



New Community Center



City of Lawndale Annual Budget FY 2012/2013



**ANNUAL
BUDGET
FY 2012/2013**

TABLE OF CONTENTS

Table of Contents

City Officials

Lawndale City Map

City-wide Organizational Chart

INTRODUCTION

- Budget Message/Strategic Plan i
- Financial Policies vi
- Statement of Investment Policy xi
- GANN Appropriation Limit xviii

BUDGET SUMMARIES

- City-Wide Fund Balance 1
- Expenditures – All Funds 2
- Revenue Detail by Fund 3
- Personnel/Staffing Levels
 - Full Time Positions 9
 - Part Time Positions 13

OPERATING BUDGETS

- City Council 15
- City Attorney 19
- City Clerk 23
- City Manager 29
- Administrative Services 33
- Cable Television 37
- General Operations 45
- Finance 51
- Information Systems 57
- Public Safety 61
- Municipal Services 65
- Public Works
 - Administration 71
 - Grounds/Facilities Maintenance 86
 - Street Maintenance 93
 - Engineering 101
- Community Development 109
- Community Development Block Grant 117
- Successor Agency to Lawndale
Redevelopment Agency
 - Lawndale Housing Authority 125
 - Administration 126
 - Debt Service 128
- Dissolved Lawndale Redevelopment
Agency
 - Administration 136
 - Engineering 136
 - Debt Service 138
- Community Services 143

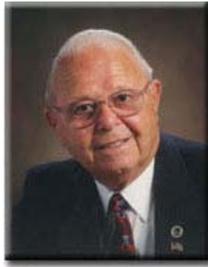
CAPITAL IMPROVEMENT

- Capital Projects 153



CITY OFFICIALS

■ CITY ELECTED OFFICIALS



**Mayor
Harold Hofmann**

Elected: April 2012



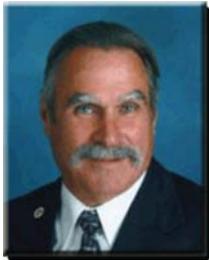
**Mayor Pro Tem
Larry Rudolph**

Elected: April 2010



**Councilmember
Robert Pullen-Miles**

Elected: April 2012



**Councilmember
Pat Kearney**

Elected: April 2010



**Councilmember
Jim Osborne**

Elected: April 2012

City Clerk Paula Hartwill

Elected: April 2010

■ CENTRAL MANAGEMENT TEAM

City Manager: Stephen N. Mandoki

Deputy City Manager: Otis Ginoza

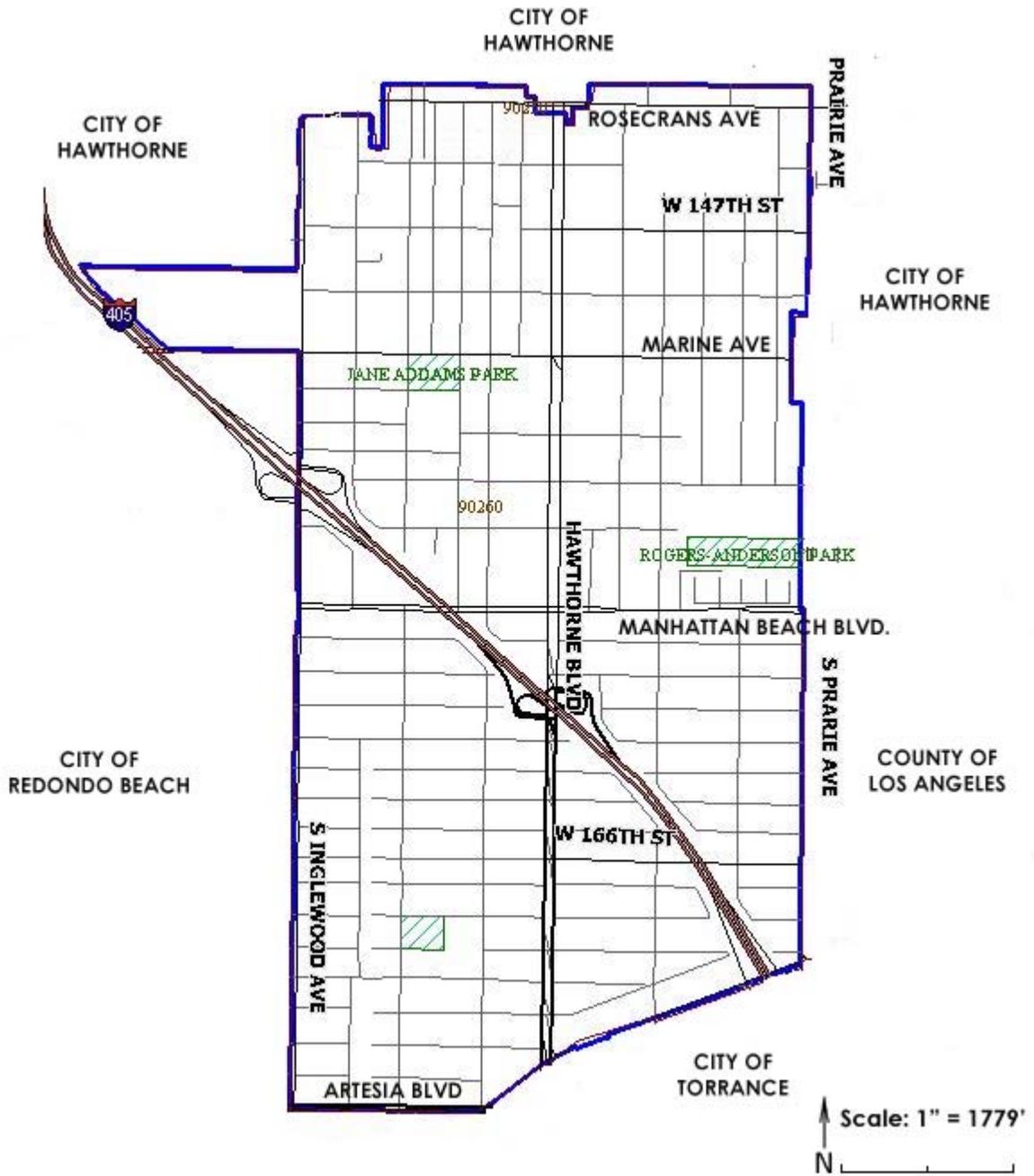
Director of Finance/City Treasurer: Ken Louie

Interim Director of Public Works: Glen Kau

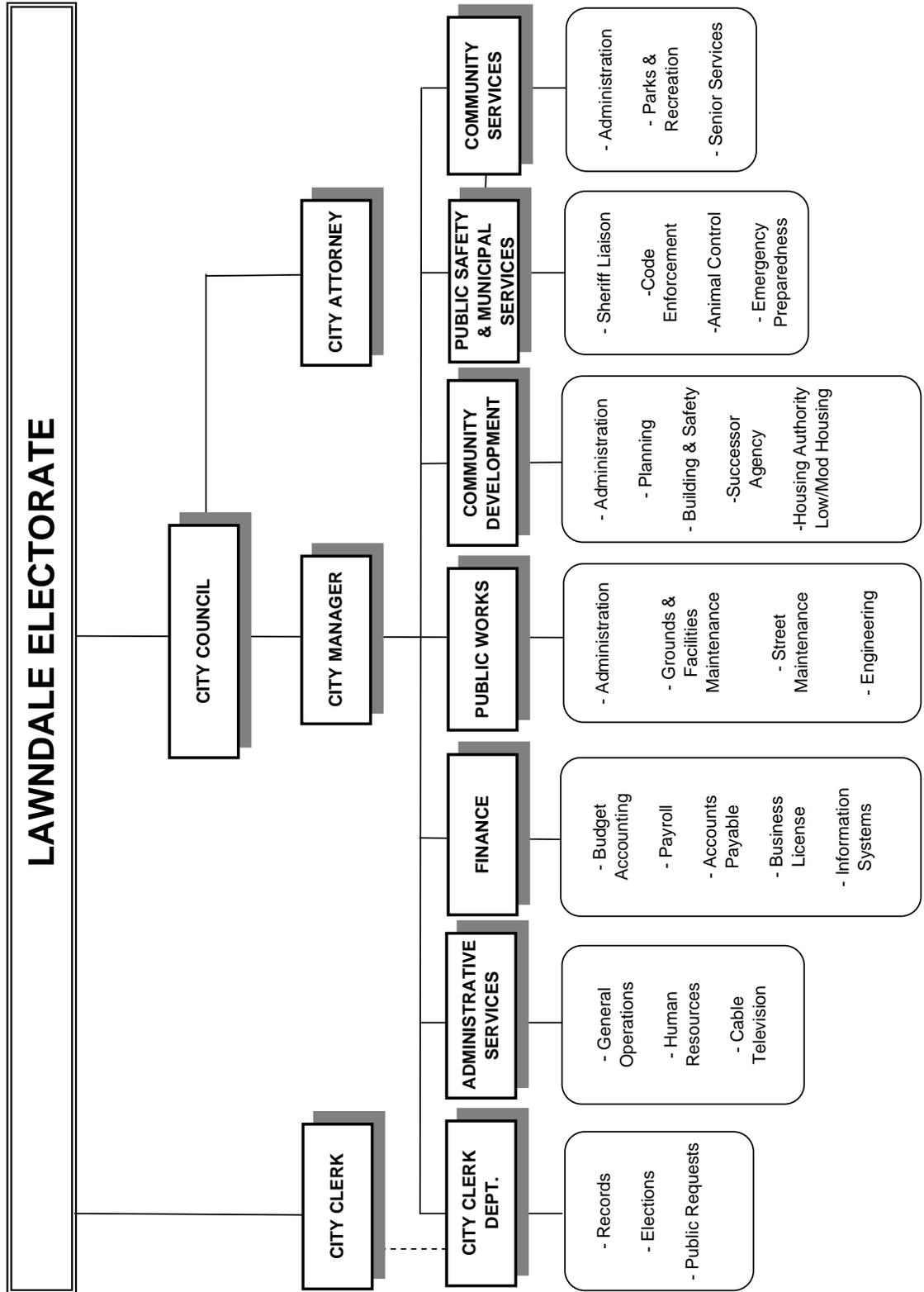
Assistant City Clerk: Pam Giamario



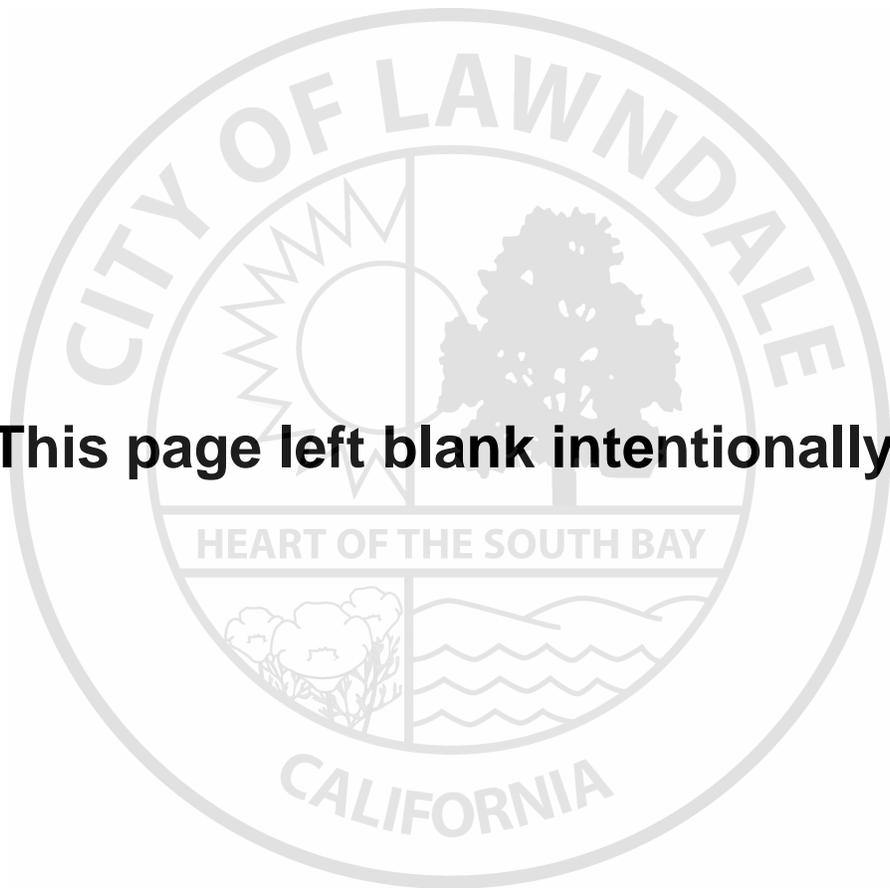
LAWNDALE CITY MAP



CITY OF LAWNDALE City-Wide Organizational Chart



This page left blank intentionally.



BUDGET MESSAGE

July 1, 2012

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

It is with great pleasure that we submit the annual budget for fiscal year 2012-2013. The theme for Lawndale over the past few years has been to “hold and protect” its fiscal well-being through the prolonged recession and purported recovery. The nation is attempting to shake off the effects of its worst economic slowdown since the Great Depression of the 1920’s. Fortunately, Lawndale has remained steadfast through recent national fiscal turbulence and has not experienced the level of downsizing and organizational changes seen by cities across the state and country. This is the direct result of the City Council’s fiscal responsibility and direction.

