

# LAWNDALE



**Community  
Center**

**Lawndale  
Civic Center  
Plaza**



**Lawndale  
County Library**



**City Hall**



**City of Lawndale  
ANNUAL BUDGET  
FY 2017/2018**





**ANNUAL  
BUDGET  
FY 2017/2018**

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# CITY OFFICIALS

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## ■ CITY ELECTED OFFICIALS



**Mayor  
Robert Pullen-Miles**

Elected: April 2016



**Mayor Pro Tem  
Daniel Reid**

Elected: April 2016



**Councilmember  
Jim Osborne**

Elected: April 2016



**Councilmember  
Bernadette Suarez**

Appointed: May 2016



**Councilmember  
Pat Kearney**

Elected: April 2014

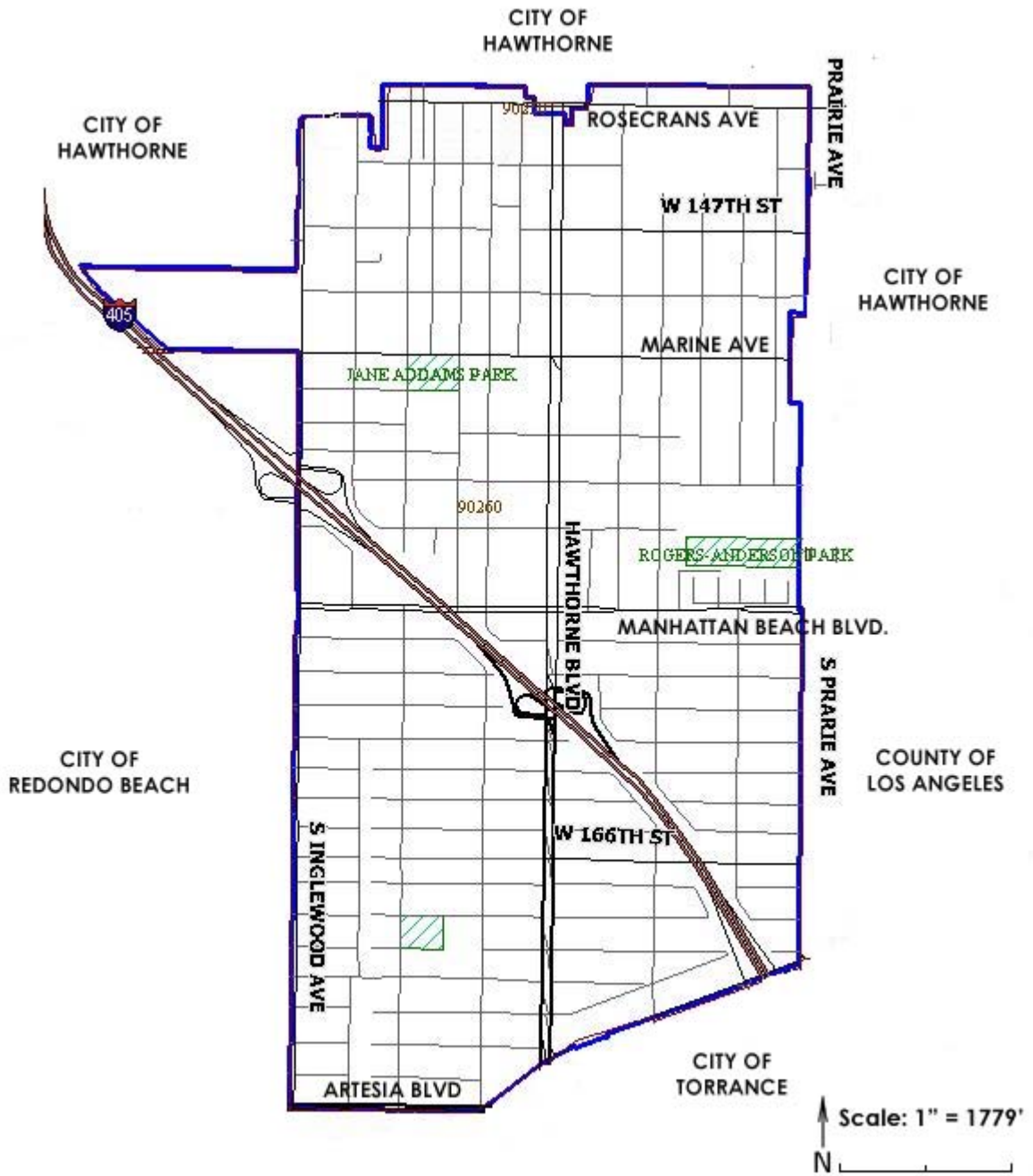
**City Clerk - Rhonda Hofmann Gorman**

## ■ CENTRAL MANAGEMENT TEAM

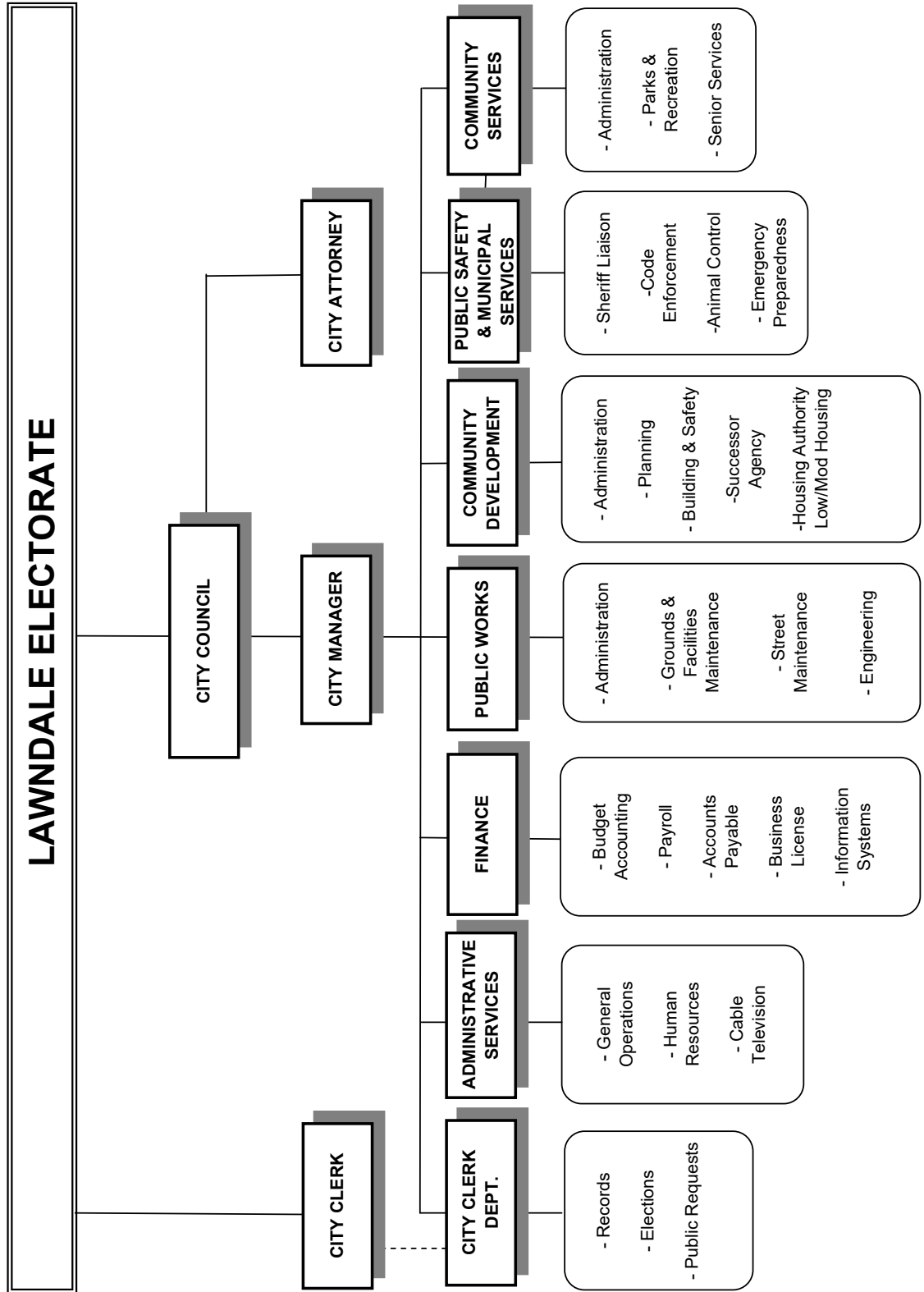
City Manager: Stephen N. Mandoki  
Director of Community Development: Sean M. Moore, AICP  
Director of Finance/City Treasurer: Ken Louie  
Director of Public Works: Frank Senteno  
Assistant City Clerk: Pam Giamario  
Asst. to the City Manag/HR Director: Raylette Felton  
Director of Community Services: Mike Estes  
Director of Municipal Services: Deborah Holland



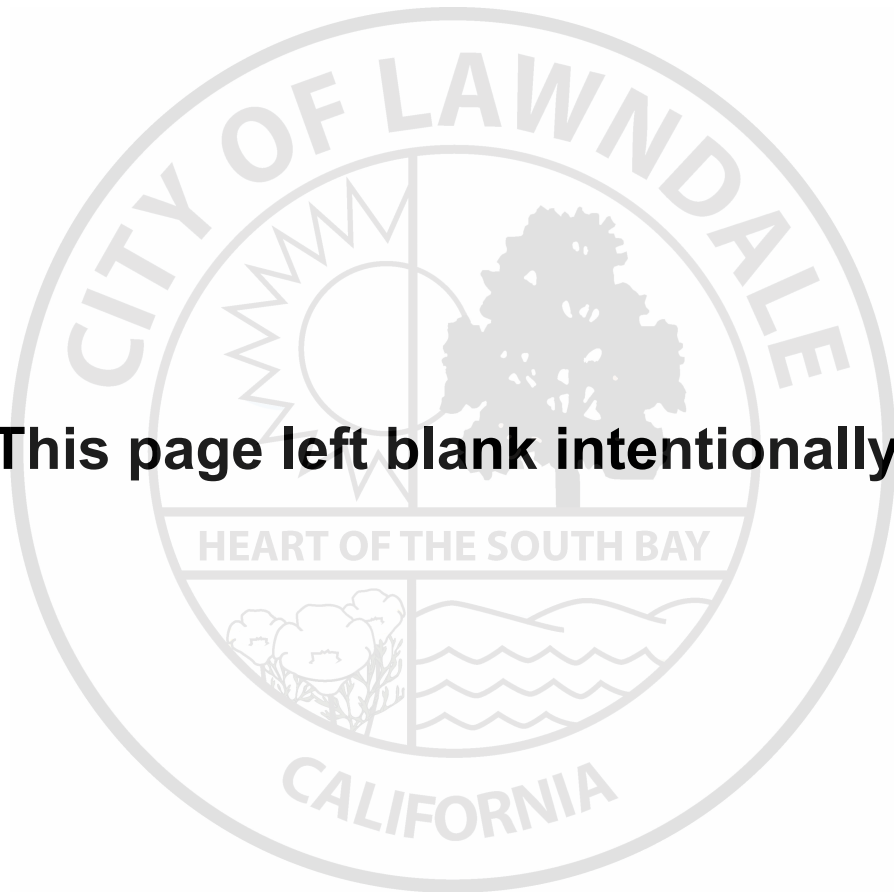
# LAWNDALE CITY MAP



## CITY OF LAWNDALE City-Wide Organizational Chart



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# BUDGET MESSAGE

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July 1, 2017

Honorable Mayor, Members of the City Council, Residents of Lawndale,

It is with great pleasure that we submit the annual budget for fiscal year 2017-2018. This budget represents the spirit of Lawndale as it is a responsible, balanced operating budget that provides the greatest amount of community services and capital projects with our given resources. Within this budget, we have maximized the use of available outside resources to perform necessary capital improvement projects and their related overhead costs. This balanced operating budget will continue to protect General Fund reserves while providing the optimum levels of public safety and community programs to our residents. This budget plan symbolizes the City Council's commitment to fiscal responsibility, transparent government and forward direction.

At Lawndale, we are proud to report an era of healthy audits, balanced budgets and full transparency in our operations. All of our financial decisions are made at the public level and we always welcome public participation not only in the budget process but throughout the year. The City Council has created a "partnership" with the community by seeking public input on major issues either through a formal vote or the creation of sub-committees to ascertain public sentiment.

The highlights in the upcoming budget both fiscally and project wise are as follows:

## Sheriff Increases

The City of Lawndale is served by the Los Angeles Sheriff's Department (LASD). The City receives excellent service and the community is very satisfied with their coverage. However, of concern is the continual increase in the cost of the LASD contract due to various measures such as insurance costs and labor contract costs. This year the base contract will increase by 3.6% and the accompanying liability will increase from 9.5% to 10%. This results in an increased personnel cost of \$212,813 and an increase in liability cost of \$35,217 causing an additional hardship on the General Fund of \$248,030. The County of Los Angeles has imposed such increases for several consecutive years putting a financial strain on the General Fund. Similar increases are also projected in subsequent fiscal years.

## Storm Drain Mandates

In 2012, the State Water Resources Quality Control Board issued a new National Pollutant Discharge Elimination System (NPDES) permit which mandated the development of a Watershed Management Plan and a Monitoring Plan. On August 12, 2015, the City of Lawndale submitted a Letter of Intent to the Regional Water Quality Control Board – Los Angeles Region stating the City's commitment to develop an Enhanced Watershed Management Program (EWMP) and a Coordinated Integrated Monitoring Program (CIMP). On September 21, 2015, City Council approved the Memorandum of Understanding (MOU) between the City of Los



# BUDGET MESSAGE

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Angeles and Lawndale regarding the administration of the development of the EWMP and the CIMP for the Dominguez Channel Watershed.

Development of the EWMP requires identification of best management practices (BMPs) expected to be sufficient to meet receiving water and effluent limitations set forth in the Permit. The overarching goal of BMPs in the EWMP is to reduce the impact of storm water and non-storm water related discharges on receiving water quality by identifying and implementing institutional and structural BMPs to achieve the objectives identified in the EWMP.

The primary purpose of the CIMP is to outline the process for collecting data to meet the goals and requirements of the Monitoring and Reporting Program (MRP). The CIMP is designed to provide the information necessary to guide water quality program management decisions. It provides information on sample collection and analysis methodologies. Additionally, the monitoring will provide a means to measure compliance with the Permit. The MRP, as outlined in the Permit, is composed of five elements, including: Receiving Water Monitoring, Storm water Outfall Monitoring, Non-Storm water (NSW) Outfall Monitoring, New Development/Redevelopment Effectiveness Tracking, and Regional Studies.

Within this budget, the following NPDES measures have been provided for which includes the NPDES Compliance Service Contract (\$100,000) and water quality monitoring (\$18,911). The City will use continue to use UDAG funds which traditionally have been used for mandates and capital based items.

## Teen Center

In 2014, the City applied for and received a Los Angeles County Grant in the amount of \$400,000 to build a teen center within the existing Municipal Services building. The construction would be fully-funded with the combination of the \$400,000 grant and the remaining portion to come from bond proceeds from the 2009 - \$20,545,000 Lawndale Redevelopment Agency Tax Allocation Bonds. The original estimates to build the building were approximately \$520,000.

At this time, the City has received bids that are considerably higher than anticipated; some as high as \$720,000. Because large projects always must allow for an additional contingent amount to be added to the project, there is a possibility that this project could exceed the million dollar mark. This is significant in Lawndale because city ordinance 2.72.010 requires that any expenditure greater than \$1,000,000 be approved by a vote of the people. Such an election could cost an additional \$30,000 - \$50,000. Although the project remains in this edition of the budget, the City Council will be revisiting the continuation of this project at the regularly scheduled meeting of June 5, 2017.

## Overview

The estimated fiscal year 2017-18 General Fund Budget revenues are projected to be \$13,493,584 and total expenditures are projected to be \$13,746,978 representing a net outflow of \$253,394. Operationally, the budget is balanced (with even a small surplus), however the City Council has elected to use General Fund reserves to fund a \$200,000 City Hall Roofing Project as well as a \$60,000 Jane Addams Park parking lot resurfacing. This will result in a net General fund outflow and decrease in fund balance of \$253,394.



# BUDGET MESSAGE

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The General Fund's Top 5 Revenue Generators include: Vehicle In-lieu Fees, Sales Tax, Utility User's Tax, Property Tax and Transient Occupancy Tax. Each of them will have estimated revenue very close to their budgeted amounts from last year.

		<u>% of Total</u>
Vehicle In-Lieu	\$3,378,496	25%
Sales Tax	2,851,000	21%
Utility Users Tax	2,095,000	16%
Property Tax	1,255,122	9%
Transient Occ. Tax	<u>634,000</u>	<u>5%</u>
Total	\$10,213,618	76 %

The General Fund expenditures by major function are as follows:

Public Safety	\$5,589,394
General City	5,112,117
Public Works	1,448,181
Community Services	<u>1,340,409</u>
	\$13,490,101

## General Fund Reserves

The City has a fiscal policy which states that the General Fund shall maintain a minimum 100% of the annual budget in reserves. It is projected by the conclusion of 2017-2018 that reserves will be at 120% of budget when accounting for the future receivables (about \$10 million for General Fund) due to the City from the State of California.

2009-10	16,294,507	
2010-11	23,275,550	
2011-12	21,435,968	
2012-13	21,701,484	
2013-14	21,198,334	
2014-15	17,426,281	(a)
2015-16	16,449,715	
2016-17	16,175,259	Estimated (b)
2017-18	15,921,864	Projected (b)

- (a) It should be noted that actual fund balance is about \$4 million higher than shown. This is because the State changed how they are labeling each payment (formerly "principal and interest" to "principal" with interest being paid at the back end of the payment stream). By changing this, we can no longer book the interest receivable as an asset despite the fact that it is an asset that will be repaid to us. This is merely an accounting adjustment and does not affect the fiscal condition of the General Fund. Both the State and



# BUDGET MESSAGE

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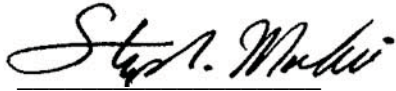
independent auditors have confirmed that our financial statements are accurate on this matter.

(b) Fund balance reduced due to the cable upgrade project

## Conclusion

This year's budget is a testament to the City Council's and staff's commitment to guard our financial position while continuing our goals of growth, stability and citywide improvement. Our sincerest gratitude for the City Council's direction, guidance, support and clarity in sharing its vision and giving us the opportunity to implement it. May the new fiscal year continue to raise the standard for this distinguished community.

Sincerely,



Stephen N. Mandoki  
City Manager



Ken Louie  
Director of Finance/City Treasurer



## RESOLUTION NO. CC-9603-17

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNSDALE, CALIFORNIA, ADOPTING A FISCAL POLICY FOR THE CITY OF LAWNSDALE

WHEREAS, it is fiscally prudent to develop a policy by which the City Council can prioritize expenditures, standardize the budgeting process, and set goals for the establishment and accumulation of financial reserves; and

WHEREAS, the City of Lawnsdale does not now presently have in place a policy by which the foregoing can be accomplished; and

WHEREAS, the City Council has previously directed Staff to develop a sound fiscal policy which will assist the City Council in its allocation of City resources, and set goals for the funding and accumulation of financial reserves; and

WHEREAS, Staff has developed a fiscal policy in response to the direction of the City Council; and

WHEREAS, the fiscal policy, attached hereto as Exhibit "A", addresses each of the elements necessary to prioritize expenditures, standardize the budgeting process, and assist the City Council in setting goals for the establishment and accumulation of financial reserves.

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

SECTION 1. The fiscal policy attached hereto shall be and hereby is adopted as the fiscal policy for the City of Lawnsdale, California, for the purposes set forth therein.

SECTION 2. This fiscal policy shall become effective March 12, 1996.

PASSED, APPROVED AND ADOPTED this 11th day of March, 1996.

[signed]  
Harold E. Hofmann, Mayor



# FINANCIAL POLICIES

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ATTEST:

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) SS  
CITY OF LAWNSDALE )

I, NEIL K. ROTH, City Clerk of the City of Lawndale, California, do hereby certify that the foregoing Resolution No. CC-9603-17 was duly adopted by the City Council of the City of Lawndale at a regular meeting of said City Council held on the 11th day of March, 1996, by the following roll call vote:

AYES: Hofmann, Rhodes, Rudolph, Marthens  
NOES: None  
ABSENT: Lagerquist  
ABSTAIN: None

[signed]  
Neil K. Roth, City Clerk



# FINANCIAL POLICIES

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## CITY OF LAWNSDALE FISCAL POLICY

The budget document is a policy statement and financial plan that allocates city resources such as personnel, materials, and equipment in tangible ways to achieve the general goal of a balanced community. It is, therefore, prudent for the City to have in place an adopted Fiscal Policy to guide the City Council and staff through the budget decision-making process.

The financial GOALS for the City of Lawnsdale Fiscal Policy, adopted by the City Council on March 11, 1996 are as follows:

### **GENERAL FUND RESERVES**

General fund reserves shall be defined as the excess of general fund revenues over general fund expenditures at the end of each fiscal year, plus the accumulated reserve balance of prior years. The reserve policy shall be as follows:

- The City shall accumulate and maintain general fund reserves totaling 100% of the annual general fund budget.
- The excess of revenues over expenditures in any given year shall be allocated according to the following formula until the 100% reserve goal has been reached:
  - Maintain in reserves a minimum of 15% of the annual general fund budget for maintenance and operations.
  - Maintain in reserves a minimum of 35% of the annual general fund budget for equipment and infrastructure improvements.
  - Maintain in reserves a minimum of 50% of the annual general fund budget for future emergencies.
- After the general fund reserves are built up to equal 100% of the annual general fund budget, then the City should build up the UDAG fund to maintain a total balance of \$10,000,000 plus accumulated interest in the Restricted UDAG fund as specified in the UDAG ordinance.

### **MANDATED PROGRAMS**

- Mandated programs will be identified in the annual budget and priority will be given to fund programs that are mandated by the state and federal governments or other agencies. Adequate funding will be provided to insure mandated programs can be completed in order to avoid penalties.

### **FACILITIES**

- The City should plan for new facilities only if operations and maintenance costs will not impact the operating budget.
- The City should provide adequate routine maintenance each year to avoid the high cost of deferred maintenance.



# FINANCIAL POLICIES

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## **NEW SERVICES**

- The City should add new services only when a need has been identified and when adequate staffing and funding sources have been provided.

## **PUBLIC SAFETY**

- The City should provide funding to maintain the safety of the citizens of Lawndale.
- Maximization of funding for law enforcement shall be a top priority.

## **OPERATIONAL EFFICIENCIES**

- The City should privatize city services when found to be cost effective with no loss of service levels.
- The City should provide staffing levels, which allow employees to respond promptly to service requests from the public.
- The City should utilize consultants and temporary help instead of hiring staff for special projects or for peak workload periods, but only if cost effective.
- The City should ensure that fee-supported services are staffed appropriately to properly render services for which customers have directly paid.
- The City should work through regional agencies to share costs for local and mandated programs whenever possible.

## **EMPLOYEE DEVELOPMENT**

- The City should attract and retain competent employees for the city workforce by compensating employees fairly and competitively.
- The City should provide adequate training opportunities.
- The City should ensure safe working conditions.
- The City should maintain a professional work environment.

## **ECONOMIC DEVELOPMENT**

- The City should promote programs to retain existing businesses and to attract new businesses that add to the City's economic base.
- The City should charge the redevelopment agency for its fair share of the cost of city support services.

## **FISCAL MANAGEMENT**

- The City should strive to maximize investment revenue while maintaining safety and liquidity.





# FINANCIAL POLICIES

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- The City should recover costs by charging fees for services that reflect the actual costs of providing such services.
- The City should review fees periodically to establish actual costs, adjust existing fees, and establish new fees as needed.
- The City should utilize grants and subsidies from other agencies whenever possible and cost effective.



# STATEMENT OF INVESTMENT POLICY

## PURPOSE

The purpose of this statement is to comply with California Government Code Sections 16481.2, 53600 et seq. and 53646 and to provide clear guidelines for the prudent investment of the City's pooled cash assets.

## OBJECTIVE

The City's cash management system is designed to accurately monitor and forecast expenditures and revenues, thus enabling the City to invest funds to the fullest extent possible. The City attempts to receive the highest yield obtainable as long as investments meet the criteria established for safety and liquidity.

## POLICY

In compliance with Section 53600.3 of the Government Code, the City of Lawndale manages its pooled cash assets under the Prudent Person Rule (Probate Code Section 16040, et seq.). (See Exhibit "B".) This allows the City a number of investment opportunities as long as the investment is deemed prudent, does not exceed five years to maturity (unless previously approved in advance of the investment by the City Council by resolution), and is allowable under current legislation of the State of California (California Government Code Section 53600 et seq.).

Criteria for selecting investments and the order of priority are:

1. **Safety.** Safety of principal is the foremost objective of the City of Lawndale. Each investment transaction shall seek to ensure that capital losses are avoided, whether from institution default, broker-dealer default or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk - credit risk and market risk.

- A. **Credit Risk:** Credit risk, defined as the risk of loss due to failure of an issuer of a security, shall be mitigated by investing only in very safe institutions and by diversifying the funds so that the failure of any one issuer would not unduly harm the City's cash position. Investments must be limited to securities backed by the full faith and

credit of: (1) the federal government, (2) other governmental agencies, or (3) agencies and institutions with collateral, including assets and insurance, assuring similar risk.

- B. **Market Risk:** The risk of market value fluctuations due to overall changes in the general level of interest rates shall be mitigated by limiting the weighted average maturity of the City's funds to no more than three years.

2. **Liquidity.** Liquidity is the second most important objective of the City of Lawndale. This refers to the ability to "cash in" at any moment in time with a minimal chance of losing some portion of principal or accrued interest. Liquidity is an important quality especially when the need for unexpected funds occurs.

3. **Yield.** (Return on Investment). Yield is the potential dollar earnings an investment can provide and sometimes is described as the rate of return. The City desires to obtain the highest possible rate of return consistent with the foremost objectives of safety and liquidity.

This policy will enhance the economic status of the City of Lawndale by (a) safeguarding the pooled cash assets of the City and (b) ensuring that the City receives the highest possible rate of return on its money commensurate with the priority of safety. The basic premise underlying the City's investment philosophy is to ensure that the City's cash assets are always safe and available when needed.

## INVESTMENT AUTHORITY

The City's Investment Officer and the City Manager, acting jointly, are authorized to make investments on behalf of the City of Lawndale. Such investments shall be limited to the following instruments authorized under California Government Code Sections 53601, 53635, 53684 and 16429.1 and further described in Appendix "A":

1. Local Agency Investment Fund (LAIF) (State Pool) Demand Deposits.
2. Certificates of Deposit (or Time Deposits) placed with commercial banks and/or savings and loan companies and/or savings banks with an office in the State of California, not to exceed one hundred thousand dollars



# STATEMENT OF INVESTMENT POLICY

(\$100,000) in any single account with the same institution.

3. Passbook Savings Account Demand Deposits, not to exceed one hundred thousand dollars (\$100,000) in any single account with the same institution.
4. Bonds, notes or other evidence of indebtedness of any local agency within the state or a department, board, agency or authority of the local agency.

The following investments may only be made with the prior approval of the City Council by Resolution, which approval must be renewed each year at the time of filing the annual Statement of Investment Policy:

1. Securities of the United States Government or its agencies for which the full faith and credit of the United States is pledged for payment of principal and interest.
2. Los Angeles County Treasurer's Municipal Investment Pool not to exceed 5% of the total County pool.
3. Money Market Mutual Funds (with \$1 net asset value) with the total investment in a single fund family not to exceed 5% of the total pooled cash assets of the City.
4. Bankers Acceptances.
5. Small Business Administration Loans
6. Negotiable Certificates of Deposit
7. Mortgage Backed Securities (GNMA, FHLMC, etc.)
8. Any investment of funds which, when aggregated with all other investments, will cause the investment in securities with a maturity greater than two years to exceed thirty percent (30%) of the total pooled City funds.

The City's Investment Officer and the City Manager shall purchase investment securities directly from the issuer or in accordance with California Government Code Section 53601.5.

## INELIGIBLE INVESTMENTS

Investments not described herein, including, but not limited to, common stocks, commercial paper, repurchase agreements, reverse repurchase agreements, futures, options and

derivatives are prohibited from use as City investment vehicles. The City also shall not make leveraged investments, investments made on margin or any other investment made possible through the use of funds borrowed exclusively for the purpose of financing investments.

## SAFEKEEPING OF INVESTMENT SECURITIES

To protect against potential losses caused by the collapse of individual securities broker/dealers all securities owned by the City shall be held in third party safekeeping by the trust department of the City's bank or other designated third party trust, in the City's name and control, under the terms of a custody agreement executed by the trust institution and the City. All securities will be received and delivered using standard delivery-vs.-payment (DVP) procedures.

## TRANSFER OF INVESTMENT FUNDS

The transferring of investment funds will be carried out by use of telephone or electronic wire transfers. Each entity with which the City does business shall receive, in writing from the City Treasurer, a listing which limits transfers of funds to pre-authorized bank accounts only. The listing will also contain the names of the City staff authorized to request such transfers and will be updated, in writing, for all changes of authorized staff and bank accounts as necessary.

## INSTITUTIONAL CRITERIA

The City shall transact business only with banks, savings and loans, direct issuers and registered investment securities dealers.

The purchase by the City of any investment, other than those purchased directly from the issuer, shall be purchased directly from an institution licensed by the State as a broker/dealer, as defined in Section 25004 of the Corporations Code, who is a member of the National Association of Securities Dealers, or a member of a Federally regulated securities



# STATEMENT OF INVESTMENT POLICY

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exchange, a National or State Chartered Bank, a Federal or State Association (as defined by Section 5102 of the Financial Code), or a brokerage firm designated as a Primary Government Dealer by the Federal Reserve Bank.

Savings and loan and banking institutions with whom the City shall deposit or invest its funds shall be financially responsible and meet, at a minimum, the following criteria:

1. The institution shall have been in business at least five (5) years.
2. Assets shall be greater than fifty million dollars (\$50,000,000).
3. Net worth to asset ratio shall be 3.5 to 1 or greater.
4. Subordinated debt shall not be considered part of net worth.
5. Deposits in certificates of deposit cannot exceed sixty percent (60%) of total portfolio.
6. Interest shall be paid monthly and at maturity.
7. The institution shall submit audited financial statements.

## REPORTING

In accordance with California Government Code Section 53646(b), the City Treasurer shall render, at least quarterly, reports to the City Manager and City Council showing: (a) type of investment, (b) institution, (c) date of maturity, (d) amount of deposit, (e) current market value, (f) rate of interest on each security, and (g) such other data as the City Council may, from time to time, specify.

## POLICY REVIEW

In accordance with California Government Code Section 53646(a), the City Treasurer shall annually render to the City Manager and City Council a Statement of Investment Policy, which statement shall be adopted by Resolution of the City Council.

To ensure a statement, which is consistent with any new relevant legislation and financial trends, the City Treasurer shall periodically report to the City Manager and City Council proposed changes and amendments to this document for review and approval.



# STATEMENT OF INVESTMENT POLICY

## EXHIBIT "A"

### DESCRIPTION OF INVESTMENTS

Surplus funds of local agencies may only be invested in certain eligible securities. The City of Lawndale invests only in those allowable securities under the State of California statutes:

(California Government Code Sections 53601, 53635, 53684 and 16429.1).

#### LOCAL AGENCY-INVESTMENT FUND

The Local Agency Investment Fund (LAIF) of the State of California offers high liquidity because deposits can be wired to the City/Agency checking account in twenty-four hours. Interest is compounded on a daily basis.

LAIF is a special fund in the State Treasury, which local agencies may use to deposit funds for investment. There is no minimum investment period and the minimum transaction is \$5,000, in multiples of \$1,000 above that, with a maximum of \$ 30,000,000 for any agency. All interest is distributed to those agencies participating on a proportionate share determined by the amounts deposited and the length of time of the deposit. Interest is paid quarterly and deposited directly into the account on the 15th day of the month following the close of the quarter. The State keeps an amount for the reasonable costs of administration not to exceed one-quarter of one percent of the gross earnings.

Interest rates are fairly high because of the pooling of the State surplus cash with the surplus cash deposited by local governments. This creates a multibillion-dollar money pool and allows diversified investments. In a high interest rate market, the City may produce higher yields than can LAIF, but in times of low interest rates, LAIF yields are generally higher.

#### CERTIFICATES OF DEPOSIT

Certificates of Deposit (CD's) are time deposits made primarily with major deposit and lending institutions. They allow the investor to select the exact amount and day of maturity as well as the depository of choice. Certificates of Deposit are issued in any amount for periods of time as short as fourteen days and as long as several years.

Certificates of Deposit are insured for up to \$100,000 when made with members of the Federal Deposit Insurance Corporation (FDIC). CD's made above this amount with any one institution should be collateralized at 110% by the institution with government securities or 150% with mortgages. The City of Lawndale does not purchase CD's of over \$100,000 in any given institution.

#### PASSBOOK SAVINGS ACCOUNTS

Passbook savings accounts are demand deposits in major deposit and lending institutions that allow the investor to transfer money from checking to savings and earn short-term interest on odd amounts of money, which are not available for longer investment.

Passbook savings accounts are open-ended (i.e. they have no fixed term) and funds may be withdrawn at any time with no penalties. They are also insured up to \$100,000 when made with members of the FDIC. They are among the safest investments and earn very low rates of interest. Generally, because of the high degree of flexibility and the low yield, these investments are made with convenience as the objective rather than yield and are usually for small amounts.

#### NOTES, BONDS AND LOANS OF LOCAL AGENCIES WITHIN THE STATE INCLUDING BOARDS AND AGENCIES OF A LOCAL AGENCY

These investments are loans directly to the City's Redevelopment Agency and allow for a secure guaranteed rate of return that will be repaid from the Redevelopment Agency's tax increments (property taxes). Agency's Board (City Council) and City Council control the terms of the loan arrangement.

#### U. S. TREASURY SECURITIES

U.S. Treasury securities are considered the safest of all investments and are also highly liquid.



# STATEMENT OF INVESTMENT POLICY

U.S. TREASURY BILLS are direct obligations of the United States Government. They are issued weekly with maturity dates up to one year. They are issued and traded on a discount basis and the interest is computed on a 360-day basis. They are issued in amounts of \$10,000 and up, in multiples of \$5,000. They are a highly liquid and low market risk investment vehicle.

U.S. TREASURY NOTES are direct obligations of the United States Government. They are issued throughout the year with maturities of 2, 3, 4, 5, 7, and 10 years. Notes are coupon securities paying interest every six months. These intermediate term securities are moderately volatile in a changing interest rate environment and are not considered to be low market risk investments.

U.S. TREASURY BONDS are direct obligations of the United States Government. Bonds are defined as coupon securities with maturities exceeding 10 years and are generally issued with 15, 20 or 30-year original maturities. These long-term bonds are highly volatile in a changing interest rate environment and are not considered low market risk investments.

## FEDERAL AGENCY SECURITIES

Federal Agency securities are highly liquid and considered credit risk free. They are guaranteed directly or indirectly by the United States Government. All agency obligations qualify as legal investments and are acceptable as security for public deposits. They usually provide higher yields than regular Treasury issues with all of the same advantages. Examples are:

FNMA's (Federal National Mortgage Association) are used to assist the home mortgage market by purchasing mortgages insured by the Federal Housing Administration and the Farmers Home Administration, as well as those guaranteed by the Veterans Administration.

FHLB's (Federal Home Loan Bank Notes and Bonds) are issued by the Federal Home Loan Bank System to help finance the housing industry. The notes and bonds provide liquidity and home mortgage credit to savings and loan associations, mutual savings banks, cooperative banks, insurance companies and mortgage lending institutions.

Other Federal Agency Issues include Federal Intermediate Credit Bank Debentures (FICB), Federal Farm Credit Bank (FFCB), Federal Land Bank Bonds (FLB), Small Business Administration Notes (SBA's), Government National Mortgage Association Notes (GNMA's), Tennessee Valley Authority Notes (TVA's), and Student Loan Association Notes (SALLIE MAE's).

While these investments are virtually credit risk free, they must be held to maturity to receive the guaranteed principal and interest. They are subject to the same market risks as similar non-government securities and not ordinarily invested in by the City of Lawndale.

## LOS ANGELES COUNTY POOLED FUND

The Los Angeles County Pooled Fund is similar to the State of California Local Agency Investment Fund (LAIF). The County Fund provides protection, liquidity and higher than market rates for short-term securities.

