\$ 86.83
3	Engineering Permit Technician	2	\$ 38.46	\$ 76.92
4	Senior Planner	2	\$ 60.10	\$ 120.20
5	Senior Accountant	1	\$ 37.04	\$ 37.04
Total Permit Cost		10		\$ 524.39

Tier 1 Application Review Permit Type - Major				
Items	Description	Unit (hrs)	Unit Rate	Total
1	Assistant Civil Engineer	4	\$ 50.85	\$ 203.40
2	Public Works Director	1	\$ 86.83	\$ 86.83
3	Engineering Technician	2	\$ 38.46	\$ 76.92
4	Senior Accountant	1	\$ 37.04	\$ 37.04
5	Cond. Use Permit (CUP)	1	\$ 5,452.36	\$ 5,452.36
6	CUP Addtl fees (news ad envr, notices)	1	\$ 324.00	\$ 324.00
Total Permit Cost		10		\$ 6,180.55

Tier 1 Eligible Facilities Request				
Items	Description	Unit (hrs)	Unit Rate	Total
1	Assistant Civil Engineer	1	\$ 50.85	\$ 50.85
2	Engineering Assistant	1	\$ 38.46	\$ 38.46
3	City Attorney	meeting	\$ 240.00	\$ 240.00
Total Permit Cost		2		\$ 329.31

Tier 1 Permit Inspections Fee Breakdown				
Items	Description	Unit (hrs)	Unit Rate	Total
1	Construction Inspector	2	\$ 44.41	\$ 88.82
2	Engineering Assistant	1	\$ 38.46	\$ 38.46
3	Building Inspector	2	\$ 108.57	\$ 217.14
Total Permit Cost		5		\$ 344.42

Tier 2 Per Meeting Fee Breakdown (assume 1 hour meeting)				
Items	Description	Unit (hrs)	Unit Rate	Total
1	Assistant Civil Engineer	1	\$ 50.85	\$ 50.85
2	Senior Planner	1	\$ 60.10	\$ 60.10
3	Public Works Director	1	\$ 86.83	\$ 86.83
4	Consultant - Paralegal (includes travel)	3	\$ 200.00	\$ 600.00
5	Consultant - Partner (includes travel)	3	\$ 320.00	\$ 960.00
Total Permit Cost		9		\$ 1,757.78

Legend

- 1) Engineering Costs
- 2) Planning Costs
- 3) Finance Cost



# CITY OF LAWDALE

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

DATE: June 3, 2019  
TO: Honorable Mayor and City Council  
FROM: Stephen N. Mandoki, City Manager *SM*  
PREPARED BY: Kahono Oei, Interim Director of Public Works/City Engineer *KO*  
Marla Pendleton, Finance Director *MP*  
SUBJECT: Approve the Contract Service Agreement with Telecom Law Firm P.C.

## BACKGROUND

On September 27, 2018, the US Federal Communications Commission released a Declaratory Ruling and Third Report and FCC Order (FCC 18-133) that alters the manner and timeframe state and local authorities may take to review small cell wireless facilities (SCWF) and eligible facilities requests (EFR) in public rights-of-way (PROW). Further, FCC 18-133 defines SCWF and establishes limitations related to service fees that may be charged. Fees are limited to the actual and reasonable cost of providing service. These provisions also apply in a limited manner to facilities placed on private property. The FCC Order also limits the time that cities have to review and process SCWF applications.

The City Council recently adopted Ordinance No. 1159-19 to add section 12.60 to the Lawndale Municipal Code (LMC) to establish regulations for Small Cell Wireless Facilities (SCWF) in the public right-of-way (PROW).

## STAFF REVIEW

Staff has prepared Modified Review Procedures for Administrative (SCWF and EFR) and Non-Administrative (Major) SCWF Permit applications for facilities located within the public right of way (PROW), to comply with the limited review windows and requirements specified by FCC 18-133. These procedures include the use of a consultant to review application packages for completeness and adherence to applicable local, state, and federal regulations. Telecom Law Firm is a professional firm specializing, in part, in the processing of the Small Cell Wireless Facilities and assists a number of Southern California Cities with the highly technical review of SCWF.

Telecom Law Firm (Consultant) will review all administrative and major small cell wireless facilities (SCWF) permit applications for completeness and adherence to applicable local, state and federal regulations. The consultant will charge a flat fee which includes review of the initial substantive application package and one (1) resubmittal package. The fee also includes a written memorandum for the initial reviewed submittal and the first resubmittal (if necessary). Time will not be tracked by the Consultant when performing work included in the flat fee, however, work not included in the Consultant's flat fee will be billed at agreed hourly rates plus expenses. Tasks not included in the

Consultant's flat fee include travel time, meetings, reviews and memoranda for submittal packages beyond the first resubmittal package.

### FISCAL IMPACT

A non-refundable flat fee of \$2,450 will be charged by the Consultant to the City for each permit application. This cost will be paid by the permit applicants per the City's fee schedule. Staff is estimating that there will be 10 permit applications in the next fiscal year, therefore, the annual revenues and program costs to administer and process the SCWF applications is approximately \$24,500. In order to implement this program, staff is recommending that the Finance Director make the necessary budget adjustments in the General Fund to appropriate an additional \$24,500 to the Professional Services account number 100-340-530.200 to cover the consultant costs.

### LEGAL REVIEW

The City Attorney's Office has reviewed and approved the agreement for professional services as to form.

### RECOMMENDATION

Staff recommends that the City Council:

1. Approve the Agreement with Telecom Law Firm PC for a fee not-to-exceed \$24,500.

Attachments: Consultant Services Agreement Telecom Law Firm PC



**CITY OF LAWNSDALE**  
**CONTRACT SERVICES AGREEMENT FOR**  
**TELECOMMUNICATIONS FACILITY CONSULTING SERVICES**

This Contract Services Agreement ("Agreement") is made and entered into this 3rd day of June, 2019, by and between the City of Lawnsdale, a municipal corporation ("City"), and Telecom Law Firm, P.C., a California professional corporation ("Consultant").

NOW, THEREFORE, the parties agree as follows:

**1.0 SERVICES OF CONSULTANT**

1.1 Scope of Services. Consultant will perform the work or services set forth in the "Scope of Services" attached as *Exhibit "A"* and incorporated herein by reference in compliance with all of the terms and conditions of this Agreement. Consultant warrants that all work or services will be performed in a competent, professional, and satisfactory manner. Additional terms and conditions of this Agreement, if any, are set forth in the "Special Requirements" attached as *Exhibit "B"* and incorporated herein by this reference. In the event of a conflict between the provisions of *Exhibit "B"* and any other provisions of this Agreement *Exhibit "B"* will govern.

1.2 Compliance With Law. All work and services rendered under this Agreement will be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the City and any federal, state or local governmental agency of competent jurisdiction.

1.3 Licenses, Permits, Fees and Assessments. Consultant will obtain, at its sole cost and expense, all licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement.

**2.0 COMPENSATION**

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant will be compensated in accordance with the "Schedule of Compensation" attached as *Exhibit "C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of twenty-five thousand dollars (\$25,000.00) ("Contract Sum").

2.2 Method of Payment. Provided that Consultant is not in default under the terms of this Agreement beyond any reasonable cure period, Consultant will be paid by City within thirty (30) days after City's receipt of Consultant's invoice.

**3.0 COORDINATION OF WORK**

3.1 Representative of Consultant. Dr. Jonathan L. Kramer and Mr. Robert C. May III are designated as the Consultant's representatives authorized to act on its behalf with respect to this Agreement and to make all decisions necessary in connection with this

Agreement. Consultant may designate a substitute representative by providing written notice to City's Contract Officer.

3.2 Contract Officer. The City's City Manager is designated as the City's representative authorized to act on its behalf with respect to this Agreement and to make all decisions in connection this Agreement ("Contract Officer"). The City may designate a substitute Contract Officer by providing written notice to Consultant.

3.3 Prohibition Against Subcontracting or Assignment. Consultant may not contract with any entity to perform in whole or in part the work or services required under this Agreement without the written approval of the City. Neither this Agreement nor any interest in the Agreement may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any prohibited assignment or transfer is void.

3.4 Independent Contractor. Neither the City nor any of its employees will have any control over the manner, mode or means by which Consultant, its agents, or employees perform the services required in this Agreement, except to require compliance with the Scope of Services. Consultant will perform all services required by this Agreement as an independent contractor of City and will remain under only such obligations as are consistent with that role. Consultant may not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City.

#### **4.0 INSURANCE AND INDEMNIFICATION**

4.1 Insurance. Consultant must procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured must not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits must be no less than \$1,000,000.00 per occurrence for all covered losses and no less than \$2,000,000.00 general aggregate.

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000.00 per accident for all covered losses. However, this requirement will not apply if Consultant has no employees and Instructor provides the letter signed under penalty of perjury as described in Section 1.2.

(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than \$1,000,000.00 per accident, combined single limit. Said policy must include coverage for owned, non-owned, leased and hired cars.

(d) Professional Liability or Error and Omissions Insurance. Such insurance shall be in an amount not less than \$1,000,000.00 per claim and \$2,000,000.00 annual

aggregate with respect to loss arising from the actions of Consultant performing professional services under this Agreement on behalf of the City.

All of the above policies of insurance, except professional liability or errors and omissions insurance, must be primary insurance. The general liability policy must name the City's officers, employees and agents ("City Parties") as additional insureds and must waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of the required policies of insurance must provide that they may be not cancelled without providing 10 days prior written notice by U.S. mail to the City. In the event any of the policies are cancelled or amended, Consultant must, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 4.1 to the Contract Officer. No work or services under this Agreement may commence until Consultant has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City. Consultant agrees that the provisions of this Section 4.1 must not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible. If the Consultant's insurance policies have higher limits and coverage than those required by this contract, the City will have access to those higher limits and coverage maintained by the Consultant.

The insurance required by this Agreement will be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances.

In the event that the Consultant is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Consultant and such subcontractor must require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 4.1.

#### 4.2 Indemnification.

(a) Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782,8 applicable to services provided by a "design professional", Consultant agrees to indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subcontractors (or any entity or individual for which Consultant bears legal liability) in the performance of professional services under this Agreement.

(b) Indemnity for Other Than Design Professional Liability. Other than in the performance of design professional services and to the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs, court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

## **5.0 TERM**

5.1 Term. Unless earlier terminated in accordance with Section 5.2 below, this Agreement will begin on May 21, 2019 and continue in full force and effect until June 30, 2020. The Parties, by mutual written agreement, may extend this Agreement for up to three (3) additional one (1) year terms from the initial termination date written in this Section 5.1.

5.2 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party. Upon receipt of the notice of termination, the Consultant must immediately cease all work or services under this Agreement except as may be approved by the Contract Officer in writing. In the event of termination, Consultant will be compensated for all services rendered prior to the effectiveness of the notice of termination to the City's satisfaction and for any additional services authorized by the Contract Officer and City will be entitled to reimbursement for any compensation paid in excess of the services rendered to the City's satisfaction.

## **6.0 MISCELLANEOUS**

6.1 Covenant Against Discrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through it, that there will be no discrimination against or segregation of, any person or group of persons on account of race, color, religion, sex, or national origin in the performance of this Agreement. Consultant will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin.

6.2 Non-liability of Officers and Employees. No officer, employee, or agent of either Party will be personally liable to the other Party, or any successor in interest, in the event of any default or breach by either Party, or for any amount which may become due from City to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

6.3 Conflict of Interest. No officer, employee, or agent of the City may have any financial interest in this Agreement nor may any such officer, employee, or agent participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership, or association in which he is, directly or indirectly, interested, in violation of any state or local statute or regulation. The Consultant warrants that it (and its officer, employees and agents) has not paid or given and will not pay or give any third

party any money or other consideration for obtaining this Agreement. When requested by the Contract Officer, prior to the City's execution of this Agreement, Consultant will provide the City with an executed statement of economic interest.

6.4 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person must be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer, at City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Consultant, to the Consultant's representative at the address designated on the execution page of this Agreement.

6.5 Interpretation. The terms of this Agreement will be construed in accordance with the meaning of the language used and will not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

6.6 Integration; Amendment. It is agreed that there are no oral agreements between the parties affecting this Agreement and that this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none will be used to interpret this Agreement. This Agreement may be amended at any time by a writing signed by both parties.

6.7 Severability. In the event that part of this Agreement is declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability will not affect any of the remaining portions of this Agreement which are hereby declared as severable and will be interpreted to carry out the intent of the parties unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

6.8 Waiver. No delay or omission in the exercise of any right or remedy by a nondefaulting party on any default will impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval will not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and will not be a waiver of any other default concerning the same or any other provision of this Agreement.

6.9 Attorneys' Fees. If either party to this Agreement is required to initiate, defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, will be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment.

6.10 Corporate Authority. The persons executing this Agreement on behalf of the parties warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by executing this Agreement,

such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

IN WITNESS WHEREOF, the parties have executed and entered into this Agreement as of the date first written above.

CITY:  
City of Lawndale,  
a municipal corporation

By: \_\_\_\_\_  
Robert Pullen-Miles, Mayor

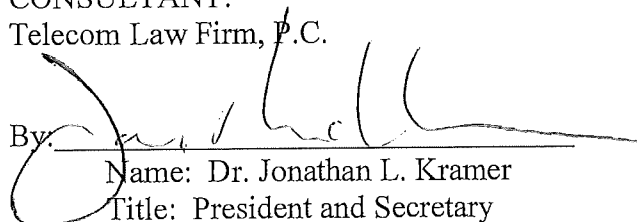
ATTEST:

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

APPROVED AS TO FORM:  
ALESHIRE & WYNDER, LLP

\_\_\_\_\_  
Tiffany J. Israel, City Attorney

CONSULTANT:  
Telecom Law Firm, P.C.

By:   
Name: Dr. Jonathan L. Kramer  
Title: President and Secretary

Address: Telecom Law Firm, P.C.  
Attention: CLIENT NOTICES  
2001 S. Barrington Ave., Ste 306  
Los Angeles, CA 90025

[END OF SIGNATURES]

## EXHIBIT "A"

### SCOPE OF SERVICES

Under the direction of the City, Consultant shall provide technical advice to City concerning applications for telecommunications facilities as follows:

#### A. Wireless Siting Application Reviews:

1. **Application Reviews:** At the City's request and within Consultant's expertise as a wireless site application reviewer, Consultant will review wireless siting applications and provide the City with a written analysis as described below.

#### 2. Memorandum/Memoranda Content:

a. **Incomplete Memorandum.** Upon receipt of an application by the Consultant directly from the City, Consultant will evaluate and identify whether any items that are required in the wireless application are not completed by the Applicant. If there are incomplete items, Consultant will send an "Incomplete Memorandum" by email or an attachment to an email within:

- i. nine (9) calendar days for an initial review of a wireless application that is submitted by the applicant as a small wireless facility; or
- ii. twenty-one (21) calendar days for an initial review of a wireless application that are submitted by the applicant in a category that is not a small wireless facilities; or
- iii. nine (9) calendar days for a resubmittal review of a wireless application that was deemed incomplete.

#### b. Project Memorandum:

Once a project application is determined by the City or deemed by law to be complete, Consultant will:

- i. identify the regulatory classification under which the project should be processed (e.g., 6409(a); Small Wireless Facility; major modification; new site; etc.);
- ii. discuss design matters, if any, that may reduce the impact of the proposed site configuration;
- iii. evaluate time, place, and manner considerations for wireless sites located in the Public Right of Way sites;
- iv. assess the planned compliance with federal radio frequency exposure guidelines established by the Federal Communications Commission; and
- v. determine any other wireless site-related issues that Consultant, in its experience and opinion, believes to be relevant or helpful to the City's review of the wireless application.

3. **Memorandum Revision:** At City's option, without additional fee, Consultant shall prepare one revision or follow-up to the Incomplete or Project Memorandum. All additional revisions or follow-ups are charged on an hourly basis.

4. **Consultation Time:** \

i. Consultant will provide consultation by telephone and/or through e-mail with the City per project at no additional cost for the flat fee portion of any project.

ii. For any project where hourly charges apply (i.e., after the flat fee portion of a project), hourly fees for consultations via telephone and/or email will apply.

It is understood by the parties that every wireless project is unique as to location and design, and some projects may not proceed all the way to an approval or denial, or the project at a given location may be moved by an applicant to a different location necessitating an entirely new project review under a separate fee.

**B. Attendance at Meetings:** As requested by City, Consultant will attend in person meetings, subject to Consultant's availability. Meeting attendance includes travel time Consultant's office to and from the City.

**C. General Consultation:** At the City's request, Consultant will engage with the City in regards to any non-privileged communications within the competence of Consultant as determined by Consultant in any form on a time available basis of Consultant, and invoiced on an hourly basis (including travel time to and from the City if necessary).

[END OF EXHIBIT A]



## EXHIBIT "B"

### SPECIAL REQUIREMENTS

Section 1.2 is deleted in its entirety from this Agreement and replaced with the following (text proposed to be added appears in bold):

"1.2 Compliance With Law. All work and services rendered under this Agreement will be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of the City and any federal, state or local governmental agency of competent jurisdiction. **It is the intent of the parties that the services performed by Consultant under this agreement are not legally-privileged.**"

Section 2.2 is deleted in its entirety from this Agreement and replaced with the following (text proposed to be added appears in bold, text proposed to be deleted appears in strike through):

"2.2 Method of Payment. ~~Provided that Consultant is not in default under the terms of this Agreement beyond any reasonable cure period, Consultant will be paid by City within thirty (30) days after City's receipt of Consultant's invoice.~~ **City shall pay Consultant all undisputed sums within thirty (30) days after City's receipt of Consultant's invoice. City shall provide Consultant with a listing of all disputed sums with individual and clear explanations for each disputed sum giving Consultant a reasonable time to either dispute or cure the underlying basis for each sum disputed by the City.**"

Section 3.3 is deleted in its entirety from this Agreement and replaced with the following (text proposed to be added appears in bold, text proposed to be deleted appears in strike through):

"3.3 Prohibition Against Subcontracting or Assignment.

(a) Consultant may not contract with any entity to perform in whole or in part the work or services required under this Agreement without the written approval of the City. Neither this Agreement nor any interest in the Agreement may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City except as provided in Section 3.3(b). Any prohibited assignment or transfer is void.

(b) **During the term of this Agreement, Consultant anticipates that it will assign and transfer this Agreement to Permit Team LLC, a California limited liability company**

**("PTLLC"). So long as (i) Dr. Kramer and Mr. May maintain majority ownership and control over of PTLLC and remain responsible for the performance of this Agreement; (ii) prior to any such assignment, Consultant tenders to the City proof that PTLLC secures and maintains all insurance policies under this Agreement; and (iii) PTLLC accepts in writing all of Consultant's obligations under this Agreement. Upon written notice of such assignment by Consultant, City's City Manager shall approve of the assignment of this Agreement to PTLLC, which is a novation of this Agreement as to the Consultant."**

Section 4.1(d) is deleted in its entirety from this Agreement and replaced with the following (text proposed to be added appears in bold, text proposed to be deleted appears in strike through):

**"(d) Professional Liability or Error and Omissions Insurance.** A policy of professional liability insurance in an amount not less than \$1,000,000.00 per claim and \$2,000,000.00 annual aggregate with respect to loss arising from the actions of Consultant performing professional services under this Agreement on behalf of the City.

All of the above policies of insurance, except professional liability **or errors and omissions insurance**, must be primary insurance. The general liability policy must name the City's officers, employees and agents ("City Parties") as additional insureds and must waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of the required policies of insurance must provide that they may be not cancelled without providing 10 days prior written notice by U.S. mail to the City. In the event any of the policies are cancelled or amended, Consultant must, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 4.1 to the Contract Officer. No work or services under this Agreement may commence until Consultant has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City. Consultant agrees that the provisions of this Section 4.1 must not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant's activities or the activities of any person or persons for which Consultant is otherwise responsible. If the Consultant's

insurance policies have higher limits and coverage than those required by this contract, the City will have access to those higher limits and coverage maintained by the Consultant.

The insurance required by this Agreement will be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the City due to unique circumstances, **such waiver not to be unreasonably denied, conditioned, or delayed.**

In the event that the Consultant is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Consultant and such subcontractor must require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 4.1."

Section 4.2(a) is deleted in its entirety from this Agreement and replaced with the following (text proposed to be added appears in bold, text proposed to be deleted appears in strike through):

~~"(a) Indemnity for Design Professional Liability. When the law establishes a professional standard of care for Consultant's services, to the fullest extent permitted by law, and except for the statutory limits set forth under California Civil Code Section 2782,8 applicable to services provided by a "design professional", Consultant agrees to indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subcontractors (or any entity or individual for which Consultant bears legal liability) in the performance of professional services under this Agreement. [This subsection intentionally omitted in this Agreement.]"~~

Section 4.2(b) is deleted in its entirety from this Agreement and replaced with the following (text proposed to be added appears in bold, text proposed to be deleted appears in strike through):

~~"(b) Indemnity for Other Than Design Professional Liability. Other than in the performance of design professional services and to the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless City and City's Parties from and against any liability (including liability for claims, suits, actions, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorneys' fees and costs,~~

court costs, defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the **negligent** performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.”

## EXHIBIT "C"

### SCHEDULE OF COMPENSATION

The Consultant consults with and is responsible to the City. The City is responsible payment of for Consultant invoices. Payment of Consultant's invoices is not contingent upon the City receiving any deposit or reimbursement from any party.

1. **Flat Fees:** Consultant shall perform all flat-rate services described in Exhibit A, Section A, Subsection 1 through 3 and 4(i), for a fixed fee of \$2,450.00 per project. Project hours are not reported by Consultant for flat fee portion of flat fee projects.

Due to FCC shot clock time limitations, all projects must be submitted to Consultant by the City in searchable PDF documents within one calendar day of receipt by the City from the Applicant.

Flat fee projects are billed as a single unit on the first project invoice, which is issued upon submission of Consultant's first substantive project memorandum (that can include a memo regarding an incomplete application, a project review memo, or another substantive project-related memo).

The flat fee (and any subsequent hourly fees) are fully earned by and payable to Consultant once the Consultant has provided its first substantive memorandum to the City, even when the project is subsequently cancelled, abandoned, transferred to different location. In the event that a project is tendered to the Consultant by the City but terminated for any reason prior to issuance of Consultant's first memorandum, City shall pay Consultant on the hourly basis set out in this Agreement for all time spent by Consultant on the project prior to Consultant's receipt of City's notice of termination.

2. **Hourly Fees:** Consultant shall perform all services described in Exhibit A, Section B and C and all other extra services not described in the Scope of Work but mutually agreed upon by City and Consultant, shall be payable on an hourly fee basis, billed in increments of six minutes (0.1) as follows:

**Personnel Rate**

Per Partner or Senior Project Manager	\$ 320
Per Associate/Of Counsel or Project Manager	\$ 270
Per Paralegal or Senior Project Assistant	\$ 200
Per Assistant or Project Assistant	\$ 120

3. **Annual Fee Adjustments.** The Flat Rate and Hourly Fees set out in this Exhibit "C" shall automatically increase by three percent (3%) on each anniversary of this Agreement.

4. **Expenses:** City will reimburse Consultant for all ordinary costs and expenses reasonably incurred by Consultant in performance of the services provided by Consultant to City pursuant to this Agreement.

5. The City's designated point of contact for billing queries is:

Grace Huizar, Administrative Analyst  
Name and Title

ghuizar@lawndalecity.org  
Email Address

310-973-3273  
Telephone Number

The Consultant's designated point of contact for billing queries is:

Val Halvorsen, Business Manager  
Name and Title

BManager@TelecomLawFirm.com  
Email Address

(310) 312-9900 ext. 135  
Telephone Number

Either party may change its designated point of contact for billing queries at any time upon ten (10) business days' written notice to the other.







# CITY OF LAWNDALE

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

DATE: June 3, 2019

TO: Honorable Mayor and City Council

FROM: Stephen N. Mandoki, City Manager 

PREPARED BY: Kahono Oei, Interim Director of Public Works   
Marla Pendleton, Director of Finance   
Grace Huizar, Administrative Analyst 

SUBJECT: Approve First Contract Amendment - Solid Waste RFP Consulting Services

## BACKGROUND

On May 21, 2018, the City Council approved an agreement with HF&H Consultants, LLC (HF&H) to provide consulting assistance for the preparation of the Solid Waste Collection Services Request for Proposal (RFP) and the new agreement for Solid Waste Handling Services.

## STAFF REVIEW

The current agreement includes funding for the consultant to review and assist the City with up to four proposals. The agreement further states that the receipt of more than four proposals will trigger the need to amend the contract to increase the budget by \$5,500 for the review of each additional proposal over the initial four received. On April 22<sup>nd</sup>, the City received a total of six proposals in response to the Solid Waste RFP.

The First Contract Amendment will increase the maximum contract sum by \$11,000 to include the two additional proposals in the Scope of Services. The maximum contract sum will increase from \$109,900 to \$120,900. All other provisions of the agreement will remain in full force and effect.

## LEGAL REVIEW

The City Attorney has reviewed the First Amendment and approved as to form.

## FUNDING

Funds in the amount of \$11,000 will be appropriated to the Professional Services account number 100-310-530.200. The City's consultant costs will be reimbursed to the City by the successful proposer upon execution of a new solid waste and recycling agreement.

**FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT  
FOR SOLID WASTE RFP CONSULTING ASSISTANCE**

This FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT **SOLID WASTE RFP CONSULTING ASSISTANCE** (the "First Amendment") is made and entered into this 3<sup>rd</sup> day of June, 2019, by and between the CITY OF LAWNSDALE, a municipal corporation (herein "City") and HF&H Consultants, LLC, a limited liability company (herein "Consultant").

**RECITALS**

WHEREAS, City and Consultant entered into that certain Agreement entitled "Contract Services Agreement for Solid Waste RFP Consulting Assistance" (the "Agreement") on or about May 21, 2018; and

WHEREAS, the Agreement includes funding for the Consultant to review and assist the City with up to four proposals and states that the receipt of more than 4 proposals will trigger the need to amend the contract increase the budget by \$5,500 for the review of each additional proposal over the initial four received, and the City has received six proposals in response to its Solid Waste RFP; and

WHEREAS, it is the desire of the City and the Consultant to amend the Agreement, as set forth in this First Amendment to address this cost increase.

**AGREEMENT**

NOW, THEREFORE, it is hereby agreed that the Agreement is amended in the following particulars only:

SECTION 1. Section 1.1 of the Agreement, entitled "Scope of Services", and Exhibit "A" to the Agreement are amended to revise the services described as Task 3F as set forth on the "First Supplemental Scope of Work" attached hereto as "Exhibit A-1, to this First Amendment, which exhibit is incorporated herein by this reference as if set forth in full. All references to Exhibit A in the Agreement after the date of this First Amendment shall hereafter mean and refer to both Exhibit "A" and Exhibit "A-1".

SECTION 2. Section 2.1 of the Agreement, entitled "Contract Sum", is amended to increase the maximum Contract Sum by eleven thousand dollars (\$11,000). The maximum Contract Sum is hereby increased from one hundred and nine thousand nine hundred dollars (\$109,900) to one hundred and twenty thousand nine hundred dollars (\$120,900) as set forth on the "First Supplemental Schedule of Compensation" attached hereto as "Exhibit C-1". All references to Exhibit "C" in the Agreement after the date of this First Amendment shall hereafter mean and refer to both Exhibit "C" and Exhibit "C-1".

SECTION 3. Except as expressly provided for in this First Amendment, all other provisions of the Agreement, shall remain in full force and effect.



IN WITNESS WHEREOF, the parties have executed and entered into this Amendment as of the date first written above.

**CITY:**

By: \_\_\_\_\_  
Robert Pullen-Miles, Mayor

ATTEST:

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

APPROVED AS TO FORM:  
Aleshire & Wynder, LLP

\_\_\_\_\_  
Tiffany J. Israel, City Attorney

**CONSULTANT:**  
HF&H Consultants, LLC,  
a limited liability company

By: \_\_\_\_\_  
Name: Richard J. Simonson  
Title: Vice President

By: \_\_\_\_\_  
Name: John W. Farnkopf  
Title: Secretary

Address: 19200 Von Karman Avenue, Suite 360  
Irvine, CA 92612  
Tel (949) 251-1106

EXHIBIT "A-1"

FIRST SUPPLEMENTAL SCOPE OF SERVICES

As of the effective date of the First Amendment, Subtask 3F is replaced to read as follows:

**“Subtask 3F: Interview Proposers**

Along with City staff, Consultant will interview up to six proposers, scheduling all interviews on one day.”

EXHIBIT "C-1"

FIRST SUPPLEMENTAL SCHEDULE OF COMPENSATION

Consultant will perform the work described in Exhibit "A" based on time and materials. The not to exceed Contract Sum is \$120,900. Consultant will bill in increments of six minutes (0.1 hours) and will not bill for travel time.

The Contract Sum includes preparation of the RFP, gathering operating data, soliciting proposals, conducting a pre-proposal conference, issuing RFP addenda, evaluating up to six proposals, interviewing proposers, preparing and negotiating the final agreement during one negotiation session with one proposer and assisting with the implementation of the new contract. If negotiations are conducted with more than one proposer, Consultant may request a Contract Sum increase by \$7,500 per proposer. Any increase will require an amendment to this Agreement.

The work plan itemizes hours by task and staff classification. Hours may be shifted among tasks if approved by City staff. Consultant will bill the City once per month based on the number of hours worked and expenses incurred.

Hourly rates are as follows:

<u>Position</u>	<u>Rate</u>
President/Senior Vice President	\$279
Vice President	\$250
Senior Project Manager	\$245
Project Manager	\$215 to \$219
Senior Associate	\$175 to \$205
Associate Analyst	\$135 to \$165
Assistant Analyst	\$115 to \$130
Administrative Staff	\$95
Intern Consultant	\$45

Expenses will be billed as follows:

Mileage	Standard IRS allowance per mile
Outside document reproduction/couriers/postage	Actual
Public conveyances and parking	Actual
All other out-of-pocket expenses approved in advance by the City	Actual

Task Description	Sr. Vice President	Sr. Project Manager	Associate Analyst	Total Hours*
<b>1. Determine City's Collection Needs</b>				
A. Initiate project				
1 Analyze existing documents and recommend enhancements	4	13	-	17
2 Develop meeting document and meet with City staff	4	5	-	9
3 Prepare meeting notes	2	2	-	4
4 Prepare for and attend City Council briefing	4	6	-	10
B. Gather and review hauler operating data for request for proposals	4	8	12	24
<b>Subtotal: Task 1 Hours</b>	<b>18</b>	<b>34</b>	<b>12</b>	<b>64</b>
<b>2. Prepare and Issue Request for Proposals</b>				
A. Prepare draft RFP and agreement	8	40	8	56
B. Revise documents once after review by City Attorney and other City staff	4	8	-	12
C. Prepare for and attend Council meeting to approve RFP package	-	6	-	6
D. Prepare for and attend proposers' conference	5	6	-	11
E. Prepare addenda	4	8	-	12
<b>Subtotal: Task 2 Hours</b>	<b>21</b>	<b>68</b>	<b>8</b>	<b>97</b>
<b>3. Review and Evaluate Proposals</b>				
A. Review proposals for completeness	2	8	-	10
B. Evaluate complete proposals (maximum of six)	15	42	-	57
C. Prepare follow-up questions for proposers	4	12	-	16
D. Review responses and clarify unresolved issues	6	10	-	16
E. Discuss preliminary evaluation with City staff	8	8	-	16
F. Prepare for interviews and Interview proposers	8	14	-	22
G. Contact references for recommended proposer	1	2	4	7
H. Prepare evaluation report and presentation	10	26	5	41
I. Prepare for and attend Council meeting for contractor selection	5	5	-	10
<b>Subtotal: Task 3 Hours</b>	<b>59</b>	<b>127</b>	<b>9</b>	<b>195</b>
<b>4. Negotiate Final Agreement and Prepare a New Agreement</b>				
A. Prepare for and participate in one negotiating session	8	12	-	20
B. Prepare revised portions of Agreement	8	12	-	20
C. Prepare for and attend Council meeting for approval of final agreement	5	5	-	10
<b>Subtotal: Task 4 Hours</b>	<b>21</b>	<b>29</b>	<b>-</b>	<b>50</b>
<b>5. Provide Implementation Assistance</b>	<b>24</b>	<b>42</b>	<b>20</b>	<b>86</b>
<b>Total Hours</b>	<b>143</b>	<b>300</b>	<b>49</b>	<b>492</b>
<b>Hourly Rate</b>	<b>\$ 279</b>	<b>\$ 245</b>	<b>\$ 145</b>	
<b>Subtotal</b>	<b>\$ 39,897</b>	<b>\$ 73,500</b>	<b>\$ 7,105</b>	<b>\$ 120,502</b>
<b>Expenses</b>				<b>\$ 398</b>
<b>Total Fees and Expenses</b>				<b>\$ 120,900</b>

\* Hours may be shifted among tasks

\* Hours may be shifted among tasks



# CITY OF LAWNDALE

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

DATE: June 3, 2019  
TO: Honorable Mayor and City Council  
FROM: Stephen N. Mandoki, City Manager  
PREPARED BY: Tiffany J. Israel, City Attorney  
SUBJECT: **Assembly Bill 392 – Use of Force Bill**

---

## **BACKGROUND**

### Current Law

The legal standard set by the United States Supreme Court is that a claim that law enforcement officials have used excessive force are properly analyzed under the Fourth Amendment's "objective reasonableness" standard and that the "reasonableness" of a particular use of force must be judged from the perspective of a reasonable officer on the scene, and its calculus must embody an allowance for the fact that police officers are often forced to make split-second decisions about the amount of force necessary in a particular situation. (*Graham v. Connor*, 490 U.S. 386 (1989).)

### Assembly Bill 392

Assembly Bill 392, co-authored by Assembly members Dr. Shirley Weber (D-San Diego) and Kevin McCarty (D-Sacramento), seeks to change the current "reasonable" deadly force standard to "necessary" thereby making it easier to prosecute criminal charges against officers who use lethal force instead of other methods. Under the standard proposed by Assembly Bill 392, law enforcement officers would be allowed to use deadly force only when "necessary" to prevent imminent death or serious injury as opposed to when it is "reasonable" to do so.

## **STAFF REVIEW**

California's law enforcement agencies are charged with a vital role in protecting our communities and keeping people safe. The loss of life is always tragic and an officer's use of deadly force should always be a last resort. Just as our law enforcement officers cannot anticipate what they will encounter on any given day, California's legal standards governing their engagement must account for the split-second decisions and dangerous scenarios that they encounter.

Assembly Bill 392 seeks to raise the legal standard established by the United States Supreme Court to when an officer's use of deadly force is deemed necessary to prevent imminent death or serious injury, thereby introducing a dangerous hindsight standard for justifiable use of force by law enforcement. The "necessary" standard is unclear, arbitrary, and subjective and will further muddy the circumstances in confrontations in which officers are making split-second decisions that often require life-saving reactions. Hence, Assembly

Bill 392 undermines an officer's ability to respond to emergency situations, will criminalize law enforcement officers for doing their jobs, and will result in years of litigation to develop case law to illustrate this new standard. Moreover, Assembly Bill 392 does not improve law enforcement training standards nor does it provide any additional funding for training.

Last month Alex Villanueva, the Los Angeles County Sheriff, submitted a letter to one of the bill's sponsors opposing Assembly Bill 392. A copy of this letter is attached to this report.

**LEGAL REVIEW**

The City Attorney's office has reviewed and approved Resolution No. CC-1906-028 as to form.

**FUNDING**

Not Applicable.

**RECOMMENDATION**

It is recommended that the City Council:

1. Vote to oppose Assembly Bill 392 by passing, approving, and adopting Resolution No. CC-1906-28; and
2. Direct the City Clerk to convey a copy of Resolution No. CC-1906-028 to the State Legislature and California Governor Gavin Newsom.

**ATTACHMENT**

Resolution No. CC-0906-028  
Letter from LA County Sheriff

# **ATTACHMENT A**

**DRAFT RESOLUTION No. CC-1906-028**

**RESOLUTION NO. CC-1906-028**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF LAWNSDALE, CALIFORNIA,  
OPPOSING ASSEMBLY BILL 392**

WHEREAS, California's law enforcement agencies are charged with a vital role in protecting our communities and keeping people safe; and

WHEREAS, California's law enforcement officers rely on their training to guide interactions with the public and split-second decisions in often tense and life-threatening situations; and

WHEREAS, there are evidence-based best practices based on sound research and community input that are proven methods to effectively reduce the use of force by law enforcement; and

WHEREAS, the United States Supreme Court established, in *Graham v. Connor*, 490 U.S. 386 (1989), that claims that law enforcement officers have used excessive force, deadly or not, are properly analyzed under an objective reasonableness standard; and

WHEREAS, Assembly Bill 392 seeks to raise the legal standard established by the United States Supreme Court to when the use of deadly force is deemed necessary to prevent imminent death or serious bodily injury, thereby introducing a dangerous hindsight standard for justifiable use of force by law enforcement; and

WHEREAS, Assembly Bill 392 would create untenable circumstances whereby law enforcement officers would have to second guess split-second decisions that are often life-saving reactions to safeguard the officers and the public at large; and

WHEREAS, Assembly Bill 392 would create an unclear, arbitrary, and subjective standard for justifiable use of force by law enforcement, leading to more expensive litigation; and

WHEREAS, Assembly Bill 392 would criminalize an officer's use of force if deemed unnecessary after the fact and would make the already dangerous job of law enforcement much more dangerous; and

WHEREAS, Assembly Bill 392 is a dangerous and disingenuous approach – lacking in collaboration – that will only serve to leave communities throughout California unpoliced and less safe by creating a disastrous disincentive for law enforcement officers to engage in life-threatening situations; and

WHEREAS, Assembly Bill 392 does not improve law enforcement training standards nor does it incorporate best practices; and

WHEREAS, Assembly Bill 392 would criminalize California's first responders for doing their jobs.



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

SECTION 1. The above recitals are true and correct and incorporated herein by this reference.

SECTION 2. The City Council of the City of Lawndale does hereby oppose Assembly Bill 392.

SECTION 3. The City Clerk of the City of Lawndale is hereby directed to convey a copy of this Resolution to the State Legislature and California Governor Gavin Newsom.

PASSED, APPROVED, AND ADOPTED this \_\_\_ day of June, 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 of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-1906-018 at a regular meeting of said Council held on the 3rd day of June, 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



# OFFICE OF THE SHERIFF



COUNTY OF LOS ANGELES

HALL OF JUSTICE

ALEX VILLANUEVA, SHERIFF

April 19, 2019

The Honorable Shirley Weber  
California State Assembly  
State Capitol, Room 3123  
Sacramento, California 95814

Dear Assemblymember Weber:

**ASSEMBLY BILL 392 - OPPOSE  
PEACE OFFICERS: USE OF DEADLY FORCE**

The Los Angeles County Sheriff's Department must respectfully oppose Assembly Bill (AB) 392, relating to peace officers use of force.

Landmark precedent by the United States Supreme Court established the standard by which all force is judged to be "objectively reasonable" under the totality of the circumstances--*Graham v. Connor*, 490 U.S. 386,397 (1989). Simply put, peace officers must take into consideration everything they knew and believed to be true up to the moment when they made their decision to use force, and they will be judged on whether or not their assessment was reasonable and appeared to be necessary.

*Graham v. Connor* stated, "Our Fourth Amendment jurisprudence has long recognized that the right to make an arrest or investigatory stop necessarily carries with it the right to use some degree of physical coercion or threat thereof to make it. The test of reasonableness requires careful attention to the facts and circumstances of each particular case, including [1] the severity of the crime at issue, [2] whether the suspect poses an immediate threat to the safety of the officers or others, and [3] whether he is actively resisting arrest or attempting to evade arrest by flight."

"The reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight. The calculus must embody allowance for the fact that

211 WEST TEMPLE STREET, LOS ANGELES, CALIFORNIA 90012

*A Tradition of Service*  
— Since 1850 —

police officers are often forced to make split-second judgments—in circumstances that are tense, uncertain, and rapidly-evolving—about the amount of force that is necessary in a particular situation." Instead of these factors, AB 392 gives equal weight to the following: 1) the facts available to the officer at the time; 2) the conduct of the subject and the officer leading up to the use of deadly force; 3) the determination of whether the officer's conduct was consistent with applicable training and policy.

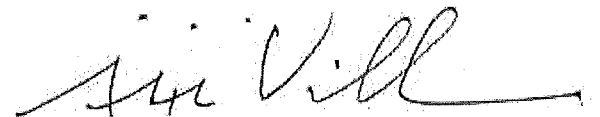
AB 392 significantly restricts a deputy's use of deadly force to only that which is determined after the fact to have been "necessary" to prevent imminent and serious bodily injury or death. This new subjective standard will put peace officers in untenable legal situations and may also cause life-threatening hesitation.

AB 392 will result in even more second-guessing of officers' split-second decisions with the benefit of 20/20 hindsight, which the Supreme Court firmly advised against in *Graham v. Conner*.

The second-guessing encouraged by AB 392 will negatively impact an officer's ability to make split second life or death decisions and may even increase line-of-duty deaths as deputies hesitate to consider what alternative they might use in the face of an imminent threat.

For all of these reasons above, I must oppose AB 392. Should you have any questions, please do not hesitate to call me at (213) 229-3000.

Sincerely,



ALEX VILLANUEVA  
SHERIFF



# CITY OF LAWDALE

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

DATE: June 3, 2019

TO: Honorable Mayor and City Council

FROM: Tiffany J. Israel, City Attorney

SUBJECT: APPROVAL AND AMENDMENT OF (1) FOURTH AMENDMENT TO CONTRACT WITH STEPHEN MANDOKI AND (2) SALARY AND BENEFITS RESOLUTION FOR CENTRAL MANAGEMENT EMPLOYEES

## BACKGROUND

In March of this year the City Council approved a five percent salary increase for several members of the City's Central Management Team ("CMT"). The City Council now desires to amend the contract with the City Manager, Stephen Mandoki, to give Mr. Mandoki the same increase. Per state law, every public agency must have an adopted City-wide Salary/ Pay Schedule for all City position titles and pay rates/ranges. Accordingly, if the City Manager's salary is increased the Salary/Pay Schedule also needs to be updated to reflect the new salary.

## STAFF REVIEW

Earlier this year as City staff endeavored to replace two vacant department head positions staff discovered that the City's compensation package was so low as to not be competitive such that the City was not receiving applications for qualified individuals to fill the vacant positions. At this time, the City Council desires to provide the City Manager with the same five percent increase. This would increase his annual salary to \$206,264 and will apply for the last five weeks Mr. Mandoki works full time for the City until he retires on July 5<sup>th</sup>. This adjustment would also trigger the need to update the City-wide Salary/ Pay Schedule to reflect changes approved by City Council, in compliance with applicable sections of the California Government Code.

## LEGAL REVIEW

The City Attorney's Office has reviewed the attached resolution and Fourth Amendment and approves them as to form.

## FUNDING

The City Manager position's salary is currently included in the Fiscal Year 2018/2019 Budget in the amount of \$196,452. The additional cost to the General Fund for this adjustment will be \$907 for the remaining one month of this current fiscal year. Funding is available in the current year to cover the salary increase for the last four weeks of the fiscal year.

RECOMMENDATION

Staff recommends that the City Council:

1. Approve the Fourth Amendment to the City Manager Employment Agreement; and
2. Adopt Resolution No. CC-1906-031, approving the Second Amendment to the Citywide Salary and Pay Schedule

Attachment (s):

1. Fourth Amendment to the Agreement with Stephen Mandoki
2. Resolution No. CC-1906-031- Second Amendment 2017-2019 City-wide Salary and Pay Schedule

**FOURTH AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT  
BETWEEN CITY OF LAWNSDALE & STEPHEN N. MANDOKI**

This FOURTH AMENDMENT TO CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN CITY OF LAWNSDALE & STEPHEN N. MANDOKI (the "Fourth Amendment") is made and entered into this 3<sup>rd</sup> day of June, 2019, by and between the CITY OF LAWNSDALE, a municipal corporation (herein "City") and STEPHEN N. MANDOKI, an individual (herein "City Manager").

**RECITALS**

WHEREAS, City and City Manager entered into that certain Agreement entitled "CITY MANAGER EMPLOYMENT AGREEMENT BETWEEN CITY OF LAWNSDALE & STEPHEN N. MANDOKI" (the "Agreement") on or about April 18, 2011; and

WHEREAS, the City and the City Manager amended the Agreement on or about September 19, 2011 and again on August 18, 2014 to provide for salary increases and to make necessary changes with respect to pension reform; and

WHEREAS, the City and the City Manager further amended the Agreement in October 2018 to reduce his flexible benefit contribution and to add those reduced funds to his deferred compensation; and

WHEREAS, it is the desire of the City and the City Manager desire to further amend the Agreement as set forth in this Fourth Amendment.

**AGREEMENT**

NOW, THEREFORE, it hereby agreed that the Agreement, as amended, is further amended in the following particulars only:

SECTION 1. A new paragraph is added at the end of Section 5.1 of the Agreement, entitled "Annual Compensation," to read as follows:

"City Manager shall receive, a 5% salary increase, effective June 3, 2019, bringing his annual salary from his current salary of \$196,452 to \$206,264, payable in installments at the same time that the City's Central Management Employees are paid, commencing on the effective date of this Agreement."

SECTION 2. Except as expressly provided for in this Fourth Amendment, all other provisions of the Agreement shall remain in full force and effect.

////

IN WITNESS WHEREOF, the parties have executed and entered into this Fourth Amendment as of the date first written above.

**CITY:**

By: \_\_\_\_\_  
Robert Pullen-Miles, Mayor

ATTEST:

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

APPROVED AS TO FORM:  
Aleshire & Wynder, LLP

\_\_\_\_\_  
Tiffany J. Israel, City Attorney

**CITY MANAGER:**  
Stephen N. Mandoki

\_\_\_\_\_

[END OF SIGNATURES]

**RESOLUTION NO. CC-1906-031**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF LAWDALE, CALIFORNIA  
APPROVING A SECOND AMENDMENT TO THE PUBLICLY AVAILABLE CITY-WIDE  
SALARY AND PAY SCHEDULE AS REQUIRED BY CALPERS FOR FISCAL YEAR 2017-2019**

WHEREAS, the City of Lawndale (“City”) contracts with the California Public Employees’ Retirement System (“CalPERS”) to provide retirement benefits for its employees; and

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires governing bodies of local agencies contracting with CalPERS to approve and adopt a publicly available pay schedule in accordance with public meeting laws; and

WHEREAS, the pay schedule must identify each position by title, the individual pay rate amount or ranges for that position, and the time base upon which the amounts are based; and

WHEREAS, the City Council approved Resolution No. CC-181-043 and Resolution No. CC-1903-011, adopting and amending, respectively, a publicly available pay schedule for the period covering 2017 through 2019; and

WHEREAS, the City Council of the City now desires to further amend the pay schedule in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5 to reflect changes made to certain salaries which will become effective on June 3, 2019.

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

SECTION 1. That the City-wide Salary and Pay Schedule contained in Exhibit "A", attached hereto and made a part hereof, is hereby amended and adopted in accordance with the requirements of California Code of Regulations, Title 2, Section 570.5 effective upon the City Council’s approval of the Fourth Amendment to the City Manager’s agreement.

SECTION 2. That the City-wide Salary and Pay Schedule will be made available for public viewing via the City website for no less than five (5) years.

PASSED, APPROVED AND ADOPTED this 3<sup>rd</sup> day of June, 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 of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-1906-031 at a regular meeting of said Council held on the 3<sup>rd</sup> day of June, 2019, by the following roll call vote:

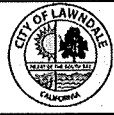
Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
James Osborne, Mayor Pro Tem					
Pat Kearney Bernadette Suarez					
Daniel Reid					
Bernadette Suarez					

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Tiffany J. Israel, City Attorney

Exhibit "A"



**CITY OF LAWNDALE**  
**2017-2019 CITY-WIDE SALARY SCHEDULE**

PART-TIME EMPLOYEES HOURLY													
POSITION	Unit	Range	Step A		Step B		Step C		Step D		Step E		
			Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly	Hourly			
Recreation Leader (eff. MOU adoption 11/5/18)	AFSCME- PT		11.17		11.72		12.31		12.93		13.58		
Senior Recreation Leader	AFSCME- PT		12.97		13.62		14.30		15.01		15.76		
Delivery Worker	AFSCME- PT		14.17		14.88		15.63		16.41		17.23		
Office Assistant	AFSCME- PT		17.52		18.40		19.31		20.28		21.29		
CATV Production Assistant	AFSCME- PT		19.30		20.26		21.28		22.34		23.45		
Maintenance Worker I	AFSCME- PT		19.30		20.26		21.28		22.34		23.45		
Municipal Services Officer I	AFSCME- PT		19.30		20.26		21.28		22.34		23.45		
Municipal Services Officer II	AFSCME- PT		21.41		22.47		23.61		24.78		26.02		
CATV Production Assistant II	AFSCME- PT		20.28		21.30		22.36		23.48		24.66		
Transit Operator (eff. 3/6/17)	AFSCME- PT		20.88		21.93		23.02		24.17		25.38		
Emergency Preparedness Coordinntor	AFSCME- PT		22.43		23.56		24.74		25.98		27.27		
Code Enforcement Officer I	AFSCME- PT		27.36		28.73		30.16		31.67		33.25		
Associate Planner	AFSCME- PT		35.44		37.21		39.08		41.02		43.07		
AFSCME CLASSIFIED UNIT													
POSITION	Unit	Range	Step A		Step B		Step C		Step D		Step E		
			Mon	Annual	Mon	Annual	Mon	Annual	Mon	Annual	Mon	Annual	
Senior Nutrition Specialist	AFSCME- CL	85	2,247	26,964	2,361	28,332	2,477	29,724	2,602	31,224	2,733	32,796	
Office /Personnel Assistant	AFSCME- CL	115	3,285	39,416	3,448	41,381	3,620	43,445	3,802	45,621	3,992	47,907	
Maintenance Worker I	AFSCME- CL	125	3,619	43,433	3,801	45,608	3,990	47,883	4,190	50,280	4,399	52,790	
Municipal Services Officer I	AFSCME- CL	125	3,619	43,433	3,801	45,608	3,990	47,883	4,190	50,280	4,399	52,790	
Transit Operator	AFSCME- CL	125	3,619	43,433	3,801	45,608	3,990	47,883	4,190	50,280	4,399	52,790	
Accounting Specialist	AFSCME- CL	135	4,014	48,167	4,215	50,577	4,425	53,099	4,646	55,756	4,879	58,549	
Maintenance Worker II	AFSCME- CL	135	4,014	48,167	4,215	50,577	4,425	53,099	4,646	55,756	4,879	58,549	
Municipal Services Officer II	AFSCME- CL	135	4,014	48,167	4,215	50,577	4,425	53,099	4,646	55,756	4,879	58,549	
Accounting / Payroll Specialist	AFSCME- CL	140	4,201	50,416	4,411	52,938	4,632	55,583	4,864	58,364	5,107	61,281	
Admin Assistant II	AFSCME- CL	140	4,201	50,416	4,411	52,938	4,632	55,583	4,864	58,364	5,107	61,281	
Building Permit Specialist	AFSCME- CL	140	4,201	50,416	4,411	52,938	4,632	55,583	4,864	58,364	5,107	61,281	
Assistant Public Works Inspector	AFSCME- CL	145	4,426	53,111	4,647	55,768	4,880	58,562	5,124	61,491	5,381	64,569	
Community Services Coordinator	AFSCME- CL	145	4,426	53,111	4,647	55,768	4,880	58,562	5,124	61,491	5,381	64,569	
Maintenance Worker III	AFSCME- CL	145	4,426	53,111	4,647	55,768	4,880	58,562	5,124	61,491	5,381	64,569	
Recreation Coordinator	AFSCME- CL	145	4,426	53,111	4,647	55,768	4,880	58,562	5,124	61,491	5,381	64,569	
Executive Assistant	AFSCME- CL	155	4,875	58,500	5,119	61,429	5,376	64,507	5,643	67,720	5,926	71,107	
Public Works Inspector	AFSCME- CL	155	4,875	58,500	5,119	61,429	5,376	64,507	5,643	67,720	5,926	71,107	
Engineering Technician	AFSCME- CL	160	5,128	61,540	5,385	64,618	5,654	67,844	5,937	71,243	6,234	74,803	
Code Enforcement Officer I	AFSCME- CL	160	5,128	61,540	5,385	64,618	5,654	67,844	5,937	71,243	6,234	74,803	
Code Enforcement Officer II	AFSCME- CL	165	5,408	64,890	5,678	68,141	5,963	71,552	6,260	75,124	6,573	78,882	
AFSCME MID-MANAGEMENT UNIT													
POSITION	Unit	Range	Step A		Step B		Step C		Step D		Step E		
			Mon	Annual	Mon	Annual	Mon	Annual	Mon	Annual	Mon	Annual	
Deputy City Clerk	AFSCME- MM	160	5,128	61,540	5,385	64,618	5,654	67,844	5,937	71,243	6,234	74,803	
Administrative Analyst	AFSCME- MM	165	5,408	64,890	5,678	68,141	5,963	71,552	6,260	75,124	6,573	78,882	
Assistant Planner	AFSCME- MM	165	5,408	64,890	5,678	68,141	5,963	71,552	6,260	75,124	6,573	78,882	
Grant/Economic Dev Coordinator	AFSCME- MM	169	5,604	67,251	5,884	70,613	6,178	74,135	6,487	77,843	6,811	81,737	
Community Services Supervisor	AFSCME- MM	170	5,670	68,042	5,954	71,453	6,252	75,025	6,564	78,770	6,893	82,713	
Assistant Engineer	AFSCME- MM	173	5,831	69,970	6,122	73,468	6,429	77,151	6,751	81,007	7,087	85,049	
Municipal Services Supervisor	AFSCME- MM	175	5,949	71,391	6,247	74,963	6,559	78,708	6,887	82,639	7,231	86,767	
Maintenance Supervisor	AFSCME- MM	180	6,269	75,223	6,582	78,980	6,911	82,936	7,256	87,076	7,619	91,427	
Associate Planner	AFSCME- MM	185	6,572	78,869	6,901	82,812	7,246	86,953	7,609	91,303	7,989	95,864	
Associate Engineer	AFSCME- MM	190	6,909	82,911	7,254	87,051	7,617	91,402	7,998	95,975	8,398	100,771	
Cable Television Supervisor	AFSCME- MM	190	6,909	82,911	7,254	87,051	7,617	91,402	7,998	95,975	8,398	100,771	
Senior Planner (eff. 7/17/17 - RESO- CC1707033)	AFSCME- MM	192	7,047	84,564	7,400	88,800	7,770	93,240	8,158	97,896	8,566	102,792	
Accounting Manager	AFSCME- MM	196	7,333	87,991	7,699	92,391	8,083	97,001	8,488	101,859	8,913	106,951	
Community Development Manager	AFSCME- MM	203	7,861	94,332	8,253	99,041	8,666	103,997	9,100	109,201	9,554	114,651	
Community Services Manager	AFSCME- MM	210	8,559	102,712	8,987	107,841	9,437	113,242	9,909	118,903	10,404	124,848	
Municipal Services Manager	AFSCME- MM	210	8,559	102,712	8,987	107,841	9,437	113,242	9,909	118,903	10,404	124,848	
City Engineer	AFSCME- MM	219	9,217	110,610	9,678	116,135	10,162	121,944	10,670	128,037	11,203	134,440	
CENTRAL MANAGEMENT EMPLOYEES (EXECUTIVE) Effective March 18, 2019													
POSITION	Unit	Range	Step A		Step B		Step C		Step D		Step E		
			Mon	Annual	Mon	Annual	Mon	Annual	Mon	Annual	Mon	Annual	
Assistant City Clerk	CMT		8,987	107,844	9,437	113,244	9,909	118,908	10,404	124,848	10,924	131,088	
Assistant to the City Manager/HR Director	CMT		8,987	107,844	9,437	113,244	9,909	118,908	10,404	124,848	10,924	131,088	
Director of Community Services	CMT		8,987	107,844	9,437	113,244	9,909	118,908	10,404	124,848	10,924	131,088	
Director of Municipal Services	CMT		8,987	107,844	9,437	113,244	9,909	118,908	10,404	124,848	10,924	131,088	
Director of Community Development	CMT		10,405	124,860	10,925	131,100	11,471	137,652	12,044	144,528	12,646	151,752	
Director of Finance/City Treasurer	CMT		10,922	131,064	11,468	137,616	12,041	144,492	12,643	151,716	13,275	159,300	
Director of Public Works	CMT		10,405	124,860	10,925	131,100	11,471	137,652	12,044	144,528	12,646	151,752	
City Manager												effective June 3, 2019	206,264

Updated 06/03/2019



# CITY OF LAWDALE

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

DATE: June 3, 2019

TO: Honorable Mayor and City Council

FROM: Tiffany J. Israel, City Attorney

**SUBJECT: Consideration of Resolution for 180-Day Wait Period Exception For CalPERS Retired Annuitant/ Interim City Manager Appointment and Interim City Manager Agreement - Stephen Mandoki**

---

## **BACKGROUND**

### City Manager Position Status

The City's current city manager, Stephen Mandoki, recently announced his retirement effective July 5, 2019. Following the announcement of his retirement, the City commenced the search for a permanent city manager. There is currently an open recruitment for the permanent city manager position. The City critically needs the services of an interim city manager following Mr. Mandoki's retirement to ensure that City operations continue to run smoothly until the successor city manager begins working for the City.