In addition to the current fiscal crisis, many local municipalities have come under fire by the public and media for apparent gross mismanagement of the public dollar. At Lawndale, we are proud to report a good era of healthy audits and balanced budgets while boasting an aggressive capital improvement plan which served to improve streets, infrastructure and public service buildings. More specifically, the last decade has seen the following major accomplishments:

- Completed a state-of-the-art Community Center
- Partnered in the completion of the new Los Angeles County Library
- Witnessed the completion of the civic center adjacent Smith Elementary School
- Completed over \$50 million worth of CIP projects primarily using grant funds
- Built up General Fund Reserves in excess of 100%

Despite the City’s recent success in fiscal and capital improvement, it now turns its focus to a preservation mode. This is because year after year, the State of California continues to divert vital city General Fund revenues in an attempt to balance its own budget. In recent history, the State has shifted revenues such as Property Tax, Sales Tax, Motor Vehicle In-Lieu and State Mandated Claims to its own coffers to aid its fiscal situation. Most recently, the State has dissolved redevelopment agencies and is in the process of redirecting those property taxes away from cities in favor of schools. Due to the tremendous loss of these revenues, cities statewide are forced to make major cuts to programs. Lawndale unfortunately was no different and had to incorporate many reductions in personnel and maintenance and operations in this budget. Specifically, the major reductions for 2012-2013 are as follows:

- Reduced the retirement plan for new hires by switching from basing the final retirement salary on the “Single Highest Year” plan to the “Three Year Average” plan.
- All employees will now pay their full employee share of their retirement (7%).



BUDGET MESSAGE

- Reduction of professional staffing in the Engineering division as well as a reduction in clerical staffing in multiple departments
- For new hires, increased the required number of years of service for the lifetime medical benefit from 5 years to 10 years.
- Reduced the current Sheriff's contingent by one motor unit
- Removed the funding of the Annual Fireworks Show
- Greatly reduced the City's travel, education and training expense

These were just a few of the notable changes made to reduce expenditures as a result of the tremendous loss of revenues anticipated for the fiscal year.

Overview

The estimated FY13 General Fund Budget revenues are projected to be \$12,012,937 and operating expenditures are projected to be \$11,908,264 representing a balanced budget and technically a \$104,673 surplus.

The citywide cash and investments are invested in the State-run pool titled "the Local Agency Investment Fund" (LAIF). LAIF fully satisfies the three goals of investing public funds – safety, liquidity and yield: in that order. Since 2005, the City has nearly doubled its investment holdings from \$14 million to \$26 million.

Revenues and Expenditures

The General Fund's Top 5 Revenue Generators include: Vehicle In-lieu Fees, Sales Tax, Utility User's Tax, Property Tax and the 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 | \$2,892,530 | 24% |
| Sales Tax | 2,610,000 | 22% |
| Utility Users Tax | 2,140,000 | 18% |
| Property Tax | 1,043,000 | 9% |
| Transient Occupancy Tax | 410,000 | 3% |
| Total | <u>\$9,095,530</u> | <u>76 %</u> |

The City has a fiscal policy which states that the General Fund shall maintain a minimum 100% of the annual budget in reserves. Over the past few years, the General Fund Reserves have been approximately 130% of a typical expenditure year. However, the 2011-12 fiscal year was a very volatile year and very atypical due to the major changes in redevelopment.



BUDGET MESSAGE

First of all, the City made a major land purchase (\$3,000,000) at Larch Avenue which greatly reduced the fund balance. However, due to the possible demise of redevelopment, the City exercised its option to have the redevelopment agency pay back a portion of its sizable debt to the City. Therefore below you will see a significant increase in the quoted fund balance beginning in 2011. It should be noted, however, that at this time there is pending legislation that could disallow that payment/payoff of Agency debt despite it being a formal/legitimate debt of the agency.

General Fund Reserves

| | | |
|---------|--------------|-----------|
| 2001-02 | \$ 8,355,976 | |
| 2002-03 | 8,920,983 | |
| 2003-04 | 9,016,282 | |
| 2004-05 | 11,280,883 | |
| 2005-06 | 15,152,925 | |
| 2006-07 | 16,844,600 | |
| 2007-08 | 17,993,130 | |
| 2008-09 | 17,031,571 | |
| 2009-10 | 16,294,507 | |
| 2010-11 | 23,275,550 | |
| 2011-12 | 22,771,465 | Estimated |
| 2012-13 | 22,876,138 | Projected |

The General Fund Reserve history above illustrates how reserves have nearly doubled over the past ten years. Note that the most recent years concluded show a reduction. This is due only to CIP commitments and not daily operations. Recently, the City spent in excess of \$3 million for the purchase of a major Larch Avenue property which someday could be constructed into a park. The General Fund did, however, benefit in 2010-11 from a partial payment of loans outstanding from the Redevelopment Agency.

The Capital Improvement Plan – Year 6

Five years ago, the City embarked on a 5-year - \$35 million capital improvement plan. This plan called for a multitude of projects ranging from streets and sidewalks to park improvements. The FY13 budget proposes the capital improvement plan for Year 6 of the CIP. The breakdown of Year 6 is as follows:

| | |
|-----------|---------------------|
| Streets | \$ 1,466,324 |
| Sidewalks | 97,120 |
| | <u>\$ 1,563,444</u> |

The proposed funding sources are:

| | |
|-----------|--------------------|
| Prop C | \$ 737,960 |
| Measure R | 394,000 |
| CDBG | 334,364 |
| UDAG | 83,200 |
| TDA | 13,920 |
| | <u>\$1,563,444</u> |



The adoption of this plan confirms the City's commitment to pool much of its financial and labor resources to complete a citywide renovation. The City Council has long voiced its strong interest in fixing streets, sidewalks, parks and general infrastructure. The Capital Improvement Project section of the budget lists each project in greater detail.

The Plight of Redevelopment

The California Legislature approved ABx1 26 which ended redevelopment in the State of California. The Lawndale Redevelopment Agency and more than 400 other redevelopment agencies were dissolved on February 1, 2012. The end of redevelopment has had a huge impact on finances of most California cities and Lawndale is no exception. The Lawndale Redevelopment Agency received approximately \$1 million for affordable housing projects and \$3 million annually for other redevelopment projects and programs. The loss of redevelopment revenues eliminated the city's largest source of funding for the construction of public facilities. The redevelopment agency paid the City for use of City staff and with the loss of that funding, positions were eliminated.

The ABx1 26 and subsequent legislation established a complex process for winding down the affairs of redevelopment agencies and transferring the assets of redevelopment agencies to Los Angeles County for distribution to other government entities. Over the next year Lawndale will be asked to return cash and property of the former redevelopment agency. The process for the return of these funds is new and not well understood. We cannot predict the amount of money that the City of Lawndale will be asked to return, but it is likely to be several million dollars. Staff will keep the City council informed as the redevelopment dissolution process moves forward.

The Local Economy

With the economy enduring over five years of recession, experts are stating that we are now in a recovery phase as many economic indicators are starting to operate in the positive. Most specifically, our sales tax consultant is reporting that nearly every California county experienced greater than a 10% increase in gross sales tax over the past 24 months. The magnitude of that revelation is only realized when one considers that prior to that period, the reverse was true in that nearly every county experienced close to double-digit reductions in sales tax for the prior period. Some of the other positive signs on the national level include:

- All three major indexes are at a high for the last few years with the Dow Jones at hovering close to 13,000 at the time of this writing.
- Statewide, employers added 38,300 jobs last month - the most in the nation.
- The national unemployment rate is 8.2% down from close to 10% in 2010. Economists contend that the unemployment rate is usually the last indicator to be remedied during a recovery.



BUDGET MESSAGE

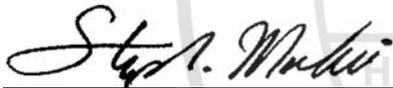
While Lawndale has remained stable financially over the past few years, it has also responsibly planned for a rainy day by building reserves. The continued lengthy recession has had negative impacts on our City and the difficult decisions regarding the use of those rainy day funds may still be ahead of us. We will continue to deliberate over every decision that affects our community and place prudence, public welfare and trust as priorities.

Conclusion

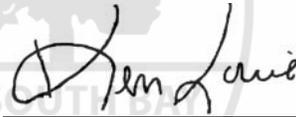
We now venture into 2012-13, which will see us graduate to Year 6 of the CIP plan and begin to enjoy the completion of the new civic center with its bustling new library, elementary school, and community center. These venues are all now complemented by the new commercial corner on 147th and Burin Avenue which boasts “Corner Burger”, a 1950’s-esque burger shop as well as a new hair salon. This new “playground” has brought a whole new atmosphere to the community and has become an unofficial hangout of younger residents. This afterschool gathering place is beginning to create a sense of identity and community for Lawndale.

With all the fiscal challenges we face brought on by the State, we cautiously guard our financial position while continuing our goals of growth, stability and citywide improvement. Our sincerest gratitude for the City Council’s 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

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

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

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

- 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

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

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 2012-2013, the estimated tax proceeds appropriated by the Lawndale City Council are under the Limit. The adjusted Appropriation Limit for FY 2012-2013 is \$26,780,715. This is the maximum amount of tax proceeds the City is able to appropriate and spend in FY 2012-2013. The appropriations subject to the Limit are \$8,573,882 leaving the City with an appropriations capacity under the Limit of \$17,185,329.

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 2012-13

Appropriations subject to limit

| | | |
|--|--|----------------------------|
| FY 2012-13 Revenues (all funds) | | \$17,117,910 |
| Less: Non-proceeds of tax | | 5,667,427 |
| Less: Appropriation from Reserves | | <u>1,694,716</u> |
| Total appropriations subject to limit | | <u>\$ 9,755,767</u> |

Appropriation limit

| | | |
|---|------------------|----------------------------|
| FY 2011-12 appropriation limit | | \$25,758,820 |
| A. Population adjustment | 1.0019 | |
| (Based on change in City's population) | | |
| B. Change in CPI | 1.0377 | |
| Total Annual Adjustment = (A multiplied by B) | 1.0396716 | |
| Increase in appropriation limit | | <u>\$ 1,021,894</u> |
| FY 2012-13 appropriation limit | | <u>\$26,780,714</u> |
| Remaining appropriation capacity (deficit) | | <u>\$17,024,948</u> |
| Available capacity as a percent of appropriation limit | | 63.57% |



SUMMARIES

CITY-WIDE FUND BALANCE June 30, 2013

| Fund | Title | Starting Balance 07/01/12 | Projected Revenues FY 2012-13 | Projected Expenditures FY 2012-13 | Increase (Use) of Fund Balance | Projected Fund Balance FY 2012-13 |
|------|-----------------------------------|---------------------------------|-------------------------------------|---|---|--|
| 100 | General Fund | 22,771,465 | 12,012,937 | 11,908,264 | 104,673 | 22,876,138 |
| 201 | Gas Tax Fund | 92,387 | 880,676 | 973,063 | (92,387) | |
| 202 | Air Quality Management Dist. | 57,317 | 38,450 | 90,000 | (51,550) | 5,767 |
| 203 | TDA Bikeways Fund | | 13,920 | 13,920 | | |
| 205 | Sewer Reconstruction | 50,458 | | 39,438 | (39,438) | 11,021 |
| 206 | Prop A - Local Transit Program | 487,823 | 502,149 | 636,442 | (134,293) | 353,530 |
| 207 | Prop C - Local Transit Program | 2,191,155 | 422,202 | 1,156,347 | (734,145) | 1,457,009 |
| 208 | STPL Grant | 12,514 | | | | 12,514 |
| 210 | Narcotics Forfeiture Fund | 27,138 | 620 | | 620 | 27,758 |
| 211 | State Cops Grant | 60,726 | 100,500 | 115,768 | (15,268) | 45,458 |
| 213 | CA Law Enforcement Equipment | 17,466 | | | | 17,466 |
| 214 | Community Development Block Grant | | 417,725 | 417,726 | | |
| 215 | Restricted Urban Development | 12,321,637 | 3,600 | 83,200 | (79,600) | 12,242,037 |
| 217 | Lawndale Cable Usage Corp. | 16,517 | 33,500 | 50,042 | (16,542) | (25) |
| 218 | Hawthorne Blvd. Maintenance Fund | 294,455 | 2,000 | 190,000 | (188,000) | 106,455 |
| 227 | Dept of Conservation Grant | 51,299 | | | | 51,299 |
| 234 | Justice Assistance Grant | (8,505) | 16,050 | 15,000 | 1,050 | (7,455) |
| 236 | Park Development Fund | 10,244 | 2,025 | | 2,025 | 12,269 |
| 238 | Prop 1B | 65,301 | 200 | | 200 | 65,501 |
| 240 | Prop C 25 Grant | (58,575) | | | | (58,575) |
| 241 | Appropriations Act | (173,863) | | | | (173,863) |
| 242 | LA County Prop A (Parks/Youth) | (30,849) | | | | (30,849) |
| 243 | Metro STP-L | 69,748 | 250 | | 250 | 69,998 |
| 244 | Measure R | 414,645 | 310,910 | 472,000 | (161,090) | 253,555 |
| 257 | LA County Pks Maint Grant | | 100,000 | 100,000 | | |
| 258 | Metro TOD | | 73,700 | 73,700 | | |
| 300 | Lawndale Housing Authority | 5,181,784 | 215,500 | 506,721 | (291,221) | 4,890,563 |
| 304 | Successor Agency - LRA | | 290,000 | 290,000 | | |
| 305 | Successor Agency - Debt Services | | 1,680,996 | 1,680,996 | | |
| | | 43,922,286 | 17,117,910 | 18,812,626 | (1,694,716) | 42,227,571 |