Los Angeles County manages a multi-billion dollar portfolio serving school districts and other special districts. This pooled fund is managed by the County Treasurer and interest is competitive to money market rates. There are no restrictions to the number of transactions or dollar amount of deposits. The funds deposited by a local agency in the County Pooled Fund cannot be attached by the County.

All interest is distributed to those agencies participating on a proportionate share determined by the amounts deposited and the length of time of deposit. Interest is posted quarterly. The County keeps an amount for reasonable administrative costs of the pool, which historically has ranged from 0.14% to 0.18% of the pooled fund average daily balance.

## MUTUAL FUND

Money Market Mutual Funds are another authorized investment allowing the City to maintain liquidity, receive competitive money market rates and remain diversified in pooled investments.

Mutual Funds are referred to in the California Government Code Section 53601(L) as "shares



# STATEMENT OF INVESTMENT POLICY

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of beneficial interests issued by diversified management companies". The Mutual Fund must be restricted by its by-laws to the same investments allowed to the local agency. These investments are Treasury issues, Agency issues, Bankers Acceptances, Commercial Paper, Certificates of Deposit and Negotiable Certificates of Deposit. The quality rating and percentage restrictions in each investment category applicable to the local agency also applies to the Mutual Fund.

The purchase price of shares of the mutual fund shall not include any sales commission. Investments in mutual funds shall not exceed fifteen percent of the local agency's surplus money.

## **BANKERS ACCEPTANCES**

Bankers Acceptances are frequently the highest in yield among short-term investments, are relatively safe and are highly liquid.

A Bankers Acceptance is a short-term credit arrangement that enables businesses to obtain funds to finance commercial transactions. It is a time draft drawn on a bank by an exporter or importer to obtain funds to pay for specific merchandise. By its acceptance, the bank becomes primarily liable for the payment of the draft at its maturity. An acceptance is a high-

grade negotiable instrument. Acceptances are purchased in various denominations for 30, 60 or 90 days but not longer than 180 days. The interest is calculated on a 360-day discount basis similar to Treasury Bills. Local agencies may not invest more than forty percent of their surplus in Bankers Acceptances.

## **NEGOTIABLE CERTIFICATES OF DEPOSIT**

Negotiable Certificates of Deposit (NCD's) are high-grade negotiable instruments, paying a higher interest rate than regular certificates of deposit. They are liquid because they can be traded in the secondary market.

Negotiable Certificates of Deposit are unsecured obligations of the financial institution, bank or savings and loan, bought at par value with promise to pay face value plus accrued interest at maturity. The primary market issuance is in multiples of \$1 million; the secondary market usually trades in denominations of \$500,000 although smaller lots are occasionally available. This instrument has not been generally used by the City.



## EXHIBIT "B"

### PRUDENT PERSON RULE (California Probate Code)

#### ARTICLE 2. TRUSTEE'S STANDARD OF CARE

##### Section 16040. Standard of care ("Prudent Person Rule")

(a) The trustee shall administer the trust with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims to accomplish the purposes of the trust as determined from the trust instrument.

(b) When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing trust property, the trustee shall act with the care, skill, prudence, and diligence under the circumstances then prevailing, including but not

limited to the general economic conditions and the anticipated needs of the trust and its beneficiaries, that a prudent person acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of like character and with like aims to accomplish the purposes of the trust as determined from the trust instrument. In the course of administering the trust pursuant to this standard, individual investments shall be considered as part of an overall investment strategy.

(c) The settlor may expand or restrict the standards provided in subdivisions (a) and (b) by express provisions in the trust instrument. A trustee is not liable to a beneficiary for the trustee's good faith reliance on these express provisions.





# APPROPRIATIONS LIMIT

Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, was adopted by California voters in 1980 and placed limits on the amount of proceeds of taxes that State and local agencies can appropriate and spend each year.

The limit is different for every agency and changes each year. The annual limit is based on the amount of tax proceeds that were authorized to be spent in FY 1978-79, modified for changes in inflation and population. Inflationary adjustments are based on increases in the California per capita income or the increase in non-residential assessed valuation due to new construction. An adjustment is also made based on changes in Lawndale's population or County population.

For FY 2017-18, the estimated tax proceeds appropriated by the Lawndale City Council are under the Limit. The adjusted Appropriation Limit for FY 2017-18 is \$32,440,359.

This is the maximum amount of tax proceeds the City is able to appropriate and spend in FY 2017-18. The appropriations subject to the Limit are \$10,056,563 leaving the City with an appropriations capacity under the Limit of \$22,383,796.

Section 7910 of the State Government Code requires a governing body to annually adopt, by resolution, an Appropriations Limit for the upcoming fiscal year.

## SPENDING CALCULATION FOR FY 2017-18

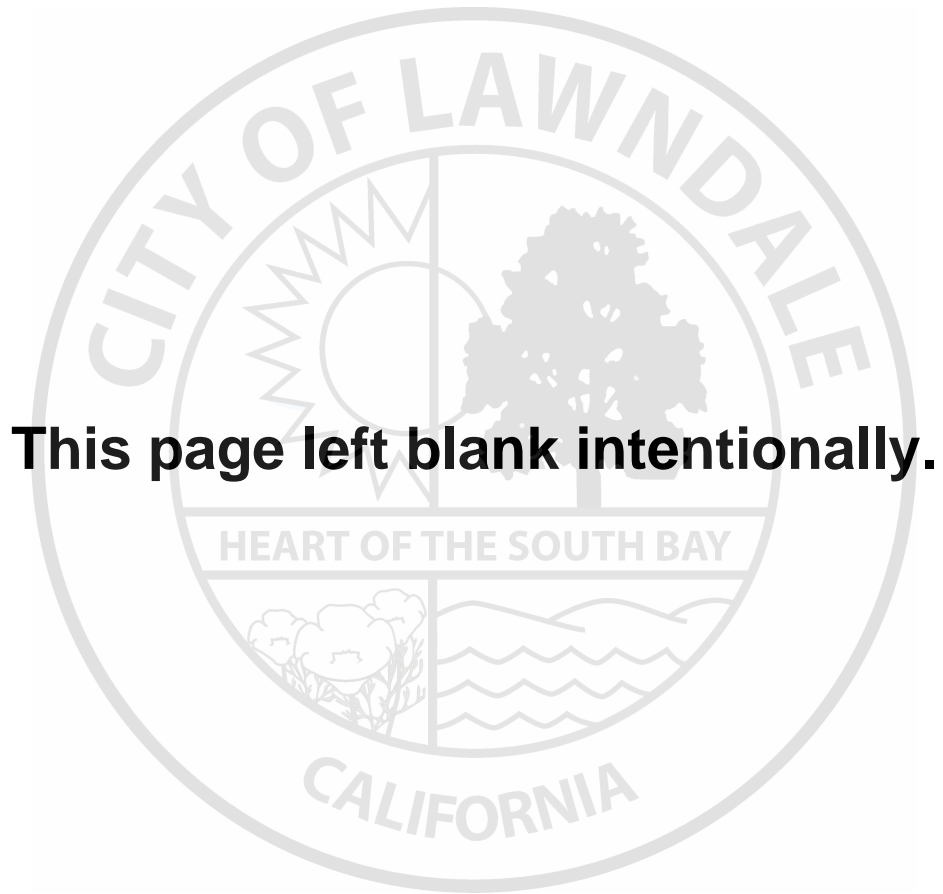
### Appropriations subject to limit

FY 2017-18 Revenues (all funds)	\$27,181,050
Less: Non-proceeds of tax	13,331,096
Less: Appropriation from Reserves	<u>3,793,391</u>
<b>Total appropriations subject to limit</b>	<b><u>\$ 10,296,563</u></b>

### Appropriation limit

FY 2016-17 appropriation limit		\$31,279,653
A. Population adjustment	1.0002	
(Based on change in City's population)		
B. Change in CPI	1.0369	
<b>Total Annual Adjustment = (A multiplied by B)</b>	<b>1.0371074</b>	
Increase in appropriation limit		<u>\$ 1,160,706</u>
<b>FY 2017-18 appropriation limit</b>		<b><u>\$32,440,359</u></b>
Remaining appropriation capacity (deficit)		<u>\$22,383,796</u>
<b>Available capacity as a percent of appropriation limit</b>		<b>68.99%</b>





# SUMMARIES

## CITY-WIDE FUND BALANCE June 30, 2018

Fund	Title	Starting Balance 07/01/17	Projected Revenues FY 2017-18	Projected Expenditures FY 2017-18	Increase (Use) of Fund Balance	Projected Fund Balance FY 2017-18
100	General Fund	16,175,259	13,493,584	13,746,978	(253,394)	15,921,865
201	Gas Tax Fund	120,327	939,133	1,048,156	(109,023)	11,304
202	Air Quality Management Dist.	83,373	213,100	285,000	(71,900)	11,473
203	TDA Bikeways Fund		26,000	20,000		
206	Prop A - Local Transit Program	1,042,994	657,840	870,676	(212,836)	830,157
207	Prop C - Local Transit Program	2,332,830	523,246	1,378,361	(855,115)	1,477,715
208	STPL Grant	11,378				11,378
210	Narcotics Forfeiture Fund	53,690	350		350	54,040
211	State Cops Grant	20,950	100,050	121,000	(20,950)	
213	CA Law Enforcement Equipment	15,468				15,468
214	Community Development Block Grant		633,937	633,937		
215	Restricted Urban Development	6,619,369	1,500	458,911	(457,411)	6,161,958
217	Lawndale Cable Usage Corp.	159,661	33,580	33,000	580	160,241
218	Hawthorne Blvd. Maintenance Fund		185,000	185,000		
227	Dept of Conservation Grant	95,101	9,000		9,000	104,101
234	Justice Assistance Grant		15,000	15,000		
236	Park Development Fund	9,616	525		525	10,141
239	SAFETEA-LU	9,648	1,731,320	1,731,320		9,648
240	Prop C 25 Grant		1,993,186	1,993,186		
243	Metro STP-L		38,960	38,960		
244	Measure R	144,181	388,567	409,669	(21,102)	123,079
271	STP-L Metro Exchange		300,000	300,000		
300	Lawndale Housing Authority	1,676,679	236,000	258,109		1,676,679
304	Successor Agency - LRA	11,489	254,090	254,090		11,489
305	Successor Agency - Debt Services		2,549,789	2,549,039		
*306	Successor Agency - Disbursement FD		2,852,293	2,852,293		
307	2009 TABS	1,802,114	5,000	1,807,114	(1,802,114)	
		<b>30,384,127</b>	<b>27,181,050</b>	<b>30,989,800</b>	<b>(3,793,391)</b>	<b>26,590,737</b>

\* Holding account per Department of Finance



# SUMMARIES

## Expenditure Summary - All Funds

DESCRIPTION	ACTUAL 15-16	PROJECTED ACTUAL 16-17	AMENDED BUDGET 16-17	ADOPTED BUDGET 17-18	VARIANCE
100 GENERAL FUND	12,883,636	13,625,613	14,028,428	13,746,978	(281,449)
201 GAS TAX FUND	897,216	900,020	1,025,520	1,048,156	22,635
202 AQMD FUND		30,000	10,000	285,000	275,000
203 TDA FUND	36,717	4,200	44,000	20,000	(24,000)
206 PROP A FUNDS	569,715	624,091	702,547	870,676	168,129
207 PROP C FUNDS	530,386	275,779	1,286,490	1,378,361	91,870
211 STATE COPS GRANT FUND	114,480	123,735	123,735	121,000	(2,735)
214 CDBG FUND	305,037	249,209	249,209	633,937	384,729
215 RESTRICTED UDAG FUND	714,345	185,307	190,307	458,911	268,604
217 CATV ACCESS FUND	113		93,000	33,000	(60,000)
218 HAWTHORNE MAINTENANCE	178,688	185,000	205,000	185,000	(20,000)
234 JUSTICE ASSISTED GRANT	12,012	15,000	15,000	15,000	
239 SAFETEA-LU				1,731,320	1,731,320
240 PROP C 25 GRANT	79,411			1,993,186	1,993,186
243 METRO STP-L		46,000	480,000	38,960	(441,040)
244 MEASURE R	340,055	442,510	477,208	409,669	(67,538)
260 MEASURE R GRANT	7,554				
261 PROP C 25%	16,165				
262 MEASURE R GRANT-TRAF SIG IMPR	738,156	14,286	697,577		(697,577)
265 METRO STP-L EXCHANGE	77,931				
266 HAZMAT GRNT	21,672				
267 LA CO PRK GRANT-TEEN CTR	14,932		400,000		(400,000)
270 LOCAL TRANSPORTATION FUNDS		3,295	15,915		(15,915)
271 STP-L METRO EXCHANGE				300,000	300,000
300 LAWDALE HOUSING AUTHORITY	187,428	194,009	268,493	258,109	(10,384)
304 SUCCESSOR AGENCY LRA	748,087	259,401	264,096	254,090	(10,006)
305 SUCCESSOR AGENCY-DEBT SERV	1,549,403	2,134,426	2,134,426	2,549,039	414,613
306 SUCCESSOR AGENCY-DISBURS FD	2,907,261	2,499,378	2,499,378	2,852,293	352,915
307 2009 TABS	710,902	169,550	1,077,524	1,807,114	729,590
<b>TOTAL EXPENDITURES</b>	<b>23,870,456</b>	<b>21,980,808</b>	<b>26,287,853</b>	<b>30,989,800</b>	<b>4,701,947</b>



# REVENUE DETAIL ALL FUNDS

## Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL	PROJECTED	AMENDED	ADOPTED	VARIANCE
		15-16	ACTUAL 16-17	BUDGET 16-17	BUDGET 17-18	
<b><u>GENERAL FUND</u></b>						
<b>Taxes</b>						
100-400.110	Property Tax (AB 1197)	1,202,970	1,255,122	1,255,122	1,255,122	
100-400.140	Property Transfer Tax	61,269	61,300	60,000	61,000	1,000
100-400.200	Sales Tax	3,043,063	2,802,675	2,802,675	2,851,000	48,325
100-400.300	Franchise Fees	617,502	617,000	600,000	617,000	17,000
100-400.401	Franchise Fees (AB939)	142,815	153,000	153,000	153,000	
100-400.500	Transient Occupancy Tax	634,358	634,000	630,000	634,000	4,000
100-400.600	Utility Users Tax	1,890,350	2,095,000	2,095,000	2,095,000	
100-400.700	Motor Vehicle In-Lieu	3,124,004	3,241,020	3,241,020	3,378,496	137,476
	<b>Total Taxes</b>	<b>10,716,331</b>	<b>10,859,117</b>	<b>10,836,817</b>	<b>11,044,618</b>	<b>207,801</b>
<b>Licenses &amp; Permits</b>						
100-410.100	Business Licenses	448,574	465,000	465,000	465,000	
100-410.101	Yard Sale Permits	2,039	2,000	2,000	2,000	
100-410.103	Tobacco License	3,600	6,000	6,000	6,000	
100-410.104	BL-SB1186	1,951	2,000	2,000	2,000	
100-410.110	Dog Licenses	18,928	18,500	17,000	40,000	23,000
100-410.120	Alarm Permits	20,063	25,000	25,000	25,000	
	<b>Total Licenses &amp; Permits</b>	<b>495,155</b>	<b>518,500</b>	<b>517,000</b>	<b>540,000</b>	<b>23,000</b>
<b>Court &amp; Traffic Fines</b>						
100-430.200	Court Fines	82,081	65,000	62,000	80,000	18,000
100-430.300	Parking Citations	403,364	440,000	440,000	405,000	(35,000)
100-430.400	Parking Bail - DMV	199,286	160,000	160,000	199,000	39,000
	<b>Total Court &amp; Traffic Fines</b>	<b>684,731</b>	<b>665,000</b>	<b>662,000</b>	<b>684,000</b>	<b>22,000</b>
<b>Use of Money &amp; Property</b>						
100-425.100	Rental Income	3,546	9,000	9,000	9,000	
100-435.100	Interest on Investments	35,273	43,000	43,000	50,000	7,000
	<b>Total Use of Money &amp; Property</b>	<b>38,819</b>	<b>52,000</b>	<b>52,000</b>	<b>59,000</b>	<b>7,000</b>
<b>Charges for Service</b>						
100-410.130	Excavation Permits	58,845	80,000	80,000	80,000	
100-410.150	Industrial Waste Permits	28,317	35,000	35,000	35,000	
100-421.100	Planning Fees - General	58,256	60,000	60,000	60,000	
100-422.100	Building Permit Fees	219,264	249,000	249,000	249,000	
100-422.110	Building Plan Check Fees	55,910	66,574	51,400	51,400	
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		5,000	5,000	5,000	
100-424.120	Recreation Fees - Participant	94,168	97,000	97,000	97,000	
100-424.150	Recreation Fees - Sports	35,420	37,000	37,000	37,000	
100-425-101	Community Center Rental Fees	57,814	52,000	52,000	52,000	
100-425-102	CC-Administration Fees	3,300	2,400	2,400	2,400	
100-425-103	CC-Recreation Staff Fees	26,005	27,300	27,300	27,300	
100-425-104	CC-Maintenance Fees	8,055	7,300	7,300	7,300	
100-425-105	CC-Utility Fees	1,368	1,150	1,150	1,150	
100-425-106	CC- Rental Insurance Fees	2,299	2,500	2,500	2,500	
100-425.500	Vehicle Impound Fees	31,360	30,000	30,000	30,000	
	<b>Total Charges for Services</b>	<b>680,381</b>	<b>757,724</b>	<b>742,550</b>	<b>742,550</b>	



# REVENUE DETAIL ALL FUNDS

## Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL	PROJECTED	AMENDED	ADOPTED	VARIANCE
		15-16	ACTUAL 16-17	BUDGET 16-17	BUDGET 17-18	
<b>Other Revenue</b>						
100-430.500	Case Fines/Payments	7,746	3,000	3,000	3,000	
100-430.100	Prop Damage Reimb	33,674	8,000	8,000	8,000	
100-435.200	Interest on LRA Loan	54,987	129,000	129,000		(129,000)
100-435.300	Sale of City Property	6,977	7,000	7,000	7,000	
100-435.401	Loan Repayment	8,841		3,625		(3,625)
100-440.100	Donations/Contributions	530	5,200	1,800	1,800	
100-440.200	Donations-Community Services		3,000	3,000	3,000	
100-440.300	Donations-Seniors	2,396	1,400	1,400	1,400	
100-450.100	Miscellaneous Revenue	79,038	65,000	50,000	122,000	72,000
100-450.110	Insurance Rebate	213	1,300	1,300	1,300	
100-465.500	Reimb. of State Mandates	55,101	60,000	60,000	60,000	
100-465.600	Off Highway Vehicle License		1,000	1,000	1,000	
	Total Other Revenue	<u>249,503</u>	<u>283,900</u>	<u>269,125</u>	<u>208,500</u>	<u>(60,625)</u>
100-480.100	Operating Transfer In		214,916	214,916	214,916	
<b>GENERAL FUND TOTAL</b>		<u>12,864,920</u>	<u>13,351,157</u>	<u>13,294,408</u>	<u>13,493,584</u>	<u>199,176</u>



# REVENUE DETAIL ALL FUNDS

## Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 15-16	PROJECTED ACTUAL 16-17	AMENDED BUDGET 16-17	ADOPTED BUDGET 17-18	VARIANCE
<b><u>GAS TAX FUND</u></b>						
201-435.100	Interest on Investments	1,727	1,000	1,000	1,000	
201-465-109	Gas Tax 2103	165,590	255,957	255,957	134,111	(121,846)
201-465.110	Gas Tax 2105	187,541	208,624	208,624	194,687	(13,937)
201-465.120	Gas Tax 2106	114,782	106,708	106,708	122,385	15,677
201-465.130	Gas Tax 2107	250,205	289,708	289,708	251,508	(38,200)
201-465.140	Gas Tax 2107.5	6,000	6,000	6,000	6,000	
201-465.150	Rehab				191,455	191,455
201-465-160	Loan Repayment				37,987	37,987
	<b>GAS TAX TOTAL</b>	<b>725,845</b>	<b>867,997</b>	<b>867,997</b>	<b>939,133</b>	<b>71,136</b>
<b><u>AQMD FUND</u></b>						
202-435.100	AQMD - Interest on Investments	321	100	100	100	
202-465.410	AQMD Allocation	42,423	38,000	38,000	38,000	
202-465.415	AQMD Grant				175,000	175,000
	<b>AQMD TOTAL</b>	<b>42,744</b>	<b>38,100</b>	<b>38,100</b>	<b>213,100</b>	
<b><u>TDA BIKEWAYS FUND</u></b>						
203-465.400	Transportation Develop. Act	36,710	4,200	44,000	26,000	(18,000)
	<b>TDA TOTAL</b>	<b>36,710</b>	<b>4,200</b>	<b>44,000</b>	<b>26,000</b>	<b>(18,000)</b>
<b><u>PROP A FUNDS</u></b>						
206-425.200	Local Transit-Trolley Fares	852	360	360	360	
206-435.100	Interest on Investments	7,125	2,500	2,500	2,500	
206-450.100	Misc Revenue	72,915	32,000		32,000	32,000
206-465.440	Proposition A Rapid Transit	599,774	612,020	612,020	622,980	10,960
	<b>PROP A TOTAL</b>	<b>680,666</b>	<b>646,880</b>	<b>614,880</b>	<b>657,840</b>	<b>42,960</b>
<b><u>PROP C FUNDS</u></b>						
207-435.100	Interest on Investments	15,768	15,000	6,500	6,500	
207-465.430	Proposition C Allocation	497,155	507,654	507,654	516,746	9,092
	<b>PROP C TOTAL</b>	<b>512,923</b>	<b>522,654</b>	<b>514,154</b>	<b>523,246</b>	<b>9,092</b>
<b><u>STATE TRANSIT PROGRAM LOCAL</u></b>						
208-435.100	Interest-Investments	76				
	<b>ST. TRANSPORTATION TOTA</b>	<b>76</b>				
<b><u>ASSET FORFEITURE FUND</u></b>						
210-435.100	Interest on Investments	371		120	350	
	<b>ASSET FORFEITURE TOTAL</b>	<b>371</b>		<b>120</b>	<b>350</b>	
<b><u>STATE COPS GRANT FUND</u></b>						
211-435.100	State COPS - Interest	262	200	50	50	
211-465.200	State COPS Grant	114,618	100,000	100,000	100,000	
	<b>STATE COPS TOTAL</b>	<b>114,880</b>	<b>100,200</b>	<b>100,050</b>	<b>100,050</b>	



# REVENUE DETAIL ALL FUNDS

## Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 15-16	PROJECTED ACTUAL 16-17	AMENDED BUDGET 16-17	ADOPTED BUDGET 17-18	VARIANCE
<b><u>CDBG FUND</u></b>						
214-460.300	CDBG	318,072	301,574	301,574	633,937	332,363
	<b>CDBG TOTAL</b>	<b>318,072</b>	<b>301,574</b>	<b>301,574</b>	<b>633,937</b>	<b>332,363</b>
<b><u>RESTRICTED UDAG FUND</u></b>						
215-435.100	Interest on Investments	1,738	1,000	1,500	1,500	
215-435-200	Interest -LRA Advance	40,389				
	<b>UDAG TOTAL</b>	<b>42,127</b>	<b>1,000</b>	<b>1,500</b>	<b>1,500</b>	
<b><u>CATV ACCESS FUND</u></b>						
217-425.400	CATV Access Fees	65,682	33,300	33,300	33,300	
217-435.100	Interest - Investments	642	30	30	30	
217-450.100	Miscellaneous Revenue	93	250	250	250	
	<b>CATV ACCESS TOTAL</b>	<b>66,417</b>	<b>33,580</b>	<b>33,580</b>	<b>33,580</b>	
<b><u>HAWTHORNE BLVD. MAINTENANCE FUND</u></b>						
218-480.100	Transfer In	178,688	185,000	205,000	185,000	
	<b>HAWTHOR. BLVD. MAINT TOT</b>	<b>178,688</b>	<b>185,000</b>	<b>205,000</b>	<b>185,000</b>	
<b><u>DEPT OF CONSERVATION GRANT</u></b>						
227-466.100	Dept of Conservation Grant	9,010	9,000	9,000	9,000	
	<b>DEPT OF CONSERVATION</b>	<b>9,010</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	
<b><u>JUSTICE ASSISTED GRANT</u></b>						
234-465.250	Justice Assisted Grant	23,546	15,000	15,000	15,000	
	<b>JUSTICE ASSISTED GRANT</b>	<b>23,546</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	
<b><u>PARK DEVELOPMENT FUND</u></b>						
236-420.100	Park Development Fees		500	1,000	500	
236-435.100	Interest - Investments	60	60	25	25	
	<b>PARK DEVELOPMENT FUND</b>	<b>60</b>	<b>560</b>	<b>1,025</b>	<b>525</b>	
<b><u>PROP 1B</u></b>						
238-435.100	Interest - Investments	41				
	<b>PROP 1B</b>	<b>41</b>				





# REVENUE DETAIL ALL FUNDS

## Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 15-16	PROJECTED ACTUAL 16-17	AMENDED BUDGET 16-17	ADOPTED BUDGET 17-18	VARIANCE
<b><u>SAFETEA-LU</u></b>						
239-465.451	Grants	64		102,060	1,731,320	1,629,260
	2003 URBAN DEVELOPMENT	64		102,060	1,731,320	1,629,260
<b><u>PROP C 25 GRANT</u></b>						
240-465.450	Prop C 25 Grant	11,269			1,993,186	1,993,186
	PROP C 25 GRANT	11,269			1,993,186	1,993,186
<b><u>METRO STP</u></b>						
243-435.100	Interest - Investments					
243-465.451	Grants		87,024	520,879	38,960	
	METRO STP		87,024	520,879	38,960	
<b><u>MEASURE R</u></b>						
244-435.100	Interest - Investments	1,131	1,000	1,000	1,000	
244-465.451	Grants	373,348	380,712	380,712	387,567	6,855
	MEASURE R	374,479	381,712	381,712	388,567	6,855
<b><u>DRI GRANT</u></b>						
259-465.451	Grants	144,559				
	DRI GRANT	144,559				
<b><u>MEASURE R GRANT</u></b>						
260-465.451	Grants	5,985				
	MEASURE R GRANT	5,985				
<b><u>MEASURE R GRNT TRAFF SIG IMPR</u></b>						
262-465.451	Grants	424,696	349,106			
	MEASURE R GRNT TRAFF SIG	424,696	349,106			
<b><u>METRO STPL EXHANG 2014</u></b>						
265-435.100	Interest - Investments	3,032				
265-465.451	Grants					
	METRO STPL EXHANG 2014	3,032				



# REVENUE DETAIL ALL FUNDS

## Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 15-16	PROJECTED ACTUAL 16-17	AMENDED BUDGET 16-17	ADOPTED BUDGET 17-18	VARIANCE
<b><u>HAZMAT GRT (HMEP)</u></b>						
266-465.451	Grants	30,988				
	<b>HAZMAT GRANT</b>	<b>30,988</b>				
<b><u>LOCAL TRANS FUNDS</u></b>						
270-465.451	Grants			15,915		(15,915)
	<b>LOCAL TRANS FUNDS</b>			<b>15,915</b>		<b>(15,915)</b>
<b><u>STP-L METRO EXCHANGE</u></b>						
271-465.451	Grants				300,000	300,000
	<b>STP-L METRO EXCHANGE</b>				<b>300,000</b>	<b>300,000</b>
<b><u>LAWNDALE HOUSING AUTHORITY</u></b>						
300-435.100	Interest - Investments	6,832	5,000	5,000	5,000	
300-435.200	Loan Proceeds	6,109	6,000	6,000	6,000	
300-470.300	Housing Set Aside	225,935	223,806	223,806	225,000	
	<b>HOUSING AUTHORITY</b>	<b>238,876</b>	<b>234,806</b>	<b>234,806</b>	<b>236,000</b>	
<b><u>LAWNDALE REDEVELOPMENT SUCCESSOR AGENCY FUND</u></b>						
304-480.100	Operating Transfer In	1,093,583	259,401	253,907	254,090	183
	<b>LRA TOTAL</b>	<b>1,093,583</b>	<b>259,401</b>	<b>253,907</b>	<b>254,090</b>	<b>183</b>
<b><u>SUCCESSOR AGENCY DEBT SERVICE</u></b>						
305-435.100	Interest - Investments	763	750	750	750	
305-480.100	Operating Transfer In	2,914,690	2,133,676	2,134,426	2,549,039	414,613
	<b>LRA DEBT SERVICE TOTAL</b>	<b>2,915,453</b>	<b>2,134,426</b>	<b>2,135,176</b>	<b>2,549,789</b>	<b>414,613</b>
<b><u>SUCCESSOR AGENCY DISBURSEMENT FUND</u></b>						
306-400.900	Tax Increment	2,775,389	2,499,378	2,499,378	2,852,293	352,915
306-435.100	Interest - Investments	1,414	1,500	1,500	1,500	
	<b>LRA DEBT SERVICE TOTAL</b>	<b>2,776,803</b>	<b>2,500,878</b>	<b>2,500,878</b>	<b>2,853,793</b>	<b>352,915</b>
<b><u>2009 TABS</u></b>						
307-435.101	Interest - Investments	8,288	5,000	5,000	5,000	
	<b>LRA DEBT SERVICE TOTAL</b>	<b>8,288</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	
<b>GRAND TOTAL - ALL FUNDS</b>		<b>23,645,171</b>	<b>22,02-,855</b>	<b>22,19\$,+21</b>	<b>22,19\$,+21</b>	<b>5\$,017,824</b>



# PERSONNEL COUNT

## PERSONNEL SUMMARY BY PROGRAM

## FULL-TIME POSITIONS

POSITION:	GENERAL (100)	GAS TAX (201)	PROP A (206)	PROP C (207)	CDBG (214)	SAFETEA-LU (239)	PROPC25	STPL EXCHANGE (243)	MEASURE R (244)	HOUSING AUTHORITY (300)	SUCCESSOR AGENCY (304)	TOTAL
<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	0.58			0.18							0.24	1.00
Accounting Manager	0.05	0.02	0.02	0.29	0.05			0.02	0.25	0.30		1.00
Payroll/Accounting Specialist	0.61	0.03	0.05	0.15	0.05				0.05	0.06		1.00
Accounting Specialist	1.94			0.02	0.04							2.00
<b>SUBTOTAL</b>	<b>3.18</b>	<b>0.05</b>	<b>0.07</b>	<b>0.64</b>	<b>0.14</b>			<b>0.02</b>	<b>0.30</b>	<b>0.60</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		0.05			0.04		0.80	1.00
Administrative Analyst	0.01			0.59		0.10			0.05		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>0.15</b>			<b>0.39</b>		<b>1.05</b>	<b>3.00</b>



# PERSONNEL COUNT

## PERSONNEL SUMMARY BY PROGRAM

## FULL-TIME POSITIONS

POSITION:	GENERAL (100)	GAS TAX (201)	PROP A (206)	PROP C (207)	CDBG (214)	SAFETEA-LU (239)	PROPC25	STPL EXCHANGE (243)	MEASURE R (244)	HOUSING AUTHORITY (300)	SUCCESSOR AGENCY (304)	TOTAL
<b>PUBLIC WORKS GROUNDS (320)</b>												
Maintenance Supervisor	0.50											0.50
Maintenance Worker III	0.50											0.50
Maintenance Worker II	2.00											2.00
Maintenance Worker I	0.10								0.90			1.00
<b>SUBTOTAL</b>	<b>3.10</b>								<b>0.90</b>			<b>4.00</b>
<b>PUBLIC WORKS STREETS (330)</b>												
Maintenance Supervisor		0.50										0.50
Public Works Inspector		0.05				0.25	0.70					1.00
Maintenance Worker III		0.50										0.50
Maintenance Worker II		4.00										4.00
Maintenance Worker I		0.50		0.50								1.00
<b>SUBTOTAL</b>		<b>5.55</b>		<b>0.50</b>		<b>0.25</b>	<b>0.70</b>					<b>7.00</b>
<b>PUBLIC WORKS ENGINEERING (340)</b>												
Associate Engineer				0.05	0.10		0.20	0.05			0.60	1.00
Assistant Engineer				0.07	0.10		0.05	0.05			0.73	1.00
<b>SUBTOTAL</b>				<b>0.12</b>	<b>0.20</b>		<b>0.25</b>	<b>0.10</b>			<b>1.33</b>	<b>2.00</b>
<b>COMMUNITY DEVELOPMENT (410)</b>												
Community Development Director	0.03				0.07					0.39	0.51	1.00
Senior Planner	0.06				0.07					0.39	0.48	1.00
Associate Planner	0.62									0.35	0.03	1.00
Administrative Assistant II	1.00											1.00
<b>SUBTOTAL</b>	<b>1.71</b>				<b>0.14</b>					<b>1.13</b>	<b>1.02</b>	<b>4.00</b>
<b>COMMUNITY SERVICES (510)</b>												
Community Services Director	0.72		0.28									1.00
Community Services Supervisor	0.79		0.21									1.00
Community Services Coordinator	1.00											1.00
Recreation Coordinator	0.80		0.20									1.00
Administrative Assistant II	0.70		0.30									1.00
Transit Driver			1.00									1.00
Senior Nutrition Specialist	0.20				0.80							1.00
<b>SUBTOTAL</b>	<b>4.21</b>		<b>1.99</b>		<b>0.80</b>							<b>7.00</b>
<b>GRAND TOTAL ALL POSITIONS:</b>	<b>35.23</b>	<b>5.60</b>	<b>2.06</b>	<b>2.64</b>	<b>1.28</b>	<b>0.40</b>	<b>0.95</b>	<b>0.10</b>	<b>1.31</b>	<b>1.43</b>	<b>4.00</b>	<b>55.00</b>



# PERSONNEL COUNT

## PERSONNEL SUMMARY BY DIVISION (FULL-TIME)

POSITION	2016-17 Adopted	2017-18 Adopted	Change from Prior Year
<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 COUNT

## PERSONNEL SUMMARY BY DIVISION (FULL-TIME)

POSITION	2016-17 Adopted	2017-18 Adopted	Change from Prior Year
<u>PUBLIC WORKS GROUNDS (320)</u>			
Maintenance Supervisor	0.50	0.50	
Maintenance Worker III	0.50	0.50	
Maintenance Worker II	2.00	2.00	
Maintenance Worker I	1.00	1.00	
<b>SUBTOTAL</b>	<b>4.00</b>	<b>4.00</b>	
<u>PUBLIC WORKS STREETS (330)</u>			
Maintenance Supervisor	0.50	0.50	
Public Works Inspector	1.00	1.00	
Maintenance Worker III	0.50	0.50	
Maintenance Worker II	4.00	4.00	
Maintenance Worker I	1.00	1.00	
<b>SUBTOTAL</b>	<b>7.00</b>	<b>7.00</b>	
<u>PUBLIC WORKS ENGINEERING (340)</u>			
Associate Engineer	1.00	1.00	
Assistant Engineer	1.00	1.00	
<b>SUBTOTAL</b>	<b>2.00</b>	<b>2.00</b>	
<u>COMMUNITY DEVELOPMENT (410)</u>			
Community Development Director	1.00	1.00	
Community Development Manager	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>	
<u>COMMUNITY SERVICES (510)</u>			
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



# PERSONNEL COUNT

2017-2018 LABOR ALLOCATION	PART-TIME POSITIONS			
	GENERAL (100)	PROP A (206)	PROP C (207)	TOTAL
<b>POSITION:</b>				
<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 Emergency Preparedness Coordinator Municipal Services Officer II Municipal Services Officer I Office Assistant	0.48 0.48 0.96 0.48 0.48			0.48 0.48 0.96 0.48 0.48
<b>SUBTOTAL</b>	<b>2.88</b>			<b>2.88</b>
<u>PUBLIC WORKS ADMINISTRATION (310)</u> Office Assistant	0.12		0.12	0.24
	<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>0.12</b>		<b>0.12</b>	<b>0.24</b>
<u>COMMUNITY SERVICES ADMINISTRATION (510)</u> Transit Driver Delivery Workers Recreation Leaders I Recreation Leaders II Senior Recreation Leaders		0.48 0.48		0.48 0.48
	7.73 5.08 2.88			7.73 5.08 2.88
<b>SUBTOTAL</b>	<b>15.69</b>	<b>0.96</b>		<b>16.65</b>
<b>GRAND TOTAL ALL POSITIONS:</b>	<b>21.23</b>	<b>0.96</b>	<b>0.24</b>	<b>22.43</b>

NOTE: 1 = 40 hours per week



# PERSONNEL COUNT

## PERSONNEL SUMMARY BY DIVISION (PART-TIME)

POSITION	2016-2017 Adopted	2017-2018 Adopted	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	0.96	0.00
Municipal Services Officer I	0.48	0.48	0.00
Office Assistant	0.48	0.48	0.00
<b>SUBTOTAL</b>	<b>2.88</b>	<b>2.88</b>	<b>0.00</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 DEVELOPMENT (410)</u>			
Associate Planner	0.48	0.00	(0.48)
<b>SUBTOTAL</b>	<b>0.48</b>	<b>0.00</b>	<b>0.48</b>
<u>COMMUNITY SERVICES ADMIN. (510)</u>			
Transit Driver	0.48	0.48	0.00
Delivery Workers	0.96	0.48	(0.48)
Recreation Leaders I & II	12.81	12.81	0.00
Senior Recreation Leaders	2.88	2.88	0.00
<b>SUBTOTAL</b>	<b>17.13</b>	<b>16.65</b>	<b>0.48</b>
<b>TOTAL PART-TIME POSITIONS</b>	<b>23.39</b>	<b>22.43</b>	<b>0.96</b>

Note: 1 = 40 hours per week





## 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 development and implementation of recommendations for sustainable city-wide parking enhancements.