Mr. Mandoki is willing to work as the City's interim city manager for a short period of time on a part-time basis to fill this critically needed position until a permanent city manager for the City is hired.

### CalPERS Retired Annuitant Requirements and 180-Day Waiting Period Exception

California Government Code section 21221(h) allows public agencies to hire California Public Employees' Retirement System ("CalPERS") retirees for vacant positions subject to certain limitations. The limitations mandate that the employee be paid compensation no more than equivalent to an hourly rate within the salary range for the vacant position, that no benefits be provided or paid, and that the appointment be of limited duration. Additionally, CalPERS retirees may only work a maximum of 960 hours per fiscal year.

Additionally, Government Code section 7522.56(f) provides that a CalPERS retiree may not be employed by a CalPERS employer for a period of 180 days following the date of retirement, unless he or she meets one of several exceptions specified in the law. One of the exceptions is where "[t]he employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and the appointment has been approved by the governing body of the employer in a public meeting[.]" (Government Code §7522.56(f)(1).)

To secure a 180-day wait period exception, CalPERS requires that the employer submit a resolution-certification package to CalPERS, along with a copy of the retiree's employment agreement before the first day of employment.

## ANALYSIS

Two items are being presented for the City Council's consideration and approval: 1) a resolution certifying the nature of Mr. Mandoki's employment as interim city manager and that his appointment to this position is necessary to fill a critically needed position before 180 days have passed since his retirement and 2) an interim city manager employment agreement for Mr. Mandoki.

As explained above, to be eligible for an exception to the 180 day waiting period following the date of retirement, the City must find that Mr. Mandoki's appointment to the position of interim city manager is necessary to fill a critically needed position. Filling the position of city manager position is critical to maintaining the basic operations of the City. The short time window between when Mr. Mandoki announced his retirement and his upcoming retirement date has not left the City with adequate time to find a suitable candidate to provide services as interim city manager until a permanent replacement for the position of city manager can be hired.

The City anticipates that the recruitment for the permanent city manager position will conclude by November 30, 2019. Mr. Mandoki's appointment as interim city manager will automatically terminate when a permanent city manager begins working for the City.

Mr. Mandoki's employment with the City as a retired annuitant would be subject to CalPERS retired annuitant hiring limitations. Accordingly, the basic contract terms for Mr. Mandoki as interim city manager would be as follows:

- Anticipated hours of work/ 960 hour limitation: Mr. Mandoki anticipates working part-time (32 hours per week) to ensure that the basic operations of the City continue to run smoothly. Additionally, Mr. Mandoki would be limited to working 960 hours per fiscal year to comply with CalPERS retired annuitant hiring requirements.
- Limited duration appointment: the agreement would commence July 6, 2019 and would expire automatically on November 30, 2019, unless a permanent city manager begins working for the City before this date.
- Compensation: equivalent to the hourly rate for the city manager position in the City's salary schedule adopted June 3, 2019 (\$99.17/ hr.).
- No benefits would be paid.
- Employment status: Mr. Mandoki would remain an at-will, exempt employee. The agreement could be terminated by either party at any time and would automatically terminate upon the commencement of a permanent City Manager.

Mr. Mandoki's appointment to the position of interim city manager is contingent upon CalPERS' approval of an exception to the general 180-day waiting period for retired annuitants prior to commencing work for a CalPERS agency. If Council approves Resolution No. 1906-030 and the interim city manager agreement, these documents will be forwarded by staff to CalPERS. In the event CalPERS does not allow an exception to the 180-day wait period exception for Mr. Mandoki, then the interim city manager employment agreement would terminate automatically and be of no further force and effect.

**LEGAL REVIEW**

The City Attorney's office has reviewed and approved Resolution No. 1906-030 and the Interim City Manager Employment Agreement as to form.

**FUNDING**

The City has included funds for the position of City Manager in the budget for Fiscal Year 2019-2020.

**RECOMMENDATION**

It is recommended that the City Council:

1. Adopt Resolution No. 1906-030, approving an exception to the 180-day waiting period for the position of interim city manager; and
2. Approve the interim city manager employment agreement between the City and Mr. Mandoki.

**ATTACHMENTS**

Resolution No. 1906-030  
Interim City Manager Employment Agreement

**RESOLUTION NO. CC-1906-030**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF LAWDALE, CALIFORNIA  
FOR 180-DAY WAIT PERIOD EXCEPTION  
GOV. CODE SECTIONS 7522.56 & 21221(H)**

WHEREAS, in compliance with Government Code section 7522.56 the City of Lawndale (“City”) City Council must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, Steve Mandoki (CalPERS ID# 3275118191) retired from the City in the position of City Manager, effective July 5, 2019; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is January 2, 2020, without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the City Council of the City and Mr. Mandoki certify that he has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, the City Council of the City hereby appoints Mr. Mandoki as an interim appointment retired annuitant to the vacant position of City Manager for the City under Government Code section 21221(h), effective July 6, 2019; and

WHEREAS, an appointment under Government Code section 21221(h) requires an active, publicly posted recruitment for a permanent replacement; and

WHEREAS, the recruitment for a new city manager will be opened imminently; and

WHEREAS, this section 21221(h) appointment shall only be made once and therefore will end on November 30, 2019; and

WHEREAS, the entire employment agreement, contract or appointment document between Mr. Mandoki and the City of Lawndale has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum base salary for this position is \$17,188.67/month (\$206,264.00/ 12 months) and the hourly equivalent is \$99.17, and the minimum base salary for this position is \$17,188.67/month (\$206,264.00/ 12 months). \$17,188.67 divided by 173.333 = hourly rate of \$99.17; and

WHEREAS, the hourly rate paid to Mr. Mandoki will be \$99.17; and

WHEREAS, Mr. Mandoki has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

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

SECTION 1. The City of Lawndale City Council hereby certifies the nature of the employment of Steve Mandoki as described herein and detailed in the attached employment agreement and that this appointment is necessary to fill the critically needed position of City Manager for the City by July 6, 2019, after the City Manager has retired, because this position is essential to maintaining the basic ongoing operations of the City, the City lacks additional staff capable of fulfilling this role in addition to their other job duties, and a recruitment for the permanent position of City Manager could not be completed by this date.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Robert Pullen-Miles, Mayor

ATTEST:

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

I, \_\_\_\_\_, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-19\_\_\_\_ at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_\_, 2019, by the following roll call vote:

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



Rhonda Hofmann Gorman, City Clerk

APPROVED AS TO FORM:

Tiffany J. Israel, City Attorney

**CITY OF LAWNSDALE**  
**INTERIM CITY MANAGER**  
**EMPLOYMENT AGREEMENT**

This INTERIM CITY MANAGER EMPLOYMENT AGREEMENT (“Agreement”) is made by and between the CITY OF LAWNSDALE (the “City”) and STEPHEN N. MANDOKI (“Employee”). The City and Employee may be referred to individually as a “Party” or collectively as “the Parties.”

WHEREAS, the duties and powers of the city manager of the City are set forth in full in Lawnsdale Municipal Code (“LMC”) § 2.08.090 and Government Code section 34851 *et seq.*; and

WHEREAS, pursuant to LMC § 2.08.020, “[t]he city manager shall be appointed by the council solely on the basis of his or her executive and administrative qualifications and ability, and shall hold office as determined by the council[;]” and

WHEREAS, Government Code subdivision 21221(h) permits retired annuitants under the California Public Employees’ Retirement System (“CalPERS”) to be employed without reinstatement from retirement upon appointment by a public agency to fill a vacant position on an interim basis during the recruitment to permanently fill the vacant position; and

WHEREAS, Employee recently announced his retirement from the position of City Manager effective July 5, 2019 and, as a result, the City Manager position will be vacant as of that date; and

WHEREAS, Employee has reached normal retirement age; and

WHEREAS, the City is currently conducting an open recruitment to permanently fill the position of City Manager; and

WHEREAS, the City anticipates the City Manager position will be filled with a permanent replacement within five months after the effective date of this Agreement; and

WHEREAS, pursuant to Cal. Government Code § 7522.56(f), a retired person shall not be employed as a retired annuitant for a period of 180 days following the date of retirement, unless he or she meets one of several exceptions, including that “[t]he employer certifies the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days have passed and the appointment has been approved by the governing body of the employer in a public meeting[;]” and

WHEREAS, concurrent with the approval of this Agreement, the City Council adopted Resolution No. 1906-030, certifying the nature of Employee’s employment and that the appointment is necessary to fill a critically needed position before 180 days have passed since Employee’s retirement; and

WHEREAS, CalPERS requires in order “[t]o secure a 180-day wait period exception, the employer must submit the resolution-certification package . . . and a copy of the retiree’s employment agreement or personnel appointment document to CalPERS before the first day of employment[;]” and

WHEREAS, the City desires to hire Employee as an at-will, temporary employee for the position of Interim City Manager, which is a position that requires specialized skills and expert professional services for a definite period of time, effective July 6, 2019, contingent upon CalPERS’ approval of a 180-day wait period exception; and

WHEREAS, as a CalPERS retired annuitant under Government Code subdivision 21221(h), Employee (i) possesses extensive experience in a city manager capacity and the skill set to perform the required duties of Interim City Manager, as demonstrated by his success as city manager over an extensive period of time, (ii) desires to perform the duties of and assume responsibility for the position of Interim City Manager, and (iii) acknowledges such employment is at-will and of a limited duration for a definite period of time, as described below; and

WHEREAS, the Parties wish to establish the terms and conditions of Employee’s services to the City, as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, City and Employee hereby agree as follows:

**Section 1: TERM**

The term of this Agreement shall commence on July 6, 2019 and shall automatically terminate on November 30, 2019, unless terminated prior to that date by either Party (the “Term”). The City shall terminate this Agreement in accordance with Section 5 of this Agreement upon the City’s appointment of a permanent replacement for the position of City Manager. In no event shall the Term exceed the 960-hour per fiscal year limit under Government Code subdivision 21221(h); in the event Employee works 960 hours during the Term of this Agreement, then this Agreement shall terminate automatically. July 6, 2019, shall be Employee’s “Hire Date” for purposes of this Agreement.

**Section 2: APPOINTMENT CONTINGENT UPON CALPERS APPROVAL OF 180-DAY WAIT PERIOD EXCEPTION**

Employee’s appointment to the position of Interim City Manager shall be contingent upon CalPERS’ approval of an exception to the 180-day wait period required pursuant to Cal. Government Code §7522.56. In the event CalPERS does not approve an exception to the 180-day wait period for Employee, then this Agreement shall automatically terminate and be of no further force and effect.

**Section 3: DUTIES, RESPONSIBILITIES, AND WORK HOURS**

A. Employee shall be appointed to the position of Interim City Manager, the functions and duties of that position, as described in Lawndale Municipal Code § 2.08.090, the California Government Code (section 34851 *et seq.*), and such other legally permissible and

proper duties and functions as the City Council shall, from time to time, direct or assign to Employee. Employee acknowledges the position of Interim City Manager requires specialized skills and expert professional services for a definite period of time, as described above in Section 1 of this Agreement.

B. Employee acknowledges performance of the duties of Interim City Manager typically require observance of normal business hours (currently 7:00 a.m. to 6:00 p.m., Monday through Thursday, including a standard one hour lunch period), as set by the City, as well as regularly devoting time outside of normal office hours, including attendance at City Council and other City or community meetings. However, during the term of his appointment to the position of Interim City Manager, Employee anticipates working a part-time schedule of only 32 hours per week in order to ensure the basic operations of the City continue to run smoothly. In no event shall Employee work more than forty (40) hours per week. Employee further acknowledges he must be available at all times in order to fulfill the necessary obligations of the position. Furthermore, the Interim City Manager position remains an "exempt" classification under the overtime provisions of the federal Fair Labor Standards Act ("FLSA") and Employee shall not be entitled to any compensation for overtime nor subject to such overtime provisions of the FLSA. Notwithstanding the foregoing, the Parties understand and agree, due to the CalPERS' limitation on the number of hours Employee can work for the City, Employee may not be available during some hours or days, if extra time is required for attendance at meetings and other reasons relating to City-business.

C. All data, studies, reports, and other documents prepared and/or reviewed by Employee while performing his duties during the Term of this Agreement shall be furnished to and become the property of the City, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee to the extent permitted by applicable law. Such materials, without the prior written consent of the City, shall not be used by Employee for any purpose other than the performance of his duties. Nor shall such materials be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by law.

#### **Section 4: COMPENSATION/ BENEFITS PROHIBITED**

A. The City agrees to compensate Employee at the hourly rate of compensation for the City Manager position, which is Ninety-nine Dollars and Seventeen Cents (\$99.17). (Annual salary of \$206,264.00/ 12 months = \$17,188.67 per month. \$17,188.67 divided by 173.333 = hourly rate of \$99.17.)

B. Employee shall not be eligible for any other benefits, incentives, compensation in lieu of benefits, or any other forms of compensation in addition to the hourly rate except for the above hourly rate and workers' compensation benefits.

#### **Section 5: RESIGNATION/TERMINATION**

A. Employee may resign at any time; provided, however, Employee shall reasonably provide the City Council with at least thirty-days' advance written notice.

B. Employee is an at-will employee and serves at the will and pleasure of the City Council and may be terminated at any time, with or without cause, and with or without notice, at any time by the City Council.

C. In accordance with state law and the requirements of the California Public Employees Retirement Law, Employee may not be reappointed to this position following the expiration of this Agreement, nor may this Agreement be modified to extend the term of the Agreement.

D. After notice of resignation or termination, Employee shall cooperate with the City, as requested by the City, to effect a transition of Employee's responsibilities and duties and to ensure the City is aware of all matters being handled by Employee.

E. Employee shall not be entitled to severance pay and Employee expressly waives any and all rights with respect to severance pay.

**Section 6. NOTICES**

Notices required to be served pursuant to this Agreement shall be served in person or by first-class U.S. mail addressed as follows:

**City:**

Director of Human Resources  
City of Lawndale  
14717 Burin Avenue  
Lawndale, California 90260

**Employee:**

Stephen N. Mandoki  
Address on file with the City

**Section 7: GENERAL TERMS AND CONDITIONS**

The General Terms and Conditions of this Agreement are described as follows:

A. Indemnification. To the extent mandated by the California Government Code, the City shall defend, hold harmless, and indemnify Employee against any tort, professional liability, claim or demand, or other legal action arising out of an alleged act or omission occurring in the performance of Employee's services under this Agreement. This section shall not apply to any intentional tort or crime committed by Employee, to any action outside the course and scope of Employee's employment, or any other intentional or malicious conduct or gross negligence of Employee.

B. Entire Agreement. The text of this Agreement shall constitute the entire and exclusive agreement between the Parties regarding the subject matter hereof. All prior oral or written communications, understandings, or agreements between the Parties not set forth herein shall be superseded in total by this Agreement. No amendment or modification to this Agreement may be made except by a written agreement signed by the Employee and the City's Mayor and approved as to form by the City Attorney.

C. Assignment. This Agreement is not assignable by either the City or Employee.

D. Severability. In the event any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the Parties, the remainder of this Agreement shall remain in full force and effect unless the parts found to be illegal or void are wholly inseparable from the remaining portions of this Agreement.

E. Effect of Waiver. The failure of either Party to insist on strict compliance with any of the terms, covenants, or conditions in this Agreement by the other Party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other time or times.

F. Governing Law and Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of California, which are in full force and effect as of the date of execution. Any action to interpret or enforce the terms of this Agreement shall be held exclusively in a state court in Los Angeles County, California. Employee expressly waives any right to remove any such action from Los Angeles County.

G. Effective Date. This Agreement shall become effective July 6, 2019, provided that by such date it has been approved by the City Council and signed by Employee and the Mayor.

H. Effect of Agreement on Employee's CalPERS Retirement Benefits. The City makes no representation on the impact, if any, this Agreement shall or may have upon his CalPERS retirement benefits, status, duties, and/or obligations. Employee acknowledges that in entering into this Agreement, he has not relied upon any such representations (none of which being in existence) in assessing the CalPERS-related impact of his employment. Therefore, Employee releases the City from any and all CalPERS-related claims or liabilities that may arise in connection with his employment pursuant to this Agreement.

I. No Unemployment Insurance Benefits Received By Employee. Employee expressly certifies and warrants to the City that he has not received any unemployment insurance payments for retired annuitant work for any public employer within the 12 months prior to his appointment date.

J. Compliance With 960 Hours Per Fiscal Year Limit. Employee further certifies and warrants to the City his anticipated work schedule of 32 hours per week will not cause him to exceed the 960 hours per fiscal year limit pursuant to Government Code subdivision 21221(h), including work for any other CalPERS employer during the current fiscal year.

K. Conflicts Prohibited. During the term of this Agreement, Employee shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Employee's duties under this Agreement. Employee shall comply with all requirements of law, including but not limited to, Sections 1090, 1125, and 87100 *et seq.* of the Government Code, and all other similar statutory and administrative rules.

L. Independent Legal Advice. The City and Employee represent and warrant to each other that each has received legal advice from independent and separate legal counsel with respect to the legal effect of this Agreement, or has had the opportunity to do so, that each has carefully reviewed this entire Agreement, that each and every term thereof is understood, and that the terms of this Agreement are contractual and not a mere recital. This Agreement shall not be construed against the Party or its representatives who drafted it or who drafted any portion thereof.

M. Government Code §§ 53243 - 53243.4. Government Code §§ 53243 - 53243.4 sought to provide greater transparency in local government and institute certain limitations on compensation paid to local government executives. Those statutes also require contracts between local agencies and its employees include provisions requiring an employee who is convicted of a crime involving an abuse of his office or position to provide reimbursement to the local agency. Those statutes are incorporated herein by reference. Accordingly, the Parties agree it is their mutual intent to fully comply with the cited Government Code sections and all other applicable law as it exists as of the date of execution of this Agreement and as such laws may be amended from time to time thereafter. Specifically, the following Government Code sections are called out and hereby incorporated by this Agreement:

§53243. Reimbursement of paid leave salary required upon conviction of crime involving office or position.

§53243.1. Reimbursement of legal criminal defense upon conviction of crime involving office or position.

§53243.2. Reimbursement of cash settlement upon conviction of crime involving office or position.

§53243.3. Reimbursement of noncontractual payments upon conviction or crime involving office or position.

§53243.4. "Abuse of office or position" defined.

Employee represents Employee has reviewed, is familiar with, and agrees to comply fully with each of these provisions if any of these provisions are applicable to Employee.

IN WITNESS WHEREOF, the City of Lawndale has caused this Agreement to be signed and executed on its behalf by its Mayor, and duly attested by its officers thereunto duly authorized, and Employee has signed and executed this Agreement, all in triplicate.

CITY:

City of Lawndale

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Robert Pullen-Miles, Mayor

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
Tiffany J. Israel, City Attorney

EMPLOYEE:

In signing this Agreement, Employee understands and agrees that he is an **at-will, temporary employee** and that his rights to employment with the City are governed by the terms and conditions of this Agreement rather than the ordinances, resolutions, and policies of the City of Lawndale which might otherwise apply to classified or other employees of the City. Employee further acknowledges that he was given the opportunity to consult with an attorney prior to signing this Agreement.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Stephen N. Mandoki  
Employee





# CITY OF LAWNDALE

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

DATE: June 3, 2019  
TO: Honorable Mayor and City Council  
FROM: Stephen N. Mandoki, City Manager  
PREPARED BY: Marla L. Pendleton, CPA, Director of Finance and City Treasurer  
SUBJECT: Annual Budget Workshop Fiscal Year 2019-20

## BACKGROUND

The Annual Budget Workshop is presented to provide the City of Lawndale's financial forecast and aide City Council in prioritizing goals and funding for ongoing and future services.

## STAFF REVIEW

In this workshop, staff will present the proposed budget to allow Council to discuss goals and priorities, the continuation of operational and capital expenditures, and what resources can be appropriately allocated.

## RECOMMENDATION

Staff recommends that the City Council receive the budget presentation, review the proposed budget, and direct staff as appropriate.

Attachments: City of Lawndale Proposed Annual Budget FY 2019-2020

## CITY-WIDE FUND BALANCE

June 30, 2020

Fund	Title	Starting Balance 07/01/19	Projected Revenues FY 2019-20	Projected Expenditures FY 2019-20	Increase (Use) of Fund Balance	Projected Fund Balance FY 2019-20
100	General Fund	16,814,535	15,261,700	14,571,050	690,650	17,505,183
201	Gas Tax Fund	(84,293)	878,239	877,382	857	(83,436)
202	Air Quality Management Dist.	134,164	41,500	75,000	(33,500)	100,664
203	TDA Bikeways Fund		24,279	24,275	4	4
206	Prop A - Local Transit Program	1,275,913	744,501	761,057	(16,556)	1,259,358
207	Prop C - Local Transit Program	1,611,301	604,458	1,779,332	(1,174,874)	436,427
208	STPL Grant	13			-	13
210	Narcotics Forfeiture Fund	54,489	1,086		1,086	55,575
211	State Cops Grant	65,213	141,400	121,000	20,400	85,613
213	CA Law Enforcement Equipment	15,468			-	15,468
214	Community Development Block Grant	253,019.00	404,612	404,612	0	253,019
215	Restricted Urban Development	6,342,811	11,110	217,054	(205,944)	6,136,867
216	Used Oil Recycling Fund	27,784	9,840	9,300	540	28,324
217	Lawndale Cable Usage Corp.	11,398	40,840	40,000	840	12,238
218	Hawthorne Blvd. Maintenance Fund		-	-	-	-
227	Dept of Conservation Grant	9,000	8,600		8,600	17,600
234	Justice Assistance Grant	-	12,000	12,000	-	-
236	Park Development Fund	33,645	1,160		1,160	34,805
239	SAFETEA-LU	(21,538)		-	-	(21,538)
240	Prop C 25 Grant	(268,265)		-	-	(268,265)
243	Metro STP-L	(94,794)		-	-	(94,794)
244	Measure R	662,231	436,869	347,441	89,428	751,658
265	Metro STP-L Exchange	(69,260)			-	(69,260)
271	STP-L Metro Exchange	549,051	11,166	20,277	(9,111)	539,940
272	Measure M	785,597	494,231	83,987	410,244	1,195,841
274	SB1 Gas Tax Street Rehab	706,510	568,251	554,061	14,190	720,700
275	Measure R Grant	(13,778)	-	-	-	(13,778)
276	AB931	306,000	188,120	87,662	100,458	406,458
277	Community Services FD Recreation		1,190,625	1,190,625		
278	Community Services - Sr Activities		164,961	164,961		
279	Community Development		588,700	504,377	84,323	84,323
280	BL-SB1186	28,000	10,000		10,000	38,000
300	Lawndale Housing Authority	1,793,541	289,141	209,990	79,151	1,872,692
304	Successor Agency - LRA	(60,602)	259,599	256,839	2,760	(57,842)
305	Successor Agency - Debt Services	1,923,261	2,739,859	2,739,859	-	1,923,261
*306	Successor Agency - Disbursement FD	150,789	2,967,398	2,966,698	700	151,489
307	2009 TABS	(761,974)		205,186	(205,186)	(967,160)
		<b>32,179,225</b>	<b>28,094,245</b>	<b>28,224,028</b>	<b>(129,780)</b>	<b>32,049,450</b>

\* Holding account per Department of Finance

## GENERAL FUND EXPENDITURES

Department	DEPT #	PROPOSED BUDGET 2019-20
City Council	110	169,759
City Attorney	120	451,000
City Clerk	130	291,885
City Manager	140	582,842
Admin Services	150	187,113
Cable TV	170	197,842
General Ops.	160	1,691,718
Finance	190	547,257
Info Systems	180	285,050
Public Safety	210	6,018,252
Municipal Services	300	1,191,715
PW-Admin	310	68,118
PW-Grounds	320	1,080,607
PW-Streets	330	332,063
PW-Eng	340	26,507
Community Development	410	192,487
Community Services	510	1,256,836
Total Operating Expenditures		<u>14,571,050</u>
Total Revenue		<u>15,261,700</u>
Net Operating Surplus/Deficit		<u><u>690,650</u></u>

## Expenditure Summary - All Funds

DESCRIPTION	PROJECTED ACTUAL 18-19	AMENDED BUDGET 18-19	PROPOSED BUDGET 19-20	VARIANCE
100 GENERAL FUND	13,752,917	13,856,216	14,571,050	714,834
201 GAS TAX FUND	806,630	965,082	877,382	(87,699)
202 AQMD FUND	39,605	39,605	75,000	35,395
203 TDA FUND	-	58,559	24,275	(34,284)
206 PROP A FUNDS	665,026	730,206	761,057	30,851
207 PROP C FUNDS	915,107	1,875,443	1,779,332	(96,111)
211 STATE COPS GRANT FUND	119,340	121,000	121,000	
214 CDBG FUND	69,063	332,997	404,612	71,615
215 RESTRICTED UDAG FUND	188,208	434,377	217,054	(217,323)
216 USED OIL RECYCLING FUND		9,100	9,300	200
217 CATV ACCESS FUND	40,000	33,000	40,000	
234 JUSTICE ASSISTED GRANT	26,795		12,000	12,000
239 SAFETEA-LU	-	1,745,373		(1,745,373)
240 PROP C 25 GRANT	-	1,947,750	-	(1,947,750)
244 MEASURE R	153,239	729,412	347,441	(381,971)
271 STP-L METRO EXCHANGE	25,260	573,000	20,277	(552,723)
272 MEASURE M - LOCAL RETTURN	28,500	98,413	83,987	(14,426)
273 SAFE ROUTES TO SCHOOL	-	11,977		(11,977)
274 SB1 GAS TAX STREET REHAB	22,410	743,198	554,061	(189,137)
275 MEASURE R GRANT	54,183	508,800	-	(508,800)
276 AB931			87,662	
277 COMM SERVICE FD RECREATION			1,190,625	
278 COMM SERVICESS - SR ACTIVITIES			164,961	
279 COMMUNITY DEVELOPMENT			504,377	
300 LAWNDALE HOUSING AUTHORITY	176,937	262,627	209,990	(52,637)
304 SUCCESSOR AGENCY LRA	314,991	305,949	256,839	(49,110)
305 SUCCESSOR AGENCY-DEBT SERV	612,860	2,536,121	2,739,859	203,738
306 SUCCESSOR AGENCY-DISBURS FD	2,834,111	2,967,789	2,966,698	(1,091)
307 2009 TABS	761,974	2,253,108	205,186	(2,047,922)
<b>TOTAL EXPENDITURES</b>	<b>21,607,157</b>	<b>33,139,102</b>	<b>28,224,028</b>	<b>(6,869,703)</b>

**Schedule of Operating Transfers**  
**Fiscal Year 2019-20**

Transfer Description	Operating Transfer-In 480.100		Operating Transfer-Out 560.100	
	Fund No.	Amount	Fund No.	Amount
General Fund support for operational deficit to Community Services Recreation	277	965,775	100	(965,775)
General Fund support for operational deficit to Community Services Senior Activities	278	164,962	100	(164,962)
Housing Authority 20% Set-Aside from Successor Agency Loan Repayment (\$962,437) to General Fund	300	192,487	100	(192,487)
Housing Authority 20% Set-Aside from Successor Agency Loan Repayment (\$360,270) to Restricted Urban Development Fund	300	72,054	215	(72,054)
Restricted Urban Development Fund support for contract services to redesign City website	100	50,000	215	(50,000)
Reimburse General Fund for cable broadcasting van purchase	100	40,000	217	(40,000)
		1,485,278		(1,485,278)
<b><u>Successor Agency Fund Transfers</u></b>				
Successor Agency transfer for loan and debt service payments according to approved Recognized Obligation Payment Schedule 19-20	305	2,739,859	306	(2,739,859)
Successor Agency transfer to reimburse City for administration costs including professional audit and bond disclosure services	304	256,839	306	(256,839)
		2,996,698		(2,996,698)

## Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 17-18	PROJECTED ACTUAL 18-19	ADOPTED BUDGET 18-19	AMENDED BUDGET 18-19	PROPOSED BUDGET 19-20	VARIANCE
<b><u>GENERAL FUND</u></b>							
<b>Taxes</b>							
100-400.110	Property Tax (AB 1197)	1,338,432	1,374,000	1,345,817	1,345,817	1,382,000	36,183
100-400.140	Property Transfer Tax	77,308	68,060	65,000	65,000	68,000	3,000
100-400.200	Sales Tax	2,836,285	3,193,000	2,884,000	2,984,000	3,156,000	172,000
100-400.201	Prepaid MTS	4,939	1,600	21,000	21,000	1,500	(19,500)
100-400.210	Measure L Transaction Tax		500,000		500,000	2,100,000	1,600,000
100-400.300	Franchise Fees	577,561	580,000	617,000	617,000	580,000	(37,000)
100-400.401	Franchise Fees (AB939)	168,776	177,581	153,000	153,000		(153,000)
100-400.500	Transient Occupancy Tax	692,323	714,900	698,000	698,000	736,000	38,000
100-400.600	Utility Users Tax	1,846,261	1,810,000	1,928,715	1,808,715	1,800,000	(8,715)
100-400.700	Motor Vehicle In-Lieu	3,425,585	3,615,969	3,575,194	3,575,194	3,795,000	219,806
	<b>Total Taxes</b>	<b>10,967,470</b>	<b>12,035,110</b>	<b>11,287,726</b>	<b>11,767,726</b>	<b>13,618,500</b>	<b>1,850,774</b>
<b>Licenses &amp; Permits</b>							
100-410.100	Business Licenses	452,269	459,000	465,000	465,000	463,000	(2,000)
100-410.101	Yard Sale Permits	1,555	1,108	2,000	2,000	1,200	(800)
100-410.103	Tobacco License	3,600	3,600	6,000	6,000	3,600	(2,400)
100-410.104	BL-SB1186	9,429	10,000	2,000	2,000		(2,000)
100-410.110	Dog Licenses	28,382	18,000	46,000	46,000	18,000	(28,000)
100-410.120	Alarm Permits	19,187	19,000	25,000	25,000	19,000	(6,000)
	<b>Total Licenses &amp; Permits</b>	<b>514,422</b>	<b>510,708</b>	<b>546,000</b>	<b>546,000</b>	<b>504,800</b>	<b>(41,200)</b>
<b>Court &amp; Traffic Fines</b>							
100-430.200	Court Fines	54,264	26,700	85,000	85,000	26,700	(58,300)
100-430.300	Parking Citations	448,857	460,000	415,000	415,000	450,000	35,000
100-430.400	Parking Bail - DMV	190,979	190,000	199,000	199,000	190,000	(9,000)
	<b>Total Court &amp; Traffic Fines</b>	<b>694,100</b>	<b>676,700</b>	<b>699,000</b>	<b>699,000</b>	<b>666,700</b>	<b>(32,300)</b>
<b>Use of Money &amp; Property</b>							
100-425.100	Rental Income	28,513	3,082	9,000	9,000		(9,000)
100-435.100	Interest on Investments	26,127	25,000	50,000	50,000	200,000	150,000
100-435.201	Interest SA Advance	35,580	117,395		100,000		(100,000)
	<b>Total Use of Money &amp; Property</b>	<b>90,220</b>	<b>145,477</b>	<b>59,000</b>	<b>159,000</b>	<b>200,000</b>	<b>41,000</b>
<b>Charges for Service</b>							
100-410.130	Excavation Permits	163,945	231,900	130,240	230,240	83,000	(147,240)
100-410.150	Industrial Waste Permits	39,927	40,800	35,000	35,000	41,700	6,700
100-421.100	Planning Fees - General	81,924	76,000	90,000	90,000		(90,000)
100-421.101	Planning BL Review Fee	6,396	16,000				-
100-422.100	Building Permit Fees	377,171	431,386	319,000	429,000		(429,000)
100-422.110	Building Plan Check Fees	164,356	220,343	151,400	151,400		(151,400)
100-423.100	Engineering Fees			500	500		(500)
100-423.110	PW Plan Check Fees			5,000	5,000		(5,000)
100-423.120	Sewer Connection Fees		10,761	5,000	5,000		(5,000)
100-424.120	Recreation Fees - Participant	133,923	64,400	97,000	97,000		(97,000)
100-424.150	Recreation Fees - Sports	4,440	59,374	37,000	37,000		(37,000)
100-425.101	Community Center Rental Fees	57,290	53,458	52,000	52,000		(52,000)
100-425.102	CC-Administration Fees	2,585	2,634	2,400	2,400		(2,400)
100-425.103	CC-Recreation Staff Fees	21,311	23,988	27,300	27,300		(27,300)
100-425.104	CC-Maintenance Fees	6,755	7,825	7,300	7,300		(7,300)
100-425.105	CC-Utility Fees	1,019	1,056	1,150	1,150		(1,150)
100-425.106	CC- Rental Insurance Fees	2,288	2,324	2,500	2,500		(2,500)
100-425.500	Vehicle Impound Fees	36,224	14,208	30,000	30,000	15,000	(15,000)
	<b>Total Charges for Services</b>	<b>1,099,554</b>	<b>1,256,457</b>	<b>992,790</b>	<b>1,202,790</b>	<b>139,700</b>	<b>(1,063,090)</b>

### Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 17-18	PROJECTED ACTUAL 18-19	ADOPTED BUDGET 18-19	AMENDED BUDGET 18-19	PROPOSED BUDGET 19-20	VARIANCE
	<b>Other Revenue</b>						
100-430.100	Prop Damage Reimb	903	356	8,000	8,000		(8,000)
100-430.500	Case Fines/Payments	31,333	2,000	3,000	3,000	2,000	(1,000)
100-435.300	Sale of City Property	6,952		7,000	7,000		(7,000)
100-440.100	Donations/Contributions	4,595	4,805	3,000	3,000		(3,000)
100-440.200	Donations-Community Services	867	100	3,000	3,000		(3,000)
100-440.300	Donations-Seniors Events	1,991	2,000	1,400	1,400		(1,400)
100-450.100	Miscellaneous Revenue	40,317	73,252	65,000	65,000	40,000	(25,000)
100-450.110	Insurance Rebate			1,300	1,300		(1,300)
100-465.500	Reimb. of State Mandates	4,528		60,000	60,000		(60,000)
100-435.300	Sale of City Property	-	1,400,000		1,400,000		(1,400,000)
	Total Other Revenue	91,486	1,482,513	151,700	1,551,700	42,000	(1,509,700)
100-480.100	Operating Transfer In	230,052	40,000	120,000	40,000	90,000	50,000
	<b>GENERAL FUND TOTAL</b>	<b>13,687,304</b>	<b>16,146,967</b>	<b>13,856,216</b>	<b>15,966,216</b>	<b>15,261,700</b>	<b>(704,516)</b>

### Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 17-18	PROJECTED ACTUAL 18-19	ADOPTED BUDGET 18-19	AMENDED BUDGET 18-19	PROPOSED BUDGET 19-20	VARIANCE
<b><u>GAS TAX FUND</u></b>							
201-435.100	Interest on Investments	34	125	1,000	1,000	50	(950)
201-465-109	Gas Tax 2103	129,931	119,212	255,797	255,797	286,624	30,827
201-465.110	Gas Tax 2105	181,061	188,088	192,091	192,091	186,963	(5,128)
201-465.120	Gas Tax 2106	113,538	115,870	116,137	116,137	115,193	(944)
201-465.130	Gas Tax 2107	235,640	247,027	238,328	238,328	245,510	7,182
201-465.140	Gas Tax 2107.5	6,000	6,000	6,000	6,000	6,000	-
201-465.160	TCRF Loan Repayment	37,930	37,899	37,930	37,930	37,899	(31)
	<b>Total Gas Tax</b>	<b>704,134</b>	<b>714,221</b>	<b>847,283</b>	<b>847,283</b>	<b>878,239</b>	<b>30,956</b>
201-480.100	Operating Transfer In	118,143					-
	<b>GAS TAX TOTAL</b>	<b>822,277</b>	<b>714,221</b>	<b>847,283</b>	<b>847,283</b>	<b>878,239</b>	<b>30,956</b>
<b><u>AQMD FUND</u></b>							
202-435.100	AQMD - Interest on Investment	441	244	100	100	1,500	1,400
202-465.410	AQMD Allocation	42,685	42,000	38,000	38,000	40,000	2,000
	<b>AQMD TOTAL</b>	<b>43,126</b>	<b>42,244</b>	<b>38,100</b>	<b>38,100</b>	<b>41,500</b>	<b>3,400</b>
<b><u>TDA BIKEWAYS FUND</u></b>							
203-465.400	Transportation Develop. Act	32,285		58,559	58,559	24,279	(34,280)
	<b>TDA TOTAL</b>	<b>32,285</b>	<b>-</b>	<b>58,559</b>	<b>58,559</b>	<b>24,279</b>	<b>(34,280)</b>
<b><u>PROP A FUNDS</u></b>							
206-425.200	Local Transit-Trolley Fares	672	700	400	400	26,000	25,600
206-435.100	Interest on Investments	5,844	5,500	5,500	5,500	6,000	500
206-450.100	Misc Revenue	34,915	32,000	32,000	32,000	32,000	-
206-465.440	Proposition A Rapid Transit	624,810	653,045	653,045	653,045	680,501	27,456
	<b>PROP A TOTAL</b>	<b>666,241</b>	<b>691,245</b>	<b>690,945</b>	<b>690,945</b>	<b>744,501</b>	<b>53,556</b>
<b><u>PROP C FUNDS</u></b>							
207-435.100	Interest on Investments	9,822	10,000	10,000	10,000	40,000	30,000
207-465.430	Proposition C Allocation	518,324	541,684	541,684	541,684	564,458	22,774
	<b>PROP C TOTAL</b>	<b>528,146</b>	<b>551,684</b>	<b>551,684</b>	<b>551,684</b>	<b>604,458</b>	<b>52,774</b>
<b><u>STATE TRANSIT PROGRAM LOCAL</u></b>							
208-435.100	Interest-Investments	46					
	<b>ST. TRANSPORTATION TOTAL</b>	<b>46</b>					
<b><u>ASSET FORFEITURE FUND</u></b>							
210-435.100	Interest on Investments	249	250			1,086	1,086
	<b>ASSET FORFEITURE TOTAL</b>	<b>249</b>	<b>250</b>			<b>1,086</b>	<b>1,086</b>
<b><u>STATE COPS GRANT FUND</u></b>							
211-435.100	State COPS - Interest	363	150	50	50	1,400	1,350
211-465.200	State COPS Grant	139,416	148,700	112,000	112,000	140,000	28,000
	<b>STATE COPS TOTAL</b>	<b>139,779</b>	<b>148,850</b>	<b>112,050</b>	<b>112,050</b>	<b>141,400</b>	<b>29,350</b>



### Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 17-18	PROJECTED ACTUAL 18-19	ADOPTED BUDGET 18-19	AMENDED BUDGET 18-19	PROPOSED BUDGET 19-20	VARIANCE
<b><u>CDBG FUND</u></b>							
214-460.300	CDBG	600,667	69,063	332,997	332,997	404,612	71,615
	<b>CDBG TOTAL</b>	<b>600,667</b>	<b>69,063</b>	<b>332,997</b>	<b>332,997</b>	<b>404,612</b>	<b>71,615</b>
<b><u>RESTRICTED UDAG FUND</u></b>							
215-435.100	Interest on Investments	1,798	1,800	1,500	1,500	11,110	9,610
	<b>UDAG TOTAL</b>	<b>1,798</b>	<b>1,800</b>	<b>1,500</b>	<b>1,500</b>	<b>11,110</b>	<b>9,610</b>
<b><u>USED OIL RECYCLING FUND</u></b>							
216-435.100	Interest on Investments					540	540
216-465.470	Used Oil Block Grant	9,134	9,294		9,100	9,300	200
	<b>USED OIL RECYCLING TOTAL</b>	<b>9,134</b>	<b>9,294</b>	<b>-</b>	<b>9,100</b>	<b>9,840</b>	<b>740</b>
<b><u>CATV ACCESS FUND</u></b>							
217-425.400	CATV Access Fees	40,894	40,000	33,300	33,300	40,000	6,700
217-435.100	Interest - Investments	102	30	30	30	800	770
217-450.100	Miscellaneous Revenue	33	30	250	250	40	(210)
	<b>CATV ACCESS TOTAL</b>	<b>41,029</b>	<b>40,060</b>	<b>33,580</b>	<b>33,580</b>	<b>40,840</b>	<b>7,260</b>
<b><u>HAWTHORNE BLVD. MAINTENANCE FUND</u></b>							
218-480.100	Transfer In	179,559					-
	<b>HAWTHOR. BLVD. MAINT TO</b>	<b>179,559</b>					<b>-</b>
<b><u>DEPT OF CONSERVATION GRANT</u></b>							
227-466.100	Dept of Conservation Grant	8,578	9,000	9,000	9,000	8,600	(400)
	<b>DEPT OF CONSERVATION</b>	<b>8,578</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>8,600</b>	<b>(400)</b>
<b><u>JUSTICE ASSISTED GRANT</u></b>							
234-465.250	Justice Assisted Grant	1,850	26,795			12,000	12,000
	<b>JUSTICE ASSISTED GRANT</b>	<b>1,850</b>	<b>26,795</b>			<b>12,000</b>	<b>12,000</b>
<b><u>PARK DEVELOPMENT FUND</u></b>							
236-420.100	Park Development Fees	4,800	18,000	500	500	500	-
236-435.100	Interest - Investments	65	65	25	25	660	635
	<b>PARK DEVELOPMENT FUND</b>	<b>4,865</b>	<b>18,065</b>	<b>525</b>	<b>525</b>	<b>1,160</b>	
<b><u>PROP 1B</u></b>							
238-435.100	Interest - Investments		25				
238-465.451	Grants	6,045					
	<b>PROP 1B</b>	<b>6,070</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b><u>SAFETEA-LU</u></b>							
239-465.451	Grants			32,246	32,246		(32,246)
	<b>SAFETEA-LU GRANT</b>	<b>-</b>		<b>32,246</b>	<b>32,246</b>	<b>-</b>	<b>(32,246)</b>

### Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 17-18	PROJECTED ACTUAL 18-19	ADOPTED BUDGET 18-19	AMENDED BUDGET 18-19	PROPOSED BUDGET 19-20	VARIANCE
<b><u>APPROPRIATIONS ACT</u></b>							
241-480.100	Transfer In		180,667				-
	<b>APPROPRIATIONS ACT</b>	-	180,667				-
<b><u>METRO STP</u></b>							
243-480.100	Operating Transfers In	480,437					-
	<b>METRO STP</b>	480,437	-				-
<b><u>MEASURE R</u></b>							
244-435.100	Interest - Investments	1,875	1,000	1,000	1,000	13,480	12,480
244-465.451	Grants	388,174	406,271	406,271	406,271	423,389	17,118
	<b>MEASURE R</b>	390,049	407,271	407,271	407,271	436,869	29,598
<b><u>HWY SAFETY IMPR PROGRAM</u></b>							
247-480.100	Operating Transfers In	45,157					-
	<b>HWY SAFETY IMPR PROG</b>	45,157					-
<b><u>LA COUNTY PKS MAINT GRANT</u></b>							
257-465.451	Grants		437,574				-
	<b>LA COUNTY PKS MAINT GRANT</b>		437,574				-
<b><u>MEASURE R GRANT</u></b>							
260-480.100	Operating Transfers In	9,968					
	<b>MEASURE R GRANT</b>	9,968					
<b><u>PROP C 25%</u></b>							
261-480.100	Operating Transfers In	24,977					
	<b>PROP C 25%</b>	24,977					
<b><u>MEASURE R GRNT TRAFF SIG IMPR</u></b>							
262-435.100	Interest Investments	14					
262-465.451	Grants	43,916					
	<b>MEASURE R GRNT TRAFF SI</b>	43,930	-				
<b><u>METRO STPL EXHANG 2014</u></b>							
265-435.100	Interest - Investments	1,891					
265-465.451	Grants						
	<b>METRO STPL EXHANG 2014</b>	1,891					

### Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 17-18	PROJECTED ACTUAL 18-19	ADOPTED BUDGET 18-19	AMENDED BUDGET 18-19	PROPOSED BUDGET 19-20	VARIANCE
<b><u>LA COUNTY PKS MAINT GRANT HOPPER PARK</u></b>							
268-465.451	Grants		11,441				-
	<b>LA COUNTY PKS MAINT GRANT</b>		11,441				-
<b><u>LA COUNTY PKS MAINT GRANT WILLIAM GREEN</u></b>							
269-465.451	Grants		40,986				-
	<b>LA COUNTY PKS MAINT GRANT</b>		40,986				-
<b><u>LOCAL TRANS FUNDS</u></b>							
270-480.100	Operating Transfers In	8,537					-
	<b>LOCAL TRANS FUNDS</b>	8,537					-
<b><u>STP-L METRO EXCHANGE</u></b>							
271-435.100	Interest - Investments	2,672	1,200			11,166	11,166
	<b>STP-L METRO EXCHANGE</b>	2,672	1,200	-	-	11,166	11,166
<b><u>MEASURE M LOCAL RETURN</u></b>							
272-435.100	Interest - Investments	942	950	200	200	14,442	14,242
272-465.451	Grants	351,774	460,431	460,431	460,431	479,789	19,358
	<b>MEASURE M</b>	352,716	461,381	460,631	460,631	494,231	19,358
<b><u>SAFE ROUTES TO SCHOOL</u></b>							
273-465.451	Grants	19,363	34,854				-
	<b>SAFE ROUTES TO SCHOOL</b>	19,363	34,854				-
<b><u>SB1 GAS TAX STREET REHAB</u></b>							
274-435.100	Interest - Investments	109	400	200	200	12,000	11,800
274-465.150	Rehab	195,504	532,907	554,061	554,061	556,251	2,190
	<b>SBI GAS TAX ST REHAB</b>	195,613	533,307	554,261	554,261	568,251	2,190
<b><u>MEASURE R GRANT</u></b>							
275-465.150	Rehab		40,405	74,709	508,800		(508,800)
	<b>MEASURE R GRANT</b>		40,405	74,709	508,800	-	(508,800)
<b><u>AB-939</u></b>							
276-435.100	Interest - Investments					6,120	6,120
276-400.401	AB939 Franchise Fees					182,000	182,000
	<b>AB939 Franchise Fees</b>		-	-	-	188,120	182,000

### Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 17-18	PROJECTED ACTUAL 18-19	ADOPTED BUDGET 18-19	AMENDED BUDGET 18-19	PROPOSED BUDGET 19-20	VARIANCE
<b><u>COMMUNITY SERVICES FUND-RECREATION</u></b>							
277-424.120	Recreation Fees - Participant					64,400	64,400
277-424.150	Recreation Fees - Sports					22,250	22,250
277-424.160	Summer Camp Fees					46,400	46,400
277-425.100	Rental Income					515	515
277-425.101	Community Center Rental Fees					53,458	53,458
277-425.102	CC-Administration Fees					2,634	2,634
277-425.103	CC-Recreation Staff Fees					23,988	23,988
277-425.104	CC-Maintenance Fees					7,825	7,825
277-425.105	CC-Utility Fees					1,056	1,056
277-425.106	CC- Rental Insurance Fees					2,324	2,324
277-440.200	Donations-Community Services						-
	<b>Total</b>	-	-	-	-	224,850	224,850
277-480.100	Operating Transfer In					965,775	965,775
	<b>COMMUNITY SERV REC TOT</b>	-	-	-	-	1,190,625	1,190,625
<b><u>COMMUNITY SERVICES-SR. ACTIVITIES</u></b>							
278-440.300	Donations-Seniors Events					1,900	1,900
	<b>Total</b>	-	-	-	-	1,900	1,900
278-480.100	Operating Transfer In					163,061	163,061
	<b>Comm Serv Sr Activities</b>	-	-	-	-	164,961	1,900
<b><u>Community Development</u></b>							
279-421.100	Planning Fees - General	81,924		90,000	90,000	79,000	(11,000)
279-421.101	Planning BL Review Fee	6,396				16,700	16,700
279-422.100	Building Permit Fees	377,171		319,000	319,000	341,600	22,600
279-422.110	Building Plan Check Fees	164,356		151,400	151,400	151,400	-
279-423.120	Sewer Connection Fees						
	<b>Total</b>	629,847	-	560,400	560,400	588,700	28,300
	<b>Community Development</b>	629,847	-	560,400	560,400	588,700	28,300
<b><u>BL-SB1186</u></b>							
280-435.100	Interest - Investments						-
280-410.104	BL-SB1186	9,429		2,000	2,000	10,000	8,000
	<b>BL-SB1186</b>	9,429	-	2,000	2,000	10,000	8,000
<b><u>LAWNDALE HOUSING AUTHORITY</u></b>							
300-435.100	Interest - Investments	5,416		5,000	5,000	24,600	19,600
300-435.200	Interest-LRA Loan	108		6,000	6,000		(6,000)
300-435.400	Loan Proceeds	899					-
300-480.100	Operating Transfer In	224,179	221,885	221,890	221,890	264,541	42,651
	<b>HOUSING AUTHORITY</b>	230,602	221,885	232,890	232,890	289,141	56,251

### Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 17-18	PROJECTED ACTUAL 18-19	ADOPTED BUDGET 18-19	AMENDED BUDGET 18-19	PROPOSED BUDGET 19-20	VARIANCE
<b><u>LAWNDALE REDEVELOPMENT SUCCESSOR AGENCY FUND</u></b>							
304-435.100	Interest - Investments	663				2,760	2,760
304-435.200	Interest - LRA Loan	8,408					-
304-480.100	Operating Transfer In	252,108	254,389	254,389	254,389	256,839	2,450
	<b>LRA TOTAL</b>	<b>261,179</b>	<b>254,389</b>	<b>254,389</b>	<b>254,389</b>	<b>259,599</b>	<b>5,210</b>
<b><u>SUCCESSOR AGENCY DEBT SERVICE</u></b>							
305-480.100	Operating Transfer In	2,541,728	2,536,121	2,536,121	2,536,121	2,739,859	203,738
	<b>LRA DEBT SERVICE TOTAL</b>	<b>2,541,728</b>	<b>2,536,121</b>	<b>2,536,121</b>	<b>2,536,121</b>	<b>2,739,859</b>	<b>203,738</b>
<b><u>SUCCESSOR AGENCY DISBURSEMENT FUND</u></b>							
306-400.900	Tax Increment	2,698,687	2,984,900	2,984,900	2,984,900	2,966,698	(18,202)
306-435.100	Interest - Investments	1,708				700	700
	<b>SA DISBURSEMENT FD</b>	<b>2,700,395</b>	<b>2,984,900</b>	<b>2,984,900</b>	<b>2,984,900</b>	<b>2,967,398</b>	<b>(17,502)</b>
<b><u>2009 TABS</u></b>							
307-435.100	Interest - Investments	121		5,000	5,000		(5,000)
307-435.101	Interest-TABS	38,066					-
307-480.100	Operating Transfer In			823,314	823,314		(823,314)
	<b>2009 TABS TOTAL</b>	<b>38,187</b>	<b>-</b>	<b>828,314</b>	<b>828,314</b>	<b>-</b>	<b>(828,314)</b>
<b>GRAND TOTAL - ALL FUNDS</b>		<b>24,759,680</b>	<b>26,615,919</b>	<b>25,460,571</b>	<b>28,013,762</b>	<b>28,094,245</b>	<b>(115,375)</b>

**PERSONNEL SUMMARY BY PROGRAM**

**FULL-TIME POSITIONS**

<b>POSITION:</b>	<b>GENERAL (100)</b>	<b>GAS TAX (201)</b>	<b>PROP A (206)</b>	<b>PROP C (207)</b>	<b>CDBG (214)</b>	<b>MEASURE R (244)</b>	<b>Metro STPI (271)</b>	<b>MEASURE M (272)</b>	<b>RECREATION FUND (279)</b>	<b>SENIOR ACITVITES (280)</b>	<b>COMMUNITY DEV DUND (281)</b>	<b>HOUSGIN AUTHORITY (300)</b>	<b>SUCCESSOR AGENECY (304)</b>	<b>PW BOND PROJECT SVCS (307)</b>	<b>TOTAL</b>
<b>CITY COUNCIL (110)</b>															
Mayor	1.00														1.00
Council Members:	4.00														4.00
<b>SUBTOTAL</b>	<b>5.00</b>														<b>5.00</b>
<b>CITY CLERK (130)</b>															
City Clerk	1.00														1.00
Assistant City Clerk	1.00														1.00
Deputy City Clerk	1.00														1.00
<b>SUBTOTAL</b>	<b>3.00</b>														<b>3.00</b>
<b>CITY MANAGER (140)</b>															
City Manager	1.00														1.00
Human Resources Director	0.50														0.50
Executive Assistant	1.00														1.00
Office/Personnel Assistant	1.00														1.00
<b>SUBTOTAL</b>	<b>3.50</b>														<b>3.50</b>
<b>ADMINISTRATIVE SERVICES (150)</b>															
Human Resources Director	0.50														0.50
<b>SUBTOTAL</b>	<b>0.50</b>														<b>0.50</b>
<b>CABLE TELEVISION (170)</b>															
Cable Television Supervisor	1.00														1.00
<b>SUBTOTAL</b>	<b>1.00</b>														<b>1.00</b>
<b>FINANCE (190)</b>															
Director of Finance	0.72		0.05	0.18									0.05		1.00
Accounting Manager	0.07	0.02	0.11	0.30		0.02						0.25	0.23		1.00
Payroll/Accounting Specialist	0.63	0.03	0.07	0.16								0.05	0.06		1.00
Accounting Specialist	1.94		0.02	0.04											2.00
<b>SUBTOTAL</b>	<b>3.36</b>	<b>0.05</b>	<b>0.25</b>	<b>0.68</b>		<b>0.02</b>						<b>0.30</b>	<b>0.34</b>		<b>5.00</b>
<b>MUNICIPAL SERVICES (300)</b>															
Municipal Services Director	1.00														1.00
Municipal Services Supervisor	1.00														1.00
Administrative Assistant II	1.00														1.00
Code Enforcement Officer II	1.00														1.00
Code Enforcement Officer I	1.00														1.00
Municipal Services Officer II	2.00														2.00
Municipal Services Officer I	3.00														3.00
<b>SUBTOTAL</b>	<b>10.00</b>														<b>10.00</b>
<b>PUBLIC WORKS ADMINISTRATION (310)</b>															
Director of Public Works	0.01			0.10		0.04		0.05						0.80	1.00
Administrative Analyst	0.01			0.59		0.05		0.10						0.25	1.00
Administrative Assistant II	0.01			0.69		0.30									1.00
<b>SUBTOTAL</b>	<b>0.03</b>			<b>1.38</b>		<b>0.39</b>		<b>0.15</b>						<b>1.05</b>	<b>3.00</b>

**PERSONNEL SUMMARY BY PROGRAM**

**FULL-TIME POSITIONS**

<b>POSITION:</b>	<b>GENERAL (100)</b>	<b>GAS TAX (201)</b>	<b>PROP A (206)</b>	<b>PROP C (207)</b>	<b>CDBG (214)</b>	<b>MEASURE R (244)</b>	<b>Metro STPI (271)</b>	<b>MEASURE M (272)</b>	<b>RECREATION FUND (279)</b>	<b>SENIOR ACITVITES (280)</b>	<b>COMMUNITY DEV DUND (281)</b>	<b>HOUSGIN AUTHORITY (300)</b>	<b>SUCCESOR AGENECY (304)</b>	<b>PW BOND PROJECT SVCS (307)</b>	<b>TOTAL</b>
<b><u>PUBLIC WORKS GROUNDS (320)</u></b>															
Maintenance Supervisor	0.50														0.50
Maintenance Worker III	0.50														0.50
Maintenance Worker II	1.00														1.00
Maintenance Worker I	1.50														1.50
<b>SUBTOTAL</b>	<b>3.50</b>														<b>3.50</b>
<b><u>PUBLIC WORKS STREETS (330)</u></b>															
Maintenance Supervisor		0.50													0.50
Maintenance Worker III		0.50													0.50
Public Works Inspector		0.25		0.25		0.25		0.25							1.00
Maintenance Worker II	0.75	1.15													2.00
Maintenance Worker I	0.50	2.00		0.50											3.50
<b>SUBTOTAL</b>	<b>1.25</b>	<b>4.40</b>		<b>0.75</b>		<b>0.85</b>		<b>0.25</b>							<b>7.50</b>
<b><u>PUBLIC WORKS ENGINEERING (340)</u></b>															
Assistant Engineer	0.05			0.20		0.20		0.20						0.35	1.00
Assistant Engineer	0.05			0.20	0.05	0.30	0.20	0.20							1.00
<b>SUBTOTAL</b>	<b>0.10</b>			<b>0.40</b>	<b>0.05</b>	<b>0.50</b>	<b>0.20</b>	<b>0.40</b>						<b>0.35</b>	<b>2.00</b>
<b><u>COMMUNITY DEVELOPMENT (410)</u></b>															
Community Development Director											0.05	0.39	0.56		1.00
Senior Planner											0.09	0.39	0.52		1.00
Associate Planner											0.62	0.35	0.03		1.00
Administrative Assistant II											0.78		0.22		1.00
<b>SUBTOTAL</b>											<b>1.54</b>	<b>1.13</b>	<b>1.33</b>		<b>4.00</b>
<b><u>COMMUNITY SERVICES (510)</u></b>															
Community Services Director			0.28						0.62	0.10					1.00
Community Services Supervisor			0.21						0.54	0.25					1.00
Community Services Coordinator									0.50	0.50					1.00
Recreation Coordinator									1.00						1.00
Administrative Assistant II			0.30						0.70						1.00
Transit Driver			1.00												1.00
Senior Nutrition Specialist					0.80					0.20					1.00
<b>SUBTOTAL</b>			<b>1.79</b>		<b>0.80</b>				<b>3.36</b>	<b>1.05</b>					<b>7.00</b>
<b>GRAND TOTAL ALL POSITIONS:</b>	<b>31.24</b>	<b>4.45</b>	<b>2.04</b>	<b>3.21</b>	<b>0.85</b>	<b>1.76</b>	<b>0.20</b>	<b>0.80</b>	<b>3.36</b>	<b>1.05</b>	<b>1.54</b>	<b>1.43</b>	<b>1.67</b>	<b>1.40</b>	<b>55.00</b>

**PERSONNEL SUMMARY BY DIVISION (FULL-TIME)**

<b>POSITION</b>	<b>2018-19 Adopted</b>	<b>2019-20 Proposed</b>	<b>Change from Prior Year</b>
<u>CITY COUNCIL (110)</u>			
Mayor	1.00	1.00	
Council Members	4.00	4.00	
<b>SUBTOTAL</b>	<b>5.00</b>	<b>5.00</b>	
<u>CITY CLERK (130)</u>			
City Clerk	1.00	1.00	
Assistant City Clerk	1.00	1.00	
Deputy City Clerk	1.00	1.00	
<b>SUBTOTAL</b>	<b>3.00</b>	<b>3.00</b>	
<u>CITY MANAGER (140)</u>			
City Manager	1.00	1.00	
Human Resources Director	0.50	0.50	
Executive Assistant	1.00	1.00	
Office/Personnel Assistant	1.00	1.00	
<b>SUBTOTAL</b>	<b>3.50</b>	<b>3.50</b>	
<u>ADMINISTRATIVE SERVICES (150)</u>			
Human Resources Director	0.50	0.50	
<b>SUBTOTAL</b>	<b>0.50</b>	<b>0.50</b>	
<u>CABLE TELEVISION (170)</u>			
Cable Television Supervisor	1.00	1.00	
<b>SUBTOTAL</b>	<b>1.00</b>	<b>1.00</b>	
<u>FINANCE (190)</u>			
Director of Finance	1.00	1.00	
Accounting Manager	1.00	1.00	
Payroll/ Accounting Specialist	1.00	1.00	
Accounting Specialist	2.00	2.00	
<b>SUBTOTAL</b>	<b>5.00</b>	<b>5.00</b>	
<u>MUNICIPAL SERVICES (300)</u>			
Municipal Services Director	1.00	1.00	
Municipal Services Supervisor	1.00	1.00	
Administrative Assistant II	1.00	1.00	
Code Enforcement Officer II	1.00	1.00	
Code Enforcement Officer I	1.00	1.00	
Municipal Services Officer II	2.00	2.00	
Municipal Services Officer I	3.00	3.00	
<b>SUBTOTAL</b>	<b>10.00</b>	<b>10.00</b>	
<u>PUBLIC WORKS ADMINISTRATION (310)</u>			
Director of Public Works	1.00	1.00	
Administrative Analyst	1.00	1.00	
Administrative Assistant II	1.00	1.00	
<b>SUBTOTAL</b>	<b>3.00</b>	<b>3.00</b>	



**PERSONNEL SUMMARY BY DIVISION (FULL-TIME)**

<b>POSITION</b>	<b>2018-19 Adopted</b>	<b>2019-20 Proposed</b>	<b>Change from Prior Year</b>
<b><u>PUBLIC WORKS GROUNDS (320)</u></b>			
Maintenance Supervisor	0.50	0.50	
Maintenance Worker III	0.50	0.50	
Maintenance Worker II	1.00	1.00	
Maintenance Worker I	2.00	1.50	(0.50)
<b>SUBTOTAL</b>	<b>4.00</b>	<b>3.50</b>	<b>(0.50)</b>
<b><u>PUBLIC WORKS STREETS (330)</u></b>			
Maintenance Supervisor	0.50	0.50	
Public Works Inspector	1.00	1.00	
Maintenance Worker III	0.50	0.50	
Maintenance Worker II	3.00	2.00	(1.00)
Maintenance Worker I	2.00	3.50	1.50
<b>SUBTOTAL</b>	<b>7.00</b>	<b>7.50</b>	<b>0.50</b>
<b><u>PUBLIC WORKS ENGINEERING (340)</u></b>			
Associate Engineer	1.00		(1.00)
Assistant Engineer	1.00	2.00	1.00
<b>SUBTOTAL</b>	<b>2.00</b>	<b>2.00</b>	
<b><u>COMMUNITY DEVELOPMENT (410)</u></b>			
Community Development Director	1.00	1.00	
Senior Planner	1.00	1.00	
Associate Planner	1.00	1.00	
Administrative Assistant II	1.00	1.00	
<b>SUBTOTAL</b>	<b>4.00</b>	<b>4.00</b>	
<b><u>COMMUNITY SERVICES (510)</u></b>			
Community Services Director	1.00	1.00	
Community Services Supervisor	1.00	1.00	
Community Services Coordinator	1.00	1.00	
Recreation Coordinator	1.00	1.00	
Administrative Assistant	1.00	1.00	
Senior Nutrition Specialist	1.00	1.00	
Transit Driver	1.00	1.00	
<b>SUBTOTAL</b>	<b>7.00</b>	<b>7.00</b>	
<b>TOTAL FULL-TIME POSITIONS</b>	<b>55.00</b>	<b>55.00</b>	

Note: 1 = 40 hours per week

2019-2020 LABOR ALLOCATION

PART-TIME POSITIONS

	GENERAL (100)	PROP A (206)	PROP C (207)	RECREATION FUND (279)	TOTAL
<u>CABLE TV (170)</u>					
Cable TV Production Assistants	0.98				0.98
<b>SUBTOTAL</b>	<b>0.98</b>				<b>0.98</b>
<u>FINANCE (190)</u>					
Office Assistant	0.48				0.48
<b>SUBTOTAL</b>	<b>0.48</b>				<b>0.48</b>
<u>MUNICIPAL SERVICES (300)</u>					
Code Enforcement Officer I	0.48				0.48
Emergency Preparedness Coordinator	0.48				0.48
Municipal Services Officer II	0.48				0.48
Office Assistant	0.48				0.48
<b>SUBTOTAL</b>	<b>1.92</b>				<b>1.92</b>
<u>PUBLIC WORKS ADMINISTRATION (310)</u>					
Office Assistant	0.12		0.12		0.24
<b>SUBTOTAL</b>	<b>0.12</b>		<b>0.12</b>		<b>0.24</b>
<u>PUBLIC WORKS GROUNDS (320)</u>					
Maintenance Worker I	0.48				0.48
<b>SUBTOTAL</b>	<b>0.48</b>				<b>0.48</b>
<u>PUBLIC WORKS STREETS (330)</u>					
Maintenance Worker I	0.48				0.48
<b>SUBTOTAL</b>	<b>0.48</b>				<b>0.48</b>
<u>PUBLIC WORKS ADMINISTRATION (340)</u>					
Office Assistant	0.12		0.12		0.24
<b>SUBTOTAL</b>	<b>0.12</b>		<b>0.12</b>		<b>0.24</b>
<u>COMMUNITY SERVICES ADMINISTRATION (510)</u>					
Transit Driver		0.48			0.48
Delivery Workers		0.48			0.48
Recreation Leaders I				13.65	13.65
Senior Recreation Leaders				5.28	5.28
<b>SUBTOTAL</b>		<b>0.96</b>		<b>18.93</b>	<b>19.89</b>
<b>GRAND TOTAL ALL POSITIONS:</b>	<b>4.58</b>	<b>0.96</b>	<b>0.24</b>	<b>18.93</b>	<b>24.71</b>

NOTE: 1 = 40 hours per week

## PERSONNEL SUMMARY BY DIVISION (PART-TIME)

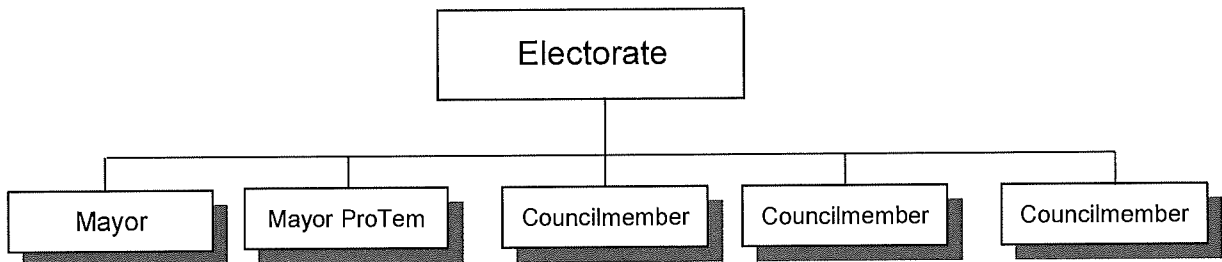
POSITION	2018-2019 Adopted	2019-2020 Proposed	Change from Prior Year
<u>CABLE TV (170)</u>			
Cable TV Production Assistants	0.98	0.98	0.00
<b>SUBTOTAL</b>	<b>0.98</b>	<b>0.98</b>	<b>0.00</b>
<u>FINANCE (190)</u>			
Office Assistant	0.48	0.48	0.00
<b>SUBTOTAL</b>	<b>0.48</b>	<b>0.48</b>	<b>0.00</b>
<u>MUNICIPAL SERVICES (300)</u>			
Code Enforcement Officer I	0.48	0.48	0.00
Emergency Preparedness Coordinator	0.48	0.48	0.00
Municipal Services Officer II	0.96	0.48	(0.48)
Municipal Services Officer I	0.48	0.00	(0.48)
Office Assistant	0.48	0.48	0.00
<b>SUBTOTAL</b>	<b>2.88</b>	<b>1.92</b>	<b>-0.96</b>
<u>PUBLIC WORKS ADMINISTRATION (310)</u>			
Office Assistant	0.24	0.24	0.00
<b>SUBTOTAL</b>	<b>0.24</b>	<b>0.24</b>	<b>0.00</b>
<u>PUBLIC WORKS STREETS (320)</u>			
Maintenance Worker I	0.48	0.48	0.00
<b>SUBTOTAL</b>	<b>0.48</b>	<b>0.48</b>	<b>0.00</b>
<u>PUBLIC WORKS STREETS (330)</u>			
Maintenance Worker I	0.48	0.48	0.00
<b>SUBTOTAL</b>	<b>0.48</b>	<b>0.48</b>	<b>0.00</b>
<u>PUBLIC WORKS ENGINEERING (340)</u>			
Office Assistant	0.24	0.24	0.00
<b>SUBTOTAL</b>	<b>0.24</b>	<b>0.24</b>	<b>0.00</b>
<u>COMMUNITY SERVICES ADMIN. (510)</u>			
Transit Driver	0.48	0.48	0.00
Delivery Workers	0.48	0.48	0.00
Recreation Leaders	12.81	13.65	0.84
Senior Recreation Leaders	2.88	5.28	2.40
<b>SUBTOTAL</b>	<b>16.65</b>	<b>19.89</b>	<b>3.24</b>
<b>TOTAL PART-TIME POSITIONS</b>	<b>22.43</b>	<b>24.71</b>	<b>2.28</b>

Note: 1 = 40 hours per week

# CITY OF LAWNSDALE

## Organizational Chart

### CITY COUNCIL



## **MISSION STATEMENT**

To act as the governing body for the City of Lawndale, providing policy direction and leadership to the City organization.

## **PROGRAM DESCRIPTION**

The City Council provides overall policy direction for the City of Lawndale while ensuring efficient and effective municipal services. The City Council responds to citizen issues in a proactive manner, maintaining goals for quality customer service and municipal services to residents and businesses.

## **TYPICAL TASKS**

- Respond to citizen issues.
- Meet mandated governmental responsibilities.
- Provide policy direction for City programs.
- Ensure efficient and effective services.

## **GOALS**

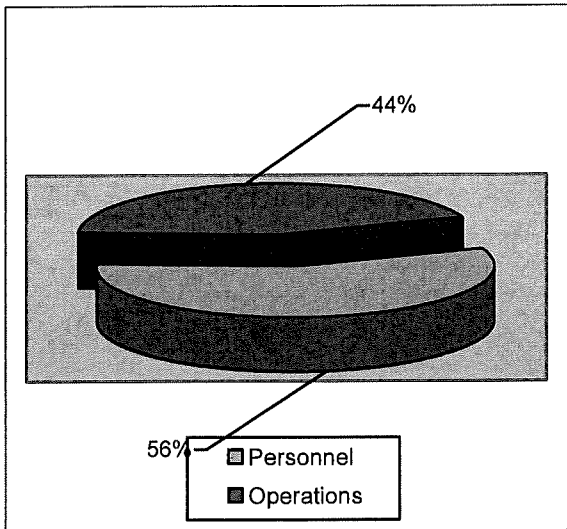
- Sustain and increase City's unreserved undesignated general fund reserves.
- Continue street pavement and improvement projects, including sidewalk projects through CDBG programs, federal funding, and the Capital Improvement Program.
- Continue to improve the City's business environment and increase economic vitality.
- Improve infrastructure and public facilities, including construction of new Lawndale Community Center, and development of new parks and facilities – such as Hogan Tot Lot.
- Attract and retain quality, service oriented staff.
- Continue to develop and implement programs to enhance public safety and reduce crime, including graffiti.
- Develop and implement programs to improve the City's housing and increase owner occupancy...

- Continue the strong relationships with local, state, and federal representatives.
- Continue to garner state and local support for new types of redevelopment and economic development initiatives.

## **ACCOMPLISHMENTS**

- Continued with implementation of employee contract changes, to include State mandates of pension reform.
- Improved quality services and programs.
- Successfully provided policy direction for City staff.
- Updated and implemented various City ordinances to improve service and efficiency within the community, as well as regulate certain activities.
- Improvement of the City's business environment with improved business outreach.
- Continued outreach to secure funding for various projects and programs.
- Enhanced Lawndale's name recognition by renaming a portion of Burin Avenue "Lawndale Way".
- Continued recreation activities at City facilities, including the Harold E. Hofmann Community Center, parks and Civic Center.
- Construction Groundbreaking of the Inglewood Avenue Rehabilitation and Beautification Project in late spring 2019.

**FINANCIAL HIGHLIGHTS**

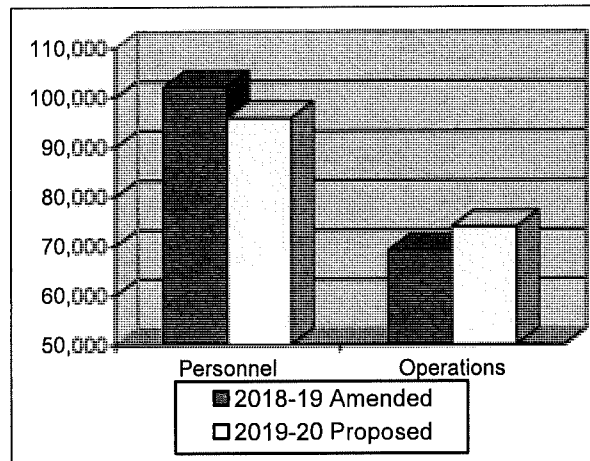


**Department Expenditures by Category**

Personnel	\$95,869
Operations	73,890
<b>Total</b>	<b>\$169,759</b>

**Budget Comparison**

	2018-19 Amended	2019-20 Proposed
Personnel	\$102,017	\$95,869
Operations	69,036	73,890
<b>Total</b>	<b>\$171,053</b>	<b>\$169,759</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed Budget for FY 2020 of \$169,759 is a decrease \$1,294 due to the following changes:

Decrease in Personnel.	(\$6,148)
Increase in Memberships/Dues.	2,126
Decrease in Discretionary Funds.	1,523
Miscellaneous Decreases	705
<b>Department Total</b>	<b>(\$1,294)</b>

**DEPARTMENT EXPENDITURES**

**CITY COUNCIL - 110**

**GENERAL FUND (100-110)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
100-110-501.200	SALARIES - ELECTED OFFICIALS	27,000	27,000	27,000	27,000	27,000	-
100-110-505.100	FLEXIBLE BENEFITS	64,566	62,273	70,822	70,822	64,822	(6,000)
100-110-505.200	RETIREMENT	1,187	1,247	1,187	1,187	1,306	119
100-110-505.300	MEDICARE CONTRIBUTION	1,176	1,144	1,418	1,418	1,331	(87)
100-110-505.700	CITY-PAID INSURANCE	1,590	1,499	1,590	1,590	1,410	(180)
	<b>SUBTOTAL</b>	<b>95,519</b>	<b>93,163</b>	<b>102,017</b>	<b>102,017</b>	<b>95,869</b>	<b>(6,148)</b>
<b>OPERATIONS</b>							
100-110-510.100	OFFICE SUPPLIES	3,027	4,220	4,220	4,220	4,500	280
100-110-510.200	REPROGRAPHICS	2,582	3,350	3,350	3,350	3,650	300
100-110-510.400	SUBSCRIPTIONS/PUBLICATIONS	348	400	400	400	400	-
100-110-510.610	MEMBERSHIP/DUES	18,954	40,882	40,139	40,139	42,265	2,126
100-110-510.620	TRAVEL/MEETINGS	4,100	8,600	8,600	8,600	8,725	125
100-110-510.650	MILEAGE REIMBURSEMENT	16	100	100	100	100	-
100-110-540.310	DISCRETIONARY FUNDS	4,393	11,477	7,500	11,477	13,500	2,023
100-110-540.330	LAWNDALE HISTORIC SOCIETY	332	750	750	750	750	-
	<b>SUBTOTAL</b>	<b>33,752</b>	<b>69,779</b>	<b>65,059</b>	<b>69,036</b>	<b>73,890</b>	<b>4,854</b>
	<b>GENERAL FUND TOTAL</b>	<b>129,271</b>	<b>162,942</b>	<b>167,076</b>	<b>171,053</b>	<b>169,759</b>	<b>(1,294)</b>

**Budget Detail Worksheet**

**Dept:** City Council **Program:** City Council -110

**Fund:** 100-General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description	
	<b><u>Personnel Costs</u></b>				
501.200	Salaries-Elected Officials	27,000	27,000	Mayor & 4 Council members @ \$450/month	
505.100	Flexible Benefits	70,822	64,822	Cafeteria benefits.	
505.200	Retirement	1,187	1,306	Retirement costs.	
505.300	Medicare Contribution	1,418	1,331	1.45% of salary.	
505.700	City-Paid Insurance	1,590	1,410	Life Insurance and AD&D.	
	<b>Subtotal</b>	<b>102,017</b>	<b>95,869</b>		
	<b><u>Operations</u></b>				
510.100	Office Supplies	4,220	4,500	Various office supplies, sympathy flowers, linens, meeting refreshments. Increase related to incurred expenses for City Council meeting supplies.	\$4,500
510.200	Reprographics	3,350	3,650	Council name badge magnet, Mayor letterhead, Council note cards and stationary, photo name plates, dais name plates, voting panels, Council photos/frames, City and employee recognition supplies and misc. reprographic svcs. Increase due to recognition supplies and replacement of Council supplies.	\$3,650
510.400	Subscriptions/Publications	400	400	Various subscriptions and publications.	\$400
510.610	Memberships/Dues	40,139	42,265	League of CA Cities. (LCCA) So Cal Asso Gov. (SCAG) Calif Contract Cities Assoc. (CCCA) Centinela Youth Services. So Bay Cities Council of Gov. (SBCOG)	\$13,400 \$3,570 \$3,400 \$6,500 \$14,315
				League of CA Cities - LA County Div.	\$1,150
510.620	Travel/Meetings	8,600	8,725	CCCA Annual Municipal Seminar for two council members LCCA Annual Conference for two council members CCCA Legislative Tour for one council members SCAG Annual Voting Meeting Other misc travel/meeting/ ceremonies, i.e. PTA, Rotary, CCCA LASD, CCCA LAFD, LCCA Board, etc.	\$3,300 \$1,650 \$1,725 \$1,450 \$600



**Budget Detail Worksheet**

**Dept:** City Council **Program:** City Council -110

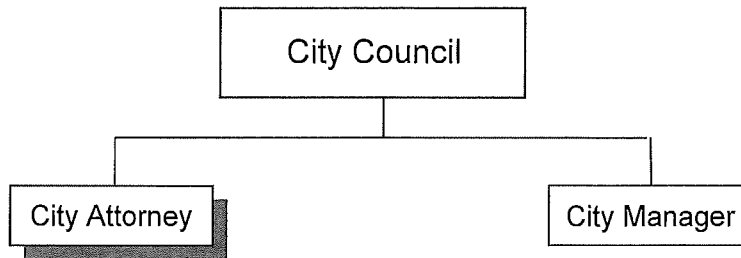
**Fund:** 100-General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description	
<b><u>Operations Continued</u></b>					
510.650	Mileage Reimbursement	100	100	Mileage reimbursement for miscellaneous meetings.	\$100
540.310	Discretionary Funds	11,477	13,500	Councilmember (5) x \$2,700.	\$13,500
540-330	Lawndale Historic Society	750	750	Lawndale Historic Society	\$750
<b>Subtotal</b>		<b>69,036</b>	<b>73,890</b>		
<b>PROGRAM TOTAL</b>		<b>171,053</b>	<b>169,759</b>		

# CITY OF LAWNSDALE

## Organizational Chart

### CITY ATTORNEY



## **MISSION STATEMENT**

To assist the City in complying with relevant state laws in the conduct of its official business, the Office of the City Attorney renders legal advice to the City Council, City staff, the Redevelopment Agency, the Housing Authority, and the Cable Corporation; provides advice to and attends meetings of the City Council and Planning Commission; represents the City in legal proceedings and administrative matters involving issues of law; and assists City staff and law enforcement officials with interpretation of criminal and civil statutes and local ordinances.

## **PROGRAM DESCRIPTION**

Provides legal advice and representation to the City Council, the City Manager, all City departments, and the related entities listed above, reviews all contracts and Adopted amendments to the Lawndale Municipal Code and City policies, and all City legislation, and, when possible, seeks to assist the City in avoiding litigation. The City Attorney also represents the City in administrative proceedings and litigation before federal and state judicial and administrative tribunals (excluding matters assigned to be defended by the California Joint Powers Insurance Authority and Workers Compensation cases).

## **TYPICAL TASKS**

- Provides legal advice and representation in the City's day to day legal affairs on the matters described above as well as assisting staff with personnel matters and labor negotiations, representing the City in code enforcement and litigation matters filed by or against the City, and advising staff on matters such as compliance with new laws, public works contracts and issues, utilities, telecommunications, the Brown Act, public record requests, environmental issues and land use issues including economic development and housing matters.

## **GOALS**

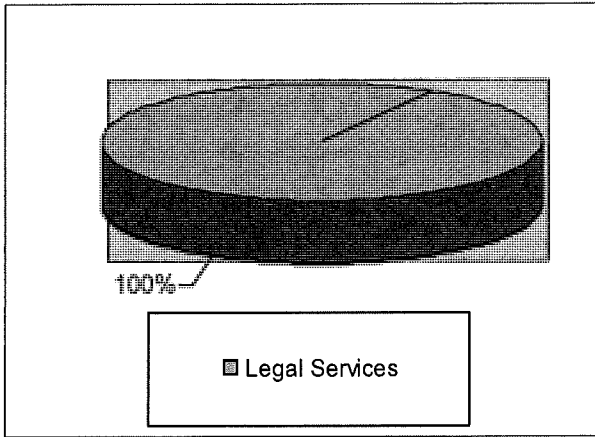
- Continue to assist the City Council, the Successor Agency to the Redevelopment Agency, the Housing Authority, the Cable Corporation, the Planning Commission and City staff as necessary to conduct the City's business.
- Continue defending the City in several lawsuits and a writ challenging various sections of the municipal code.
- Continue to work with staff, as requested, to update various sections of the municipal code and policies and to review or prepare City legislation.

- Continue to engage in staff and public official training by conducting workshops for councilmembers and commissioners and training staff on important personnel issues as well as state and federal matters.
- Continue to aggressively defend actions brought against the City, as well as protect and assert the interests of the City in litigation initiated by the City.
- Assist staff in labor matters, including labor negotiation, disciplinary disputes, and policy updates and interpretation.
- Assist community development and other staff in complying with Assembly Bill 26.
- Continue to work with the Municipal Services Department and Los Angeles Sheriff's Office in nuisance abatement, with a particular emphasis on properties where there are concurrent violations of the municipal code and state criminal laws.
- Continue to work with staff, as requested, to help the City achieve its long term planning goals and to provide high quality legal guidance to the City Council, its constituent bodies and staff.
- Continue to work with staff to close out the community center construction project including resolving all stop payment notice lawsuits and claims, ensuring all workers were properly compensated and obtaining liquidated damages for the City.

## **ACCOMPLISHMENTS**

- Successfully defended the City in a writ filed to contest the denial of an expanded business license.
- Negotiated a settlement in a public works construction lawsuit for less than the amount authorized by the City Council.
- Assisting with all personnel related issues relative to updates of policies and procedures as well as representation in EEOC and DFEH claims.
- Assisting Municipal Services Department in numerous successful code enforcement actions.

**FINANCIAL HIGHLIGHTS**

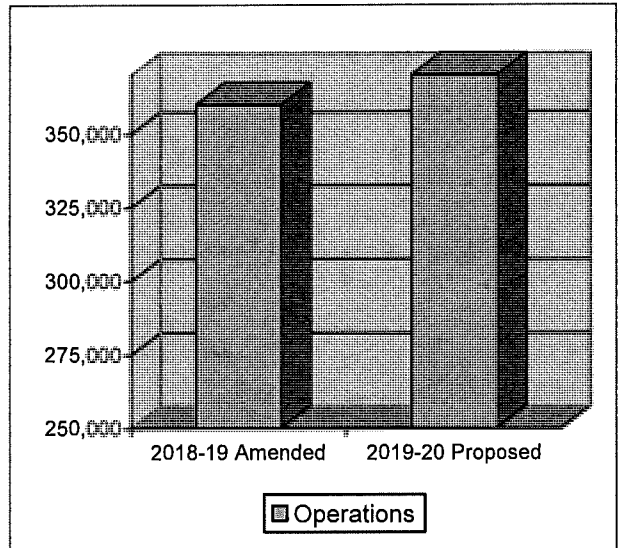


**Department Expenditures by Category**

Legal Services	\$451,000
<b>Total</b>	<b>\$451,000</b>

**Budget Comparison**

	2018-19 Amended	2019-20 Proposed
Operations	\$360,000	\$451,000
<b>Total</b>	<b>\$360,000</b>	<b>\$451,000</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed Budget for FY 2020 of \$451,000 is an increase \$91,000 due to the following changes:

Increase in hourly rates.	\$91,000
<b>Department Total</b>	<b>\$91,000</b>

**DEPARTMENT EXPENDITURES**

**CITY ATTORNEY - 120**

**GENERAL FUND (100-120)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2016-17	PROJECTED	ADOPTED	AMENDED	PROPOSED	CHANGE
			ACTUAL 2018-19	BUDGET 2018-19	BUDGET 2018-19	BUDGET 2019-20	FROM PRIOR YEAR
<b>OPERATIONS</b>							
100-120-530.300	LEGAL SERVICES	491,924	410,000	265,000	265,000	451,000	186,000
100-120-530.320	LITIGATION			60,000	60,000		(60,000)
100-120-530.340	PERSONNEL COST			35,000	35,000		(35,000)
	<b>SUBTOTAL</b>	<b>491,924</b>	<b>410,000</b>	<b>360,000</b>	<b>360,000</b>	<b>451,000</b>	<b>91,000</b>
	<b>GENERAL FUND TOTAL</b>	<b>491,924</b>	<b>410,000</b>	<b>360,000</b>	<b>360,000</b>	<b>451,000</b>	<b>91,000</b>

**Budget Detail Worksheet**

**Dept:** City Attorney

**Program:** Legal Services - 120

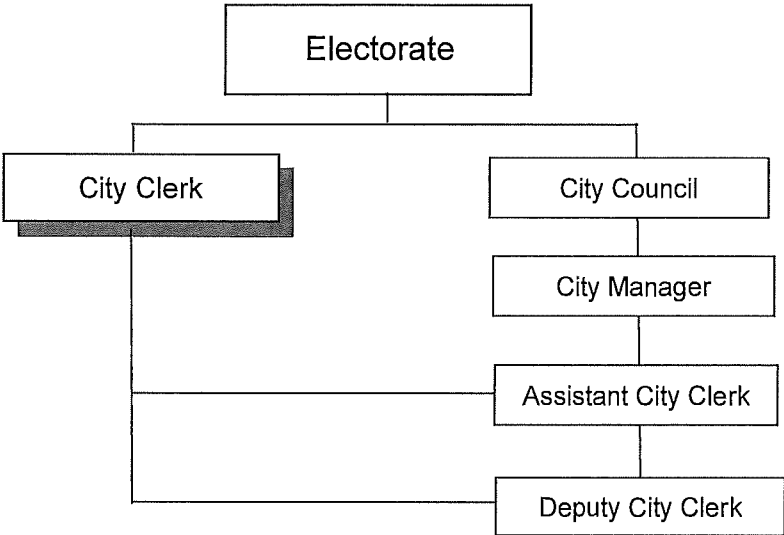
**Fund:** 100-General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	
	<b>Operations</b>			
530.300	Legal Services	265,000	451,000	Services provided outside regular office hours/duties.
530.320	Litigation	60,000	-	- Estimated expenditures with consideration given to the additional Code Enforcement.
530.340	Personnel Cost	35,000	-	-
	<b>PROGRAM TOTAL</b>	<b>360,000</b>	<b>451,000</b>	

# CITY OF LAWNSDALE

## Organizational Chart

### CITY CLERK



## MISSION STATEMENT

A shared commitment to open and transparent governance by supporting the legislative process; maintaining an accessible and accurate legislative history; preservation of official records; administering open and free elections; and providing efficient service and information in support of the public, City Council, and staff.

## PROGRAM DESCRIPTION

The City Clerk's Association of California's City Clerk's Handbook describes the municipal clerk, along with the tax collector, as the oldest of public servants. Early clerks were literate and scholarly during times when very few people received a formal education. Later, during American colonial times, the office of clerk was one of the first established in local government.

Today's City Clerks serve as an important resource for residents, the business community, the City Council, City staff, other governmental agencies, and the general public. As custodian of a city's legislative and legal records, the office's efforts are devoted to the creation, organization, retention and preservation of records, through the development of systems and processes formulated to enhance accessibility and transparency of information contained in the records.

The general municipal election held in November of even-numbered years, requires a substantial effort over a period of approximately six months. Duties include assisting candidates in meeting their legal responsibilities; preparing legislation and notices required by law; preparing candidate and voter informational materials; and ensuring noticing and other legal deadlines are met.

As Clerk to the City Council, the Department provides leadership and guidance to other departments in the area of legal requirements related to the preparation of official documents and proper noticing to the public.

## TYPICAL TASKS

- Municipal Election management;
- Preparation and posting of meeting agendas, minutes, and notices in accordance with state law;
- Organization and management of official, legal and legislative records, including ordinances and resolutions, policies, procedures, deeds, contracts and related

insurance records for the Lawndale City Council, Redevelopment Successor Agency, Housing Authority, Cable Usage Corporation and Public Financing Authority;

- Review and recommend revisions of Council and Agency policies and procedures, by-laws and conflict of interest code as needed;
- Codify ordinances, publish the City's municipal code and facilitate public access to the municipal code;
- Serve the public by providing information and/or records in a timely and accurate manner as required by the Public Records Act;
- Support City staff in matters pertaining to the Brown Act, Public Records Act, public noticing requirements, and City Council policies;
- Facilitate public access to information, events, and City news through the use of Social Media;
- The filing officer/official for conflicts of interest and campaign disclosure statements required to be filed with the City by the Political Reform Act, the Fair Political Practices Commission regulations and local laws;
- Manage the workflow for various City documents, including: bids and proposals, claims, petitions, applications for appointment to commissions, committees and boards, and appeals; and
- Accept service of legal documents on behalf of the City.

## ACCOMPLISHMENTS

- Maintained complete and accurate records of the proceedings of the Lawndale City Council, redevelopment agency, cable usage corporation, housing authority and public financing authority;
- Prepared and distributed agendas and wrote the minutes for the City Council, Redevelopment Successor Agency, Housing Authority, Cable Usage Corporation and Public Financing Authority;
- Prepared Resolutions related to advisory body appointments, the destruction of official

records, council meeting procedures, conflict of interest code updates, and records retention schedules;

- Prepared and reviewed Ordinances updating City of Lawndale noticing requirements and various sections of the Municipal Code;
- 100% FPPC Annual Form 700 Compliance and Campaign Disclosure Compliance.
- Reviewed more than 39 boxes of non-essential, obsolete records from various city departments and received council approval for their destruction;
- Maintained the electronic library of records for the City's legislative bodies;
- Responded to public records and information requests in a timely fashion, the majority on the same day;
- Continued close monitoring of candidate campaign disclosure reports and statements of economic interests;
- Collaborated with the City Attorney's office in reviewing contracts and legislative documents, including resolutions, ordinances, and policies;
- Reviewed, updated, and digitized departmental procedures covering 2 subject matter areas;
- Collaborated with the Administrative Services Department to protect the City against liability associated with contractors and consultants;
- Disseminated information to the public regarding the appointments to City advisory bodies;
- Provided Spanish translation support to the public and City departments;
- Created and managed the City's Facebook account;
- Began the process of uploading City Council video to YouTube;
- Updated the posting location to a more efficient and accessible public posting board.
- Digitization of voluminous permanent documents such as ordinances, resolutions and minutes; and

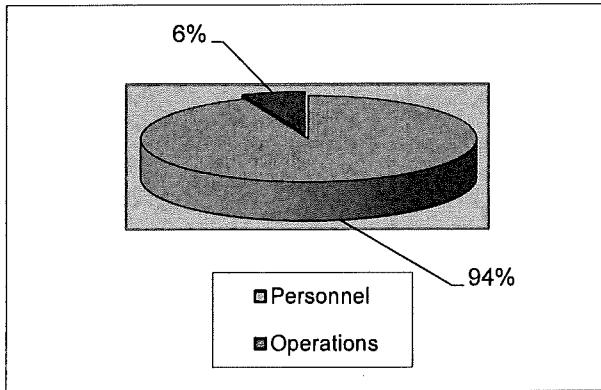
- Continued website monitoring and maintenance to ensure the most up-to-date and correct information is available to the public.

## GOALS

- Explore opportunities to enhance Department Services such as a website records portal;
- Continue to modify and improve City-wide forms;
- Continue maintenance of complete and accurate records for the City and its legislative agencies;
- Continue to increase staff access to the City's electronic library of legal and legislative documents;
- Continue digitizing permeant records as well as frequently used documents;
- Continue evaluation and destruction of non-essential, obsolete records;
- Protect essential records through digitization to mitigate the risk of loss of vital informational resources;
- Continue supporting staff to ensure that practices adhere to legal requirements related to the Ralph M. Brown Act, the Public Records Act, and other City Clerk areas of expertise;
- Review City policies for compliance with current procedures and practices, and recommend revisions as appropriate;
- Continue to review and monitor pending legislation related to municipal elections, the Ralph M. Brown Act, the Public Records Act and the Political Reform Act;
- Analyze potential impact of enacted legislation on departmental records, procedures, and elections, and implement needed adjustments; and
- Improve knowledge and skills through attendance at Conferences, Seminars and Workshops that pertain to the Department's core duties.



**FINANCIAL HIGHLIGHTS**

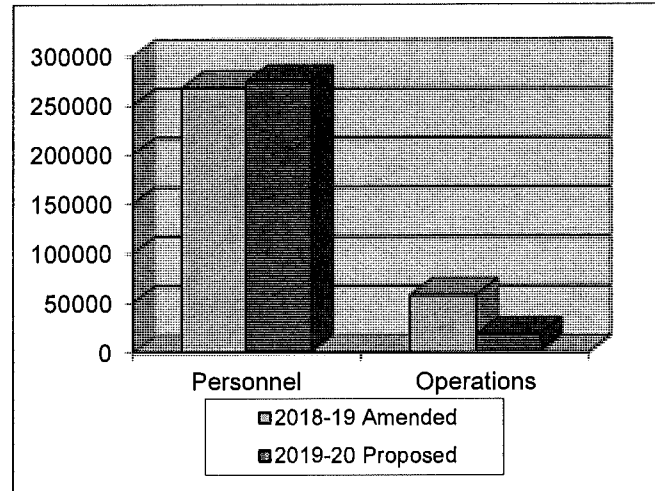


**Department Expenditures by Category**

Personnel	\$273,885
Operations	18,000
<b>Total</b>	<b>\$291,885</b>

**Budget Comparison**

	<b>2018-19 Amended</b>	<b>2019-20 Proposed</b>
Personnel	\$267,387	\$273,885
Operations	57,600	18,000
<b>Total</b>	<b>\$324,987</b>	<b>\$291,885</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed Budget for FY 2019 of \$324,987 is a decrease of \$33,103 due to the following changes:

Increase in salary and benefits.	\$6,497
Decrease in election expenses.	(40,000)
Other miscellaneous increases.	400
<b>Department Total</b>	<b>(\$33,103)</b>

**DEPARTMENT EXPENDITURES**

**CITY CLERK - 130**

**GENERAL FUND (100-130)**

ACCOUNT NUMBER	DESCRIPTION	PROJECTED ADOPTED AMENDED PROPOSED				CHANGE FROM PRIOR YEAR	
		ACTUAL 2017-18	ACTUAL 2018-19	BUDGET 2018-19	BUDGET 2018-19		BUDGET 2019-20
<b>PERSONNEL</b>							
100-130-501.100	SALARIES - FULL-TIME	167,400	159,394	189,222	189,222	194,886	5,664
100-130-501.200	SALARIES - ELECTED OFFICIALS	4,200	4,200	4,200	4,200	4,200	-
100-130-501.500	LONGEVITY PAY	800	400	400	400	400	-
100-130-501.600	CAR ALLOWANCE	750	1,663	1,500	1,500	2,700	1,200
100-130-505.100	FLEXIBLE BENEFIT	34,211	39,120	41,284	41,284	38,893	(2,391)
100-130-505.200	RETIREMENT	22,382	20,526	25,987	25,987	28,004	2,017
100-130-505.300	MEDICARE CONTRIBUTION	2,750	2,943	3,431	3,431	3,608	177
100-130-505.700	CITY-PAID INSURANCE	1,062	1,128	1,364	1,364	1,194	(170)
	<b>SUBTOTAL</b>	<b>233,555</b>	<b>229,374</b>	<b>267,387</b>	<b>267,387</b>	<b>273,885</b>	<b>6,497</b>
<b>OPERATIONS</b>							
100-130-510.100	OFFICE SUPPLIES	1,011	782	1,000	1,000	1,200	200
100-130-510.200	REPROGRAPHICS	8,472	5,000	8,400	6,400	5,100	(1,300)
100-130-510.400	SUBSCRIPTIONS/PUBLICATIONS	-	-	500	160	500	340
100-130-510.600	STAFF DEVELOPMENT	475	475	500	500	1,200	700
100-130-510.610	MEMBERSHIP/DUES	-	340	-	340	400	60
100-130-510.620	TRAVEL/MEETINGS	695	682	800	800	1,600	800
100-130-510.650	MILEAGE REIMBURSEMENT	-	-	100	100	100	-
100-130-520.510	EQUIP MAINTENANCE	475	475	1,000	1,000	800	(200)
100-130-530.100	CONTRACT SERVICES	3,514	2,755	2,300	2,300	4,100	1,800
100-130-530.400	ELECTION EXPENSES	5,371	37,373	40,000	40,000	-	(40,000)
100-130-530.500	LEGAL ADS	1,301	4,330	3,000	5,000	3,000	(2,000)
	<b>SUBTOTAL</b>	<b>21,314</b>	<b>52,212</b>	<b>57,600</b>	<b>57,600</b>	<b>18,000</b>	<b>(39,600)</b>
<b>GENERAL FUND TOTAL</b>		<b>254,870</b>	<b>281,586</b>	<b>324,988</b>	<b>324,988</b>	<b>291,885</b>	<b>(33,103)</b>

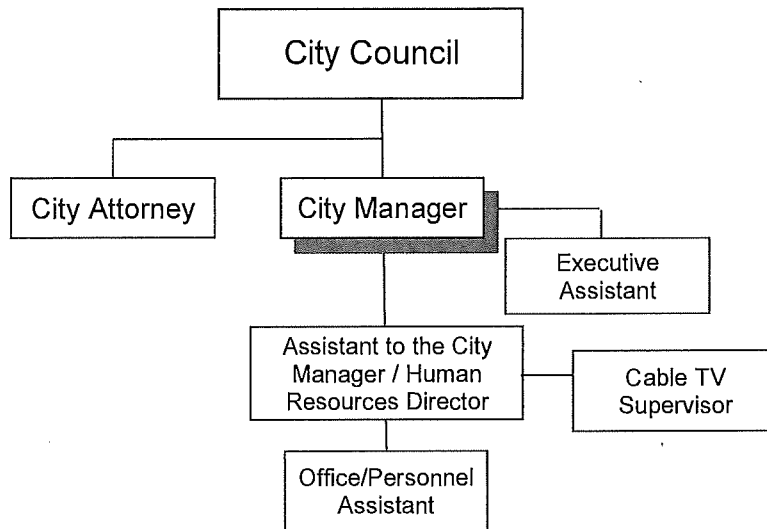




# CITY OF LAWNSDALE

## Organizational Chart

### CITY MANAGER



## **MISSION STATEMENT**

The mission of the City Manager's Office includes the provision of professional leadership in the administration and execution of policies and objectives formulated by City Council, the development and recommendation of alternative solutions to community problems for Council consideration, the planning and development of new programs to meet future needs of the City, preparation of the annual budget, and to foster community pride in City government through excellent customer service.

## **PROGRAM DESCRIPTION**

The City Manager supervises and directs the administration of the various city departments, presents recommendations and information to the City Council to make decisions on matters of policy, coordinates the City's working relationship with external agencies and organizations, oversees the planning and funding of major city projects, and serves as a liaison between city administration, community organizations and citizens.

## **TYPICAL TASKS**

- Ensure that city departments perform efficiently and effectively.
- Focus resources on City Council policies and priorities.
- Provide support to the City Council.
- Respond to community issues.

## **GOALS**

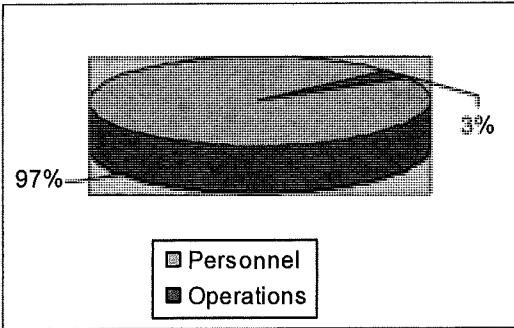
- Oversee and Conduct a goal-setting workshop to address the City Council's short term and long-term municipal goals.
- Continue oversight of Capital Improvement Projects including major arterials, streets, and parkways.
- Continue outreach to Metro regarding the City's position on the Green Line Extension Project.
- Increase assessed valuation of City, sales tax revenue and grants to City.
- Secure grant funding for various City projects.
- Establish project priority lists and funding methods without use of redevelopment funds.
- Hire efficient, customer service driven, innovative, high quality skilled staff dedicated to performing various duties in serving the community.

- Continue review of non-essential, obsolete records in accordance with the city records management policy.

## **ACCOMPLISHMENTS**

- Oversaw continued progress of Capital Improvement Programs including arterials, local streets, infrastructure, parks, and public facilities.
- Continued to foster strong relationships with local, state and federal representatives.
- Effective public outreach program including the Lawndalian and cable television channel 22, social media outlets, including YouTube and Facebook.
- Provided advertising opportunities for local businesses with the private owner of the electronic freeway sign.
- Strong community support for city services and projects and programs being implemented.
- Emphasized a strong commitment to customer service both internally and to the community.
- Continued oversight expansion of department functions and programming at the new Lawndale Community Center.
- Successful public outreach resulting in passage of Ballot Measure L (Sales Tax Increase) and implementation of such with the State.
- Facilitated the continued funding for the Inglewood Avenue Rehabilitation and Beautification Project, resulting in the much anticipated construction groundbreaking scheduled for April 2019, and completion scheduled for the fall of 2019.
- Fostered successful negotiations with city departments and the owners of the South Bay Galleria regarding the South Bay Galleria Improvement Project.
- Reviewed over 14 boxes of non-essential, obsolete records from the city manager and city council offices, in accordance with the city's records retention policy.