SUMMARIES

Expenditure Summary - All Funds

| DESCRIPTION | ACTUAL 10-11 | PROJECTED ACTUAL 11-12 | AMENDED BUDGET 11-12 | ADOPTED BUDGET 12-13 | VARIANCE |
|------------------------------------|-------------------|------------------------------|----------------------------|----------------------------|---------------------|
| 100 GENERAL FUND | 15,438,229 | 12,232,985 | 13,845,203 | 11,908,264 | (1,936,939) |
| 201 GAS TAX FUND | 782,045 | 940,035 | 1,332,614 | 973,063 | (359,551) |
| 202 AQMD FUND | | 52,000 | 70,000 | 90,000 | 20,000 |
| 203 TDA FUND | | | 50,000 | 13,920 | (36,080) |
| 205 SEWER RECONSTRUCTION FUND | 37,829 | 37,385 | 42,285 | 39,438 | (2,847) |
| 206 PROP A FUNDS | 503,506 | 776,568 | 776,568 | 636,442 | (140,126) |
| 207 PROP C FUNDS | 192,306 | 374,903 | 1,881,830 | 1,156,347 | (725,483) |
| 211 STATE COPS GRANT FUND | 112,320 | 115,768 | 115,768 | 115,768 | |
| 214 CDBG FUND | 390,406 | 1,894,814 | 2,411,145 | 417,726 | (1,993,419) |
| 215 RESTRICTED UDAG FUND | | | 100,000 | 83,200 | (16,800) |
| 217 CATV ACCESS FUND | 52,968 | 31,678 | 37,703 | 50,042 | 12,338 |
| 218 HAWTHORNE MAINTENANCE | 193,180 | 187,361 | 186,000 | 190,000 | 4,000 |
| 234 JUSTICE ASSISTED GRANT | 52,131 | 29,749 | 29,749 | 15,000 | (14,749) |
| 244 MEASURE R | 66,278 | 305,500 | 691,733 | 472,000 | (219,733) |
| 257 LA COUNTY PARKS MAINT GRANT | | | | 100,000 | 100,000 |
| 258 METRO TOD | | | | 73,700 | 73,700 |
| 300 LAWNSDALE HOUSING AUTHORITY | 163,220 | 479,900 | 1,976,796 | 506,721 | (1,470,075) |
| 304 SUCCESSOR AGENCY LRA | | 125,000 | 3,399,212 | 290,000 | (3,109,213) |
| 305 SUCCESSOR AGENCY-DEBT SERVICES | | | 3,458,296 | 1,680,996 | (1,777,300) |
| TOTAL EXPENDITURES | 39,142,901 | 30,239,221 | 57,525,484 | 18,812,625.91 | (38,712,858) |



REVENUE DETAIL ALL FUNDS

Revenue Detail by Fund

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 10-11 | PROJECTED ACTUAL 11-12 | AMENDED BUDGET 11-12 | ADOPTED BUDGET 12-13 | VARIANCE |
|------------------------------------|--|------------------|------------------------------|----------------------------|----------------------------|-----------------|
| <u>GENERAL FUND</u> | | | | | | |
| Taxes | | | | | | |
| 100-400.110 | Property Tax (AB 1197) | 821,375 | 891,659 | 891,659 | 1,043,000 | 151,341 |
| 100-400.140 | Property Transfer Tax | 38,643 | 38,000 | 30,000 | 35,000 | 5,000 |
| 100-400.200 | Sales Tax | 2,314,474 | 2,450,200 | 2,450,200 | 2,610,000 | 159,800 |
| 100-400.300 | Franchise Fees | 504,478 | 490,000 | 490,000 | 490,000 | |
| 100-400.401 | Franchise Fees (AB939) | 289,695 | 350,000 | 350,000 | 164,500 | (185,500) |
| 100-400.500 | Transient Occupancy Tax | 407,273 | 410,000 | 410,000 | 410,000 | |
| 100-400.600 | Utility Users Tax | 2,107,157 | 2,140,000 | 2,140,000 | 2,140,000 | |
| 100-400.700 | Motor Vehicle In-Lieu | 2,892,525 | 2,791,871 | 2,791,871 | 2,892,530 | 100,659 |
| | Total Taxes | 9,375,620 | 9,561,730 | 9,553,730 | 9,785,030 | 231,300 |
| Licenses & Permits | | | | | | |
| 100-400.101 | Business Licenses-Solid Waste | 45,262 | 53,000 | 53,000 | 53,000 | |
| 100-410.100 | Business Licenses | 404,944 | 420,000 | 420,000 | 420,000 | |
| 100-410.101 | Yard Sale Permits | 2,043 | 2,000 | 2,000 | 2,000 | |
| 100-410.103 | Tobacco License | 6,000 | 6,300 | 6,000 | 6,000 | |
| 100-410.110 | Dog Licenses | 15,772 | 14,000 | 14,000 | 14,000 | |
| 100-410.120 | Alarm Permits | 19,189 | 19,000 | 18,000 | 18,000 | |
| | Total Licenses & Permits | 493,210 | 514,300 | 513,000 | 513,000 | |
| Court & Traffic Fines | | | | | | |
| 100-430.200 | Court Fines | 88,545 | 100,000 | 100,000 | 100,000 | |
| 100-430.300 | Parking Citations | 316,875 | 316,000 | 292,000 | 340,500 | 48,500 |
| 100-430.400 | Parking Bail - DMV | 156,841 | 190,000 | 190,000 | 190,000 | |
| | Total Court & Traffic Fines | 562,261 | 606,000 | 582,000 | 630,500 | 48,500 |
| Use of Money & Property | | | | | | |
| 100-425.100 | Rental Income | 18,587 | 20,000 | 20,000 | 25,000 | 5,000 |
| 100-435.100 | Interest on Investments | 59,269 | 125,000 | 150,000 | 125,000 | (25,000) |
| | Total Use of Money & Property | 77,856 | 145,000 | 170,000 | 150,000 | (20,000) |
| Charges for Service | | | | | | |
| 100-400.400 | Recycling Franchise Fees | 4,818 | 10,000 | 9,620 | 111,400 | 101,780 |
| 100-410.130 | Excavation Permits | 52,830 | 50,000 | 50,000 | 50,000 | |
| 100-410.150 | Industrial Waste Permits | 27,770 | 40,000 | 40,000 | 40,000 | |
| 100-421.100 | Planning Fees - General | 37,448 | 48,600 | 48,600 | 48,600 | |
| 100-422.100 | Building Permit Fees | 187,842 | 150,000 | 137,000 | 137,000 | |
| 100-422.110 | Building Plan Check Fees | 47,325 | 83,000 | 83,000 | 83,000 | |
| 100-423.100 | Engineering Fees | | 500 | 500 | 500 | |
| 100-423.110 | PW Plan Check Fees | 3,485 | 5,000 | 5,000 | 5,000 | |
| 100-423.120 | Sewer Connection Fees | 408 | 4,000 | 4,000 | 4,000 | |
| 100-424.120 | Recreation Fees - Participant | 62,513 | 65,000 | 65,000 | 70,000 | 5,000 |
| 100-424.150 | Recreation Fees - Sports | 21,304 | 20,000 | 20,000 | 25,000 | 5,000 |
| 100-425.500 | Vehicle Impound Fees | 23,700 | 32,000 | 32,000 | 32,000 | |
| | Total Charges for Services | 469,443 | 508,100 | 494,720 | 606,500 | 111,780 |



REVENUE DETAIL ALL FUNDS

Revenue Detail by Fund

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 10-11 | PROJECTED ACTUAL 11-12 | AMENDED BUDGET 11-12 | ADOPTED BUDGET 12-13 | VARIANCE |
|--|--------------------------------|-------------------|------------------------------|----------------------------|----------------------------|------------------|
| Other Revenue | | | | | | |
| 100-430.500 | Settlement Agreements | 1,352 | 3,000 | 3,000 | 3,000 | |
| 100-435.200 | Interest on LRA Loan | 69,103 | 112,807 | 112,807 | | (112,807) |
| 100-435.300 | Sale of City Property | 3,708 | 3,000 | 3,000 | 3,000 | |
| 100-440.100 | Donations/Contributions | 500 | 1,000 | 800 | 800 | |
| 100-440.200 | Donations-Community Services | 8,280 | 3,000 | 1,500 | 1,500 | |
| 100-450.100 | Miscellaneous Revenue | 83,163 | 82,000 | 82,915 | 82,000 | (915) |
| 100-465.500 | Reimb. of State Mandates | 6,193 | 20,000 | 20,000 | 20,000 | |
| 100-465.501 | LRA Reimbursement | 59,607 | 59,607 | 786,100 | 59,607 | (726,493) |
| 100-465.600 | Off Highway Vehicle License | | 1,000 | 1,000 | 1,000 | |
| 100-470.700 | Pass-Through Payments | 102,608 | 107,000 | 107,000 | 107,000 | |
| | Total Other Revenue | 334,514 | 392,414 | 1,118,122 | 277,907 | (840,215) |
| 100-480.100 | Operating Transfer In | 2,818,001 | | | 50,000 | |
| GENERAL FUND TOTAL | | 14,130,905 | 11,727,544 | 12,431,572 | 12,012,937 | (468,635) |
| <u>GAS TAX FUND</u> | | | | | | |
| 201-465-109 | Gas Tax 2103 | 314,417 | 364,205 | 414,142 | 365,161 | |
| 201-465.110 | Gas Tax 2105 | 140,006 | 184,412 | 184,412 | 162,602 | (21,810) |
| 201-465.120 | Gas Tax 2106 | 97,776 | 128,788 | 128,788 | 113,556 | (15,232) |
| 201-465.130 | Gas Tax 2107 | 200,929 | 264,658 | 264,658 | 233,357 | (31,301) |
| 201-465.140 | Gas Tax 2107.5 | 6,000 | 6,000 | 6,000 | 6,000 | |
| GAS TAX TOTAL | | 759,127 | 948,063 | 998,000 | 880,676 | (68,343) |
| <u>AQMD FUND</u> | | | | | | |
| 202-435.100 | AQMD - Interest on Investments | 180 | 450 | 450 | 450 | |
| 202-465.410 | AQMD Allocation | 36,884 | 38,000 | 38,000 | 38,000 | |
| AQMD TOTAL | | 37,064 | 38,450 | 38,450 | 38,450 | |
| <u>TDA BIKEWAYS FUND</u> | | | | | | |
| 203-465.400 | Transportation Develop. Act | | | 50,000 | 13,920 | (36,080) |
| TDA TOTAL | | | | 50,000 | 13,920 | (36,080) |
| <u>TRAFFIC CONGESTION RELIEF FUND</u> | | | | | | |
| 204-435.100 | Interest - Investments | 1,100 | | | | |
| TRAFFIC CONGESTION TOTAL | | 1,100 | | | | |
| <u>PROP A FUNDS</u> | | | | | | |
| 206-425.200 | Local Transit-Trolley Fares | 252 | | | | |
| 206-435.100 | Interest on Investments | 3,919 | 6,000 | 6,000 | 4,000 | (2,000) |
| 206-465.440 | Proposition A Rapid Transit | 454,336 | 463,035 | 463,035 | 498,149 | 35,114 |
| PROP A TOTAL | | 458,507 | 469,035 | 469,035 | 502,149 | 33,114 |



REVENUE DETAIL ALL FUNDS

Revenue Detail by Fund

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 10-11 | PROJECTED ACTUAL 11-12 | AMENDED BUDGET 11-12 | ADOPTED BUDGET 12-13 | VARIANCE |
|--|--------------------------|-----------------|------------------------------|----------------------------|----------------------------|----------------|
| <u>PROP C FUNDS</u> | | | | | | |
| 207-435.100 | Interest on Investments | 9,195 | 10,000 | 10,000 | 9,000 | (1,000) |
| 207-465.430 | Proposition C Allocation | 377,362 | 384,076 | 384,076 | 413,202 | 29,126 |
| PROP C TOTAL | | 386,557 | 394,076 | 394,076 | 422,202 | 28,126 |
| <u>STATE TRANSIT PROGRAM LOCAL</u> | | | | | | |
| 208-435.100 | Interest-Investments | 49 | 40 | | | |
| ST. TRANSPORTATION TOTAL | | 49 | 40 | | | |
| <u>ASSET FORFEITURE FUND</u> | | | | | | |
| 210-435.100 | Interest on Investments | 112 | 120 | 120 | 120 | |
| 210-465.230 | Narcotics Forfeiture | | 500 | 500 | 500 | |
| ASSET FORFEITURE TOTAL | | 112 | 620 | 620 | 620 | |
| <u>STATE COPS GRANT FUND</u> | | | | | | |
| 211-435.100 | State COPS - Interest | 403 | 500 | 500 | 500 | |
| 211-465.200 | State COPS Grant | 100,000 | 100,000 | 100,000 | 100,000 | |
| STATE COPS TOTAL | | 100,403 | 100,500 | 100,500 | 100,500 | |
| <u>CDBG FUND</u> | | | | | | |
| 214-460.300 | CDBG | 404,429 | 1,894,814 | 385,051 | 417,725 | 32,674 |
| CDBG TOTAL | | 404,429 | 1,894,814 | 385,051 | 417,725 | 32,674 |
| <u>RESTRICTED UDAG FUND</u> | | | | | | |
| 215-435.100 | Interest on Investments | 3,613 | 3,600 | 287,546 | 3,600 | |
| UDAG TOTAL | | 3,613 | 3,600 | 287,546 | 3,600 | |
| <u>CATV ACCESS FUND</u> | | | | | | |
| 217-425.400 | CATV Access Fees | 32,278 | 33,000 | 33,000 | 33,000 | |
| 217-450.100 | Miscellaneous Revenue | 250 | 500 | 500 | 500 | |
| 217-480.100 | Operating Transfer In | 28,401 | | | | |
| CATV ACCESS TOTAL | | 60,929 | 33,500 | 33,500 | 33,500 | |
| <u>HAWTHORNE BLVD. MAINTENANCE FUND</u> | | | | | | |
| 218-435.100 | Interest - Investments | 2,666 | 2,000 | 3,000 | 2,000 | (1,000) |
| HAWTHOR. BLVD. MAINT TOTA | | 2,666 | 2,000 | 3,000 | 2,000 | (1,000) |