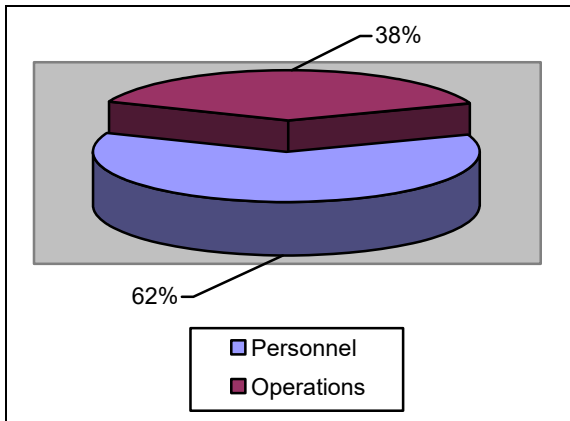
- Continue the strong relationships with local, state, and federal representatives.
- Continue to garner state and local support for new types of redevelopment and economic development initiatives.

## ACCOMPLISHMENTS

- Continued with implementation of employee contract changes, to include State mandates of pension reform.
- Oversaw continued successful implementation and expansion of the new Lawndale Community Center operations and community events.
- 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 successful relationship with the Lawndale Chamber of Commerce and the Lawndale Farmers' Market.
- Continued outreach to the Federal Government to secure funding for various projects and programs – to include the new Lawndale Community Center, and paving projects on Inglewood.
- Continued recreation activities at Alondra Park, and enhanced activities at other City facilities, including the new Community Center.



## FINANCIAL HIGHLIGHTS

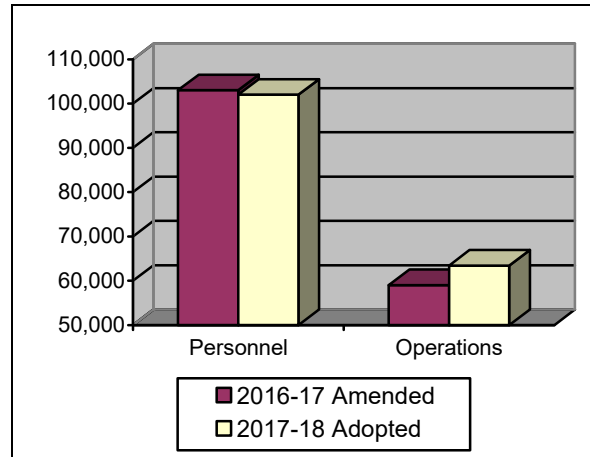


### Department Expenditures by Category

Personnel	\$102,017
Operations	63,442
<b>Total</b>	<b>\$165,459</b>

### Budget Comparison

	<b>2016-17 Amended</b>	<b>2017-18 Adopted</b>
Personnel	\$103,029	\$102,017
Operations	59,010	63,442
<b>Total</b>	<b>\$162,039</b>	<b>\$165,459</b>



## SIGNIFICANT CHANGES: (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Adopted)

The Adopted Budget for FY 2018 of \$165,459 is an increase \$3,420 due to the following changes:

Decrease in salary & benefits.	(\$1,012)
Increase in Travel/Meetings.	2,100
Miscellaneous increases	2,332
<b>Department Total</b>	<b>\$3,420</b>

# CITY COUNCIL

## DEPARTMENT EXPENDITURES

### CITY COUNCIL - 110

#### GENERAL FUND (100-110)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
100-110-501.200	SALARIES - ELECTED OFFICIALS	26,550	27,000	27,000	27,000	
100-110-505.100	FLEXIBLE BENEFITS	56,672	60,000	70,922	70,822	(100)
100-110-505.200	RETIREMENT	1,169	1,439	1,439	1,187	(251)
100-110-505.300	MEDICARE CONTRIBUTION	978	1,418	1,418	1,418	
100-110-505.700	CITY-PAID INSURANCE	1,563	2,250	2,250	1,590	(660)
	<b>SUBTOTAL</b>	<b>86,932</b>	<b>92,107</b>	<b>103,029</b>	<b>102,017</b>	<b>(1,012)</b>
<b>OPERATIONS</b>						
100-110-510.100	OFFICE SUPPLIES	4,124	3,000	3,000	3,700	700
100-110-510.200	REPROGRAPHICS	700	1,500	1,500	2,500	1,000
100-110-510.400	SUBSCRIPTIONS/PUBLICATIONS	267	600	600	400	(200)
100-110-510.610	MEMBERSHIP/DUES	33,773	38,000	38,000	39,892	1,892
100-110-510.620	TRAVEL/MEETINGS	2,509	6,500	6,500	8,600	2,100
100-110-510.650	MILEAGE REIMBURSEMENT		100	100	100	
100-110-540.200	SPECIAL EXPENSES	366				
100-110-540.310	DISCRETIONARY FUNDS	6,322	8,560	8,560	7,500	(1,060)
100-110-540.330	LAWNSDALE HISTORIC SOCIETY	658	750	750	750	
	<b>SUBTOTAL</b>	<b>48,719</b>	<b>59,010</b>	<b>59,010</b>	<b>63,442</b>	<b>4,432</b>
<b>GENERAL FUND TOTAL</b>		<b>135,651</b>	<b>151,117</b>	<b>162,039</b>	<b>165,459</b>	<b>3,420</b>



# CITY COUNCIL

## Budget Detail Worksheet

Dept: City Council Program: City Council -110

Fund: 100-General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description	
<b>Personnel Costs</b>					
501.200	Salaries-Elected Officials	27,000	27,000	Mayor & 4 Council members @ \$450/month, (\$450/month effective May,	
505.100	Flexible Benefits	70,922	70,822	Cafeteria benefits.	
505.200	Retirement	1,439	1,187	Retirement costs.	
505.300	Medicare Contribution	1,418	1,418	1.45% of salary.	
505.700	City-Paid Insurance	2,250	1,590	Life Insurance and AD&D.	
<b>Subtotal</b>		<b>103,029</b>	<b>102,017</b>		
<b>Operations</b>					
510.100	Office Supplies	3,000	3,700	Various office supplies, sympathy flowers, linens, biweekly/monthly/quarterly meeting refreshments. Increase related to incurred expenses for City Council meeting supplies.	\$3,700
510.200	Reprographics	1,500	2,500	Includes name badge magnet, Mayor letterhead, Council note cards, photo name plates, dais name plates, voting panels, Council photos/frames, City lapel pins, stationery, recognition materials (plaques, pins, etc.) and misc. reprographic svcs. Increase related to passing of budget from City Clerk to City Council budget divisions.	\$2,500
510.400	Subscriptions/Publications	600	400	Various subscriptions and publications.	\$400
510.610	Memberships/Dues	38,000	39,892	League of CA Cities. So Cal Asso Gov. Calif Contract Cities Assoc. Centinela Youth Services. SBCOG LAFCO League of CA Cities - LA County Div.	\$12,210 \$3,436 \$3,309 \$6,500 \$12,857 \$430 \$1,150
510.620	Travel/Meetings	6,500	8,600	Contract Cities for council members LCC Annual Conference for two council members . CCCA Legislative Tour for two council members Other misc travel/meeting/ ceremonies, i.e. APWA, PTA, Rotary, CCCA LASD, CCCA LAFD, etc.	\$3,600 \$3,200 \$1,200 \$600



## Budget Detail Worksheet

**Dept:** City Council

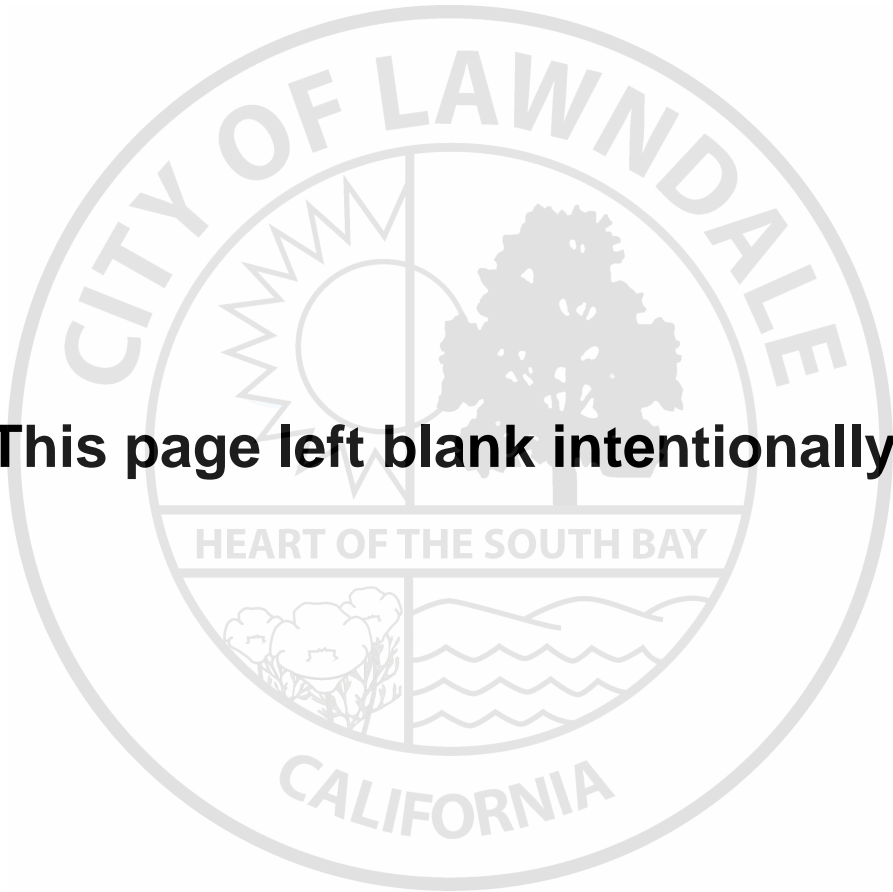
**Program:** City Council -110

**Fund:** 100-General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description	
<b><u>Operations Continued</u></b>					
510.650	Mileage Reimbursement	100	100	Mileage reimbursement for miscellaneous meetings.	\$100
540.310	Discretionary Funds	8,560	7,500	Councilmember (5) x \$1,500.	\$7,500
540-330	Lawndale Historic Society	750	750	Lawndale Historic Society .	\$750
<b>Subtotal</b>		<b>59,010</b>	<b>63,442</b>		
<b>PROGRAM TOTAL</b>		<b>162,039</b>	<b>165,459</b>		



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## 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.

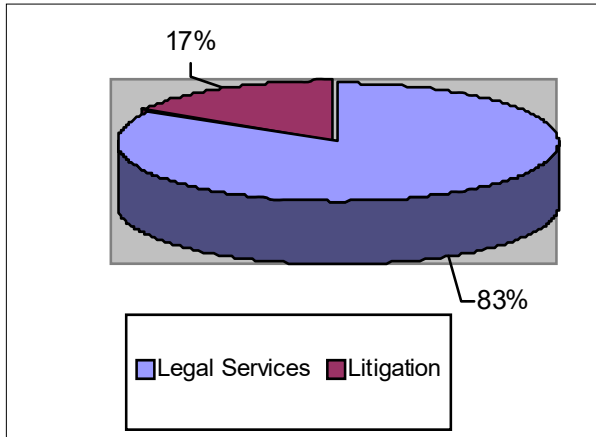
- Continue to engage in staff and public official training by conducting workshops for councilmembers and commissioners and training staff on important personnel issues as well as state and federal matters.
- Continue to aggressively defend actions brought against the City, as well as protect and assert 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

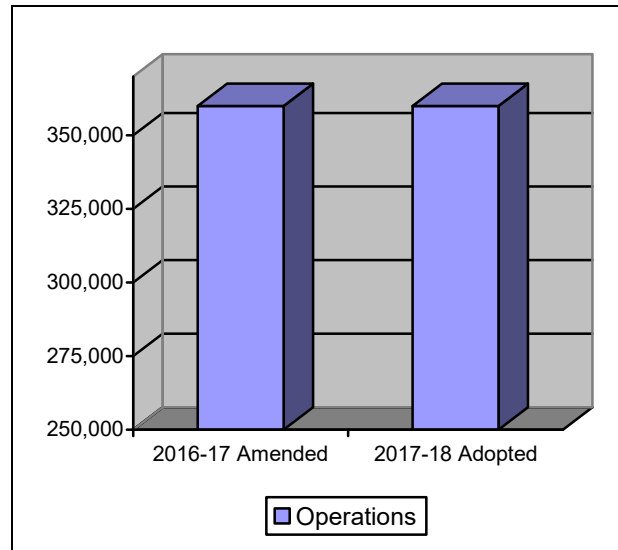


### Department Expenditures by Category

Legal Services	\$300,000
Litigation	60,000
<b>Total</b>	<b>\$360,000</b>

### Budget Comparison

	2016-17 Amended	2017-18 Adopted
Operations	\$360,000	\$360,000
<b>Total</b>	<b>\$360,000</b>	<b>\$360,000</b>



## SIGNIFICANT CHANGES: (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Adopted)

No Significant Changes



# CITY ATTORNEY

## DEPARTMENT EXPENDITURES

### CITY ATTORNEY - 120

#### GENERAL FUND (100-120)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>OPERATIONS</b>						
100-120-530.300	LEGAL SERVICES	415,570	265,000	265,000	265,000	
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>415,570</b>	<b>360,000</b>	<b>360,000</b>	<b>360,000</b>	
	<b>GENERAL FUND TOTAL</b>	<b>415,570</b>	<b>360,000</b>	<b>360,000</b>	<b>360,000</b>	

#### Budget Detail Worksheet

**Dept:** City Attorney

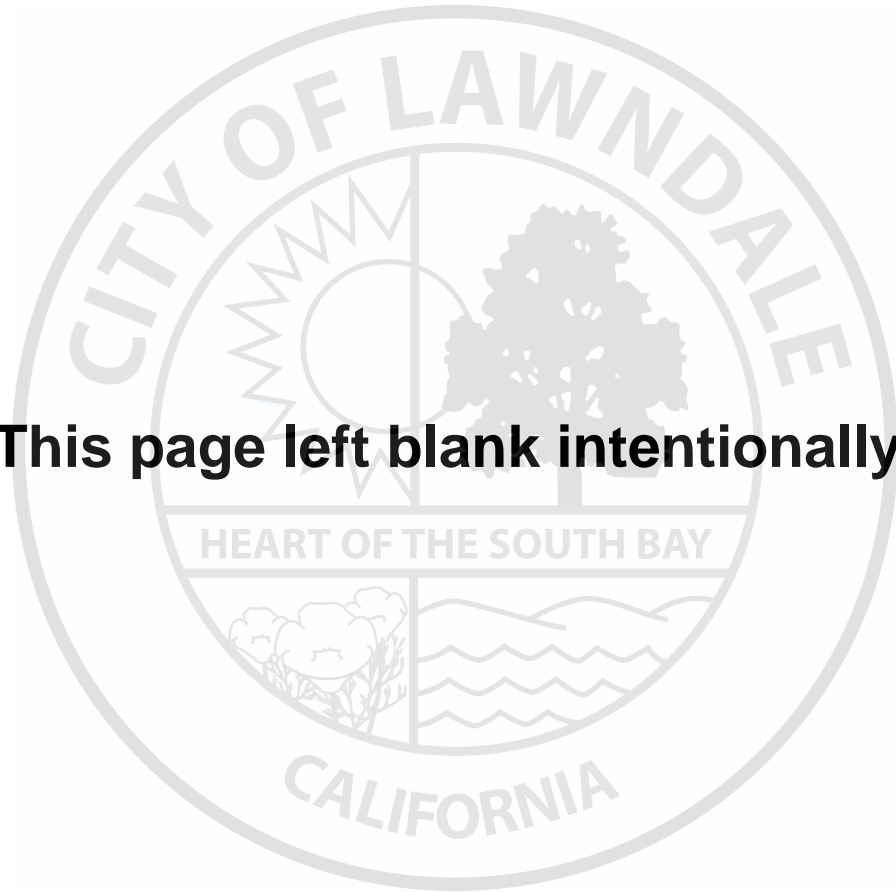
**Program:** Legal Services - 120

**Fund:** 100-General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	
	<b>Operations</b>			
530.300	Legal Services	265,000	265,000	Services provided outside regular office hours/duties.
530.320	Litigation	60,000	60,000	Estimated expenditures with consideration given to the additional Code Enforcement.
530.340	Personnel Cost	35,000	35,000	
	<b>PROGRAM TOTAL</b>	<b>360,000</b>	<b>360,000</b>	



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## MISSION STATEMENT

To engender the public's trust in government by supporting the City's legislative process and maintaining an accurate legislative history; safeguarding City official records; administering open and free elections; and providing timely information and services in support of the City Council, public 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 informational resource for the resident public, the business community, the City Council, City staff and other governmental agencies. As custodian of a city's legislative and legal records, the office's efforts are singularly devoted to the creation, organization, retention and preservation of records and the development of systems devised to enhance access to the information contained in such records.

As clerk to the City Council, the department provides leadership and guidance to other departments in compliance with legal requirements related to access to public records, proper noticing to the public, open meetings, conflicts of interest, preparation of legal and legislative documents, and records of the city council's advisory bodies.

## TYPICAL TASKS

- Administer municipal elections in collaboration with the Los Angeles County Registrar;
- Prepare and post meeting notices, agendas and minutes in accordance with state law;
- Organize and manage 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;
- Interface with the public to provide information and/or copies of records as required by the Public Records Act;
- Interface with and support other City staff in matters pertaining to the Brown Act, the Public Records Act, public noticing requirements, and City Council policies;
- Facilitate public access to information;
- Act as 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;
- Receive various documents on behalf of the City, including: bids and proposals, claims, petitions, applications for appointment to commissions, committees and boards, and appeals; and
- Accept service of legal papers 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 agency, housing authority, cable usage corporation and public financing authority;
- Prepared ordinances to revise municipal code sections pertaining to filling vacancies in elected offices, propriety of conduct in City Council meetings, and a change in date of the City's general municipal election;
- Prepared resolutions related to advisory body appointments, the destruction of official records, council meeting procedures, conflict of interest code updates, and records retention schedules;
- Reviewed more than 50 boxes of non-essential, obsolete records from various city



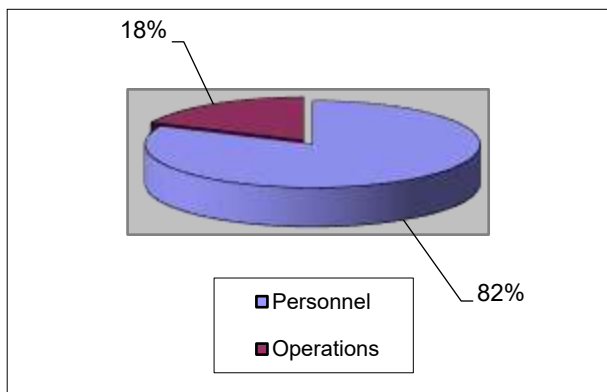
- departments and received council approval for their destruction;
- Maintained the electronic library of records for the City's legislative bodies;
- Responded to public records and information requests in a timely fashion, the majority on the same day;
- Continued close monitoring of candidate campaign disclosure reports and statements of economic interests;
- Collaborated with the city attorney office in reviewing contracts and legislative documents, including resolutions, ordinances, and policies;
- Reviewed and updated departmental procedures covering more than 20 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 biennial appointments to City advisory bodies;
- Provided Spanish translation support to the public and other City departments.

## GOALS

- Continue maintenance of complete and accurate records for the City and its legislative agencies;
- Continue to enhance staff access to the City's electronic library of legal and legislative documents;

- Continue evaluation and destruction of non-essential, obsolete records;
- Protect essential records to mitigate the risk of loss of vital informational resources;
- Complete project begun in December 2014 to perform quality checks on all City Council minutes dating to December 1959, and upgrade all electronic copies consistent with the current version of software;
- Complete project to digitize all ordinances adopted by the City Council;
- 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 and procedures, 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

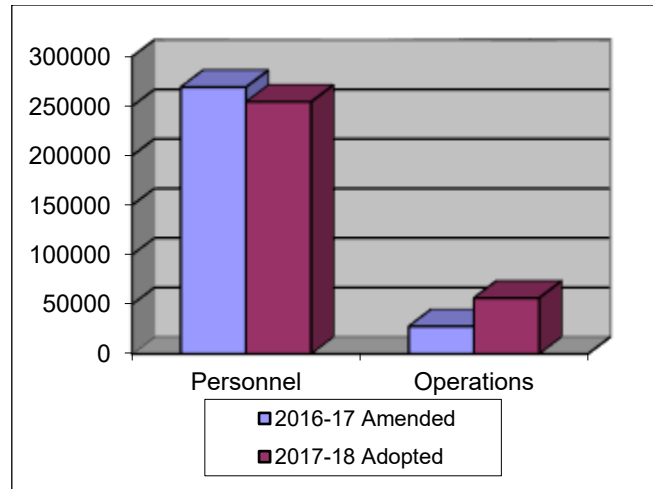


### Department Expenditures by Category

Personnel	\$254,450
Operations	56,500
<b>Total</b>	<b>\$310,950</b>

## Budget Comparison

	<b>2016-17 Amended</b>	<b>2017-18 Adopted</b>
Personnel	\$269,206	\$254,450
Operations	27,760	56,500
<b>Total</b>	<b>\$291,966</b>	<b>\$310,950</b>



**SIGNIFICANT CHANGES:** (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Adopted)

The Adopted Budget for FY 2018 of \$310,950 is an increase of \$18,984 due to the following changes:

Decrease in salary and benefits.	(\$14,756)
Increase in contract services.	27,540
Increase in election expenses.	5,000
Other miscellaneous changes primarily based on historical expenditures.	1,200

<b>Department Total</b>	<b>\$18,984</b>
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# CITY CLERK

## DEPARTMENT EXPENDITURES

### CITY CLERK - 130

GENERAL FUND (100-130)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
100-130-501.100	SALARIES - FULL-TIME	195,176	200,856	181,856	166,826	(15,030)
100-130-501.200	SALARIES - ELECTED OFFICIAL	3,850	4,200	4,200	4,200	
100-130-501.500	LONGEVITY PAY	800	800	800	800	
100-130-501.600	CAR ALLOWANCE	1,500	1,500	1,500	1,500	
100-130-505.100	FLEXIBLE BENEFIT	40,070	41,292	41,292	41,292	
100-130-505.200	RETIREMENT	16,602	25,511	25,511	26,011	501
100-130-505.201	PARS CONTRIBUTION	8,485	8,739	8,739	8,739	
100-130-505.300	MEDICARE CONTRIBUTION	3,123	3,605	3,605	3,717	112
100-130-505.700	CITY-PAID INSURANCE	1,337	1,703	1,703	1,364	(339)
<b>SUBTOTAL</b>		<b>270,943</b>	<b>288,206</b>	<b>269,206</b>	<b>254,450</b>	<b>(14,756)</b>
<b>OPERATIONS</b>						
100-130-510.100	OFFICE SUPPLIES	886	950	800	1,000	200
100-130-510.200	REPROGRAPHICS	3,565	3,825	3,900	8,800	4,900
100-130-510.400	SUBSCRIPTIONS/PUBLICATION	2,965	4,500	4,900	500	(4,400)
100-130-510.600	STAFF DEVELOPMENT	900	475	500	500	
100-130-510.620	TRAVEL/MEETINGS	1,141	980	1,000	800	(200)
100-130-510.650	MILEAGE REIMBURSEMENT			100	100	
100-130-520.510	EQUIP MAINTENANCE	475	475	600	1,000	400
100-130-530.100	CONTRACT SERVICES	3,140	8,140	8,260	35,800	27,540
100-130-530.400	ELECTION EXPENSES	53,527			5,000	5,000
100-130-530.500	LEGAL ADS	1,605	3,000	2,700	3,000	300
<b>SUBTOTAL</b>		<b>68,204</b>	<b>22,345</b>	<b>22,760</b>	<b>56,500</b>	<b>33,740</b>
<b>GENERAL FUND TOTAL</b>		<b>339,147</b>	<b>310,551</b>	<b>291,966</b>	<b>310,950</b>	<b>18,984</b>



# CITY CLERK

## Budget Detail Worksheet

**Dept:** City Clerk **Program:** City Clerk

**Fund:** 100-General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	181,856	166,826	Assistant City Clerk; Deputy City Clerk
501.200	Salaries - Elected Officials	4,200	4,200	No increase anticipated.
501.500	Longevity Pay	800	800	Per MOU.
501.600	Auto Allowance	1,500	1,500	Per MOU.
505.100	Flexible Benefits	41,292	41,292	Cafeteria Plan.
505.200	Retirement	25,511	26,011	Retirement costs.
505.201	PARS Contribution	8,739	8,739	Retirement contribution for PARS.
505.300	Medicare Contribution	3,605	3,717	1.45% of salary.
505.700	City-Paid Insurance	1,703	1,364	LTD, Life and ADD.
	Subtotal	<b>269,206</b>	<b>254,450</b>	
	<b><u>Operations</u></b>			
510.100	Office Supplies	800	1,000	Based on historical costs
510.200	Reprographics	3,900	8,800	Provides for municipal code supplements and conversion of vital/permanent records to microfiche; increase requested due to anticipated increase in municipal code amendments and to reduce backlog of microfiche conversions.
510.400	Subscriptions/Publication	4,900	500	Provides for publications related to the department's core mission; reduction due to cancellation of LA County codes subscription.
510.600	Staff Development	500	500	Registration -- city clerk attendance at League of California Cities new law conference.



# CITY CLERK

## Budget Detail Worksheet

**Dept:** City Clerk **Program:** City Clerk

**Fund:** 100-General Fund

Account No. Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b><u>(Operations Continued)</u></b>			
510.620 Travel & Meetings	1,000	800	Conference expenses for city clerk; anticipate lower travel expenses due to conference location.
510.650 Mileage Reimbursement	100	100	City clerk travel to League conference.
520.510 Equipment Maintenance	600	1,000	\$500 microfiche printer annual maintenance \$600 for unanticipated repairs (parts & labor).
530.100 Contract Services	8,260	35,800	\$800 municipal code website maintenance and support \$500 database software maintenance \$500 shredding of confidential documents authorized to be destroyed by council. Note: one-time 2016-17 budget amendment due to need for temporary employee.
530.400 Election Expenses		5,000	One-time notice to all registered voters regarding election date change.
530.500 Legal Advertising	2,700	3,000	Publication of ordinance notices; anticipate increase in volume.
Subtotal	<u>22,760</u>	<u>56,500</u>	
<b>General Fund Total</b>	<b>291,966</b>	<b>310,950</b>	





## 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

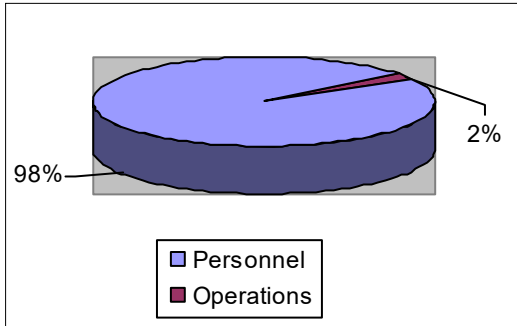
- Oversee and Conduct a goal-setting workshop to address the City Council's short term and long-term municipal goals.
- Continue oversight of Capital Improvement Projects including major arterials, streets, and the new Community Center.
- Oversee and insure continued success of redevelopment, housing, and economic development efforts without redevelopment funds.
- 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 effective, efficient, and customer service oriented staff to perform various duties in serving the community.

## ACCOMPLISHMENTS

- Oversaw continued progress of Capital Improvement Programs including arterials, local streets, infrastructure, parks, and public facilities.
- Strong relationships continued with local, state and federal representatives.
- Effective public outreach program including the Lawndalian, city electronic marquee, and cable channel 22.
- 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.



## FINANCIAL HIGHLIGHTS

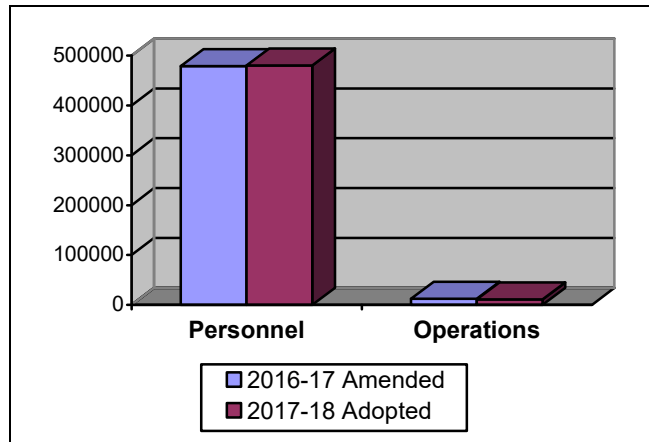


### Department Expenditures by Category

Personnel	480,069
Operations	10,700
<b>Total</b>	<b>\$490,769</b>

### Budget Comparison

	<b>2016-17 Amended</b>	<b>2017-18 Adopted</b>
Personnel	479,113	480,069
Operations	12,200	10,700
<b>Total</b>	<b>\$491,313</b>	<b>\$490,769</b>



## SIGNIFICANT CHANGES: (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Adopted)

The Adopted Budget for FY 2018 of \$490,769 is a decrease of \$544 due to the following changes:

Increase in salary & benefits.	\$956
Miscellaneous decreases.	(1,500)
<b>Department Total</b>	<b>(\$544)</b>

# CITY MANAGER

## DEPARTMENT EXPENDITURES

### CITY MANAGER - 140

GENERAL FUND (100-140)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b><u>PERSONNEL</u></b>						
100-140-501.100	SALARIES - FULL-TIME	356,354	377,901	377,901	377,901	
100-140-501.300	SALARIES -PART-TIME	1,021				
100-140-501.500	LONGEVITY PAY	550	700	700	700	
100-140-501.600	AUTO ALLOWANCE	63	750.00	750.00	750	
100-140-505.100	FLEXIBLE BENEFIT	37,172	47,174	47,174	47,174	
100-140-505.200	RETIREMENT	34,235	44,267	44,267	45,400	1,132
100-140-505.300	MEDICARE CONTRIBUTION	6,254	6,185	6,185	6,353	168
100-140-505.700	CITY-PAID INSURANCE	1,428	2,136	2,136	1,791	(345)
	<b>SUBTOTAL</b>	<b>437,077</b>	<b>479,113</b>	<b>479,113</b>	<b>480,069</b>	<b>956</b>
<b><u>OPERATIONS</u></b>						
100-140-510.100	OFFICE SUPPLIES	423	700	700	700	
100-140-530.100	CONTRACT SERVICES		5,000	5,000	5,000	
100-140-540.200	SPECIAL EXPENSES	289	6,500	6,500	5,000	(1,500)
	<b>SUBTOTAL</b>	<b>712</b>		<b>12,200</b>	<b>10,700</b>	<b>(1,500)</b>
	<b>GENERAL FUND TOTAL</b>	<b>437,789</b>	<b>479,113</b>	<b>491,313</b>	<b>490,769</b>	<b>(544)</b>



# CITY MANAGER

## Budget Detail Worksheet

Dept: City Manager

Program: City Manager-140

Fund: 100-General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<b><u>Personnel Costs</u></b>			
501.100	Salaries-Full-Time	377,901	377,901	City Manager, Human Resources Director 50%, Executive Assistant and Office Assistant.
501.500	Longevity	700	700	Per MOU.
505.100	Flexible Benefit	47,174	47,174	Monthly benefits includes cafeteria for mid-mgmt, classified employees and CMT members.
505.200	Retirement	44,267	45,400	Retirement costs.
505.300	Medicare Contribution	6,185	6,353	1.45 % of salary.
505.700	City-Paid Insurance	2,136	1,791	Life insurance, Long-term disability and employee-assistance program benefit for classified and mid-management employees and CMT members.
	<b>Subtotal</b>	<b>479,113</b>	<b>480,069</b>	
	<b><u>Operations</u></b>			
510.100	Office Supplies	700	700	Office supplies, materials.
530.100	Contract Services	5,000	5,000	Misc. Services in Fiscal Year.
540.200	Special Expenses	6,500	5,000	Employee programs, events, misc agency meetings, and supplies. (Transfer \$1500 to Admin Svc for Employee recognition/ holiday party).
	<b>Subtotal</b>	<b>12,200</b>	<b>10,700</b>	
	<b>PROGRAM TOTAL</b>	<b>491,313</b>	<b>490,769</b>	



## MISSION STATEMENT

To ensure that highly qualified individuals are recruited, educated and retained for all City departments that, in turn, provide service to the community. Supporting all City departments in their efforts to provide quality services and communicate effectively with the citizens, staff and Council.

## PROGRAM DESCRIPTION

The Administrative Services Department is responsible for general management support to the City Council, City Manager and City Departments. This Department oversees Personnel, Risk Management and the Employee Relations function of the City. In addition, the Department assists City Departments in achieving their missions more effectively and efficiently, and seeks to develop a motivated, productive, accountable and diverse work force. The Department accomplishes this by providing 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, 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.

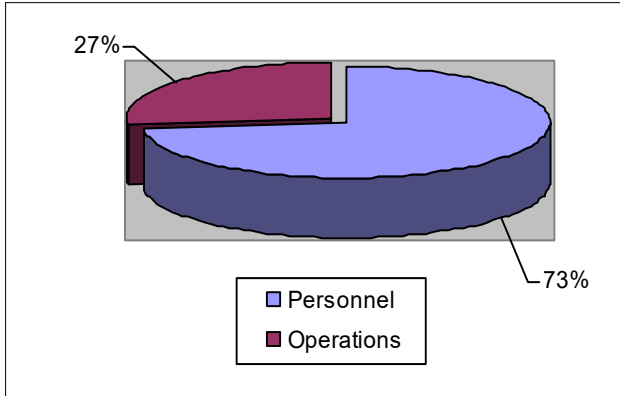
## ACCOMPLISHMENTS

- 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.