**FINANCIAL HIGHLIGHTS**

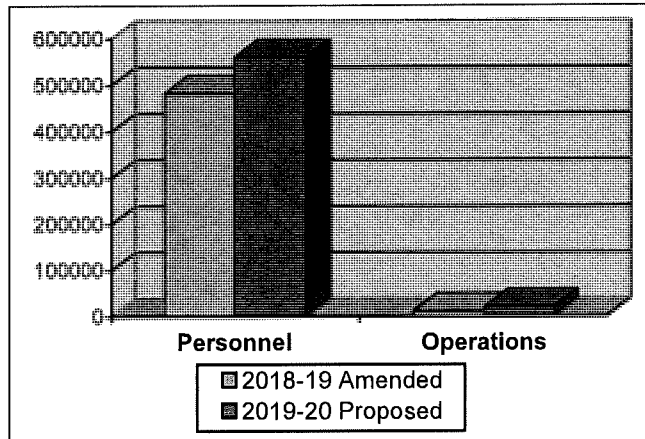


**Department Expenditures by Category**

Personnel	563,842
Operations	19,000
<b>Total</b>	<b>\$582,842</b>

**Budget Comparison**

	<b>2018-19 Amended</b>	<b>2019-20 Proposed</b>
Personnel	481,732	563,842
Operations	11,000	19,000
<b>Total</b>	<b>\$492,732</b>	<b>\$582,842</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed Budget for FY 2020 of \$582,842 is an increase of \$90,110 due to the following changes:

Increase in salary & benefits.	\$82,110
Increase in travel & meetings.	5,000
Increase in special expenses	3,000
<b>Department Total</b>	<b>\$90,110</b>

**DEPARTMENT EXPENDITURES**

**CITY MANAGER - 140**

**GENERAL FUND (100-140)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
100-140-501.100	SALARIES - FULL-TIME	379,377	379,606	377,892	377,892	455,330	77,438
100-140-501.500	LONGEVITY PAY	700	700	700	700	950	250
100-140-501.600	AUTO ALLOWANCE	750	1,106	750.00	750.00	1,350	600
100-140-505.100	FLEXIBLE BENEFIT	47,175	47,168	47,168	47,168	45,375	(1,793)
100-140-505.200	RETIREMENT	45,368	48,960	47,247	47,247	51,866	4,619
100-140-505.300	MEDICARE CONTRIBUTION	5,869	6,019	6,184	6,184	7,479	1,295
100-140-505.700	CITY-PAID INSURANCE	1,790	1,791	1,791	1,791	1,492	(299)
	<b>SUBTOTAL</b>	<b>481,029</b>	<b>485,350</b>	<b>481,732</b>	<b>481,732</b>	<b>563,842</b>	<b>82,110</b>
<b>OPERATIONS</b>							
100-140-510.100	OFFICE SUPPLIES	546	1,000	1,000	1,000	1,000	
100-140-510.620	TRAVEL/MEETINGS					5,000	5,000
100-140-530.100	CONTRACT SERVICES			5,000	5,000	5,000	
100-140-540.200	SPECIAL EXPENSES	602	5,000	5,000	5,000	8,000	3,000
	<b>SUBTOTAL</b>	<b>1,148</b>	<b>6,000</b>	<b>11,000</b>	<b>11,000</b>	<b>19,000</b>	<b>8,000</b>
	<b>GENERAL FUND TOTAL</b>	<b>482,177</b>	<b>491,350</b>	<b>492,732</b>	<b>492,732</b>	<b>582,842</b>	<b>90,110</b>



**Budget Detail Worksheet**

**Dept.:** City Manager **Program:** City Manager-140

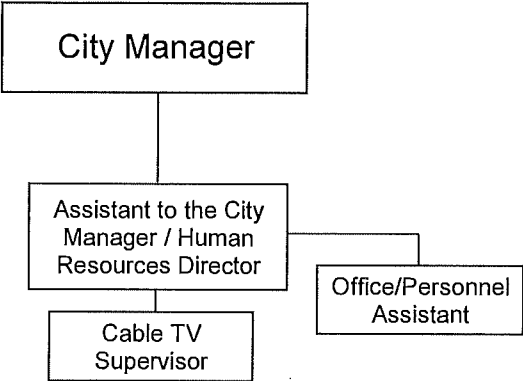
**Fund:** 100-General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
	<b><u>Personnel Costs</u></b>			
501.100	Salaries-Full-Time	377,892	455,330	City Manager, Human Resources Director 50%, Executive Assistant and Office Assistant. Includes payout upon City Managers Retirement
501.500	Longevity	700	950	Per MOU.
505.100	Flexible Benefit	47,168	45,375	Monthly benefits includes cafeteria for mid-mgmt., classified employees and CMT members.
505.200	Retirement	47,247	51,866	Retirement costs.
505.300	Medicare Contribution	6,184	7,479	1.45 % of salary.
505.700	City-Paid Insurance	1,791	1,492	Life insurance, Long-term disability and employee-assistance program benefit for classified and mid-management employees and CMT members.
	<b>Subtotal</b>	<b>481,732</b>	<b>563,842</b>	
	<b><u>Operations</u></b>			
510.100	Office Supplies	1,000	1,000	Office supplies, materials and equipment.
510.620	Travel/Meetings	-	5,000	Attendance to conferences and meetings for City Manager and Assistant to the CM/ HR Director.
530.100	Contract Services	5,000	5,000	Misc. Services in Fiscal Year
540.200	Special Expenses	5,000	8,000	Employee programs, events, misc. agency meetings, and supplies.
	<b>Subtotal</b>	<b>11,000</b>	<b>19,000</b>	
	<b><u>PROGRAM TOTAL</u></b>	<b>492,732</b>	<b>582,842</b>	

# CITY OF LAWNDALE

## Organizational Chart

### ADMINISTRATIVE SERVICES



## **MISSION STATEMENT**

To ensure that highly qualified and talented individuals are recruited, developed and retained. Providing centralized support to all City departments that, in turn provide quality services to residents, staff and Council.

## **PROGRAM DESCRIPTION**

The Administrative Services Department is responsible for centralized personnel management and support to the City Council, City Manager and City Departments. This Department assists City Departments in achieving their missions more effectively and efficiently, and seeks to develop a motivated, productive, accountable, diverse, and safe work force. The Department accomplishes this by recruitment assistance, salary & benefit administration, classification administration, leave administration, safety and workers' compensation leadership, employee and labor relations assistance, staff training and development, and related services. It provides an effective and comprehensive communication medium that includes media relations, City Council support, intergovernmental liaison, community and neighborhood relations, Channel 22/cable television and internal communications.

## **TYPICAL TASKS**

- Provide general support to the City Council, City Manager and Department Heads.
- Meet and confer with employee associations with regard to wages, benefits and general working conditions.
- Respond to and resolve citizen complaints concerning City services.
- Administer the risk management program, including worker's compensation and general liability program.
- Recruit and select City employees in an expedient manner; develop testing materials and procedures.
- Develop and coordinate staff development and training programs.

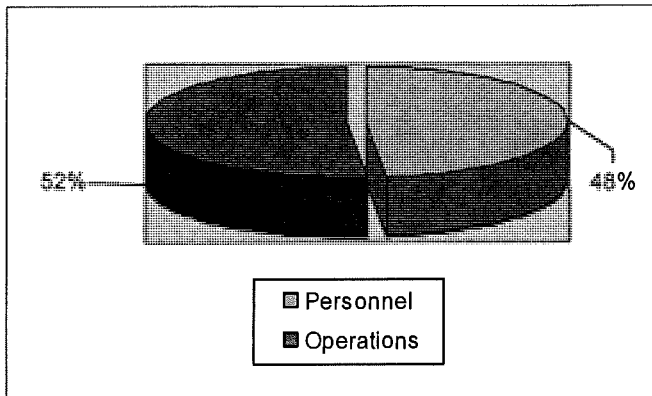
## **GOALS**

- Enhance the quality and dedication of City employees through department and City specific trainings.
- Continue to improve customer service – both internal and external – as a primary staff responsibility.
- Respond to customer concerns in a timely and effective manner.
- Continued oversight of safety measures for staff and customers using City Hall to include implementing specific policies and procedures for limiting and reporting workers' compensation injuries and other accidents to protect our citizens and employees and limit future liability. Implement findings from CJPIA risk management evaluation.
- Continued City staff training and development through attendance at department and City specific workshops and seminars.
- Effective and efficient management of resources.
- Assist with recruitment and selection of efficient, effective, customer service oriented employees.

## **ACCOMPLISHMENTS**

- Advertised and recruited key positions to provide departmental support and assist in further programs and projects.
- Limited workers' compensation and general liability exposure to the City through enhanced training programs, and field inspections.
- Provided citywide staff development trainings – to include workplace harassment, customer service, CPR/ First Aid/ AED and contract risk transfer. Ensured compliance with state and federal training requirements.

**FINANCIAL HIGHLIGHTS**

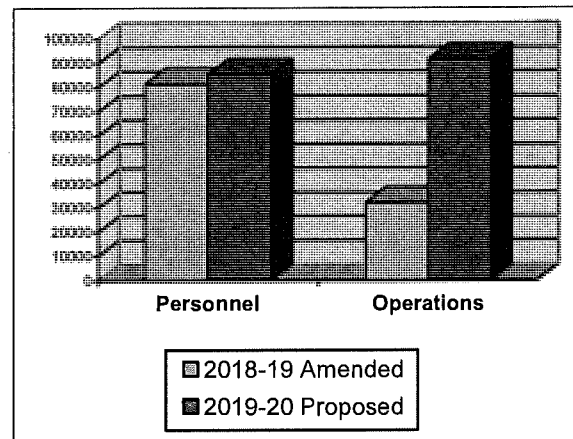


**Department Expenditures by Category**

Personnel	\$85,263
Operations	101,850
<b>Total</b>	<b>\$187,113</b>

**Budget Comparison**

	2018-19 Amended	2019-20 Proposed
Personnel	\$81,322	\$85,263
Operations	32,200	101,850
<b>Total</b>	<b>\$113,522</b>	<b>\$187,113</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed budget for FY 2020 of \$187,113 is an increase of \$73,591 for the following reasons:

Increase in salaries and benefits.	\$3,941
Increase in contract services.	70,500
Decrease in office equipment.	(1,000)
Miscellaneous increases.	150
<b>Department Total</b>	<b>\$73,591</b>

DEPARTMENT EXPENDITURES

**ADMINISTRATIVE SERVICES -150**

GENERAL FUND (100-150)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
100-150-501.100	SALARIES - FULL-TIME	62,061	62,424	62,424	62,424	65,544	3,120
100-150-501.600	AUTO ALLOWANCE	750	1,075	750	750	1,350	600
100-150-505.100	FLEXIBLE BENEFITS	7,082	6,911	7,080	7,080	6,482	(598)
100-150-505.200	RETIREMENT	9,411	10,170	9,748	9,748	10,574	826
100-150-505.300	MEDICARE CONTRIBUTION	1,006	1,033	1,019	1,019	1,120	101
100-150-505.700	CITY-PAID INSURANCE	301	291	301	301	193	(108)
	<b>SUBTOTAL</b>	<b>80,611</b>	<b>81,904</b>	<b>81,322</b>	<b>81,322</b>	<b>85,263</b>	<b>3,941</b>
<b>OPERATIONS</b>							
100-150-510.100	OFFICE SUPPLIES	764	720	700	700	700	-
100-150-510.400	SUBSCRIPTIONS/PUBLICATIONS	20	312	200	200	350	150
100-150-510.605	CITYWIDE STAFF DEVELOPMENT	751	1,000	2,000	2,000	2,000	-
100-150-510.610	MEMBERSHIP/DUES		300	300	300	300	-
100-150-510.630	BENEFIT REIMBURSEMENT	2,805	3,000	3,000	3,000	3,000	-
100-150-510.800	RECRUITMENT	7,577	9,000	9,000	9,000	9,000	-
100-150-530.100	CONTRACT SERVICES	9,045	9,100	12,000	12,000	82,500	70,500
100-150-540.200	SPECIAL EXPENSES	4,781	4,000	4,000	4,000	4,000	-
100-150-550.200	OFFICE EQUIPMENT		1,000	1,000	1,000		(1,000)
	<b>SUBTOTAL</b>	<b>25,743</b>	<b>28,432</b>	<b>32,200</b>	<b>32,200</b>	<b>101,850</b>	<b>69,650</b>
<b>GENERAL FUND TOTAL</b>		<b>106,354</b>	<b>110,336</b>	<b>113,522</b>	<b>113,522</b>	<b>187,113</b>	<b>73,591</b>

**Budget Detail Worksheet**

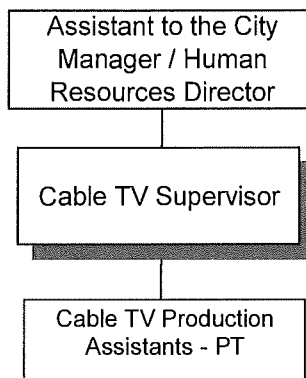
**Dept.:** Administrative Svcs. **Program:** Administrative Svcs.-150  
**Fund:** 100-General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b>Personnel Costs</b>				
501.100	Salaries-Full-time	62,424	65,544	50% Human Resources Director
505.100	Flexible Benefits	7,080	6,482	Cafeteria plan for HR Director.
505.200	Retirement	9,748	10,574	Retirement costs.
505.300	Medicare Contribution	1,019	1,120	1.45% of salary.
505.700	City-Paid Insurance	301	193	LTD, Life and AD&D.
<b>Subtotal</b>		<b>81,322</b>	<b>85,263</b>	
<b>Operations</b>				
510.100	Office Supplies	700	700	Various office supplies.
510.400	Subscriptions/Publications	200	350	Subscriptions to personnel/risk management publications including mandated labor posters for all City Buildings.
510.605	Citywide Staff Development	2,000	2,000	Projected city-wide staff development and trainings in harassment, customer service, leadership/ management, CPR, and other important organizational development areas.
510.610	Memberships/Dues	300	300	Membership in labor relations (SCPLRC), risk management and other human resources associations; including MMASC, SHRM, CalPELRA membership.
510.630	Benefit Reimbursement	3,000	3,000	Employee tuition reimbursement reserve (up to \$1,800 per qualified employee), and reimbursement expenses related to employee wellness program.
510.800	Recruitment	9,000	9,000	Recruitment expenses.
530.100	Contract Services	12,000	82,500	FLSA Manual (\$500); Liebert Cassidy consortium (\$3,000); and other personnel matters and employee relations matters (10,500). Projected increase due to City-wide Class & Compensation Study (\$60,000)
540.200	Special Expenses	4,000	4,000	Misc. costs for departmental operations including employee programs and contingency. Increase relative to Employee Recognition and Holiday Event.
550.200	Office Equipment	1,000	-	Purchase/ replace office chairs
<b>Subtotal</b>		<b>32,200</b>	<b>101,850</b>	
<b>PROGRAM TOTAL</b>		<b>113,522</b>	<b>187,113</b>	

# CITY OF LAWNSDALE

## Organizational Chart

### CABLE TELEVISION



## **MISSION STATEMENT**

As part of the Administrative Services Department, the Cable Television division assists in most public information and media relations for the City and manages the City's cable television operation. It assists in keeping the community informed about programs and activities within the City as well as working on Lawndale's image locally and regionally. Services provided by this office include public relations, video production, and government access cable channel coordination.

## **PROGRAM DESCRIPTION**

The Cable Television Division is responsible for the programming, maintenance, development, management and operation of the City of Lawndale's Local Government Access Cable TV Channels, YouTube channel and Twitter feed.

## **TYPICAL TASKS**

- Providing "quality plus" level of customer service to all customers of the CATV Division.
- The maintenance, development, operation and programming of two, 24 hour, seven day a week government access television channels.
- Provide customer service for issues relating to State cable television franchise.
- Provide analysis of cable-related issues and make recommendations.
- Provide staff support to the Lawndale Cable Usage Corporation and Lawndale Cable Commission.
- Produce and cablecast multi-camera City Council meetings.
- Provide professional quality media production services for government applications and Cable Commission grant recipients as needed, in-house, departmental, informational and training applications.
- Develop and cultivate programs for enhancing CATV revenue base and to increase CATV program funding.
- Provide professional computer generated (CG) graphic and multi-media advertising services for government, regional and local non-profit agencies and organizations use on the Community Cable Bulletin Board.
- Update and maintain a City television program library system.
- Provide limited but professional quality media duplication services.
- Research, evaluate and recommend new technologies as necessary.
- Provide on-going systems evaluation, maintenance, troubleshooting and repair of all CATV systems, networks and facilities.

- Provide ongoing in-house staff training in all areas of CATV job performance.

## **GOALS**

- To continue to produce locally relevant programming to enhance viewer understanding of community issues, City events, City programs and services.
- To develop and implement an integrated video production system in the Community Center through Capital Improvement Project funding.
- To develop and implement antenna based broadcast and government access television system in the Community Center through Capital Improvement Project funding.
- Continue to develop the Community Cable Channel 3 and 22 Bulletin Boards and enhance viewer experience by incorporating compelling, rich media content for public service announcements, public notices, sponsorship information, Channel 3 program schedule and municipal, community and non-profit based promotional and sponsorship announcements.
- Continue to work toward the implementation and integration of new digital technologies into existing CATV systems and to offer new digital media video services.
- Continue to develop new sources of revenue for the growth and development of new programming through sponsorships, donations, grants and production services.

## **ACCOMPLISHMENTS**

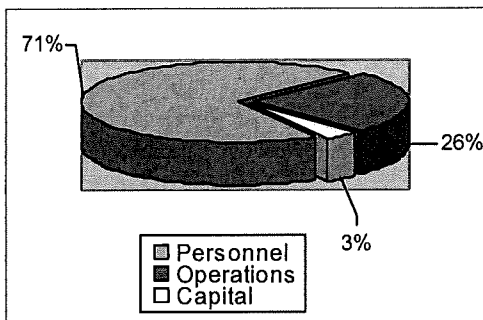
- Programmed and maintained digital playback automation system for scheduled programming 24 hours a day, 7 days a week.
- Continued to acquire new program series or special regional or government produced programming to augment City produced programming on Channel 3.
- Successfully hired new CATV staff and continued ongoing training of part-time Cable



Television Production Assistants and CATV Interns.

- Continue conversion of City videotape library to digital DVD format.
- Continued to provide administrative services in the oversight and operation of the City's Government Access Channels and internet based program outlets including YouTube and Twitter.
- Produced approximately 26 hours of live City Council Meeting coverage and over 83 hours of sports programming.
- Produced six "Lawndale Living" magazine format shows highlighting various city events and programs. Produced four "Lawndale Lifestyle" TV shows highlighting various Lawndale public affairs issues. Produced 46 "live to tape" high school sports events.
- Aired a total of 225 unique TV shows for over 4090 hours of unique community based television.
- Provided administrative and regulatory oversight assistance of cable franchise related issues.
- Created and cable-cast over 450 pages of Cable Television Bulletin Board customized graphics for public service announcements, public notices, Lawndale Community Television program schedules and other various non-profit promotional announcements.
- Maintained low insurance liability through effective risk management programs.
- Provided graphic art, photographic and audio visual support for City Staff.

## FINANCIAL HIGHLIGHTS

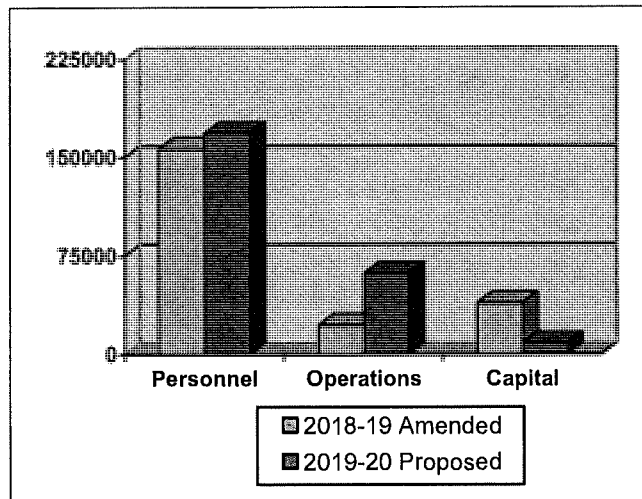


### Department Expenditures by Category

Personnel	\$168,262
Operations	61,480
Capital	8,100
<b>Total</b>	<b>\$237,842</b>

### Budget Comparison

	2018-19 Amended	2019-20 Proposed
Personnel	\$158,659	\$168,262
Operations	55,230	61,480
Capital	6,000	8,100
<b>Total</b>	<b>\$219,889</b>	<b>\$237,842</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed budget for FY 2020 of \$237,842 is an increase of \$17,953 for the following reasons:

Increase in salary and benefits.	\$9,603
Decrease in contract services.	(2,300)
Increase in capital outlay.	2,100
Increase in staff training.	1,350
Increase in operating transfers out.	7,000
Miscellaneous increases	200
<b>Department Total</b>	<b>\$17,953</b>

DEPARTMENT EXPENDITURES

**CABLE TELEVISION - 170**

GENERAL FUND (100-170)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
100-170-501.100	SALARIES - FULL-TIME	102,085	100,776	100,776	100,776	100,776	-
100-170-501.200	SALARIES - ELECTED/APPOIN	90	90	900	900	900	-
100-170-501.300	SALARIES - PART-TIME	40,839	42,587	32,000	32,000	40,839	8,839
100-170-501.500	LONGEVITY PAY	400	400	400	400	400	-
100-170-505.100	FLEXIBLE BENEFIT	12,964	13,233	12,964	12,964	12,964	0
100-170-505.200	RETIREMENT	9,026	9,072	9,520	9,520	10,341	822
100-170-505.300	MEDICARE CONTRIBUTION	1,945	1,883	1,655	1,655	1,655	0
100-170-505.700	CITY-PAID INSURANCE	443	430	444	444	386	(58)
	<b>SUBTOTAL</b>	<b>167,792</b>	<b>168,471</b>	<b>158,659</b>	<b>158,659</b>	<b>168,262</b>	<b>9,603</b>
<b>OPERATIONS</b>							
100-170-510.100	OFFICE SUPPLIES		500	500	500	700	200
100-170-510.600	STAFF TRAINING AND DEV.		-	3,750	3,750	5,100	1,350
100-170-510.610	MEMBERSHIPS/DUES	560	560	560	560	560	-
100-170-510.650	MILEAGE REIMBURSEMENT			500	500	500	-
100-170-520.510	EQUIPMENT MAINTENANCE	1,333	4,600	1,000	1,000	1,000	-
100-170-520.600	VEHICLE MAINTENANCE			250	250	250	-
100-170-520.610	VEHICLE FUEL	253	250	500	500	500	-
100-170-530.100	CONTRACT SERVICES	9,042	10,500	12,870	12,870	10,570	(2,300)
100-170-540.200	SPECIAL EXPENSES	1,252	1,800	2,300	2,300	2,300	-
	<b>SUBTOTAL</b>	<b>12,440</b>	<b>18,210</b>	<b>22,230</b>	<b>22,230</b>	<b>21,480</b>	<b>(750)</b>
<b>CAPITAL</b>							
100-170-550.400	OTHER EQUIPMENT	27,486	6,000	6,000	6,000	8,100	2,100
	<b>SUBTOTAL</b>	<b>27,486</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>8,100</b>	<b>2,100</b>
<b>GENERAL FUND TOTAL</b>		<b>207,718</b>	<b>192,681</b>	<b>186,889</b>	<b>186,889</b>	<b>197,842</b>	<b>10,953</b>

**CABLE TELEVISION - 170**

CABLE ACCESS FUND (217-170)

<b>OPERATIONS</b>							
217-170-510.100	OFFICE SUPPLIES	103					
217-170-540.200	SPECIAL EXPENSES	391					
217-170-560.100	OPERATTNG TRFS OUT	30,178	40,000	33,000	33,000	40,000	7,000
	<b>SUBTOTAL</b>	<b>30,672</b>	<b>40,000</b>	<b>33,000</b>	<b>33,000</b>	<b>40,000</b>	<b>7,000</b>
<b>CAPITAL</b>							
217-170-550.200	OTHER EQUIPMENT	10,322					
	<b>SUBTOTAL</b>	<b>10,322</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CABLE ACCESS TOTAL</b>		<b>40,994</b>	<b>-</b>	<b>33,000</b>	<b>33,000</b>	<b>40,000</b>	<b>7,000</b>
<b>ALL FUNDS TOTAL</b>		<b>248,712</b>	<b>192,681</b>	<b>219,889</b>	<b>219,889</b>	<b>237,842</b>	<b>17,953</b>

**Budget Detail Worksheet**

**Dept.:** Admin/City TV    **Program:** Cable Television - 170  
**Fund:** 100-General Fund

Account No.	Line Item	Amended	Proposed	Description
		Budget 2018-19	Budget 2019-20	
<b><u>Personnel</u></b>				
501.100	Salaries - Full-Time	100,776	100,776	Cable TV Supervisor.
501.200	Salaries - Elected/Appointed	900	900	Meeting stipend.
501.300	Salaries - Part-Time	32,000	40,839	Part-Time restored to 2017 service level.
501.500	Longevity Pay	400	400	Per MOU.
505.100	Flexible Benefits	12,964	12,964	Cafeteria Plan.
505.200	Retirement	9,520	10,341	Retirement Contribution for PERS.
505.300	Medicare Contribution	1,655	1,655	1.45% of salary.
505.700	City-paid Insurance	444	386	Life Insurance and AD&D.
	<b>Subtotal</b>	<b>158,659</b>	<b>168,262</b>	
<b><u>Operations</u></b>				
510.100	Office Supplies	500	700	Provides color printer toner replacement (\$450), Pens, staples, paperclips, scotch tape, pencils, scissors, cable ties, tie wraps. New chair for CATV Supervisor
510.600	Staff Training	3,750	5,100	Lynda.com (\$250) and roll over Ross Xpression Training (\$3500) and SUAS (drone) training/certification (\$1350 - Drone Pilot Ground School)
510.610	Memberships/Dues	560	560	SCAN / NATOA memberships for 5 commissioners and 2 staff.
510.650	Mileage Reimbursement	500	500	Mileage reimbursement for staff.
520.510	Equip. Maintenance	1,000	1,000	Video systems repair and maintenance of any systems not replaced in FY2016-17 upgrade.
520.600	Vehicle Maintenance	250	250	Maintenance of new video production vehicle.
520.610	Vehicle Fuel	500	500	Video van travel and generator fuel; based on projected usage.
530.100	Contract Services	12,870	10,570	Cablecast System - Service Contract (\$2800). Adobe Creative Cloud Service (post-production annual subscription (\$2120), Envato Music Subscription (\$250) Professional announcer/hosting services (\$3100). IEEI Annual Video Server/Archive Service Contract (50% reduction to \$2300 from \$4600).
540.200	Special Expenses	2,300	2,300	DVDs (\$140), Gaffer's Tape (\$380), misc. connectors, adapters, hard drives, flash drives, misc. items(\$1000). Video Van washes (\$780)
	<b>Subtotal</b>	<b>22,230</b>	<b>21,480</b>	
<b><u>Capital Outlay</u></b>				
550.400	Other Equipment	6,000	8,100	Two High Capacity Video Storage Drives (OWC SSD RAID) and Drone (Mavic 2 Pro w/Monitor)
	<b>Subtotal</b>	<b>6,000</b>	<b>8,100</b>	
<b>Program Total</b>		<b>186,889</b>	<b>197,842</b>	

Dept.: LCUC Program: Cable Usage Corporation / City TV

Fund: 217-LCUC

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
	<b>Operations</b>			
560.100	Operating Transfers Out	33,000	40,000	2nd year Financing of CATV Div Expenditures
	<b>Subtotal</b>	<b>33,000</b>	<b>40,000</b>	
	<b>Program Total</b>	<b>33,000</b>	<b>40,000</b>	
	<b>ALL FUNDS TOTAL</b>	<b>219,889</b>	<b>237,842</b>	

# CAPITAL OUTLAY REQUEST

Capital outlay includes vehicles, equipment, furniture/furnishings and building/grounds improvements with a cost greater than \$1,000.

DEPARTMENT: ADMIN/CATV ACCOUNT NUMBER/S: 100-170-550.400  
FISCAL YEAR REQUESTED: 2019-2020 NEW/REPLACEMENT: Replacement  
ESTIMATED COST: \$6000 (Please include quotes if available)

## DESCRIPTION OF ITEM:

(2) OWC 8TB SSD RAID. This video storage system is a Solid State Drive (SSD) based array intended to update and enhance the productivity of our two editing systems digital storage capability and workflow.

## JUSTIFICATION:

These two SSD RAIDs (Redundant Array of Independent Disks) will allow significantly faster responsiveness and rendering capabilities for editing, motion graphics and special effects generation in the editing process for both of our non-linear editing systems. These RAIDs can effectively increase data throughput by 1600% over our current LAN based system by utilizing the superior speed of SSD technology. These RAIDs will allow two significant improvements.

1. Increase output productivity and enhance workflow in the labor intensive editorial/graphic process.
2. It will allow us to move our existing 4 year old editing server to serve as an archival storage facility and increase long term video storage capacity.

## Will Costs be Offset by Savings/Revenues?

If so please explain: Yes. Savings will be realized over a 3 year period replacing the editing server and extending its lifespan by repurposing it as an archival server. Additionally, the server's \$2300 annual service contract will no longer be necessary on an ongoing basis.

# CAPITAL OUTLAY REQUEST

Capital outlay includes vehicles, equipment, furniture/furnishings and building/grounds improvements with a cost greater than \$1,000.

DEPARTMENT: ADMIN/CATV ACCOUNT NUMBER/S: 100-170-550.400  
FISCAL YEAR REQUESTED: 2019-2020 NEW/REPLACEMENT: New  
ESTIMATED COST: \$2100 (Please include quotes if available)

## DESCRIPTION OF ITEM:

DJI Mavic 2 Pro w/ Monitor. This item is a professional drone with high definition/4K video recording capabilities. It features a Hasselblad lens system for high quality imaging (photography and videography) capabilities. Includes an all in one LCD monitor/controller.

## JUSTIFICATION:

This video production tool will allow the CATV division to record aerial photography/video which has become a staple in modern television programming. The drone will allow CATV personnel to capture images that it has never been able to in the past due to the high cost of such images. In addition to high flying images, the drone is capable of low flying "crane", "dolly" "Steadicam" style images. This will enhance the television production value of City generated programs as well as assist the Public Works and other city departments with a need for quality aerial photography/videography. Additionally, sUAS (Small Unmanned Aerial Systems) require certification licensed operators and training/testing is included in CATV's training budget.

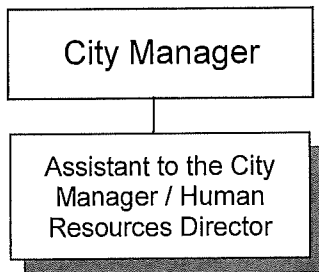
## Will Costs be Offset by Savings/Revenues?

If so please explain: Yes. Aerial photography/videography can cost \$250 to \$500 or more depending on the job requirements. Using a video drone a minimum of four to eight times in a single year would recover the cost of the item. Recently, the Public Works Dept. requested the use of a drone to videotape/photograph the Inglewood Avenue Street Improvement Project.

# CITY OF LAWNSDALE

## Organizational Chart

### GENERAL OPERATIONS





## **MISSION STATEMENT**

To ensure effective, uninterrupted municipal services to City departments and the community by providing professionally operated and maintained general services, communications systems, safe and well designed and maintained City facilities and efficiently managed maintenance programs.

## **PROGRAM DESCRIPTION**

The City's General Operations program provides the necessary office and program support functions to the other city departments for better management of city resources and overall coordination between facilities.

## **TYPICAL TASKS**

- Monitor contract compliance for equipment lease and maintenance.
- Monitor changes in insurance costs related to filing of claims against the city, workers' compensation claims, and other property related damages.
- Oversee internal service systems including: phone service, utility costs, postage, copy, and day-to-day operations relating to office supply inventory.
- Payment of insurance premiums and utility costs.

## **GOALS**

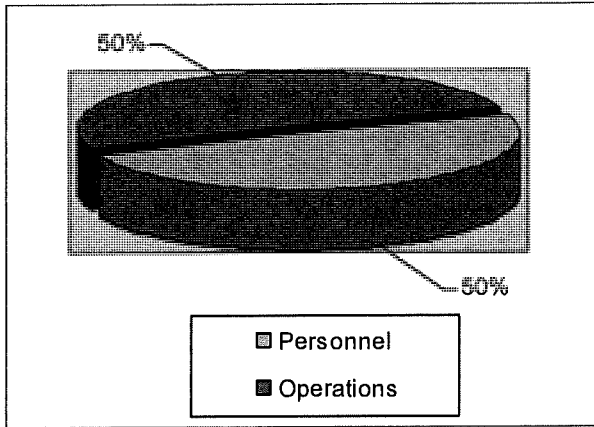
- Effectively manage, stabilize, and reduce insurance costs. Seek to lower liability through improved policies and procedures, trainings, and implementation of risk evaluation recommendations.

- Effectively manage workers' compensation program, to include training of employees in ergonomics and proper procedures for carrying out duties to avoid and prevent accidents and injuries.
- Manage and reduce utility service costs as much as possible: to include, phones, electricity, gas, and water.

## **ACCOMPLISHMENTS**

- Considered goals and implemented means of limiting utility costs leading to the conservation of energy and water.
- Working in conjunction with California Joint Powers Insurance Authority; performed Risk Analysis to look at ways of reducing increased liability insurance and workers compensation premiums across the risk pool.
- Effectively managed claims in conjunction with California Joint Powers Insurance Authority – providing enhanced customer service and response to claimants.
- Continued to provide quality customer service through enhanced employee training, and hiring of competent employees.

• **FINANCIAL HIGHLIGHTS**

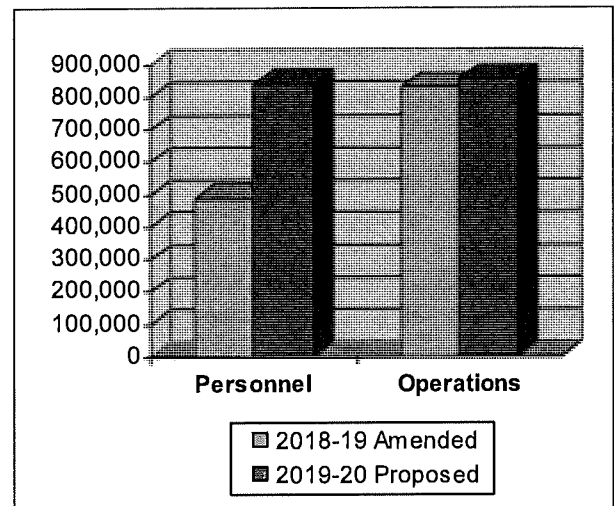


**Department Expenditures by Category**

Personnel	\$837,410
Operations	854,308
<b>Total</b>	<b>\$1,691,718</b>

**Budget Comparison**

	2018-19 Amended	2019-20 Proposed
Personnel	\$485,416	\$837,410
Operations	829,311	854,308
<b>Total</b>	<b>\$1,314,727</b>	<b>\$1,691,718</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed budget for FY 2020 of \$1,691,718 is an increase of \$376,991 due to the following changes:

Increase in personnel.	\$351,994
Decrease in insurance premiums.	(14,503)
Increase in contract services	34,000
Miscellaneous increases.	5,500
<b>Department Total</b>	<b>\$376,991</b>

**GENERAL OPERATIONS - 160**

GENERAL FUND (100-160)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL	PROJECTED	ADOPTED	AMENDED	PROPOSED	CHANGE
		2017-18	ACTUAL 2018-19	BUDGET 2018-19	BUDGET 2018-19	BUDGET 2019-20	FROM PRIOR YEAR
<b>PERSONNEL</b>							
100-160-501.800	SICK LEAVE BUY BACK		23,780	27,000	27,000	13,650	(13,350)
100-160-505.200	PERS CONTRIBUTION	266,228	380,952	364,816	364,816	456,720	91,904
100-160-505-202	PARS EXCESS FUND					22,440	22,440
100-160-505.600	RETIREE'S HEALTH BENEFIT	90,572	113,250	93,600	93,600	120,000	26,400
100-160-540.300	CONTINGENCY RESERVE					224,600	224,600
	<b>SUBTOTAL</b>	<b>356,800</b>	<b>517,982</b>	<b>485,416</b>	<b>485,416</b>	<b>837,410</b>	<b>351,994</b>
<b>OPERATIONS</b>							
100-160-510.100	OFFICE SUPPLIES	11,613	11,500	11,000	11,000	12,000	1,000
100-160-510.300	POSTAGE	13,548	17,000	18,000	18,000	18,000	-
100-160-515.100	TELECOMMUNICATIONS	65,352	65,000	65,000	65,000	66,200	1,200
100-160-515.200	ELECTRICITY	4,849	4,900	4,800	4,800	4,900	100
100-160-515.300	NATURAL GAS	4,170	6,700	8,000	8,000	8,000	-
100-160-515.400	WATER	11,222	11,600	11,600	11,600	11,600	-
100-160-520.120	BUILDING EQUIPMENT MAINT		1,000	2,000	2,000	2,000	-
100-160-520.500	EQUIPMENT RENTAL	40,239	34,000	34,000	34,000	37,000	3,000
100-160-525.200	LIABILITY INSURANCE	405,895	367,703	367,703	367,703	305,862	(61,841)
100-160-525.300	PROPERTY INSURANCE	53,962	84,515	55,000	55,000	87,949	32,949
100-160-525.400	WORKERS COMP INS PREMIUM	170,608	156,194	156,194	156,194	170,583	14,389
100-160-525.600	UNEMPLOYMENT INSURANCE	4,246	5,000	10,000	10,000	10,000	-
100-160-530.100	CONTRACT SERVICES	11,420	24,400	8,400	24,400	58,400	34,000
100-160-530.800	MEDICAL & HEALTH TESTING	2,155	3,100	3,100	3,100	3,300	200
100-160-540.300	CONTINGENCY RESERVE						-
100-160-545.100	DEBT SERVICE PAYMENTS	37,542	38,800	40,099	40,099	41,668	1,569
100-160-545.400	INTEREST EXPENSE	21,244	19,850	18,415	18,415	16,846	(1,569)
	<b>SUBTOTAL</b>	<b>858,065</b>	<b>851,262</b>	<b>813,311</b>	<b>829,311</b>	<b>854,308</b>	<b>24,997</b>
	<b>GENERAL FUND TOTAL</b>	<b>1,214,865</b>	<b>1,369,244</b>	<b>1,298,727</b>	<b>1,314,727</b>	<b>1,691,718</b>	<b>376,991</b>

**Budget Detail Worksheet**

**Dept.:** General Operations

**Program:** General Operations - 160

**Fund:** 100-General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
	<b><u>Personnel</u></b>			
501.800	Sick Leave Buy Back	27,000	13,650	Sick Leave Buy Back for eligible employees.
505.200	PERS Contribution	364,816	456,720	Unfunded liability payment.
505.202	PARS Excess Fund		22,440	Increase 2% per year.
505.600	Retiree's Health Insurance	93,600	120,000	Premium payments for retiree health benefits per prior years and current year trends and actual.
540.300	Contingency Reserve		224,600	MOU Contingency
	<b>Subtotal</b>	<b>485,416</b>	<b>837,410</b>	
	<b><u>Operations</u></b>			
510.100	Office Supplies	11,000	12,000	Includes paper, coffee service, letterhead, fax and copier supplies/maintenance. Increase based on usage and increase of related purchase costs.
510.300	Postage	18,000	18,000	Postage, Fed Ex usage, bulk mail permit fees, etc.
515.100	Telecommunications	65,000	66,200	Telephone system lease, maintenance and usage. Increase due to telecommunication upgrade and replacement costs (\$1,200)
515.200	Electricity	4,800	4,900	Electricity for Civic Center complex (average monthly expenditure is \$333).
515.300	Natural Gas	8,000	8,000	Natural gas for City Hall (average monthly invoice of \$650).
515.400	Water	11,600	11,600	Water for City Hall paid to So. Cal. Water (average of \$105 per month) and Sparkletts service (average monthly invoice of \$700).
520.120	Building Equipment Maint	2,000	2,000	Citywide first aid kits.
520.500	Equipment Rental	34,000	37,000	Lease & maintenance agreements for copiers, mail meter, fax. New postage meter, copier contract etc.
525.200	Liability Insurance	367,703	305,862	JPIA Annual Premium; includes primary deposit; Crime Prevention (\$1,300) and Pollution (\$2,551) liability insurance.
525.300	Property Insurance	55,000	87,949	JPIA Annual Premium; includes primary and environmental liability deposit.

**Budget Detail Worksheet**

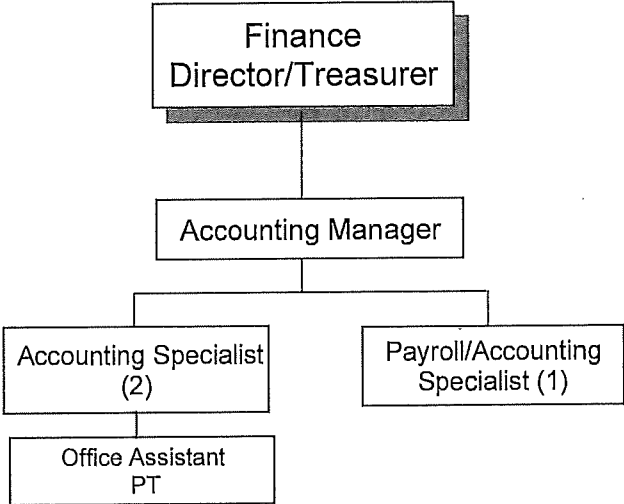
**Dept.:** General Operations **Program:** General Operations - 160

**Fund:** 100-General Fund

<u>Account No.</u>	<u>Line Item</u>	<u>Amended Budget 2018-19</u>	<u>Proposed Budget 2019-20</u>	<u>Description</u>
525.400	Worker's Compensation	156,194	170,583	JPIA Annual Premium; includes general liability, WC primary and WC excess pool deposits.
<b><u>(Operations, Continued)</u></b>				
525.600	Unemployment Insurance	10,000	10,000	Unemployment Insurance.
530.100	Contract Services	24,400	58,400	Local Gov't sharing program and/or misc. (\$1,200). Administration of PARS (\$7,200) Community Center facility upgrades (\$50,000).
530.800	Medical & Health Testing	3,100	3,300	New EE screening, first aid claims, random drug testing program, fit-for-duty exams, etc.
545.100	Debt Service Payments	40,099	41,668	I-Bank Loan. (Reimbursed by Successor Agency).
545.400	Interest Expense	18,415	16,846	I-Bank Loan. (Reimbursed by Successor Agency).
<b>Subtotal</b>		<b>829,311</b>	<b>854,308</b>	
<b>PROGRAM TOTAL</b>		<b>1,314,727</b>	<b>1,691,718</b>	

**CITY OF LAWNSDALE**  
**Organizational Chart**

**FINANCE DEPARTMENT**



## **MISSION STATEMENT**

The mission of the Finance Department is to provide responsive, professional, and ethical administrative and fiscal services to meet the needs of other departments and the community.

Specific services provided by the Finance Department include: accounting/auditing, accounts payable, accounts receivable, cash management, debt issuance/management, financial planning/budgeting, financial reporting, investment portfolio management, payroll, purchasing, revenue collection, business licensing, tax enforcement and information systems support services.

## **PROGRAM DESCRIPTION**

The Finance Department is responsible for providing quantitative financial information that allows the City Council and all City departments to make informed decisions as to allocation of available resources. Through careful analysis of revenues and expenditures, the department is able to propose a balanced budget (for all funds) at the beginning of each fiscal year. The Finance Department discloses the City's financial condition and the results of its operations through the Comprehensive Annual Financial Report (CAFR).

### **TYPICAL TASKS**

- The department provides a wide range of other services, such as purchasing, revenues collection, payroll, accounts payable, accounting, business licensing, deferred compensation – Public Employees Retirement System (PERS) management and debt management.
- The Finance Department also closely adheres to the City Council's formal financial policies. This includes maintaining a balanced operating budget for all governmental funds, special revenues funds and agency funds and ensures that they sustain appropriate reserves and are maintained. Typical tasks include: daily cash receipting for business licenses and building permits, receipt and review of business license and permit applications and response to questions from clients at the front counter, preparation and review of requisitions for purchases, obtaining and reviewing quotes for purchases and issuing purchase orders to vendors, processing invoices for payment to vendors, reviewing, preparing and disbursing payroll, employee benefits and payroll taxes and responding to

questions from employees, preparing required reports for numerous governmental agencies, monitoring revenues and expenditures to ensure conformance with the City's budget and purchasing ordinance, ongoing treasury management and assistance with other finance related activities.

### **GOALS**

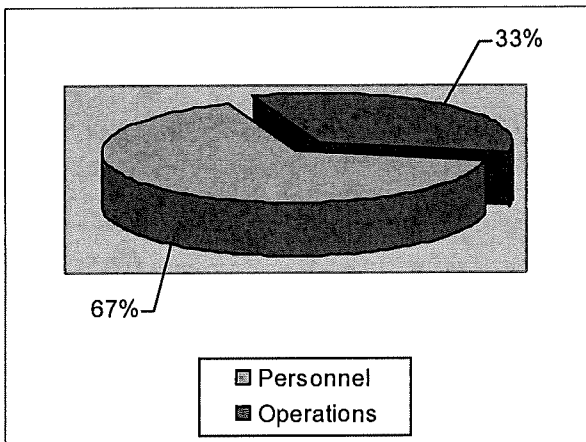
- Continue to work towards issuing the City's Comprehensive Annual Financial Report (CAFR).
- Continue to work towards earning the prestigious national Government Finance Officer's Association (GFOA) Award for Excellence in Financial Reporting.
- Strive to earn the California Society of Municipal Finance Officer's Award for Outstanding Financial Reporting.
- Continue to complete the State Controller's reports for the City, Lawndale Successor Agency and Street Reports in-house and within the applicable deadlines.
- Coordinate annual financial audit with outside auditors.
- Assist Community Development in project tracking and project accounting for the various City improvements that the City is currently undertaking.
- Continue to develop and improve the City of Lawndale's 5-year Capital Improvements Program.
- Continue to prepare and improve the City of Lawndale's balanced annual operating and CIP Budgets.

**ACCOMPLISHMENTS**

- Issued City's 2017-18 Comprehensive Annual Financial Report (CAFR).
- Issued City's 2018-19 annual operating budget.
- Completed 2017-18 in house State Controller's reports for the City, Lawndale Successor Agency and Street Reports.
- Processed over 2,000 business license applications and published business license renewals ahead of schedule.
- Coordinated fireworks stand permits.
- Complete month-end and year-end closings.

- Reduced Management Letter Comments and findings by outside auditors for the City's CAFR, Single Audit and Lawndale Successor Agency Audit.
- Established routine and predictable processing of payments through accounts payable using deadline schedule and improved department communication.
- Established more orderly payroll processing using deadline schedule and improved communication.
- Assisted in completing Successor Agency ROPS schedules.

**FINANCIAL HIGHLIGHTS**

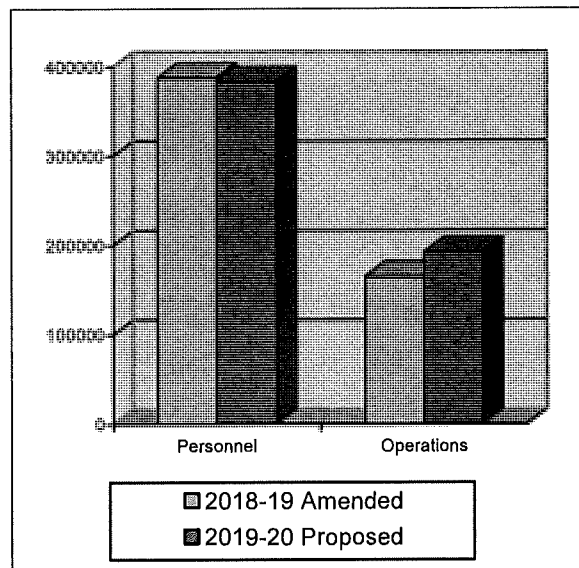


**Department Expenditures by Category**

Personnel	\$383,007
Operations	164,250
<b>Total</b>	<b>\$547,257</b>

**Budget Comparison**

	2018-19 Amended	2019-20 Proposed
Personnel	\$387,228	\$383,007
Operations	164,895	164,250
<b>Total</b>	<b>\$552,124</b>	<b>\$547,257</b>





- **SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Budget)

The Proposed Budget for FY 2020 of \$547,257 (exclusive of Information Systems) is a decrease of \$4,867 due to the following changes:

Decrease in salary and benefits.	(\$4,222)
Increase in contract services.	4,500
Increase in bank & payroll fees.	39,000
Decrease in professional services.	(33,750)
Decrease in temporary staffing.	(11,595)
Miscellaneous increases.	1,200
<b>Department Total</b>	<b>(\$4,867)</b>

**DEPARTMENT EXPENDITURES**

**FINANCE - 190**

**GENERAL FUND (100-190)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
100-190-501.100	SALARIES - FULL-TIME	280,404	295,535	277,790	297,790	270,023	(27,767)
100-190-501.300	SALARIES - PART-TIME			12,000	8,100	25,000	16,900
100-190-501.400	SALARIES - OVERTIME	3,063	1,895	1,500	1,500	2,500	1,000
100-190-501.500	LONGEVITY PAY	840	1,580	1,244	1,244	668	(576)
100-190-501.600	AUTO ALLOWANCE	1,148	1,355	795	795	1,944	1,149
100-190-505.100	FLEXIBLE BENEFIT	45,295	45,755	40,952	40,952	43,560	2,608
100-190-505.200	RETIREMENT	24,314	28,424	26,015	26,015	33,247	7,233
100-190-505.201	PARS CONTRIBUTION	6,468	5,387	5,387	5,387	-	(5,387)
100-190-505.300	MEDICARE CONTRIBUTION	4,517	6,562	3,981	3,981	4,666	684
100-190-505.700	CITY-PAID INSURANCE	1,407	1,265	1,465	1,465	1,398	(66)
	<b>SUBTOTAL</b>	<b>367,456</b>	<b>387,758</b>	<b>371,128</b>	<b>387,228</b>	<b>383,007</b>	<b>(4,222)</b>
<b>OPERATIONS</b>							
100-190-510.100	OFFICE SUPPLIES	4,203	4,700	3,750	3,750	4,000	250
100-190-510.200	REPROGRAPHICS	1,655	1,700	2,000	2,000	2,000	-
100-190-510.400	SUBSCRIP./PUBLICATIONS		-	100	100	100	-
100-190-510.600	STAFF DEVELOPMENT	478		400	400	1,500	1,100
100-190-510.610	MEMBERSHIP/DUES	487	110	600	600	500	(100)
100-190-510.620	TRAVEL/MEETINGS	107	265	300	300	200	(100)
100-190-510.650	MILEAGE REIMBURSEMENT	44	40	50	50	100	50
100-190-530.100	CONTRACT SERVICES	101,575	96,500	76,500	96,500	101,000	4,500
100-190-530.101	BANK FEES					23,000	23,000
100-190-530.102	PAYROLL FEES					16,000	16,000
100-190-530.200	PROFESSIONAL SERVICES	51,250	29,468		33,750	-	(33,750)
100-190-530.210	TEMPORARY STAFFING	7,470	26,595		26,595	15,000	(11,595)
100-190-530.500	LEGAL ADVERTISING			100	100	100	-
100-190-540.200	SPECIAL EXPENSES	199	250	750	750	750	-
	<b>SUBTOTAL</b>	<b>167,468</b>	<b>159,628</b>	<b>84,550</b>	<b>164,895</b>	<b>164,250</b>	<b>(645)</b>
	<b>GENERAL FUND TOTAL</b>	<b>534,924</b>	<b>547,386</b>	<b>455,678</b>	<b>552,124</b>	<b>547,257</b>	<b>(4,867)</b>

**Budget Detail Worksheet**

**Dept.:** Finance  
**Fund:** 100 - General Fund

**Program:** Finance-190

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
	<b><u>Personnel</u></b>			
501.100	Salary - Full Time	297,790	270,023	Salary and related paid leave for five full-time employees including a Director, Accounting Manager, Payroll/Accounting Specialist and 2 - Accounting Specialists.
501.300	Salary - Part Time	8,100	25,000	1 part-time Accounting Specialist to assist in cashiering and backup during business license renewal period.
501.400	Salary - Overtime	1,500	2,500	Based on 5-Year average of actual costs
501.500	Longevity Pay	1,244	668	Per MOU.
501.600	Auto Allowance	795	1,944	Director auto allowance @ \$125/month.
505.100	Flexible Benefits	40,952	43,560	Employee monthly health benefits.
505.200	Retirement	26,015	33,247	PERS employer contributions for retirement.
505.201	PARS Contribution	5,387	-	Annual PARS retirement contribution related to 12/18 retired Director.
505.300	Medicare Contribution	3,981	4,666	Employer matching Medicare contributions; 1.45% of salary.
505.700	City-Paid Insurance	1,465	1,398	Employer provided life, long-term disability (LTD) and accidental death and dismemberment (AD&D) insurance.
	<b>SUBTOTAL</b>	<b>387,228</b>	<b>383,007</b>	
	<b><u>Operations</u></b>			
510.100	Office Supplies	3,750	4,000	Provides basic office supplies such as printer ink cartridges, tape, pens, folders, binders and labels acquired through Office Depot. Also includes costs for items such as check stock, business license tags, cash register tape and check signature stamps.
510.200	Reprographics	2,000	2,000	Printing cost for budget books.
510.400	Subscriptions/Publications	100	100	Calf. Society Municipal Finance Officers.
510.600	Staff Development	400	1,500	Government accounting update and relevant technical training to partially assist in maintaining CPA license of Director and keep abreast of current technical requirements as they apply to the City.
510.610	Membership/Dues	600	500	Professional membership dues; CSMFO and Cal CPA.