REVENUE DETAIL ALL FUNDS

Revenue Detail by Fund

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 10-11 | PROJECTED ACTUAL 11-12 | AMENDED BUDGET 11-12 | ADOPTED BUDGET 12-13 | VARIANCE |
|--|----------------------------|-----------------|------------------------------|----------------------------|----------------------------|---------------|
| <u>DEPT OF CONSERVATION GRANT</u> | | | | | | |
| 227-466.100 | Dept of Conservation Grant | 9,083 | | | | |
| DEPT OF CONSERVATION | | 9,083 | | | | |
| <u>JUSTICE ASSISTED GRANT</u> | | | | | | |
| 234-435.100 | Interest - Investments | 155 | 56 | | 150 | |
| 234-465.250 | Justice Assisted Grant | 27,595 | | | 15,900 | 15,900 |
| JUSTICE ASSISTED GRANT | | 27,750 | 56 | | 16,050 | 15,900 |
| <u>PARK DEVELOPMENT FUND</u> | | | | | | |
| 236-420.100 | Park Development Fees | 2,000 | 2,000 | 2,000 | 2,000 | |
| 236-435.100 | Interest - Investments | 25 | 25 | 50 | 25 | (25) |
| PARK DEVELOPMENT FUND | | 2,025 | 2,025 | 2,050 | 2,025 | (25) |
| <u>PROP 1B</u> | | | | | | |
| 238-435.100 | Interest - Investments | 328 | 200 | 400 | 200 | (200) |
| PROP 1B | | 328 | 200 | 400 | 200 | (200) |
| <u>MTA GRANTS</u> | | | | | | |
| 240-465.450 | Prop C 25 Grant | | 31,608 | | | |
| PROP C 25 GRANT | | | 31,608 | | | |
| <u>APPROPRIATIONS ACT</u> | | | | | | |
| 241-465.451 | Grants | 666,293 | | | | |
| APPROPRIATIONS ACT | | 666,293 | | | | |
| <u>METRO STP</u> | | | | | | |
| 243-435.100 | Interest - Investments | 650 | 250 | 800 | 250 | (550) |
| METRO STP | | 650 | 250 | 800 | 250 | (550) |
| <u>MEASURE R</u> | | | | | | |
| 244-435.100 | Interest - Investments | 1,006 | 1,000 | 700 | 1,000 | |
| 244-465.451 | Grants | 281,692 | 288,060 | 288,060 | 309,910 | 21,850 |
| MEASURE R | | 282,698 | 289,060 | 288,760 | 310,910 | 21,850 |



REVENUE DETAIL ALL FUNDS

Revenue Detail by Fund

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 10-11 | PROJECTED ACTUAL 11-12 | AMENDED BUDGET 11-12 | ADOPTED BUDGET 12-13 | VARIANCE |
|--|----------------------------------|------------------|------------------------------|----------------------------|----------------------------|--------------------|
| <u>ARRA FUND</u> | | | | | | |
| 246-465.451 | Grants | 313,734 | | | | |
| | ARRA FUND | 313,734 | | | | |
| <u>HWY SAFETY IMPR PROGRAM</u> | | | | | | |
| 247-465.451 | Grants | 25,160 | 217,000 | 217,000 | | (217,000) |
| | HWY SAFETY IMPR PROGRAM | 25,160 | 217,000 | 217,000 | | (217,000) |
| <u>CDBR-R</u> | | | | | | |
| 248-465.451 | Grants | 10,534 | | | | |
| | COMM DEVL P BLOCK GRANT | 10,534 | | | | |
| <u>FED APPROPRIATION</u> | | | | | | |
| 253-465.451 | Grants | | 250,000 | 250,000 | | (250,000) |
| | FED APPROPRIATION | | 250,000 | 250,000 | | (250,000) |
| <u>LA COUNTY PKS MAINT GRANT</u> | | | | | | |
| 257-465.451 | Grants | | | | 100,000 | 100,000 |
| | LA COUNTY PKS MAINT GRANT | | | | 100,000 | 100,000 |
| <u>METRO TOD</u> | | | | | | |
| 258-465.451 | Grants | | | | 73,700 | 73,700 |
| | LA COUNTY PKS MAINT GRANT | | | | 73,700 | 73,700 |
| <u>LAWNDALE HOUSING AUTHORITY</u> | | | | | | |
| 300-400.900 | Tax Increment | | 1,127,443 | 1,127,443 | | (1,127,443) |
| 300-435.100 | Interest - Investments | 15,124 | 15,000 | 15,000 | 15,000 | |
| 300-435.200 | Interest - LRA Loan | 803 | 500 | 500 | 500 | |
| 300-460.310 | Program Income | 14,138 | | | | |
| 300-465.501 | LRA Reimbursement | 200,000 | | | 200,000 | |
| 300-480.100 | Operating Transfer In | 4,567,252 | | | | |
| | HOUSING AUTHORITY | 4,797,317 | 1,142,943 | 1,142,943 | 215,500 | (1,127,443) |
| <u>LAWNDALE REDEVELOPMENT AGENCY FUND</u> | | | | | | |
| 301-425.100 | LRA Rental Income | 51,877 | | | | |
| 301-435.400 | Loan Proceeds | | 40,000 | | | |
| 301-435.401 | Loan Repayment | 9,458 | 13,060 | 13,060 | | (13,060) |
| 301-480.100 | Operating Transfer In | 1,376,883 | | | | |
| | LRA TOTAL | 1,438,218 | 53,060 | 13,060 | | (13,060) |



REVENUE DETAIL ALL FUNDS

Revenue Detail by Fund

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 10-11 | PROJECTED ACTUAL 11-12 | AMENDED BUDGET 11-12 | ADOPTED BUDGET 12-13 | VARIANCE |
|--|------------------------|-------------------|------------------------------|----------------------------|----------------------------|--------------------|
| <u>LRA DEBT SERVICE</u> | | | | | | |
| 303-400.900 | Tax Increment | 3,850,060 | 1,577,687 | 3,509,775 | | (3,509,775) |
| 303-435.100 | Interest - Investments | 137,228 | 59,959 | | | |
| LRA DEBT SERVICE TOTAL | | 3,987,288 | 1,637,646 | 3,509,775 | | (3,509,775) |
| <u>LAWNDALE REDEVELOPMENT SUCCESSOR AGENCY FUND</u> | | | | | | |
| 304-480.100 | Operating Transfer In | | | | 290,000 | 290,000 |
| LRA TOTAL | | | | | 290,000 | 290,000 |
| <u>LRA DEBT SERVICE</u> | | | | | | |
| 305-400.900 | Tax Increment | | | | 1,680,996 | 1,680,996 |
| LRA DEBT SERVICE TOTAL | | | | | 1,680,996 | 1,680,996 |
| GRAND TOTAL - ALL FUNDS | | 27,906,539 | 19,236,090 | 20,616,138 | 17,117,910 | (3,489,452) |



PERSONNEL COUNT

PERSONNEL SUMMARY BY PROGRAM

FULL-TIME POSITIONS

| POSITION: | GENERAL (100) | GAS TAX (201) | SEWER RECONS. (205) | PROP A (206) | PROP C (207) | CDBG (214) | CABLE ACCESS (217) | MEASURE R (244) | METRO TOD (256) | HOUSING AUTHORITY (300) | SUCCESSOR AGENCY (304) | TOTAL |
|--|---------------|---------------|---------------------|--------------|--------------|------------|--------------------|-----------------|-----------------|-------------------------|------------------------|--------------|
| CITY COUNCIL (110) | | | | | | | | | | | | |
| Mayor | 1.00 | | | | | | | | | | | 1.00 |
| Council Members: | 4.00 | | | | | | | | | | | 4.00 |
| SUBTOTAL | 5.00 | | | | | | | | | | | 5.00 |
| CITY CLERK (130) | | | | | | | | | | | | |
| City Clerk | 1.00 | | | | | | | | | | | 1.00 |
| Assistant City Clerk | 1.00 | | | | | | | | | | | 1.00 |
| Deputy City Clerk | 1.00 | | | | | | | | | | | 1.00 |
| SUBTOTAL | 3.00 | | | | | | | | | | | 3.00 |
| CITY MANAGER (140) | | | | | | | | | | | | |
| 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 |
| SUBTOTAL | 3.50 | | | | | | | | | | | 3.50 |
| ADMINISTRATIVE SERVICES (150) | | | | | | | | | | | | |
| Human Resources Director | 0.50 | | | | | | | | | | | 0.50 |
| SUBTOTAL | 0.50 | | | | | | | | | | | 0.50 |
| CABLE TELEVISION (170) | | | | | | | | | | | | |
| Cable Television Supervisor | 0.90 | | | | | | 0.10 | | | | | 1.00 |
| SUBTOTAL | 0.90 | | | | | | 0.10 | | | | | 1.00 |
| FINANCE (190) | | | | | | | | | | | | |
| Director of Finance | 0.75 | | | | | | | | | | 0.25 | 1.00 |
| Accounting Manager | 0.75 | | | | | | | | | | 0.25 | 1.00 |
| Payroll/Accounting Specialist | 0.95 | | | | | | | | | | 0.05 | 1.00 |
| Accounting Specialist | 1.95 | | | | | | | | | | 0.05 | 2.00 |
| SUBTOTAL | 4.40 | | | | | | | | | | 0.60 | 5.00 |
| MUNICIPAL SERVICES (300) | | | | | | | | | | | | |
| Municipal Services Manager | 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 |
| SUBTOTAL | 10.00 | | | | | | | | | | | 10.00 |
| PUBLIC WORKS ADMINISTRATION (310) | | | | | | | | | | | | |
| Director of Public Works | 0.25 | | 0.05 | 0.10 | 0.50 | | | 0.10 | | | | 1.00 |
| Administrative Analyst | 0.22 | | 0.05 | 0.13 | 0.50 | | | 0.10 | | | | 1.00 |
| Administrative Assistant II | 0.25 | | 0.05 | 0.10 | 0.50 | | | 0.10 | | | | 1.00 |
| Office Assistant | 0.61 | | | 0.07 | | | | 0.07 | | | | 0.75 |
| SUBTOTAL | 1.33 | | 0.15 | 0.40 | 1.50 | | | | | | | 3.75 |



PERSONNEL COUNT

PERSONNEL SUMMARY BY PROGRAM

FULL-TIME POSITIONS

| POSITION: | GENERAL (100) | GAS TAX (201) | SEWER RECONS. (205) | PROP A (206) | PROP C (207) | CDBG (214) | CABLE ACCESS (217) | MEASURE R (244) | METRO TOD (256) | HOUSING AUTHORITY (300) | SUCCESSOR AGENCY (304) | TOTAL |
|--|---------------|---------------|---------------------|--------------|--------------|-------------|--------------------|-----------------|-----------------|-------------------------|------------------------|--------------|
| PUBLIC WORKS GROUNDS (320) | | | | | | | | | | | | |
| Maintenance Supervisor | 0.50 | | | | | | | | | | | 0.50 |
| Maintenance Worker III | 1.00 | | | | | | | | | | | 1.00 |
| Maintenance Worker II | 2.00 | | | | | | | | | | | 2.00 |
| Maintenance Worker I | 1.50 | | | | | | | | | | | 1.50 |
| SUBTOTAL | 5.00 | | | | | | | | | | | 5.00 |
| PUBLIC WORKS STREETS (330) | | | | | | | | | | | | |
| Maintenance Supervisor | | 0.50 | | | | | | | | | | 0.50 |
| Maintenance Worker III | | 1.00 | | | | | | | | | | 1.00 |
| Public Works Inspector | 0.23 | 0.50 | 0.03 | | 0.24 | | | | | | | 1.00 |
| Maintenance Worker II | | 2.00 | | | | | | | | | | 2.00 |
| Maintenance Worker I | 1.00 | 1.50 | | | | | | | | | | 2.50 |
| SUBTOTAL | 1.23 | 5.50 | 0.03 | | 0.24 | | | | | | | 7.00 |
| PUBLIC WORKS ENGINEERING (340) | | | | | | | | | | | | |
| Associate Engineer | | | | | 0.70 | 0.30 | | | | | | 1.00 |
| Office Assistant | 0.03 | | | | 0.13 | | | 0.10 | | | | 0.25 |
| SUBTOTAL | 0.03 | | | | 0.83 | 0.30 | | | | | | 1.25 |
| COMMUNITY DEVELOPMENT (410) | | | | | | | | | | | | |
| Deputy City Manager | 0.34 | | | | | 0.04 | | | | 0.20 | 0.42 | 1.00 |
| Community Development Manager | 0.19 | | | | | 0.04 | | | | 0.35 | 0.42 | 1.00 |
| Grant/Economic Development Coordinator | 1.00 | | | | | | | | | | | 1.00 |
| Associate Planner | 0.60 | | | | | 0.02 | | 0.18 | | 0.20 | | 1.00 |
| Assistant Planner | 0.83 | | | | | 0.02 | | | | 0.15 | | 1.00 |
| Administrative Assistant II | 0.95 | | | | | | | | | 0.05 | | 1.00 |
| SUBTOTAL | 3.91 | | | | | 0.12 | | | 0.18 | 0.95 | 0.84 | 6.00 |
| COMMUNITY SERVICES (510) | | | | | | | | | | | | |
| Community Services Manager | 0.86 | | | 0.14 | | | | | | | | 1.00 |
| Community Services Supervisor | 0.86 | | | 0.14 | | | | | | | | 1.00 |
| Community Services Coordinator | 1.00 | | | | | | | | | | | 1.00 |
| Recreation Coordinator | 0.90 | | | 0.10 | | | | | | | | 1.00 |
| Administrative Assistant II | 0.94 | | | 0.06 | | | | | | | | 1.00 |
| Transit Driver | | | | 1.00 | | | | | | | | 1.00 |
| Senior Nutrition Specialist | | | | | | 1.00 | | | | | | 1.00 |
| SUBTOTAL | 4.56 | | | 1.44 | | 1.00 | | | | | | 7.00 |
| GRAND TOTAL ALL POSITIONS: | 43.36 | 5.50 | 0.18 | 1.84 | 2.57 | 1.42 | 0.10 | | | 0.95 | 1.44 | 58.00 |