# ADMINISTRATIVE SERVICES

## FINANCIAL HIGHLIGHTS

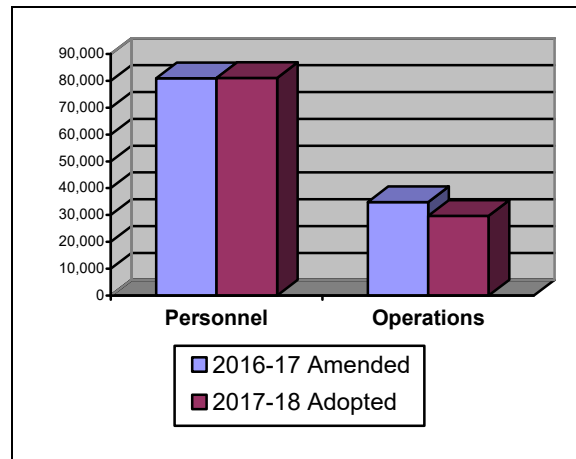


### Department Expenditures by Category

Personnel	\$81,076
Operations	29,700
<b>Total</b>	<b>\$110,776</b>

### Budget Comparison

	2016-17 Amended	2017-18 Adopted
Personnel	\$80,901	\$81,076
Operations	34,861	29,700
<b>Total</b>	<b>\$115,762</b>	<b>\$110,776</b>



## SIGNIFICANT CHANGES: (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Adopted)

The Adopted budget for FY 2018 of \$110,776 is a decrease of \$4,986 for the following reasons:

Increase in salaries and benefits.	\$175
Decrease in office equipment.	(7,410)
Miscellaneous increases.	2,249
<b>Department Total</b>	<b>(\$4,986)</b>



# ADMINISTRATIVE SERVICES

## DEPARTMENT EXPENDITURES

### ADMINISTRATIVE SERVICES -150

GENERAL FUND (100-150)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
100-150-501.100	SALARIES - FULL-TIME	44,616	62,424	62,424	62,424	
100-150-501.600	AUTO ALLOWANCE	125	750	750	750	
100-150-505.100	FLEXIBLE BENEFITS	2,801	7,082	7,082	7,082	
100-150-505.200	RETIREMENT	2,084	9,257	9,257	9,444	187
100-150-505.300	MEDICARE CONTRIBUTION	681	1,019	1,019	1,075	56
100-150-505.700	CITY-PAID INSURANCE	106	369	369	301	(68)
	<b>SUBTOTAL</b>	<b>50,413</b>	<b>80,901</b>	<b>80,901</b>	<b>81,076</b>	<b>175</b>
<b>OPERATIONS</b>						
100-150-510.100	OFFICE SUPPLIES	1,399	700	700	700	
100-150-510.400	SUBSCRIPTIONS/PUBLICATIONS	175	200	200	200	
100-150-510.605	CITYWIDE STAFF DEVELOPMENT		1,500	1,500	2,000	500
100-150-510.610	MEMBERSHIP/DUES	75	175	175	300	125
100-150-510.630	BENEFIT REIMBURSEMENT	195	2,000	2,000	2,000	
100-150-510.800	RECRUITMENT	4,854	6,000	9,145	9,000	(145)
100-150-530.100	CONTRACT SERVICES	3,145	9,000	12,231	12,000	(231)
100-150-540.200	SPECIAL EXPENSES	3,589	1,500	1,500	3,500	2,000
100-150-550.200	OFFICE EQUIPMENT		7,410	7,410		(7,410)
	<b>SUBTOTAL</b>	<b>13,432</b>	<b>28,485</b>	<b>34,861</b>	<b>29,700</b>	<b>(5,161)</b>
<b>GENERAL FUND TOTAL</b>		<b>63,845</b>	<b>109,386</b>	<b>115,762</b>	<b>110,776</b>	<b>(4,986)</b>



# ADMINISTRATIVE SERVICES

## Budget Detail Worksheet

Dept: Administrative Svcs.

Program: Administrative Svcs.-150

Fund: 100-General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b>Personnel Costs</b>				
501.100	Salaries-Full-time	62,424	62,424	50% Human Resources Director.
505.100	Flexible Benefits	7,082	7,082	Cafeteria plan for HR Director.
505.200	Retirement	9,257	9,444	Retirement costs.
505.300	Medicare Contribution	1,019	1,075	1.45% of salary.
505.700	City-Paid Insurance	369	301	LTD, Life and AD&D.
<b>Subtotal</b>		<b>80,901</b>	<b>81,076</b>	
<b>Operations</b>				
510.100	Office Supplies	700	700	Various office supplies.
510.400	Subscriptions/Publications	200	200	Subscriptions to personnel/risk management publications including mandated labor posters for all City Buildings.
510.605	Citywide Staff Development	1,500	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	175	300	Membership in labor relations (SCPLRC), risk management and city administration associations; including MMASC membership for
510.630	Benefit Reimbursement	2,000	2,000	Employee tuition reimbursement reserve (up to \$1,800 per qualified employee), and reimbursement expenses related to employee wellness program.
510.800	Recruitment	9,145	9,000	Recruitment expenses.
530.100	Contract Services	12,231	12,000	FLSA Manual (\$500); Liebert Cassidy consortium (\$3,000); and other personnel matters.
540.200	Special Expenses	1,500	3,500	Misc. costs for departmental operations including employee programs, and contingency. Increase relative to Employee Recognition and Holiday Party.
550.200	Office Equipment	7,410		
<b>Subtotal</b>		<b>34,861</b>	<b>29,700</b>	
<b>PROGRAM TOTAL</b>		<b>115,762</b>	<b>110,776</b>	





## 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.

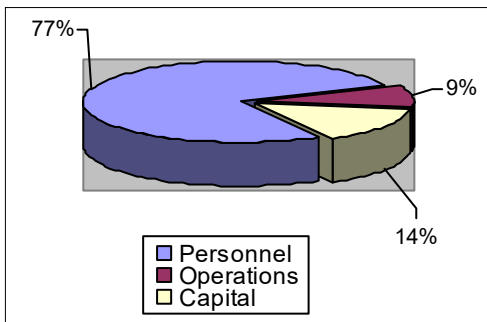
## ACCOMPLISHMENTS

- 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

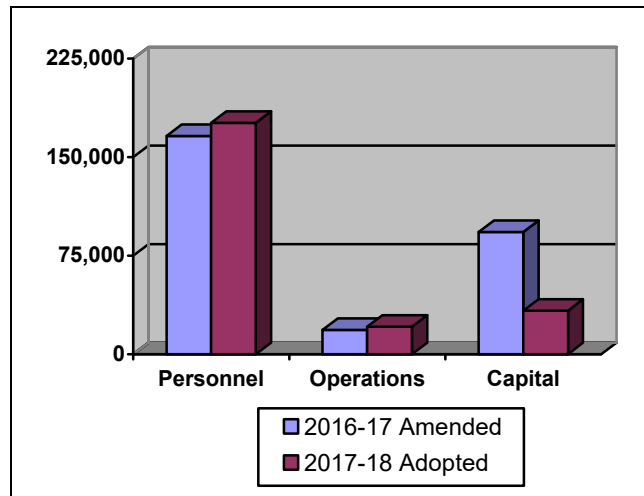


**Department Expenditures by Category**

Personnel	\$176,161
Operations	20,859
Capital	33,000
<b>Total</b>	<b>\$230,020</b>

### Budget Comparison

	2016-17 Amended	2017-18 Adopted
Personnel	\$166,027	\$176,161
Operations	18,410	20,859
Capital	93,000	33,000
<b>Total</b>	<b>\$784,092</b>	<b>\$230,020</b>



■ **SIGNIFICANT CHANGES:** (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Adopted)

The Adopted budget for FY 2017 of \$230,020 is a decrease of \$554,375 for the following reasons:

Increase in salary and benefits.	\$9,830
Increase in contract services.	8,049
Decrease in capital outlay.	(566,654)
Miscellaneous decreases.	(5,600)
<b>Department Total</b>	<b>(\$554,375)</b>



**DEPARTMENT EXPENDITURES**

**CABLE TELEVISION - 170**

GENERAL FUND (100-170)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b><u>PERSONNEL</u></b>						
100-170-501.100	SALARIES - FULL-TIME	103,086	100,771	100,771	100,771	
100-170-501.200	SALARIES - ELECTED/APPOIN	240	900	900	900	
100-170-501.300	SALARIES - PART-TIME	52,611	40,000	40,000	50,000	10,000
100-170-501.400	SALARIES - OVERTIME		100	100		(100)
100-170-501.500	LONGEVITY PAY	400	400	400	400	
100-170-505.100	FLEXIBLE BENEFIT	12,694	12,964	12,964	12,964	
100-170-505.200	RETIREMENT	8,553	8,723	8,723	9,026	
100-170-505.300	MEDICARE CONTRIBUTION	2,178	1,655	1,655	1,655	
100-170-505.700	CITY-PAID INSURANCE	443	514	514	444	(70)
	<b>SUBTOTAL</b>	<b>180,205</b>	<b>166,027</b>	<b>166,027</b>	<b>176,160</b>	<b>9,830</b>
<b><u>OPERATIONS</u></b>						
100-170-510.100	OFFICE SUPPLIES			1,000	500	(500)
100-170-510.600	STAFF TRAINING AND DEV.			1,300		(1,300)
100-170-510.610	MEMBERSHIPS/DUES	480	480	560	560	
100-170-510.650	MILEAGE REIMBURSEMENT			100	100	
100-170-520.510	EQUIPMENT MAINTENANCE	3,493	3,751	1,000	1,000	
100-170-520.600	VEHICLE MAINTENANCE	33		1,000	250	(750)
100-170-520.610	VEHICLE FUEL	97		250	200	(50)
100-170-530.100	CONTRACT SERVICES	6,500		8,200	16,250	8,050
100-170-540.200	SPECIAL EXPENSES	2,007		5,000	2,000	(3,000)
	<b>SUBTOTAL</b>	<b>12,610</b>	<b>4,231</b>	<b>18,410</b>	<b>20,860</b>	<b>2,450</b>
<b><u>CAPITAL</u></b>						
100-170-550.400	OTHER EQUIPMENT	9,215	506,655	506,655		(506,655)
	<b>SUBTOTAL</b>	<b>9,215</b>	<b>506,655</b>	<b>506,655</b>		<b>(506,655)</b>
	<b>GENERAL FUND TOTAL</b>	<b>202,030</b>	<b>676,913</b>	<b>691,092</b>	<b>197,020</b>	<b>(494,375)</b>

**CABLE TELEVISION - 170**

CABLE ACCESS FUND (217-170)

217-170-540.200	SPECIAL EXPENSES	103				
	<b>SUBTOTAL</b>	<b>103</b>				
<b><u>CAPITAL</u></b>						
217-170-550.200	OTHER EQUIPMENT			93,000	33,000	(60,000)
	<b>SUBTOTAL</b>			<b>93,000</b>	<b>33,000</b>	<b>(60,000)</b>
	<b>CABLE ACCESS TOTAL</b>	<b>103</b>		<b>93,000</b>	<b>33,000</b>	<b>(60,000)</b>
	<b>ALL FUNDS TOTAL</b>	<b>202,133</b>	<b>676,913</b>	<b>784,092</b>	<b>230,020</b>	<b>(554,375)</b>



# CABLE TV

## Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b><u>Personnel</u></b>				
501.100	Salaries - Full-Time	100,771	100,771	Cable TV Supervisor.
501.200	Salaries - Elected/Appointed	900	900	Meeting stipend.
501.300	Salaries - Part-Time	40,000	50,000	Part-Time services needed to maintain existing service level.
501.400	Salary- Over Time	100		Anticipated overtime.
501.500	Longevity Pay	400	400	Per MOU.
505.100	Flexible Benefits	12,964	12,964	Cafeteria Plan.
505.200	Retirement	8,723	9,026	Retirement Contribution for PERS.
505.300	Medicare Contribution	1,655	1,655	1.45% of salary.
505.700	City-paid Insurance	514	444	Life Insurance and AD&D.
	<b>Subtotal</b>	<b>166,027</b>	<b>176,160</b>	
<b><u>Operations</u></b>				
510.100	Office Supplies	1,000	500	Provides color printer toner replacement (\$450), Pens, staples, paperclips, scotch tape, pencils, scissors, cable ties, tie wraps,
510.600	Staff Training	1,300		Training will be conducted in house by City Staff
510.610	Memberships/Dues	560	560	SCAN / NATOA memberships for 5 commissioners and 2 staff
510.650	Mileage Reimbursement	100	100	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	1,000	250	Maintenance of new video production vehicle
520.610	Vehicle Fuel	250	200	Video van travel; based on historical usage.
530.100	Contract Services	8,200	16,250	Cablecast System - Service Contract (\$2800 - prepaid for the first year only). Adobe Creative Cloud Service (post-production annual subscription (\$1800) Professional sports announcers (\$6250), CIF Broadcast Rights Fees (\$3100). IEEI Annual Video Server/Archive Service Contract (\$2300)
540.200	Special Expenses	5,000	2,000	DVDs (\$800), Gaffer's Tape (\$350), misc connectors, adapters, hard drives, flash drives, misc items(\$850).
	<b>Subtotal</b>	<b>18,410</b>	<b>20,860</b>	
<b><u>Capital Outlay</u></b>				
550.400	Other Equipment	506,655		Van/Video Equipment
	<b>Subtotal</b>	<b>506,655</b>		
<b>Program Total</b>		<b>691,092</b>	<b>197,020</b>	



# CABLE TV

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

**Fund:** 217-LCUC

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<b>Capital Outlay</b>			
550.400	Other Equipment	93,000	33,000	Video Equipment.
	<b>Subtotal</b>	<b>93,000</b>	<b>33,000</b>	
	<b>Program Total</b>	<b>93,000</b>	<b>33,000</b>	
	<b>ALL FUNDS TOTAL</b>	<b>784,092</b>	<b>230,020</b>	



## **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.

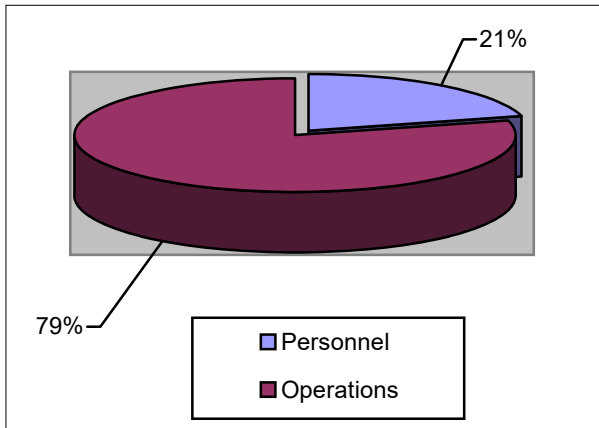
### **ACCOMPLISHMENTS**

- 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.



# GENERAL OPERATIONS

## FINANCIAL HIGHLIGHTS

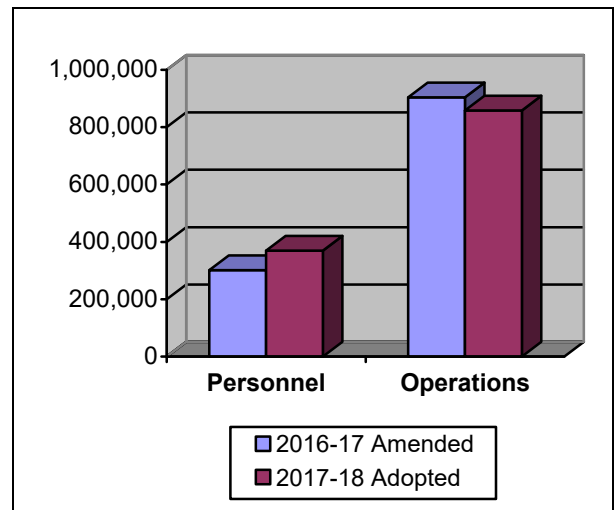


### Department Expenditures by Category

Personnel	\$369,600
Operations	857,948
<b>Total</b>	<b>\$1,227,548</b>

### Budget Comparison

	2016-17 Amended	2017-18 Adopted
Personnel	\$301,550	\$369,600
Operations	903,800	857,948
<b>Total</b>	<b>\$1,205,350</b>	<b>\$1,227,548</b>



### ■ SIGNIFICANT CHANGES: (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Adopted)

The Adopted budget for FY 2018 of \$1,227,548 is an increase of \$22,198 due to the following changes:

Increase in salaries and benefits.	\$68,050
Decrease in insurance premiums.	(45,587)
Miscellaneous decreases.	(265)
<b>Department Total</b>	<b>\$22,198</b>





# GENERAL OPERATIONS

## GENERAL OPERATIONS - 160

### GENERAL FUND (100-160)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
100-160-501.800	SICK LEAVE BUY BACK		33,550	33,550		(33,550)
100-160-505.200	PERS CONTRIBUTION	141,988	182,000	182,000	276,000	94,000
100-160-505.600	RETIREE'S HEALTH BENEFIT	93,586	93,000	86,000	93,600	7,600
	<b>SUBTOTAL</b>	<b>235,574</b>	<b>308,550</b>	<b>301,550</b>	<b>369,600</b>	<b>68,050</b>
<b>OPERATIONS</b>						
100-160-510.100	OFFICE SUPPLIES	10,963	11,000	11,000	11,000	
100-160-510.300	POSTAGE	6,770	18,000	18,000	18,000	
100-160-515.100	TELECOMMUNICATIONS	64,403	65,000	65,000	65,000	
100-160-515.200	ELECTRICITY	5,016	4,800	4,800	4,800	
100-160-515.300	NATURAL GAS	4,498	8,000	8,000	8,000	
100-160-515.400	WATER	11,937	11,600	11,600	11,600	
100-160-520.120	BUILDING EQUIPMENT MAINT	755	2,000	2,000	2,000	
100-160-520.500	EQUIPMENT RENTAL	45,539	34,000	34,000	34,000	
100-160-525.200	LIABILITY INSURANCE	303,081	342,396	342,396	403,389	60,993
100-160-525.300	PROPERTY INSURANCE	48,886	53,152	53,152	50,000	(3,152)
100-160-525.400	WORKERS COMP INS PREMIUM	267,192	274,036	274,036	170,608	(103,428)
100-160-525.600	UNEMPLOYMENT INSURANCE	933	10,000	10,000	10,000	
100-160-530.100	CONTRACT SERVICES	7,440	8,400	8,400	8,400	
100-160-530.800	MEDICAL & HEALTH TESTING	2,865	2,500	2,500	2,500	
100-160-545.100	DEBT SERVICE PAYMENTS	35,147	36,325	36,325	38,799	2,474
100-160-545.400	INTEREST EXPENSE	23,893	22,591	22,591	19,852	(2,739)
100-160-545.600	CITY HALL FLOOD REIMB	6,529				
	<b>SUBTOTAL</b>	<b>845,847</b>	<b>903,800</b>	<b>903,800</b>	<b>857,948</b>	<b>(45,852)</b>
	<b>GENERAL FUND TOTAL</b>	<b>1,081,421</b>	<b>1,212,350</b>	<b>1,205,350</b>	<b>1,227,548</b>	<b>22,198</b>



# GENERAL OPERATIONS

## Budget Detail Worksheet

Dept: General Operations

Program: General Operations - 160

Fund: 100-General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<b><u>Personnel</u></b>			
501.800	Sick Leave Buy Back	33,550		Sick Leave Buy Back for eligible employees.
505.200	PERS Contribution	182,000	276,000	Unfunded liability payment.
505.600	Retiree's Health Insurance	86,000	93,600	Premium payments for retiree health benefits per prior years and current year trends and actual.
	<b>Subtotal</b>	<b>301,550</b>	<b>369,600</b>	
	<b><u>Operations</u></b>			
510.100	Office Supplies	11,000	11,000	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	65,000	Telephone system lease, maintenance and usage. Increase (\$600) due to transfer of Sheriff cellular phone costs from Municipal Services to General Operations. \$18,000 moved to LA County Parks Grant.
515.200	Electricity	4,800	4,800	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). Increase based on addition of Sparkletts water service at Addams Park, Community Center Annex, and Cable Television facilities..
520.120	Building Equipment Maint	2,000	2,000	Citywide first aid kits. Decrease due to HVAC maintenance moved to PW's grounds/facilities maintenance.
520.500	Equipment Rental	34,000	34,000	Lease & maintenance agreements for copiers, mail meter, fax. New postage meter, copier contract etc.



# GENERAL OPERATIONS

## Budget Detail Worksheet

Dept: General Operations

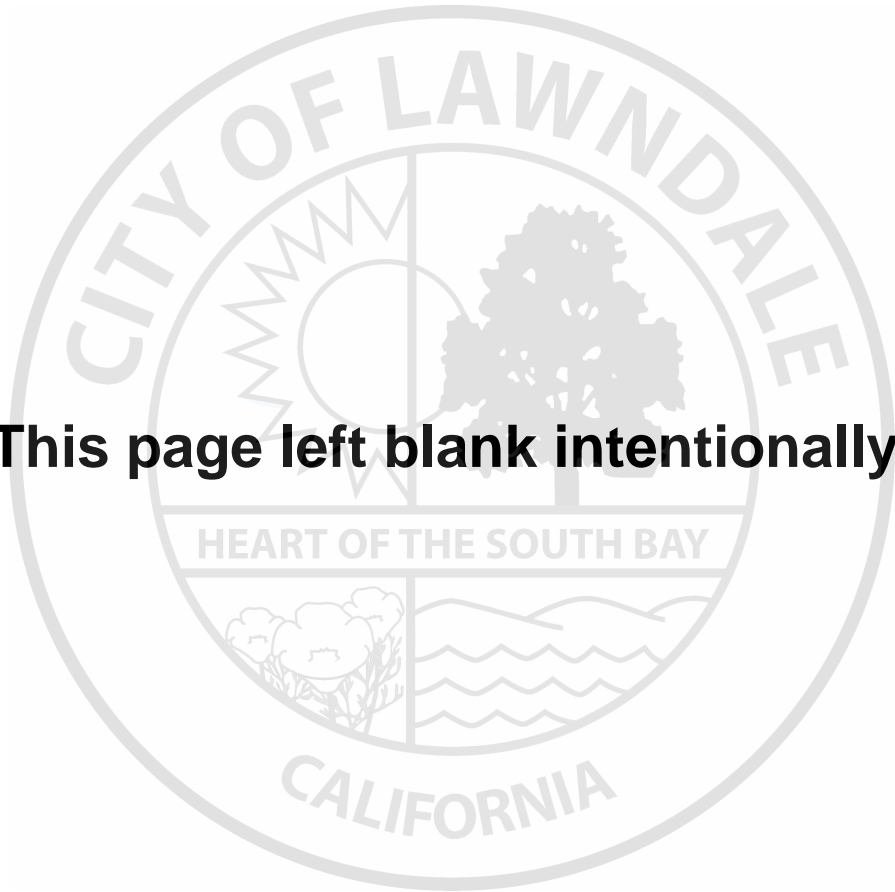
Program: General Operations - 160

Fund: 100-General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b>(Operations, Continued)</b>				
525.200	Liability Insurance	342,396	403,389	JPIA Annual Premium; includes primary deposit; Crime Prevention insurance (\$1,200).
525.300	Property Insurance	53,152	50,000	JPIA Annual Premium; includes primary and environmental liability deposit.
525.400	Worker's Compensation	274,036	170,608	JPIA Annual Premium; includes general liability, WC primary and WC excess pool deposits.
525.600	Unemployment Insurance	10,000	10,000	Unemployment Insurance.
530.100	Contract Services	8,400	8,400	Local Gov't sharing program and/or misc (\$1,200). Administration of PARS (\$7,200).
530.800	Medical & Health Testing	2,500	2,500	New EE screening, first aid claims, random drug testing program, fit-for-duty exams, etc.
545.100	Debt Service Payments	36,325	38,799	I-Bank Loan. (Reimbursed by Successor Agency).
545.400	Interest Expense	22,591	19,852	I-Bank Loan. (Reimbursed by Successor Agency).
	<b>Subtotal</b>	<b>903,800</b>	<b>857,948</b>	
	<b>PROGRAM TOTAL</b>	<b>1,205,350</b>	<b>1,227,548</b>	



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## 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.

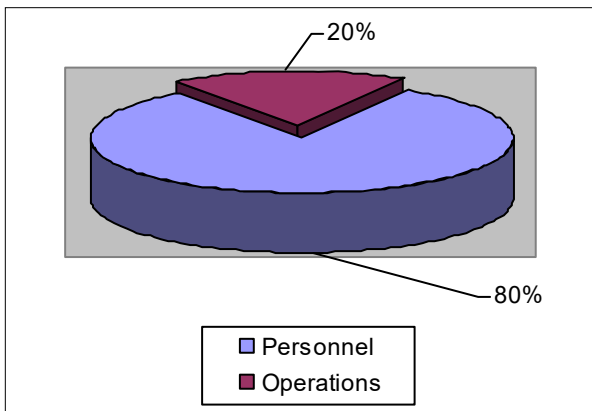


## ACCOMPLISHMENTS

- Issued City's 2015-16 Comprehensive Annual Financial Report (CAFR).
- Issued City's 2016-17 annual operating budget.
- Completed 2015-16 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

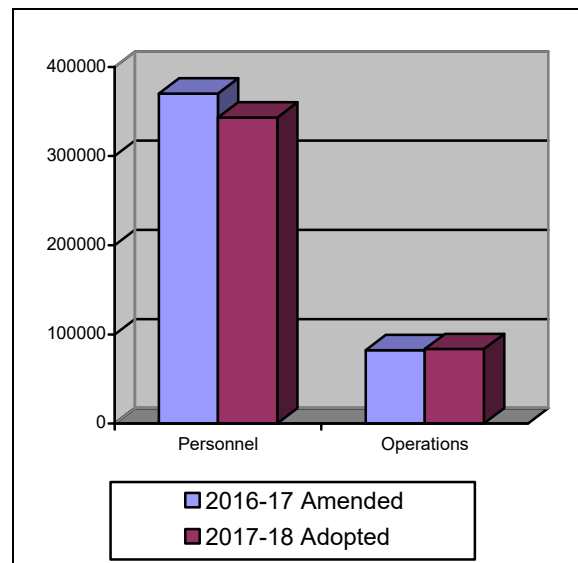


### Department Expenditures by Category

Personnel	\$343,086
Operations	83,510
<b>Total</b>	<b>\$426,596</b>

### Budget Comparison

	2016-17 Amended	2017-18 Adopted
Personnel	\$370,271	\$343,086
Operations	82,300	83,510
<b>Total</b>	<b>\$452,571</b>	<b>\$426,596</b>



- **SIGNIFICANT CHANGES:** (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Budget)

The Adopted Budget for FY 2018 of \$426,596 (exclusive of Information Systems) is a decrease of \$25,974 due to the following changes:

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Decrease in salary and benefits.	(\$27,184)
Miscellaneous increases.	1,210
<b>Department Total</b>	<b>(\$25,974)</b>



# FINANCE

## DEPARTMENT EXPENDITURES

### FINANCE - 190

#### GENERAL FUND (100-190)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b><u>PERSONNEL</u></b>						
100-190-501.100	SALARIES - FULL-TIME	299,566	269,998	269,998	248,712	(21,286)
100-190-501.300	SALARIES - PART-TIME			10,000	10,000	
100-190-501.400	SALARIES - OVERTIME	311	1,500	1,500	1,500	
100-190-501.500	LONGEVITY PAY	1,337	1,117	1,117	1,030	(87)
100-190-501.600	AUTO ALLOWANCE	1,112	990	990	870	(120)
100-190-505.100	FLEXIBLE BENEFIT	49,395	44,351	44,351	41,922	(2,429)
100-190-505.200	RETIREMENT	33,907	28,492	28,492	26,774	(1,717)
100-190-505.201	PARS CONTRIBUTION	7,145	7,359	7,359	6,468	(892)
100-190-505.300	MEDICARE CONTRIBUTION	5,067	4,589	4,589	4,307	(282)
100-190-505.700	CITY-PAID INSURANCE	1,771	1,876	1,876	1,504	(372)
	<b>SUBTOTAL</b>	<b>399,611</b>	<b>360,271</b>	<b>370,271</b>	<b>343,086</b>	<b>(27,184)</b>
<b><u>OPERATIONS</u></b>						
100-190-510.100	OFFICE SUPPLIES	2,863	3,750	4,000	3,750	(250)
100-190-510.200	REPROGRAPHICS	2,298	2,000	2,000	2,000	
100-190-510.400	SUBSCRIP./PUBLICATIONS		100	100	100	
100-190-510.600	STAFF DEVELOPMENT		400	400	400	
100-190-510.610	MEMBERSHIP/DUES	509	600	600	600	
100-190-510.620	TRAVEL/MEETINGS	399	300	300	300	
100-190-510.650	MILEAGE REIMBURSEMENT		50	50	50	
100-190-530.100	CONTRACT SERVICES	74,918	74,000	74,000	75,460	1,460
100-190-530.500	LEGAL ADVERTISING		100	100	100	
100-190-540.200	SPECIAL EXPENSES	964	750	750	750	
	<b>SUBTOTAL</b>	<b>81,951</b>	<b>82,050</b>	<b>82,300</b>	<b>83,510</b>	<b>1,210</b>
	<b>GENERAL FUND TOTAL</b>	<b>481,562</b>	<b>442,321</b>	<b>452,571</b>	<b>426,596</b>	<b>(25,974)</b>





# FINANCE

## Budget Detail Worksheet

Dept: Finance  
Fund: 100 - General Fund

Program: Finance-190

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<b>Personnel</b>			
501.100	Salary - Full Time	269,998	248,712	Includes Finance Director, Accounting Manager, Payroll/Accounting and Accounting Specialists.
501.300	Salary - Part Time	10,000	10,000	1 PT Accounting Specialist to do cashiering, B/L backup.
501.400	Salary - Overtime	1,500	1,500	Based on historical usage.
501.500	Longevity Pay	1,117	1,030	Per MOU.
501.600	Auto Allowance	990	870	Auto allowance for Finance Director @ \$125/month.
505.100	Flexible Benefits	44,351	41,922	Monthly benefits include cafeteria for mid-management and classified employees and for CMT members.
505.200	Retirement	28,492	26,774	Retirement costs.
505.201	PARS Contribution	7,359	6,468	Retirement contribution for PARS.
505.300	Medicare Contribution	4,589	4,307	Employer paid share @ 1.45% of Salary.
505.700	City-Paid Insurance	1,876	1,504	Life Insurance, LTD, and AD&D.
	<b>SUBTOTAL</b>	<b>370,271</b>	<b>343,086</b>	
	<b>Operations</b>			
510.100	Office Supplies	4,000	3,750	Provides pens, pencils, file folders, labels, sheet protectors, tape, printer cartridges, paper. Based on historical usage.
510.200	Reprographics	2,000	2,000	Includes printing and binding of the budget, CAFR and numerous forms such as requisitions, checks and purchase orders.
510.400	Subscriptions/Publications	100	100	Calf. Society Municipal Finance Officers.
510.600	Staff Development	400	400	Training in payroll software, accounting, and general fiscal issues.
510.610	Membership/Dues	600	600	Includes Municipal Treasurers Assn.(\$150), CSMFO (\$100), CMTA (\$100), Business Tax Assn.(\$50), and American Payroll Assoc. (\$200 includes monthly compliance updates).



## Budget Detail Worksheet

Dept: Finance Program: Finance-190  
 Fund: 100 - General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b><u>(Operations, Continued)</u></b>				
510.620	Travel/Meetings	300	300	CSMFO monthly meetings.
510.650	Mileage Reimbursement	50	50	Includes reimbursement for use of personal vehicles for official business usage.
530.100	Contract Services	74,000	75,460	Contract with auditors (\$25,680), CBIZ Payroll (\$11,900), HDL (\$10,400), Wells Fargo bank fees (\$19,780) Credit Card Fees (5,700) Misc Audits (2,000).
530.500	Legal Advertisements	100	100	Unforeseen legal ads.
540.200	Special Expenses	750	750	Designated for unforeseen expenditures.
<b>SUBTOTAL</b>		<b>82,300</b>	<b>83,510</b>	
<b>PROGRAM TOTAL</b>		<b>452,571</b>	<b>426,596</b>	



## 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.

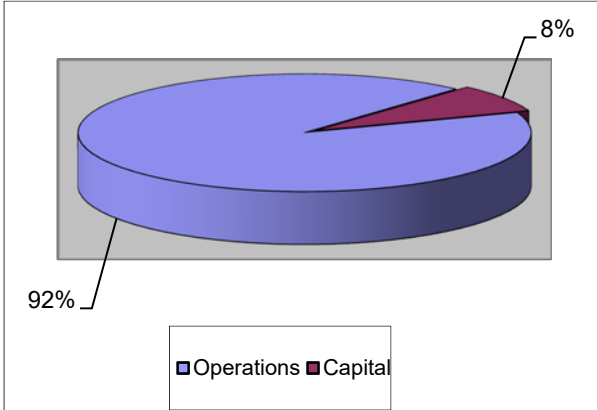
- Maintain effective virus and spam protection systems.
- Maintain effective firewall protection against outside intruders.
- Effectively maintain city's email system.
- Retention of staff resources for daily computer system maintenance and support.

## 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

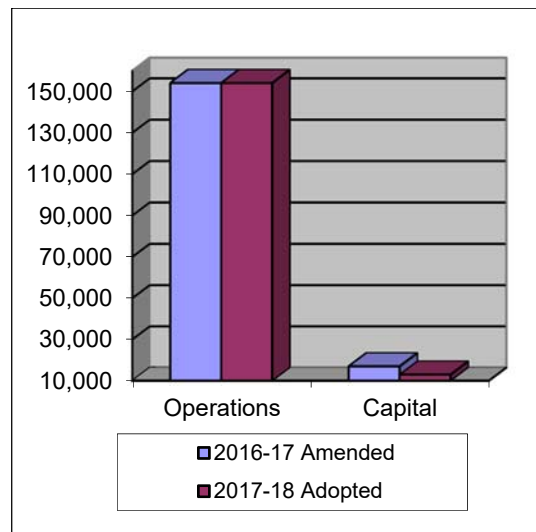


### Department Expenditures by Category

Operations	\$154,109
Capital	13,000
<b>Total</b>	<b>\$167,109</b>

### Budget Comparison

	2016-17 Amended	2017-18 Budget
Operations	\$154,109	\$154,109
Capital	17,000	13,000
<b>Total</b>	<b>\$171,109</b>	<b>\$167,109</b>



## SIGNIFICANT CHANGES: (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Budget)

The Adopted Budget for FY 2018 of \$167,109 is a decrease of \$4,000 due to the following changes:

Decrease in other equipment.	(\$4,000)
<b>Department Total</b>	<b>(\$4,000)</b>

# INFORMATION SYSTEMS

## DEPARTMENT EXPENDITURES

### INFORMATION SYSTEMS - 180

GENERAL FUND (100-180)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>OPERATIONS</b>						
100-180-510.100	OFFICE SUPPLIES	40	50	50	50	
100-180-510.400	SUBSCRIPTIONS/PUBLICATIONS		400	400	400	
100-180-520.510	EQUIP MAINTENANCE	1,685	2,000	2,000	2,000	
100-180-530.100	CONTRACT SERVICES	144,641	151,559	151,559	151,559	
100-180-540.200	SPECIAL EXPENSES		100	100	100	
	<b>SUBTOTAL</b>	<b>146,366</b>	<b>154,109</b>	<b>154,109</b>	<b>154,109</b>	
<b>CAPITAL</b>						
100-180-550.400	OTHER EQUIPMENT	29,089	17,000	17,000	13,000	(4,000)
	<b>SUBTOTAL</b>	<b>29,089</b>	<b>17,000</b>	<b>17,000</b>	<b>13,000</b>	<b>(4,000)</b>
	<b>GENERAL FUND TOTAL</b>	<b>175,455</b>	<b>171,109</b>	<b>171,109</b>	<b>167,109</b>	<b>(4,000)</b>



# INFORMATION SYSTEMS

## Budget Detail Worksheet

Dept: Information Systems

Program: Information Systems

Fund: 100 - General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<b>Operations</b>			
510.100	Office Supplies	50	50	Provides for miscellaneous software programs to aid in network management.
510.400	Subscriptions/Pub	400	400	Provides for subscriptions to computer related publications.
520.510	Equipment Maintenance	2,000	2,000	Includes maintenance of computers and printers, Web Site Hosting.
530.100	Contract Services	151,559	151,559	Provides for maintenance support for the existing financial software system & computer network from Bericom Design for 1,628 hours (\$146,309). Tyler Technologies (\$5,250).
540.200	Special Expenses	100	100	For unforeseen incidental costs.
	<b>Subtotal</b>	<b>154,109</b>	<b>154,109</b>	
	<b>Capital</b>			
550.400	Other Equipment	17,000	13,000	Annual equipment replacement program which covers all hardware needs for City (\$10,000).
	<b>Subtotal</b>	<b>17,000</b>	<b>13,000</b>	
	<b>PROGRAM TOTAL</b>	<b>171,109</b>	<b>167,109</b>	



## 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

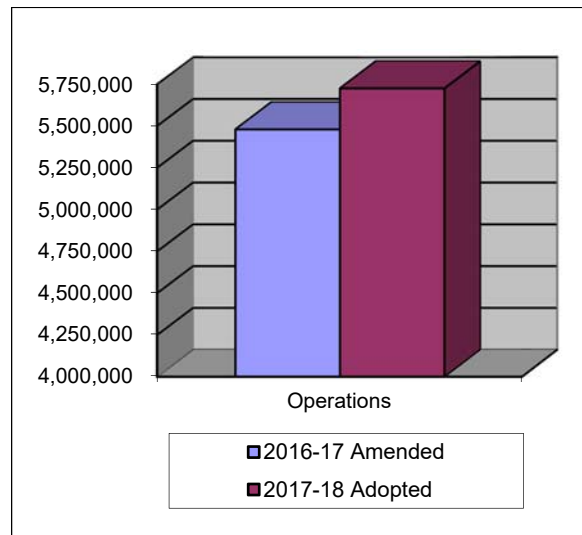
Department to help reduce the sales of tobacco products to minors.