**Budget Detail Worksheet**

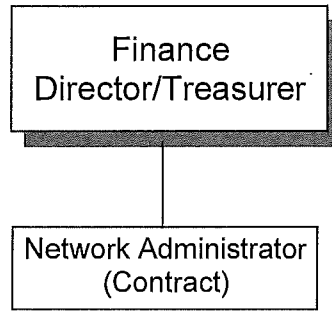
**Dept.:** Finance **Program:** Finance-190  
**Fund:** 100 - General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
	<b>(Operations, Continued)</b>			
510.620	Travel/Meetings	300	200	CSMFO monthly meetings.
510.650	Mileage Reimbursement	50	100	Employee reimbursement for use of personal vehicles associated with City business.
530.100	Contract Services	96,500	101,000	Professional service contracts related to financial reporting & auditing for the City. Costs include actuarial services (\$9k), cost reimbursement claim preparation (\$2.3k), external auditing services (\$38k) and revenue recovery (contingency fee of 30% of collections - only \$1k in budget; will request budget adjustment to increase and add corresponding revenue when/ if it materializes) and LAFCO fees (\$0.5k). Changes from previous FY include moving business license software costs to IT budget(\$5k) and discontinuing Property Tax analysis services (\$3k). New costs include required Statistical Report preparation and GFOA Award application fee (\$2k) and Hotel TOT audit service. Fee study (\$40,000).
530.101	Bank Fees		23,000	Changes from previous FY include removing costs of Treasury, which the GC requires to be offset against Treasury earnings (credit card fees, armor car pick-up, bank charges totaling \$23K- bank charges already eliminated in 4/19).
530.102	Payroll Fees		16,000	Payroll processing/ reporting (\$16k).
530.200	Professional Services	33,750		Used for consulting services, postage and mailers related to Measure L ballot measure.
530.210	Temporary Staffing	26,595	15,000	Assistance during peak accounting periods, such as year-end (calendar and fiscal) due to reporting requirements.
530.500	Legal Advertisements	100	100	Unforeseen legal ads.
540.200	Special Expenses	750	750	Designated for unforeseen expenditures.
	<b>SUBTOTAL</b>	<b>164,895</b>	<b>164,250</b>	
	<b>PROGRAM TOTAL</b>	<b>552,124</b>	<b>547,257</b>	

# CITY OF LAWNSDALE

## Organizational Chart

### INFORMATION TECHNOLOGY



## **MISSION STATEMENT**

To pursue excellence by understanding customer needs and wants and providing value-added solutions to satisfy them. Success will be measured by continuous improvement in customer satisfaction and consistent achievement of business, technical and financial objectives.

## **PROGRAM DESCRIPTION**

The Information Systems program was established to consolidate the costs of implementing and maintaining the City's information systems. Information systems include all of the hardware and software related to the City's network and financial management systems as well as the PC systems located throughout the City and City's website in the Internet. Staffing for this program is provided on a contractual basis and administered by the Finance Department.

## **TYPICAL TASKS**

- Acquiring, installing and maintaining computer hardware and software.
- Coordinating training of City staff for the computer hardware and software they are required to use.
- Designing and developing City's website in the Internet.
- Updating the Hawthorne Boulevard Electronic Message Center.
- Evaluating and recommending new or upgraded hardware and software to improve City operations.
- Assisting City departments with their information system's needs.

## **GOALS**

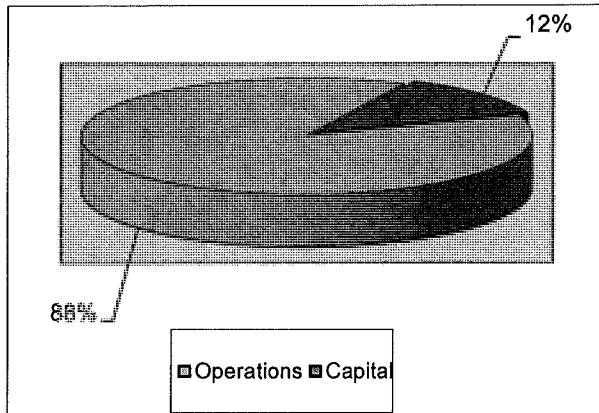
- Coordinate maintenance and enhancement of permit tracking, code enforcement case management, and public request tracking system.
- Coordinate enhancement and maintenance of Internet web site for the City.
- Maintain City's computer systems to provide high level and reliable operations and service to Council, public, and staff.

- Maintain effective virus and spam protection systems.
- Maintain effective firewall protection against outside intruders.
- Effectively maintain city's email system.
- Retention of staff resources for daily computer system maintenance and support.

## **ACCOMPLISHMENTS**

- Coordinated upgrades, enhancements, and maintenance of City's automated permit tracking, code enforcement case management, and public request tracking system.
- Maintained Payroll/HR System and update it with the newest releases.
- Maintained City's computer systems to provide high level and reliable operations and service to Council, public, and staff.
- Replaced old computers with up to date hardware and software.
- Effectively maintained the centralized network wide virus protection system.
- Installed, upgraded and effectively maintained the email system and email gateway virus protection system.
- Implemented and maintained appropriate back-up systems for protection of City's databases, user files, and email.
- Maintained network servers and applied all the necessary security patches and service pack upgrades.
- Implemented Internet monitoring and control system.
- Completed review of City's information system with options for upgrading.
- Effectively maintained and enhanced City's Internet website.

**FINANCIAL HIGHLIGHTS**

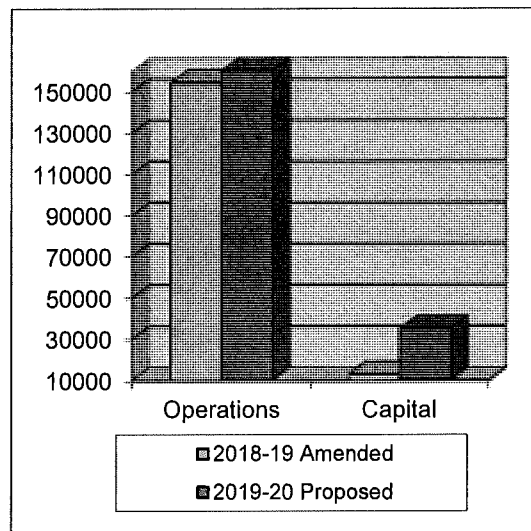


**Department Expenditures by Category**

Operations	\$250,050
Capital	35,000
<b>Total</b>	<b>\$285,050</b>

**Budget Comparison**

	2018-19 Amended	2019-20 Proposed
Operations	\$154,109	\$250,050
Capital	13,000	35,000
<b>Total</b>	<b>\$167,109</b>	<b>\$285,050</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed Budget for FY 2020 of \$285,050 is an increase of \$117,941 due to the following changes:

Increase in subscriptions/publications	\$5,500
Decrease in equipment maintenance.	(2,000)
Increase in contract services.	42,451
Increase in special expense.	49,900
Increase in other equipment	22,000
<b>Department Total</b>	<b>\$117,941</b>

DEPARTMENT EXPENDITURES

**INFORMATION SYSTEMS - 180**

GENERAL FUND (100-180)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>OPERATIONS</b>							
100-180-510.100	OFFICE SUPPLIES	48	50	50	50	50	-
100-180-510.400	SUBSCRIPTIONS/PUBLICAT	170	80	400	400	5,900	5,500
100-180-520.510	EQUIP MAINTENANCE	2,722	2,340	2,000	2,000	-	(2,000)
100-180-530.100	CONTRACT SERVICES	151,224	151,559	151,559	151,559	194,100	42,541
100-180-540.200	SPECIAL EXPENSES		100	100	100	50,000	49,900
	<b>SUBTOTAL</b>	<b>154,164</b>	<b>154,129</b>	<b>154,109</b>	<b>154,109</b>	<b>250,050</b>	<b>95,941</b>
<b>CAPITAL</b>							
100-180-550.400	OTHER EQUIPMENT	9,295	13,100	13,000	13,000	35,000	22,000
	<b>SUBTOTAL</b>	<b>9,295</b>	<b>13,100</b>	<b>13,000</b>	<b>13,000</b>	<b>35,000</b>	<b>22,000</b>
	<b>GENERAL FUND TOTAL</b>	<b>163,459</b>	<b>167,229</b>	<b>167,109</b>	<b>167,109</b>	<b>285,050</b>	<b>117,941</b>

**INFORMATION SYSTEMS - 180**

UDAG FUND (215-180)

<b>CAPITAL</b>							
215-180-560.100	Operating Transfers Out					50,000	50,000
	<b>SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>
	<b>AQMD FUND TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>



**Budget Detail Worksheet**

**Dept.:** Information Systems

**Program:** Information Systems

**Fund:** 100 - General Fund

<u>Account No.</u>	<u>Line Item</u>	<u>Amended Budget 2018-19</u>	<u>Proposed Budget 2019-20</u>	<u>Description</u>
	<b><u>Operations</u></b>			
510.100	Office Supplies	50	50	Provides for miscellaneous software programs to aid in network management.
510.400	Subscriptions/Pub	400	5,900	Software subscriptions for email spam filter (\$2,600), network firewall (\$1,800) & network backup (\$1,500)
520.510	Equipment Maintenance	2,000	-	Costs under subscriptions
530.100	Contract Services	151,559	194,100	Contract network support (\$150,000; 1,628 hours); Tyler Tech Accounting Software (\$10,100 includes \$3K software upgrade Pervasive); Business License software services (\$9K); Data Integration Costs for online cash collection (\$25K)
540.200	Special Expenses	100	50,000	City Web Design Costs.
	<b>Subtotal</b>	<b>154,109</b>	<b>250,050</b>	
	<b><u>Capital</u></b>			
550.400	Other Equipment	13,000	35,000	Of the 94 notebook/desktop computers and servers maintained Citywide, 49 utilize Windows Version 7 Operating System, which is no longer supported as of 1/1/20. Based on an assessment of City needs, 32 of the operating systems can be upgraded and 17 require computer replacement in order to run the newer system efficiently. Total estimated costs are \$20,000 Citywide. In addition, the Accounting Software utilized by Finance requires upgrading for compatibility with Windows Version 10. Tyler Technologies has provided a quote for \$3,000 (included in Contract Services line). Equipment replacement costs for printers, keyboards, monitors, network backup tapes and other related items as needed citywide.
	<b>Subtotal</b>	<b>13,000</b>	<b>35,000</b>	
	<b>PROGRAM TOTAL</b>	<b>167,109</b>	<b>285,050</b>	

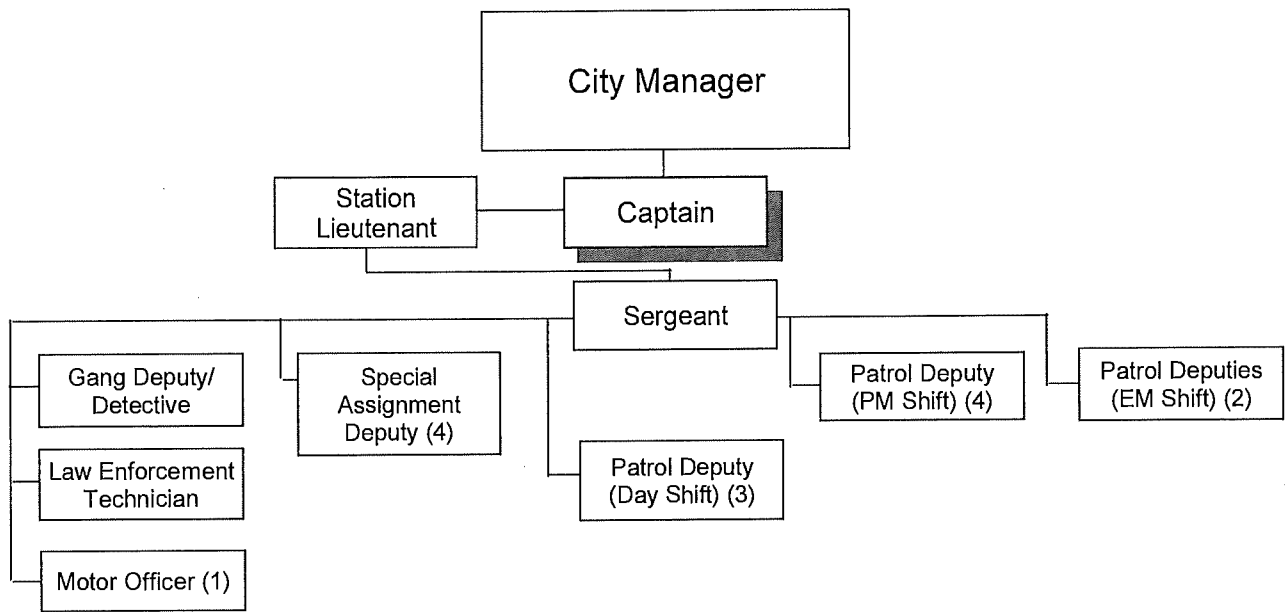
**Fund:** 215- Restricted Urban Devlp

	<b><u>Operations</u></b>			
560.100	Operating Transfer Out		50,000	Upgrade City Website.
	<b>Subtotal</b>		<b>50,000</b>	
	<b>PROGRAM TOTAL</b>	<b>-</b>	<b>50,000</b>	

# CITY OF LAWNSDALE

## Organizational Chart

### PUBLIC SAFETY



## **MISSION STATEMENT**

To serve the public in partnership with our community to protect life and property, prevent crime, preserve the peace, maintain order, and arrest suspected offenders by providing 24/7 response to calls for service. The department interacts with individual neighborhoods and community groups in the resolution of problems, planning for special events, and improving the quality of life in the City of Lawndale.

## **PROGRAM DESCRIPTION**

The city contracts for public safety services with the Los Angeles County Sheriff's Department (LASD), which provides general law and traffic enforcement, community-based policing services, as well as other specialty services.

## **TYPICAL TASKS**

- Provide general law enforcement and traffic enforcement throughout the community.
- Conduct community oriented policing and special operations.
- Conduct Neighborhood and Business Watch programs.
- Provide assistance to all City departments and schools.
- Provide ongoing maintenance and operations of the Lawndale Service Center.

## **GOALS**

- Maximize utilization of federal and state public safety grants to enhance and supplement local resources.
- Continue increased patrol visibility at all City events and throughout the community, including businesses.
- Identify top community and City priorities and implement public safety plans to address each one.
- Continue "zero tolerance" enforcement of all violations that affect the "quality of life" in the City by the Special Assignment Team.
- Expand traffic enforcement by Special Assignment Deputies to include active enforcement in the areas around the schools.
- Work with MSD to implement a regular deployment schedule of personnel from both departments to better address traffic issues at area schools.
- Conduct DUI checkpoints and saturated DUI patrol enforcement.

- Conduct pedestrian crosswalk safety operations throughout the City with an emphasis on Hawthorne Boulevard.
- Continue enhanced coordination with MSD personnel to reduce civil abatement and public nuisance complaints.
- Conduct regular enforcement operations with MSD and Department of Alcoholic Beverage Control.
- Continue to conduct probation/parole search operations.
- Continue to reduce truancy violations through targeted operations at the local schools.
- Further reduction in crime rates.

## **ACCOMPLISHMENTS**

- Continued responsiveness by Service Center staff to meet all deadlines for projects and proposals to the City.
- Worked to improve the appearance of and working conditions at the Lawndale Service Center.
- The Sheriff's Department continued to work closely with the Traffic Safety Committee, the Lawndale Elementary School District and Centinela Valley Union High School District to implement innovative solutions at area schools to deal with traffic flow problems before and after school.
- The Sheriff's Department addressed many areas of concern regarding traffic safety throughout the City, including successful DUI checkpoint operations.
- Continued utilization of the Advanced Surveillance and Protection (ASAP) vehicle utilizing advanced technologies to reduce crime and enhance public safety.
- The City contracted for one motor officer to address citywide traffic problems. The motor officer proactively enforced traffic laws throughout the city with a high number of citations issued.
- A monthly report was provided to the City Council summarizing the activities and

citations issued by the motor officer, special assignment team and the gang detective.

- Graffiti abatement operations were conducted in an effort to reduce graffiti vandalism within the City.
- Worked with MSD to recover the costs of DUI emergency responses and graffiti abatement operations from vandals.
- The Special Assignment Team continued to work closely with State Parole and Los Angeles County Probation Department agents. Search operations were conducted two to three times per month, ensuring that known parolees/probationers and sex registrants residing in the City are complying with the terms and conditions imposed by judges and parole boards. These operations resulted in numerous arrests, thus removing gang members and drug dealers from the community.
- Enforced the tobacco retailer's license fee ordinance in conjunction with the Municipal Services Department and Finance

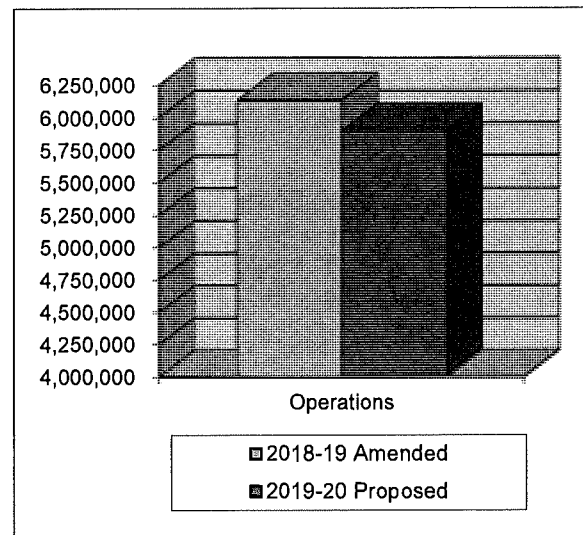
Department to help reduce the sales of tobacco products to minors.

- Conducted enforcement operations with MSD and the Department of Alcoholic Beverage Control to reduce alcohol-related violations.
- Conducted a fireworks abatement operation.
- Conducted a successful Neighborhood Watch program.
- Close coordination with MSD personnel continues to provide actions to prevent crimes by addressing public nuisance situations.
- Worked with Cable Department to create the Safety Zone program.
- Worked with the school districts to attend events and school meetings to further the anti-graffiti message.
- Increased visibility by LASD personnel at all City events and throughout the community.
- Conducted "Coffee With A Cop" meetings, which allowed residents to speak one on one with deputy personnel.

## FINANCIAL HIGHLIGHTS

### Budget Comparison

	2018-19 Amended	2019-20 Proposed
Operations	\$5,895,036	\$6,151,252
<b>Total</b>	<b>\$5,895,036</b>	<b>\$6,151,252</b>



- **SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed Budget for FY 2020 of \$6,151,252 is an increase of \$256,216 due to the following changes:

Increase in L.A. County Sheriff services.	\$256,216
<b>Department Total</b>	<b>\$256,216</b>

**DEPARTMENT EXPENDITURES**

**PUBLIC SAFETY - 210**

GENERAL FUND (100-210)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>OPERATIONS</b>							
100-210-520.510	EQUIPMENT MAINTENANCE	155	836	800	800	800	
100-210-525.200	LIABILITY INSURANCE	482,571	466,754	548,183	548,183	596,374	48,191
100-210-530.700	COUNTY SHERIFF SERVICES	5,031,048	4,682,482	5,215,553	5,215,553	5,411,578	196,025
100-210-530.701	4TH JULY SUPPRESSION		-	9,500	9,500	9,500	-
	<b>SUBTOTAL</b>	<b>5,513,774</b>	<b>5,150,072</b>	<b>5,774,036</b>	<b>5,774,036</b>	<b>6,018,252</b>	<b>244,216</b>
	<b>GENERAL FUND TOTAL</b>	<b>5,513,774</b>	<b>5,150,072</b>	<b>5,774,036</b>	<b>5,774,036</b>	<b>6,018,252</b>	<b>244,216</b>

**PUBLIC SAFETY - 211**

STATE COPS GRANT(211-210)

<b>OPERATIONS</b>							
211-210-525.200	LIABILITY INSURANCE	6,480	11,340	11,000	11,000	11,000	
211-210-530.700	COUNTY SHERIFF SERVICES	108,000	108,000	110,000	110,000	110,000	
	<b>SUBTOTAL</b>	<b>114,480</b>	<b>119,340</b>	<b>121,000</b>	<b>121,000</b>	<b>121,000</b>	
	<b>STATE GRANT FUND TOTAL</b>	<b>114,480</b>	<b>119,340</b>	<b>121,000</b>	<b>121,000</b>	<b>121,000</b>	

**PUBLIC SAFETY - 234**

JUSTICE ASSISTED GRANT (234-210)

<b>OPERATIONS</b>							
234-210-530.700	COUNTY SHERIFF SERVICES	8,756	26,795			12,000	12,000
	<b>SUBTOTAL</b>	<b>8,756</b>	<b>26,795</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>12,000</b>
	<b>JAG GRAND TOTAL</b>	<b>8,756</b>	<b>26,795</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>12,000</b>
	<b>ALL FUNDS TOTAL</b>	<b>5,637,010</b>	<b>5,296,207</b>	<b>5,895,036</b>	<b>5,895,036</b>	<b>6,151,252</b>	<b>256,216</b>

Dept.: Public Safety

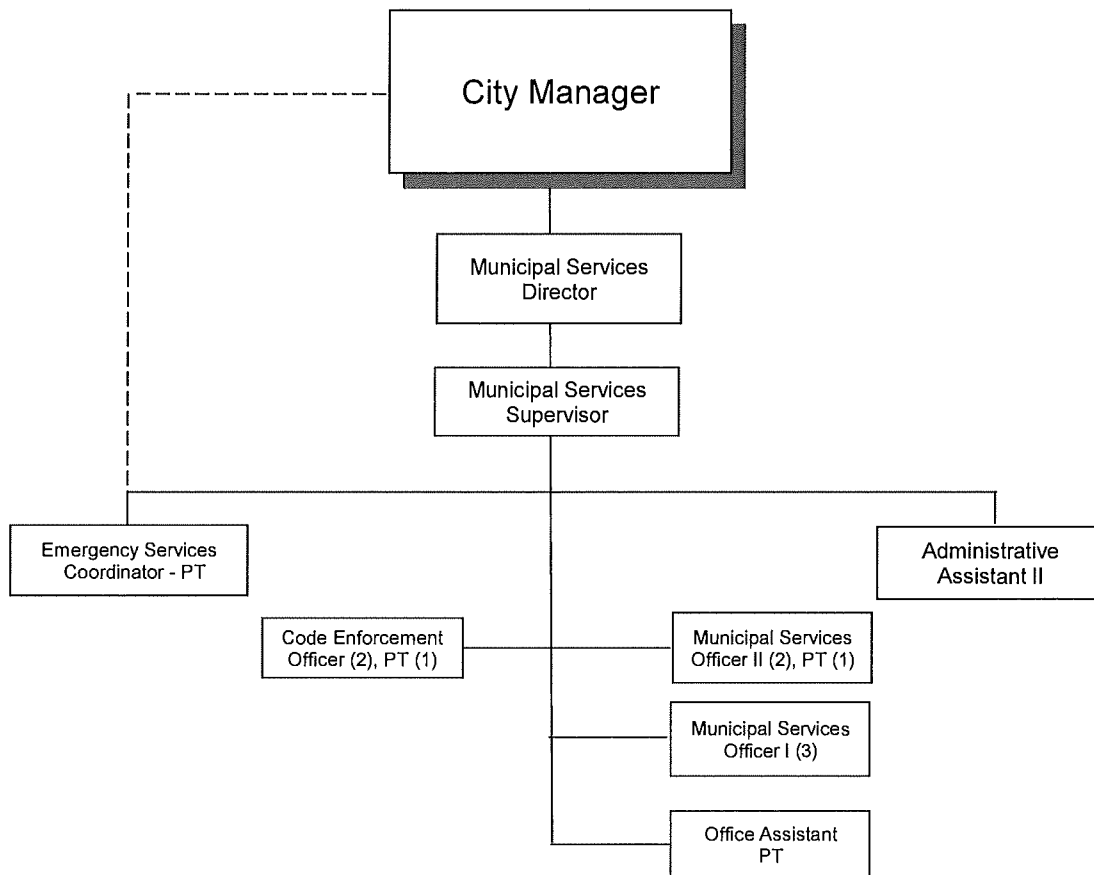
Program: Police Services - 210

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b>Fund:</b>	100-General Fund			
	<b>Operations</b>			
520.510	Equipment Maintenance	800	800	Vehicle washing, laser certification and maintenance of other equipment as necessary.
525.200	Liability Insurance	548,183	596,374	11% of County Sheriff services contract.
530.700	County Sheriff Services	5,215,553	5,411,578	General and specialized public safety services. 3.5% increase.
530.701	4th of July Suppression	9,500	9,500	4th of July Suppression.
	<b>Program Total</b>	<b>5,774,036</b>	<b>6,018,252</b>	
<b>Fund:</b>	211-State COPS Grant			
	<b>Operations</b>			
525.200	Liability Insurance	11,000	11,000	County Sheriff services contract.
530.700	County Sheriff Services	110,000	110,000	Funds specified for use of additional deputy/no relief.
	<b>Program Total</b>	<b>121,000</b>	<b>121,000</b>	
<b>Fund:</b>	234-Justice Assisted Grant			
	<b>Operations</b>			
530.700	County Sheriff Services	-	12,000	Youth Day Parade.
	<b>Program Total</b>	<b>-</b>	<b>12,000</b>	
	<b>All Funds Total</b>	<b>5,895,036</b>	<b>6,151,252</b>	

# CITY OF LAWNSDALE

## Organizational Chart

### MUNICIPAL SERVICES



## MISSION STATEMENT

The Municipal Services Department is dedicated to protecting the health, safety and general welfare of the public by developing programs, strategies and methods that preserve the City's neighborhoods, which will ensure positive growth for the future.

## PROGRAM DESCRIPTION

The Municipal Services Department provides the following services to the community: animal control, parking enforcement, code enforcement, and emergency preparedness.

## TYPICAL TASKS

- Administer and direct all department activities and coordinate those activities with other departments and agencies.
- Maintain records of all activities, and advise the City Manager and City Council as appropriate.
- Develop strategies to obtain compliance when conditions exist that are a detriment to the general health, safety and welfare of the people.
- Encourage outreach efforts from all divisions of the department to educate the public on the safety and welfare of the people, as well as the many functions of the Municipal Services Department.
- Provide daily animal control, parking enforcement, code enforcement, and emergency preparedness activities.
- Act as staff liaison to the City's Beautification Committee.

## GOALS

- Provide a high level of animal control, parking enforcement, code enforcement, and emergency preparedness services throughout the community.
- Continue to coordinate and sponsor the annual Pet Fair.
- Continue to coordinate the annual Field of Honor event.
- Work with the Community Development Department to address illegal structures, garage and home conversions.
- Continue to provide emergency preparedness training to all City staff.
- Work with LASD to implement a regular deployment schedule of personnel from both

departments to better address traffic issues at area schools.

- Increase public outreach for all divisions of the Department.
- Continue to canvass the City for dog licenses.
- Continue to evaluate and recommend internal and external training programs for all Department staff.
- Continue to work with the Beautification Committee to coordinate successful Clean Up Weeks, Home Awards, and the Holiday Decorating Contest.

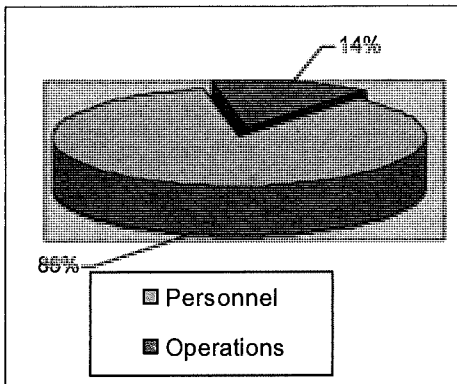
## ACCOMPLISHMENTS

- Monthly reports were provided comprising details on all MSD operations and activities.
- Worked with residents to encourage the safe and humane treatment of animals.
- Conducted a successful Pet Fair.
- Conducted a successful Field of Honor event.
- Continued to issue annual dog licenses.
- Continued the process for canvassing the City for dog licenses.
- Continued work with the Public Works Engineering Division, Traffic Committee, the Lawndale Elementary School District and the Centinela Valley Union High School District to develop creative solutions at local schools to address traffic and circulation problems during peak school traffic times.
- Continued to provide consistent and creative solutions to improve community parking concerns.
- Continued enforcement of the tobacco retailer's license fee ordinance in conjunction with the Sheriff's Department and Finance Department to help reduce the sales of tobacco products to minors.
- Worked with the Sheriff's Department and the Department of Alcoholic Beverage Control to reduce alcohol-related violations.
- Worked with residents to enhance the aesthetics of the community and improve property values.



- Worked with the Sheriff's Department to recover the costs associated with DUI emergency responses and graffiti vandalism.
- Maintained basic emergency preparedness functions in partnership with the Area G Coordinator.
- Conducted evacuation drills with all City staff.
- Close coordination with the Sheriff's Department personnel continues to assist in the prevention of crime by addressing public nuisance situations.
- Worked with the City's Beautification Committee to oversee two Clean Up Weeks, quarterly Home Awards, and the Holiday Decorating Contest.
- Worked with a consultant to create a Local Hazard Mitigation Plan and to update the City's Emergency Operations Plan.

**FINANCIAL HIGHLIGHTS**

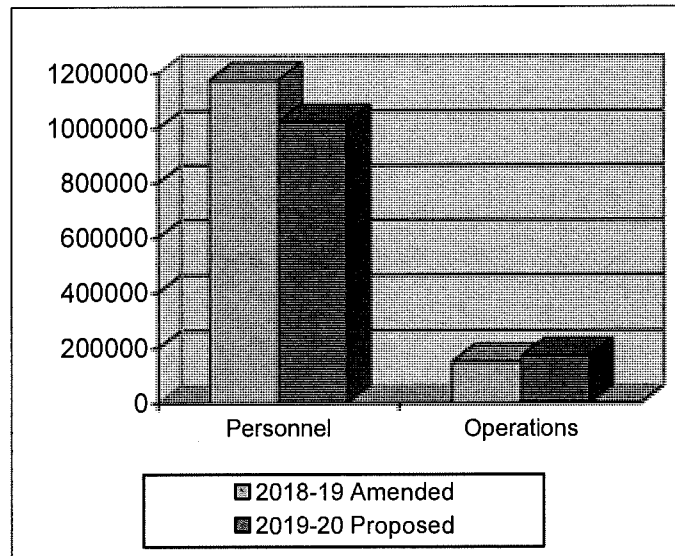


**Department Expenditures by Category**

<b>Personnel</b>	<b>\$1,021,385</b>
<b>Operations</b>	<b>170,330</b>
<b>Total:</b>	<b>\$1,191,715</b>

**Budget Comparison**

	<b>2018-19 Amended</b>	<b>2019-20 Proposed</b>
Personnel	\$1,026,632	\$1,021,385
Operations	149,210	170,330
<b>Total</b>	<b>\$1,175,842</b>	<b>\$1,191,715</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Budget)

The Proposed Budget for FY 2020 of \$1,191,715 is an increase of \$15,872 due to the following changes:

Decrease in salaries and benefits.	(\$5,248)
Increase in reprographics.	1,000
Increase in contract & professional services.	13,600
Increase in special events.	3,520
Increase in office furniture.	3,000
<b>Department Total</b>	<b>\$15,872</b>

**DEPARTMENT EXPENDITURES**

**MUNICIPAL SERVICES - 300**

**GENERAL FUND (100-300)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
100-300-501.100	SALARIES - FULL-TIME	615,677	675,552	670,824	670,824	693,130	22,306
100-300-501.300	SALARIES - PART-TIME	75,011	66,768	129,000	129,000	99,000	(30,000)
100-300-501.400	SALARIES - OVERTIME	11,828	2,700	2,700	2,700	2,700	-
100-300-501.500	LONGEVITY PAY	3,200	2,800	2,400	2,400	2,400	-
100-300-501.600	AUTO ALLOWANCE	1,250	1,787	1,500	1,500	2,700	1,200
100-300-505.100	FLEXIBLE BENEFITS	112,817	129,789	130,836	130,836	129,643	(1,193)
100-300-505.200	RETIREMENT	56,788	61,142	71,094	71,094	75,694	4,600
100-300-505.300	MEDICARE CONTRIBUTION	10,449	11,026	13,681	13,681	12,116	(1,565)
100-300-505.700	CITY-PAID INSURANCE	3,937	4,160	4,598	4,598	4,001	(597)
<b>SUBTOTAL</b>		<b>890,957</b>	<b>955,724</b>	<b>1,026,632</b>	<b>1,026,632</b>	<b>1,021,385</b>	<b>(5,248)</b>
<b>OPERATIONS</b>							
100-300-510.100	OFFICE SUPPLIES	3,349	3,700	4,800	4,800	4,800	-
100-300-510.200	REPROGRAPHICS	798	1,500	1,500	1,500	2,500	1,000
100-300-510.500	UNIFORMS	2,240	3,108	6,000	6,000	6,000	-
100-300-510.610	MEMBERSHIP/DUES	790	300	1,060	1,060	1,060	-
100-300-520.130	JANITORIAL SUPPLIES		150	150	150	150	-
100-300-520.510	EQUIPMENT MAINTENANCE	1,153	500	1,500	1,500	1,500	-
100-300-520.600	VEHICLE MAINTENANCE	2,051	9,000	12,000	12,000	12,000	-
100-300-520.610	VEHICLE FUEL	7,417	8,739	15,000	15,000	15,000	-
100-300-530.100	CONTRACT SERVICES	77,793	80,000	84,000	84,000	96,000	12,000
100-300-530.200	PROFESSIONAL SERVICES	6,500	6,626	6,500	6,500	8,100	1,600
100-300-540.200	SPECIAL EXPENSES	4,214	4,200	7,700	7,700	7,700	-
100-300-540.400	SPECIAL EVENTS	6,130	8,000	9,000	9,000	12,520	3,520
100-300-550.100	OFFICE FURNITURE					3,000	3,000
<b>SUBTOTAL</b>		<b>112,435</b>	<b>125,823</b>	<b>149,210</b>	<b>149,210</b>	<b>170,330</b>	<b>21,120</b>
<b>GENERAL FUND TOTAL</b>		<b>1,003,392</b>	<b>1,081,547</b>	<b>1,175,842</b>	<b>1,175,842</b>	<b>1,191,715</b>	<b>15,872</b>

**Budget Detail Worksheet**

Municipal Services

**Program:** Municipal Services - 300

**Fund:** 100 - General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	670,824	693,130	Municipal Services staff.
501.300	Salaries - Part-Time	129,000	99,000	(1) Office Assistant, (1) MSO II, (1) Code Enforcement Officer I and (1) Emergency Preparedness Coordinator, @ 1,000 hours each.
501.400	Salaries - Overtime	2,700	2,700	Overtime for scheduled and unscheduled events and assignments, including the annual Pet Fair.
501.500	Longevity Pay	2,400	2,400	Per MOU.
501.600	Auto Allowance	1,500	2,700	\$125 per month
505.100	Flexible Benefits	130,836	129,643	Monthly benefits include cafeteria for mid-management and classified employees.
505.200	Retirement	71,094	75,694	Retirement cost.
505.300	Medicare	13,681	12,116	Employer paid share @ 1.45% of salary.
505.100	City-Paid Insurance	4,598	4,001	LTD, Life Insurance and AD&D.
	<b>Subtotal</b>	<b>1,026,632</b>	<b>1,021,385</b>	
	<b><u>Operations</u></b>			
510.100	Office Supplies	4,800	4,800	Provides pens, pencils, file folders, labels, sheet protectors, tape, printer cartridges, etc.; based on historical usage.
510.200	Reprographics	1,500	2,500	Includes copies of notice of violations and other forms and flyers. Decrease is due to parking citations being printed as part of citation processing contract. Price increase reflects increase in costs of forms, and added costs that county will no longer cover.
510.500	Uniforms	6,000	6,000	Uniforms to outfit employees: pants, jacket, shirts, boots, belts, hats, and other necessary items.
510.610	Membership/Dues	1,060	1,060	Membership for employees for appropriate professional organizations.
520.130	Janitorial Supplies	150	150	Includes animal control cleaning supplies and additional items as needed.
520.510	Equipment Maintenance	1,500	1,500	Includes maintenance of computers, radio systems, and other equipment.

**Budget Detail Worksheet**

Municipal Services

**Program:** Municipal Services - 300

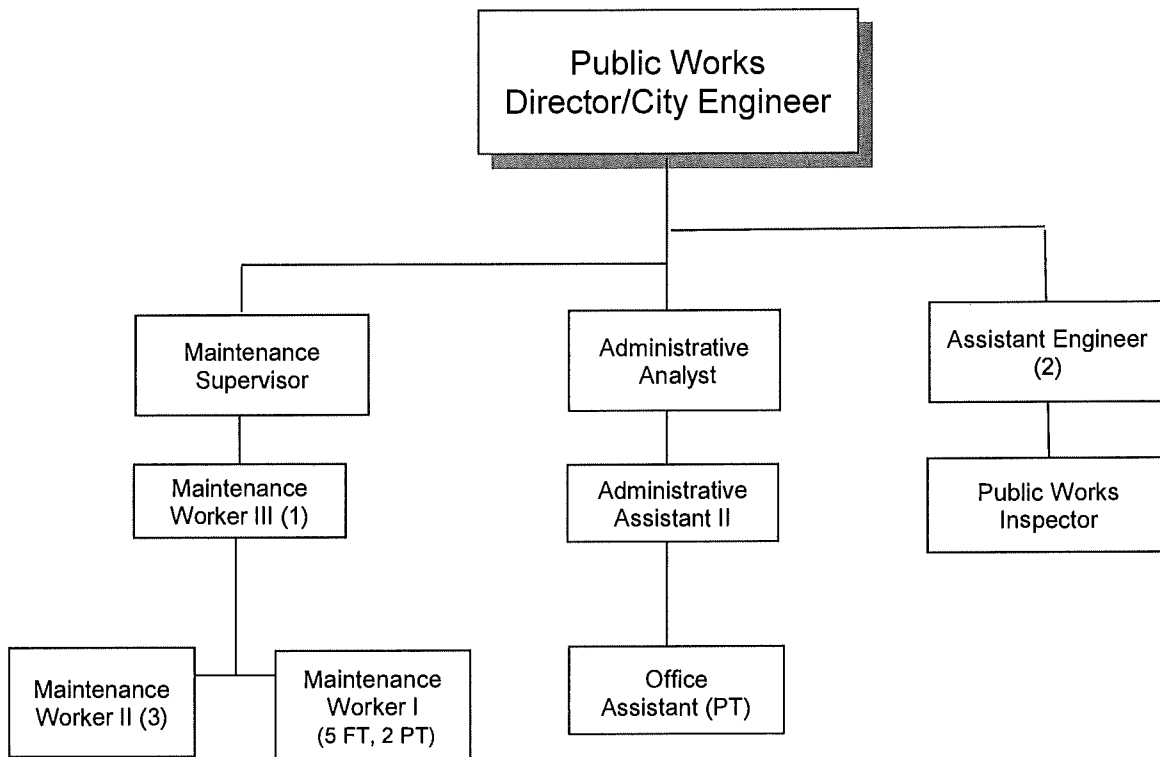
**Fund:** 100 - General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b><u>(Operations, Continued)</u></b>				
520.600	Vehicle Maintenance	12,000	12,000	Maintenance of department vehicles.
520.610	Vehicle Fuel	15,000	15,000	Includes natural gas and gasoline for department vehicles.
530.100	Contract Services	84,000	96,000	Contract for SPCA (approximately \$76,000) reflects increase of contract costs, County Animal Control (approximately \$10,000, increase due to increased rates from County), veterinarian services (approximately \$6,000), independent hearing officer and other miscellaneous services. All annual numbers are approximate, based on usage.
530.200	Professional Services	6,500	8,100	Hearing officer for contested parking citations (\$600). CityView Permitting (\$5,900). Increase due to increased department costs for CityView and for increases to costs of hearing officer when hearing five or more contested citations per session.
540.200	Special Expenses	7,700	7,700	Supports Beautification Committee events: Home awards, Holiday decorating contest, Clean up week; banners, flyers, gift certificates (approximately \$3,400). Annual cost allocation for Office of Disaster Management for Area G (approximately \$4,300).
540.400	Special Events	9,000	12,520	Costs associated with annual Pet Fair event (\$4,000) and Field of Honor (\$5,000). Costs associated for National Night Out (\$1,520) and Christmas with a Cop (\$2,000)
550.100	Office Furniture	-	3,000	Replace three desks at front office that are deteriorating.
<b>Subtotal</b>		<b>149,210</b>	<b>170,330</b>	
<b>PROGRAM TOTAL</b>		<b>1,175,842</b>	<b>1,191,715</b>	

# CITY OF LAWNSDALE

## Organizational Chart

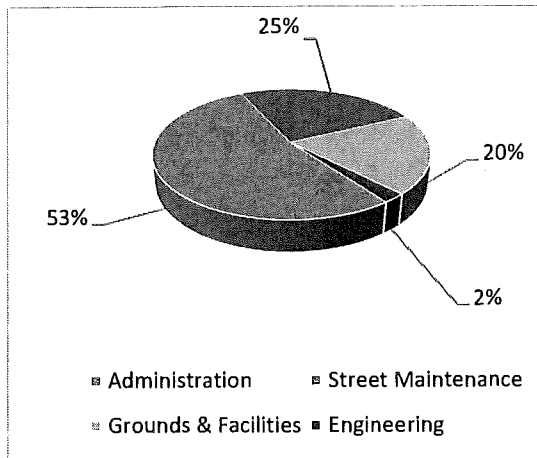
### PUBLIC WORKS DEPARTMENT



**MISSION STATEMENT**

**We are dedicated to maintaining and improving the quality of life in Lawndale by planning for future needs, promoting environmental quality, building and maintaining municipal infrastructure and protecting health and safety.**

The Public Works Department is divided into four divisions: Administration, Engineering, Grounds & Facilities, and Street Maintenance to provide a multitude of services.



**Expenditures by Division**

	Personnel	Operations	Capital	Total
Administration	\$453,541	\$380,945	\$2,066,786	\$2,901,272
Grounds & Facilities	309,252	771,355		\$1,080,607
Streets & Maintenance	546,433	733,200	75,000	\$1,354,633
Engineering	113,351	11,150		\$124,501
<b>Total:</b>	<b>\$1,422,577</b>	<b>\$1,896,650</b>	<b>\$2,141,786</b>	<b>\$5,461,013</b>

**ADMINISTRATION**

**PROGRAM DESCRIPTION**

The Public Works Administration Division provides administrative functions including the management of the fiscal operations of the department.

The unit develops and manages the funding sources for the City's Capital Improvement Program and administers the Los Angeles County Department of Public Works Services Agreements. The Agreements provide for traffic signal maintenance, catch basin cleanout, sewer maintenance, and industrial waste inspections.

**TYPICAL TASKS**

- Manage and oversee a variety of maintenance and service contracts for infrastructure preservation.
- Prepare CEQA and/or NEPA environmental compliance documents for CIP projects.
- Provide representation at City Council, City commissions, and City management team meetings.

- Provide City representation to intergovernmental forums and commissions relating to the City streets, highways, sewers, storm drains, and franchises for utility services.
- Respond to public inquiries regarding street and other public infrastructure maintenance or usage.

**GOALS**

- Effective management of the four existing divisions in the department.
- Maintain the department web-page to provide greater information on services available to the community.
- Improve the response time and tracking of service requests, internal and external, by utilizing the OPRA Work Order System.
- Effective management of Los Angeles County Department of Public Works General Services Agreement.
- Oversee and manage the residential and commercial Solid Waste Collection Franchise Agreement and Contractor.
- Oversee the functions of the Construction and Demolition Debris Ordinance as a part of the City's solid waste diversion program.

- Oversee the City's compliance with mandated recycling efforts.
- Oversee and manage Bond and CDBG funded projects.
- NPDES – program administration and Best Management Practices development and planning for the regional storm water permit.
- Program administration and compliance with funding requirements:
  - AB 939, AB 341, AB 1826, SB 1016, SB 1383
  - SB1
  - Proposition A
  - Proposition C
  - Gas Tax
  - Federal STP-L
  - Metro STP-L
  - Measure R
  - Measure M
  - CDBG Program
  - TDA
  - SAFETEA-LU
  - Call for Projects
  - AQMD Grants
- Successful funding of Capital Improvement Projects that include:
  - CNG Fueling Station Replacement; phase design – AQMD MSRC Grant and UDAG funds;
  - Traffic Signal Upgrades on Marine Avenue at Osage Avenue, Metro STP-L Exchange funds;
  - MBB at Hawthorne Blvd Traffic Signal Improvements and Battery Backups on Hawthorne Blvd, Measure R Funds;
  - Redondo Beach Blvd, Prop C and Measure M;

- Inglewood Ave Corridor Widening Projects – Prop C, Prop C25, Bond Proceeds;
- Alleyways Improvement Project – SB 1, General Funds (Maintenance of Effort), and TDA,
- 2018 Various Streets Improvement Project – SB 1, General Funds (Maintenance of Effort), and TDA,
- Grevillea Avenue Street Improvements – CDBG, Measure R,
- Traffic Signal Inventories, Measure M;

#### ACCOMPLISHMENTS

- Burin House Demo & Construction of New Parking Lot, Bond Proceeds,
- Removal of Marquee on Hawthorne Blvd.;
- Renamed the 4400 Block of 147<sup>th</sup> Street to Lawndale Way;
- Concrete Repair Project (163<sup>rd</sup> St – 171<sup>st</sup> ), Bond Proceeds;
- Inglewood Avenue Street Rehabilitation and Beautification project Phase III;
- Continued implementation of annual programs:
  - National Pollution Discharge Elimination Service (NPDES)
  - AB 939, AB 341, SB 1383 and AB 1826
  - Beverage Container Recycling Program
  - Used Oil Recycling Block Grant
  - Maintained Pavement Management Program



DEPARTMENT EXPENDITURES

**PUBLIC WORKS ADMINISTRATION - 310**

GENERAL FUND (100-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
100-310-501.100	SALARIES - FULL-TIME	121,398	33,550	2,724	2,724	2,790	65
100-310-501.300	SALARIES - PART-TIME	6,180	5,000	5,000	5,000	5,000	-
100-310-501.400	SALARIES - OVERTIME	242	1,272	500	500	500	-
100-310-501.500	LONGEVITY	60	227	6	6	6	-
100-310-501.600	AUTO ALLOWANCE	342		15	15	27	12
100-310-505.100	FLEXIBLE BENEFIT	8,018	5,747	401	401	389	(12)
100-310-505.200	RETIREMENT	4,880	3,229	334	334	363	29
100-310-505.300	MEDICARE	981	989	46	46	48	2
100-310-505.700	CITY -PAID INSURANCE	320	196	15	15	13	(2)
	<b>SUBTOTAL</b>	<b>142,421</b>	<b>50,210</b>	<b>9,041</b>	<b>9,041</b>	<b>9,135</b>	<b>95</b>
<b>OPERATIONS</b>							
100-310-510.100	OFFICE SUPPLIES	1,298	3,500	3,500	3,500	3,500	-
100-310-510.200	REPROGRAPHICS	2,674	4,000	5,600	5,600	5,600	-
100-310-510.400	SUBSCRIP/PUBLICATIONS	596	500	1,000	1,000	1,000	-
100-310-510.600	STAFF DEVELOPMENT	273	1,000	3,500	3,500	3,500	-
100-310-510.610	MEMBERSHIP/DUES	1,010	1,200	1,200	1,200	1,200	-
100-310-510.620	TRAVEL/MEETINGS	92	350	1,500	1,500	1,500	-
100-310-510.650	MILEAGE REIMB	104	200	200	200	200	-
100-310-520.510	EQUIPMENT MAINT	1,500	1,500	1,500	1,500	1,500	-
100-310-530.100	CONTRACT SERVICES	13,313	12,300	12,300	12,300	12,300	-
100-310-530.200	PROFESSIONAL SERV	76,952	191,599	136,424	136,424		(136,424)
100-310-540.200	SPECIAL EXPENSES	19,860	20,000	20,083	20,083	20,083	-
100-310-540.500	RECYCLING PROGRAM		-	8,600	8,600	8,600	-
100-310-560.100	OPERATIONG TRNS OUT	88,638					-
	<b>SUBTOTAL</b>	<b>206,310</b>	<b>236,149</b>	<b>195,407</b>	<b>195,407</b>	<b>58,983</b>	<b>(136,424)</b>
<b>CAPITAL</b>							
100-310-550.500	BUILDING IMPROVEMENTS-ROOFING				200,000		(200,000)
100-310-700.267	JANES ADAMS PK LOT IMPR				60,000		(60,000)
100-310-700.269	HAWTH BLVD RECON 163 TO 168				69,634		(69,634)
100-310-700.271	RM&R - ALLEY'S			71,650	71,650		(71,650)
	<b>SUBTOTAL</b>	<b>-</b>	<b>-</b>	<b>71,650</b>	<b>401,284</b>	<b>-</b>	<b>(401,284)</b>
	<b>GENERAL FUND TOTAL</b>	<b>348,731</b>	<b>286,359</b>	<b>276,098</b>	<b>605,732</b>	<b>68,118</b>	<b>(537,613)</b>

**PUBLIC WORKS ADMINISTRATION - 310**

GAS TAX FUND (201-310)

<b>PERSONNEL</b>							
201-310-501.100	SALARIES - FULL-TIME		20,520				-
	<b>SUBTOTAL</b>	<b>-</b>	<b>20,520</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OPERATIONS</b>							
201-310-530.100	CONTRACT SERVICES	2,646	12,000	30,000	30,000	30,000	
201-310-530.200	PROFESSIONAL SERVICES	6,400	6,500	25,000	25,000	25,000	
	<b>SUBTOTAL</b>	<b>9,046</b>	<b>18,500</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>-</b>
	<b>TOTAL GAS TAX FUND</b>	<b>9,046</b>	<b>39,020</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>-</b>

**PUBLIC WORKS ADMINISTRATION - 310**

TDA ARTICLE 3 FUND (203-310)

ACCOUNT NUMBER	DESCRIPTION	PROJECTED		ADOPTED	AMENDED	PROPOSED	CHANGE
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	FROM
		2017-18	2018-19	2018-19	2018-19	2019-20	PRIOR YEAR
<b>CAPITAL</b>							
203-310-700.125	SIDEWALK RECONSTRUCT	32,299		58,559	58,559	24,275	(34,284)
	SUBTOTAL	32,299	-	58,559	58,559	24,275	(34,284)
	<b>PROP A FUND TOTAL</b>	<b>32,299</b>	<b>-</b>	<b>58,559</b>	<b>58,559</b>	<b>24,275</b>	<b>(34,284)</b>

**PUBLIC WORKS ADMINISTRATION - 310**

PROP A FUND (206-310)

<b>CAPITAL</b>							
206-310-700.229	BUS SHELTERS				200,000		(200,000)
	SUBTOTAL			-	200,000		(200,000)
	<b>PROP A FUND TOTAL</b>			<b>-</b>	<b>200,000</b>		<b>(200,000)</b>

**PUBLIC WORKS ADMINISTRATION - 310**

PROP C FUND (207-310)

<b>PERSONNEL</b>							
207-310-501.100	SALARIES - FULL-TIME	47,498	100,210	172,993	172,993	175,694	2,700
207-310-501.300	SALARIES - PART-TIME	1,499	5,000	5,000	5,000	5,000	
207-310-501.400	SALARIES - OVERTIME	74	100			-	
207-310-501.500	LONGEVITY	318	287	637	637	557	(80)
207-310-501.600	AUTO ALLOWANCE	162	130	420	420	756	
207-310-505.100	FLEXIBLE BENEFIT	17,365	20,120	27,041	27,041	26,706	(334)
207-310-505.200	RETIREMENT	10,544	10,760	18,507	18,507	20,185	1,678
207-310-505.201	PARS CONTRIBUTION	2,007	1,830	1,830	1,830		(1,830)
207-310-505.300	MEDICARE CONTRIBUTION	1,505	1,470	2,916	2,916	2,985	69
207-310-505.700	CITY -PAID INSURANCE	639	740	959	959	835	(124)
	SUBTOTAL	81,611	140,647	230,302	230,302	232,717	2,080
<b>OPERATIONS</b>							
207-310-530.100	CONTRACT SERVICES		-	15,000	15,000	15,000	
207-310-530.200	PROFESSIONAL SERVICES	4,856	60,000	60,000	60,000	60,000	
	SUBTOTAL	4,856	60,000	75,000	75,000	75,000	
<b>CAPITAL</b>							
207-310-700.146	FY 16/17 ST IMPROV	632,482	11,000		93,518		(93,518)
207-310-700.150	INGLEWD AVE -PHASE II	51,840	46,598		73,160		(73,160)
207-310-700.151	INGLEWD AVE -PHASE I	28,893	521,757		551,204		(551,204)
207-310-700.230	PRAIRIE AVE. NORTH				642,428		(642,428)
207-310-700.263	INGLEWD AVE-PHASE III	75			75,548		(75,548)
207-310-700.272	RB BLVD/PRAIIRE-ARTESIA					1,300,000	1,300,000
	SUBTOTAL	713,290	579,355	-	1,435,858	1,300,000	(135,858)
	<b>PROP C FUND TOTAL</b>	<b>799,757</b>	<b>780,002</b>	<b>305,302</b>	<b>1,741,160</b>	<b>1,607,717</b>	<b>(133,778)</b>