PERSONNEL COUNT

PERSONNEL SUMMARY BY DIVISION (FULL-TIME)

| POSITION | 2011-12 Adopted | 2012-13 Adopted | Change from Prior Year |
|--|--------------------|--------------------|---------------------------|
| <u>CITY COUNCIL (110)</u> | | | |
| Mayor | 1.00 | 1.00 | |
| Council Members | 4.00 | 4.00 | |
| SUBTOTAL | 5.00 | 5.00 | |
| <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 | |
| SUBTOTAL | 3.00 | 3.00 | |
| <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 | |
| SUBTOTAL | 3.50 | 3.50 | |
| <u>ADMINISTRATIVE SERVICES (150)</u> | | | |
| Human Resources Director | 0.50 | 0.50 | |
| SUBTOTAL | 0.50 | 0.50 | |
| <u>CABLE TELEVISION (170)</u> | | | |
| Cable Television Supervisor | 1.00 | 1.00 | |
| SUBTOTAL | 1.00 | 1.00 | |
| <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 | |
| SUBTOTAL | 5.00 | 5.00 | |
| <u>MUNICIPAL SERVICES (300)</u> | | | |
| Municipal Services Manager | 1.00 | 1.00 | |
| Municipal Services Supervisor | 1.00 | 1.00 | |
| Administrative Assistant II | 1.00 | 1.00 | |
| Code Enforcement Officer II | 2.00 | 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 | |
| SUBTOTAL | 11.00 | 10.00 | (1.00) |
| <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 | |
| Office Assistant | 0.75 | 0.75 | |
| SUBTOTAL | 3.75 | 3.75 | |



PERSONNEL COUNT

PERSONNEL SUMMARY BY DIVISION (FULL-TIME)

| POSITION | 2011-12 Adopted | 2012-13 Adopted | Change from Prior Year |
|---|--------------------|--------------------|---------------------------|
| <u>PUBLIC WORKS GROUNDS (320)</u> | | | |
| Maintenance Supervisor | 0.50 | 0.50 | |
| Maintenance Worker III | 0.50 | 1.00 | 0.50 |
| Maintenance Worker II | 2.00 | 2.00 | |
| Maintenance Worker I | 1.50 | 1.50 | |
| SUBTOTAL | 4.50 | 5.00 | 0.50 |
| <u>PUBLIC WORKS STREETS (330)</u> | | | |
| Assistant Engineer | 1.00 | | (1.00) |
| Public Works Inspector | 1.00 | 1.00 | |
| Maintenance Supervisor | 0.50 | 0.50 | |
| Maintenance Worker III | 1.00 | 1.00 | |
| Maintenance Worker II | 2.00 | 2.00 | |
| Maintenance Worker I | 2.50 | 2.50 | |
| SUBTOTAL | 8.00 | 7.00 | -1.00 |
| <u>PUBLIC WORKS ENGINEERING (340)</u> | | | |
| City Engineer | 1.00 | | (1.00) |
| Associate Engineer | 1.00 | 1.00 | |
| Assistant Engineer | 1.00 | | (1.00) |
| Administrative Assistant II | 1.00 | | (1.00) |
| Office Assistant | 0.25 | 0.25 | |
| SUBTOTAL | 4.25 | 1.25 | -3.00 |
| <u>COMMUNITY DEVELOPMENT (410)</u> | | | |
| Deputy City Manager | 1.00 | 1.00 | |
| Community Development Manager | 1.00 | 1.00 | |
| Grants/Economic Development Coordinator | 1.00 | 1.00 | |
| Associate Planner | 1.00 | 1.00 | |
| Assistant Planner | 1.00 | 1.00 | |
| Building Permit Specialist | 1.00 | | (1.00) |
| Administrative Assistant II | 1.00 | 1.00 | |
| SUBTOTAL | 7.00 | 6.00 | -1.00 |
| <u>COMMUNITY SERVICES (510)</u> | | | |
| Community Services Manager | 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 | |
| Transit Driver | 1.00 | 1.00 | |
| SUBTOTAL | 6.00 | 7.00 | |
| TOTAL FULL-TIME POSITIONS | 62.50 | 58.00 | (5.50) |

Note: 1 = 40 hours per week



PERSONNEL COUNT

| 12-13 LABOR ALLOCATION | PART-TIME POSITIONS | | |
|--|--------------------------------------|--------------|--------------------------------------|
| | GENERAL (100) | PROP A (206) | TOTAL |
| POSITION: | | | |
| <u>CABLE TV (170)</u> Cable TV Production Assistants | 0.98 | | 0.98 |
| SUBTOTAL | 0.98 | | 0.98 |
| <u>FINANCE (190)</u> Office Assistant | 0.48 | | 0.48 |
| SUBTOTAL | 0.48 | | 0.48 |
| <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 0.48 0.48 0.48 | | 0.48 0.48 0.48 0.48 0.48 |
| SUBTOTAL | 2.40 | | 2.40 |
| <u>PUBLIC WORKS STREETS (330)</u> Maintenance Worker I | 0.48 | | 0.48 |
| SUBTOTAL | 0.48 | | 0.48 |
| <u>COMMUNITY SERVICES ADMINISTRATION (510)</u> Delivery Workers Recreation Leaders I Recreation Leaders II Senior Recreation Leaders | | 0.96 | 0.96 |
| | 6.73 4.81 2.40 | | 6.73 4.81 2.40 |
| SUBTOTAL | 13.94 | 0.96 | 14.90 |
| GRAND TOTAL ALL POSITIONS: | 17.80 | 0.96 | 19.24 |

NOTE: 1 = 40 hours per week



PERSONNEL COUNT

PERSONNEL SUMMARY BY DIVISION (PART-TIME)

| POSITION | 2011-12 Adopted | 2012-13 Adopted | Change from Prior Year |
|--|--------------------|--------------------|---------------------------|
| <u>CABLE TV (170)</u> | | | |
| Cable TV Production Assistants | 0.98 | 0.98 | 0.00 |
| SUBTOTAL | 0.98 | 0.98 | 0.00 |
| <u>FINANCE (190)</u> | | | |
| Office Assistant | 0.48 | 0.48 | 0.00 |
| SUBTOTAL | 0.48 | 0.48 | 0.00 |
| <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 | 0.48 | 0.48 | 0.00 |
| Municipal Services Officer I | 0.48 | 0.48 | 0.00 |
| Office Assistant | 0.48 | 0.48 | 0.00 |
| SUBTOTAL | 2.40 | 2.40 | 0.00 |
| <u>PUBLIC WORKS STREETS (330)</u> | | | |
| Maintenance Worker I | 0.48 | 0.48 | 0.00 |
| SUBTOTAL | 0.48 | 0.48 | 0.00 |
| <u>COMMUNITY SERVICES ADMIN. (510)</u> | | | |
| Delivery Workers | 0.96 | 0.96 | 0.00 |
| Recreation Leaders I & II | 11.54 | 11.54 | 0.00 |
| Senior Recreation Leaders | 2.88 | 2.88 | 0.00 |
| SUBTOTAL | 15.38 | 15.38 | 0.00 |
| TOTAL PART-TIME POSITIONS | 19.72 | 19.72 | 0.00 |

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.

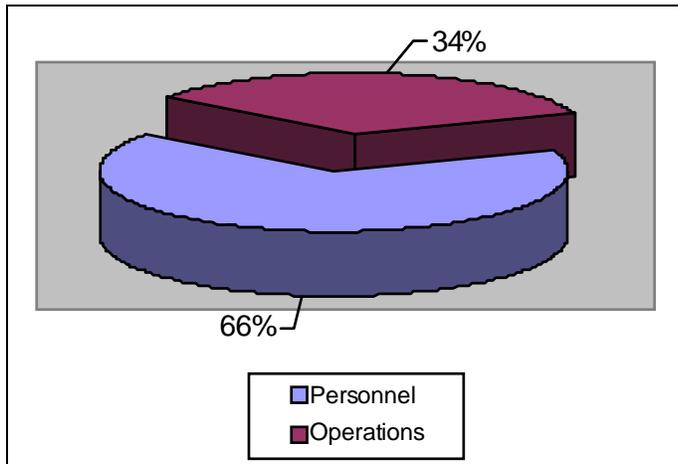
- Continue to garner state and local support for new types of redevelopment and economic development initiatives.
- Recruit and hire new Director of Public Works

ACCOMPLISHMENTS

- Received grant funding for construction of new Larch Park.
- Opened temporary dog park facility at Larch Park site, while progress was being made on grant funding for permanent park facility.
- Continued with implementation of employee contract changes, to include State mandates of pension reform.
- Continued successful implementation of the new Lawndale Community Center Project, to include the grand opening and new operations and community events.
- Improved quality services and programs.
- Successfully provided policy direction for City staff.
- 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

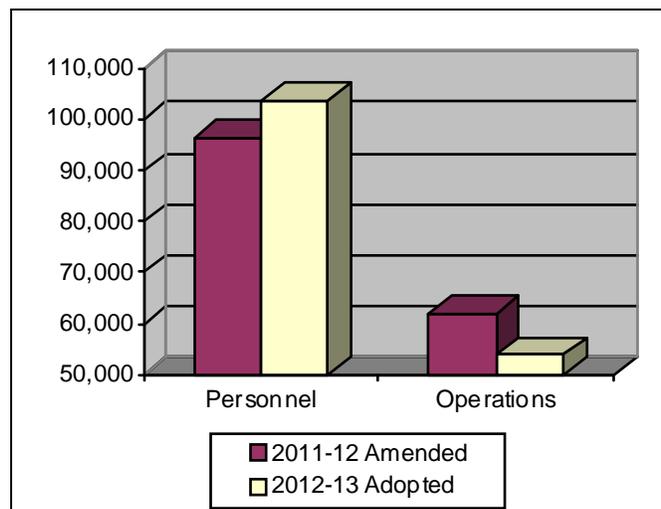


Department Expenditures by Category

| | |
|--------------|------------------|
| Personnel | \$103,763 |
| Operations | 53,830 |
| Total | \$157,593 |

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|--------------------|--------------------|
| Personnel | \$96,458 | \$103,763 |
| Operations | 62,000 | 53,830 |
| Total | \$158,458 | \$157,593 |



SIGNIFICANT CHANGES: (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2013 of \$157,593 is a decrease of \$865 due to the following changes:

| | |
|--------------------------------|---------|
| Increase in salary & benefits. | \$7,305 |
| Decrease in memberships/dues. | (2,980) |
| Decrease in travel/meetings. | (5,190) |

| | |
|-------------------------|----------------|
| Department Total | (\$865) |
|-------------------------|----------------|

CITY COUNCIL

DEPARTMENT EXPENDITURES

CITY COUNCIL - 110

GENERAL FUND (100-110)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|---------------------------|------------------------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| PERSONNEL | | | | | | |
| 100-110-501.200 | SALARIES - ELECTED OFFICIALS | 27,000 | 27,000 | 27,000 | 27,000 | |
| 100-110-505.100 | FLEXIBLE BENEFITS | 52,511 | 63,720 | 63,720 | 70,920 | 7,200 |
| 100-110-505.200 | RETIREMENT | 1,913 | 2,000 | 2,173 | 2,173 | |
| 100-110-505.300 | MEDICARE CONTRIBUTION | 730 | 730 | 1,315 | 1,420 | 104 |
| 100-110-505.700 | CITY-PAID INSURANCE | 2,010 | 2,000 | 2,250 | 2,250 | |
| SUBTOTAL | | 84,164 | 95,450 | 96,458 | 103,763 | 7,304 |
| OPERATIONS | | | | | | |
| 100-110-510.100 | OFFICE SUPPLIES | 3,307 | 3,000 | 3,000 | 3,000 | |
| 100-110-510.200 | REPROGRAPHICS | 1,101 | 2,500 | 2,500 | 2,500 | |
| 100-110-510.400 | SUBSCRIPTIONS/PUBLICATIONS | 405 | 500 | 500 | 500 | |
| 100-110-510.610 | MEMBERSHIP/DUES | 36,440 | 39,000 | 39,000 | 36,020 | (2,980) |
| 100-110-510.620 | TRAVEL/MEETINGS | 7,711 | 8,650 | 8,650 | 3,460 | (5,190) |
| 100-110-510.650 | MILEAGE REIMBURSEMENT | 100 | 100 | 100 | 100 | |
| 100-110-540.200 | SPECIAL EXPENSES | 1,577 | | | | |
| 100-110-540.310 | DISCRETIONARY FUNDS | 4,500 | 7,500 | 7,500 | 7,500 | |
| 100-110-540.330 | LAWNDALE HISTORIC SOCIETY | | 750 | 750 | 750 | |
| SUBTOTAL | | 55,141 | 62,000 | 62,000 | 53,830 | (8,170) |
| GENERAL FUND TOTAL | | 139,305 | 157,450 | 158,458 | 157,593 | (866) |



CITY COUNCIL

Budget Detail Worksheet

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

Fund: 100-General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-------------------------------|----------------------------|------------------------------|------------------------------|---|
| <u>Personnel Costs</u> | | | | |
| 501.200 | Salaries-Elected Officials | 27,000 | 27,000 | Mayor & 4 Council members @ \$450/month, (\$450/month effective May, 2008). |
| 505.100 | Flexible Benefits | 63,720 | 70,920 | Cafeteria benefits. |
| 505.200 | Retirement | 2,173 | 2,173 | Retirement costs. |
| 505.300 | Medicare Contribution | 1,315 | 1,420 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 2,250 | 2,250 | Life Insurance and AD&D. |
| | Subtotal | 96,458 | 103,763 | |
| <u>Operations</u> | | | | |
| 510.100 | Office Supplies | 3,000 | 3,000 | Various office supplies, recognition materials (plaques, etc.) business and holiday cards, thank you note cards, and sympathy flowers. Increase related to incurred expenses for City Council meeting supplies. |
| 510.200 | Reprographics | 2,500 | 2,500 | Includes business cards, name badge magnet, Mayor letterhead, Council note cards, photo name plates, dais name plates, voting panels, Council photos/frames, City lapel pins, stationery and misc. reprographic svcs. Increase related to passing of budget from City Clerk to City Council budget divisions. |
| 510.400 | Subscriptions/Publications | 500 | 500 | Various subscriptions and publications. |
| 510.610 | Memberships/Dues | 39,000 | 36,020 | Includes League of CA Cities (\$12,801)) (Grassroots Network & County Chapter); SCAG (\$3,158); Contract Cities Assoc (\$2,366); Juvenile Diversion Program (\$6,500); SBCCOG (\$6,916) and Climate Action Plan (\$3,750). |
| 510.620 | Travel/Meetings | 8,650 | 3,460 | Contract Cities for two council members. |
| 510.650 | Mileage Reimbursement | 100 | 100 | Mileage reimbursement for miscellaneous meetings. |
| 540.310 | Discretionary Funds | 7,500 | 7,500 | \$1,500 each Councilmember. |
| 540-330 | Lawndale Historic Society | 750 | 750 | Lawndale Historic Society. |
| | Subtotal | 62,000 | 53,830 | |
| | PROGRAM TOTAL | 158,458 | 157,593 | |



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 proposed 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 to the City and its constituent bodies as needed in the City's day to day legal affairs, including but not limited to assisting staff with the preparation of ordinances and resolutions, reviewing contracts for goods and services, assisting staff with labor negotiations and personnel matters, 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, municipal finance, environmental issues and land use issues such as economic development and housing.