- 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

	2016-17 Amended	2017-18 Adopted
Operations	\$5,480,099	\$5,725,394
<b>Total</b>	<b>\$5,480,099</b>	<b>\$5,725,394</b>



- **SIGNIFICANT CHANGES:** (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Adopted)

The Adopted Budget for FY 2018 of \$5,725,394 is an increase of \$245,295 due to the following changes:

Increase in L.A. County Sheriff services.	\$245,295
<b>Department Total</b>	<b>\$245,295</b>



# PUBLIC SAFETY

## DEPARTMENT EXPENDITURES

### PUBLIC SAFETY - 210

GENERAL FUND (100-210)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>OPERATIONS</b>						
100-210-520.510	EQUIPMENT MAINTENANCE	66	800	800	800	
100-210-525.200	LIABILITY INSURANCE	272,917	463,337	463,337	498,554	35,217
100-210-530.700	COUNTY SHERIFF SERVICES	4,761,115	4,877,227	4,877,227	5,090,040	212,813
SUBTOTAL		5,034,098	5,341,364	5,341,364	5,589,394	248,030
<b>GENERAL FUND TOTAL</b>		<b>5,034,098</b>	<b>5,341,364</b>	<b>5,341,364</b>	<b>5,589,394</b>	<b>248,030</b>

### PUBLIC SAFETY - 211

STATE COPS GRANT(211-210)

<b>OPERATIONS</b>						
211-210-525.200	LIABILITY INSURANCE	6,480	10,735	10,735	11,000	265
211-210-530.700	COUNTY SHERIFF SERVICES	108,000	113,000	113,000	110,000	(3,000)
SUBTOTAL		114,480	123,735	123,735	121,000	(2,735)
<b>STATE GRANT FUND TOTAL</b>		<b>114,480</b>	<b>123,735</b>	<b>123,735</b>	<b>121,000</b>	<b>(2,735)</b>

### PUBLIC SAFETY - 234

JUSTICE ASSISTED GRANT (234-210)

<b>OPERATIONS</b>						
234-210-530.700	COUNTY SHERIFF SERVICES	12,012	15,000	15,000	15,000	
SUBTOTAL		12,012	15,000	15,000	15,000	
<b>JAG GRAND TOTAL</b>		<b>12,012</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	
<b>ALL FUNDS TOTAL</b>		<b>5,160,590</b>	<b>5,480,099</b>	<b>5,480,099</b>	<b>5,725,394</b>	<b>245,295</b>



# PUBLIC SAFETY

Dept: Public Safety

Program: Police Services - 210

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	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	463,337	498,554	10% of County Sheriff services contract.
530.700	County Sheriff Services	4,877,227	5,090,040	General and specialized public safety services. 3.8% increase.
<b>Program Total</b>		<b>5,341,364</b>	<b>5,589,394</b>	
<b>Fund:</b>	211-State COPS Grant			
	<b>Operations</b>			
525.200	Liability Insurance	10,735	11,000	10% of County Sheriff services contract.
530.700	County Sheriff Services	113,000	110,000	Funds specified for use of additional deputy/no relief.
<b>Program Total</b>		<b>123,735</b>	<b>121,000</b>	
<b>Fund:</b>	234-Justice Assisted Grant			
	<b>Operations</b>			
530.700	County Sheriff Services	15,000	15,000	Fireworks suppression and Youth Day Parade.
<b>Program Total</b>		<b>15,000</b>	<b>15,000</b>	
<b>All Funds Total</b>		<b>5,480,099</b>	<b>5,725,394</b>	



## 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

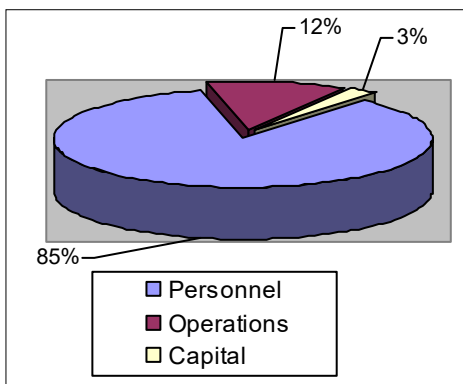
- Monthly reports were provided comprising details on all MSD operations and activities.
- Worked with residents to encourage the safe and humane treatment of animals.
- Conducted a successful Pet Fair.
- Conducted a successful Field of Honor event.
- Continued to issue annual dog licenses.
- Continued 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.



# MUNICIPAL SERVICES

- 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

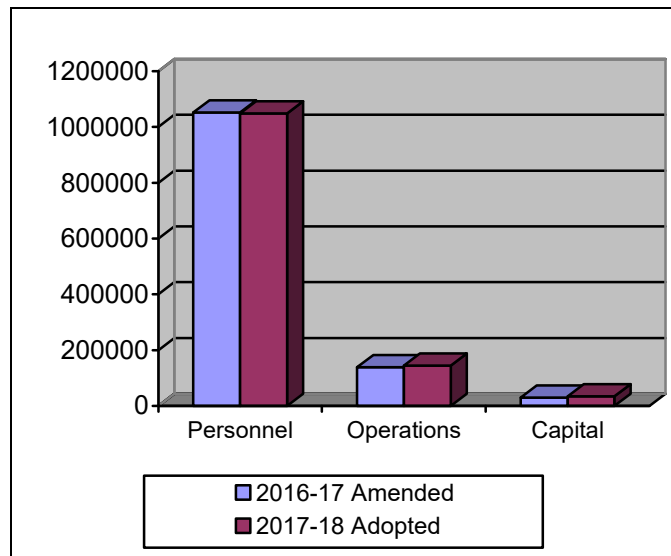


### Department Expenditures by Category

<b>Personnel</b>	<b>\$1,048,054</b>
<b>Operations</b>	<b>145,210</b>
<b>Capital</b>	<b>35,000</b>
<b>Total:</b>	<b>\$1,228,264</b>

### Budget Comparison

	<b>2016-17 Amended</b>	<b>2017-18 Adopted</b>
Personnel	\$1,051,721	\$1,048,054
Operations	156,710	145,210
Capital	30,000	35,000
<b>Total</b>	<b>\$1,238,431</b>	<b>\$1,228,264</b>



# MUNICIPAL SERVICES

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■ **SIGNIFICANT CHANGES:** (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Budget)

The Adopted Budget for FY 2018 of \$1,228,264 is a decrease of \$10,166 due to the following changes:

Decrease in salaries and benefits.	(\$3,667)
Decrease in special expenses.	(11,000)
Increase in capital.	5,000
Miscellaneous decreases.	(500)
<b>Department Total</b>	<b>(\$10,167)</b>



# MUNICIPAL SERVICES

## DEPARTMENT EXPENDITURES

### MUNICIPAL SERVICES - 300

#### GENERAL FUND (100-300)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
100-300-501.100	SALARIES - FULL-TIME	671,277	644,000	697,277	692,304	(4,973)
100-300-501.300	SALARIES - PART-TIME	103,509	103,000	129,000	129,000	
100-300-501.400	SALARIES - OVERTIME	1,631	2,700	2,700	2,700	
100-300-501.500	LONGEVITY PAY	2,200	2,850	2,850	3,200	350
100-300-501.600	AUTO ALLOWANCE		1,500	1,500	1,500	
100-300-505.100	FLEXIBLE BENEFITS	125,321	130,840	130,840	130,840	
100-300-505.200	RETIREMENT	57,177	68,118	68,118	69,796	1,678
100-300-505.300	MEDICARE CONTRIBUTION	11,349	14,071	14,071	14,116	45
100-300-505.700	CITY-PAID INSURANCE	4,285	5,365	5,365	4,598	(767)
<b>SUBTOTAL</b>		<b>976,749</b>	<b>972,444</b>	<b>1,051,721</b>	<b>1,048,054</b>	<b>(3,667)</b>
<b>OPERATIONS</b>						
100-300-510.100	OFFICE SUPPLIES	3,035	4,000	4,800	4,800	
100-300-510.200	REPROGRAPHICS	1,333	1,500	1,500	1,500	
100-300-510.500	UNIFORMS	4,307	4,000	6,000	6,000	
100-300-510.610	MEMBERSHIP/DUES	1,008	1,060	1,060	1,060	
100-300-520.130	JANITORIAL SUPPLIES		150	150	150	
100-300-520.510	EQUIPMENT MAINTENANCE	1,579	1,000	1,500	1,500	
100-300-520.600	VEHICLE MAINTENANCE	10,886	12,000	12,000	12,000	
100-300-520.610	VEHICLE FUEL	9,251	10,000	15,000	15,000	
100-300-530.100	CONTRACT SERVICES	74,089	74,000	79,000	80,000	1,000
100-300-530.200	PROFESSIONAL SERVICES	5,824	6,500	6,500	6,500	
100-300-540.200	SPECIAL EXPENSES	14,055	15,000	18,700	7,700	(11,000)
100-300-540.400	SPECIAL EVENTS	2,782	9,000	10,500	9,000	(1,500)
<b>SUBTOTAL</b>		<b>128,149</b>	<b>138,210</b>	<b>156,710</b>	<b>145,210</b>	<b>(11,500)</b>
<b>GENERAL FUND TOTAL</b>		<b>1,104,898</b>	<b>1,110,654</b>	<b>1,208,431</b>	<b>1,193,264</b>	<b>(15,167)</b>

### MUNICIPAL SERVICES - 300

#### UDAG FUND (215-300)

<b>CAPITAL</b>						
215-300-550.300	VEHICLES	23,987	30,000	30,000	35,000	5,000
<b>SUBTOTAL</b>		<b>23,987</b>	<b>30,000</b>	<b>30,000</b>	<b>35,000</b>	<b>5,000</b>
<b>AQMD FUND TOTAL</b>		<b>23,987</b>	<b>30,000</b>	<b>30,000</b>	<b>35,000</b>	<b>5,000</b>
<b>ALL FUNDS TOTAL</b>		<b>1,128,885</b>	<b>1,140,654</b>	<b>1,238,431</b>	<b>1,228,264</b>	<b>(10,167)</b>



# MUNICIPAL SERVICES

## Budget Detail Worksheet

Municipal Services

Program: Municipal Services - 300

Fund: 100 - General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<b>Personnel</b>			
501.100	Salaries - Full-Time	697,277	692,304	Municipal Services staff.
501.300	Salaries - Part-Time	129,000	129,000	(1) Office Assistant, (1) MSO I, (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	2,850	3,200	Per MOU.
501.600	Auto Allowance	1,500	1,500	\$125 per month.
505.100	Flexible Benefits	130,840	130,840	Monthly benefits include cafeteria for mid-management and classified employees.
505.200	Retirement	68,118	69,796	Retirement cost.
505.300	Medicare	14,071	14,116	Employer paid share @ 1.45% of salary.
505.100	City-Paid Insurance	5,365	4,598	LTD, Life Insurance and AD&D.
	<b>Subtotal</b>	<b>1,051,721</b>	<b>1,048,054</b>	
	<b>Operations</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	1,500	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.
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.



# MUNICIPAL SERVICES

## Budget Detail Worksheet

Municipal Services

Program: Municipal Services - 300

Fund: 100 - General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	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	79,000	80,000	Contract for SPCA (approximately \$70,000), County Animal Control (approximately \$5,000, increase due to increased rates from County), veterinarian services (approximately \$3,000), independent hearing officer and other miscellaneous services. All annual numbers are approximate, based on usage.
530.200	Professional Services	6,500	6,500	Hearing officer for contested parking citations (\$600). CityView Permitting (\$5,900). Increase due to increased department costs for CityView.
540.200	Special Expenses	18,700	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	10,500	9,000	Costs associated with annual Pet Fair event (\$4,000) and Field of Honor (\$5,000).
<b>Subtotal</b>		<b>156,710</b>	<b>145,210</b>	
<b>PROGRAM TOTAL</b>		<b>1,208,431</b>	<b>1,193,264</b>	
<b>Dept:</b>	Municipal Services			<b>Program:</b> UDAG - 300
<b>Fund:</b>	215 - UDAG			
<b>Capital</b>				
550.300	Vehicles	30,000	35,000	CNG Ford Transit Van.
<b>Subtotal</b>		<b>30,000</b>	<b>35,000</b>	
<b>PROGRAM TOTAL</b>		<b>30,000</b>	<b>35,000</b>	
<b>ALL FUNDS TOTAL</b>		<b>1,238,431</b>	<b>1,228,264</b>	



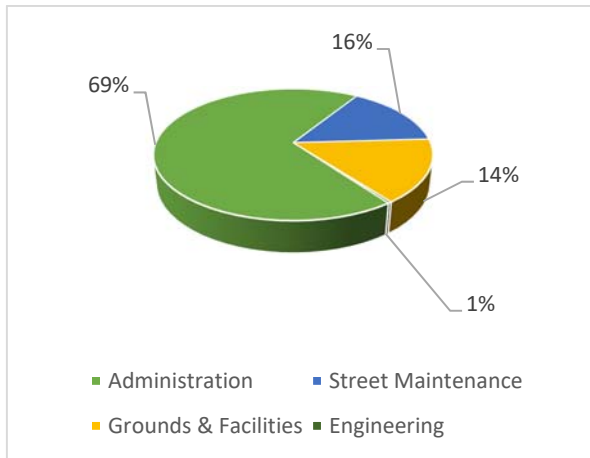


# PUBLIC WORKS ADMINISTRATION

## 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	\$493,705	\$450,494	\$5,737,034	\$6,681,233
Grounds & Facilities	292,101	715,100	500,000	1,507,201
Streets & Maintenance	524,669	884,600	60,000	1,469,269
Engineering	22,891	11,150		34,041
<b>Total:</b>	<b>\$1,333,366</b>	<b>\$2,061,344</b>	<b>\$6,297,034</b>	<b>\$9,691,744</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 provides for traffic signal maintenance, flood control, 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.
- Publish the department brochure as a handout to the public for reference to programs and services available.

### 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
  - Proposition A
  - Proposition C
  - Proposition 42
  - Gas Tax
  - Federal STP-L
  - Metro STP-L
  - Measure R
  - CDBG Program
  - TDA
  - SAFETEA-LU
  - Call for Projects
  - Los Angeles County Grants
  - AQMD Grants
- Successful funding administration of Capital Improvement Projects that include:
  - Traffic Signal Upgrades on Marine Avenue at Osage Avenue – Metro STP-L Exchange,
  - Inglewood Ave Corridor Widening Projects – Prop C, Prop C25, SAFETEA-LU, LRA Bond,
  - 145<sup>th</sup> Street Improvements – CDBG Program, Measure R,
  - Annual Street Improvements Project – Measure R, Prop C, Metro STPL Exchange, Gas Tax, and TDA
  - Teen Center construction within the existing MSD building – Bond Proceeds and LA County Grant,
  - HVAC Upgrades at City Hall,
  - Replace Roofing at City Hall – General Fund Reserves,
  - Bus Shelters on Artesia Blvd – Prop A,
  - CNG Fueling Station Replacement – AQMD Grant and UDAG funds,
  - Jane Addams Parking Lot Improvements – General Fund Reserves,

- Design phase of the Traffic Signal on Marine Avenue at Osage Avenue – Metro STP-L Exchange.

## ■ ACCOMPLISHMENTS

- Issued RFPs and prepared agreements for the modified design phase and right-of-way acquisition and goodwill losses appraisals for the Inglewood Widening Project, HVAC design phase, Class II Bike Lanes on Hawthorne Blvd, Safe Routes to Schools Phase II: Education and Encouragement, Annual Street Improvements.
- Continued implementation of annual programs:
  - National Pollution Discharge Elimination Service (NPDES)
  - AB 939, AB 341 and AB 1826
  - Beverage Container Recycling Program
  - Used Oil Recycling Block Grant
  - Maintained Pavement Management Program
  - Funding Administration for the following projects:
    - Effectively worked with Metro on the installation of 3 bus shelters for the Metro Rapid Bus service,
    - Larch Avenue Street Improvements – CDBG and Measure R,
    - Storm Drain Project – Intersection of 169<sup>th</sup> and 170<sup>th</sup> Streets – General Reserves,
    - HVAC design phase – Various Fund Savings,
    - Design phase of the Annual Street Improvements – Measure R, Prop C, Gas Tax, TDA,
    - Teen Center phase design – LRA Proceeds,
    - Concrete Repairs Project – Prop C and Metro STPL,
    - Donation of Community Center Annex Modular Building,
    - Smoke Detectors replacement at City Hall - General Fund Reserves



# PUBLIC WORKS ADMINISTRATION

## DEPARTMENT EXPENDITURES

### PUBLIC WORKS ADMINISTRATION - 310

#### GENERAL FUND (100-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
100-310-501.100	SALARIES - FULL-TIME	72,196	12,160	40,000	2,859	(37,141)
100-310-501.300	SALARIES - PART-TIME	391		5,000	5,000	
100-310-501.400	SALARIES - OVERTIME		500	500	500	
100-310-501.500	LONGEVITY	35	2	2	4	3
100-310-501.600	AUTO ALLOWANCE	92	15	15	15	
100-310-505.100	FLEXIBLE BENEFIT	10,800	271	271	401	130
100-310-505.200	RETIREMENT	8,024	243	253	333	80
100-310-505.300	MEDICARE CONTRIBUTION	422	32	109	49	(60)
100-310-505.700	CITY -PAID INSURANCE	174	13	13	15	2
	<b>SUBTOTAL</b>	<b>92,134</b>	<b>13,236</b>	<b>46,161</b>	<b>9,175</b>	<b>(36,987)</b>
<b>OPERATIONS</b>						
100-310-510.100	OFFICE SUPPLIES	3,865	3,500	3,500	3,500	
100-310-510.200	REPROGRAPHICS	3,001	5,600	5,600	5,600	
100-310-510.400	SUBSCRIP/PUBLICATIONS	752	1,000	1,000	1,000	
100-310-510.600	STAFF DEVELOPMENT	773	3,500	3,500	3,500	
100-310-510.610	MEMBERSHIP/DUES	860	1,200	1,200	1,200	
100-310-510.620	TRAVEL/MEETINGS	1,127	1,500	1,500	1,500	
100-310-510.650	MILEAGE REIMB	196	200	200	200	
100-310-520.510	EQUIPMENT MAINT	1,500	1,500	1,500	1,500	
100-310-530.100	CONTRACT SERVICES	7,424	12,300	12,300	12,300	
100-310-530.200	PROFESSIONAL SERV	298,943	86,753	86,753	142,500	55,747
100-310-540.200	SPECIAL EXPENSES	20,887	23,646	20,083	20,083	
100-310-540.500	RECYCLING PROGRAM	17,407	-	8,800	8,700	(100)
	<b>SUBTOTAL</b>	<b>356,735</b>	<b>140,699</b>	<b>145,936</b>	<b>201,583</b>	<b>55,647</b>
<b>CAPITAL</b>						
100-310-550.400	OTHER EQUIPMENT	9,750				
100-310-550.500	BUILDING IMPROVEMENTS				200,000	200,000
100-310-702.264	JANES ADAMS PK LOT IMPR				60,000	60,000
	<b>SUBTOTAL</b>	<b>9,750</b>			<b>260,000</b>	<b>260,000</b>
	<b>GENERAL FUND TOTAL</b>	<b>458,619</b>	<b>153,935</b>	<b>192,097</b>	<b>470,758</b>	<b>278,660</b>

### PUBLIC WORKS ADMINISTRATION - 310

#### GAS TAX FUND (201-310)

<b>OPERATIONS</b>						
201-310-530.100	CONTRACT SERVICES	1,121	22,500	30,000	30,000	
201-310-530.200	PROFESSIONAL SERVICES		25,000	25,000	25,000	
	<b>SUBTOTAL</b>	<b>1,121</b>	<b>47,500</b>	<b>55,000</b>	<b>55,000</b>	
<b>CAPITAL</b>						
201-310-700.156	FY 16/17 ST IMPROV		44,800	50,000	80,000	
	<b>SUBTOTAL</b>			<b>50,000</b>	<b>80,000</b>	
	<b>TOTAL GAS TAX FUND</b>	<b>1,121</b>	<b>47,500</b>	<b>105,000</b>	<b>135,000</b>	



# PUBLIC WORKS ADMINISTRATION

## PUBLIC WORKS ADMINISTRATION - 310

TDA ARTICLE 3 FUND (203-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED	AMENDED	ADOPTED	CHANGE
			ACTUAL 2016-17	BUDGET 2016-17	BUDGET 2017-18	FROM PRIOR YEAR
<b><u>CAPITAL</u></b>						
203-310-700.125	FY 16/17 ST IMPROV	36,717	4,200	44,000	20,000	(24,000)
	<b>SUBTOTAL</b>	<b>36,717</b>	<b>4,200</b>	<b>44,000</b>	<b>20,000</b>	<b>(24,000)</b>
	<b>PROP A FUND TOTAL</b>	<b>36,717</b>	<b>4,200</b>	<b>44,000</b>	<b>20,000</b>	<b>(24,000)</b>

## PUBLIC WORKS ADMINISTRATION - 310

PROP A FUND (206-310)

<b><u>CAPITAL</u></b>						
206-310-700.229	BUS SHELTERS				200,000	200,000
	<b>SUBTOTAL</b>				<b>200,000</b>	<b>200,000</b>
	<b>PROP A FUND TOTAL</b>				<b>200,000</b>	<b>200,000</b>

## PUBLIC WORKS ADMINISTRATION - 310

PROP C FUND (207-310)

<b><u>PERSONNEL</u></b>						
207-310-501.100	SALARIES - FULL-TIME	61,048	83,450	172,785	175,193	2,408
207-310-501.300	SALARIES - PART-TIME			5,000	5,000	
207-310-501.400	SALARIES - OVERTIME	18				
207-310-501.500	LONGEVITY	165	32	303	535	232
207-310-501.600	AUTO ALLOWANCE	282	405	405	420	15
207-310-505.100	FLEXIBLE BENEFIT	9,955	12,000	27,159	26,783	(377)
207-310-505.200	RETIREMENT	9,410	7,200	23,206	17,847	(5,359)
207-310-505.201	PARS CONTRIBUTION	1,624	1,338	1,338	2,007	669
207-310-505.300	MEDICARE	1,492	1,100	2,908	2,974	66
207-310-505.700	CITY -PAID INSURANCE	576	450	1,125	950	(175)
	<b>SUBTOTAL</b>	<b>84,570</b>	<b>105,975</b>	<b>234,228</b>	<b>231,709</b>	<b>(2,520)</b>
<b><u>OPERATIONS</u></b>						
207-310-530.100	CONTRACT SERVICES	6,000	5,100	15,000	15,000	
207-310-530.200	PROFESSIONAL SERVICES	8,640		60,000	60,000	
	<b>SUBTOTAL</b>	<b>14,640</b>	<b>5,100</b>	<b>75,000</b>	<b>75,000</b>	
<b><u>CAPITAL</u></b>						
207-310-700.146	FY 16/17 ST IMPROV		67,000	620,000	176,000	(444,000)
207-310-700.149	CONCRETE REPAIRS PROJ	416,543		34,929		(34,929)
207-310-700.150	INGLEWOOD AVE CORR WIDE-PHASE II				125,000	125,000
207-310-700.151	INGLEWOOD AVE CORR WIDE-PHASE I				580,097	580,097
207-310-700.263	INGLEWOOD AVE CORR WIDE-PHASE III				75,623	75,623
207-310-700.230	PRAIRIE AVE. NORTH			150,000		(150,000)
207-310-700.232	BURIN AVE (MARINE TO 145th)		43,027			
207-310-700.261	BIKE LANES			3,970		(3,970)
	<b>SUBTOTAL</b>	<b>416,543</b>	<b>110,027</b>	<b>808,899</b>	<b>956,720</b>	<b>151,791</b>
	<b>PROP C FUND TOTAL</b>	<b>515,753</b>	<b>221,102</b>	<b>1,118,127</b>	<b>1,263,429</b>	<b>149,271</b>



# PUBLIC WORKS ADMINISTRATION

## PUBLIC WORKS ADMINISTRATION - 310

### RESTRICTED URBAN DEVELOPMENT FD (215-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>OPERATIONS</b>						
215-310-530.200	PROFESSIONAL SERVICES		126,000	126,000	118,911	(7,089)
215-310-540.200	SPECIAL EXPENSES		59,307	64,307		(64,307)
	<b>SUBTOTAL</b>		<b>185,307</b>	<b>190,307</b>	<b>118,911</b>	<b>(71,396)</b>
<b>URBAN DEVL P FD TOTAL</b>		<b>-</b>	<b>185,307</b>	<b>190,307</b>	<b>118,911</b>	<b>(71,396)</b>

## PUBLIC WORKS ADMINISTRATION - 310

### SAFETEA-LU (239-310)

<b>PERSONNEL</b>						
239-310-501.100	SALARIES - FULL-TIME				33,010	33,010
239-310-501.500	LONGEVITY				100	100
239-310-501.600	AUTO ALLOWANCE				75	75
239-310-505.100	FLEXIBLE BENEFIT				5,246	5,246
239-310-505.200	RETIREMENT				3,341	3,341
239-310-505.300	MEDICARE CONTRIBUTION				563	563
239-310-505.700	CITY -PAID INSURANCE				186	186
	<b>SUBTOTAL</b>				<b>42,520</b>	<b>42,520</b>
<b>CAPITAL</b>						
239-310-700.150	INGLEWOOD AVE CORR WIDE-PHASE II				1,688,800	1,688,800
	<b>SUBTOTAL</b>				<b>1,688,800</b>	<b>1,688,800</b>
<b>SAFETEA-LU GRANT</b>					<b>1,731,320</b>	<b>1,731,320</b>

## PUBLIC WORKS ADMINISTRATION - 310

### PROP C 25 GRANTS (240-310)

<b>PERSONNEL</b>						
240-310-501.100	SALARIES - FULL-TIME	32,911			73,843	73,843
240-310-501.500	LONGEVITY				310	310
240-310-501.600	AUTO ALLOWANCE	271				
240-310-505.100	FLEXIBLE BENEFIT	3,608			12,316	12,316
240-310-505.200	RETIREMENT	2,802			6,527	6,527
240-310-505.300	MEDICARE CONTRIBUTION	465			1,254	1,254
240-310-505.700	CITY -PAID INSURANCE	140			422	422
	<b>SUBTOTAL</b>	<b>40,197</b>			<b>94,672</b>	<b>94,672</b>
<b>CAPITAL</b>						
240-310-700.151	INGLEWOOD AVE CORR WIDE-PHASE I				678,773	678,773
240-310-700.263	INGLEWOOD AVE CORR WIDE-PHASE III				1,219,741	1,219,741
	<b>SUBTOTAL</b>				<b>1,898,514</b>	<b>1,219,741</b>
<b>PROP C 25</b>		<b>40,197</b>			<b>1,993,186</b>	<b>1,314,413</b>



# PUBLIC WORKS ADMINISTRATION

## PUBLIC WORKS ADMINISTRATION - 310

### METRO STPL (243-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
243-310-501.100	SALARIES - FULL-TIME				8,771	8,771
243-310-501.500	LONGEVITY				8	8
243-310-505.100	FLEXIBLE BENEFIT				1,296	1,296
243-310-505.200	RETIREMENT				695	695
243-310-505.300	MEDICARE CONTRIBUTION				146	146
243-310-505.700	CITY -PAID INSURANCE				44	44
<b>SUBTOTAL</b>					<b>10,960</b>	<b>10,960</b>
<b>CAPITAL</b>						
243-310-700.146	FY 16/17 ST IMPROV		46,000	480,000	28,000	(452,000)
<b>SUBTOTAL</b>					<b>46,000</b>	<b>(452,000)</b>
<b>METRO STP-L</b>			<b>46,000</b>	<b>480,000</b>	<b>38,960</b>	<b>(441,040)</b>

## PUBLIC WORKS ADMINISTRATION - 310

### MEASURE R (244-310)

<b>PERSONNEL</b>						
244-310-501.100	SALARIES - FULL-TIME	38,496	30,000	53,890	77,819	23,930
244-310-501.400	SALARIES - OVERTIME	723	490			
244-310-501.500	LONGEVITY	107	160	124	488	365
244-310-501.600	AUTO ALLOWANCE	6		60	60	
244-310-505.100	FLEXIBLE BENEFIT	9,198	6,500	11,456	17,031	5,575
244-310-505.200	RETIREMENT	7,172	2,700	8,267	7,296	(971)
244-310-505.300	MEDICARE	647	450	950	1,388	438
244-310-505.700	CITY -PAID INSURANCE	326	210	461	588	127
<b>SUBTOTAL</b>					<b>56,675</b>	<b>29,462</b>
<b>CAPITAL</b>						
244-310-700.146	FY 16/17 ST IMPROV		227,000	227,000	108,000	(119,000)
244.310.700.201	LARCH AVE IMPROV		175,000	175,000		(175,000)
244-310-700.259	GREVILLEA - 145/ MARINE	205,240			197,000	
244-310-700.260	AVIS AVE-147 TO MARINE	77,606				
<b>SUBTOTAL</b>					<b>282,846</b>	<b>(175,000)</b>
<b>MEASURE-R</b>			<b>339,521</b>	<b>442,510</b>	<b>409,669</b>	<b>(145,538)</b>

## PUBLIC WORKS ADMINISTRATION - 310

### MEASURE R GRANT (260-310)

<b>CAPITAL</b>						
260-310-700.249	INGLEWOOD - 405 RAMP	7,555				
<b>SUBTOTAL</b>					<b>7,555</b>	
<b>MEASURE R GRANT</b>			<b>7,555</b>			



# PUBLIC WORKS ADMINISTRATION

## PUBLIC WORKS ADMINISTRATION - 310

### MEASURE R GRANT SIGNAL IMPRV (262-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
262-310-501.100	SALARIES - FULL-TIME	43,472	9,390			
262-310-501.300	SALARIES - PART-TIME	5,131	1,603			
262-310-501.500	LONGEVITY	71				
262-310-505.100	FLEXIBLE BENEFIT	6,908	2,225			
262-310-505.200	RETIREMENT	3,722	826			
262-310-505.300	MEDICARE CONTRIBUTION	688	164			
262-310-505.700	CITY -PAID INSURANCE	223	78			
	<b>SUBTOTAL</b>	<b>60,215</b>	<b>14,286</b>			
<b>CAPITAL</b>						
262-310-700.127	TRAF SIG IMPROV	673,314		697,577		(697,577)
	<b>SUBTOTAL</b>	<b>673,314</b>		<b>697,577</b>		<b>(697,577)</b>
	<b>MEASURE R SIG IMPR</b>	<b>733,529</b>	<b>14,286</b>	<b>697,577</b>		<b>(697,577)</b>
<b>OPERATIONS</b>						
265-310-520.400	STREET MAINTENANCE	77,931				
	<b>SUBTOTAL</b>	<b>77,931</b>				
	<b>METRO STPL EXCHANGE</b>	<b>77,931</b>				

## PUBLIC WORKS ADMINISTRATION - 310

### LA CO PRK GRANT (267-310)

<b>CAPITAL</b>						
267-310-700.257	NEW TEEN CENTER			400,000		(400,000)
	<b>SUBTOTAL</b>			<b>400,000</b>		<b>(400,000)</b>
	<b>LA CO PRK GRANT</b>			<b>400,000</b>		<b>(400,000)</b>

## PUBLIC WORKS ADMINISTRATION - 310

### LOCAL TRANSPORTATION FUNDS (LTF) (270-310)

<b>CAPITAL</b>						
270-310-700.261	HAWTHORNE BLVD BIKE LANES		3,295	15,915		(15,915)
	<b>SUBTOTAL</b>		<b>3,295</b>	<b>15,915</b>		<b>(15,915)</b>
	<b>LTF</b>		<b>3,295</b>	<b>15,915</b>		<b>(15,915)</b>

## PUBLIC WORKS ADMINISTRATION - 310

### STP-L METRO EXCHANGE

<b>CAPITAL</b>						
271-310-700.264	TRAFFIC SIGNAL-MARINE/OSAGE AVE			300,000		300,000
	<b>SUBTOTAL</b>			<b>300,000</b>		<b>300,000</b>
	<b>STP EXCHANGE</b>			<b>300,000</b>		<b>300,000</b>
	<b>ALL FUNDS TOTAL</b>	<b>2,210,943</b>	<b>1,118,135</b>	<b>3,720,232</b>	<b>6,681,233</b>	<b>1,978,198</b>



# PUBLIC WORKS ADMINISTRATION

## Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: Public Works Administration - 310

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b>Fund:</b>	<b>100 - General Fund</b>			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	40,000	2,859	PW Director, Administrative Analyst, Administrative Assistant.
501.300	Salaries - Part-Time	5,000	5,000	Office Assistant.
501.400	Salaries - Overtime	500	500	Overtime for scheduled and unscheduled events.
501.500	Longevity Pay	2	4	Per MOU.
501.600	Auto Allowance	15	15	Car allowance for CMT.
505.100	Flexible Benefit	271	401	Monthly benefits include cafeteria for mid-management and classified employees and for CMT members.
505.200	Retirement	253	333	Retirement costs.
505.201	PARS Contribution			Retirement contribution for PARS.
505.300	Medicare	109	49	Employer paid share @ 1.45% of salary.
505.700	City-Paid Insurance	13	15	Life Insurance, AD&D, LTD.
	<b>Subtotal</b>	<b>46,161</b>	<b>9,175</b>	
	<b><u>Operations</u></b>			
510.100	Office Supplies	3,500	3,500	Provides for needed office supplies such as writing instruments, filing supplies, mailing supplies, storage supplies and other misc items.
510.200	Reprographics	5,600	5,600	Parking permits for Hawth Blvd (\$3,000), RFP's, maps, and other misc needs.
510.400	Subscriptions/Publications	1,000	1,000	Local & State publications and other services and resources.
510.600	Staff Development	3,500	3,500	Includes training, conferences, workshops and seminars.
510.610	Membership/Dues	1,200	1,200	Membership dues for City and County associations.
510.620	Travel/Meetings	1,500	1,500	Provides for local meetings, workshops, and training opportunities.
510.650	Mileage Reimbursement	200	200	For use of personal vehicles for official business usage.
520.510	Equipment Maintenance	1,500	1,500	Funds for unforeseen office equipment repairs and maintenance.