**PUBLIC WORKS ADMINISTRATION - 310**

RESTRICTED URBAN DEVELOPMENT FD (215-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>OPERATIONS</b>							
215-310-530.200	PROFESSIONAL SVCS	82,329	113,831	100,000	100,000	95,000	(5,000)
215-310-540.200	SPECIAL EXPENSES	8,998					-
	SUBTOTAL	91,327	113,831	100,000	100,000	95,000	(5,000)
	<b>URBAN DEVL P FD TOTAL</b>	<b>91,327</b>	<b>113,831</b>	<b>100,000</b>	<b>100,000</b>	<b>95,000</b>	<b>(5,000)</b>

**PUBLIC WORKS ADMINISTRATION - 310**

USED OIL RECYCLING GRANT (216-310)

<b>OPERATIONS</b>							
216-310-540.200	SPECIAL EXPENSES			9,100	9,100	9,300	200
	SUBTOTAL			9,100	9,100	9,300	200
	<b>USED OIL RECYCLING GRANT</b>			<b>9,100</b>	<b>9,100</b>	<b>9,300</b>	<b>200</b>

**PUBLIC WORKS ADMINISTRATION - 310**

SAFETEA-LU (239-310)

<b>PERSONNEL</b>							
239-310-501.100	SALARIES - FULL-TIME	15,685		32,338	32,338		(32,338)
239-310-501.400	SALARIES - OVERTIME	843				-	-
239-310-501.500	LONGEVITY			115	115		(115)
239-310-501.600	AUTO ALLOWANCE	44		75	75		(75)
239-310-505.100	FLEXIBLE BENEFIT	2,532		5,245	5,245		(5,245)
239-310-505.200	RETIREMENT	1,295		3,441	3,441		(3,441)
239-310-505.300	MEDICARE	212		548	548		(548)
239-310-505.700	CITY -PAID INSURANCE	92		186	186		(186)
239-310-530.200	PROFESSIONAL SERVICES				14,625		
	SUBTOTAL	20,703	-	41,948	56,573	-	(41,948)
<b>CAPITAL</b>							
239-310-700.150	INGLEWOOD AVE CORR WIDE-PHASE II				1,688,800	-	(1,688,800)
	SUBTOTAL				1,688,800	-	(1,688,800)
	<b>SAFETEA-LU GRANT</b>			<b>41,948</b>	<b>1,745,373</b>	<b>-</b>	<b>(1,730,748)</b>

**PUBLIC WORKS ADMINISTRATION - 310**

PROP C 25 GRANTS (240-310)

<b>PERSONNEL</b>							
240-310-501.100	SALARIES - FULL-TIME	2,001		74,027	74,027	-	(74,027)
240-310-501.500	LONGEVITY			310	310	-	(310)
240-310-501.600	AUTO ALLOWANCE	32				-	-
240-310-505.100	FLEXIBLE BENEFIT	301		12,316	12,316	-	(12,316)
240-310-505.200	RETIREMENT	179		6,994	6,994	-	(6,994)
240-310-505.300	MEDICARE	29		1,256	1,256	-	(1,256)
240-310-505.700	CITY -PAID INSURANCE	12		422	422	-	(422)
	SUBTOTAL	2,554	-	95,326	95,326	-	(95,326)
<b>CAPITAL</b>							
240-310-700.151	INGLEWD AVE -PHASE I	24,393			654,380		(654,380)
240-310-700.263	INGLEWD AVE-PHASE III	21,697			1,198,044		(1,198,044)
	SUBTOTAL	46,090	-	-	1,852,424		(1,198,044)
	<b>PROP C 25</b>	<b>48,644</b>	<b>-</b>	<b>95,326</b>	<b>1,947,750</b>	<b>-</b>	<b>(1,293,370)</b>

**PUBLIC WORKS ADMINISTRATION - 310**

METRO STPL (243-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
	<b>CAPITAL</b>						
243-310-700.146	FY 16/17 ST IMPROV	479,805					-
	SUBTOTAL	479,805	-	-	-	-	-
	<b>METRO STP-L</b>	<b>479,805</b>					

**PUBLIC WORKS ADMINISTRATION - 310**

MEASURE R (244-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
	<b>PERSONNEL</b>						
244-310-501.100	SALARIES - FULL-TIME	31,601	73,160	77,280	77,280	80,062	2,782
244-310-501.400	SALARIES - OVERTIME	1,013	700				-
244-310-501.500	LONGEVITY	884	490	496	496	476	(20)
244-310-501.600	AUTO ALLOWANCE	39		60	60	108	48
244-310-505.100	FLEXIBLE BENEFIT	14,742	15,930	17,031	17,031	16,335	(696)
244-310-505.200	RETIREMENT	6,560	7,260	7,628	7,628	8,542	914
244-310-505.300	MEDICARE CONTRIBUTION	1,127	1,190	1,376	1,376	1,411	35
244-310-505.700	CITY -PAID INSURANCE	485	500	588	588	492	(96)
	SUBTOTAL	56,451	99,230	104,457	104,457	107,425	2,967
	<b>OPERATIONS</b>						
244-310-530.200	PROFESSIONAL SERVICES		41,240		14,625		(14,625)
	SUBTOTAL	-	41,240	-	14,625	-	(14,625)
	<b>CAPITAL</b>						
244-310-700.146	STREET IMPROV	274,259	5,000		38,741	188,450	149,709
244-310-700.201	LARCH AVE IMPROV	8,547					
244-310-700.259	145th STREET				188,453		(188,453)
244-310-700.270	RM&R VARIOUS STREETS			172,773	172,773		(172,773)
244-310-700.272	GREVILLEA AVE (MMB/MARINE)			210,363	210,363		(210,363)
	SUBTOTAL	282,806	5,000	383,136	610,330	188,450	(421,880)
	<b>MEASURE-R</b>	<b>339,257</b>	<b>145,470</b>	<b>487,593</b>	<b>729,412</b>	<b>295,875</b>	<b>(433,538)</b>

**PUBLIC WORKS ADMINISTRATION - 310**

PROP C 25% (261-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
	<b>PERSONNEL</b>						
261-310-501.100	SALARIES - FULL-TIME	361					
261-310-505.100	FLEXIBLE BENEFIT	87					
261-310-505.200	RETIREMENT	32					
261-310-505.300	MEDICARE	4					
261-310-505.700	CITY -PAID INSURANCE	2					
	SUBTOTAL	486					
	<b>PROP C 25 %</b>	<b>486</b>					

**PUBLIC WORKS ADMINISTRATION - 310**

LOCAL TRANS FUNDS (270-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
	<b>PERSONNEL</b>						
270-310-501.100	SALARIES - FULL-TIME	673					
270-310-501.400	SALARIES - OVERTIME	189					
270-310-505.200	RETIREMENT	44					
270-310-505.300	MEDICARE	9					
270-310-505.700	CITY -PAID INSURANCE	6					
	SUBTOTAL	921					
	<b>LOCAL TRANS FUNDS</b>	<b>921</b>					

ACCOUNT NUMBER	DESCRIPTION	PROJECTED		ADOPTED	AMENDED	BUDGET 2019-20	CHANGE FROM PRIOR YEAR
		ACTUAL 2017-18	ACTUAL 2018-19	BUDGET 2018-19	BUDGET 2018-19		

**PUBLIC WORKS ADMINISTRATION - 310**

STP-L METRO EXCHANGE (271-310)

<u>PERSONNEL</u>							
271-310-501.100	SALARIES - FULL-TIME		4,360			16,202	16,202
271-310-505.100	FLEXIBLE BENEFIT		520			2,593	2,593
271-310-505.200	RETIREMENT		290			1,132	1,132
271-310-505.300	MEDICARE		60			273	273
271-310-505.700	CITY -PAID INSURANCE		30			77	77
	<b>SUBTOTAL</b>	-	5,260	-	-	20,277	20,277
	<b>LOCAL TRANS FUNDS</b>	-	5,260	-	-	20,277	20,277
<u>CAPITAL</u>							
271-310-700.264	TRAFFIC SIGNAL-MARINE/OS.	8,358	20,000	300,000	573,000		(573,000)
	<b>SUBTOTAL</b>	8,358	20,000	300,000	573,000		(573,000)
	<b>STP EXCHANGE</b>	8,358	25,260	300,000	573,000	20,277	(552,723)

**PUBLIC WORKS ADMINISTRATION - 310**

MEASURE M LOCAL RETURN (272-310)

<u>PERSONNEL</u>							
272-310-501.100	SALARIES - FULL-TIME					65,877	65,877
272-310-501.500	LONGEVITY					115	115
272-310-501.600	AUTO ALLOWANCE					135	135
272-310-505.100	FLEXIBLE BENEFIT					10,371	10,371
272-310-505.200	RETIREMENT					6,058	6,058
272-310-505.300	MEDICARE					1,115	1,115
272-310-505.700	CITY -PAID INSURANCE					316	316
	<b>SUBTOTAL</b>	-	-	-	-	83,987	83,987
<u>CAPITAL</u>							
272-310-700.127	STREET IMPROV				22,200		(22,200)
272-310-700.146	STREET IMPROV		28,500		76,213		(76,213)
	<b>SUBTOTAL</b>	-	28,500	-	98,413	-	(22,200)
	<b>MEASURE M LOCAL RETURN</b>	-	28,500	-	98,413	83,987	61,787

**PUBLIC WORKS ADMINISTRATION - 310**

SAFE ROUTES TO SCHOOL (273-310)

<u>CAPITAL</u>							
273-310-700.268	SAFE ROUTES TO SCHOOL	54,217				11,977	(11,977)
	<b>SUBTOTAL</b>	54,217	-	-	-	11,977	(11,977)
	<b>SAFE ROUTES TO SCHOOL</b>	54,217	-	-	-	11,977	(11,977)

**PUBLIC WORKS ADMINISTRATION - 310**

SB1 GAS TAX STREET REHAB (274-310)

<u>PERSONNEL</u>							
274-310-501.100	SALARIES - FULL-TIME		18,670				
274-310-505.100	FLEXIBLE BENEFIT		2,150				
274-310-505.200	RETIREMENT		1,230				
274-310-505.300	MEDICARE		260				
274-310-505.700	CITY -PAID INSURANCE		100				
	<b>SUBTOTAL</b>	-	22,410	-	-	-	-

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
----------------	-------------	----------------	--------------------------	------------------------	------------------------	-------------------------	------------------------

**PUBLIC WORKS ADMINISTRATION - 310**

SB1 GAS TAX STREET REHAB (274-310)

<b>CAPITAL</b>							
274-310-700.270	RM&R - VARIOUS STREETS			554,000	554,000		(554,000)
274-310-700.271	RM&R - ALLEY'S			189,198	189,198		(189,198)
274-310-700.273	FREEMAN/154TH TO MARINE					165,000	165,000
274-310-700.274	159TH/GREVILLEA TO FIRMONA					100,000	100,000
274-310-700.275	GREVILLEA/167TH TO 159TH					274,061	274,061
274-310-700.276	160TH/FREEMAN TO CUL SAC					15,000	15,000
	<b>SUBTOTAL</b>	-	-	743,198	743,198	554,061	(189,137)
	<b>SBI GAS TAX ST REHAB</b>	-	22,410	743,198	743,198	554,061	(189,137)

**PUBLIC WORKS ADMINISTRATION - 310**

MEASURE R GRANT (275-310)

<b>PERSONNEL</b>							
275-310-501.100	SALARIES - FULL-TIME		3,710				
275-310-505.200	RETIREMENT		250				
275-310-505.300	MEDICARE		60				
276-310-505.700	CITY -PAID INSURANCE		30				
	<b>SUBTOTAL</b>	-	4,050				
<b>CAPITAL</b>							
275-310-700.127	TRAFF SIG (MBB/HAWTHOR)		36,000	74,709	508,800		(508,800)
	<b>SUBTOTAL</b>	-	36,000	74,709	508,800	-	(508,800)
	<b>MEASURE R GRANT</b>	-	40,050	74,709	508,800	-	(508,800)

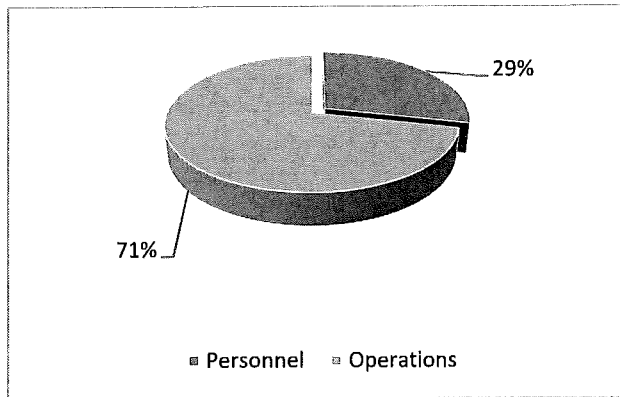
**PUBLIC WORKS ADMINISTRATION - 310**

AB939 (276-310)

<b>OPERATIONS</b>							
276-310-530.100	CONTRACT SERVICES					87,662	
	<b>SUBTOTAL</b>	-	-	-	-	87,662	
	<b>AB939</b>	-	-	-	-	87,662	-
<b>ALL FUNDS TOTAL</b>		2,212,848	1,480,902	2,546,832	9,127,473	2,901,272	(5,568,982)

## GROUNDS MAINTENANCE

### PROGRAM DESCRIPTION



The Grounds Maintenance Division is responsible for custodial, carpentry, plumbing, electrical, and painting services for the City Hall, Community Center, Cable Television, Municipal Services and Public Works buildings and grounds. The division is responsible for the maintenance of City parks including buildings, sports fields, playground equipment and benches. The division is also responsible for planting, staking, trimming, and the general care of City trees within the parks, street landscaping, and open space areas. The division is responsible for special event set-ups and breakdowns.

The Division is augmented with the following service contractors:

- South Bay Landscaping for landscape maintenance and tree trimming services.

- South Coast Mechanical for HVAC maintenance services.
- Mitsubishi Electronics USA for elevator maintenance services.
- Am-Tec Total Security for alarm maintenance services.

### TYPICAL TASKS

- Respond to citizen complaints or requests, evaluate problems and report to appropriate contractor representative as required.
- Administer maintenance contracts, inspections and work schedule management.

### GOALS

- Effective management of contract services.
- Maintain City buildings and park structures in a safe and usable condition.
- Improve the efficiency of City facilities HVAC systems.
- Improve the response time and tracking of service requests, internal and external, by utilizing the OPRA Work Order System.

### ACCOMPLISHMENTS

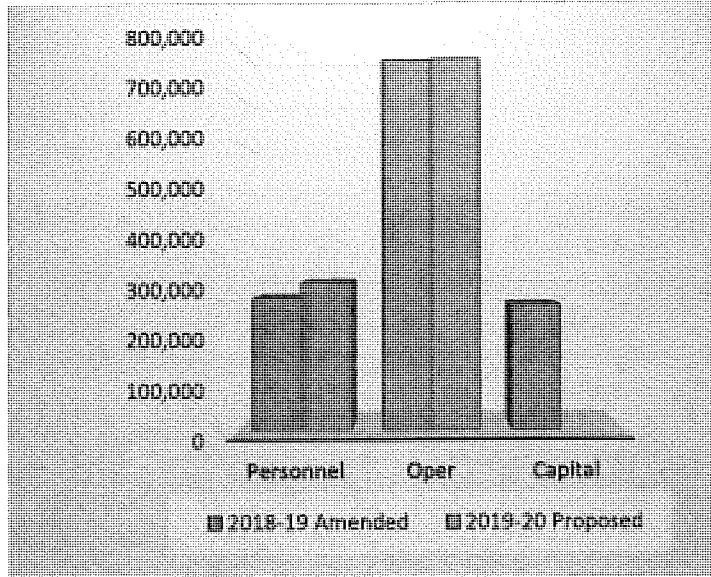
- Completed tree trimming on the westerly half of the City and all parks, facilities, railroad right-of-way, and the major arterials.
- Participated and supported City sponsored special events.

### Division Expenditures by Category

Personnel	\$309,252
Operations	771,355
<b>Total</b>	<b>\$1,080,607</b>

**Budget Comparison**

	<b>2018-19 Amended</b>	<b>2019-20 Proposed</b>
Personnel	\$276,908	\$309,252
Operations	769,051	771,355
Capital	260,000	
<b>Total</b>	<b>\$1,305,959</b>	<b>\$1,080,607</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed Budget amount of \$1,080,607 for Fiscal Year 2020 shows a decrease of \$225,353 due to the following changes:

Increase in salaries & benefits.	\$32,344
Decrease in capital.	(260,000)
Increase in utilities.	33,680
Decrease in building equip maint.	(17,000)
Decrease in special expenses.	(14,377)
<b>Department Total</b>	<b>(\$225,353)</b>



**DEPARTMENT EXPENDITURES**

**PUBLIC WORKS GROUNDS & FACILITIES (320)**

GENERAL FUND (100-320)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
100-320-501.100	SALARIES - FULL-TIME	177,816	187,468	186,770	186,770	208,334	21,564
100-320-501.300	SALARIES - PART-TIME	18,383	20,000	20,000	20,000	20,000	-
100-320-501.400	SALARIES - OVERTIME	7,034	11,597	7,000	7,000	9,680	2,680
100-320-501.500	LONGEVITY PAY	1,240	820	640	640	1,000	360
100-320-505.100	FLEXIBLE BENEFIT	30,282	54,000	40,188	40,188	45,375	5,187
100-320-505.200	RETIREMENT	12,384	16,966	17,633	17,633	19,809	2,175
100-320-505.300	MEDICARE CONTRIBUTION	2,612	3,481	3,300	3,300	3,703	403
100-320-505.700	CITY-PAID INSURANCE	1,177	1,450	1,376	1,376	1,351	(25)
<b>SUBTOTAL</b>		<b>250,928</b>	<b>295,782</b>	<b>276,908</b>	<b>276,908</b>	<b>309,252</b>	<b>32,344</b>
<b>OPERATIONS</b>							
100-320-510.100	OFFICE SUPPLIES	144	602	600	600	600	-
100-320-510.500	UNIFORMS	4,798	6,000	6,000	6,000	6,000	-
100-320-510.600	STAFF DEVELOPMENT	578	600	2,500	2,500	2,500	-
100-320-515.200	ELECTRICITY	122,884	122,900	100,000	100,000	122,900	22,900
100-320-515.300	NATURAL GAS	12,710	15,780	10,000	13,000	15,780	2,780
100-320-515.400	WATER	112,645	117,000	105,000	105,000	110,000	5,000
100-320-520.100	MAINTENANCE SUPPLIES	35,775	35,000	38,500	38,500	38,500	-
100-320-520.120	BUILDING EQUIP. MAINT.	19,179	25,000	25,000	42,000	25,000	(17,000)
100-320-520.200	SMALL TOOLS	4,901	4,900	5,250	5,250	5,250	-
100-320-520.300	GROUNDS MAINTENANCE	49,804	27,500	27,500	27,500	27,500	-
100-320-520.310	PLANTS & MATERIALS	4,781	4,000	5,000	5,000	5,000	-
100-320-520.500	EQUIPMENT RENTAL	3,823	3,000	3,750	3,750	3,750	-
100-320-520.510	EQUIPMENT MAINT	18,455	19,000	19,000	19,000	19,000	-
100-320-520.600	VEHICLE MAINTENANCE	12,487	6,000	12,000	12,000	12,000	-
100-320-520.610	VEHICLE FUEL	5,000	6,000	10,000	10,000	10,000	-
100-320-530.100	CONTRACT SERVICES	341,195	351,575	351,575	351,575	351,575	-
100-320-530.200	PROFESSIONAL SERVICES	5,000	2,000	5,000	2,000	5,000	3,000
100-320-530.210	TEMPORARY SERVICES	-	-	1,000	1,000	1,000	-
100-320-540.200	SPECIAL EXPENSES	9,315	10,000	10,000	10,000	10,000	-
100-320-550.500	BLD IMPROVEMENTS HVAC	324,793	-	-	-	-	-
<b>SUBTOTAL</b>		<b>1,088,267</b>	<b>756,857</b>	<b>737,675</b>	<b>754,675</b>	<b>771,355</b>	<b>16,680</b>
<b>GENERAL FUND TOTAL</b>		<b>1,339,195</b>	<b>1,052,639</b>	<b>1,014,583</b>	<b>1,031,582</b>	<b>1,080,607</b>	<b>49,024</b>

**PUBLIC WORKS GROUNDS & FACILITIES (320)**

UDAG FUND (215-320)

<b>OPERATIONS</b>							
215-320-540.200	SPECIAL EXPENSE		14,377		14,377		(14,377)
<b>SUBTOTAL</b>			<b>14,377</b>		<b>14,377</b>		<b>(14,377)</b>
215-320-700.100	CNG FUELING STATION				260,000		(260,000)
<b>SUBTOTAL</b>					<b>260,000</b>		<b>(260,000)</b>
<b>UDAG FUND TOTAL</b>			<b>14,377</b>		<b>274,377</b>		<b>(274,377)</b>
<b>ALL FUNDS TOTAL</b>		<b>1,339,195</b>	<b>1,067,016</b>	<b>1,014,583</b>	<b>1,305,959</b>	<b>1,080,607</b>	<b>(225,353)</b>

**Budget Detail Worksheet**

Dept: Public Works

Program: PW Grounds - 320

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b>Fund:</b>	100 - General Fund			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	186,770	208,334	Maintenance Supervisor - 50%; MW III - 50%; MW II - 1; MW I - 1.5.
501.300	Salaries - Part-Time	20,000	20,000	Part time for Community Center maintenance.
501.400	Salaries - Overtime	7,000	9,680	Overtime paid for special community services events and other community events.
501.500	Longevity Pay	640	1,000	Per MOU.
505.100	Flexible Benefit	40,188	45,375	Monthly benefits include cafeteria increases for mid-management and classified employees and for CMT member.
505.200	Retirement	17,633	19,809	Retirement costs.
505.300	Medicare	3,300	3,703	Employer paid share @ 1.45% of salary.
505.700	City-Paid Insurance	1,376	1,351	Life Insurance, LTD, and EAP.
	<b>Subtotal</b>	<b>276,908</b>	<b>309,252</b>	
	<b><u>Operations</u></b>			
510.100	Office Supplies	600	600	Provides for needed office supplies such as writing instruments, binders, file folders.
510.500	Uniforms	6,000	6,000	Uniform Contract - (\$2,348); Shoes/boots - two pairs per employee per year (\$3,510).
510.600	Staff Development	2,500	2,500	Seminars, training and workshops.
515.200	Electricity	100,000	122,900	Shared between PW General Fund and Hawthorne Blvd Maint Fund.
515.300	Natural Gas	13,000	15,780	City facilities (SoCal Gas Co)
515.400	Water	105,000	110,000	Shared cost between PW Grounds and Hawthorne BI Maint Fund.
520.100	Maintenance Supplies	38,500	38,500	Custodial supplies (\$20,000), Graffiti Supplies (\$5,000) Buffing & waxing Comm Center floors (\$2,000), Keys & Locks (\$1,000), other supplies as needed (\$10,500).
520.120	Building Equipment Maint.	42,000	25,000	Repairs & maintenance including: HVAC Repairs As-Needed \$10,000 Elevator Repairs As-Needed \$5,000 Alarm Repairs As-Needed \$2,500 Other Building Repairs As-Needed \$7,500

**Budget Detail Worksheet**

Dept: Public Works

Program: PW Grounds - 320

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b><u>(Operations, Continued)</u></b>				
520.200	Small Tools	5,250	5,250	Replace tools as needed.
520.300	Grounds Maint.	27,500	27,500	Lighting, fencing, irrigation and misc. grounds repairs & maintenance; Pest Control (\$3,000) Lighting (\$3,500) Facility Upgrades (\$6,000) Irrigation (\$5,000) Misc maintenance supplies (\$10,000)
520.310	Plants & Materials	5,000	5,000	Soil, fertilizer, plants and ground cover for the City monument planters and facilities.
520.500	Equipment Rental	3,750	3,750	Rental equipment for field work, installation of holiday decorations and special event needs.
520.510	Equipment Maintenance	19,000	19,000	Maintenance of generator, backflows, backhoe, power tools and other services as needed.
520.600	Vehicle Maintenance	12,000	12,000	12 public works vehicles. Provides for needed vehicle repairs such as flat tires, smog checks, engine maintenance, towing services and other misc auto repair needs.
520.610	Vehicle Fuel	10,000	10,000	Regular gas, diesel and CNG for vehicles and power tools. Purchasing CNG offsite at retail prices.
530.100	Contract Services	351,575	351,575	Portion of Landscape Maintenance Contract Amendment - Year 3 of 3 (\$134,020) Tree Trimming Contract Phase I - (\$166,490). Elevator Maintenance Contract - (\$7,182) HVAC Gen Mo Maint Contract-Year 4 of 5 (\$20,421) Alarms Systems Contract Services - (\$2,278) OPRA Work Order System - (\$2,700) Other services as needed - (18,500)
530.200	Professional Services	2,000	5,000	Architectural, arboreal & horticultural services.

**Budget Detail Worksheet**

Dept: Public Works

Program: PW Grounds - 320

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b><u>(Operations, Continued)</u></b>				
530.210	Temporary Services	1,000	1,000	Temp services to provide maintenance staff assistance as needed.
540.200	Special Expenses	10,000	10,000	Unforeseen incidental expenses.
	<b>Subtotal</b>	<b>754,675</b>	<b>771,355</b>	
	<b>PROGRAM TOTAL</b>	<b>1,031,583</b>	<b>1,080,607</b>	

Dept: Public Works

Fund: 215 - UDAG

<b><u>Operations</u></b>				
540.200	Special Expense	14,377		
	<b>Subtotal</b>	<b>14,377</b>		
<b><u>Capital</u></b>				
700.100	CNG Fueling Station	260,000		CNG fueling station.
	<b>Subtotal</b>	<b>260,000</b>		
	<b>PROGRAM TOTAL</b>	<b>274,377</b>		
	<b>ALL FUNDS TOTAL:</b>	<b>1,305,960</b>	<b>1,080,607</b>	

## **STREET MAINTENANCE**

### **PROGRAM DESCRIPTION**

The Street Maintenance Division is responsible for routine maintenance of City streets and sidewalks. Mechanical sweeping is conducted on both residential and commercial areas on a weekly basis under contract. Storm inlets and sidewalk culverts are cleaned from August through October in preparation for the rainy season. This division is also responsible for the installation and maintenance of City street signs and pavement markings. In addition, this unit handles the City's graffiti abatement duties and receives removal requests through the graffiti hotline.

The Street Maintenance division is augmented with the following service contractors:

- Clean Street for street sweeping services.
- Los Angeles County Department of Public Works for storm drain maintenance, traffic striping & markings, traffic signal operation & maintenance, and bridge soffit light repairs.

### **TYPICAL TASKS**

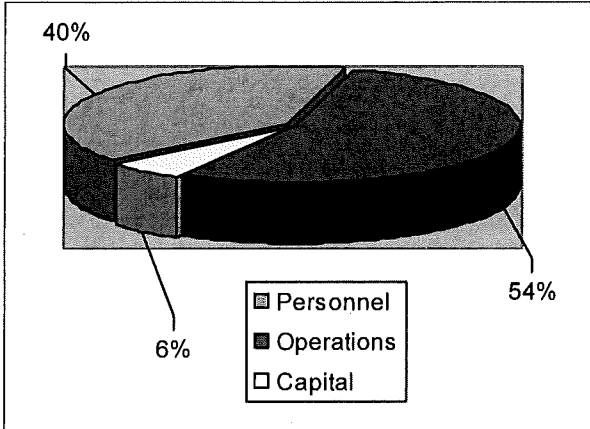
- Respond to citizen complaints or requests, evaluate problems, and report to appropriate LA County department, Caltrans, utility company, or contractor representative as required.
- Schedule workload, inspect work performed, and obtain quotes for purchases of materials.
- Perform pothole repairs.
- Perform graffiti removal on both public right-of-way and private property as authorized by property owners.

### **GOALS**

- Repair asphalt pavement on streets and alleys.
- Repair sidewalks as necessary.
- Paint all school markings.
- Paint all crosswalk, center, and lane lines.
- Respond to complaints within 24 hours.
- Replace or repair damaged street signs and street name signs.
- Provide aesthetically pleasing, well-maintained public grounds and rights-of-way with emphasis on parkway maintenance, safety, and graffiti abatement.
- Weed and trash abatement on parkways along Rosecrans Ave, Marine Ave, Manhattan Beach Blvd., Artesia Blvd., Inglewood Ave., Hawthorne Blvd., Prairie Ave., alleys, and freeway ramps.
- Improve the response time and tracking of service requests, internal and external, by utilizing the OPRA Work Order System.

### **ACCOMPLISHMENTS**

- Re-painted red curbs and street markings.
- Residential areas swept once a week, medians/parking lots swept once every two weeks, business areas swept twice per week, and Hawthorne Blvd swept 5 days per week.
- General maintenance of City streets.
- Quarterly maintenance of sidewalk ramping, pot-hole repairs in streets and alleys, and weed abatement.
- Graffiti Abatement – Daily abatement – Monday – Sunday.
- Participated and supported City sponsored special events.

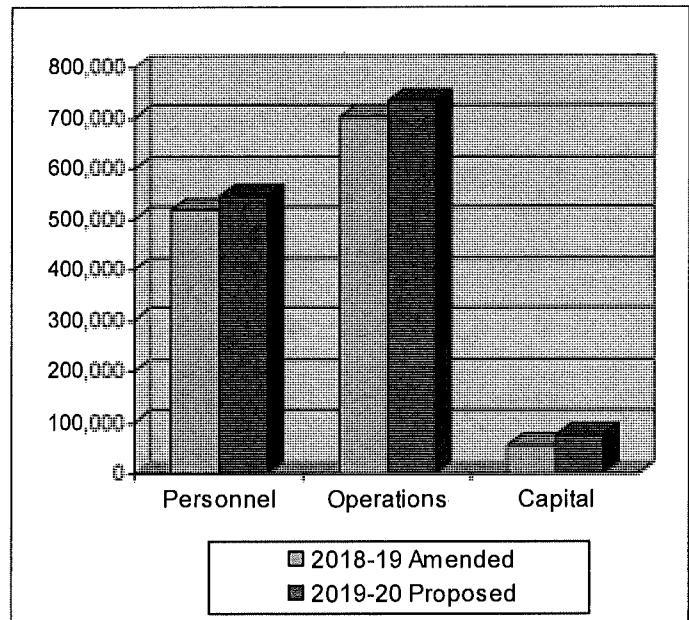


**Division Expenditures by Category**

Personnel	\$546,433
Operations	733,200
Capital	75,000
<b>Total</b>	<b>\$1,354,633</b>

**Budget Comparison**

	2018-19 Amended	2019-20 Proposed
Personnel	\$516,863	\$546,433
Operations	702,600	733,200
Capital	54,605	75,000
<b>Total</b>	<b>\$1,274,068</b>	<b>\$1,354,633</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed Budget for FY 2020 of \$1,354,633 is an increase of \$80,565 due to the following changes:

Increase in salaries & benefits.	\$29,570
Increase in equipment.	20,395
Increase in water.	30,600
<b>Department Total</b>	<b>\$80,565</b>

**DEPARTMENT EXPENDITURES**

**PUBLIC WORKS STREET MAINTENANCE - 330**

GENERAL FUND (100-330)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
100-330-501.100	SALARIES - FULL-TIME		4,855			65,320	65,320
100-330-501.400	SALARIES - OVERTIME		1,010			-	-
100-330-501.500	LONGEVITY PAY					300	300
100-330-505.100	FLEXIBLE BENEFIT		950			16,205	16,205
100-330-505.200	RETIREMENT		452			5,969	5,969
100-330-505.300	MEDICARE CONTRIBUTION		91			1,186	1,186
100-330-505.700	CITY-PAID INSURANCE		40			483	483
	<b>SUBTOTAL</b>	-	7,398	-	-	89,463	89,463
<b>OPERATIONS</b>							
100-330-515.200	ELECTRICITY	19,702	19,122	18,000	18,000	18,000	-
100-330-515.400	WATER	67,575	120,000	70,000	70,000	100,600	30,600
100-330-520.320	LANDSCAPE MAINT	92,281	92,000	92,000	92,000	92,000	-
100-330-530.100	CONTRACT SERVICES	21,029	21,000	27,000	27,000	27,000	-
100-330-540.200	SPECIAL EXPENSES	4,409	5,000	5,000	5,000	5,000	-
100-330-560.100	OPERATING TRANS OUT	297,702					-
	<b>SUBTOTAL</b>	502,698	257,122	212,000	212,000	242,600	30,600
<b>CAPITAL</b>							
100-330-550.400	OTHER EQUIPMENT			15,000	15,000		(15,000)
	<b>SUBTOTAL</b>		-	15,000	15,000	-	(15,000)
<b>GENERAL FUND TOTAL</b>		<b>502,698</b>	<b>264,520</b>	<b>227,000</b>	<b>227,000</b>	<b>332,063</b>	<b>105,063</b>

**PUBLIC WORKS STREET MAINTENANCE - 330**

GAS TAX FUND (201-330)

<b>PERSONNEL</b>							
201-330-501.100	SALARIES - FULL-TIME	280,272	245,000	334,722	334,722	260,349	(74,374)
201-330-501.300	SALARIES - PART TIME	20,109	22,000	20,000	20,000	25,000	5,000
201-330-501.400	SALARIES - OVERTIME	9,157	15,000	10,000	10,000	15,000	5,000
201-330-501.500	LONGEVITY PAY	1,255	1,790	1,790	1,790	1,380	(410)
201-330-501.600	AUTO ALLOWANCE		38				
201-330-505.100	FLEXIBLE BENEFIT	60,745	59,023	72,598	72,598	57,691	(14,907)
201-330-505.200	RETIREMENT	23,918	22,963	31,662	31,662	26,013	(5,649)
201-330-505.300	MEDICARE CONTRIBUTION	4,989	4,485	6,222	6,222	4,632	(1,591)
201-330-505.700	CITY-PAID INSURANCE	2,074	1,890	2,486	2,486	1,718	(769)
	<b>SUBTOTAL</b>	402,519	372,189	479,482	479,482	391,782	(87,699)
<b>OPERATIONS</b>							
201-330-515.200	ELECTRICITY	16,903	17,821	23,000	23,000	23,000	-
201-330-520.400	STREET MAINTENANCE	11,726	13,500	13,500	13,500	13,500	-
201-330-520.600	VEHICLE MAINTENANCE	2,847	4,000	4,000	4,000	4,000	-
201-330-520.610	VEHICLE FUEL	5,930	8,500	8,500	8,500	8,500	-
201-330-530.100	CONTRACT SERVICES	339,880	351,600	351,600	351,600	351,600	-
201-330-530.200	PROFESSIONAL SERVICES	15,800	-	20,000	20,000	20,000	-
201-330-540.200	SPECIAL EXPENSES	9,556	-	10,000	10,000	10,000	-
	<b>SUBTOTAL</b>	402,642	395,421	430,600	430,600	430,600	-
<b>GAS TAX FUND TOTAL</b>		<b>805,161</b>	<b>767,610</b>	<b>910,082</b>	<b>910,082</b>	<b>822,382</b>	<b>(87,699)</b>

ACCOUNT NUMBER	DESCRIPTION	PROJECTED		ADOPTED	AMENDED	PROPOSED	CHANGE
		ACTUAL 2017-18	ACTUAL 2018-19	BUDGET 2018-19	BUDGET 2018-19	BUDGET 2019-20	FROM PRIOR YEAR

**PUBLIC WORKS STREET MAINTENANCE - 330**

AQMD FUND (202-330)

<u>CAPITAL</u>							
202-330-550.300	VEHICLES		39,605	39,605	39,605	75,000	35,395
	SUBTOTAL	-	39,605	39,605	39,605	75,000	35,395
	<b>AQMD FUND TOTAL</b>	<b>-</b>	<b>39,605</b>	<b>39,605</b>	<b>39,605</b>	<b>75,000</b>	<b>35,395</b>

**PUBLIC WORKS STREET MAINTENANCE - 330**

PROP C FUND (207-330)

<u>PERSONNEL</u>							
207-330-501.100	SALARIES - FULL-TIME	48,410	68,410	26,395	26,395	40,585	14,190
207-330-501.400	SALARIES - OVERTIME	4,273	9,600	1,100	1,100	9,600	8,500
207-330-501.500	LONGEVITY PAY	75	490	200	200	100	(100)
207-330-505.100	FLEXIBLE BENEFIT	10,225	14,950	6,482	6,482	9,723	3,241
207-330-505.200	RETIREMENT	4,304	6,420	2,502	2,502	4,158	1,656
207-330-505.300	MEDICARE CONTRIBUTION	775	1,170	480	480	731	251
207-330-505.700	CITY-PAID INSURANCE	314	430	222	222	290	68
	SUBTOTAL	68,376	101,470	37,381	37,381	65,187	27,806
<u>OPERATIONS</u>							
207-330-530.100	CONTRACT SERVICES	2,945	9,700	60,000	60,000	60,000	-
	SUBTOTAL	2,945	9,700	60,000	60,000	60,000	-
	<b>PROP C TOTAL</b>	<b>71,321</b>	<b>111,170</b>	<b>97,381</b>	<b>97,381</b>	<b>125,187</b>	<b>27,806</b>
	<b>ALL FUNDS TOTAL</b>	<b>1,379,180</b>	<b>1,182,905</b>	<b>1,274,068</b>	<b>1,274,068</b>	<b>1,354,633</b>	<b>80,565</b>



**Budget Detail Worksheet**

Dept: PUBLIC WORKS		Program: PW Street Maintenance - 330		
Account No.	Line Item	Amended Budget 2018-19	Adopted Budget 2019-20	Description
<b>Fund:</b>	100 - General Fund			
501.100	Salaries - Full-Time	-	65,320	See labor allocation.
501.500	Longevity award		300	Per MOU.
505.100	Flexible Benefit	-	16,205	Monthly benefits include cafeteria for mid-management and classified employees.
505.200	Retirement	-	5,969	Retirement costs.
505.300	Medicare	-	1,186	Employer paid share @ 1.45% of salary.
505.700	City-Paid Insurance	-	483	Life Insurance, AD&D, LTD.
	<b>Subtotal</b>	<b>-</b>	<b>89,463</b>	
	<b>Operations</b>			
515.200	Electricity	18,000	18,000	Based on historical use.
515.400	Water	70,000	100,600	Based on historical use.
520.320	Landscape Maintenance	92,000	92,000	Portion of Landscape Maintenance Contract Amendment Year 2 of 3 - \$92,000
530.100	Contract Services	27,000	27,000	Dig Alert fee (\$1,900), OPRA (\$2,700), Street Signs (\$5,000), Crack Sealing (\$15,000), Litter pick up and other needs (\$2,400).
540.200	Special Expenses	5,000	5,000	LA CUPA Permit (\$500), and misc street expenses.
	<b>Subtotal</b>	<b>212,000</b>	<b>242,600</b>	
	<b>Capital</b>			
550.400	Other Equipment	15,000	-	
	<b>Subtotal</b>	<b>15,000</b>	<b>-</b>	
	<b>PROGRAM TOTAL</b>	<b>227,000</b>	<b>332,063</b>	
<b>Fund:</b>	201- Gas Tax			
	<b>Personnel</b>			
501.100	Salaries - Full-Time	334,722	260,349	Salaries include Maintenance Supervisor, Inspector, Maintenance Worker III , Maintenance Worker II and Maintenance Worker I.
501.300	Salaries - Part-Time	20,000	25,000	MW I (Part Time).
501.400	Salaries - Overtime	10,000	15,000	For off-scheduled work and emergencies.
501.500	Longevity award	1,790	1,380	Per MOU.
505.100	Flexible Benefit	72,598	57,691	Cafeteria Plan.
505.200	Retirement	31,662	26,013	Retirement costs.
505.300	Medicare	6,222	4,632	1.45% of salary.
505.700	City-Paid Insurance	2,486	1,718	LTD & AD&D.
	<b>Subtotal</b>	<b>479,482</b>	<b>391,782</b>	

**Budget Detail Worksheet**

Dept: PUBLIC WORKS		Program: PW Street Maintenance - 330		
Account No.	Line Item	Amended Budget 2018-19	Adopted Budget 2019-20	Description
	<b>Operations</b>			
515.200	Electricity	23,000	23,000	Street lights and signals expenditures. Based on historical use.
520.400	Street Maintenance	13,500	13,500	Supplies for graffiti abatement (\$4,000), asphalt repairs (\$4,500) and new and replacement signs (\$5,000).
520.600	Vehicle Maintenance	4,000	4,000	Based on historical use.
520.610	Vehicle Fuel	8,500	8,500	Based on historical use of retail price of CNG fuel offsite.
530.100	Contract Services	351,600	351,600	Street Sweeping Contract - Current agreement expires on 12/31/19 \$95,000; anticipate approximate 5% increase for Jan-June 2020 (\$100,000). LACDPW Traffic Signal Accident Repairs - \$5,000 LACDPW Traffic Signal Maint. - \$80,000 LACDPW Catch Basin Cleanout - \$2,000 CalTrans - Traffic Signal Maint for Fwy Ramps - \$3,000 Bridge Soffit Lighting - \$6,600 Concrete/Pavement Repair - \$20,000 Curb, Gutter and Sidewalk Repair - \$20,000 Other Contract Services as needed - \$20,000
530.200	Professional Services	20,000	20,000	Traffic engineering services and studies.
540.200	Special Expenses	10,000	10,000	Miscellaneous permits, licenses, and expenses for traffic control.
	<b>Subtotal</b>	<b>430,600</b>	<b>430,600</b>	
	<b>PROGRAM TOTAL</b>	<b>910,082</b>	<b>822,382</b>	
<b>Fund: 202 - AQMD</b>				
	<b>Capital</b>			
550.300	Vehicles	39,605	75,000	Ford F150 or Chevy Silverado CNG \$45,000 & 2019 Ford Ranger Ext Cab or Ford Escape Hybrid \$30,000.
	<b>Subtotal</b>	<b>39,605</b>	<b>75,000</b>	
	<b>PROGRAM TOTAL</b>	<b>39,605</b>	<b>75,000</b>	
<b>Fund: 207 - Proposition C</b>				
501.100	Salaries - Full-Time	26,395	40,585	Salary allocation for Maintenance Worker I
501.400	Salaries - Overtime	1,100	9,600	
501.500	Longevity award	200	100	Per MOU.
505.100	Flexible Benefit	6,482	9,723	Cafeteria Plan.
505.200	Retirement	2,502	4,158	Retirement costs.
505.300	Medicare	480	731	1.45% of salary.
505.700	City-Paid Insurance	222	290	LTD & AD&D.
	<b>Subtotal</b>	<b>37,381</b>	<b>65,187</b>	
	<b>Operations</b>			
530.100	Contract Services	60,000	60,000	Provides for traffic signal maintenance, street striping and street legend work.
	<b>Subtotal</b>	<b>60,000</b>	<b>60,000</b>	
	<b>PROGRAM TOTAL</b>	<b>97,381</b>	<b>125,187</b>	
	<b>ALL FUNDS TOTAL:</b>	<b>1,274,088</b>	<b>1,354,633</b>	

# CAPITAL OUTLAY REQUEST

Capital outlay includes vehicles, equipment, furniture/furnishings and building/grounds improvements with a cost greater than \$5,000.

DEPARTMENT: Public Works ACCOUNT NUMBER/S: 202-330-550.300  
FISCAL YEAR REQUESTED: 2019/2020 NEW/REPLACEMENT: REPLACEMENT  
ESTIMATED COST: \$45,000 (Please include quotes if available)

## DESCRIPTION OF ITEM:

Ford F150 or Chevrolet Silverado

Fuel type: Compressed Natural Gas (CNG)

## JUSTIFICATION:

Vehicle #470

2005 Chevrolet Truck / Silverado / F250

Fuel type: Compressed Natural Gas (CNG)

Vehicle is 14 years old with 64,165 miles and the CNG Tank will expire on December 31, 2019.

Will Costs be Offset by Savings/Revenues?  
If so please explain:

# CAPITAL OUTLAY REQUEST

Capital outlay includes vehicles, equipment, furniture/furnishings and building/grounds improvements with a cost greater than \$5,000.

DEPARTMENT: Public Works ACCOUNT NUMBER/S: 202-330-550.300  
FISCAL YEAR REQUESTED: 2019/2020 NEW/REPLACEMENT: REPLACEMENT  
ESTIMATED COST: \$30,000 (Please include quotes if available)

## DESCRIPTION OF ITEM:

2019 Ford Ranger Extended Cab or Ford Escape

Fuel type: Compressed Natural Gas (CNG)

## JUSTIFICATION:

Vehicle #481 (currently out of service)

2007 Chevrolet Truck / Silverado / 2500

Fuel type: Compressed Natural Gas (CNG)

Vehicle is 12 years old with 49,400 miles; CNG Tank will expire on December 31, 2019.

Will Costs be Offset by Savings/Revenues?

If so please explain:

## Engineering Division

### PROGRAM DESCRIPTION

The Engineering Division oversees the City's capital improvement projects (CIP), including street and sidewalk upgrades, and private work in the public right-of-way. In addition, this Division provides inspection services for repairs and other work by utility companies in the right-of-way; manages projects; reviews various improvement plans; and processes documents needed for official record keeping.

This Division is responsible for generating or obtaining design plans and specifications for public works improvements, City facility projects, and inspecting all work performed in the public right-of-way. Maintaining the City's Pavement Management System is another task overseen by the Engineering Division.

This unit provides engineering support for the street maintenance and grounds and facilities maintenance divisions. The unit provides staff support for the City's Traffic Committee.

The Engineering Division maintains the integrity of public right-of-ways through the issuance of encroachment permits and the inspection of construction activities. The unit reviews private development plans for off-site street, storm drain, and other utility connections.

This unit has the lead position in response to the National Pollution Discharge Elimination System (NPDES program) and Best Management Practices (BMP) development and administration for the City.

### TYPICAL TASKS

- Manage and oversee the City's CIP projects.
- Manage projects within the City that are in the public right-of-way or on City property.
- Issue permits and monitor private construction projects that encroach on the public right-of-way.
- Review and approve plans and specifications for construction projects in the public right-of-way.
- Manage and administer private development plans and tract or parcel maps as they pertain to the public right-of-way.
- Perform permit inspections for construction activity and usage of the public right-of-ways.

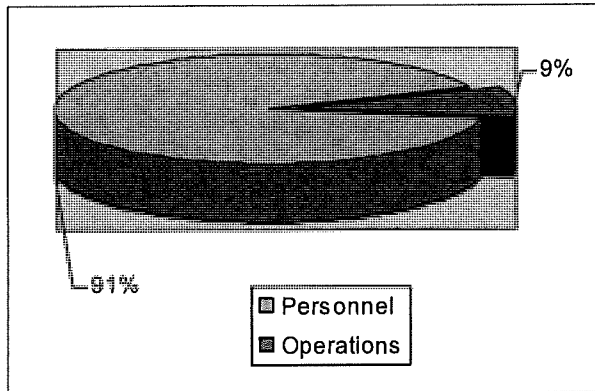
### GOALS

- Prepare, manage, develop plans and specs, or circulate Request For Proposals, prepare bid packages, and agreements for the City's Capital Improvement Projects:
  - CNG Fueling Station Replacement – AQMD Grant, UDAG funds.
  - Alleyways Improvement Project – SB 1, General Funds (Maintenance of Effort), and TDA,
  - Various Streets Improvement Project – SB 1, General Funds (Maintenance of Effort), and TDA,
  - Inglewood Ave Corridor Widening Projects – Prop C, Prop C25, Bonds Proceeds,
  - Traffic Signal Upgrades on Marine Avenue at Osage Avenue – Metro STP-L Exchange,
  - MBB at Hawthorne Blvd Traffic Signal Improvements and Battery Backups on Hawthorne Blvd and Inglewood Avenue phase design - Measure R,
  - Grevillea Avenue Street Improvements – CDBG, Measure R.
- Resolution of various pedestrian and vehicular safety issues by the City Engineer and the Traffic Committee.
- Effective representation of the City in the South Bay Cities Council of Governments Transportation Infrastructure Working Oversight Committee.
- Effective encroachment permit issuance and inspection of public right-of-way construction activities.
- Continue to comply with Caltrans procurement and construction requirements on state and federally funded projects.

### ACCOMPLISHMENTS

- Met key milestones, adopted objectives, met mandated funding reporting requirements and construction administration requirements for the City's Capital Improvement Projects:
- Effectively represented the City in the various intergovernmental meetings.
- Worked with neighboring Cities of Redondo Beach and Hawthorne on implementation of projects along shared borders.
- Burin House Demo & Construction of New Parking Lot.
- Concrete Repair Project (163<sup>rd</sup> St to 171<sup>st</sup> St.)