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.

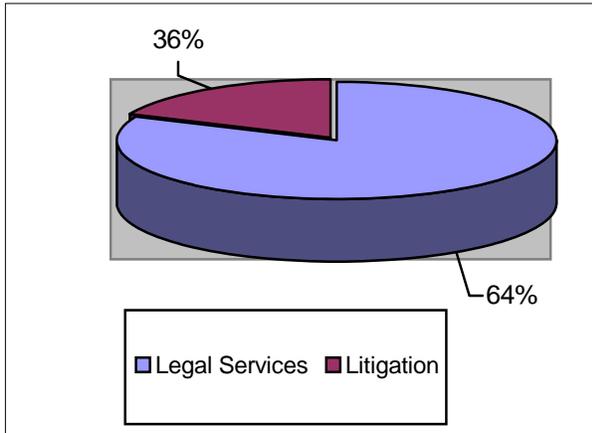
- Continue to work with staff, as requested, to update various sections of the municipal code and policies and to review or prepare City legislation.
- Continue to engage in staff and public official training by conducting workshops for councilmembers and commissioners and training staff on important 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 MOU negotiations with the recognized majority representative employee organizations (bargaining units), and salary and benefit negotiations with unrepresented staff.
- 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.

ACCOMPLISHMENTS

- Assisting with all phases of the development of the new community center and the new recreational facilities on Larch Avenue as well as the expansion of Hogan Park.
- Continuing to provide high-quality legal guidance to the City Council, its constituent bodies and staff.
- Assisting Municipal Services Department in numerous successful code enforcement actions.



FINANCIAL HIGHLIGHTS

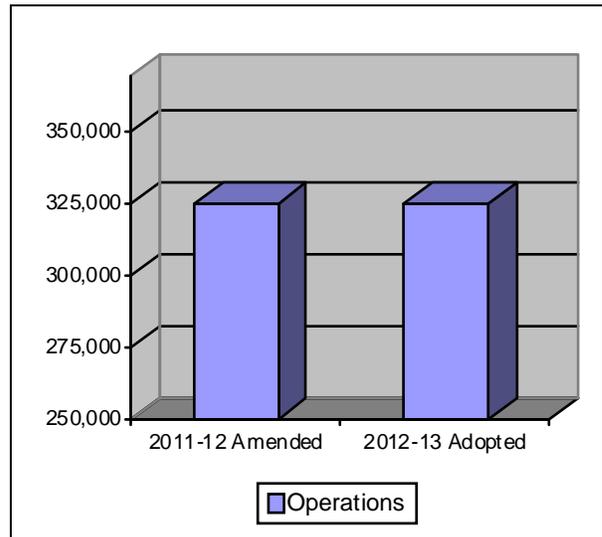


Department Expenditures by Category

| | |
|----------------|------------------|
| Legal Services | \$265,000 |
| Litigation | 60,000 |
| Total | \$325,000 |

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|--------------------|--------------------|
| Operations | \$325,000 | \$325,000 |
| Total | \$325,000 | \$325,000 |



SIGNIFICANT CHANGES: (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted Budget for FY 2012-13 will have no changes.

CITY ATTORNEY

DEPARTMENT EXPENDITURES

CITY ATTORNEY - 120

GENERAL FUND (100-120)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|---------------------------|----------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| OPERATIONS | | | | | | |
| 100-120-530.300 | LEGAL SERVICES | 440,923 | 265,000 | 265,000 | 265,000 | |
| 100-120-530.320 | LITIGATION | 17,720 | 60,000 | 60,000 | 60,000 | |
| SUBTOTAL | | 458,643 | 325,000 | 325,000 | 325,000 | |
| GENERAL FUND TOTAL | | 458,643 | 325,000 | 325,000 | 325,000 | |

Budget Detail Worksheet

Dept: City Attorney

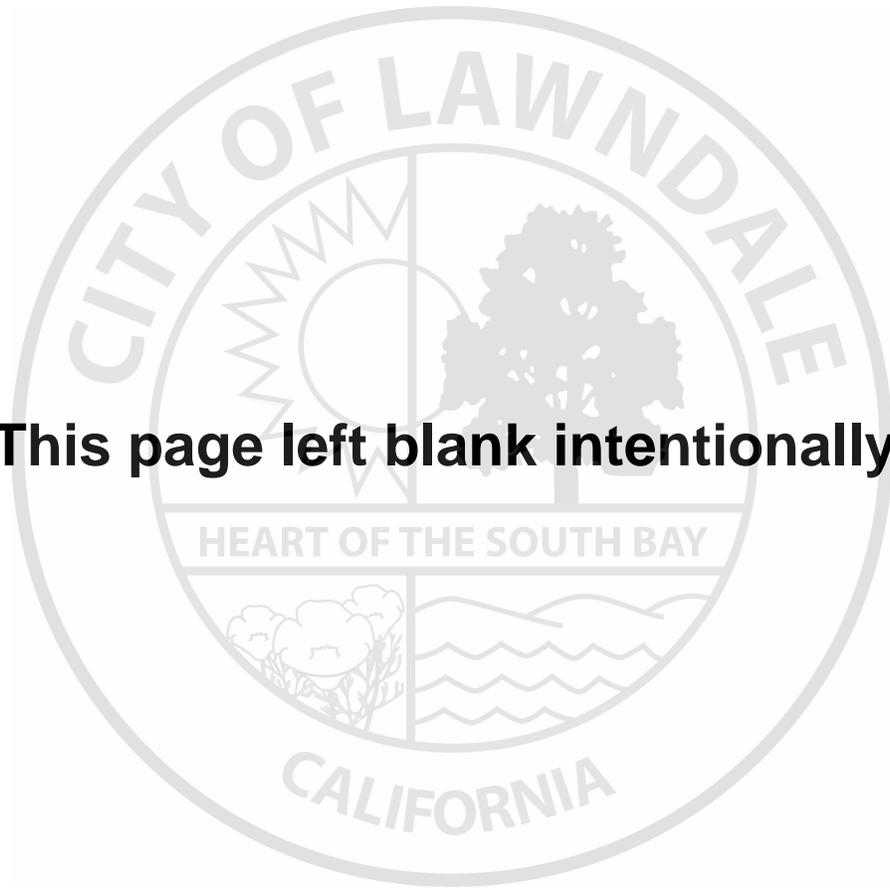
Program: Legal Services - 120

Fund: 100-General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | |
|----------------------|----------------|------------------------|------------------------|---|
| Operations | | | | |
| 530.300 | Legal Services | 265,000 | 265,000 | Services provided outside regular office hours/duties. Adjustments based on usage (\$175/hr). |
| 530.320 | Litigation | 60,000 | 60,000 | Estimated expenditures with consideration given to the additional Code Enforcement. |
| PROGRAM TOTAL | | 325,000 | 325,000 | |



This page left blank intentionally.



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.

The general municipal election, held in April of even-numbered years, requires a substantial effort over a period of approximately nine months. Duties include assisting candidates in meeting their legal responsibilities; preparing legislation and notices required by law; preparing, publishing and distributing candidate and voter informational materials; establishing polling places and organizing election workers; distributing vote by mail ballots; and ensuring accurate voting results.

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

TYPICAL TASKS

- Administer municipal elections;
- 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 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 via website administration;
- Act as filing officer/official for conflict of interest and campaign disclosure statements required to be filed with the City by the Political Reform Act, 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

- Provided legally conforming administration of the 2012 general municipal election until its cancellation for lack of candidates in February;
- 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; and
- Reviewed and approved for content, accuracy and completeness staff reports



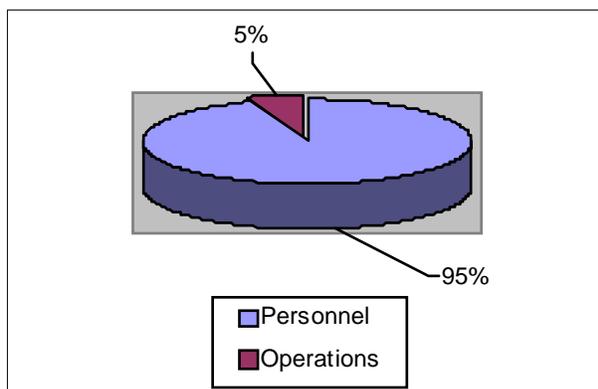
- prepared for City Council and agency agendas;
- Reviewed approximately 75 boxes of non-essential, obsolete records from various city departments and received council approval for their destruction;
- Collaborated with the city attorney's office and other city departments in responding to court subpoenas for records;
- Maintained the electronic library of records for the City's legislative bodies;
- Responded to public records and information requests in a timely fashion, the majority on the same day;
- Continued close monitoring of candidate campaign disclosure reports and statements of economic interests;
- Collaborated with the city attorney's office in reviews of contracts and legislative documents, including resolutions, ordinances, and policies;
- Improved indexing methods and increased the records available to staff on the City's intranet;
- Initiated and implemented improvements in the information available on the City's website;
- Disseminated information to the public regarding the biennial appointments to City advisory bodies;
- Provided Spanish translation support to other City departments.

- Continue enhancements of staff access to the City's electronic library of legal and legislative documents;
- Continue evaluation and destruction of non-essential, obsolete records;
- Improve protection of essential records to mitigate the risk of loss of vital informational resources;
- Continue supporting staff to ensure that practices adhere to legal requirements related to the Ralph M. Brown Act, the Public Records Act, and other city clerk functions;
- Update departmental procedures manual to reflect changes necessitated by changed circumstances;
- 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.

GOALS

- Continue maintenance of complete and accurate records for the City and its legislative agencies;

FINANCIAL HIGHLIGHTS

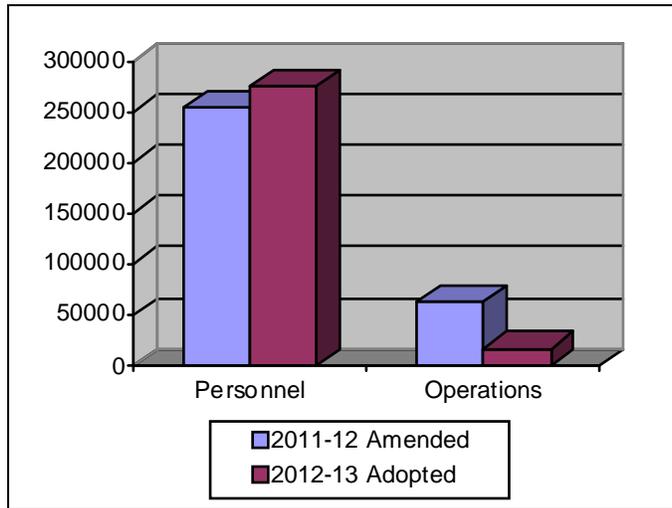


Department Expenditures by Category

| | |
|--------------|------------------|
| Personnel | \$275,888 |
| Operations | 16,000 |
| Total | \$291,888 |

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|----------------------------|----------------------------|
| Personnel | \$253,794 | \$275,888 |
| Operations | 62,400 | 16,000 |
| Total | \$316,194 | \$291,888 |



SIGNIFICANT CHANGES: (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2012-13 of \$291,888 is a decrease of \$24,306 due to the following changes:

| | |
|---|----------|
| Increase in salary & benefits. | \$22,094 |
| Decrease in election expense. | (45,000) |
| Other miscellaneous changes primarily based on historical expenditures. | (1,400) |

| | |
|-------------------------|-------------------|
| Department Total | (\$24,306) |
|-------------------------|-------------------|