# PUBLIC WORKS ADMINISTRATION

## Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: Public Works Administration - 310

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b>(Operations, Continued)</b>				
530.100	Contract Services	12,300	12,300	City View Permit System Maintenance (\$6,000), OPRA Work Order System (\$2,500), SmartSheet (\$1,000), Source Graphics (\$1,600) and other software annual licenses as needed.
530.200	Professional Services	86,753	142,500	AB 939 Contract - Year 3 of 3 year contract extension (\$83,500). HF&H SW Contracting Assistance (\$59,000) Waste Hauler mandatory biennial audit (\$40,047) Offset by Republic Services.
540.200	Special Expenses	20,083	20,083	SWRCB Annual Fee (\$17,000), National Public Works Week, and any other unforeseen expenses.
540.500	Recycling Program	8,800	8,700	CalRecycle Beverage Container Recycling Program FY16-17 (\$8,700).
<b>Subtotal</b>		<b>145,936</b>	<b>201,583</b>	
<b>Capital</b>				
550.500	Building Improvements		200,000	
702.264	Jane Adams Parking Lot Improvements		60,000	
<b>Subtotal</b>			<b>260,000</b>	
<b>PROGRAM TOTAL</b>		<b>192,097</b>	<b>470,758</b>	

Fund: 201 - Gas Tax

### Operations

530.100	Contract Services	30,000	30,000	Provides for traffic signal maintenance, street striping and street legend work.
530.200	Professional Services	25,000	25,000	Consultant support services including design services, construction management, plan check reviews, and geotechnical services.
<b>Subtotal</b>		<b>55,000</b>	<b>55,000</b>	

### Capital

700.156	Street Improv	50,000	80,000	Street improvements.
<b>Subtotal</b>		<b>50,000</b>	<b>80,000</b>	

**PROGRAM TOTAL 105,000 135,000**

Fund: 203 - TDA Article 3

### Capital

700.125	Sidewalk Reconstruction	44,000	20,000	Street improvements.
<b>Subtotal</b>		<b>44,000</b>	<b>20,000</b>	

**PROGRAM TOTAL 44,000 20,000**



# PUBLIC WORKS ADMINISTRATION

## Budget Detail Worksheet

Dept: PUBLIC WORKS Program: Public Works Administration - 310

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b>Fund:</b>	<b>206 - Proposition A</b>			
	<b>Capital</b>			
700.229	Bus Shelters		200,000	
	<b>Subtotal</b>		<b>200,000</b>	
	<b>PROGRAM TOTAL</b>		<b>200,000</b>	
<b>Fund:</b>	<b>207- Prop C</b>			
	<b>Personnel</b>			
501.100	Salaries - Full-Time	172,785	175,193	See labor distribution report.
501.300	Salaries - Part-Time	5,000	5,000	Office assistant.
501.500	Longevity Pay	303	535	Per MOU.
501.600	Auto Allowance	405	420	Car Allowance for CMT.
505.100	Flexible Benefit	27,159	26,783	Cafeteria Plan.
505.200	Retirement	23,206	17,847	Retirement costs.
505.201	PARS Contribution	1,338	2,007	Retirement contribution for PARS
505.300	Medicare	2,908	2,974	1.45% of gross.
505.700	City-Paid Insurance	1,125	950	LTD & AD&D.
	<b>Subtotal</b>	<b>234,228</b>	<b>231,709</b>	
	<b>Operations</b>			
530.100	Contract Services	15,000	15,000	Traffic studies and surveys as needed.
530.200	Professional Services	60,000	60,000	Misc. traffic studies and other design services as needed for projects.
	<b>Subtotal</b>	<b>75,000</b>	<b>75,000</b>	
	<b>Capital</b>			
700.146	Street Improvements	620,000	176,000	
700.149	Citywide Pavement/Curb/Gutter Improv	34,929		
700.150	Inglewood Ave Corr Wide - Phase II		125,000	Street improvements.
700.151	Inglewood/MMB Widening II		580,097	Street improvements.
700.263	Inglewood/MMB Widening III		75,623	Street improvements.
700.230	Prairie Ave North (Rosecrans to 147th)	150,000		
700.261	Bike lanes	3,970		
	<b>Subtotal</b>	<b>808,899</b>	<b>956,720</b>	
	<b>PROGRAM TOTAL</b>	<b>1,118,127</b>	<b>1,263,429</b>	



# PUBLIC WORKS ADMINISTRATION

## Budget Detail Worksheet

Dept: PUBLIC WORKS Program: Public Works Administration - 310

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
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**Fund: 215 - UDAG**

530.200	Professional Services	126,000	118,911	NPDES Compliance Services Contract Year 3 of 3 (\$100,000); Coordinated Integrated Monitoring Program (\$18,911).
540.200	Special Expenses	64,307		Used Oil Grant expenses (\$5,000)
	<b>Subtotal</b>	<b>190,307</b>	<b>118,911</b>	
	<b>PROGRAM TOTAL</b>	<b>190,307</b>	<b>118,911</b>	

**Fund: 239 - SAFETEA-LU**

<b>Personnel</b>				
501.100	Salaries - Full-Time		33,010	See labor distribution report.
501.500	Longevity Pay		100	Per MOU.
501.600	Auto Allowance		75	Car Allowance for CMT.
505.100	Flexible Benefit		5,246	Cafeteria Plan.
505.200	Retirement		3,341	Retirement costs.
505.300	Medicare		563	1.45% of gross.
505.700	City-Paid Insurance		186	LTD & AD&D.
	<b>Subtotal</b>		<b>42,520</b>	
<b>Capital</b>				
700.150	Inglewood Ave Corr Wide - Phase II		1,688,800	Street improvements.
	<b>Subtotal</b>		<b>1,688,800</b>	
	<b>PROGRAM TOTAL:</b>		<b>1,731,320</b>	

**Fund: 240 - Prop C 25 Grant**

<b>Personnel</b>				
501.100	Salaries - Full-Time		73,843	See labor distribution report.
501.500	Longevity Pay		310	Per MOU.
505.100	Flexible Benefit		12,316	Cafeteria Plan.
505.200	Retirement		6,527	Retirement costs.
505.300	Medicare		1,254	1.45% of gross.
505.700	City-Paid Insurance		422	LTD & AD&D.
	<b>Subtotal</b>		<b>94,672</b>	



# PUBLIC WORKS ADMINISTRATION

## Budget Detail Worksheet

Dept: PUBLIC WORKS Program: Public Works Administration - 310

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<b>Capital</b>			
700.151	Inglewood Ave Corr Wide - Phase I		678,773	Street improvements.
700.263	Inglewood Ave Corr Wide - Phase III		1,219,741	Street improvements.
	<b>Subtotal</b>		<b>1,898,514</b>	
	<b>PROGRAM TOTAL:</b>		<b>1,993,186</b>	

Fund: 243 - Metro STP-L

	<b>Personnel</b>			
501.100	Salaries - Full-Time		8,771	See labor distribution report.
501.500	Longevity Pay		8	Per MOU.
505.100	Flexible Benefit		1,296	Cafeteria Plan.
505.200	Retirement		695	Retirement costs.
505.300	Medicare		146	1.45% of gross.
505.700	City-Paid Insurance		44	LTD & AD&D.
	<b>Subtotal</b>		<b>10,960</b>	
	<b>Capital</b>			
700.146	Street Improv	480,000	28,000	
	<b>Subtotal</b>	<b>480,000</b>	<b>28,000</b>	
	<b>PROGRAM TOTAL:</b>	<b>480,000</b>	<b>38,960</b>	

Fund: 244 - Measure R

	<b>Personnel</b>			
501.100	Salaries - Full-Time	53,890	77,819	See labor distribution report.
501.500	Longevity Pay	124	488	Per MOU.
501.600	Auto Allowance	60	60	Car Allowance for CMT.
505.100	Flexible Benefit	11,456	17,031	Cafeteria Plan.
505.200	Retirement	8,267	7,296	Retirement costs.
505.300	Medicare	950	1,388	1.45% of gross.
505.700	City-Paid Insurance	461	588	LTD & AD&D.
	<b>Subtotal</b>	<b>75,208</b>	<b>104,669</b>	
	<b>Capital</b>			
700.146	Street Improv	227,000	108,000	Street improvements.
700.201	Larch Ave Improv	175,000		Street improvements.
700.259	Grevillea Ave/145 to Marine		197,000	
	<b>Subtotal</b>	<b>402,000</b>	<b>305,000</b>	
	<b>PROGRAM TOTAL:</b>	<b>477,208</b>	<b>409,669</b>	



# PUBLIC WORKS ADMINISTRATION

## Budget Detail Worksheet

Dept: PUBLIC WORKS Program: Public Works Administration - 310

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
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**Fund: 262- Measure R Sig Traff Impr**

<u>Capital</u>				
700.127	Citywide Traffic Signal Improvements	697,577		Street improvements.
	<b>Subtotal</b>	<b>697,577</b>		
<b>PROGRAM TOTAL:</b>		<b>697,577</b>		

**Fund: 267-LA CO Park Grant**

<u>Capital</u>				
700.257	New Teen Center	400,000		Street improvements.
	<b>Subtotal</b>	<b>400,000</b>		
<b>PROGRAM TOTAL:</b>		<b>400,000</b>		

**Fund: 270-Local Transportation Funds (LTF)**

<u>Capital</u>				
700.261	Bike Lanes	15,915		Street improvements.
	<b>Subtotal</b>	<b>15,915</b>		
<b>PROGRAM TOTAL:</b>		<b>15,915</b>		

**Fund: 271-STP-L Metro Exchange**

<u>Capital</u>				
700.264	Traffic Signal Marine/Osage		300,000	Street improvements.
	<b>Subtotal</b>		<b>300,000</b>	
<b>PROGRAM TOTAL:</b>			<b>300,000</b>	

<b>ALL FUNDS TOTAL:</b>		<b>3,720,232</b>	<b>6,681,233</b>	
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# PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

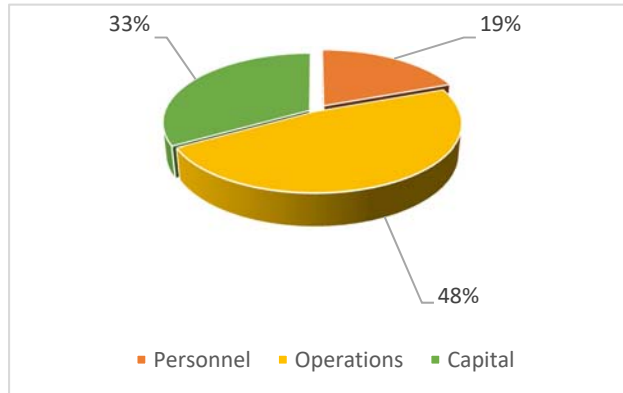
## GROUNDS MAINTENANCE

### 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. This division is responsible for the maintenance of all City parks including park buildings, sports fields, benches, and playground equipment. In addition, included in this division is the responsibility for the planting, staking, trimming, and general care of all the City's trees within the City's parks, street landscaping, and open space areas. This division has responsibility for special event set-ups and breakdowns.

The Grounds Maintenance Division is augmented with the following service contractors:

- South Bay Landscaping for landscape maintenance services.
- South Bay Landscaping for 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.
- Perform graffiti abatement on all City facilities.

### GOALS

- Effective management of contract services.
- Maintain City buildings and park structures in a safe and usable condition.
- Improve the efficiency of all 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.
- Improved graffiti removal service and response time.
- Participated and supported City sponsored special events.

### Division Expenditures by Category

Personnel	\$292,101
Operations	715,100
Capital	500,000
<b>Total</b>	<b>\$1,507,201</b>



# PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

## Budget Comparison

	<b>2016-17 Amended</b>	<b>2017-18 Adopted</b>
Personnel	\$398,756	\$292,101
Operations	726,300	715,100
Capital	21,750	500,000
<b>Total</b>	<b>\$1,150,726</b>	<b>\$1,507,201</b>



### **SIGNIFICANT CHANGES:** (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Adopted)

The Adopted Budget amount of \$1,507,201 for Fiscal Year 2018 shows an increase of \$356,475 due to the following changes:

Decrease in salaries & benefits.	(\$106,655)
Decrease in capital.	(21,750)
Miscellaneous decrease.	(15,120)
Increase in capital.	500,000
<b>Department Total</b>	<b>\$356,475</b>



# PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

## DEPARTMENT EXPENDITURES

### PUBLIC WORKS GROUNDS & FACILITIES (320)

GENERAL FUND (100-320)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
100-320-501.100	SALARIES - FULL-TIME	237,025	209,426	280,643	200,964	(79,679)
100-320-501.300	SALARIES - PART-TIME		5,000	20,000	20,000	
100-320-501.400	SALARIES - OVERTIME	5,910	7,000	7,000	7,000	
100-320-501.500	LONGEVITY PAY	425	1,225	1,225	1,040	(185)
100-320-505.100	FLEXIBLE BENEFIT	48,892	46,000	58,338	40,188	(18,150)
100-320-505.200	RETIREMENT	20,061	18,000	24,304	18,021	(6,283)
100-320-505.300	MEDICARE CONTRIBUTION	3,906	3,600	4,933	3,512	(1,421)
100-320-505.700	CITY-PAID INSURANCE	1,645	2,000	2,313	1,376	(937)
	<b>SUBTOTAL</b>	<b>317,864</b>	<b>292,251</b>	<b>398,756</b>	<b>292,101</b>	<b>(106,655)</b>
<b>OPERATIONS</b>						
100-320-510.100	OFFICE SUPPLIES	530	600	600	600	
100-320-510.500	UNIFORMS	5,565	6,000	6,000	6,000	
100-320-510.600	STAFF DEVELOPMENT	552	2,500	2,500	2,500	
100-320-515.200	ELECTRICITY	62,831	132,000	145,000	132,000	(13,000)
100-320-515.300	NATURAL GAS	656	9,200	12,000	9,200	(2,800)
100-320-515.400	WATER	73,098	85,000	100,000	85,000	(15,000)
100-320-520.100	MAINTENANCE SUPPLIES	37,927	38,500	38,500	38,500	
100-320-520.120	BUILDING EQUIP. MAINT.	59,671	15,000	15,000	15,000	
100-320-520.200	SMALL TOOLS	5,068	5,250	5,250	5,250	
100-320-520.300	GROUND MAINTENANCE	24,807	27,500	27,500	27,500	
100-320-520.310	PLANTS & MATERIALS	5,000	5,000	5,000	5,000	
100-320-520.500	EQUIPMENT RENTAL	3,453	3,750	3,750	3,750	
100-320-520.510	EQUIPMENT MAINT	13,358	19,000	10,000	19,000	9,000
100-320-520.600	VEHICLE MAINTENANCE	12,842	12,000	12,000	12,000	
100-320-520.610	VEHICLE FUEL	4,905	5,000	5,000	5,000	
100-320-530.100	CONTRACT SERVICES	231,299	326,120	326,120	332,800	6,680
100-320-530.200	PROFESSIONAL SERVICES		7,000	5,000	5,000	
100-320-530.210	TEMPORARY SERVICES		500	1,000	1,000	
100-320-540.200	SPECIAL EXPENSES	9,531	10,000	10,000	10,000	
	<b>SUBTOTAL</b>	<b>551,093</b>	<b>709,920</b>	<b>730,220</b>	<b>715,100</b>	<b>(15,120)</b>
<b>CAPITAL</b>						
100-320-700.262	LARRY RUDOLPH PK SIGN		11,750	11,750		(11,750)
	<b>SUBTOTAL</b>		<b>11,750</b>	<b>11,750</b>		<b>(11,750)</b>
<b>GENERAL FUND TOTAL</b>		<b>868,957</b>	<b>1,013,921</b>	<b>1,140,726</b>	<b>1,007,201</b>	<b>(133,525)</b>





# PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

## PUBLIC WORKS GROUNDS & FACILITIES (320)

AQMD FUND (202-320)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b><u>CAPITAL</u></b>						
202-320-520.510	EQUIPMENT MAINTENANCE			10,000		(10,000)
202-320-700.701	CNG FUELING STATION				240,000	240,000
	SUBTOTAL			10,000	240,000	230,000
	<b>AQMD FUND TOTAL</b>			<b>10,000</b>	<b>240,000</b>	<b>230,000</b>

## PUBLIC WORKS GROUNDS & FACILITIES (320)

UDAG FUND (215-320)

215-320-700.701	CNG FUELING STATION				260,000	260,000
	SUBTOTAL				260,000	260,000
	<b>UDAG FUND TOTAL</b>				<b>260,000</b>	<b>260,000</b>
<b>ALL FUNDS TOTAL</b>		<b>868,957</b>	<b>1,013,921</b>	<b>1,150,726</b>	<b>1,507,201</b>	<b>356,475</b>



# PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

## Budget Detail Worksheet

Dept: Public Works

Program: PW Grounds - 320

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b>Fund:</b>	100 - General Fund			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	280,643	200,964	Maintenance Supervisor - 50%; MW III - 50%; MW II - 2; 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	7,000	Overtime paid for special community services events and other community events.
501.500	Longevity Pay	1,225	1,040	Per MOU.
505.100	Flexible Benefit	58,338	40,188	Monthly benefits include cafeteria increases for mid-management and classified employees and for CMT member.
505.200	Retirement	24,304	18,021	Retirement costs.
505.300	Medicare	4,933	3,512	Employer paid share @ 1.45% of salary.
505.700	City-Paid Insurance	2,313	1,376	Life Insurance, LTD, and EAP.
	<b>Subtotal</b>	<b>398,756</b>	<b>292,101</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 - Year 4 of 5 (\$2,348); shoes/boots - two pairs per employee per year (\$3,000), and caps (\$650).
510.600	Staff Development	2,500	2,500	Seminars, training and workshops.
515.200	Electricity	145,000	132,000	Shared between PW General Fund and Hawthorne Blvd Maint Fund.
515.300	Natural Gas	12,000	9,200	City facilities (SoCal Gas Co).
515.400	Water	100,000	85,000	Shared cost between PW Grounds and Hawthorne BI Maint Fund.
520.100	Maintenance Supplies	38,500	38,500	Custodial and electrical supplies for facilities.
520.120	Building Equipment Maint.	15,000	15,000	Repairs & maintenance including: HVAC Repairs As-Needed \$5,000 Elevator Repairs As-Needed \$5,000 Alarm Repairs As-Needed \$1,000 Other Building Repairs As-Needed \$4,000



# PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

## Budget Detail Worksheet

Dept: Public Works

Program: PW Grounds - 320

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b><u>(Operations, Continued)</u></b>				
520.200	Small Tools	5,250	5,250	Plumbing Camera (\$1,500); 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) i.e., restroom fixtures  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	For field work, installation of holiday decorations, and special event needs.
520.510	Equipment Maintenance	10,000	19,000	Maintenance of mowers, backhoe, power tools, etc. (\$3,500), and other needed services (\$10,000).
520.600	Vehicle Maintenance	12,000	12,000	14 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	5,000	5,000	Regular gas and diesel for vehicles and power tools.
530.100	Contract Services	326,120	332,800	Portion of Landscape Maintenance Contract - Year 2 of 3 (\$133,920) Tree Trimming Contract (\$166,490). Elevator Maintenance Contract - Year 3 of 3 (\$7,182) HVAC Gen Mo Maint Contract-Year 3 of 5 (\$20,421) Alarms Systems Contract Services - (\$2,278) OPRA Work Order System - (\$2,500)
530.200	Professional Services	5,000	5,000	Architectural, arboreal & horticultural services.



# PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

## Budget Detail Worksheet

Dept: Public Works

Program: PW Grounds - 320

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b><u>(Operations, Continued)</u></b>				
530.210	Temporary Services	1,000	1,000	Temp services to provide maintenance crew assistance as needed.
540.200	Special Expenses	10,000	10,000	Security Camera System for the Public Works Yard (\$4,000) and unforeseen incidental expenses.
<b>Subtotal</b>		<b>730,220</b>	<b>715,100</b>	
<b>PROGRAM TOTAL</b>		<b>1,140,726</b>	<b>1,007,201</b>	

Dept: Public Works

Fund: 202 - AQMD

<b><u>Capital</u></b>				
520.510	Equipment Maintenance	10,000		CNG fueling station.
550.400	CNG Fueling Station		240,000	CNG fueling station.
<b>Subtotal</b>		<b>10,000</b>	<b>240,000</b>	
<b>PROGRAM TOTAL</b>		<b>10,000</b>	<b>240,000</b>	

Fund: 215 - UDAG

<b><u>Capital</u></b>				
550.400	CNG Fueling Station		260,000	CNG fueling station.
<b>Subtotal</b>			<b>260,000</b>	
<b>PROGRAM TOTAL</b>			<b>260,000</b>	

<b>ALL FUNDS TOTAL:</b>	<b>1,150,726</b>	<b>1,507,201</b>
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## 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 traffic 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 sidewalk and pothole repairs.
- Perform graffiti removal on both public right-of-way and private property as authorized by property owners.

### GOALS

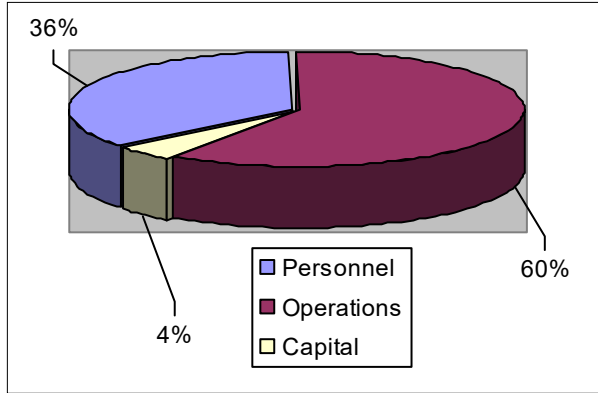
- Repair asphalt pavement on streets and alleys.
- Repair sidewalks as necessary.
- Paint all school markings.
- Paint all crosswalk, center, and lane lines.
- Respond to complaints within 48 hours.
- Replace or repair damaged street signs and street name signs.
- Provide aesthetically pleasing, well-maintained 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, and surveillance.
- Participated and supported City sponsored special events.



# PUBLIC WORKS STREET MAINTENANCE

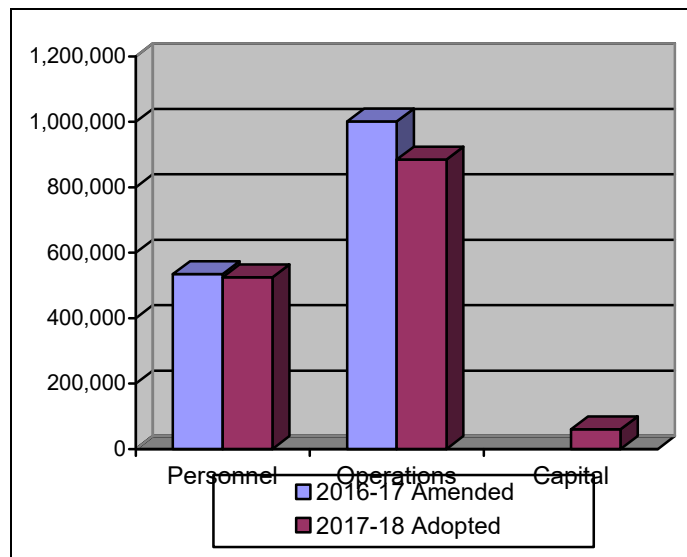


## Division Expenditures by Category

Personnel	\$524,669
Operations	884,600
Capital	60,000
<b>Total</b>	<b>\$1,469,269</b>

## Budget Comparison

	2016-17 Amended	2017-18 Adopted
Personnel	\$534,609	\$524,669
Operations	1,001,303	884,600
Capital		60,000
<b>Total</b>	<b>\$1,535,912</b>	<b>\$1,469,269</b>



### ■ SIGNIFICANT CHANGES: (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Adopted)

The Adopted Budget for FY 2018 of \$1,469,269 is a decrease of \$66,643 due to the following changes:

Decrease in salaries & benefits.	(\$9,941)
Increase in equipment.	50,000
Decrease in contract services.	(76,702)
Decrease in water utilities.	(20,000)
Miscellaneous decreases	(10,000)
<b>Department Total</b>	<b>(\$66,643)</b>

# PUBLIC WORKS STREET MAINTENANCE

## DEPARTMENT EXPENDITURES

### PUBLIC WORKS STREET MAINTENANCE - 330

#### GENERAL FUND (100-330)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>OPERATIONS</b>						
100-330-530.100	CONTRACT SERVICES	16,728	100,702	100,702	24,000	(76,702)
100-330-540.200	SPECIAL EXPENSES	5,962	5,200	5,000	5,000	
100-330-560.100	OPERATING TRANS OUT	178,688	180,000	205,000	185,000	(20,000)
	<b>SUBTOTAL</b>	<b>201,378</b>	<b>285,902</b>	<b>310,702</b>	<b>214,000</b>	<b>(96,702)</b>
<b>GENERAL FUND TOTAL</b>		<b>201,378</b>	<b>285,902</b>	<b>310,702</b>	<b>214,000</b>	<b>(96,702)</b>

### PUBLIC WORKS STREET MAINTENANCE - 330

#### GAS TAX FUND (201-330)

<b>PERSONNEL</b>						
201-330-501.100	SALARIES - FULL-TIME	353,534	341,294	341,294	343,913	2,620
201-330-501.300	SALARIES - PART TIME	11,644	2,000	20,000	20,000	
201-330-501.400	SALARIES - OVERTIME	1,300	10,000	10,000	10,000	
201-330-501.500	LONGEVITY PAY		1,375	1,375	1,665	290
201-330-505.100	FLEXIBLE BENEFIT	76,976	71,302	71,302	72,598	1,296
201-330-505.200	RETIREMENT	35,043	41,820	41,820	30,829	(10,991)
201-330-505.300	MEDICARE CONTRIBUTION	5,842	6,303	6,303	6,064	(239)
201-330-505.700	CITY-PAID INSURANCE	2,641	2,827	2,827	2,486	(341)
	<b>SUBTOTAL</b>	<b>486,980</b>	<b>476,920</b>	<b>494,920</b>	<b>487,556</b>	<b>(7,365)</b>
<b>OPERATIONS</b>						
201-330-515.200	ELECTRICITY	17,664		23,000	23,000	
201-330-520.400	STREET MAINTENANCE	9,850	13,500	10,000	13,500	3,500
201-330-520.600	VEHICLE MAINTENANCE	2,082	4,000	7,500	4,000	(3,500)
201-330-520.610	VEHICLE FUEL	3,648	3,500	3,500	3,500	
201-330-530.100	CONTRACT SERVICES	345,871	351,600	351,600	351,600	
201-330-530.200	PROFESSIONAL SERVICES	20,000		20,000	20,000	
201-330-540.200	SPECIAL EXPENSES	10,000	3,000	10,000	10,000	
	<b>SUBTOTAL</b>	<b>409,115</b>	<b>375,600</b>	<b>425,600</b>	<b>425,600</b>	
<b>GAS TAX FUND TOTAL</b>		<b>896,095</b>	<b>852,520</b>	<b>920,520</b>	<b>913,156</b>	<b>(7,365)</b>

### PUBLIC WORKS STREET MAINTENANCE - 330

#### AQMD FUND (202-330)

<b>CAPITAL</b>						
202-330-550.300	VEHICLES				45,000	45,000
	<b>SUBTOTAL</b>				<b>45,000</b>	<b>45,000</b>
<b>AQMD FUND TOTAL</b>					<b>45,000</b>	<b>45,000</b>



# PUBLIC WORKS STREET MAINTENANCE

## PUBLIC WORKS STREET MAINTENANCE - 330

### PROP C FUND (207-330)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
207-330-501.100	SALARIES - FULL-TIME	2,191	2,000	27,878	26,395	(1,483)
207-330-501.400	SALARIES - OVERTIME	74	200	1,100	1,100	
207-330-501.500	LONGEVITY PAY		200	75	75	
207-330-505.100	FLEXIBLE BENEFIT	810	300	6,482	6,482	
207-330-505.200	RETIREMENT	187	200	3,398	2,361	(1,037)
207-330-505.300	MEDICARE CONTRIBUTION	39	26	499	478	(22)
207-330-505.700	CITY-PAID INSURANCE	18	20	257	222	(35)
	<b>SUBTOTAL</b>	<b>3,319</b>	<b>2,946</b>	<b>39,689</b>	<b>37,113</b>	<b>(2,576)</b>
<b>OPERATIONS</b>						
207-330-530.100	CONTRACT SERVICES		2,500	60,000	60,000	
	<b>SUBTOTAL</b>		<b>2,500</b>	<b>60,000</b>	<b>60,000</b>	
	<b>PROP C TOTAL</b>	<b>3,319</b>	<b>5,446</b>	<b>99,689</b>	<b>97,113</b>	<b>(2,576)</b>

## PUBLIC WORKS STREET MAINTENANCE - 330

### UDAG (215-330)

<b>CAPITAL</b>						
215-330-550.400	OTHER EQUIPMENT	117,626			15,000	15,000
	<b>SUBTOTAL</b>	<b>117,626</b>			<b>15,000</b>	<b>15,000</b>
	<b>HAWTHORNE BLVD TOTAL</b>	<b>117,626</b>			<b>15,000</b>	<b>15,000</b>

## PUBLIC WORKS STREET MAINTENANCE - 330

### HAWTHORNE BLVD. MAINTENANCE (218-330)

<b>OPERATIONS</b>						
218-330-515.200	ELECTRICITY	19,335	20,000	20,000	20,000	
218-330-515.400	WATER	67,463	70,000	90,000	70,000	(20,000)
218-330-520.320	LANDSCAPE MAINTENANCE	91,890	92,000	92,000	92,000	
218-330-530.100	CONTRACT SERVICES		3,000	3,000	3,000	
	<b>SUBTOTAL</b>	<b>178,688</b>	<b>185,000</b>	<b>205,000</b>	<b>185,000</b>	<b>(20,000)</b>
	<b>HAWTHORNE BLVD TOTAL</b>	<b>178,688</b>	<b>185,000</b>	<b>205,000</b>	<b>185,000</b>	<b>(20,000)</b>
	<b>ALL FUNDS TOTAL</b>	<b>1,397,106</b>	<b>1,328,868</b>	<b>1,535,912</b>	<b>1,469,269</b>	<b>(66,643)</b>





# PUBLIC WORKS STREET MAINTENANCE

## Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: PW Street Maintenance - 330

Account No.	Line Item	Budget 2016-17	Adopted Budget 2017-18	Description
<b>Fund:</b>	100 - General Fund			
	<b><u>Operations</u></b>			
530.100	Contract Services	100,702	24,000	Dig Alert fee (\$500), OPRA (\$2,500), Street Signs (\$6,000), Crack Sealing (\$15,000).
540.200	Special Expenses	5,000	5,000	LA CUPA Permit and misc street expenses.
560.100	Operating Trans Out	205,000	185,000	Hawthorne Blvd Maintenance.
	<b>Subtotal</b>	<b>310,702</b>	<b>214,000</b>	
	<b>PROGRAM TOTAL</b>	<b>310,702</b>	<b>214,000</b>	
<b>Fund:</b>	201- Gas Tax			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	341,294	343,913	Salaries include Maintenance Supervisor, Inspector, Maintenance Worker III , Maintenance Worker II and Maintenance Worker I.
501.300	Salaries - Part-Time	20,000	20,000	MW I (Part Time).
501.400	Salaries - Overtime	10,000	10,000	For off-scheduled work and emergencies.
501.500	Longevity award	1,375	1,665	Per MOU.
505.100	Flexible Benefit	71,302	72,598	Cafeteria Plan.
505.200	Retirement	41,820	30,829	Retirement costs.
505.300	Medicare	6,303	6,064	1.45% of salary.
505.700	City-Paid Insurance	2,827	2,486	LTD & AD&D.
	<b>Subtotal</b>	<b>494,920</b>	<b>487,556</b>	
	<b><u>Operations</u></b>			
515.200	Electricity	23,000	23,000	Street lights and signals expenditures. Based on historical use.
520.400	Street Maintenance	10,000	13,500	Graffiti paint and supplies, asphalt, signs.
520.600	Vehicle Maintenance	7,500	4,000	Based on historical use.



# PUBLIC WORKS STREET MAINTENANCE

## Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: PW Street Maintenance - 330

Account No.	Line Item	Budget 2016-17	Adopted Budget 2017-18	Description
	<b>(Operations, Continued)</b>			
520.610	Vehicle Fuel	3,500	3,500	Based on historical use.
530.100	Contract Services	351,600	351,600	Street Sweeping Contract - \$180,000; LACDPW Traffic Signal Accident Repairs - \$10,000 LACDPW Traffic Signal Maint. - \$75,000 LACDPW Catch Basin Cleanout - \$5,000 CalTrans - Traffic Signal Maint for Fwy Ramps - \$2,600 Bridge Soffit Lighting - \$4,000 Concrete/Pavement Repair - \$20,000 Curb, Gutter and Sidewalk Repair - \$35,000 Other Contract Services as needed - \$20,000
530.200	Professional Services	20,000	20,000	Traffic engineering svcs; traffic studies.
540.200	Special Expenses	10,000	10,000	Miscellaneous fees (permits, licenses, etc.) and expenses (traffic control devices).
	<b>Subtotal</b>	<b>425,600</b>	<b>425,600</b>	
	<b>PROGRAM TOTAL</b>	<b>920,520</b>	<b>913,156</b>	
<b>Fund:</b>	202 - AQMD			
	<b>Capital</b>			
550.300	Vehicles		45,000	CNG Truck.
	<b>Subtotal</b>		<b>45,000</b>	
	<b>PROGRAM TOTAL</b>		<b>45,000</b>	
<b>Fund:</b>	207 - Proposition C			
501.100	Salaries - Full-Time	27,878	26,395	Salary allocation for Maintenance Worker I.
501.400	Salaries - Overtime	1,100	1,100	
501.500	Longevity award	75	75	Per MOU.
505.100	Flexible Benefit	6,482	6,482	Cafeteria Plan.
505.200	Retirement	3,398	2,361	Retirement costs.
505.300	Medicare	499	478	1.45% of salary.
505.700	City-Paid Insurance	257	222	LTD & AD&D.
	<b>Subtotal</b>	<b>39,689</b>	<b>37,113</b>	
	<b>Operations</b>			
530.100	Contract Services	60,000	60,000	Provides for cost 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>99,689</b>	<b>97,113</b>	



# PUBLIC WORKS STREET MAINTENANCE

## Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: PW Street Maintenance - 330

Account No.	Line Item	Budget 2016-17	Adopted Budget 2017-18	Description
<b>Fund:</b>	215 - UDAG			
	<b>Capital</b>			
550.400	Other Equipment		15,000	Stump grinder.
	<b>Subtotal</b>		<b>15,000</b>	
	<b>PROGRAM TOTAL</b>		<b>15,000</b>	
<b>Fund:</b>	218 - Hawthorne Blvd Maintenance			
	<b>Operations</b>			
515.200	Electricity	20,000	20,000	Based on historical use.
515.400	Water	90,000	70,000	Based on historical use.
520.320	Landscape Maintenance	92,000	92,000	Portion of Landscape Maintenance Contract Year 2 of 3 and replanting needs - \$92,000
530.100	Contract Services	3,000	3,000	Litter pickup svc/misc services as-needed.
	<b>Subtotal</b>	<b>205,000</b>	<b>185,000</b>	
	<b>PROGRAM TOTAL</b>	<b>205,000</b>	<b>185,000</b>	
	<b>ALL FUNDS TOTAL:</b>	<b>1,535,912</b>	<b>1,469,269</b>	



## Engineering Division

### PROGRAM DESCRIPTION

The Engineering Division oversees the City's capital improvement projects, 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:
  - Traffic Signal Upgrades on Marine Avenue at Osage Avenue – Metro STP-L Exchange,
  - Inglewood Avenue Corridor Widening Projects- SAFETEA-LU, Prop C, Prop C25, Bond proceeds,
  - 145<sup>th</sup> Street Improvements – CDBG Program, Measure R,
  - HVAC Upgrades at City Hall,
  - Annual Street Improvements Project – Measure R, Prop C, Metro STPL Exchange, Gas Tax, and TDA
  - Teen Center construction within the existing MSD building - LA County Grant, Bond proceeds,
  - Jane Addams Parking Lot Improvements – General Fund Reserves,
  - Replace Roofing at City Hall – General Fund Reserves,
  - Bus Shelters on Artesia Blvd – Prop A,
  - CNG Fueling Station Replacement – AQMD Grant, UDAG funds.
- 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:
  - Larch Avenue Streets Improvement Project – CDBG Program, Measure R,
  - Teen Center phase design - LRA Proceeds,



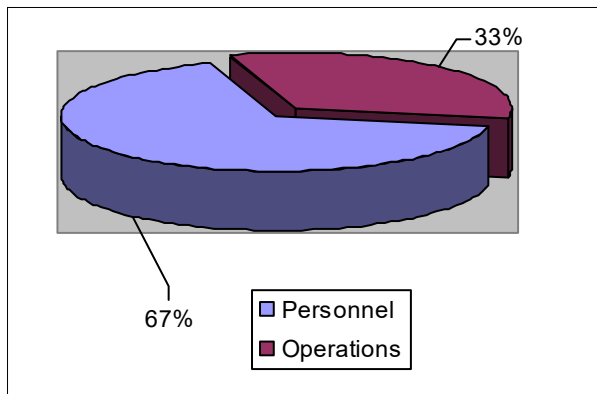
# PUBLIC WORKS ENGINEERING

- HVAC design phase for the City Hall HVAC Upgrades – Various Funds savings,
- Storm Drain Repair Project – Intersection of 169<sup>th</sup> and 170<sup>th</sup> Streets – General Fund Reserves,
- Design Phase the Annual Street Improvements – Measure R, Prop C, STP-L Exchange, Gas Tax, TDA,
- Concrete Repairs Project – Prop C and Metro STP-L,
- Donation of Community Center Annex Modular Building,
- Smoke Detectors replacement at City Hall – General Fund Reserves,
- Inglewood Avenue Corridor Widening - Phase I, II, and III

- (design phase) – Prop C, Prop Prop C25, Bond proceeds,
- Prepared and issued RFP and agreement for Engineering Design Services for additional Various Streets Improvements, HVAC upgrades at City Hall.

- Effectively represented the City in the various intergovernmental meetings and forums.
- Worked with neighboring Cities of Redondo Beach and Hawthorne on implementation of projects along shared borders.