**FINANCIAL HIGHLIGHTS**

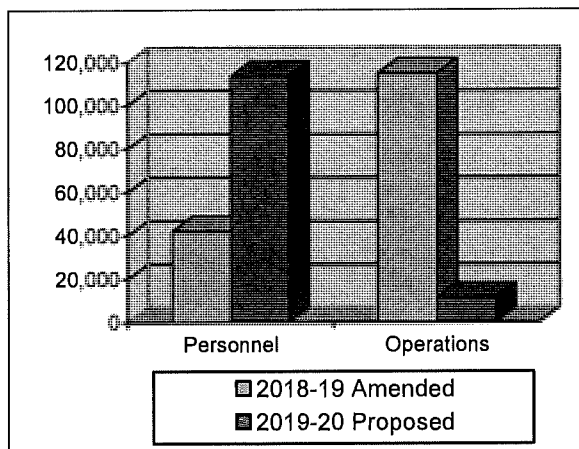


**Division Expenditures by Category**

Personnel	\$113,351
Operations	11,150
<b>Total</b>	<b>\$124,501</b>

**Budget Comparison**

	2018-19 Amended	2019-20 Proposed
Personnel	\$41,975	\$113,351
Operations	114,650	11,150
<b>Total</b>	<b>\$156,625</b>	<b>\$124,501</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed Budget of \$124,501 for FY 2020 is a decrease of \$32,123 due to the following changes:

Increase in salaries & benefits.	\$71,377
Decrease in professional services.	(103,500)
<b>Department Total</b>	<b>(\$32,123)</b>

DEPARTMENT EXPENDITURES

**PUBLIC WORKS ENGINEERING - 340**

GENERAL FUND (100-340)

ACCOUNT NUMBER	DESCRIPTION	PROJECTED ADOPTED AMENDED PROPOSED					CHANGE FROM PRIOR YEAR
		ACTUAL 2017-18	ACTUAL 2018-19	BUDGET 2018-19	BUDGET 2018-19	BUDGET 2019-20	
<b>PERSONNEL</b>							
100-340-501.100	SALARIES - FULL-TIME	72,969	16,081			8,303	8,303
100-340-501.300	SALARIES - PART-TIME	5,163	5,000	5,000	5,000	5,000	-
100-340-505.100	FLEXIBLE BENEFIT	6,420	3,132			1,296	1,296
100-340-505.200	RETIREMENT	3,664	1,836			580	580
100-340-505.300	MEDICARE	721	393	72	72	139	67
100-340-505.700	CITY-PAID INSURANCE	268	149			39	39
<b>SUBTOTAL</b>		<b>89,205</b>	<b>26,591</b>	<b>5,072</b>	<b>5,072</b>	<b>15,357</b>	<b>10,285</b>
<b>OPERATIONS</b>							
100-340-510.100	OFFICE SUPPLIES	192	250	500	500	500	-
100-340-510.200	REPROGRAPHICS	266	1,000	1,000	1,000	1,000	-
100-340-510.400	SUBSCRIPTIONS/PUBLICATI	650	500	500	500	500	-
100-340-510.600	STAFF DEVELOPMENT	290	300	500	500	500	-
100-340-510.610	MEMBERSHIP/DUES	135	150	200	200	200	-
100-340-510.620	TRAVEL/MEETINGS	253	200	200	200	200	-
100-340-510.650	MILEAGE REIMBURSEMENT	31	50	150	150	150	-
100-340-530.200	PROFESSIONAL SERVICES	21,565	90,000	5,000	108,500	5,000	(103,500)
100-340-530.210	TEMPORARY SERVICES		-	1,000	1,000	1,000	-
100-340-540.200	SPECIAL EXPENSES	2,191	2,100	2,100	2,100	2,100	-
<b>SUBTOTAL</b>		<b>25,573</b>	<b>94,550</b>	<b>11,150</b>	<b>114,650</b>	<b>11,150</b>	<b>(103,500)</b>
<b>GENERAL FUND TOTAL</b>		<b>114,778</b>	<b>121,141</b>	<b>16,222</b>	<b>119,722</b>	<b>26,507</b>	<b>(93,215)</b>

**PUBLIC WORKS ENGINEERING - 340**

PROPOSITION C FUND (207-340)

<b>PERSONNEL</b>							
207-340-501.100	SALARIES - FULL-TIME	20,006	15,000	25,321	25,321	33,211	7,890
207-340-501.300	SALARIES - PART TIME	4,067	5,000	5,000	5,000	5,000	-
207-340-501.400	SALARIES - OVERTIME						-
207-340-501.500	LONGEVITY PAY	8		23	23	-	(23)
207-340-505.100	FLEXIBLE BENEFIT	2,598	2,178	3,630	3,630	5,186	1,556
207-340-505.200	RETIREMENT	1,675	1,431	2,385	2,385	2,320	(65)
207-340-505.300	MEDICARE CONTRIBUTION	336	252	420	420	557	137
207-340-505.700	CITY-PAID INSURANCE	91	75	124	124	154	30
<b>SUBTOTAL</b>		<b>28,781</b>	<b>23,935</b>	<b>36,903</b>	<b>36,903</b>	<b>46,428</b>	<b>9,525</b>
<b>PROP C FUND TOTAL:</b>		<b>28,781</b>	<b>23,935</b>	<b>36,903</b>	<b>36,903</b>	<b>46,428</b>	<b>9,525</b>

**PUBLIC WORKS ENGINEERING - 340**

MEASURE R (244-340)

ACCOUNT NUMBER	DESCRIPTION	PROJECTED ADOPTED AMENDED PROPOSED				CHANGE FROM PRIOR YEAR	
		ACTUAL 2017-18	ACTUAL 2018-19	BUDGET 2018-19	BUDGET 2018-19		BUDGET 2019-20
<b>PERSONNEL</b>							
244-340-501.100	SALARIES - FULL-TIME		7,093			41,312	41,312
244-340-505.100	FLEXIBLE BENEFIT		404			6,482	6,482
244-340-505.200	RETIREMENT		210			2,886	2,886
244-340-505.300	MEDICARE CONTRIBUTION		42			693	693
244-340-505.700	CITY -PAID INSURANCE		20			193	193
<b>SUBTOTAL</b>		-	7,769			51,566	51,566
<b>MEASURE R FUND TOTAL:</b>		-	7,769	-	-	51,566	51,566

**PUBLIC WORKS ADMINISTRATION - 340**

MEASURE R GRANT (275-340)

<b>PERSONNEL</b>							
275-340-501.100	SALARIES - FULL-TIME		11,343				-
275-340-505.100	FLEXIBLE BENEFIT		1,792				-
275-340-505.200	RETIREMENT		766				-
275-340-505.300	MEDICARE CONTRIBUTION		180				-
275-340-505.700	CITY -PAID INSURANCE		52				-
<b>SUBTOTAL</b>		-	14,133			-	-
<b>MEASURE R GRANT TOTAL:</b>		-	14,133	-	-	-	-
<b>ALL FUNDS TOTAL</b>		143,559	166,978	53,125	156,625	124,501	(32,123)



**Budget Detail Worksheet**

Dept: Public Works

Program: Engineering - 340

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b>Fund:</b>	100 - General Fund			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time		8,303	Assistant Engineer allocation
501.300	Salaries - Part-Time	5,000	5,000	Salary allocation for Office Assistant.
505.100	Flexible Benefit		1,296	Monthly benefits include cafeteria for mid-management and classified employees.
505.200	Retirement		580	Retirement costs.
505.300	Medicare	72	139	Employer paid share @ 1.45% of salary.
505.700	City-Paid Insurance		39	Life Insurance, AD&D, LTD.
	<b>Subtotal</b>	<b>5,072</b>	<b>15,357</b>	
	<b><u>Operations</u></b>			
510.100	Office Supplies	500	500	Provides for writing instruments, filing supplies and equipment such as plan racks.
510.200	Reprographics	1,000	1,000	Provides for reproduction of project specifications, maps, scanning services and request for proposals.
510.400	Subscriptions/Publications	500	500	Provides for industry subscriptions and publications, journals, and local newspaper project publications.
510.600	Staff Development	500	500	Provides for needed training, seminars and conferences.
510.610	Membership/Dues	200	200	Provides for memberships for industry associations and licenses.
510.620	Travel/Meetings	200	200	Provides for local meetings and workshops.
510.650	Mileage Reimbursement	150	150	Provides reimbursement for use of personal vehicles for official business usage.
530.200	Professional Services	108,500	5,000	Provides for design and survey services.
530.210	Temporary Services	1,000	1,000	Provides for inspection services as needed (third party inspectors).
540.200	Special Expenses	2,100	2,100	Provides for unforeseen engineering related expenses.
	<b>Subtotal</b>	<b>114,650</b>	<b>11,150</b>	
	<b>PROGRAM TOTAL</b>	<b>119,722</b>	<b>26,507</b>	

**Budget Detail Worksheet**

**Dept:** Public Works

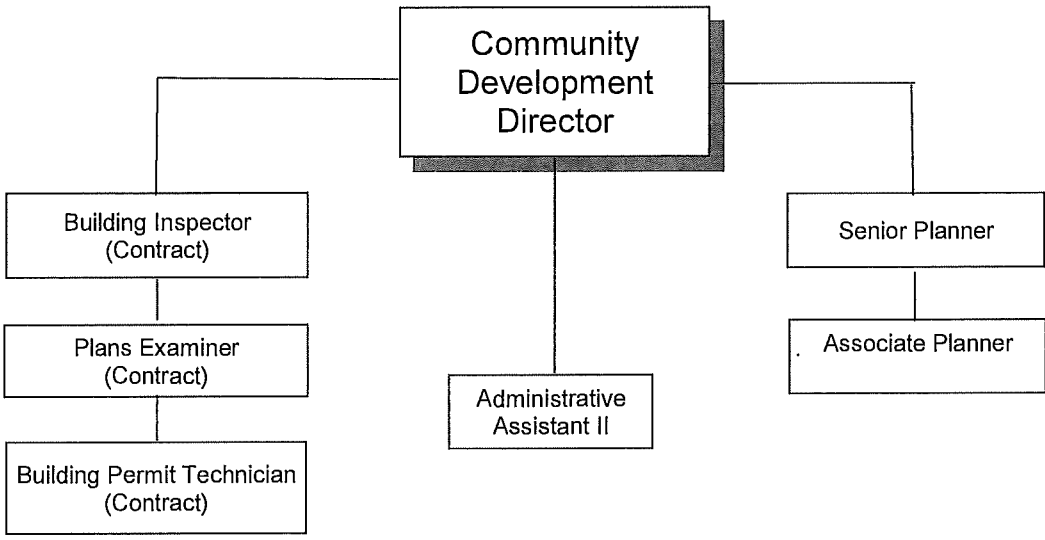
**Program:** Engineering - 340

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b>Fund:</b>	207- Proposition C			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	25,321	33,211	Assistant Engineer allocation
501.300	Salaries - Part-Time	5,000	5,000	Office Assistant
501.500	Longevity	23	-	Per MOU
505.100	Flexible Benefit	3,630	5,186	Cafeteria Plan.
505.200	Retirement	2,385	2,320	Retirement costs.
505.300	Medicare	420	557	1.45% of salary.
505.700	City-Paid Insurance	124	154	LTD & AD&D.
	<b>PROGRAM TOTAL</b>	<b>36,903</b>	<b>46,428</b>	
<b>Fund:</b>	244- Measure R			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time		41,312	See labor distribution report.
505.100	Flexible Benefit		6,482	Cafeteria Plan.
505.200	Retirement		2,886	Retirement costs.
505.300	Medicare		693	1.45% of salary.
505.700	City-Paid Insurance		193	LTD & AD&D.
	<b>Subtotal</b>		<b>51,566</b>	
	<b>PROGRAM TOTAL</b>		<b>51,566</b>	
	<b>ALL FUNDS TOTAL</b>	<b>156,625</b>	<b>124,501</b>	

# CITY OF LAWNSDALE

## Organizational Chart

### COMMUNITY DEVELOPMENT



## MISSION STATEMENT

The City's Community Development Department is comprised of the Building Division, Planning Division, Housing Division, and Redevelopment Division. Its mission is to protect the public's health, safety, and welfare through responsive and objective application and enforcement of proposed and mandated laws and regulations that govern development and construction. The Department's goal is to promote development activities that protect the historical and cultural resources of the City. Planning for development activities that will result in the realization of the community's urban vision is paramount.

## PROGRAM DESCRIPTION

The Community Development Department is responsible for providing information to the general public on Building, Planning, Zoning, Housing, and Economic Development, and the dissolution of Redevelopment Programs. The Department issues building permits, provides inspections for new construction, and ensures compliance with the applicable planning, zoning, and building code requirements. The Department implements programs designed to eliminate blight, provide affordable housing, improve the local economy, assist local businesses, strengthen neighborhoods, and provide needed public facilities. The Department coordinates with local, regional, state, and federal agencies regarding development activities. The Department reviews environmental review documents prepared for Lawndale projects and projects in neighboring communities. Redevelopment and housing activities are described in more detail elsewhere in this document. The Department provides staff support to the City Council, City Manager, City Attorney, Planning Commission, Housing Authority, the Successor to the Redevelopment Agency, the Successor Agency Oversight Board, and the general public.

## GOALS

- Identify funding resources to initiate a comprehensive update to the City's General Plan;
- Continue to work with Metro to ensure all requested mitigation measures are incorporated into the proposed Greenline Extension in order to protect the health, welfare, and safety of Lawndale residents.
- Identify funding resources to initiate an update to the City's Hawthorne Blvd. Specific Plan (HBSP);
- Provide support to the City Council and Planning Commission.

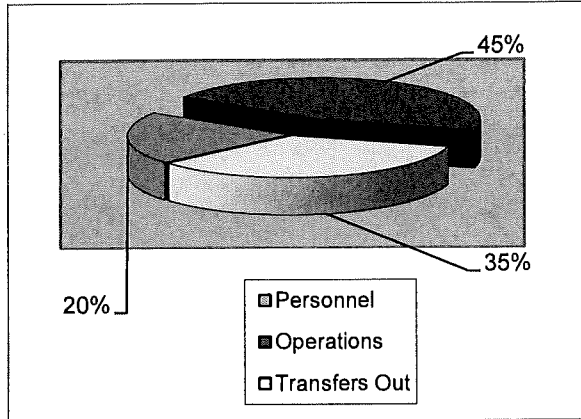
- Initiate a Development Impact Fee Study.
- Maintain expeditious building plan checks and building inspections.
- Continue to monitor regional, state, and federal issues that affect the City.
- Ensure the training and cross-training of staff.
- Continue to look for efficiencies in departmental business practices and improve services.

## ACCOMPLISHMENTS

- Adopted Shared Mobility Device regulations for protection of the health and safety of the public throughout the City.
- Ensure
- Updated the California Environmental Quality Act Guidelines (CEQA) for the Department.
- Completed the City's Climate Action Plan.
- Adopted Covenant of Easement requirements to provide flexibility and encourage share access driveways between properties in residential areas throughout the City.
- Completed the closure of Blue Bonnet Trailer Park.
- Completed Residential Property Design Guidelines.
- Updated Planning Commission By-Laws.
- Completed the digitizing of building permits to allow public access via web based media.
- Sold the property at the southwest corner of Hawthorne Blvd. & Manhattan Beach Blvd.
- Reviewed and processed applications for planning or entitlements (e.g. 140 site plan reviews, 350 planning permits, 50 special use /development permits, 5 ordinances, and issued 875 building permits).
- Provided support to the Planning Commission, City Council, Successor to the Redevelopment Agency, and Housing Authority on various projects and studies.
- Monitored and reviewed regional and state issues, including SCAG, AQMD, METRO,

LAWA, and other state agency changes that affect the City.

**FINANCIAL HIGHLIGHTS**

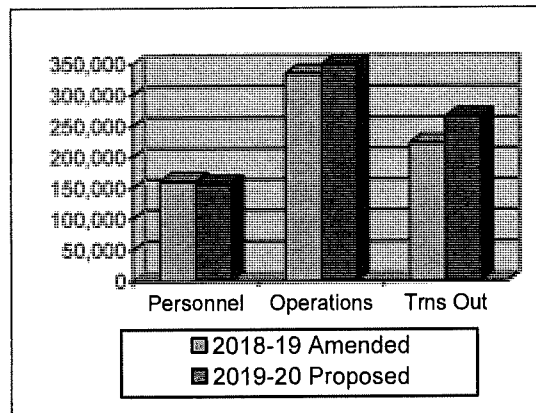


**Department Expenditures by Category**

Personnel	\$155,977
Operations	348,400
Transfers Out	264,541
<b>Total</b>	<b>\$768,918</b>

**Budget Comparison**

	<b>2018-19 Amended</b>	<b>2019-20 Proposed</b>
Personnel	\$160,406	\$155,977
Operations	334,005	348,400
Transfers Out	221,885	264,541
<b>Total</b>	<b>\$716,296</b>	<b>\$768,918</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed Budget for FY 2020 of \$768,918 is an increase of \$52,622 due to the following changes:

---

Decrease in salary & benefits.	(\$4,429)
Increase in contract services	6,000
Increase in office supplies	2,000
Increase in travel/meetings.	2,500
Increase in building/safety serv.	1,695
Increase in transfers out.	42,656
Other miscellaneous increases.	2,200
<b>Department Total</b>	<b>\$52,622</b>

DEPARTMENT EXPENDITURES

**COMMUNITY DEVELOPMENT - 410**

GENERAL FUND (100-410)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
100-410-501.100	SALARIES - FULL-TIME	98,395	130,300	115,743	115,743		(115,743)
100-410-501.200	SALARIES - ELECTED/APPOINTED	3,650	3,550	6,000	6,000		(6,000)
100-410-501.400	SALARIES - OVERTIME		2,500	2,500	2,500		(2,500)
100-410-501.500	LONGEVITY AWARD	52	52	24	24		(24)
100-410-501.600	AUTO ALLOWANCE	151	210	45	45		(45)
100-410-505.100	FLEXIBLE BENEFITS	19,373	2,540	22,204	22,204		(22,204)
100-410-505.200	RETIREMENT	4,997	7,310	11,125	11,125		(11,125)
100-410-505.300	MEDICARE CONTRIBUTION	1,480	2,040	2,001	2,001		(2,001)
100-410-505.700	CITY-PAID INSURANCE	637	700	764	764		(764)
	<b>SUBTOTAL</b>	<b>128,735</b>	<b>149,202</b>	<b>160,406</b>	<b>160,406</b>	<b>-</b>	<b>(160,406)</b>
<b>OPERATIONS</b>							
100-410-510.100	OFFICE SUPPLIES	3,931	4,500	4,500	4,500		(4,500)
100-410-510.400	SUBSCRIPTIONS/PUBLICATIONS		500	500	500		(500)
100-410-510.600	STAFF DEVELOPMENT	26	3,000	3,000	3,000		(3,000)
100-410-510.610	MEMBERSHIP/DUES	699	700	1,200	1,200		(1,200)
100-410-510.620	TRAVEL/MEETINGS		1,000	1,000	1,000		(1,000)
100-410-510.640	COMMISSION DEVELOPMENT			1,500	1,500		(1,500)
100-410-510.650	MILEAGE REIMBURSEMENT	150	250	500	500		(500)
100-410-530.100	CONTRACT SERVICES	15,400	19,000	19,000	19,000		(19,000)
100-410-530.200	PROFESSIONAL SERVICES	24,328	24,000	24,000	24,000		(24,000)
100-410-530.210	TEMPORARY SERVICES			2,000	2,000		(2,000)
100-410-530.500	LEGAL ADVERTISEMENT	4,570	7,500	7,500	7,500		(7,500)
100-410-530.600	BUILDING/SAFETY SERVICES	280,482	354,726	226,000	266,305		(266,305)
100-410-540.200	SPECIAL EXPENSES	825	900	3,000	3,000		(3,000)
	<b>SUBTOTAL</b>	<b>330,411</b>	<b>416,076</b>	<b>293,700</b>	<b>334,005</b>	<b>-</b>	<b>(334,005)</b>
100-410-560.100	OPERATING TRANS OUT	174,714	161,885		161,885	192,487	30,602
	<b>SUBTOTAL</b>	<b>174,714</b>	<b>161,885</b>	<b>293,700</b>	<b>161,885</b>	<b>192,487</b>	<b>30,602</b>
	<b>GENERAL FUND TOTAL</b>	<b>633,860</b>	<b>727,163</b>	<b>747,806</b>	<b>656,296</b>	<b>192,487</b>	<b>(463,809)</b>

**COMMUNITY DEVELOPMENT - 410**

RESTRICTED URBAN DEVELOPMENT FD (215-410)

<b>OPERATIONS</b>							
215-410-560.100	OPERATING TRANS OUT	49,465	60,000		60,000	72,054	12,054
	<b>SUBTOTAL</b>	<b>49,465</b>	<b>60,000</b>	<b>-</b>	<b>60,000</b>	<b>72,054</b>	<b>12,054</b>
	<b>URBAN DEVL P FD TOTAL</b>	<b>49,465</b>	<b>60,000</b>	<b>-</b>	<b>60,000</b>	<b>72,054</b>	<b>12,054</b>

**COMMUNITY DEVELOPMENT - 410**

GENERAL FUND (100-410)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
279-410-501.279	SALARIES - FULL-TIME					115,743	115,743
279-410-501.200	SALARIES - ELECTED/APPOINTED					6,000	6,000
279-410-501.400	SALARIES - OVERTIME					2,500	2,500
279-410-501.500	LONGEVITY AWARD					36	36
279-410-501.600	AUTO ALLOWANCE					135	135
279-410-505.279	FLEXIBLE BENEFITS					19,965	19,965
279-410-505.200	RETIREMENT					9,021	9,021
279-410-505.300	MEDICARE CONTRIBUTION					1,976	1,976
279-410-505.700	CITY-PAID INSURANCE					601	601
	<b>SUBTOTAL</b>	-	-	-	-	<b>155,977</b>	<b>155,977</b>
<b>OPERATIONS</b>							
279-410-510.279	OFFICE SUPPLIES					6,500	6,500
279-410-510.400	SUBSCRIPTIONS/PUBLICATIONS					500	500
279-410-510.600	STAFF DEVELOPMENT					4,000	4,000
279-410-510.610	MEMBERSHIP/DUES					2,100	2,100
279-410-510.620	TRAVEL/MEETINGS					3,500	3,500
279-410-510.640	COMMISSION DEVELOPMENT					1,500	1,500
279-410-510.650	MILEAGE REIMBURSEMENT					700	700
279-410-530.279	CONTRACT SERVICES					25,000	25,000
279-410-530.200	PROFESSIONAL SERVICES					24,600	24,600
279-410-530.210	TEMPORARY SERVICES					4,000	4,000
279-410-530.500	LEGAL ADVERTISEMENT					8,000	8,000
279-410-530.600	BUILDING/SAFETY SERVICES					268,000	268,000
	<b>SUBTOTAL</b>	-	-	-	-	<b>348,400</b>	<b>348,400</b>
	<b>COMMUNITY DEVL P FD TOTAL</b>	-	-	-	-	<b>504,377</b>	<b>504,377</b>
<b>ALL FUNDS TOTAL</b>		<b>683,325</b>	<b>787,163</b>	<b>747,806</b>	<b>716,296</b>	<b>768,918</b>	<b>52,622</b>



**Budget Detail Worksheet**

**Dept:** Community Dev. **Program:** Planning and Building Adm.-410

**Fund:** 100 - General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
-------------	-----------	---------------------------	----------------------------	-------------

**Dept:** Community Dev. **Program:** Planning and Building Adm.-410

**Fund:** 100 - General Fund

**Personnel**

501.100	Salaries - Full-Time	115,743		- CCD Director, Senior Planner, Associate Planner, Admin. Asst. II.
501.200	Salaries - Elected/Appointed	6,000		- Stipend of \$50 per member per Commission meeting.
501.300	Salaries - Part Time	-		- Associate Planner
501.400	Salaries - Overtime	2,500		- Provides for overtime for personnel to attend hearings or work on projects as needed.
501.500	Longevity Award	24		- Per MOU.
501.600	Auto Allowance	45		- Allowance for use of personal cars by CMT members.
505.100	Flexible Benefits	22,204		- Monthly benefits include cafeteria increases for mid-management and classified employees and for CMT members.
505.200	Retirement	11,125		- Retirement costs.
505.200	PARS Contribution	-		- Retirement contribution for PARS.
505.300	Medicare Contributions	2,001		- 1.45% of salary.
505.700	City-Paid Insurance	764		- Life, AD&D and LTD.
	<b>Subtotal</b>	<b>160,406</b>	<b>-</b>	

**Operations**

510.100	Office Supplies	4,500		- Provides for needed office supplies and equipment, bookcases, files, replacing building permit files and other Dept. needs.
510.200	Reprographics	-		Provides for reproduction of documents, maps, mailers, banners, display signs and exhibits for Department needs.
510.400	Subscriptions/Publications	500		- Provides for APA and other related books, journals, publications and subscriptions to assist staff and grant writing
510.600	Staff Development	3,000		- Provides for needed training for CEQA, Map Act, State law changes, GIS, and planning practices and techniques.
510.610	Membership/Dues	1,200		- Provides for staff and Commissioner memberships in the APA and other planning organizations.

**Budget Detail Worksheet**

**Dept:** Community Dev. **Program:** Planning and Building Adm.-410

**Fund:** 100 - General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
	<b><u>(Operations, Continued)</u></b>			
510.620	Travel/Meetings	1,000		- Provides for attendance at local conferences, local chapter Director's meetings, and other related, state conference or required meetings.
510.640	Commission Development	1,500		- Provides for Commission requests, travel & training.
510.650	Mileage Reimbursement	500		- Provides reimbursement for use of private vehicle for City business since Department does not have a vehicle; request based upon historical usage.
520.510	Equipment Maintenance	-		- Maintenance of validation machine. Machine no longer in use.
530.100	Contract Services	19,000		- Subscription and license fees for GIS mapping software.
530.200	Professional Services	24,000		- Anticipated consulting services needed for dispute resolution (\$16,000) and CityView Permitting (\$8,600).
530.210	Temporary Services	2,000		- Provides for filling of positions during sick, vacation and other absences.
530.500	Legal - Advertising	7,500		- Provides for required legal notices for public hearings.
530.501	Public Information Programming	-		- Provides funding for the production of cable televisions segments on planning and building programs.
530.600	Building and Safety	266,305		- Provides for contract services for plan checks plus inspections, and additional support staff when needed (Plan Checker \$91,000, Building Technician \$124,000, Building Inspector \$113,000).
540.200	Special Expenses	3,000		- Provides funds for updates to the City's General Plan, Hawthorne Blvd Specific Plan, and environmental assessment (Environmental Impact Report). The updates and costs will be completed over a three year period totaling an estimated \$1,400,000. Development Impact Fee Study (\$40,000).
560.100	Operating Transfer Out	161,885	192,487	20% Housing Set Aside SA Loans (192,487)
	<b>Subtotal</b>	<b>495,890</b>	<b>192,487</b>	
	<b>PROGRAM TOTAL</b>	<b>656,296</b>	<b>192,487</b>	

**Budget Detail Worksheet**

**Dept:** Community Dev. **Program:** Planning and Building Adm.-410

**Fund:** 100 - General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
-------------	-----------	------------------------------	-------------------------------	-------------

**Fund:** 215- Restricted Urban Devlp

**Operations**

560.100	Operating Transfer Out	60,000	72,054	20% Housing Set Aside SA Loans
	<b>Subtotal</b>	<b>60,000</b>	<b>72,054</b>	

**PROGRAM TOTAL:** 60,000 72,054

**Dept:** Community Dev. **Program:** Planning and Building Adm.-410

**Fund:** 279 - Community Development

**Personnel**

501.100	Salaries - Full-Time	-	115,743	CCD Director, Senior Planner, Associate Planner, Admin. Asst. II.
501.200	Salaries - Elected/Appointed	-	6,000	Stipend of \$50 per member per Commission meeting.
501.400	Salaries - Overtime	-	2,500	Provides for overtime for personnel to attend hearings or work on projects as needed.
501.500	Longevity Award	-	36	Per MOU.
501.600	Auto Allowance	-	135	Allowance for use of personal cars by CMT members.
505.100	Flexible Benefits	-	19,965	Monthly benefits include cafeteria increases for mid-management and classified employees and for CMT members.
505.200	Retirement	-	9,021	Retirement costs.
505.300	Medicare Contributions	-	1,976	1.45% of salary.
505.700	City-Paid Insurance	-	601	Life, AD&D and LTD.
	<b>Subtotal</b>	<b>-</b>	<b>155,977</b>	

**Operations**

510.100	Office Supplies	-	6,500	Provides for needed office supplies and equipment, bookcases, files, replacing building permit files and other Dept. needs.
510.400	Subscriptions/Publications	-	500	Provides for APA and other related books, journals, publications and subscriptions to assist staff and grant writing

**Budget Detail Worksheet**

**Dept:** Community Dev. **Program:** Planning and Building Adm.-410  
**Fund:** 100 - General Fund

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
510.600	Staff Development	-	4,000	Provides for needed training for CEQA, Map Act, State law changes, GIS, and planning practices and techniques.
510.610	Membership/Dues	-	2,100	Provides for staff and Commissioner memberships in the APA and other planning organizations.
510.620	Travel/Meetings	-	3,500	Provides for attendance at local conferences, local chapter Director's meetings, and other related, state conference or required meetings.
510.640	Commission Development	-	1,500	Provides for Commission requests, travel & training.
510.650	Mileage Reimbursement	-	700	Provides reimbursement for use of private vehicle for City business since Department does not have a vehicle; request based upon historical usage.
530.100	Contract Services	-	25,000	Subscription and license fees for GIS mapping software.
530.200	Professional Services	-	24,600	Anticipated consulting services needed for dispute resolution (\$16,000) and CityView Permitting (\$8,600).
530.210	Temporary Services	-	4,000	Provides for filling of positions during sick, vacation and other absences.
530.500	Legal - Advertising	-	8,000	Provides for required legal notices for public hearings.
530.600	Building and Safety	-	268,000	Provides for contract services for plan checks plus inspections, and additional support staff when needed (Plan Checker \$91,000, Building Technician \$124,000, Building Inspector \$113,000).
<b>Subtotal</b>		-	<b>348,400</b>	
<b>PROGRAM TOTAL</b>		-	<b>504,377</b>	
<b>ALL FUNDS TOTAL</b>		<b>716,296</b>	<b>768,918</b>	

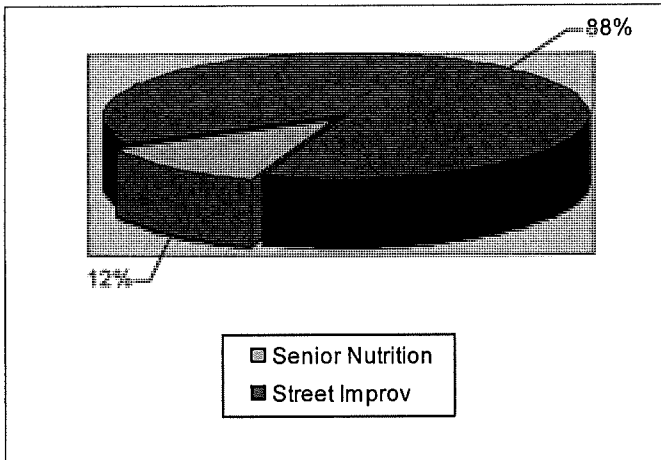
**PROGRAM DESCRIPTION**

The Community Development Block Grant (CDBG) Program is funded by the Federal Department of Housing and Urban Development (HUD). The Los Angeles County Community Development Commission (CDC) distributes Lawndale's share of these funds. Each year the City holds a Public Hearing to determine which programs will be selected for submittal to CDC for approval and funding.

For the 2018-2019 fiscal year the following programs were submitted and approved by the City Council:

- Senior Activities supporting the nutrition program.
- Street Improvements.

**FINANCIAL HIGHLIGHTS**



**GOALS**

- Work closely with the Los Angeles County Community Development Commission to ensure program compliance, timely draw down of funds, and accurate reporting.
- Fund senior meal and recreation programs to improve the physical and mental health of the senior population.
- Provide funding for the comprehensive replacement of deteriorated sidewalks and streets throughout all CDBG eligible areas of the City.

**ACCOMPLISHMENTS**

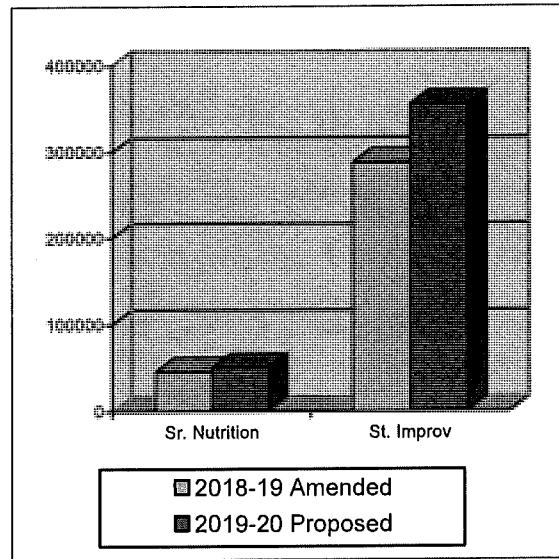
- Completed a workout plan for the Community Development Commission's requirements for program compliance.
- Provided congregate meals (for the City's senior citizens population, both at home and in the civic center).

**Department Expenditures by Category**

Senior Nutrition	\$49,953
Capital Improvements	\$354,659
<b>Total</b>	<b>\$404,612</b>

**Budget Comparison**

	<b>2018-19 Amended</b>	<b>2019-20 Proposed</b>
Senior Nutrition	\$45,590	\$45,953
Street Improvements	\$287,407	\$354,659
<b>Total</b>	<b>\$332,997</b>	<b>\$404,612</b>



**DEPARTMENT EXPENDITURES**

**CDBG - SENIOR ACTIVITIES - 423**

CDBG (214-423)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
214-423-501.100	SALARIES - FULL-TIME	41,608	41,000	27,173	27,173	45,363	18,190
214-423-505.100	FLEXIBLE BENEFITS			10,371	10,371		(10,371)
214-423-505.200	RETIREMENT			2,557	2,557		(2,557)
214-423-505.300	MEDICARE CONTRIBUTION			544	544		(544)
214-423-505.700	CITY-PAID INSURANCE			355	355		(355)
	<b>SUBTOTAL</b>	<b>41,608</b>	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>	<b>45,363</b>	<b>4,362</b>
<b>OPERATIONS</b>							
214-423-530.200	PROFESSIONAL SERVICES	3,918	4,590	4,590	4,590	4,590	
	<b>SUBTOTAL</b>	<b>3,918</b>	<b>4,590</b>	<b>4,590</b>	<b>4,590</b>	<b>4,590</b>	<b>-</b>
	<b>SENIOR NUTRITION TOTAL</b>	<b>45,526</b>	<b>45,590</b>	<b>45,590</b>	<b>45,590</b>	<b>49,953</b>	<b>4,362</b>

**CDBG - GREVILLEA AVE RESURFACING**

CDBG (214-438)

<b>PERSONNEL</b>							
214-438-501.100	SALARIES - FULL-TIME		7,030	43,036	43,036		(43,036)
	<b>SUBTOTAL</b>		<b>7,030</b>	<b>43,036</b>	<b>43,036</b>	<b>-</b>	<b>(43,036)</b>
<b>OPERATIONS</b>							
214-438-530.100	CONTRACT SERVICES		743	17,000	17,000		(17,000)
214-438-530.200	PROFESSIONAL SERVICES		15,700	16,000	16,000		(16,000)
	<b>SUBTOTAL</b>		<b>16,443</b>	<b>33,000</b>	<b>33,000</b>	<b>-</b>	<b>(33,000)</b>
<b>CAPITAL</b>							
214-438-700.146	GREVILLEA AVE RESURFACING			211,371	211,371		(211,371)
	<b>SUBTOTAL</b>			<b>211,371</b>	<b>211,371</b>	<b>-</b>	<b>(211,371)</b>
	<b>STREET IMPROV TOTAL</b>		<b>23,473</b>	<b>287,407</b>	<b>287,407</b>	<b>-</b>	<b>(287,407)</b>

**CDBG - STREET IMPROVEMENTS**

CDBG (214-439)

<b>PERSONNEL</b>							
214-439-501.100	SALARIES - FULL-TIME					5,069	5,069
	<b>SUBTOTAL</b>					<b>5,069</b>	<b>5,069</b>
<b>OPERATIONS</b>							
214-439-530.100	CONTRACT SERVICES					17,000	17,000
214-439-530.200	PROFESSIONAL SERVICES					16,000	16,000
	<b>SUBTOTAL</b>					<b>33,000</b>	<b>33,000</b>
<b>CAPITAL</b>							
214-439-700.146	STREET IMPROV					316,590	316,590
	<b>SUBTOTAL</b>					<b>316,590</b>	<b>316,590</b>
	<b>STREET IMPROV TOTAL</b>					<b>354,659</b>	<b>354,659</b>
	<b>CDBG FUND TOTAL</b>	<b>592,746</b>	<b>69,063</b>	<b>332,997</b>	<b>332,997</b>	<b>404,612</b>	<b>(283,045)</b>

**Budget Detail Worksheet**

**Dept:** Community Development  
**Fund:** 214 - CDBG Fund

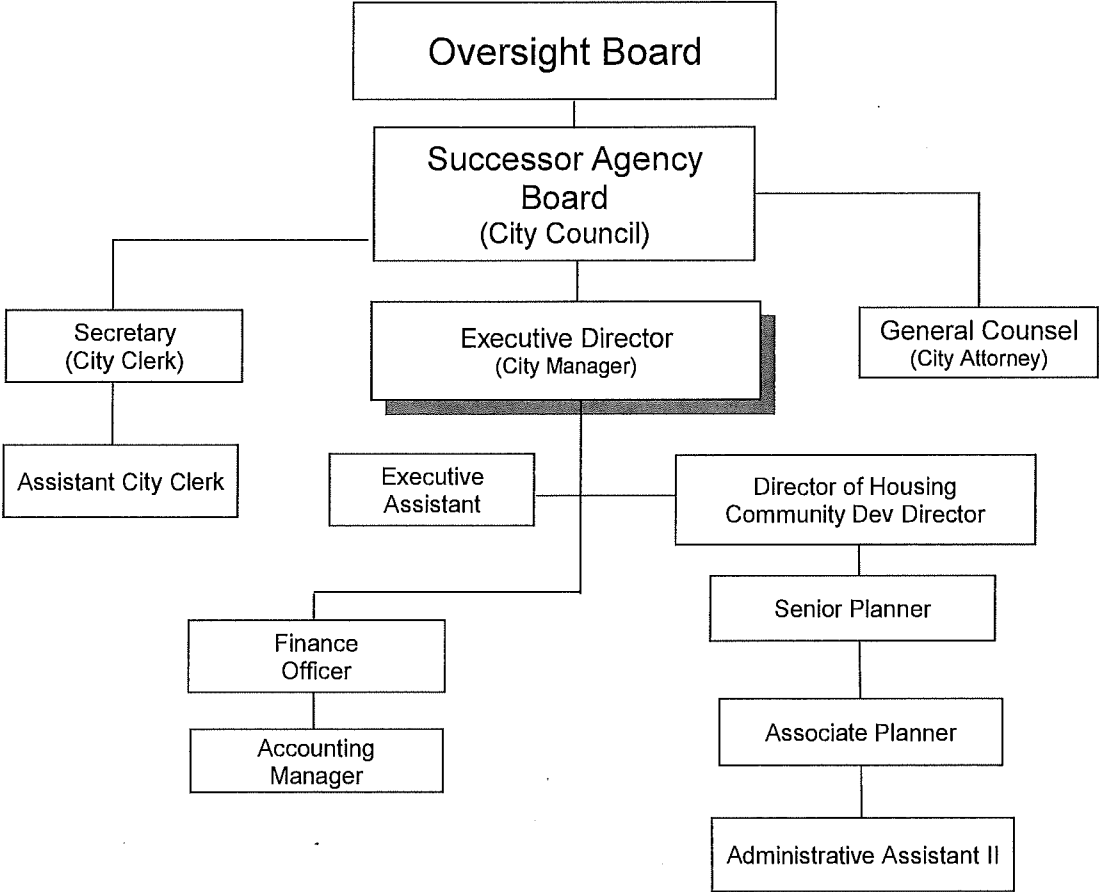
Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b>Program:</b>	423-Senior Nutrition			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	27,173	45,363	CSD Senior Nutrition Staff
505.100	Flexible Benefits	10,371	-	Cafeteria Plan.
505.200	Retirement	2,557	-	Retirement costs.
505.300	Medicare Contributions	544	-	1.45% of salary.
505.700	City-Paid Insurance	355	-	LT & AD&D.
	<b>SUBTOTAL</b>	<b>41,000</b>	<b>45,363</b>	
	<b><u>Operations</u></b>			
530.200	Professional Services	4,590	4,590	Admin. Services
	<b>SUBTOTAL</b>	<b>4,590</b>	<b>4,590</b>	
	<b>TOTAL SENIOR NUTRITION</b>	<b>45,590</b>	<b>49,953</b>	
<b>Program:</b>	438 - Grevillea Ave Resurfacing			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	43,036	-	
	<b>SUBTOTAL</b>	<b>43,036</b>	<b>-</b>	
	<b><u>Operations</u></b>			
530.100	Contract Services	17,000	-	Labor Compliance.
530.200	Professional Services	16,000	-	Admin Services
	<b>SUBTOTAL</b>	<b>33,000</b>	<b>-</b>	
	<b><u>Capital</u></b>			
700.146	145th Street Improvements	211,371	-	Street Improvements
	<b>SUBTOTAL</b>	<b>211,371</b>	<b>-</b>	
	<b>TOTAL</b>	<b>287,407</b>	<b>-</b>	
<b>Program:</b>	439 - Street Improvements			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	-	5,069	Assistant Engineer
	<b>SUBTOTAL</b>	<b>-</b>	<b>5,069</b>	
	<b><u>Operations</u></b>			
530.100	Contract Services	-	17,000	Labor Compliance.
530.200	Professional Services	-	16,000	Admin Services.
	<b>SUBTOTAL</b>	<b>-</b>	<b>33,000</b>	
	<b><u>Capital</u></b>			
700.146	Eastwood Ave /149th Street	-	316,590	Street Improvements
	<b>SUBTOTAL</b>	<b>-</b>	<b>354,659</b>	
	<b>TOTAL</b>	<b>332,997</b>	<b>404,612</b>	



# CITY OF LAWNSDALE

## Organizational Chart

### SUCCESSOR AGENCY TO THE LAWNSDALE REDEVELOPMENT AGENCY



## MISSION STATEMENT

The mission of the Successor Housing Agency is to enhance the community's economic health through preserving and increasing the supply of affordable housing.

## PROGRAM DESCRIPTION

The City of Lawndale activated its redevelopment agency in 1991 and proposed its first redevelopment project area in 1999. In 2011 the California Legislature approved ABx1 26 which terminated the Lawndale Redevelopment Agency on February 1, 2012. The same legislation created successor agencies to close out the former redevelopment agencies in an orderly manner. The Lawndale Housing Authority elected to become the Successor Housing Agency. Its responsibilities include the completion of affordable housing projects and monitoring of affordability covenants. The Housing Authority took possession of housing rehabilitation loans that had been provided by the Former Redevelopment Agency. Housing Authority staff manage the residential loan portfolio that it inherited from the Redevelopment Agency.

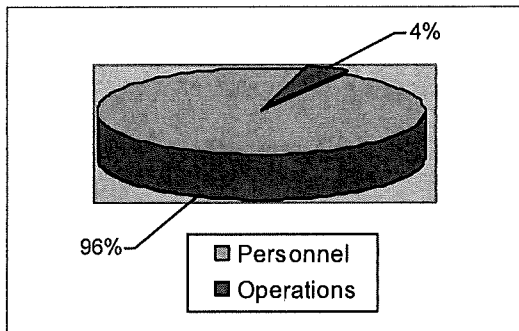
## GOALS

- Track and obtain 20% set-aside amount due to the housing fund from cooperation agreements.
- Provide staff support to the Housing Agency.
- Effectively manage the former Redevelopment Agency's residential loan portfolio.
- Ensure that residential affordability covenants are enforced.

## ACCOMPLISHMENTS

- Calculated loan repayments due to the Successor Housing Agency during FY 2018-19.

## FINANCIAL HIGHLIGHTS

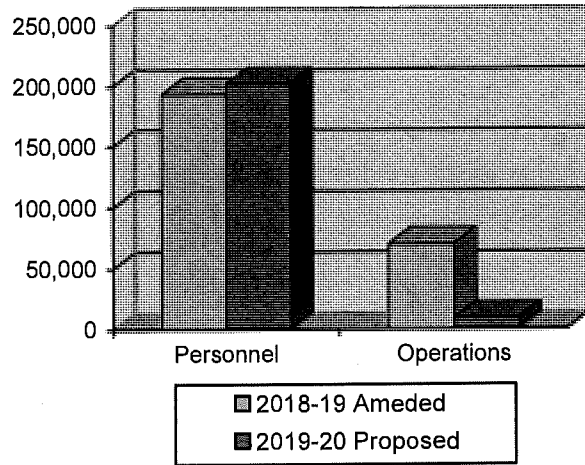


### Department Expenditures by Category

Personnel	\$201,290
Operations	8,700
<b>Total</b>	<b>\$209,990</b>

**Budget Comparison**

	<b>2018-19 Amended</b>	<b>2019-20 Proposed</b>
Personnel	193,027	201,290
Operations	69,600	8,700
<b>Total</b>	<b>\$262,627</b>	<b>\$209,990</b>



DEPARTMENT EXPENDITURES

**LAWNDALE HOUSING AUTHORITY- 610**

LAWNDALE HOUSING AUTHORITY (300-610)

ACCOUNT NUMBER	DESCRIPTION	PROJECTED		ADOPTED	AMENDED	PROPOSED	CHANGE FROM PRIOR YEAR
		ACTUAL 2017-18	ACTUAL 2018-19	BUDGET 2018-19	BUDGET 2018-19	BUDGET 2019-20	
<b>PERSONNEL</b>							
300-610-501.100	SALARIES - FULL-TIME	121,374	140,980	152,561	152,561	159,782	7,221
300-610-501.500	LONGEVITY AWARD	268	276	276	276	276	
300-610-501.600	AUTO ALLOWANCE	585	860	585	585	1,053	468
300-610-505.100	FLEXIBLE BENEFITS	24,453	14,710	19,005	19,005	18,539	
300-610-505.200	RETIREMENT	12,699	13,680	17,403	17,403	18,384	981
300-610-505.300	MEDICARE CONTRIBUTION	1,938	2,100	2,500	2,500	2,649	149
300-610-505.700	CITY-PAID INSURANCE	669	690	697	697	607	(90)
	<b>SUBTOTAL</b>	<b>161,986</b>	<b>173,296</b>	<b>193,027</b>	<b>193,027</b>	<b>201,290</b>	<b>8,729</b>
<b>OPERATIONS</b>							
300-610-510.100	OFFICE SUPPLIES	134		1,000	1,000	1,000	
300-610-510.200	REPROGRAPHICS			500	500	500	
300-610-510.300	POSTAGE			250	250	250	
300-610-510.400	SUBSCRIPTIONS/PUBLICATIONS			250	250	250	
300-610-510.610	MEMBERSHIP/DUES	175		1,000	1,000		(1,000)
300-610-510.620	TRAVEL/MEETINGS	170		2,000	2,000	2,000	
300-610-530.100	CONTRACT SERVICES	12,002	3,611	24,100	24,100	4,100	(20,000)
300-610-530.200	PROFESSIONAL SERVICES		30	20,000	20,000	100	(19,900)
300-610-530.310	LEGAL RETAINER			20,000	20,000		(20,000)
300-610-540.200	SPECIAL EXPENSES	152		500	500	500	
	<b>SUBTOTAL</b>	<b>12,633</b>	<b>3,641</b>	<b>69,600</b>	<b>69,600</b>	<b>8,700</b>	<b>(60,900)</b>
<b>HOUSING AUTHORITY TOTAL</b>		<b>174,619</b>	<b>176,937</b>	<b>262,627</b>	<b>262,627</b>	<b>209,990</b>	<b>(52,171)</b>

Dept: Redevelopment

Program: Housing Authority-610

Fund: 300 - Lawndale Housing Authority

**Budget Detail Worksheet**

Account No	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b><u>Personnel</u></b>				
501.100	Salaries - Full-Time	152,561	159,782	CCD Director, Senior Planner, Associate Planner and Admin. Assistant.
501.500	Longevity	276	276	Longevity Benefit.
501.600	Auto Allowance	585	1,053	Car Allowance for CMT.
505.100	Flexible Benefits	19,005	18,539	Cafeteria Plan.
505.200	Retirement	17,403	18,384	Retirement contribution to PERS.
505.300	Medicare Contributions	2,500	2,649	1.45% of salary.
505.700	City-Paid Insurance	697	607	LTD & AD&D.
<b>Subtotal</b>		<b>193,027</b>	<b>201,290</b>	
<b><u>Operations</u></b>				
510.100	Office Supplies	1,000	1,000	Miscellaneous supplies related to Housing programs on behalf of RDA.
510.200	Reprographics	500	500	Provides for reproduction of documents, maps and exhibits.
510.300	Postage	250	250	Provides for the required mailing of notices and information related to Housing programs.
510.400	Subscriptions	250	250	Provides for affordable housing related books, journals and subscriptions; request based upon historical usage.
510.610	Membership/Dues	1,000	-	LHA membership to national housing organizations.
510.620	Travel/Meetings	2,000	2,000	Provides for attendance at regional and state housing conferences, local meetings, and other related meetings, for staff and City officials.
530.100	Contract Services	24,100	4,100	Services for an affordable housing consultant (\$20,000) & Annual Audit (\$4,100).
530.200	Professional Services	20,000	100	Ameri National loan fees.

**Budget Detail Worksheet**

Account No Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b><u>(Operations Continued)</u></b>			
530.310 Legal - Services	20,000	-	Provides for legal review by City Attorney's office of activities related to affordable housing.
540.200 Special Expenses	500	500	Provides for funds to cover unexpected costs from Executive Director, Attorney or Housing Authority initiated projects; request based upon anticipated costs.
<b>Subtotal</b>	<b>69,600</b>	<b>8,700</b>	
<b>PROGRAM TOTAL</b>	<b>262,627</b>	<b>209,990</b>	

## MISSION STATEMENT

The mission of the Successor Agency to the Lawndale Redevelopment agency is to bring the affairs of the former Lawndale Redevelopment Agency to an orderly close.

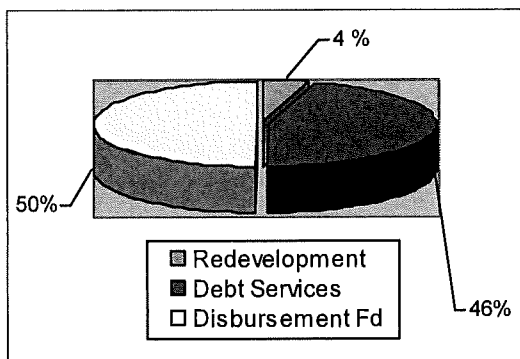
## PROGRAM DESCRIPTION

The City of Lawndale activated its redevelopment agency in 1991 and proposed its first redevelopment project area in 1999. In 2011, the California Legislature approved ABx1 26, which terminated the Lawndale Redevelopment Agency on February 1, 2012. The same legislation created successor agencies to close out the former redevelopment agencies in an orderly manner. The Lawndale City Council elected to become the Successor Agency. Its responsibilities include the completion of some agency projects, payment of agency debt, maintenance of agency property, and sale of agency property.

## GOALS

- Prepare annual audit of the former Redevelopment Agency.
- Prepare administrative budgets for the Successor Agency.
- Prepare and submit for approval periodic Recognized Obligation Payment Schedules.
- Provide staff support to the Successor

## FINANCIAL HIGHLIGHTS



- Agency.
- Obtain approvals to spend redevelopment bond proceeds.

## ACCOMPLISHMENTS

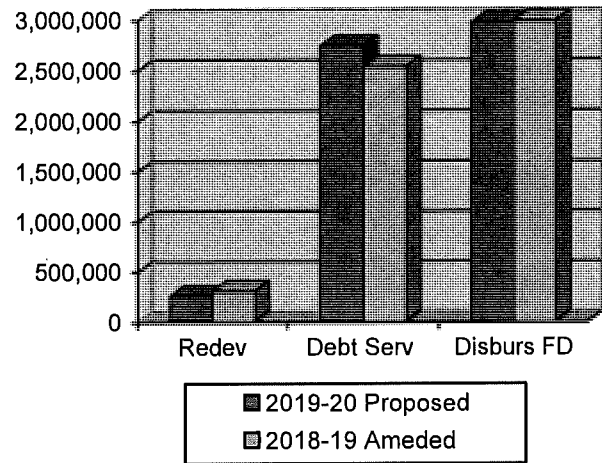
- Relocated the remaining mobile home park tenants.
- Sold the property at the southwest corner of Hawthorne Blvd. & Manhattan Beach Blvd.
- Officially received approval and final inspection from the State of California Housing and Community Development Department (HCD) approval for the closure of the mobile home park in early 2019.
- Prepared preliminary budgets and payment schedules.
- Successfully held Oversight Board meetings.
- Completed ROPS 19-20.
- Obtained approval for ROPS 19-20 from DOF.