CITY CLERK

DEPARTMENT EXPENDITURES

CITY CLERK - 130

GENERAL FUND (100-130)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|------------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| PERSONNEL | | | | | | |
| 100-130-501.100 | SALARIES - FULL-TIME | 167,344 | 162,668 | 162,668 | 186,329 | 23,661 |
| 100-130-501.200 | SALARIES - ELECTED OFFICIALS | 4,200 | 4,200 | 4,200 | 4,200 | |
| 100-130-501.400 | SALARIES - OVERTIME | | 300 | 300 | 300 | |
| 100-130-501.500 | LONGEVITY PAY | 760 | 760 | 760 | 800 | 40 |
| 100-130-501.600 | CAR ALLOWANCE | 1,350 | 1,350 | 1,350 | 1,500 | 150 |
| 100-130-505.100 | FLEXIBLE BENEFIT | 36,826 | 36,818 | 36,818 | 41,292 | 4,475 |
| 100-130-505.200 | RETIREMENT | 29,276 | 35,571 | 35,571 | 27,338 | (8,232) |
| 100-130-505.201 | PARS CONTRIBUTION | 7,514 | 7,515 | 7,515 | 9,031 | 1,516 |
| 100-130-505.300 | MEDICARE CONTRIBUTION | 2,474 | 2,500 | 2,984 | 3,395 | 411 |
| 100-130-505.700 | CITY-PAID INSURANCE | 1,514 | 1,629 | 1,629 | 1,703 | 74 |
| | SUBTOTAL | 251,258 | 253,310 | 253,794 | 275,888 | 22,094 |
| OPERATIONS | | | | | | |
| 100-130-510.100 | OFFICE SUPPLIES | 1,546 | 1,200 | 1,600 | 1,600 | |
| 100-130-510.200 | REPROGRAPHICS | 4,371 | 3,800 | 5,500 | 5,500 | |
| 100-130-510.400 | SUBSCRIPTIONS/PUBLICATION | 2,282 | 2,100 | 2,300 | 2,300 | |
| 100-130-510.600 | STAFF DEVELOPMENT | | 440 | 500 | 500 | |
| 100-130-510.610 | MEMBERSHIP/DUES | 325 | 300 | 600 | 300 | (300) |
| 100-130-510.620 | TRAVEL/MEETINGS | 874 | | 300 | 800 | 500 |
| 100-130-510.650 | MILEAGE REIMBURSEMENT | | | 100 | 100 | |
| 100-130-520.510 | EQUIP MAINTENANCE | 974 | 475 | 500 | 500 | |
| 100-130-530.100 | CONTRACT SERVICES | 1,136 | 1,500 | 2,500 | 1,800 | (700) |
| 100-130-530.400 | ELECTION EXPENSES | | 12,000 | 45,000 | | (45,000) |
| 100-130-530.500 | LEGAL ADS | 1,778 | 2,200 | 3,500 | 2,600 | (900) |
| | SUBTOTAL | 13,286 | 24,015 | 62,400 | 16,000 | (46,400) |
| | GENERAL FUND TOTAL | 264,544 | 277,325 | 316,194 | 291,888 | (24,306) |



CITY CLERK

Budget Detail Worksheet

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

Fund: 100-General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-------------|------------------------------|---------------------------|---------------------------|---|
| | <u>Personnel</u> | | | |
| 501.100 | Salaries - Full-Time | 162,668 | 186,329 | Assistant City Clerk; Deputy City Clerk |
| 501.200 | Salaries - Elected Officials | 4,200 | 4,200 | No increase anticipated. |
| 501.400 | Salaries - Overtime | 300 | 300 | Based on historical use. |
| 501.500 | Longevity Pay | 760 | 800 | Per MOU. |
| 501.600 | Auto Allowance | 1,350 | 1,500 | Per MOU. |
| 505.100 | Flexible Benefits | 36,818 | 41,292 | Cafeteria Plan. |
| 505.200 | Retirement | 35,571 | 27,338 | Retirement costs. |
| 505.201 | PARS Contribution | 7,515 | 9,031 | Retirement contribution for PARS. |
| 505.300 | Medicare Contribution | 2,984 | 3,395 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 1,629 | 1,703 | LTD, Life and ADD. |
| | Subtotal | 253,794 | 275,888 | |
| | <u>Operations</u> | | | |
| 510.100 | Office Supplies | 1,600 | 1,600 | Based on historical costs. |
| 510.200 | Reprographics | 5,500 | 5,500 | Provides for municipal code supplements and conversion of vital/permanent records to microfiche. |
| 510.400 | Subscriptions/Publication | 2,300 | 2,300 | Provides for law library and reference materials. |
| 510.600 | Staff Development | 500 | 500 | League New Law Conference registration for one, no additional professional association meetings. |
| 510.610 | Membership/Dues | 600 | 300 | City Clerk association membership dues for elected city clerk and two staff members. Membership in one association cancelled in 2012. |



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

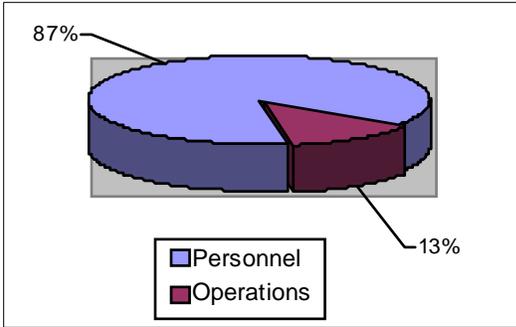
- Oversee and Conduct a goal-setting workshop to address the City Council's short term and long-term municipal goals.
- Continue oversight of Capital Improvement Projects including major arterials, streets, and the new Community Center.
- Oversee and insure continued success of redevelopment, housing, 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 new Director of Public Works to grow and sustain effective and efficient operations in Public Works Department.

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.
- Continued oversight on Community Center construction project, grand opening, and new operations..
- Emphasized a strong commitment to customer service both internally and to the community.
- Oversaw completion and facilitate moving of department functions into new Lawndale Community Center.
- Oversaw recruitment efforts for new Director of Public Works.



FINANCIAL HIGHLIGHTS

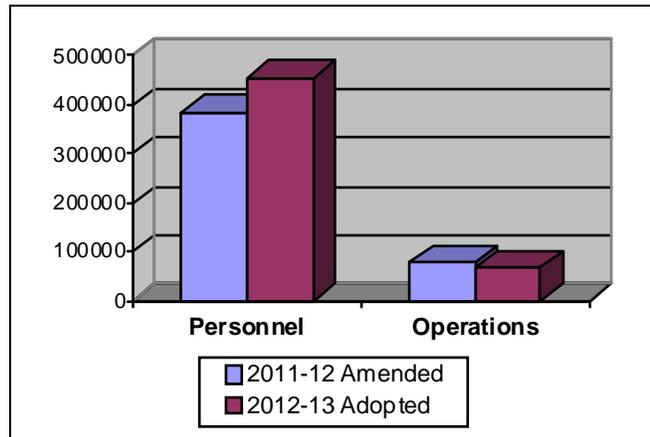


Department Expenditures by Category

| | |
|--------------|------------------|
| Personnel | 455,639 |
| Operations | 67,030 |
| Total | \$522,669 |

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|--------------------|--------------------|
| Personnel | \$384,593 | 455,639 |
| Operations | 78,030 | 67,030 |
| Total | \$462,623 | \$522,669 |



SIGNIFICANT CHANGES: (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2013 of \$522,669 is an increase of \$60,047 due to the following changes:

| | |
|--|-----------------|
| Increase in salary & benefits due to elimination of LRA. | \$71,047 |
| Decrease in traveling/meetings. | (6,000) |
| Decrease in special expenses. | (5,000) |
| Department Total | \$60,047 |

CITY MANAGER

DEPARTMENT EXPENDITURES

CITY MANAGER - 140

GENERAL FUND (100-140)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|--------------------------|---------------------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| <u>PERSONNEL</u> | | | | | | |
| 100-140-501.100 | SALARIES - FULL-TIME | 181,972 | 272,061 | 272,061 | 356,276 | 84,216 |
| 100-140-501.400 | SALARIES -OVERTIME | 856 | 800 | 1,000 | | (1,000) |
| 100-140-501.500 | LONGEVITY PAY | 435 | 435 | 435 | 625 | 190 |
| 100-140-505.100 | FLEXIBLE BENEFIT | 32,490 | 39,170 | 39,170 | 46,574 | 7,404 |
| 100-140-505.200 | RETIREMENT | 32,067 | 45,000 | 51,910 | 44,290 | (7,621) |
| 100-140-505.201 | PARS CONTRIBUTION | 14,628 | 13,746 | 13,746 | | (13,746) |
| 100-140-505.300 | MEDICARE CONTRIBUTION | 2,915 | 4,519 | 4,519 | 5,850 | 1,331 |
| 100-140-505.700 | CITY-PAID INSURANCE | 1,354 | 1,751 | 1,751 | 2,024 | 273 |
| | SUBTOTAL | 266,717 | 377,483 | 384,593 | 455,639 | 71,047 |
| <u>OPERATIONS</u> | | | | | | |
| 100-140-510.100 | OFFICE SUPPLIES | 926 | 800 | 800 | 800 | |
| 100-140-510.200 | REPROGRAPHICS | 42 | 30 | 30 | 30 | |
| 100-140-510.620 | TRAVEL/MEETINGS | 1,511 | 6,000 | 6,000 | | (6,000) |
| 100-140-515.100 | TELECOMMUNICATIONS | 652 | | | | |
| 100-140-530.100 | CONTRACT SERVICES | 194,062 | 60,000 | 60,000 | 60,000 | |
| 100-140-540.200 | SPECIAL EXPENSES | 431 | 11,200 | 11,200 | 6,200 | (5,000) |
| | SUBTOTAL | 197,624 | 78,030 | 78,030 | 67,030 | (11,000) |
| | GENERAL FUND TOTAL | 464,341 | 455,513 | 462,623 | 522,669 | 60,047 |



CITY MANAGER

Budget Detail Worksheet

Dept: City Manager Program: City Manager-140

Fund: 100-General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|------------------------|-----------------------|---------------------------|---------------------------|---|
| Personnel Costs | | | | |
| 501.100 | Salaries-Full-Time | 272,061 | 356,276 | City Manager, Human Resources Director 50%, Executive Assistant and Office Assistant. |
| 501.400 | Salaries-Overtime | 1,000 | | Overtime for Office Assistant and Executive Assistant. Based on usage. |
| 501.500 | Longevity | 435 | 625 | Per MOU. |
| 505.100 | Flexible Benefit | 39,170 | 46,574 | Monthly benefits include cafeteria increases for mid-mgmt, classified employees and CMT members. |
| 505.200 | Retirement | 51,910 | 44,290 | Retirement costs. |
| 505.201 | PARS Contribution | 13,746 | | Retirement contribution for PARS. |
| 505.300 | Medicare Contribution | 4,519 | 5,850 | 1.45 % of salary. |
| 505.700 | City-Paid Insurance | 1,751 | 2,024 | Life insurance, Long-term disability and employee-assistance program benefit for classified and mid-management employees and CMT members. |
| Subtotal | | 384,593 | 455,639 | |
| Operations | | | | |
| 510.100 | Office Supplies | 800 | 800 | Planner refills, and misc. supplies. |
| 510.200 | Reprographics | 30 | 30 | For City Manager business cards. |
| 510.620 | Travel/Meetings | 6,000 | | Washington D.C. trip to meet with lobbyist (for three City representatives). |
| 530.100 | Contract Services | 60,000 | 60,000 | Washington D.C. Lobbyist |
| 540.200 | Special Expenses | 11,200 | 6,200 | Sponsored employee programs, events and other agency meeting supplies. |
| Subtotal | | 78,030 | 67,030 | |
| PROGRAM TOTAL | | 462,623 | 522,669 | |



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, pay & benefit 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.
- Coordinate efforts for upcoming labor contract negotiations, providing for cost effective management of employee salaries and benefits.

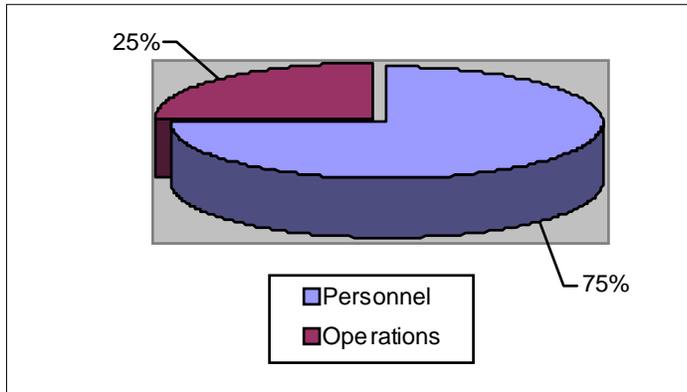
ACCOMPLISHMENTS

- Advertised and recruited key positions to provide departmental support and assist in further programs and projects, to include Director of Public Works.
- Limited workers' compensation and general liability exposure to the City through enhanced training programs, and field inspections.
- Provided city wide staff development trainings – to include emergency preparedness training for handling of emergencies. Ensured compliance with state and federal training requirements.