## FINANCIAL HIGHLIGHTS

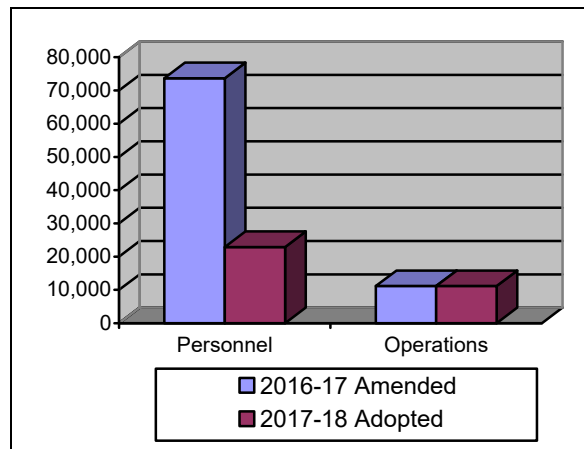


### Division Expenditures by Category

Personnel	\$22,891
Operations	11,150
<b>Total</b>	<b>\$34,041</b>

### Budget Comparison

	2016-17 Amended	2017-18 Adopted
Personnel	\$73,673	\$22,891
Operations	11,150	11,150
<b>Total</b>	<b>\$84,823</b>	<b>\$34,041</b>



# PUBLIC WORKS ENGINEERING

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■ **SIGNIFICANT CHANGES:** (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Adopted)

The Adopted Budget of \$34,041 for FY 2018 is a decrease of \$50,783 due to the following changes:

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Decrease in salaries& benefits.	(\$50,783)
<b>Department Total</b>	<b>(\$50,783)</b>



# PUBLIC WORKS ENGINEERING

## DEPARTMENT EXPENDITURES

### PUBLIC WORKS ENGINEERING - 340

#### GENERAL FUND (100-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED AMENDED		ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
			ACTUAL 2016-17	BUDGET 2016-17		
<b>PERSONNEL</b>						
100-340-501.100	SALARIES - FULL-TIME	18,147	23,000			
100-340-501.300	SALARIES - PART-TIME	185	5,000	5,000	5,000	
100-340-505.100	FLEXIBLE BENEFIT	4,543	6,000			
100-340-505.200	RETIREMENT	2,940	4,000			
100-340-505.300	MEDICARE CONTRIBUTION	500	600		72	72
100-340-505.700	CITY-PAID INSURANCE	155	200			
	<b>SUBTOTAL</b>	<b>26,470</b>	<b>38,800</b>	<b>5,000</b>	<b>5,072</b>	<b>72</b>
<b>OPERATIONS</b>						
100-340-510.100	OFFICE SUPPLIES	373	500	500	500	
100-340-510.200	REPROGRAPHICS	821	1,000	1,000	1,000	
100-340-510.400	SUBSCRIPTIONS/PUBLICATI	158	500	500	500	
100-340-510.600	STAFF DEVELOPMENT	166	500	500	500	
100-340-510.610	MEMBERSHIP/DUES		200	200	200	
100-340-510.620	TRAVEL/MEETINGS	187	200	200	200	
100-340-510.650	MILEAGE REIMBURSEMENT		150	150	150	
100-340-530.200	PROFESSIONAL SERVICES	360	5,000	5,000	5,000	
100-340-530.210	TEMPORARY SERVICES		500	1,000	1,000	
100-340-540.200	SPECIAL EXPENSES	1,939	2,100	2,100	2,100	
	<b>SUBTOTAL</b>	<b>4,004</b>	<b>10,650</b>	<b>11,150</b>	<b>11,150</b>	
	<b>GENERAL FUND TOTAL</b>	<b>30,474</b>	<b>49,450</b>	<b>16,150</b>	<b>16,222</b>	<b>72</b>

### PUBLIC WORKS ENGINEERING - 340

#### PROPOSITION C FUND (207-340)

<b>PERSONNEL</b>						
207-340-501.100	SALARIES - FULL-TIME	7,889	36,000	43,709	10,240	(33,469)
207-340-501.300	SALARIES - PART TIME	224	4,000	5,000	5,000	
207-340-501.400	SALARIES - OVERTIME			7,300		(7,300)
207-340-501.500	LONGEVITY PAY		31	45	8	(38)
207-340-505.100	FLEXIBLE BENEFIT	600	5,000	6,093	1,556	(4,537)
207-340-505.200	RETIREMENT	2,443	3,500	5,562	791	(4,771)
207-340-505.300	MEDICARE CONTRIBUTION	113	500	723	171	(552)
207-340-505.700	CITY-PAID INSURANCE	15	200	242	53	(188)
	<b>SUBTOTAL</b>	<b>11,284</b>	<b>49,231</b>	<b>68,673</b>	<b>17,819</b>	<b>(50,855)</b>
	<b>PROP C FUND TOTAL:</b>	<b>11,284</b>	<b>49,231</b>	<b>68,673</b>	<b>17,819</b>	<b>(50,855)</b>
	<b>ALL FUNDS TOTAL</b>	<b>41,758</b>	<b>98,681</b>	<b>84,823</b>	<b>34,041</b>	<b>(50,783)</b>



# PUBLIC WORKS ENGINEERING

## Budget Detail Worksheet

Dept: Public Works Program: Engineering - 340  
 Fund: 100 - General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b><u>Personnel</u></b>				
501.100	Salaries - Full-Time			
501.300	Salaries - Part-Time	5,000	5,000	Salary allocation for Office Assistant.
505.300	Medicare		72	Employer paid share @ 1.45% of salary.
<b>Subtotal</b>		<b>5,000</b>	<b>5,072</b>	
<b><u>Operations</u></b>				
510.100	Office Supplies	500	500	Provides for needed office supplies such as writing instruments and equipment such as plan racks and other Division needs .
510.200	Reprographics	1,000	1,000	Provides for reproduction of project specifications, maps, request for proposals, and misc. forms.
510.400	Subscriptions/Publications	500	500	Provides for Local & State publications for construction plans and equipment; 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	5,000	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>11,150</b>	<b>11,150</b>	
<b>PROGRAM TOTAL</b>		<b>16,150</b>	<b>16,222</b>	





# PUBLIC WORKS ENGINEERING

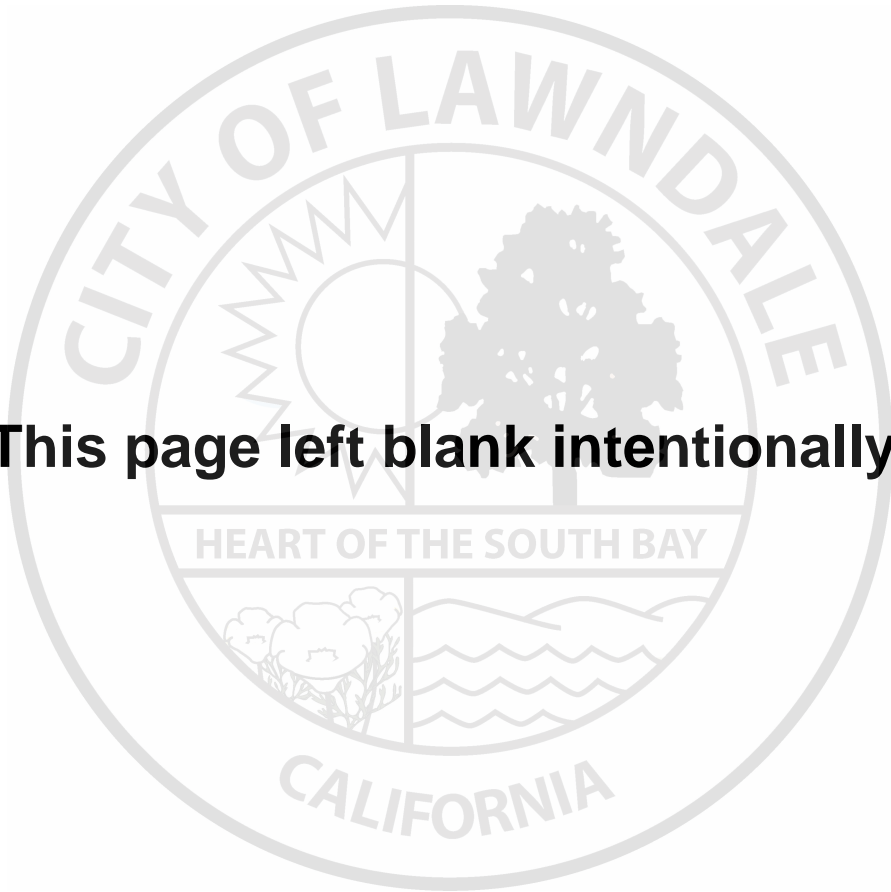
## Budget Detail Worksheet

Dept: Public Works Program: Engineering - 340  
 Fund: 100 - General Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b>Fund:</b>	207- Proposition C			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	43,709	10,240	Associate Engineer
501.300	Salaries - Part-Time	5,000	5,000	Office Assistant
501.400	Salaries - Overtime	7,300		For off-scheduled work and emergencies.
501.500	Longevity	45	8	
505.100	Flexible Benefit	6,093	1,556	Cafeteria Plan.
505.200	Retirement	5,562	791	Retirement costs.
505.300	Medicare	723	171	1.45% of salary.
505.700	City-Paid Insurance	242	53	LTD & AD&D.
<b>PROGRAM TOTAL</b>		<b>68,673</b>	<b>17,819</b>	
<b>ALL FUNDS TOTAL</b>		<b>84,823</b>	<b>34,041</b>	



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## 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

- Complete and finalize the redevelopment of the southwest corner of Hawthorne Blvd. & Manhattan Beach Blvd.
- Initiate and complete the closure of Blue Bonnet Trailer Park.
- Initiate Great Neighborhoods Residential Rehabilitation Program.
- Complete the digitizing of building permits to allow public access via web based media.
- 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.

- Complete the user fee update to ensure full cost recovery for services.
- Update the California Environmental Quality Act Guidelines (CEQA) for the Department.
- Complete the sale of 14611 Firmona Avenue-Successor Agency-owned property.
- Continue to provide support to the City Council and Planning Commission.
- Continue to provide expeditious building plan checks and building inspections.
- Continue to monitor regional, state, and Federal issues that affect the City.
- Continue to provide training and cross-training for staff.
- Continue to provide dispute resolution services to the community as an alternative to litigation and to reduce staff time devoted to conflicts between neighbors.
- Continue to look for efficiencies in departmental business practices.

## ACCOMPLISHMENTS

- Completed the medical/dental office use regulations for the Hawthorne Boulevard Specific Plan Area.
- Finalization of Metro Transit Ordinated Development (TOD) Grant.
- Completed the tri-annual Building/Fire Code updates.
- Reviewed and processed applications for planning entitlements (e.g. 112 site plan reviews, 98 planning permits, 9 special use /development permits, 8 land subdivisions, 8 ordinances, 503 building permits).
- Provided support to the Planning Commission, City Council, Successor to the Redevelopment Agency, and Housing Authority on various projects and studies.

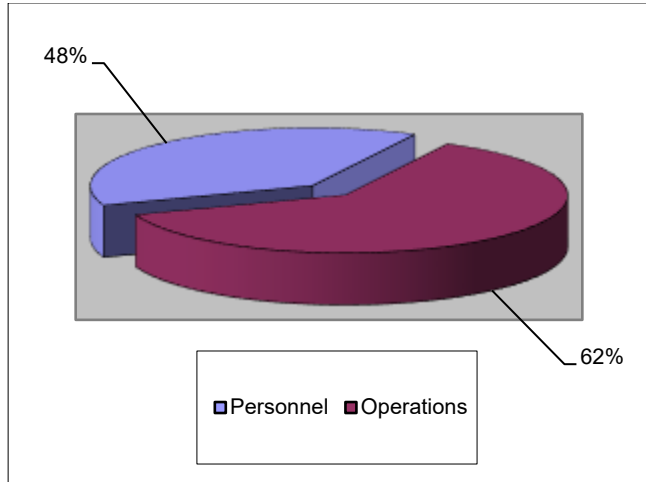


# COMMUNITY DEVELOPMENT

- Monitored and reviewed regional and state issues, including SCAG, AQMD, METRO,

LAWA, and other state agency changes that affect the City.

## FINANCIAL HIGHLIGHTS

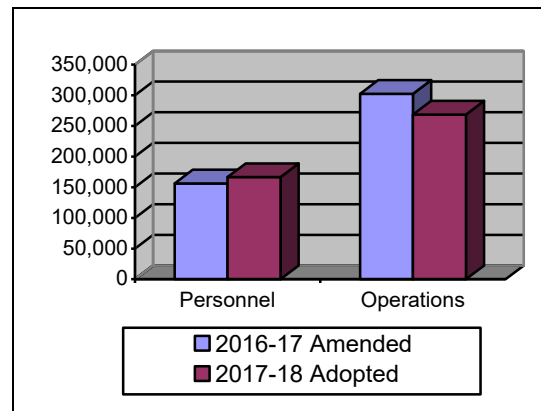


### Department Expenditures by Category

Personnel	\$165,591
Operations	268,500
<b>Total</b>	<b>\$435,091</b>

### Budget Comparison

	2016-17 Amended	2017-18 Adopted
Personnel	\$156,170	\$165,591
Operations	302,350	268,500
<b>Total</b>	<b>\$458,520</b>	<b>\$435,091</b>



# COMMUNITY DEVELOPMENT

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**SIGNIFICANT CHANGES:** (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Budget)

The Adopted Budget for FY 2018 of \$435,091 is a decrease of \$23,429 due to the following changes:

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Increase in salary & benefits.	\$10,421
Decrease in professional services.	(64,700)
Decrease in building/safety services.	42,000
Miscellaneous decreases.	(11,150)
<b>Department Total</b>	<b>(\$23,429)</b>



# COMMUNITY DEVELOPMENT

## DEPARTMENT EXPENDITURES

### COMMUNITY DEVELOPMENT - 410

#### GENERAL FUND (100-410)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
100-410-501.100	SALARIES - FULL-TIME	159,439	63,232	63,232	121,631	58,399
100-410-501.200	SALARIES - ELECTED/APPOINTED	4,500	6,000	6,000	6,000	
100-410-501.300	SALARIES - PART TIME	26,151	45,000	45,000		(45,000)
100-410-501.400	SALARIES - OVERTIME		2,500	2,500	2,500	
100-410-501.500	LONGEVITY AWARD	248	248	248	248	
100-410-501.600	AUTO ALLOWANCE	409	75	75	45	(30)
100-410-505.100	FLEXIBLE BENEFITS	25,472	22,877	22,877	22,204	(672)
100-410-505.200	RETIREMENT	12,807	12,327	12,327	11,105	(1,222)
100-410-505.300	MEDICARE CONTRIBUTION	2,716	2,996	2,996	2,093	(903)
100-410-505.700	CITY-PAID INSURANCE	968	916	916	764	(152)
<b>SUBTOTAL</b>		<b>232,710</b>	<b>156,170</b>	<b>156,170</b>	<b>166,591</b>	<b>10,421</b>
<b>OPERATIONS</b>						
100-410-510.100	OFFICE SUPPLIES	2,074	2,700	3,000	3,000	
100-410-510.200	REPROGRAPHICS		6,800	7,000		(7,000)
100-410-510.400	SUBSCRIPTIONS/PUBLICATIONS	75	75	200	200	
100-410-510.600	STAFF DEVELOPMENT	1,035	1,035	2,400		(2,400)
100-410-510.610	MEMBERSHIP/DUES	100	300	300	800	500
100-410-510.620	TRAVEL/MEETINGS	48				
100-410-510.640	COMMISSION DEVELOPMENT			2,500		(2,500)
100-410-510.650	MILEAGE REIMBURSEMENT	63	200	200	200	
100-410-530.100	CONTRACT SERVICES	14,000	14,000	14,000	16,000	2,000
100-410-530.200	PROFESSIONAL SERVICES	53,637	85,000	85,000	20,300	(64,700)
100-410-530.210	TEMPORARY SERVICES	4,293		2,000		(2,000)
100-410-530.500	LEGAL ADVERTISEMENT		8,000	5,000	6,000	1,000
100-410-530.600	BUILDING/SAFETY SERVICES	137,941	180,000	180,000	222,000	42,000
100-410-540.200	SPECIAL EXPENSES	456		750		(750)
<b>SUBTOTAL</b>		<b>213,722</b>	<b>298,110</b>	<b>302,350</b>	<b>268,500</b>	<b>(33,850)</b>
<b>GENERAL FUND TOTAL</b>		<b>447,915</b>	<b>454,280</b>	<b>458,520</b>	<b>435,091</b>	<b>(23,429)</b>

### COMMUNITY DEVELOPMENT - 410

#### METRO TOD FD (258-410)

<b>PERSONNEL</b>						
258-410-501.100	SALARIES - FULL-TIME	1,041				
258-410-505.100	FLEXIBLE BENEFITS	174				
258-410-505.200	RETIREMENT	88				
258-410-505.300	MEDICARE CONTRIBUTION	17				
258-410-505.700	CITY-PAID INSURANCE	3				
<b>SUBTOTAL</b>		<b>1,323</b>				
<b>METRO TOD TOTAL</b>		<b>1,323</b>				

### COMMUNITY DEVELOPMENT - 410

#### 2008 DISASTER RECOVERY INITIATIVE PROGRAM (CDBG 259-410)

<b>OPERATIONS</b>						
259-410-530.100	CONTRACT SERVICES	51,430				
<b>SUBTOTAL</b>		<b>51,430</b>				
<b>DRI TOTAL</b>		<b>51,430</b>				
<b>ALL FUNDS TOTAL</b>		<b>500,668</b>	<b>454,280</b>	<b>458,520</b>	<b>435,091</b>	<b>(23,429)</b>



# COMMUNITY DEVELOPMENT

## Budget Detail Worksheet

**Dept:** Community Dev. **Program:** Planning and Building Adm.-410

**Fund:** 100 - General Fund

Account No.	Line Item	Amended Budget 2016-17	Proposed Budget 2017-18	Description
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	63,232	121,631	CCD Director, Senior Planner, Associate Planner, Admin. Asst. II.
501.200	Salaries - Elected/Appointed	6,000	6,000	Stipend of \$50 per member per Commission meeting.
501.300	Salaries - Part Time	45,000		Associate Planner
501.400	Salaries - Overtime	2,500	2,500	Provides for overtime for personnel to attend hearings or work on projects as needed.
501.500	Longevity Award	248	248	Per MOU.
501.600	Auto Allowance	75	45	Allowance for use of personal cars by CMT members.
505.100	Flexible Benefits	22,877	22,204	Monthly benefits include cafeteria increases for mid-management and classified employees and for CMT members.
505.200	Retirement	12,327	11,105	Retirement costs.
505.300	Medicare Contributions	2,996	2,093	1.45% of salary.
505.700	City-Paid Insurance	916	764	Life, AD&D and LTD.
	<b>Subtotal</b>	<b>156,170</b>	<b>166,591</b>	
	<b><u>Operations</u></b>			
510.100	Office Supplies	3,000	3,000	Provides for needed office supplies and equipment, bookcases, files, replacing building permit files and other Dept. needs.
510.200	Reprographics	7,000		Provides for reproduction of documents, maps, mailers, banners, display signs and exhibits for Department needs.
510.400	Subscriptions/Publications	200	200	Provides for APA and other related books, journals, publications and subscriptions to assist staff and grant writer.
510.600	Staff Development	2,400		Provides for needed training for CEQA, Map Act, State law changes, GIS, and planning practices and techniques. Continue policy of no overnight travel.



# COMMUNITY DEVELOPMENT

## Budget Detail Worksheet

**Dept:** Community Dev.

**Program:** Planning and Building Adm.-410

**Fund:** 100 - General Fund

Account No.	Line Item	Amended Budget 2016-17	Proposed Budget 2017-18	Description
	<b><u>(Operations, Continued)</u></b>			
510.610	Membership/Dues	300	800	Provides for 4 staff and 5 Commissioner memberships in the APA and other planning organizations.
510.640	Commission Development	2,500		Provides for Commission requests, travel & training.
510.650	Mileage Reimbursement	200	200	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	14,000	16,000	Subscription and license fees for GIS mapping software.
530.200	Professional Services	85,000	20,300	Anticipated consulting services needed for dispute resolution (\$14,000) and CityView Permitting (\$6,300).
530.210	Temporary Services	2,000		Provides for filling of positions during sick, vacation and other absences.
530.500	Legal - Advertising	5,000	6,000	Provides for required legal notices for public hearings.
530.600	Building and Safety	180,000	222,000	Provides for contract services for plan checks plus inspections, and additional support staff when needed (Plan Checker \$22,000, Building Technician \$113,000, Building Inspector \$87,000).
540.200	Special Expenses	750		Provides for funds to cover unexpected costs from Community Development or Planning Commission initiated projects.
	<b>Subtotal</b>	<b>302,350</b>	<b>268,500</b>	
	<b>PROGRAM TOTAL</b>	<b>458,520</b>	<b>435,091</b>	





# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

## PROGRAM DESCRIPTION

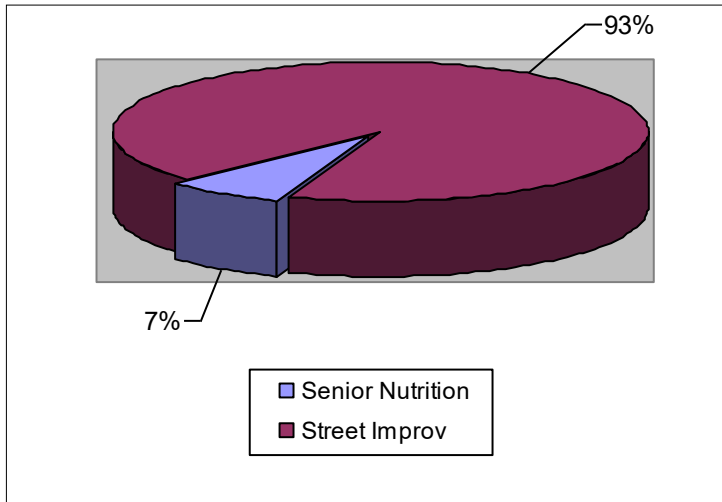
The Community Development Block Grant (CDBG) Program is funded by the Federal Department of Housing and Urban Development (HUD). The Los Angeles County Community Development Commission (CDC) distributes Lawndale's share of these funds. Each year the City holds a Public Hearing to determine which programs will be selected for submittal to CDC for approval and funding.

For the 2016-2017 fiscal year the following programs were submitted and approved by the City Council:

- Senior Activities supporting the nutrition program.
- Street Improvements.

## GOALS

### FINANCIAL HIGHLIGHTS



- Work closely with the Los Angeles County Community Development Commission to insure 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

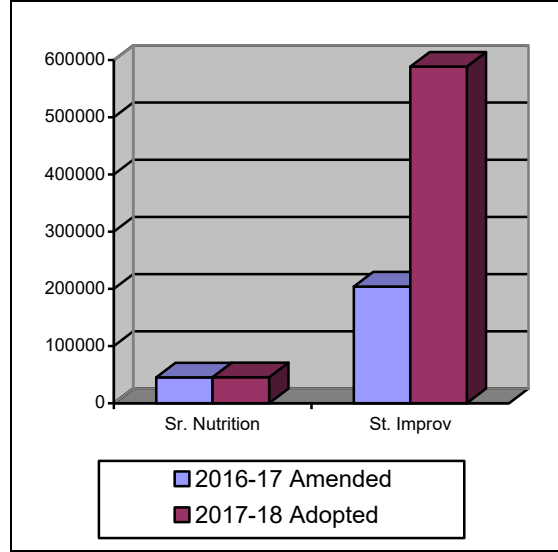
Senior Nutrition	\$45,526
Capital Improvements	\$588,412
<b>Total</b>	<b>\$633,937</b>



# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

## Budget Comparison

	<b>2016-17 Amended</b>	<b>2017-18 Adopted</b>
Senior Nutrition	\$45,240	\$45,526
Street Improvements	\$203,969	\$588,412
<b>Total</b>	<b>\$249,209</b>	<b>\$633,937</b>



# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

## DEPARTMENT EXPENDITURES

### CDBG - SENIOR ACTIVITIES - 423

CDBG (214-423)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
214-423-501.100	SALARIES - FULL-TIME	43,900	27,068	27,068	27,161	93
214-423-505.100	FLEXIBLE BENEFITS		10,371	10,371	10,371	
214-423-505.200	RETIREMENT		2,345	2,345	1,774	(570)
214-423-505.300	MEDICARE CONTRIBUTION		545	545	544	(1)
214-423-505.700	CITY-PAID INSURANCE		411	411	355	(56)
	<b>SUBTOTAL</b>	<b>43,900</b>	<b>40,740</b>	<b>40,740</b>	<b>40,206</b>	<b>(534)</b>
<b>OPERATIONS</b>						
214-423-530.200	PROFESSIONAL SERVICES	2,063	4,500	4,500	5,320	820
	<b>SUBTOTAL</b>	<b>2,063</b>	<b>4,500</b>	<b>4,500</b>	<b>5,320</b>	<b>820</b>
	<b>SENIOR NUTRITION TOTAL</b>	<b>45,963</b>	<b>45,240</b>	<b>45,240</b>	<b>45,526</b>	<b>286</b>

### CDBG - GREVILLEA AVE & AVIS ST IMPROV

CDBG (214-434)

<b>PERSONNEL</b>						
214-434-501.100	SALARIES - FULL-TIME	18,688				
	<b>SUBTOTAL</b>	<b>18,688</b>				
<b>OPERATIONS</b>						
214-434-530.100	CONTRACT SERVICES	8,889				
214-434-530.200	PROFESSIONAL SERVICES	12,690				
	<b>SUBTOTAL</b>	<b>21,579</b>				
<b>CAPITAL</b>						
214-434-700.146	STREET IMPROV	218,827				
	<b>SUBTOTAL</b>	<b>218,827</b>				
	<b>STREET IMPROV TOTAL</b>	<b>259,094</b>				



# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

## CDBG - LARCH AVE IMPROV

CDBG (214-435)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
214-435-501.100	SALARIES - FULL-TIME		37,896	37,896		(37,896)
	<b>SUBTOTAL</b>		<b>37,896</b>	<b>37,896</b>		<b>(37,896)</b>
<b>OPERATIONS</b>						
214-435-530.100	CONTRACT SERVICES		13,430	13,430		(13,430)
214-435-530.200	PROFESSIONAL SERVICES		12,640	12,640		(12,640)
	<b>SUBTOTAL</b>		<b>26,070</b>	<b>26,070</b>		<b>(26,070)</b>
<b>CAPITAL</b>						
214-435-700.146	STREET IMPROV		140,003	140,003		(140,003)
	<b>SUBTOTAL</b>		<b>140,003</b>	<b>140,003</b>		<b>(140,003)</b>
	<b>STREET IMPROV TOTAL</b>		<b>203,969</b>	<b>203,969</b>		<b>(203,969)</b>

## CDBG - 145TH STEET IMPROVEMENTS

CDBG (214-437)

<b>PERSONNEL</b>						
214-437-501.100	SALARIES - FULL-TIME				41,346	41,346
214-437-505.100	FLEXIBLE BENEFIT				5,788	5,788
214-437-505.200	RETIREMENT				4,060	4,060
214-437-505.300	MEDICARE CONTRIBUTION				694	694
214-437-505.700	CITY-PAID INSURANCE				206	206
	<b>SUBTOTAL</b>				<b>52,095</b>	<b>52,095</b>
<b>OPERATIONS</b>						
214-437-530.100	CONTRACT SERVICES				17,000	17,000
214-437-530.200	PROFESSIONAL SERVICES				16,000	16,000
	<b>SUBTOTAL</b>				<b>33,000</b>	<b>33,000</b>
<b>CAPITAL</b>						
214-437-700.146	145 STREET IMPROVEMENT				503,317	503,317
	<b>SUBTOTAL</b>				<b>503,317</b>	<b>503,317</b>
	<b>STREET IMPROV TOTAL</b>				<b>588,412</b>	<b>588,412</b>
	<b>CDBG FUND TOTAL</b>	<b>305,057</b>	<b>249,209</b>	<b>249,209</b>	<b>633,937</b>	<b>384,729</b>



# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

## Budget Detail Worksheet

**Dept:** Community Development  
**Fund:** 214 - CDBG Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b>Program:</b>	423-Senior Nutrition			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	27,068	27,161	CSD Coordinator.
505.100	Flexible Benefits	10,371	10,371	Cafeteria Plan.
505.200	Retirement	2,345	1,774	Retirement costs.
505.300	Medicare Contributions	545	544	1.45% of salary.
505.700	City-Paid Insurance	411	355	LT & AD&D.
	<b>SUBTOTAL</b>	<b>40,740</b>	<b>40,206</b>	
	<b><u>Operations</u></b>			
530.200	Professional Services	4,500	5,320	Admin. Services.
	<b>SUBTOTAL</b>	<b>4,500</b>	<b>5,320</b>	
	<b>TOTAL SENIOR NUTRITION</b>	<b>45,240</b>	<b>45,526</b>	
<b>Program:</b>	435 - Larch Ave Improv			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	37,896		
	<b>SUBTOTAL</b>	<b>37,896</b>		
	<b><u>Operations</u></b>			
530.100	Contract Services	13,430		Labor Compliance.
530.200	Professional Services	12,640		Admin Services.
	<b>SUBTOTAL</b>	<b>26,070</b>		
	<b><u>Capital</u></b>			
700.146	Street Improvements	140,003		Street improvement projects.
	<b>SUBTOTAL</b>	<b>140,003</b>		
	<b>TOTAL</b>	<b>203,969</b>		
<b>Program:</b>	437 - 145th Street Improvements			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time		41,346	
505.100	Flexible Benefits		5,788	
505.200	Retirement		4,060	
505.300	Medicare Contributions		694	
505.700	City-Paid Insurance		206	
	<b>SUBTOTAL</b>		<b>52,095</b>	



# COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

## Budget Detail Worksheet

**Dept:** Community Development

**Fund:** 214 - CDBG Fund

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<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><u>Capital</u></b>			
700.146	145th Street Improvements		503,317	Street Improv.
	<b>SUBTOTAL</b>		<b>503,317</b>	
	<b>TOTAL</b>		<b>588,412</b>	
	<b>CDBG TOTAL FUND</b>	<b>249,209</b>	<b>633,937</b>	



## 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.

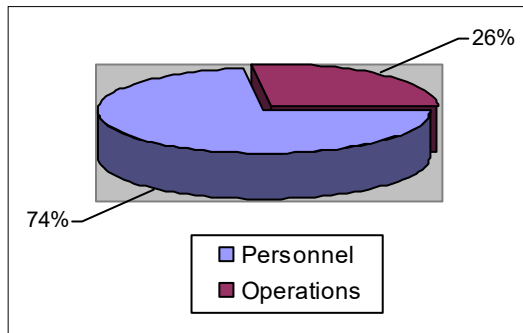
## GOALS

- Track and obtain 20% set-aside amount due to the housing fund from cooperation agreements.
- Research the feasibility of implementing a new Great Neighborhoods Residential Rehabilitation Program.
- 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 2016-17.
- Finalize the sale of the 14611 Firmona Avenue property (Successor Agency Property).

## FINANCIAL HIGHLIGHTS



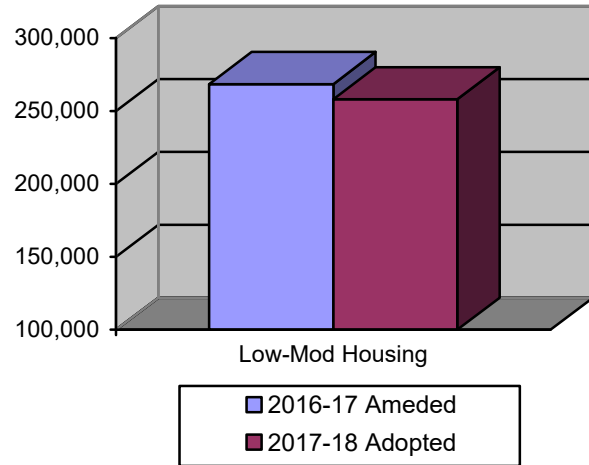
### Department Expenditures by Category

Personnel	\$188,509
Operations	69,6000
<b>Total</b>	<b>\$258,109</b>

# LAWNDALE HOUSING AUTHORITY

## Budget Comparison

	<b>2016-17 Amended</b>	<b>2017-18 Adopted</b>
Low-Mod Housing	\$268,493	\$258,109
<b>Total</b>	<b>\$268,493</b>	<b>\$258,109</b>





# LAWNDALE HOUSING AUTHORITY

## DEPARTMENT EXPENDITURES

### LAWNDALE HOUSING AUTHORITY- 610

LAWNDALE HOUSING AUTHORITY (300-610)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
300-610-501.100	SALARIES - FULL-TIME	148,359	149,118	159,198	149,118	(10,080)
300-610-501.500	LONGEVITY AWARD	333	260	173	260	88
300-610-501.600	AUTO ALLOWANCE	275	585	585	585	
300-610-505.100	FLEXIBLE BENEFITS	16,222	19,007	19,007	19,007	
300-610-505.200	RETIREMENT	19,463	16,349	16,763	16,349	(414)
300-610-505.300	MEDICARE CONTRIBUTION	2,207	2,494	2,595	2,494	(101)
300-610-505.700	CITY-PAID INSURANCE	569	697	823	697	(126)
	<b>SUBTOTAL</b>	<b>187,428</b>	<b>188,509</b>	<b>199,143</b>	<b>188,509</b>	<b>(10,634)</b>
<b>OPERATIONS</b>						
300-610-510.100	OFFICE SUPPLIES		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		1,000	1,000	1,000	
300-610-510.620	TRAVEL/MEETINGS		2,000	2,000	2,000	
300-610-530.100	CONTRACT SERVICES			23,850	24,100	250
300-610-530.200	PROFESSIONAL SERVICES			20,000	20,000	
300-610-530.310	LEGAL RETAINER			20,000	20,000	
300-610-540.200	SPECIAL EXPENSES		500	500	500	
	<b>SUBTOTAL</b>		<b>5,500</b>	<b>69,350</b>	<b>69,600</b>	<b>250</b>
<b>HOUSING AUTHORITY TOTAL</b>		<b>187,428</b>	<b>194,009</b>	<b>268,493</b>	<b>258,109</b>	<b>(10,384)</b>



# LAWNDALE HOUSING AUTHORITY

Dept: Redevelopment

Program: Housing Authority-610

Fund: 300 - Lawndale Housing Authority

## Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	159,198	149,118	CCD Director, Senior Planner, Associate Planner and Admin. Assistant.
501.500	Longevity	173	260	Longevity Benefit.
501.600	Auto Allowance	585	585	Car Allowance for CMT.
505.100	Flexible Benefits	19,007	19,007	Cafeteria Plan.
505.200	Retirement	16,763	16,349	Retirement contribution to PERS.
505.300	Medicare Contributions	2,595	2,494	1.45% of salary.
505.700	City-Paid Insurance	823	697	LTD & AD&D.
	<b>Subtotal</b>	<b>199,143</b>	<b>188,509</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	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	23,850	24,100	Services for an affordable housing consultant (\$20,000) & Annual Audit (\$4,100).
530.200	Professional Services	20,000	20,000	Services for affordable housing such as appraisers, acquisition, marketing, housing rehabilitations, relocation, title/escrow and inspection.



# LAWNDALE HOUSING AUTHORITY

## Budget Detail Worksheet

Account No	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<b><u>(Operations Continued)</u></b>			
530.310	Legal - Services	20,000	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>69,350</b>	<b>69,600</b>	
	<b>PROGRAM TOTAL</b>	<b>268,493</b>	<b>258,109</b>	



# SUCCESSOR AGENCY TO THE LRA

## 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

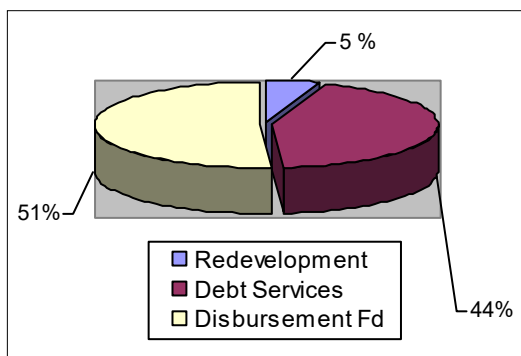
- Prepare annual audit of the former Redevelopment Agency.
- Prepare administrative budgets for the Successor Agency.
- Prepare and submit for approval periodic Recognized Obligation Payment Schedules.