### Department Expenditures by Category

Redevelopment	256,839
Debt Services	2,739,859
Disbursement Fund	2,966,698
<b>Total</b>	<b>\$5,963,396</b>

**Budget Comparison**

	<b>2018-19 Amended</b>	<b>2019-20 Proposed</b>
Redevelopment	305,949	256,839
Debt Service	2,536,121	2,739,859
Disbursement FD	2,984,900	2,966,698
<b>Total</b>	<b>\$5,775,410</b>	<b>\$5,963,396</b>





DEPARTMENT EXPENDITURES

**CITY ATTORNEY - 120**

SUCCESSOR AGENCY - REDEVELOPMENT FUND (304-120)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>OPERATIONS</b>							
304-120-530.320	LITIGATION	15,865	13,891	9,000	9,000	9,000	
	<b>SUBTOTAL</b>	<b>15,865</b>	<b>13,891</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>-</b>
	<b>CITY ATTORNEY TOTAL</b>	<b>15,865</b>	<b>13,891</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>-</b>

**LRA ADMINISTRATION - 610**

SUCCESSOR AGENCY - REDEVELOPMENT FUND (304-610)

<b>PERSONNEL</b>							
304-610-501.100	SALARIES - FULL-TIME	187,660	184,060	188,511	188,511	189,833	1,322
304-610-501.500	LONGEVITY AWARD	432	404	404	404	324	(80)
304-610-501.600	AUTO ALLOWANCE	1,080	1,125	1,125	1,125	1,647	522
304-610-505.100	FLEXIBLE BENEFITS	20,866	20,991	20,991	20,991	21,650	659
304-610-505.200	RETIREMENT	21,872	23,272	23,272	23,272	23,654	383
304-610-505.201	PARS CONTRIBUTION	2,676	2,439	2,439	2,439		(2,439)
304-610-505.300	MEDICARE CONTRIBUTION	2,785	3,011	3,011	3,011	3,161	150
304-610-505.700	CITY-PAID INSURANCE	929	807	807	807	730	(76)
	<b>SUBTOTAL</b>	<b>238,300</b>	<b>236,109</b>	<b>240,560</b>	<b>240,560</b>	<b>241,000</b>	<b>440</b>
<b>OPERATIONS</b>							
304-610-530.100	CONTRACT SERVICES	4,090	10,041	4,389	4,389	6,839	2,450
304-610-530.200	PROFESSIONAL SERVICES	3,000	54,950		52,000		(52,000)
	<b>SUBTOTAL</b>	<b>7,090</b>	<b>64,991</b>	<b>4,389</b>	<b>56,389</b>	<b>6,839</b>	<b>(49,550)</b>
	<b>LRA ADMIN. TOTAL</b>	<b>245,390</b>	<b>301,100</b>	<b>244,949</b>	<b>296,949</b>	<b>247,839</b>	<b>(49,110)</b>
	<b>LRA FUND TOTAL</b>	<b>261,255</b>	<b>314,991</b>	<b>253,949</b>	<b>305,949</b>	<b>256,839</b>	<b>(49,110)</b>

**DEBT SERVICE 610**

SUCCESSOR AGENCY - LRA DEBT SERVICE FUND (305-610)

<b>OPERATIONS</b>							
305-610-545.100	DEBT SERVICE PAYMENTS			364,759	364,759	382,305	17,546
305-610-545.400	INTEREST EXPENSE	1,495,148	612,860	1,061,936	1,061,936	1,034,847	(27,089)
305-610-545.210	LRA REIMBURSEMENT			1,109,426	1,109,426	1,322,707	213,281
	<b>SUBTOTAL</b>	<b>1,499,382</b>	<b>612,860</b>	<b>2,536,121</b>	<b>2,536,121</b>	<b>2,739,859</b>	<b>203,738</b>
	<b>DEBT SERVICE FUND TOTA</b>	<b>1,499,382</b>	<b>612,860</b>	<b>2,536,121</b>	<b>2,536,121</b>	<b>2,739,859</b>	<b>203,738</b>

**DISBURSEMENT FUND 610**

SUCCESSOR AGENCY - DISBURSEMENT FUND (306-610)

<b>OPERATIONS</b>							
306-610-560.100	OPERATING TRANSFER	2,793,836	2,834,111	2,984,900	2,967,789	2,966,698	(1,091)
	<b>SUBTOTAL</b>	<b>2,793,836</b>	<b>2,834,111</b>	<b>2,984,900</b>	<b>2,967,789</b>	<b>2,966,698</b>	<b>(1,091)</b>
	<b>DISBURSEMENT FUND TOT.</b>	<b>2,793,836</b>	<b>2,834,111</b>	<b>2,984,900</b>	<b>2,967,789</b>	<b>2,966,698</b>	<b>(1,091)</b>

Account No	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b>Dept:</b>	<b>Redevelopment</b>			<b>Program: City Attorney</b>
<b>Fund:</b>	<b>304 - Successor Agency - Redevelopment</b>			
	<b>Operations</b>			
530.320	Legal Services - Litigation	9,000	9,000	Legal services for LRA including potential litigation disposition and development agreements, and other Agency agreements.
	<b>Subtotal</b>	<b>9,000</b>	<b>9,000</b>	
	<b>PROGRAM TOTAL</b>	<b>9,000</b>	<b>9,000</b>	
<b>Fund:</b>	<b>304 - Successor Agency - Redevelopment</b>			<b>Program: RDA Administration - 610</b>
	<b>Personnel</b>			
501.100	Salaries - Full-Time	188,511	189,833	Salaries for all employees charged to Successor Agency (Community Development and Finance).
501.500	Longevity Award	404	324	Per MOU.
501.600	Auto Allowance	1,125	1,647	Car Allowance for CMT.
505.100	Flexible Benefits	20,991	21,650	Cafeteria Plan.
505.200	Retirement	23,272	23,654	Retirement costs.
505.201	PARS Contribution	2,439	-	Retirement contribution for PARS .
505.300	Medicare Contributions	3,011	3,161	1.45% of salary.
505.700	City-Paid Insurance	807	730	LTD & ADD.
	<b>Subtotal</b>	<b>240,560</b>	<b>241,000</b>	
	<b>Operations</b>			
530.100	Contract Services	4,389	6,839	Annual redevelopment agency audit required by state law \$4,339 and SEC Disclosures \$2,500.
	<b>Subtotal</b>	<b>56,389</b>	<b>6,839</b>	
	<b>PROGRAM TOTAL</b>	<b>305,949</b>	<b>256,839</b>	
<b>Dept:</b>	<b>Redevelopment</b>			<b>Program: Debt Service - 610</b>
<b>Fund:</b>	<b>305 - Successor Agency - Debt Service</b>			
	<b>Operations</b>			
545.100	Debt Service Payments	364,759	382,305	I-Bank loan \$72,305, bond pmt \$310,000.
545.400	Interest Expense	1,061,936	1,034,847	Interest payments of for I-Bank loan - \$45,134 ; Bond payment \$989,703.
545.210	LRA Reimbursement	1,109,426	1,322,707	City advances
	<b>PROGRAM TOTAL</b>	<b>2,536,121</b>	<b>2,739,859</b>	
<b>Fund:</b>	<b>306 - Successor Agency - Disbursement Fund</b>			
	<b>Operations</b>			
560.100	Operating Transfer Out	2,967,789	2,966,698	Debt services and adm charges.
	<b>PROGRAM TOTAL</b>	<b>2,967,789</b>	<b>2,966,698</b>	

DEPARTMENT EXPENDITURES

**PUBLIC WORKS BOND PROJECT SERVICES**

SUCCESSOR AGENCY - REDEVELOPMENT FUND (307-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
307-340-501.100	SALARIES - FULL-TIME	177,164	41,576	242,377	219,232	159,898	(59,334)
307-340-501.500	LONGEVITY AWARD	90	15	128	128	38	(90)
307-340-501.600	AUTO ALLOWANCE	737		1,200	1,200	2,160	960
307-340-505.100	FLEXIBLE BENEFIT	25,523	6,150	31,814	31,814	18,150	(13,664)
307-340-505.200	RETIREMENT	14,874	2,760	29,017	29,017	21,584	(7,433)
307-340-505.300	MEDICARE CONTRIBUTION	2,444	440	3,995	3,995	2,703	(1,292)
307-340-505.700	CITY -PAID INSURANCE	929	120	1,183	1,183	653	(530)
SUBTOTAL		221,761	51,061	309,714	286,569	205,186	(81,383)
<b>ENGINEERING TOTAL</b>		<b>221,761</b>	<b>51,061</b>	<b>309,714</b>	<b>286,569</b>	<b>205,186</b>	<b>(81,383)</b>

SUCCESSOR AGENCY - REDEVELOPMENT FUND (307-610)

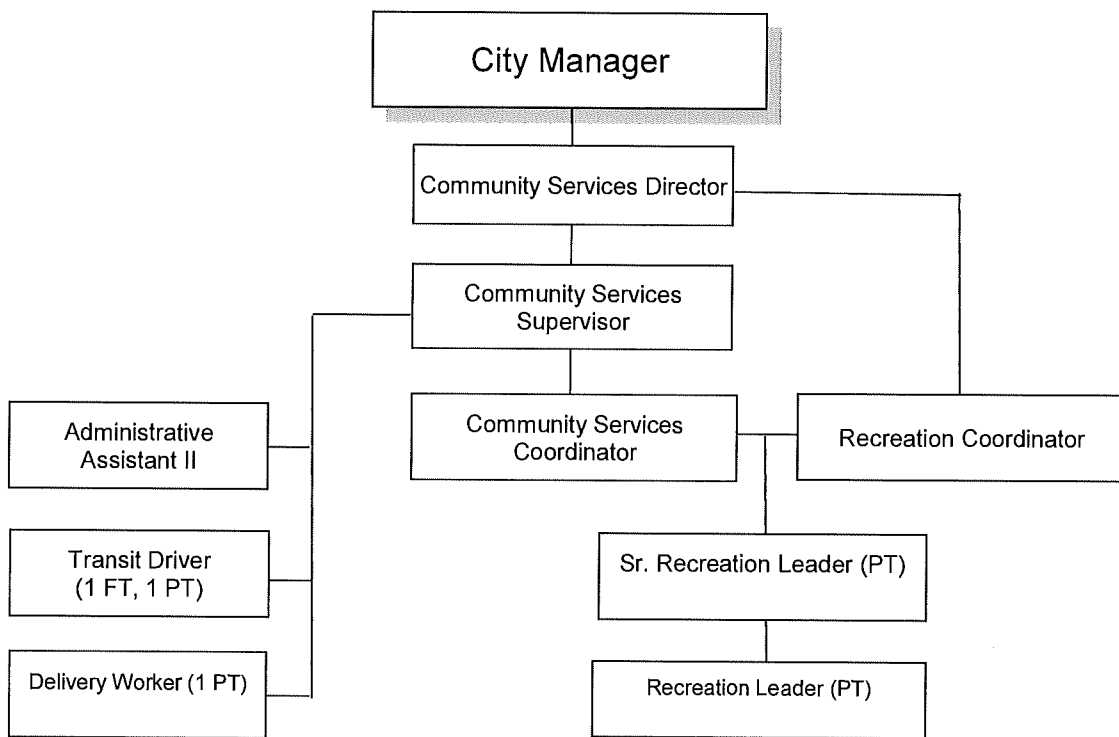
<b>OPERATIONS</b>							
307-610-530.200	PROFESSIONAL SERVICES		41,436		23,143		(23,143)
307-610-560.100	OPERATING TRANSF OUT		174,086				
SUBTOTAL		-	215,522	-	23,143	-	(23,143)
<b>PROJECTS FUNDED BY BONDS</b>							
307-610-700.146	SRTEET IMPROVEMENTS		74,359	100,000	74,359		(74,359)
307-610-700.149	CITY WIDE CONCRETE REPAIRS		187,818	300,000	300,000		(300,000)
307-610-700.151	INGLEWOOD AVE CORR WIDI	15,730			398,943		(398,943)
307-610-700.221	CLOSURE OF MOBILE HM PK	128,884	38,428		71,737		(71,737)
307-610-700.263	INGLEWOOD AVE CORR WIDI	19,198			857,077		(857,077)
307-610-700.257	COMM CENTER TEEN CNT	57					
307-610-700.265	BURIN HOUSE DEMO/WALL P	14,491	164,210	18,600	180,322		(180,322)
307-610-700.266	HAWTHRONE BLVD MARQUE	210			11,530		(11,530)
307-610-700.270	RM&R - VARIOUS STREETS		30,576	100,000	49,428		(49,428)
SUBTOTAL		178,570	495,391	518,600	1,943,396	-	(1,943,396)
<b>LRA ADMIN. TOTAL</b>		<b>178,570</b>	<b>710,913</b>	<b>518,600</b>	<b>1,966,539</b>	<b>-</b>	<b>(1,943,396)</b>
<b>LRA FUND TOTAL</b>		<b>400,331</b>	<b>761,974</b>	<b>828,314</b>	<b>2,253,108</b>	<b>205,186</b>	<b>(2,024,779)</b>

Account No Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b>Dept: Redevelopment</b>			<b>Program: Public Works Engineering - 340</b>
<b>Fund: 307- Bond Projects - Redevelopment</b>			
<b><u>Personnel</u></b>			
501.100 Salaries - Full-Time	219,232	159,898	Salaries for Bond related projects.
501.500 Longevity Pay	128	38	Per MOU.
501.600 Auto Allowance	1,200	2,160	Car allowance for CMT.
505.100 Flexible Benefit	31,814	18,150	Monthly benefits include cafeteria for mid-management and classified employees.
505.200 Retirement	29,017	21,584	Retirement cost.
505.300 Medicare	3,995	2,703	Employer paid share @ 1.45% of salary.
505.700 City-Paid Insurance	1,183	653	Life Insurance, ADD, LTD.
<b>Subtotal</b>	<b>286,569</b>	<b>205,186</b>	
<b><u>Operations</u></b>			
530.200 Professional Services	23,143		Bond projects.
<b>Subtotal</b>	<b>23,143</b>	<b>-</b>	
<b><u>Capital</u></b>			
700.146 Grevillea Ave Resurfacing	74,359	-	Bond projects.
700.149 City Wide Concrete Repairs	300,000	-	Bond projects.
700.151 Ingled Ave Corr Wnd Phase I	398,943		Bond projects.
700.221 Closure of Mobile Home Prk	71,737		
700.263 Ingled Ave Corr Wnd Phase III	857,077		Bond projects.
700.265 Burin House Demo/Wall Parking	180,322	-	Bond projects.
700.266 Hawthorne Blvd Marquee	11,530		Bond projects.
700.270 RM&R-Various Streets	49,428	-	Bond projects.
<b>Subtotal</b>	<b>1,943,396</b>	<b>-</b>	
<b>PROGRAM TOTAL</b>	<b>2,253,108</b>	<b>205,186</b>	

# CITY OF LAWNSDALE

## Organizational Chart

### COMMUNITY SERVICES



## **MISSION STATEMENT**

The primary mission of the Lawndale Community Services Department is to provide a comprehensive program to include: youth sports, special interest programs, special events, educational and assistance programs and services for the youth, adult and senior residents in the City. The Community Services Department encourages non-resident participation in its classes, programs and activities. The department adjusts to the needs of the community by offering programs in which there is demand and those that take full advantage of its facilities. Working closely with the Lawndale Elementary School District, the City provides clean and safe parks for the entire family to use for a variety of purposes. In addition, the City has worked diligently to provide additional City-owned park space for its residents to enjoy. The programs and services offered by the Community Services Department are reasonably priced and take place at facilities that are clean and safe and led by experienced, knowledgeable and dedicated employees and instructors who enjoy working with people and making a difference in the community. The Lawndale Community Services Department will continue to invest in the community through parks, people and programs.

## **PROGRAM DESCRIPTION**

The Community Services Department offers quality programs which encourage involvement from youth, teen, adult and senior participants. The programs and services offered by the Community Services Department are intended to build character, foster self-esteem, build positive relationships and give Lawndale residents recreational options. The Community Services Department considers the programs, classes, special events and services it offers to be investments in the people of the City and the surrounding communities. The programs and services offered improve the overall quality of life by encouraging healthy relationships for Lawndale residents and those of surrounding communities.

## **TYPICAL TASKS**

- To administer and manage public service programs for the following essential city services: Lawndale Beat fixed-route transportation system, Lawndale Special Transit program and the Elementary/Middle School Crossing Guard Service providing safe crossing at a number of locations for students in the Lawndale Elementary School District and within the City's geographical boundaries. In addition, the department coordinates a number of assistance programs for seniors such as the Senior Congregate Meals program, Senior Case Management, Senior Fitness program, and Meals on Wheels meal delivery program.
- To manage and supervise the following city facilities and their operations: Harold E. Hofmann Community Center, Diane Bollinger Gymnasium, Jane Addams Park, William Green Park, Rogers/Anderson Park, Hogan Park, Hopper Park, Rudolph Park and Dan McKenzie Community Garden facilities.

- To provide opportunities that strengthen, bind and promote a cohesive community by offering several popular special event programs each year and bringing thousands of people together to enjoy the City's special event programs.
- To encourage the healthy development of youth in Lawndale and the surrounding communities by offering essential youth team sports programs such as: winter and summer basketball, pee wee sports, arts and crafts, summer day camp and water play opportunities at Jane Addams Park during the summer months for ages 2 to 6 years old. These programs give Lawndale's youth the opportunity to participate in activities that are exciting, fun and build self-esteem in an environment where they can experiment and explore.
- To give Lawndale's senior population an opportunity to interact socially, spend time with others and make new friends by providing free programs or low cost social and educational programs, activities, classes and services such as: senior fitness and exercise programs, small bus excursions, art and special interest classes, congregate meals program, special event luncheons, meal delivery service for homebound senior residents, case management services, plus a weekly free food distribution program. For the traveling bunch, the department oversees the Lawndale Senior Travel Club which provides adults 50 years and older opportunities to travel several times per year.
- To provide friends and families opportunities to interact with others in the community, spend quality time together and make new friends while staying close to home by providing city-wide special event and holiday celebration programs at no cost to the community.
- To oversee the actions of the following City commissions, committees and volunteer

planning groups: 5-member Parks, Recreation and Social Services Commission, 10-member Senior Citizen Advisory Committee, 7-member Youth Advisory Committee and Youth Day Parade Volunteer Ad-hoc Committee.

- To produce the Lawndalian bi-annual city newsletter and coordinate its distribution to approximately 10,800 Lawndale resident and business addresses. The newsletter promotes city programs, services and community events and informs its residents about current issues that are pertinent to the residents of Lawndale. In addition, the department produces the monthly Senior Post publication to keep the senior population of Lawndale informed about senior programs, activities and services.
- To administer, schedule and supervise field and facility reservations at all city parks and facilities which provides opportunities for community organizations and sports groups to have a clean and safe place to practice and compete in games.
- To process youth, adult and senior program registrations and provide quality responsive in-person and over-the-telephone customer service.
- To communicate with the public and represent the city in a manner which upholds its integrity, values and interests.

#### **GOALS**

- To continue to grow into the Harold E, Hofmann Community Center and expand programming, classes and services in the state-of-the-art 25,000 square foot indoor facility and promote it as one of the premier municipal community centers in the South Bay.
- To continue to provide valuable programs and services with the intention of improving the quality of life for Lawndale residents and non-residents alike.
- To provide clean and safe parks and recreational facilities for the public to enjoy during their leisure hours.
- To continue to adjust to the needs of the community by researching and potentially offer new programs and services that will benefit the Lawndale community.
- To take advantage of marketing and advertising opportunities with the goal of increasing participation in all programs and services offered by the department.
- To continue to provide trained, versatile and knowledgeable staff with leadership capabilities and experience in the areas in which they are responsible.
- To continue to have a solid working

relationships with community partners, such as: Lawndale Elementary School District, Centinela Valley Unified High School District, Los Angeles County Parks and Recreation Department, Lawndale Little League, Lawndale Youth Football and Cheer, the County of Los Angeles Library and the many other active service clubs and community organizations.

- To seek outside funding sources that will provide relief to the City's General Fund Budget and to meet the challenges of providing quality services and programs to the community and simply doing more with less.

#### **ACCOMPLISHMENTS**

- Complete management of the Parks and Recreation and the Senior Services Division comprised of seven full-time employees and approximately 55 part-time employees.
- Successful oversight of the following park and recreation facilities in the City: Harold E. Hofmann Community Center, Jane Addams Park, William Green Park, Rogers/Anderson Park, Hopper Park, Hogan Park, Rudolph Park, Diane Bollinger Gymnasium and Dan McKenzie Community Garden.
- Successfully managed the Lawndale Beat Fixed Route Transportation service which provided service to approximately 65,000 passengers during fiscal year 2018-19.
- Provided numerous recreational opportunities for young children, youth, teens, adults and senior participants offering approximately 225 classes, programs and special events during fiscal year 2018-19.
- Held its annual Health, Safety and Pet Fair, 6<sup>th</sup> Annual Lawndale Blues Festival, Halloween Haunt and Angel Tree Lighting special event programs at the City's Lawndale Civic Center Plaza and Jane Addams Park. The four events combined drew approximately 5,000 people.
- Planned, organized and supervised the annual summer day camp program at Rogers/Anderson Park and Bollinger Gym for 50 children weekly for a total of seven weeks.
- Upheld Lawndale's tradition of providing superb senior programs for the senior population by offering numerous programs and services in the areas of fitness and exercise, special events, transportation, free food and meal delivery programs, daily lunch program and many other valuable programs that the senior population depend upon to live rich lives.
- Planned, organized and coordinated a full complement of special event and holiday entertainment programs geared towards families

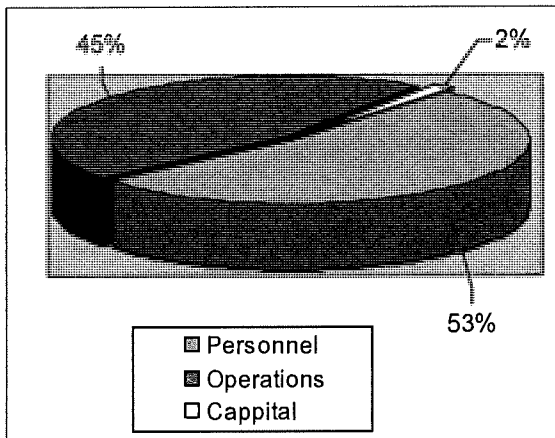
and individuals of Lawndale and the surrounding communities. Successful events included: Halloween Haunt, Angel Tree Lighting, Youth in Government Day, Volunteer/Sponsorship Dinner, Easter Egg Hunt, Memorial Day Ceremony, Health, Safety and Pet Fair (in conjunction with the Municipal Services Department) and the annual Youth Day Parade event providing fun times for thousands of individuals and their families.

- Planned and organized the 5<sup>th</sup> Annual Lawndale Blues and Jazz Music Festival featuring five bands and approximately 1,500 attendees.
- Planned, organized and supervised the winter and summer youth basketball program for

players of 5 to 17 years old. Both basketball programs combined consisted of approximately 50 teams and approximately 500 youth players.

- Administered and operated within a fiscally responsible budget, while using public funds in the most effective and conservative manner possible.
- Planned and organized the Youth Day Parade which included approximately 55 community-based, youth, non-profit and school based organizations, classic cars and special guests which included approximately 1,300 participants and thousands of spectators.

## FINANCIAL HIGHLIGHTS



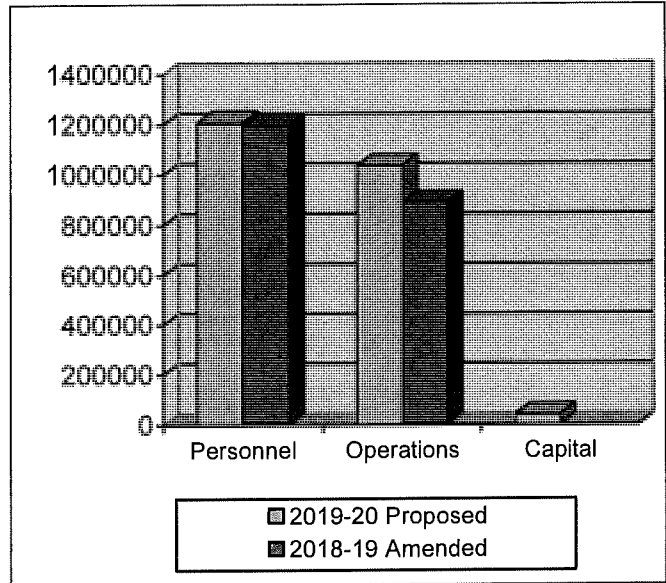
### Department Expenditures by Category

<b>Personnel</b>	<b>\$1,206,905</b>
<b>Operations</b>	<b>1,035,838</b>
<b>Capital</b>	<b>40,000</b>
<b>Total:</b>	<b>\$2,282,743</b>



**Budget Comparison**

	<b>2018-19 Amended</b>	<b>2019-20 Proposed</b>
Personnel	\$1,192,721	\$1,206,905
Operations	889,100	1,035,838
Capital		40,000
<b>Total</b>	<b>\$2,081,821</b>	<b>\$2,282,743</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2019 Amended vs. Fiscal Year 2020 Proposed)

The Proposed Budget for FY 2020 of \$ 2,282,743 is an increase of \$200,923 due to the following changes:

Increase in salary & benefits.	\$14,575
Increase in community events.	47,000
Decrease in operating transfers out.	(15,500)
Increase in contract services.	112,514
Increase in capital.	40,000
Miscellaneous increases	2,334
<b>Department Total</b>	<b>\$200,923</b>

DEPARTMENT EXPENDITURES

**COMMUNITY SERVICES PROGRAMS - 510**

GENERAL FUND (100-510)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>							
100-510-501.100	SALARIES - FULL-TIME	281,574	270,960	307,748	307,748	-	(307,748)
100-510-501.200	SALARIES - CC /APPOINTED	3,850	3,850	6,000	6,000	-	(6,000)
100-510-501.300	SALARIES - PART-TIME	512,899	521,919	521,919	521,919	-	(521,919)
100-510-501.400	SALARIES-OVERTIME	1,831	2,000	2,000	2,000	-	(2,000)
100-510-501.500	LONGEVITY PAY	786	924	924	924	-	(924)
100-510-501.600	AUTO ALLOWANCE	1,165	1,640	1,080	1,080	-	(1,080)
100-510-505.100	FLEXIBLE BENEFIT	59,753	58,800	55,443	55,443	-	(55,443)
100-510-505.200	RETIREMENT	30,673	30,600	34,623	34,623	-	(34,623)
100-510-505.300	MEDICARE CONTRIBUTION	12,412	11,815	12,795	12,795	-	(12,795)
100-510-505.700	CITY-PAID INSURANCE	1,894	1,710	1,983	1,983	-	(1,983)
	<b>SUBTOTAL</b>	<b>906,837</b>	<b>904,218</b>	<b>944,515</b>	<b>944,515</b>	<b>-</b>	<b>(944,515)</b>
<b>OPERATIONS</b>							
100-510-510.100	OFFICE SUPPLIES	4,715	7,000	7,000	7,000	-	(7,000)
100-510-510.200	REPROGRAPHICS	25,287	15,800	15,800	15,800	-	(15,800)
100-510-510.300	POSTAGE	9,225	5,600	5,600	5,600	-	(5,600)
100-510-510.500	UNIFORMS		1,261	1,000	1,000	-	(1,000)
100-510-510.610	MEMBERSHIP/DUES		-	100	100	-	(100)
100-510-510.620	TRAVEL/MEETINGS		-	100	100	-	(100)
100-510-510.640	COMMISSION DEVELOPMENT		250	250	250	-	(250)
100-510-510.650	MILEAGE REIMBURSEMENT	27	-	150	150	-	(150)
100-510-515.300	NATURAL GAS	230	200	200	200	-	(200)
100-510-515.400	WATER	7,097	7,400	7,500	7,500	-	(7,500)
100-510-520.510	EQUIPMENT MAINTENANCE	5,210	11,409	6,000	6,000	-	(6,000)
100-510-530.100	CONTRACT SERVICES	235,651	240,684	220,500	220,500	126,100	(94,400)
100-510-530.210	TEMPORARY STAFFING	2,312					
100-510-540.100	COMMUNITY EVENTS	44,931	56,400	56,400	56,400	-	(56,400)
100-510-540.120	RECREATIONAL ACTIVITIES	33,842	37,800	37,800	37,800	-	(37,800)
100-510-540.200	SPECIAL EXPENSES	4,451	5,300	5,300	5,300	-	(5,300)
100-510-540.410	SENIOR ACTIVITIES	17,125	27,900	27,900	27,900	-	(27,900)
100-510-560.100	OPERATING TRS OUT		15,500	15,500	15,500	1,130,736	1,115,236
	<b>SUBTOTAL</b>	<b>390,103</b>	<b>432,504</b>	<b>407,100</b>	<b>407,100</b>	<b>1,256,836</b>	<b>849,736</b>
<b>GENERAL FUND TOTAL</b>		<b>1,296,940</b>	<b>1,336,722</b>	<b>1,351,615</b>	<b>1,351,615</b>	<b>1,256,836</b>	<b>(94,779)</b>

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2017-18	PROJECTED ACTUAL 2018-19	ADOPTED BUDGET 2018-19	AMENDED BUDGET 2018-19	PROPOSED BUDGET 2019-20	CHANGE FROM PRIOR YEAR
----------------	-------------	----------------	--------------------------	------------------------	------------------------	-------------------------	------------------------

**COMMUNITY SERVICES PROGRAMS - 510**

AQMD FUND (202-510)

<b>CAPITAL</b>							
202-510-550.300	VEHICLES	30,000				40,000	40,000
	<b>SUBTOTAL</b>	30,000		-	-	40,000	40,000
	<b>AQMD FUND TOTAL</b>	30,000		-	-	40,000	40,000

**COMMUNITY SERVICES PROGRAM - 510**

PROP A FUND (206-510)

<b>PERSONNEL</b>							
206-510-501.100	SALARIES - FULL-TIME	113,197	128,120	159,491	159,491	149,111	(10,380)
206-510-501.300	SALARIES - PART-TIME	20,866	22,700	36,000	36,000	36,000	
206-510-501.400	SALARIES - OVERTIME	1,386	160				
206-510-501.500	LONGEVITY AWARD	665	776	776	776	672	(104)
206-510-501.600	AUTO ALLOWANCE	326	600	495	495	891	396
206-510-505.100	FLEXIBLE BENEFIT	21,064	25,950	29,434	29,434	26,447	(2,987)
206-510-505.200	RETIREMENT	16,180	18,870	17,637	17,637	17,316	(321)
206-510-505.300	MEDICARE CONTRIBUTION	2,060	2,300	3,326	3,326	2,605	(721)
206-510-505.700	CITY-PAID INSURANCE	1,012	1,150	1,047	1,047	834	(213)
	<b>SUBTOTAL</b>	176,756	200,626	248,206	248,206	233,877	(14,329)
<b>OPERATIONS</b>							
206-510-510.200	REPROGRAPHICS		2,000	2,000	2,000	2,000	
206-510-520.600	VEHICLE MAINTENANCE	1,019	13,000	13,000	13,000	13,000	
206-510-520.610	VEHICLE FUEL	4,996	5,400	21,000	21,000	21,000	
206-510-530.100	CONTRACT SERVICES	382,020	444,000	444,000	444,000	491,180	47,180
206-510.540.200	SPECIAL EXPENSES			2,000	2,000		(2,000)
	<b>SUBTOTAL</b>	388,035	464,400	482,000	482,000	527,180	45,180
	<b>PROP A FUNDS TOTAL</b>	564,791	665,026	730,206	730,206	761,057	30,851

**COMMUNITY SERVICES PROGRAMS - 510**

RECREATION FUND (279-510)

ACCOUNT NUMBER	DESCRIPTION	PROJECTED		ADOPTED	AMENDED	PROPOSED	CHANGE
		ACTUAL	ACTUAL	BUDGET	BUDGET	BUDGET	FROM
		2017-18	2018-19	2018-19	2018-19	2019-20	PRIOR YEAR
<b>PERSONNEL</b>							
277-510-501.100	SALARIES - FULL-TIME					254,354	254,354
277-510-501.200	SALARIES - CC /APPOINTED					6,000	6,000
277-510-501.300	SALARIES - PART-TIME					524,602	524,602
277-510-501.400	SALARIES-OVERTIME					2,000	2,000
277-510-501.500	LONGEVITY PAY					664	664
277-510-501.600	AUTO ALLOWANCE					1,674	1,674
277-510-505.100	FLEXIBLE BENEFIT					43,560	43,560
277-510-505.200	RETIREMENT					29,585	29,585
277-510-505.300	MEDICARE CONTRIBUTION					12,023	12,023
277-510-505.700	CITY-PAID INSURANCE					1,384	1,384
	<b>SUBTOTAL</b>	-	-	-	-	875,846	875,846
<b>OPERATIONS</b>							
277-510-510.100	OFFICE SUPPLIES					7,000	7,000
277-510-510.200	REPROGRAPHICS					16,600	16,600
277-510-510.300	POSTAGE					5,775	5,775
277-510-510.500	UNIFORMS					2,500	2,500
277-510-510.610	MEMBERSHIP/DUES					100	100
277-510-510.620	TRAVEL/MEETINGS					100	100
277-510-510.640	COMMISSION DEVELOPMENT					250	250
277-510-510.650	MILEAGE REIMBURSEMENT					100	100
277-510-515.300	NATURAL GAS					200	200
277-510-515.400	WATER					7,800	7,800
277-510-520.510	EQUIPMENT MAINT.					8,000	8,000
277-510-530.277	CONTRACT SERVICES					121,234	121,234
277-510-540.100	COMMUNITY EVENTS					102,020	102,020
277-510-540.120	RECREATIONAL ACTIVITIES					37,800	37,800
277-510-540.200	SPECIAL EXPENSES					5,300	5,300
	<b>SUBTOTAL</b>	-	-	-	-	314,779	314,779
	<b>RECREATION PROGRAMS</b>	-	-	-	-	1,190,625	1,190,625

**COMMUNITY SERVICES PROGRAMS - 510**

SENIOR ACTIVITIES FUND (280-510)

<b>PERSONNEL</b>							
278-510-501.100	SALARIES - FULL-TIME					73,161	73,161
278-510-501.500	LONGEVITY PAY					370	370
278-510-501.600	AUTO ALLOWANCE					270	270
278-510-505.100	FLEXIBLE BENEFIT					13,613	13,613
278-510-505.200	RETIREMENT					8,070	8,070
278-510-505.300	MEDICARE CONTRIBUTION					1,279	1,279
278-510-505.700	CITY-PAID INSURANCE					419	419
	<b>SUBTOTAL</b>	-	-	-	-	97,181	97,181
<b>OPERATIONS</b>							
278-510-530.100	CONTRACT SERVICES					38,500	38,500
278-510-540.100	COMMUNITY EVENTS					1,380	1,380
278-510-540.410	SENIOR ACTIVITIES					27,900	27,900
	<b>SUBTOTAL</b>	-	-	-	-	67,780	67,780
	<b>SENIOR PROGRAMS</b>	-	-	-	-	164,961	164,961
	<b>ALL FUNDS TOTAL</b>	1,891,731	2,001,748	2,081,821	2,081,821	3,413,479	1,331,659

**Budget Detail Worksheet**

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b>Dept:</b>	Community Services			<b>Program:</b> Community Services -510
<b>Fund:</b>	100-General Fund			
	<b><u>Personnel</u></b>			
501.100	Salaries-Full-Time	307,748		- Salaries for Director of Community Services; Community Services Supervisor; Community Services Coordinator; Recreation Coordinator and Administrative Assistant II. Increase a result of filling vacant Recreation Coordinator position.
501.200	Salaries-Elected/Appointed	6,000		- Parks, Recreation and Social Services Commission stipends. Five (5) members x \$50 per meeting x 24 meetings. No change from previous year.
501.300	Salaries-Part-Time	521,919		- Salaries for part-time parks and recreation and senior services staff working parks, community center programs, community center reception office, senior lunch program, facility reservations and special event programs. Line item offset by approximately \$23,000 in staffing cost recovery for community center reservations. Mild increase due to a nominal number of minimum wage increases.
501.400	Salaries-Overtime	2,000		Overtime for full-time staff working special event programs. No increase from previous year.
501.500	Longevity Pay	924		- Per MOU.
501.600	Auto Allowance	1,080		- Auto Allowance
505.100	Flexible Benefits	55,443		- Monthly benefits include increases for mid-management and classified employees.
505.200	Retirement	34,623		- Retirement contribution for PERS.
505.300	Medicare Contribution	12,795		- 1.45% of salary.
505.700	City-Paid Insurance	1,983		- LTD, EAP, Life Insurance, ADD.
	<b>Subtotal</b>	<b>944,515</b>		-
	<b><u>Operations</u></b>			
510.100	Office Supplies	7,000		- Based on historical usage. No change form previous year.
510.200	Reprographics	15,800		- Lawndalian City newsletter contract (12,600) and special event banners (2,000) and printing costs for bi-annual recreation class brochure (2,000). Line item increased as a result of new new agreement for biannual Lawndalian City newsletter.

**Budget Detail Worksheet**

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
	<b><u>(Operations, Continued)</u></b>			
510.300	Postage	5,600		- Postage costs for bi-annual newsletter (3,700), annual bulk mailing permit from United States Postal Service (225), annual youth day parade resident and business mailing (1,850). Line item reduced due to reduced mailing costs for bi-annual city newsletter. Mild increase due as a result of increase in City bulk mailing permit and nominal increase in bulk mailing rates.
510.500	Uniforms	1,000		- Uniforms for part-time parks and recreation and senior services staff. No change from previous year.
510.610	Membership/Dues	100		- Funds for Southern California Municipal Athletic Federation (SCMAF) membership for Recreation Coordinator. No change from previous year.
510.620	Travel/Meetings	100		- Funds for local training opportunities. No change from previous year.
510.640	Commission Development.	250		- Funds for Parks, Recreation and Social Services Commission apparel. No change from previous year.
510.650	Mileage Reimb.	150		- Mileage for parks and recreation staff to travel to and from parks and for City staff travel purposes. No change from previous year.
515.300	Natural Gas	200		- Based on historical usage. No change from previous year.
515.400	Water	7,500		- Based on historical usage. Mild increase as a result of actual usage.
520.510	Equipment Maintenance	6,000		- Increase (2,000) as a result of increased expenses in FY 2018-19 for community center repair items such as fitness room and other miscellaneous repair items.
530.100	Contract Services	220,500	126,100	Crossing guard contract (126,100).
540.100	Community Events	56,400		- Youth day parade (14,400), health and safety fair (5,000), memorial day breakfast (3,000), youth in government day (3,000), Easter egg hunt (3,000), Halloween haunt (6,500), angel tree lighting (7,000), volunteer sponsorship (5,500), blues and jazz music festival (9,000). 60th Anniversary Celebration (20,000) Increase as a result of 60th anniversary celebration programming.

**Budget Detail Worksheet**

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
540.120	Recreational Activities	37,800		- Youth sports uniforms (10,800); summer day camp equipment/supplies (12,000); summer day camp transportation fees (4,100); youth sports and parks equipment/supplies (4,400); youth sports awards (5,000); first aid supplies for parks and gymnasium (1,500). Line item offset by approximately \$33,000 in youth sports activity revenues. No change from previous year.
	<b><u>(Operations, Continued)</u></b>			
540.200	Special Expenses	5,300		- Equipment and supplies for parks (1,500), miscellaneous community services department and parks and recreation division expenses (1,500); AED replacement cartridges and supplies (1,000). Community center first aid supplies (\$1,000). Duplicate keys for staff at parks and community center (300). No change from previous year.
540.410	Senior Activities	27,900		- Senior events and activities (18,000); case management contract (7,500), Salvation Army, Meals on Wheels program (1,200), weekly commodities (1,200). Decrease based upon historical usage.
560.100	Operating Transfer Out	15,500	1,130,736	Tranfers for CS Rec (\$964,245) & Sr programs (\$162,961).
	<b>Subtotal</b>	<b>407,100</b>	<b>1,256,836</b>	
	<b>PROGRAM TOTAL:</b>	<b>1,351,615</b>	<b>1,256,836</b>	
<b>Dept:</b>	Community Services			Proposition A - 510
<b>Dept:</b>	Community Services		<b>Program:</b>	AQMD -510
<b>Fund:</b>	202 AQMD			
	<b>Capital</b>			
550.300	Vehicles		40,000	Hybrid Toyota Rav/Replace Saturn Vue
	<b>Subtotal</b>	<b>-</b>	<b>40,000</b>	
	<b>PROGRAM TOTAL</b>	<b>-</b>	<b>40,000</b>	

**Budget Detail Worksheet**

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b>Dept:</b>	Community Services			
<b>Fund:</b>	206 Prop A		<b>Program:</b>	Community Services -510
	<b>Personnel</b>			
501.100	Salaries-Full-Time	159,491	149,111	Partial Salaries for Director of Community Services, Community Services Supervisor, Recreation Coordinator, Transit Driver (FT), Transit Driver (PT), Administrative Assistant II and Senior Nutrition Specialist.
501.300	Salaries-Part-Time	36,000	36,000	Part-time delivery drivers (2) at 1,000 hours per year.
501.500	Longevity Award	776	672	Per MOU
501.600	Auto Allowance	495	891	Auto Allowance
505.100	Flexible Benefits	29,434	26,447	Monthly benefits for mid-management and classified employees.
505.200	Retirement	17,637	17,316	Retirement contribution for PERS.
505.300	Medicare Contribution	3,326	2,605	1.45% of salary for Community Services Department personnel.
505.700	City-Paid Insurance	1,047	834	LTD, EAP, Life Insurance, ADD.
	<b>Subtotal</b>	<b>248,206</b>	<b>233,877</b>	
	<b>Operations</b>			
510.200	Reprographics	2,000	2,000	No change from previous year.
520.600	Vehicle Maintenance	13,000	13,000	Funds for maintenance of community services department special transit bus, Toyota RAV 4, Ford Van, and Saturn Vue vehicles. No change from previous year.
520.610	Vehicle Fuel	21,000	21,000	Vehicle fuel for special transit bus, Ford and Saturn Vue delivery vans. No change from previous year.
530.100	Contract Services	444,000	491,180	Lawndale Beat fixed route transportation contract services. Increase as a result of projected new contract for fixed-route transit services. Expenses offset by approximately 20,000 in fare revenues for FY 2018-19.
540.200	Special Expenses	2,000		Miscellaneous transit related expenses. No change from previous year.
	<b>Subtotal</b>	<b>482,000</b>	<b>527,180</b>	
	<b>PROGRAM TOTAL:</b>	<b>730,206</b>	<b>761,057</b>	



**Budget Detail Worksheet**

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b>Dept:</b>	Community Services		<b>Program:</b>	Recreation Programs
<b>Fund:</b>	279-Recreation Programs			
	<b><u>Personnel</u></b>			
501.100	Salaries-Full-Time	-	254,354	Salaries for Director of Community Services; Community Services Supervisor; Community Services Coordinator; Recreation Coordinator and Administrative Assistant II. Increase a result of filling vacant Recreation Coordinator position.
501.200	Salaries-Elected/Appointed	-	6,000	Parks, Recreation and Social Services Commission stipends. Five (5) members x \$50 per meeting x 24 meetings. No change from previous year.
501.300	Salaries-Part-Time	-	524,602	Salaries for part-time parks and recreation and senior services staff working parks, community center programs, community center reception office, senior lunch program, facility reservations and special event programs. Line item offset by approximately \$23,000 in staffing cost recovery for community center reservations. Mild increase due to a nominal number of minimum wage increases.
501.400	Salaries-Overtime		2,000	Overtime for full-time staff working special event programs. No increase from previous year.
501.500	Longevity Pay	-	664	Per MOU.
501.600	Auto Allowance	-	1,674	Auto Allowance
505.100	Flexible Benefits	-	43,560	Monthly benefits include increases for mid-management and classified employees.
505.200	Retirement	-	29,585	Retirement contribution for PERS.
505.300	Medicare Contribution	-	12,023	1.45% of salary.
505.700	City-Paid Insurance	-	1,384	LTD, EAP, Life Insurance, ADD.
	<b>Subtotal</b>	-	<b>875,846</b>	

**Budget Detail Worksheet**

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
	<b><u>Operations</u></b>			
510.100	Office Supplies		7,000	Based on historical usage. No change from previous year.
510.200	Reprographics		16,600	Lawndalian City newsletter contract (12,600) and special event banners (2,000) and printing costs for bi-annual recreation class brochure (2,000). Line item increased as a result of new new agreement for biannual Lawndalian City newsletter.
510.300	Postage		5,775	Postage costs for bi-annual newsletter (3,700), annual bulk mailing permit from United States Postal Service (225), annual youth day parade resident and business mailing (1,850). Line item reduced due to reduced mailing costs for bi-annual city newsletter. Mild increase due as a result of increase in City bulk mailing permit and nominal increase in bulk mailing rates.
510.500	Uniforms		2,500	Uniforms for part-time parks and recreation and senior services staff. No change from previous year.
510.610	Membership/Dues		100	Funds for Southern California Municipal Athletic Federation (SCMAF) membership for Recreation Coordinator. No change from previous year.
510.620	Travel/Meetings		100	Funds for local training opportunities. No change from previous year.
510.640	Commission Development.		250	Funds for Parks, Recreation and Social Services Commission apparel. No change from previous year.
510.650	Mileage Reimb.		100	Mileage for parks and recreation staff to travel to and from parks and for City staff travel purposes. No change from previous year.
515.300	Natural Gas		200	Based on historical usage. No change from previous year.
515.400	Water		7,800	Based on historical usage. Mild increase as a result of actual usage.
520.510	Equipment Maintenance		8,000	Increase (2,000) as a result of increased expenses in FY 2018-19 for community center repair items such as fitness room and other miscellaneous repair items.

**Budget Detail Worksheet**

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b><u>(Operations, Continued)</u></b>				
530.100	Contract Services		121,234	Contract class instructor fees (60,000); youth sports officials contracts (8,100); McKenzie Gardens monthly portable restroom rental (1,100), Bollinger gymnasium maintenance contract (21,500), Community center kitchen and Jane Addams Park wading pool annual permit fees (800). Lawndalian City newsletter and youth day parade mail service fees (2,850). Computer lab annual filter subscription fee (884). Unarmed Security Services for Community Center (26,000). Line item offset by approximately \$22,500 in contract class revenues. Increase in line item as a result of: 1) year two of school crossing guard agreement (16,100); 2) actual contract class instructor fees (26,500); 3) community center pest control services (400); 4) LA County permit fee increases for wading pool and community center kitchen (100); and 5) community center and civic center unarmed security services (26,000). Decrease in youth sports officials contracts (3,100).
540.100	Community Events		102,020	Youth day parade (14,400) LA Sherrif security Youth Day Parade (\$22,000) health and safety fair (5,000), memorial day breakfast (3,000), youth in government day (3,000), Easter egg hunt (3,000), Halloween haunt (6,500), angel tree lighting (7,000), volunteer sponsorship (4,120), blues and jazz music festival (9,000). 60th Anniversary Celebration (25,000) Increase as a result of 60th anniversary celebration programming.
540.120	Recreational Activities		37,800	Youth sports uniforms (10,800); summer day camp equipment/supplies (12,000); summer day camp transportation fees (4,100); youth sports and parks equipment/supplies (4,400); youth sports awards (5,000); first aid supplies for parks and gymnasium (1,500). Line item offset by approximately \$33,000 in youth sports activity revenues. No change from previous year.
540.200	Special Expenses		5,300	Equipment and supplies for parks (1,500), miscellaneous community services department and parks and recreation division expenses (1,500); AED replacement cartridges and supplies (1,000). Community center first aid supplies (\$1,000). Duplicate keys for staff at parks and community center (300). No change from previous year.
	<b>Subtotal</b>	<b>-</b>	<b>314,779</b>	
	<b>PROGRAM TOTAL:</b>	<b>-</b>	<b>1,190,625</b>	

**Budget Detail Worksheet**

Account No.	Line Item	Amended Budget 2018-19	Proposed Budget 2019-20	Description
<b>Dept:</b>	Community Services		<b>Program:</b>	Senior Programs
<b>Fund:</b>	280-Senior Programs			
	<b><u>Personnel</u></b>			
501.100	Salaries-Full-Time	-	73,161	Salaries for Director of Community Services; Community Services Supervisor; Community Services Coordinator; Recreation Coordinator and Administrative Assistant II. Increase a result of filling vacant Recreation Coordinator position.
501.500	Longevity Pay	-	370	Per MOU.
501.600	Auto Allowance	-	270	Auto Allowance
505.100	Flexible Benefits	-	13,613	Monthly benefits include increases for mid-management and classified employees.
505.200	Retirement	-	8,070	Retirement contribution for PERS.
505.300	Medicare Contribution	-	1,279	1.45% of salary.
505.700	City-Paid Insurance	-	419	LTD, EAP, Life Insurance, ADD.
	<b>Subtotal</b>	<b>-</b>	<b>97,181</b>	
	<b><u>Operations</u></b>			
530.100	Contract Services		38,500	Senior travel club support (21,000); contract class instructor fees (15,000); Community center kitchen pest control services (2,500).
540.100	Community Events		1,380	Volunteer sponsorship.
540.410	Senior Activities		27,900	Senior events and activities (18,000); case management contract (7,500), Salvation Army, Meals on Wheels program (1,200), weekly commodities (1,200). Decrease based upon historical usage.
	<b>Subtotal</b>	<b>-</b>	<b>67,780</b>	
	<b>PROGRAM TOTAL:</b>	<b>-</b>	<b>164,961</b>	
	<b>ALL FUNDS TOTAL</b>	<b>2,081,821</b>	<b>3,413,479</b>	

# CAPITAL OUTLAY REQUEST

Capital outlay includes vehicles, equipment, furniture/furnishings and building/grounds improvements with a cost greater than \$5,000.

DEPARTMENT: Community Services ACCOUNT NUMBER/S: 202.510.550.300  
FISCAL YEAR REQUESTED: FY 2019-20 NEW/REPLACEMENT: Replacement of Saturn Vue  
ESTIMATED COST: 40,000.00 (Please include quotes if available)

## DESCRIPTION OF ITEM:

New Toyota RAV-4 to replace existing Saturn Vue.

## JUSTIFICATION:

For Community Services Department, Recreation Division staff to visit parks, run job-related errands such as delivery and pickup of equipment and supplies, park checks, etc.

Will Costs be Offset by Savings/Revenues?

No.

CIP Projects FY 19-20				
Project Name	Street Name	From	To	Estimated Cost
SB1 FY 19-20	Freeman Ave.	154 <sup>th</sup> Street	Marine Ave.	\$ 165,000.00
SB1 FY 19-20	159 <sup>th</sup> Street	Grevillea Ave.	Firmona Ave.	\$ 100,000.00
SB1 FY 19-20	Grevillea Ave.	167 <sup>th</sup> Street	159 <sup>th</sup> Street	\$ 274,061.00
SB1 FY 19-20	160 <sup>th</sup> Street	Grevillea Ave	Cul De Sac	\$ 15,000.00
Total SB1 FY 19-20				\$ 554,061.00
CDBG FY 19-20	Street Improv			\$ 316,950.00
Total CDBG FY 19-20				\$ 316,590.00
Redondo Beach Blvd.		Prairie Ave	Artesia Blvd.	
Prop C -Local Fund				\$ 1,300,000.00
Total Prop C-local fund				\$ 1,300,000.00
Hawthorne Blvd. Concrete Repairs		Manhattan Beach Blvd.	Redondo Beach Blvd.	
TDA Funds				\$ 24,275.00
Total TDA Fund				\$ 24,575.00
Street Improvements				\$ 188,450.00
Total Measure R Fund				\$ 188,450.00

CIP Projects FY 20-21				
Project Name	Street Name	From	To	Estimated Cost
Alondra Park multi basin and Stormwater project FY20-21				
Measure W				\$ 40,000,000.00
Total Measure W				\$ 40,000,000.00
FY 20-21 Annual Street Improvements	147 <sup>th</sup> Street	Larch Ave.	Prairie Ave.	
Prop C				\$ 300,000.00
Measure R				\$ 405,000.00
TDA				\$ 20,000.00
Total TDA				\$ 725,000.00
SB1 FY20-21	147th Street	Grevillea Ave.	Inglewood Ave.	\$ 277,000.00
SB1 FY20-21	152 <sup>nd</sup> Street	Condon Ave.	Firmona Ave.	\$ 277,000.00
Total SB1 FY 20-21				\$ 554,000.00
CDBG FY20-21	154 <sup>th</sup> Street	Hawthorne Blvd.	Condon Ave.	\$ 125,000.00
CDBG FY 20-21	165 <sup>th</sup> Street	Hawthorne Blvd.	Cul De Sac	\$ 125,000.00
Total CDBG FY 20-21				\$ 250,000.00
Hawthorne Blvd. Traffic Signal Interconnect				
Measure M (Grant)				\$ 1,500,000.00
Total Measure M (Grant)				\$ 1,500,000.00

CIP Projects FY 21-22				
Project Name	Street Name	From	To	Estimated Cost
SB1 FY 21-22	166th Street	Hawthorne Blvd.	Inglewood Ave.	\$ 277,000.00
SB1 FY 21-22	167th Street	Hawthorne Blvd.	Inglewood Ave.	\$ 277,000.00
Total SB1 FY 21-22				\$ 554,000.00
CDBG FY 21-22	167th Street	Osage Ave.	Prairie Ave.	\$ 125,000.00
CDBG FY 21-22	169th Street	Grevillea Ave.	Hawthorne Blvd.	\$ 125,000.00
Total CDBG FY 21-22				\$ 250,000.00
Redondo Beach Blvd.		Prairie Ave.	Artesia Blvd.	
Prop C 25%				\$ 3,363,000.00
Total Prop C FY 21-22				\$ 3,363,000.00

CIP Projects FY 22-23				
Project Name	Street Name	From	To	Estimated Cost
SB1 FY 22-23	Eastwood Ave.	154 <sup>th</sup> Street	Cul De Sac	\$ 277,000.00
SB1 FY 22-23	Condon Ave.	Marine Ave.	156 <sup>th</sup> Street	\$ 277,000.00
Total SB1 FY 22-23				\$ 554,000.00
CDBG FY 22-23	Kingsdale Ave.	Marine Ave.	Rosecrans Ave.	\$ 125,000.00
CDBG FY 22-23	Mansel Ave.	145 <sup>th</sup> Street	Rosecrans Ave.	\$ 125,000.00
Total CDBG FY22-23				\$ 250,000.00
ADA Ramps	City Wide			
Bond proceeds				\$ 500,000.00
Total				\$ 500,000.00

CIP Projects FY 23-24				
Project Name	Street Name	From	To	Estimated Cost
SB1 FY 23-24	162nd Street	Hawthorne Blvd.	Alley East of Hawthorne Blvd	\$ 100,000.00
SB1 FY 23-24	163rd Street	Hawthorne Blvd.	Hawthorne Blvd.	\$ 227,000.00
SB1 FY 23-24	164th Street	Hawthorne Blvd.	Freeman Ave.	\$ 227,000.00
Total SB1 FY 23-24				\$ 554,000.00
CDBG	Burin Ave.	145 <sup>th</sup> Street	Rosecrans Ave.	\$ 125,000.00
CDBG	Grevillea Ave.	145 <sup>th</sup> Street	Rosecrans Ave.	\$ 125,000.00
Total CDBGFY 23-24				\$ 250,000.00
FY 20-21 Annual Street Improvements	166th Street	Hawthorne Blvd.	Prairie Ave.	
Prop C				\$ 300,000.00
Measure R				\$ 405,000.00
TDA				\$ 20,000.00
Total				\$ 725,000.00





**CITY OF LAWDALE**  
14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260  
PHONE (310) 973-3200 ♦ [www.lawndalecity.org](http://www.lawndalecity.org)

DATE: June 3, 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 LAWNDALE**  
14717 BURIN AVENUE, LAWNDALE, CALIFORNIA 90260  
PHONE (310) 973-3200 ♦ [www.lawndalecity.org](http://www.lawndalecity.org)

DATE: June 3, 2019

TO: Honorable Mayor and City Council

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

SUBJECT: Conference with Labor Negotiator - Local 1895, Council 36, American Federation of State, County and Municipal Employees, AFL-CIO, representing the City's mid-management and classified employees

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](http://www.lawndalecity.org)

DATE: June 3, 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.



**CITY OF LAWDALE**  
14717 BURIN AVENUE, LAWDALE, CALIFORNIA 90260  
PHONE (310) 973-3200 ♦ [www.lawndalecity.org](http://www.lawndalecity.org)

DATE: June 3, 2019  
TO: Honorable Mayor and City Council  
FROM: Matthew Ceballos, Assistant City Clerk *MC*  
SUBJECT: Conference with Legal Counsel – Anticipated Litigation (Three Cases)

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