## FINANCIAL HIGHLIGHTS

- Provide staff support to the Successor Agency.
- Provide staff support to the Oversight Board.
- Facilitate the on-site management and relocation services for a mobile home park.
- Obtain approvals to spend redevelopment bond proceeds.

## ACCOMPLISHMENTS

- Provided rental management services to a mobile home park that will be used to expand the Hawthorne/Manhattan project site.
- Prepared preliminary budgets and payment schedules.
- Successfully held Oversight Board meetings.
- Completed ROPS 17-18A and 17-18B.
- Completed additional meet and confers with DOF.
- Obtained approval for ROPS 17-18A and 17-18B from DOF.



### Department Expenditures by Category

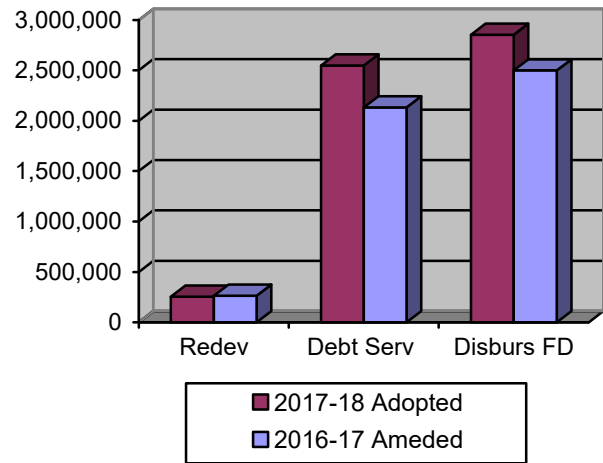
Redevelopment	254,090
Debt Services	2,549,039
Disbursement Fund	2,852,293
<b>Total</b>	<b>\$5,655,422</b>



# SUCCESSOR AGENCY TO THE LRA

## Budget Comparison

	<b>2016-17 Amended</b>	<b>2017-18 Adopted</b>
Redevelopment	264,096	254,090
Debt Service	2,134,426	2,549,039
Disbursement FD	2,499,378	2,852,293
<b>Total</b>	<b>\$4,897,900</b>	<b>\$5,655,422</b>



# SUCCESSOR AGENCY TO THE LRA

## DEPARTMENT EXPENDITURES

### CITY ATTORNEY - 120

#### SUCCESSOR AGENCY - REDEVELOPMENT FUND (304-120)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>OPERATIONS</b>						
304-120-530.320	LITIGATION	11,235	11,700	11,700	11,700	
	<b>SUBTOTAL</b>	<b>11,235</b>	<b>11,700</b>	<b>11,700</b>	<b>11,700</b>	
	<b>CITY ATTORNEY TOTAL</b>	<b>11,235</b>	<b>11,700</b>	<b>11,700</b>	<b>11,700</b>	

### LRA ADMINISTRATION - 610

#### SUCCESSOR AGENCY - REDEVELOPMENT FUND (304-610)

<b>PERSONNEL</b>						
304-610-501.100	SALARIES - FULL-TIME	201,464	187,660	187,660	186,511	(1,149)
304-610-501.500	LONGEVITY AWARD	308	220	220	252	33
304-610-501.600	AUTO ALLOWANCE	793	1,064	1,064	1,125	61
304-610-505.100	FLEXIBLE BENEFITS	17,099	20,946	20,946	21,573	627
304-610-505.200	RETIREMENT	13,338	21,701	21,701	22,156	455
304-610-505.201	PARS CONTRIBUTION	2,382	2,453	2,453	2,676	223
304-610-505.300	MEDICARE CONTRIBUTION	2,608	3,043	3,043	3,124	81
304-610-505.700	CITY-PAID INSURANCE	669	956	956	838	(119)
	<b>SUBTOTAL</b>	<b>238,661</b>	<b>238,044</b>	<b>238,044</b>	<b>238,255</b>	<b>211</b>
<b>OPERATIONS</b>						
304-610-530.100	CONTRACT SERVICES	3,852	3,907	3,907	4,090	183
304-610-530.200	PROFESSIONAL SERVICES		5,700	10,400		(10,400)
304-610-540.200	SPECIAL EXPENSES		50	45	45	
	<b>SUBTOTAL</b>	<b>3,852</b>	<b>9,657</b>	<b>14,352</b>	<b>4,135</b>	<b>(10,217)</b>
	<b>LRA ADMIN. TOTAL</b>	<b>242,513</b>	<b>247,701</b>	<b>252,396</b>	<b>242,390</b>	<b>(10,006)</b>
	<b>LRA FUND TOTAL</b>	<b>253,748</b>	<b>259,401</b>	<b>264,096</b>	<b>254,090</b>	<b>(10,006)</b>

### DEBT SERVICE 610

#### SUCCESSOR AGENCY - LRA DEBT SERVICE FUND (305-610)

<b>OPERATIONS</b>						
305-610-545.100	DEBT SERVICE PAYMENTS	327,645	339,932	339,932	352,302	12,370
305-610-545.400	INTEREST EXPENSE	1,549,403	1,088,215	1,088,215	1,075,839	(12,376)
305-610-545.210	LRA REIMBURSEMENT	895,224	706,279	706,279	1,120,898	414,619
	<b>SUBTOTAL</b>	<b>2,772,272</b>	<b>2,134,426</b>	<b>2,134,426</b>	<b>2,549,039</b>	<b>414,613</b>
	<b>DEBT SERVICE FUND TOTAL</b>	<b>2,772,272</b>	<b>2,134,426</b>	<b>2,134,426</b>	<b>2,549,039</b>	<b>414,613</b>

### DISBURSEMENT FUND 610

#### SUCCESSOR AGENCY - DISBURSEMENT FUND (306-610)

<b>OPERATIONS</b>						
306-610-560.100	OPERATING TRANSFER	2,907,261	2,499,378	2,499,378	2,852,293	352,915
	<b>SUBTOTAL</b>	<b>2,907,261</b>	<b>2,499,378</b>	<b>2,499,378</b>	<b>2,852,293</b>	<b>352,915</b>
	<b>DISBURSEMENT FUND TOTAL</b>	<b>2,907,261</b>	<b>2,499,378</b>	<b>2,499,378</b>	<b>2,852,293</b>	<b>352,915</b>



# SUCCESSOR AGENCY TO THE LRA

Account No	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	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	11,700	11,700	Legal services for LRA including potential litigation disposition and development agreements, and other Agency agreements.
	<b>Subtotal</b>	<b>11,700</b>	<b>11,700</b>	
	<b>PROGRAM TOTAL</b>	<b>11,700</b>	<b>11,700</b>	
<b>Fund:</b>	<b>304 - Successor Agency - Redevelopment</b>			<b>Program: RDA Administration - 610</b>
	<b>Personnel</b>			
501.100	Salaries - Full-Time	187,660	186,511	Salaries for all employees charged to Successor Agency (Community Development and Finance).
501.500	Longevity Award	220	252	Per MOU.
501.600	Auto Allowance	1,064	1,125	Car Allowance for CMT.
505.100	Flexible Benefits	20,946	21,573	Cafeteria Plan.
505.200	Retirement	21,701	22,156	Retirement costs.
505.201	PARS Contribution	2,453	2,676	Retirement contribution for PARS .
505.300	Medicare Contributions	3,043	3,124	1.45% of salary.
505.700	City-Paid Insurance	956	838	LTD & ADD.
	<b>Subtotal</b>	<b>238,044</b>	<b>238,255</b>	
	<b>Operations</b>			
530.100	Contract Services	3,907	4,090	Annual redevelopment agency audit required by state law.
530.200	Professional Services	10,400		Land Disposal Strategy, Appraisals, Environmental studies(\$11,000). (Note-None of the expenses are part of adm allowance.)
540.200	Special Expenses	45	45	Provides for funds to cover unexpected costs from Executive Director, Attorney or Agency initiated projects.
	<b>Subtotal</b>	<b>14,352</b>	<b>4,135</b>	
	<b>PROGRAM TOTAL</b>	<b>264,096</b>	<b>254,090</b>	



# SUCCESSOR AGENCY TO THE LRA

Account No	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b>Dept:</b>	<b>Redevelopment</b>		<b>Program:</b>	<b>Debt Service - 610</b>
<b>Fund:</b>	<b>305 - Successor Agency - Debt Service</b>			
	<b><u>Operations</u></b>			
545.100	Debt Service Payments	339,932	352,302	I-Bank loan \$62,932, bond pmt \$275,000.
545.400	Interest Expense	1,088,215	1,075,839	Interest payments of for I-Bank loan - \$53,247 Bond payment \$1,034,968.
545.210	LRA Reimbursement	706,279	1,120,898	City advances.
	<b><u>PROGRAM TOTAL</u></b>	<b><u>2,134,426</u></b>	<b><u>2,549,039</u></b>	
<b>Fund:</b>	<b>306 - Successor Agency - Disbursement Fund</b>			
	<b><u>Operations</u></b>			
560.100	Operating Transfer Out	2,499,378	2,852,293	Debt services and adm charges.
	<b><u>PROGRAM TOTAL</u></b>	<b><u>2,499,378</u></b>	<b><u>2,852,293</u></b>	





# SUCCESSOR AGENCY TO THE LRA

## DEPARTMENT EXPENDITURES

### PUBLIC WORKS BOND PROJECT SERVICES - 340

SUCCESSOR AGENCY - REDEVELOPMENT FUND (307-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
307-340-501.100	SALARIES - FULL-TIME	115,367	135,000	252,209	250,430	(1,778)
307-340-501.500	LONGEVITY AWARD		50	90	90	
307-340-501.600	AUTO ALLOWANCE	307	300	1,200	1,200	
307-340-505.100	FLEXIBLE BENEFIT	13,634	20,000	31,814	31,815	0
307-340-505.200	RETIREMENT	7,879	12,000	39,952	27,268	(12,684)
307-340-505.300	MEDICARE CONTRIBUTION	1,402	1,600	4,137	4,201	64
307-340-505.700	CITY -PAID INSURANCE	521	600	1,404	1,183	(221)
	<b>SUBTOTAL</b>	<b>140,511</b>	<b>169,550</b>	<b>330,806</b>	<b>316,187</b>	<b>(14,619)</b>
	<b>ENGINEERING TOTAL</b>	<b>140,511</b>	<b>169,550</b>	<b>330,806</b>	<b>316,187</b>	<b>(14,619)</b>
<b>PROJECTS FUNDED BY BONDS</b>						
307-610-700.221	CLOSURE OF MOBILE HM PK	820		191,696		(191,696)
307-610-700.248	COMMUNITY CTR TELECOMM	5,937		293,402		(293,402)
307-610-700.151	INGLEWOOD AVE CORR WIDE-PHASE I				414,652	414,652
307-610-700.263	INGLEWOOD AVE CORR WIDE-PHASE III				876,275	876,275
307-610-700.257	COMM CENTER TEEN CNT	22,974	50,000	261,620		(261,620)
307-610-700.265	BURIN HOUSE DEMO/WALL PARKING				100,000	100,000
307-610-700.266	HAWTHORNE BLVD MARQUEE				100,000	100,000
	<b>SUBTOTAL</b>	<b>29,731</b>		<b>746,718</b>	<b>1,490,927</b>	<b>744,209</b>
	<b>LRA ADMIN. TOTAL</b>	<b>29,731</b>		<b>746,718</b>	<b>1,490,927</b>	<b>744,209</b>
	<b>LRA FUND TOTAL</b>	<b>170,242</b>	<b>169,550</b>	<b>1,077,524</b>	<b>1,807,114</b>	<b>729,590</b>



# SUCCESSOR AGENCY TO THE LRA

Account No	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b>Dept:</b>	<b>Redevelopment</b>			<b>Program: Public Works Engineering - 340</b>
<b>Fund:</b>	<b>307- Bond Projects - Redevelopment</b>			
	<b><u>Personnel</u></b>			
501.100	Salaries - Full-Time	252,209	250,430	Salaries for Bond related projects.
501.500	Longevity Pay	90	90	Per MOU.
501.600	Auto Allowance	1,200	1,200	Car allowance for CMT.
505.100	Flexible Benefit	31,814	31,815	Monthly benefits include cafeteria for mid-management and classified employees.
505.200	Retirement	39,952	27,268	Retirement cost.
505.300	Medicare	4,137	4,201	Employer paid share @ 1.45% of salary.
505.700	City-Paid Insurance	1,404	1,183	Life Insurance, ADD, LTD.
	<b>Subtotal</b>	<b>330,806</b>	<b>316,187</b>	
	<b>PROGRAM TOTAL</b>	<b>330,806</b>	<b>316,187</b>	
	<b><u>Capital</u></b>			
700.221	Closure of Mobile Home Pk	191,696		Bond projects.
700.248	Com Ctr Telecommunications	293,402		Bond projects.
700.151	Ingled Ave Corr Wnd Phase I		414,652	Bond projects.
700.263	Ingled Ave Corr Wnd Phase III		876,275	Bond projects.
700.257	Comm Ctr Teen Center	261,620		Bond projects.
700.265	Burin House Demo/Wall Parking		100,000	Bond projects.
700.266	Hawthorne Blvd Marquee		100,000	Bond projects.
	<b>Subtotal</b>	<b>746,718</b>	<b>1,490,927</b>	
	<b>PROGRAM TOTAL</b>	<b>1,077,524</b>	<b>1,807,114</b>	



## MISSION STATEMENT

The primary mission of the Lawndale Community Services Department is to provide comprehensive sports, special interest, special event, educational and assistance programs and services for the youth, adult and senior residents in the City and 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 more 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 toddler, tot, 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 resident's 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. 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 the Meals on Wheels meal delivery program.
- To manage and supervise the following city facilities and their operations: Lawndale 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 and bind the community and 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: basketball, soccer, pee wee sports, arts and crafts, summer day camp and water play opportunities at Jane Addams Park during the summer months. 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 explore without the pressure to win.
- 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, seasonal income tax preparation assistance 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 quarterly 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 Lawndale 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 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.

- With the direction of the City Council, develop and oversee a Teen Advisory Commission that will give teenagers a voice in the community as it relates to teen programming and special events.

## ACCOMPLISHMENTS

- Complete management of the Parks and Recreation and the Senior Services Division comprised of approximately 55 employees.
- Successful oversight of the following park and recreation facilities in the City: Lawndale 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 80,000 passengers during fiscal year 2016-17.
- Provided numerous recreational opportunities for young children, youth, teens, adults and senior participants offering approximately 275 classes, programs and special events during fiscal year 2016-17.
- Held its annual Health and Safety/Per Fair, Halloween Haunt and Angel Tree Lighting events at the City's Lawndale Civic Center Plaza located at 147<sup>th</sup> Street and Burin Avenue. The three 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 nine 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 and program, Memorial Day



# COMMUNITY SERVICES

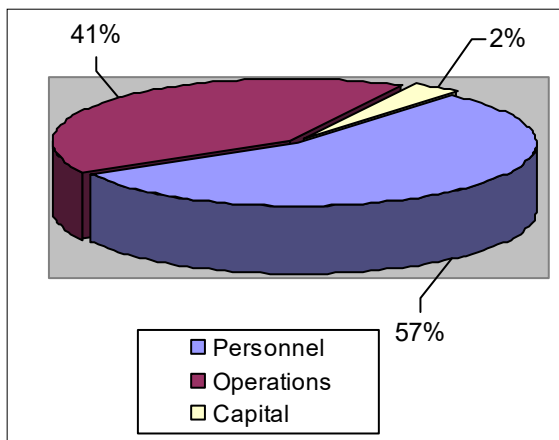
Breakfast, Health and Safety and Pet Fair (in conjunction with the Municipal Services Department) and the annual Youth Day Parade event providing fun times for thousands of individuals and their families.

- Planned, organized and supervised the winter and summer youth basketball program and the spring youth soccer program for players of 5 to 17 years old. Both programs combined consisted of approximately 80 teams and approximately 750 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 2,100 participants and thousands of spectators.

## FINANCIAL HIGHLIGHTS

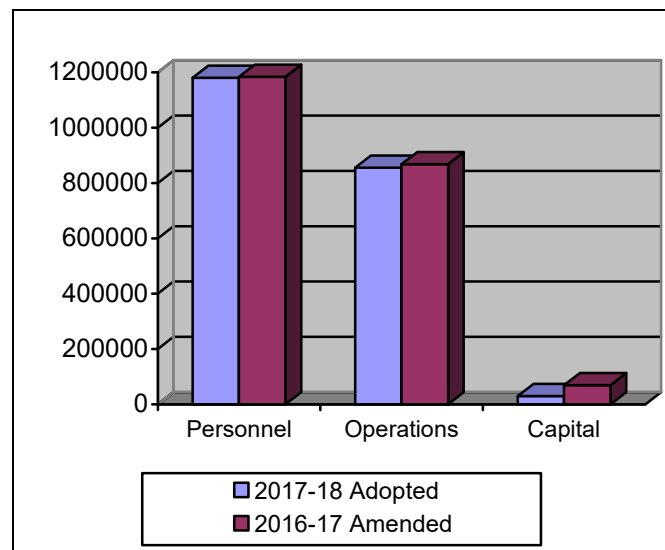


### Department Expenditures by Category

<b>Personnel</b>	<b>\$1,180,398</b>
<b>Operations</b>	<b>855,100</b>
<b>Capital</b>	<b>30,000</b>
<b>Total:</b>	<b>\$2,065,497</b>

### Budget Comparison

	<b>2016-17 Amended</b>	<b>2017-18 Adopted</b>
Personnel	\$1,183,878	\$1,180,398
Operations	867,905	855,100
	70,000	30,000
<b>Total</b>	<b>\$2,121,783</b>	<b>\$2,065,497</b>



# COMMUNITY SERVICES

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■ **SIGNIFICANT CHANGES:** (Fiscal Year 2017 Amended vs. Fiscal Year 2018 Adopted)

The Adopted Budget for FY 2018 of \$ 2,065,497 is a decrease of \$56,286 due to the following changes:

Decrease in salary & benefits.	(\$3,480)
Miscellaneous decreases.	(3,906)
Decrease in special expenses.	(8,900)
Decrease in capital.	(40,000)
<b>Department Total</b>	<b>(\$56,286)</b>



# COMMUNITY SERVICES

## DEPARTMENT EXPENDITURES

### COMMUNITY SERVICES PROGRAMS - 510

GENERAL FUND (100-510)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
100-510-501.100	SALARIES - FULL-TIME	310,928	292,157	343,828	316,221	(27,607)
100-510-501.200	SALARIES - CC /APPOINTED	4,100	6,000	6,000	6,000	
100-510-501.300	SALARIES - PART-TIME	482,934	490,000	533,486	526,916	(6,570)
100-510-501.400	SALARIES-OVERTIME	1,898	2,000	2,000	2,000	
100-510-501.500	LONGEVITY PAY	614	1,070	1,070	874	(196)
100-510-501.600	AUTO ALLOWANCE		1,275	1,275	1,080	(195)
100-510-505.100	FLEXIBLE BENEFIT	64,534	59,358	59,358	55,443	(3,915)
100-510-505.200	RETIREMENT	30,803	36,842	36,842	33,706	(3,137)
100-510-505.300	MEDICARE CONTRIBUTION	12,250	11,967	11,967	12,498	531
100-510-505.700	CITY-PAID INSURANCE	2,295	2,504	2,504	1,983	(521)
	<b>SUBTOTAL</b>	<b>910,356</b>	<b>903,174</b>	<b>998,331</b>	<b>956,721</b>	<b>(41,610)</b>
<b>OPERATIONS</b>						
100-510-510.100	OFFICE SUPPLIES	5,848	7,000	7,000	7,000	
100-510-510.200	REPROGRAPHICS	22,283	22,236	22,000	26,000	4,000
100-510-510.300	POSTAGE	16,348	7,400	7,405	7,400	(5)
100-510-510.500	UNIFORMS	875	1,258	1,000	1,000	
100-510-510.610	MEMBERSHIP/DUES	140	100	100	100	
100-510-510.620	TRAVEL/MEETINGS	33	100	100	100	
100-510-510.640	COMMISSION DEVELOPMENT		250	250	250	
100-510-510.650	MILEAGE REIMBURSEMENT		150	150	150	
100-510-515.300	NATURAL GAS	246	200	200	200	
100-510-515.400	WATER	6,997	7,500	8,000	7,500	(500)
100-510-520.510	EQUIPMENT MAINTENANCE	8,636	3,000	3,000	3,000	
100-510-530.100	CONTRACT SERVICES	271,819	215,600	215,600	215,600	
100-510-530.210	PROFESSIONAL SERVICES	-	6,000	6,000		(6,000)
100-510-540.100	COMMUNITY EVENTS	47,561	56,400	56,400	56,400	
100-510-540.120	RECREATIONAL ACTIVITIES	47,203	52,680	45,000	45,000	
100-510-540.200	SPECIAL EXPENSES	6,762	20,200	14,200	5,300	(8,900)
100-510-540.410	SENIOR ACTIVITIES	16,674		34,500	33,100	(1,400)
	<b>SUBTOTAL</b>	<b>451,425</b>	<b>400,074</b>	<b>420,905</b>	<b>408,100</b>	<b>(12,805)</b>
	<b>GENERAL FUND TOTAL</b>	<b>1,361,781</b>	<b>1,303,248</b>	<b>1,419,236</b>	<b>1,364,821</b>	<b>(54,415)</b>



# COMMUNITY SERVICES

## COMMUNITY SERVICES PROGRAM - 510

PROP A FUND (206-510)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2015-16	PROJECTED ACTUAL 2016-17	AMENDED BUDGET 2016-17	ADOPTED BUDGET 2017-18	CHANGE FROM PRIOR YEAR
<b>PERSONNEL</b>						
206-510-501.100	SALARIES - FULL-TIME	88,274	111,961	115,320	140,532	25,212
206-510-501.300	SALARIES - PART-TIME	23,942	27,000	27,000	36,000	9,000
206-510-501.400	SALARIES - OVERTIME	440				
206-510-501.500	LONGEVITY AWARD	561	574	611	660	49
206-510-501.600	AUTO ALLOWANCE			225	420	195
206-510-505.100	FLEXIBLE BENEFIT	17,361	23,206	23,386	27,301	3,916
206-510-505.200	RETIREMENT	13,119	14,463	15,629	14,766	(863)
206-510-505.300	MEDICARE CONTRIBUTION	1,701	1,968	2,423	3,031	607
206-510-505.700	CITY-PAID INSURANCE	635	920	954	968	14
	<b>SUBTOTAL</b>	<b>146,033</b>	<b>180,091</b>	<b>185,547</b>	<b>223,676</b>	<b>38,129</b>
<b>OPERATIONS</b>						
206-510-510.200	REPROGRAPHICS	2,000	2,000	2,000	2,000	
206-510-520.600	VEHICLE MAINTENANCE	4,499	10,000	13,000	13,000	
206-510-520.610	VEHICLE FUEL	5,765	21,000	21,000	21,000	
206-510-530.100	CONTRACT SERVICES	375,540	409,000	409,000	409,000	
206-510.540.200	SPECIAL EXPENSES	37,878	2,000	2,000	2,000	
	<b>SUBTOTAL</b>	<b>425,682</b>	<b>444,000</b>	<b>447,000</b>	<b>447,000</b>	
<b>CAPITAL</b>						
206-510-550.300	VEHICLES			70,000		(70,000)
	<b>SUBTOTAL</b>			<b>70,000</b>		<b>(70,000)</b>
	<b>PROP A FUNDS TOTAL</b>	<b>571,715</b>	<b>624,091</b>	<b>702,547</b>	<b>670,676</b>	<b>(31,870.91)</b>

## COMMUNITY SERVICES PROGRAMS - 510

UDAG FUND (215-510)

<b>CAPITAL</b>						
215-510-550.300	VEHICLES				30,000	30,000
	<b>SUBTOTAL</b>				<b>30,000</b>	<b>30,000</b>
	<b>AQMD FUND TOTAL</b>				<b>30,000</b>	<b>30,000</b>
	<b>ALL FUNDS TOTAL</b>	<b>1,933,496</b>	<b>1,927,339</b>	<b>2,121,783</b>	<b>2,065,498</b>	<b>(56,286)</b>





# COMMUNITY SERVICES

## Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b>Dept:</b>	Community Services		<b>Program:</b>	Community Services -510
<b>Fund:</b>	100-General Fund			
	<b>Personnel</b>			
501.100	Salaries-Full-Time	343,828	316,221	Salaries for Director of Community Services; Community Services Supervisor; Community Services Coordinator; Recreation Coordinator.
501.200	Salaries-Elected/Appointed	6,000	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	533,486	526,916	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 and funding for two part-time office assistant employees. Line item offset by approximately \$25,000 in community center reservation staffing cost recovery.
501.400	Salaries-Overtime	2,000	2,000	Overtime for full-time staff working special event programs. No increase from previous year.
501.500	Longevity Pay	1,070	874	Per MOU.
501.600	Auto Allowance	1,275	1,080	Auto Allowance
505.100	Flexible Benefits	59,358	55,443	Monthly benefits include increases for mid-management and classified employees.
505.200	Retirement	36,842	33,706	Retirement contribution for PERS.
505.300	Medicare Contribution	11,967	12,498	1.45% of salary.
505.700	City-Paid Insurance	2,504	1,983	LTD, EAP, Life Insurance, ADD.
	<b>Subtotal</b>	<b>998,331</b>	<b>956,721</b>	
	<b>Operations</b>			
510.100	Office Supplies	7,000	7,000	Based on historical usage. No change from previous year.
510.200	Reprographics	22,000	26,000	Lawndalian City newsletter contract (22,000) and special event banners (4,000). No change from previous year.
510.300	Postage	7,405	7,400	Based on historical usage. No change from previous year.
510.500	Uniforms	1,000	1,000	Uniforms for part-time parks and recreation and senior services staff. No change from previous year.



# COMMUNITY SERVICES

## Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<b><u>(Operations, Continued)</u></b>			
510.610	Membership/Dues	100	100	Funds for Southern California Municipal Athletic Federation (SCMAF) membership for Recreation Coordinator. No change from previous year.
510.620	Travel/Meetings	100	100	Funds for local training opportunities. No change from previous year.
510.640	Commission Development.	250	250	Funds for Parks, Recreation and Social Services Commission apparel. No change from previous year.
510.650	Mileage Reimb.	150	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	200	Based on historical usage. No change from previous year.
515.400	Water	8,000	7,500	Decrease (500) based on historical usage.
520.510	Equipment Maintenance	3,000	3,000	No change from previous year.
530.100	Contract Services	215,600	215,600	School crossing guard contract (97,000); senior travel club support (21,000); contract class instructor fees (48,500); youth sports officials contracts (19,000); McKenzie Gardens portable restroom rental (1,200), Bollinger gym maintenance contract (21,500), Jane Addams Park alarm services (500). Community center kitchen pest control services (1,600). Community center kitchen and Jane Addams Park wading pool annual permit fees (700). Lawndalian City newsletter mail service fees (4,000). Computer lab annual filter subscription fee (600). Line item offset by approximately \$30,000 in contract class revenues.
530.210	Temporary Staffing	6,000		Decrease (12,000) due to filling permanent full time Administrative Assistant position.
540.100	Community Events	56,400	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). No change from previous year.



# COMMUNITY SERVICES

## Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
<b><u>(Operations, Continued)</u></b>				
540.120	Recreational Activities	45,000	45,000	Youth sports uniforms (16,000); summer day camp equipment/supplies (14,000); 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). No change from previous year. Line item offset by approximately \$28,000 in youth sports activity revenues.
540.200	Special Expenses	14,200	5,300	Arts and crafts equipment and supplies (1,000); miscellaneous expenses (2,000); AED replacement cartridges and supplies (1,000). Community center first aid supplies \$1,000. Duplicate keys for staff at parks and community center (300). Decrease (8,900) one time expense in FY 2017-17. No change from previous year.
540.410	Senior Activities	34,500	33,100	Senior events and activities (23,200); case management contract (7,500), salvation army, meals on wheels program (1,200), weekly commodities (1,200). Decrease (1,400) due to historical usage.
<b>Subtotal</b>		<b>420,905</b>	<b>408,100</b>	
<b>PROGRAM TOTAL:</b>		<b>1,419,236</b>	<b>1,364,821</b>	
<b>Dept:</b>	Community Services			Proposition A - 510
<b>Fund:</b>	206 Prop A			
<b><u>Personnel</u></b>				
501.100	Salaries-Full-Time	115,320	140,532	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	27,000	36,000	Part-time delivery drivers (2) at 1,000 hours per year.
501.500	Longevity Award	611	660	No comment.
501.600	Auto Allowance	225	420	Auto Allowance.
505.100	Flexible Benefits	23,386	27,301	Monthly benefits for mid-management and classified employees.
505.200	Retirement	15,629	14,766	Retirement contribution for PERS.
505.300	Medicare Contribution	2,423	3,031	1.45% of salary for Community Services Department personnel.
505.700	City-Paid Insurance	954	968	LTD, EAP, Life Insurance, ADD.
<b>Subtotal</b>		<b>185,547</b>	<b>223,676</b>	



# COMMUNITY SERVICES

## Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2016-17	Adopted Budget 2017-18	Description
	<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 and Ford and Saturn Vue delivery vans. 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	409,000	409,000	Lawndale Beat fixed route transportation contract. Expenses offset by Lawndale Beat fare revenues estimated to be approximately \$36,000 for FY 2017-18. No change from previous year.
540.200	Special Expenses	2,000	2,000	Miscellaneous transit related expenses. No change from previous year.
	<b>Subtotal</b>	<b>447,000</b>	<b>447,000</b>	
	<b>Capital</b>			
550.300	Vehicles	70,000		For new 18 seat special transit bus.
	<b>Subtotal</b>	<b>70,000</b>		
	<b>PROGRAM TOTAL:</b>	<b>702,547</b>	<b>670,676</b>	
<b>Dept:</b>	Community Services		<b>Program:</b>	UDAG -510
<b>Fund:</b>	215 UDAG			
	<b>Capital</b>			
550.300	Vehicles		30,000	Hybrid Toyota Rav/Replace Saturn Vue.
	<b>Subtotal</b>		<b>30,000</b>	
	<b>PROGRAM TOTAL</b>		<b>30,000</b>	
	<b>ALL FUNDS TOTAL</b>	<b>2,121,783</b>	<b>2,065,498</b>	



# CAPITAL IMPROVEMENT PROJECTS

## CITY OF LAWNSDALE CAPITAL IMPROVEMENT PROJECTS

Description	FY 17/18	FY 18/19	FY19/20	FY 20/21	FY 21/22	Totals
<b>Street Improvements</b>						
145th Street (Condon - Hawthorne)						
CDBG	503,320					503,320
Measure R	197,000					197,000
145th Street Improvements Total	700,320					700,320
FY 17/18 Annual Street Improvements Project						
Measure R	108,000					108,000
Prop C	176,000					176,000
STP-L Exchange	28,000					28,000
Gas Tax	80,000					80,000
TDA	20,000					20,000
FY 17/18 Annual Street Improvements Total	412,000					412,000
Manhattan Beach Frontage						
CDBG		200,000				200,000
Manhattan Beach Blvd Total		200,000				200,000
Avis, Osage, Saylor, Eastwood (MBB Frontage)						
CDBG		200,000				200,000
Avis Avenue Total		200,000				200,000
FY 18/19 Annual Street Improvements Project						
Measure R		300,000				300,000
Prop C		405,000				405,000
TDA		20,000				20,000
FY 18/19 Annual Street Improvements Total		725,000				725,000
Freeman Avenue (Marine - 154th)						
CDBG			175,000			175,000
Freeman Ave Street Total			175,000			175,000
FY 19/20 Annual Street Improvements Project						
Measure R			300,000			300,000
Prop C			405,000			405,000
TDA			20,000			20,000
FY 19/20 Annual Street Improvements Total			725,000			725,000
CDGB Street Improvements						
CDBG				300,000		300,000
CDBG Total				300,000		300,000
FY 20/21 Annual Street Improvements Project						
Measure R				300,000		300,000
Prop C				405,000		405,000
TDA				20,000		20,000
FY 20/21 Annual Street Improvements Total				725,000		725,000
CDGB Street Improvements						
CDBG					300,000	300,000
CDBG Total					300,000	300,000
FY 21/22 Annual Street Improvements Project						
Measure R					300,000	300,000
Prop C					405,000	405,000
TDA					20,000	20,000
FY 21/22 Annual Street Improvements Total					725,000	725,000
<b>Street Improvements Total</b>	<b>1,112,320</b>	<b>1,125,000</b>	<b>900,000</b>	<b>1,025,000</b>	<b>1,025,000</b>	<b>5,187,320</b>



# CAPITAL IMPROVEMENT PROJECTS

Description	FY 17/18	FY 18/19	FY19/20	FY 20/21	FY 21/22	Totals
<b>Traffic Mobility Improvements</b>						
Inglewood Avenue Corridor Widening - Phase I						
Prop C25%	678,773					678,773
Bonds	414,652					414,652
Prop C	580,097					580,097
Total	1,673,522					1,673,522
Inglewood Avenue Corridor Widening - Phase II						
SAFETEA-LU	1,731,320					1,731,320
Prop C	125,000					125,000
Total	1,856,320					1,856,320
Inglewood Avenue Corridor Widening - Phase III						
Prop C25%	1,314,413					1,314,413
Bonds	876,275					876,275
Prop C	75,623					75,623
Total	2,266,311					2,266,311
Redondo Beach Blvd Improvements						
Prop C		482,000	1,352,000			1,834,000
Prop C 25%		883,000	2,480,000			3,363,000
Redondo Beach Blvd Improv Total		1,365,000	3,832,000			5,197,000
Traffic Signal (Marine Ave at Osage Ave)						
STP-L Metro Exchange	300,000					300,000
Traffic Signal (Marine Ave at Osage Ave) Total	300,000					300,000
<b>Traffic Mobility Improvements Total</b>	<b>6,096,153</b>	<b>1,365,000</b>	<b>3,832,000</b>			<b>11,293,153</b>
<b>Misc Improvements</b>						
Replace Roofing at City Hall						
General Fund Reserves	200,000					200,000
Replace Roofing at City Hall Total	200,000					200,000
Bus Shelters on Artesia Blvd						
Prop A	200,000					200,000
Bus Shelters Total	200,000					200,000
CNG Fueling Station Replacement						
AQMD Grant	175,000					175,000
AQMD YEARLY ALLOCATIONS	65,000					65,000
UDAG Funds	260,000					260,000
CNG Fueling Station Total	500,000					435,000
Burin House - Demo & Improv (wall & parking)						
Bond	100,000					100,000
Total	100,000					100,000
City Facilities Assessment, Masterplan & ADA Transition Plan						
UDAG Funds		100,000				100,000
Total		100,000				100,000
Replacement - Community Center's HVAC Controls						
General Fund Reserves		80,000				80,000
Total		80,000				80,000
Hawthorne Blvd Marquee						
Bond	100,000					100,000
Total	100,000					100,000
Jane Addams Parking Resurfacing Project						
General Fund Reserves	60,000					60,000
Total	60,000					60,000
<b>Misc Improvements Total</b>	<b>1,160,000</b>	<b>180,000</b>				<b>1,340,000</b>
<b>CIP TOTALS</b>	<b>8,368,473</b>	<b>2,670,000</b>	<b>4,732,000</b>	<b>1,025,000</b>	<b>1,025,000</b>	<b>17,820,473</b>



# CAPITAL IMPROVEMENT PROJECTS

Description	FY 17/18	FY 18/19	FY19/20	FY 20/21	FY 21/22	Totals
<b>CAPITAL IMPROVEMENT PROJECT FUNDING SOURCES</b>						
Prop C	956,720	887,000	1,757,000	405,000	405,000	4,410,720
Gas Tax	80,000					80,000
CDBG	503,320	400,000	175,000	300,000	300,000	1,678,320
General Fund Reserves	260,000	80,000				340,000
TDA	20,000	20,000	20,000	20,000	20,000	100,000
AQMD Grant	240,000					240,000
Prop A	200,000					200,000
Bonds	1,490,927					1,490,927
UDAG	260,000	100,000				360,000
Metro STP-L	328,000					328,000
Measure R	305,000	300,000	300,000	300,000	300,000	1,505,000
Safetea-Lu	1,731,320					1,731,320
Prop C 25%	1,993,186	883,000	2,480,000			5,356,186
<b>FUND TOTALS</b>	<b>8,368,473</b>	<b>2,670,000</b>	<b>4,732,000</b>	<b>1,025,000</b>	<b>1,025,000</b>	<b>17,820,473</b>



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