ADMINISTRATIVE SERVICES

FINANCIAL HIGHLIGHTS

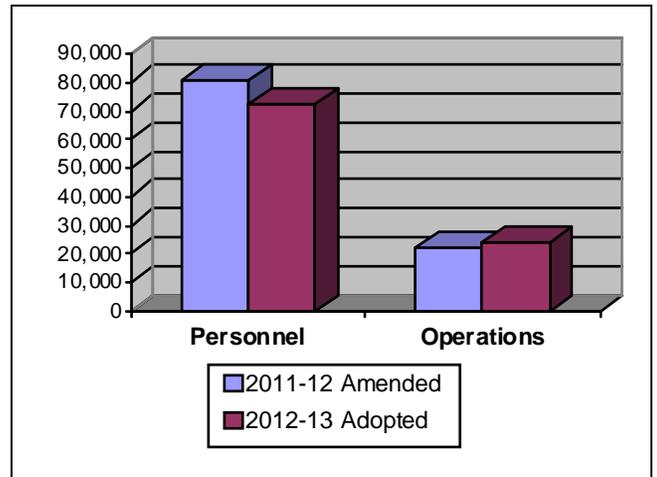


Department Expenditures by Category

| | |
|--------------|-----------------|
| Personnel | \$71,995 |
| Operations | 24,015 |
| Total | \$96,010 |

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|--------------------|--------------------|
| Personnel | \$80,583 | \$71,995 |
| Operations | 22,232 | 24,015 |
| Total | \$102,815 | \$96,010 |



SIGNIFICANT CHANGES: (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2012-13 of \$96,010 is a decrease of 6,805 for the following reasons:

| | |
|------------------------------------|------------------|
| Decrease in salaries and benefits. | (\$8,588) |
| Decrease in staff development. | (1,000) |
| Decrease in travel/meetings. | (1,000) |
| Increase in recruitment | 3,783 |
| Department Total | (\$6,805) |



ADMINISTRATIVE SERVICES

DEPARTMENT EXPENDITURES

ADMINISTRATIVE SERVICES -150

GENERAL FUND (100-150)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|---------------------------|----------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| <u>PERSONNEL</u> | | | | | | |
| 100-150-501.100 | SALARIES - FULL-TIME | 54,649 | 53,872 | 53,872 | 58,268 | 4,396 |
| 100-150-501.300 | SALARY: PART-TIME | | 10,000 | 10,000 | | (10,000) |
| 100-150-501.500 | LONGEVITY PAY | 75 | 75 | 75 | 75 | |
| 100-150-505.100 | FLEXIBLE BENEFITS | 6,302 | 6,302 | 6,302 | 6,482 | 180 |
| 100-150-505.200 | RETIREMENT | 9,516 | 9,203 | 9,203 | 5,973 | (3,230) |
| 100-150-505.300 | MEDICARE CONTRIBUTION | 885 | 874 | 874 | 940 | 66 |
| 100-150-505.700 | CITY-PAID INSURANCE | 245 | 257 | 257 | 257 | |
| | SUBTOTAL | 71,672 | 80,583 | 80,583 | 71,995 | (8,588) |
| <u>OPERATIONS</u> | | | | | | |
| 100-150-510.100 | OFFICE SUPPLIES | 1,315 | 1,000 | 1,000 | 1,000 | |
| 100-150-510.400 | SUBSCRIPTIONS/PUBLICATIONS | 140 | 250 | 250 | 250 | |
| 100-150-510.600 | STAFF DEVELOPMENT | 711 | 1,000 | 1,000 | | (1,000) |
| 100-150-510.605 | CITYWIDE STAFF DEVELOPMENT | | 1,500 | 1,500 | 1,500 | |
| 100-150-510.610 | MEMBERSHIP/DUES | 100 | 165 | 165 | 165 | |
| 100-150-510.620 | TRAVEL/MEETINGS | | 1,000 | 1,000 | | (1,000) |
| 100-150-510.630 | BENEFIT REIMBURSEMENT | 2,655 | 8,600 | 8,600 | 8,600 | |
| 100-150-510.800 | RECRUITMENT | 10,092 | 8,000 | 4,217 | 8,000 | 3,783 |
| 100-150-530.100 | CONTRACT SERVICES | 3,596 | 3,500 | 3,500 | 3,500 | |
| 100-150-540.200 | SPECIAL EXPENSES | 1,400 | 1,000 | 1,000 | 1,000 | |
| | SUBTOTAL | 20,009 | 26,015 | 22,232 | 24,015 | 1,783 |
| GENERAL FUND TOTAL | | 91,681 | 106,598 | 102,815 | 96,010 | (6,805) |



ADMINISTRATIVE SERVICES

Budget Detail Worksheet

Dept: Administrative Svcs.

Program: Administrative Svcs.-150

Fund: 100-General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-------------|----------------------------|------------------------------|------------------------------|--|
| | Personnel Costs | | | |
| 501.100 | Salaries-Full-time | 53,872 | 58,268 | 50% Human Resources Director Salary. |
| 501.300 | Salaries-Part-time | 10,000 | | Office Assistant. |
| 501.500 | Longevity Pay | 75 | 75 | Per MOU. |
| 505.100 | Flexible Benefits | 6,302 | 6,482 | Cafeteria plan for Human Resources Director. |
| 505.200 | Retirement | 9,203 | 5,973 | Retirement costs. |
| 505.300 | Medicare Contribution | 874 | 940 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 257 | 257 | LTD, Life and AD&D. |
| | Subtotal | 80,583 | 71,995 | |
| | Operations | | | |
| 510.100 | Office Supplies | 1,000 | 1,000 | Various office supplies. |
| 510.400 | Subscriptions/Publications | 250 | 250 | Subscriptions to personnel/risk management publications including mandated labor posters for all City Buildings. |
| 510.600 | Staff Development | 1,000 | | Staff training including personnel & risk mgmt. and customer service workshops. |
| 510.605 | Citywide Staff Development | 1,500 | 1,500 | Projected city-wide staff development and trainings in diversity, customer service, time management, CPR, and other important organizational development areas . |
| 510.610 | Memberships/Dues | 165 | 165 | Membership in personnel, risk management and city administration associations; including MMASC membership for Assistant to the City Manager. |
| 510.620 | Travel/Meetings | 1,000 | | Attendance at Personnel / Risk Management seminars. |
| 510.630 | Benefit Reimbursement | 8,600 | 8,600 | Employee tuition reimbursement reserve (up to \$1,800 per qualified employee), and reimbursement expenses related to employee wellness program. |
| 510.800 | Recruitment | 4,217 | 8,000 | Recruitment expenses. |
| 530.100 | Contract Services | 3,500 | 3,500 | FLSA Manual (\$500); Liebert Cassidy consortium (\$3,000). |
| 540.200 | Special Expenses | 1,000 | 1,000 | Misc. costs for departmental operations including employee programs, and contingency. |
| | Subtotal | 22,232 | 24,015 | |
| | PROGRAM TOTAL | 102,815 | 96,010 | |



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 a Government Access Cable Television Channel, the City of Lawndale's Community Cable Television Channel 3 and 22.

TYPICAL TASKS

- Providing "quality plus" level of customer service to all customers of the CATV Division.
- The maintenance, development, operation and programming of two twenty-four hour, seven day a week CATV 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 quality 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 and networks.
- Provide ongoing in-house staff training in all areas of CATV job performance.

GOALS

- To continue to produce City based magazine format show, to serve as a program vehicle to present video of citywide events and services.
- To create new, community based city produced programming to enhance viewer understanding of community issues, city programs and services.
- Continue to increase the quality of the Community Cable Channel 3 and 22 Bulletin Board viewer experience by incorporating compelling new still and video based public service announcements, public notices, sponsorship information, Channel 22 program schedule and municipal/community 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 on demand services.
- Continue to provide professional quality administrative, operations and production support services for public access programming funded by grants through the Lawndale Cable Commission.
- 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 hours of 6am through 12am daily.
- Acquired over 16 new or additional program series or special regional or government produced programming to augment City



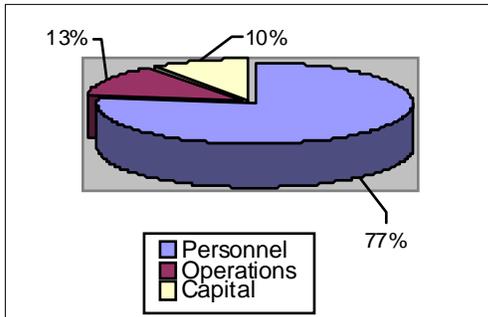
produced programming on Channel 22. Programming genres include health and fitness, environmental conservation and recycling, educational programming, public awareness, children's programming, entertainment, cooking and lifestyle, public service information, and local sports and events.

- 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 3 and 22.
- Produced approximately 60 hours of live City Council Meeting coverage and over 61 hours of sports programming.
- Produced six "Lawndale Living" magazine format shows highlighting various city events and programs. Produced eight "Lawndale

Matters" TV shows highlighting various Lawndale public affairs issues. Produced three episodes of "Coffee With Keith" featuring the development of the new Community Center.

- Aired over 200 unique TV shows for over 4000 hours of community based television.
- Provided administrative and regulatory oversight assistance of cable franchise related issues.
- Created and cable-cast over 500 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

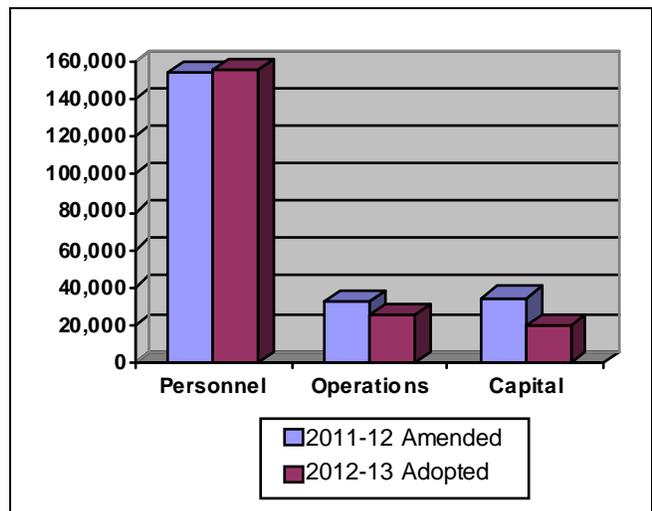


Department Expenditures by Category

| | |
|--------------|------------------|
| Personnel | \$156,160 |
| Operations | 25,405 |
| Capital | 20,000 |
| Total | \$201,565 |

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|------------------|------------------|
| Personnel | \$154,828 | \$156,160 |
| Operations | 32,585 | 25,405 |
| Capital | 34,750 | 20,000 |
| Total | \$222,163 | \$201,565 |



■ **SIGNIFICANT CHANGES:** (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2012-13 of \$201,565 is a decrease of \$20,598 for the following reasons:

| | |
|------------------------------------|-------------------|
| Decrease in office equipment. | (\$14,750) |
| Decrease in grants and awards | (2,500) |
| Decrease in equipment maintenance. | (3,820) |
| Other miscellaneous increases. | 472 |
| Department Total | (\$20,598) |



DEPARTMENT EXPENDITURES

CABLE TELEVISION - 170

GENERAL FUND (100-170)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|---------------------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| PERSONNEL | | | | | | |
| 100-170-501.100 | SALARIES - FULL-TIME | 53,101 | 78,268 | 78,268 | 84,654 | 6,387 |
| 100-170-501.300 | SALARIES - PART-TIME | 47,132 | 35,993 | 35,993 | 35,993 | |
| 100-170-501.400 | SALARIES - OVERTIME | | 100 | 100 | 100 | |
| 100-170-501.500 | LONGEVITY PAY | 407 | 360 | 360 | 360 | |
| 100-170-505.100 | FLEXIBLE BENEFIT | 7,436 | 11,344 | 11,344 | 11,668 | 324 |
| 100-170-505.200 | RETIREMENT | 9,093 | 13,413 | 13,413 | 8,704 | (4,709) |
| 100-170-505.300 | MEDICARE CONTRIBUTION | 1,562 | 1,305 | 1,305 | 1,402 | 97 |
| 100-170-505.700 | CITY-PAID INSURANCE | 289 | 463 | 463 | 463 | |
| | SUBTOTAL | 119,020 | 141,244 | 141,244 | 143,344 | 2,099 |
| OPERATIONS | | | | | | |
| 100-170-530.100 | CONTRACT SERVICES | 10,044 | 8,465 | 8,465 | 8,180 | (285) |
| | SUBTOTAL | 10,044 | 8,465 | 8,465 | 8,180 | (285) |
| CAPITAL | | | | | | |
| 100-170-550.200 | OFFICE EQUIPMENT | 22,803 | 34,750 | 34,750 | | (34,750) |
| | SUBTOTAL | 22,803 | 34,750 | 34,750 | | (34,750) |
| | GENERAL FUND TOTAL | 151,867 | 184,459 | 184,459 | 151,524 | (32,936) |

CABLE TELEVISION - 170

CABLE ACCESS FUND (217-170)

| | | | | | | |
|------------------|------------------------------|---------------|---------------|---------------|---------------|--------------|
| PERSONNEL | | | | | | |
| 217-170-501.100 | SALARIES - FULL-TIME | 36,684 | 8,696 | 8,696 | 9,406 | 710 |
| 217-170-501.200 | SALARIES - ELECTED/APPOINTED | 180 | 900 | 900 | 900 | |
| 217-170-501.300 | SALARIES - PART-TIME | | | | | |
| 217-170-501.400 | SALARY: OVERTIME | | 1,000 | 1,000 | | (1,000) |
| 217-170-501.500 | LONGEVITY | 164 | 40 | 40 | 40 | |
| 217-170-505.100 | FLEX BENEFIT | 5,168 | 1,260 | 1,260 | 1,296 | 36 |
| 217-170-505.200 | RETIREMENT | 6,319 | 1,490 | 1,490 | 967 | (523) |
| 217-170-505.300 | MEDICARE | 610 | 145 | 145 | 156 | 11 |
| 217-170-505.700 | CITY-PAID INSURANCE | 201 | 51 | 51 | 51 | |
| | SUBTOTAL | 49,326 | 13,583 | 13,583 | 12,817 | (767) |



CABLE TELEVISION - 170

CABLE ACCESS FUND (217-170)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|---------------------------|-------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| <u>OPERATIONS</u> | | | | | | |
| 217-170-510.100 | OFFICE SUPPLIES | 167 | 100 | 250 | 1,100 | 850 |
| 217-170-510.600 | STAFF TRAINING AND DEV. | 250 | 250 | 250 | 250 | |
| 217-170-510.610 | MEMBERSHIPS/DUES | 375 | 375 | 450 | 25 | (425) |
| 217-170-510.620 | TRAVEL AND MEETINGS | | 200 | 900 | | (900) |
| 217-170-510.650 | MILEAGE REIMBURSEMENT | | | 200 | 100 | (100) |
| 217-170-520.510 | EQUIPMENT MAINTENANCE | | 11,820 | 11,820 | 8,000 | (3,820) |
| 217-170-520.600 | VEHICLE MAINTENANCE | | 1,000 | 1,000 | 1,000 | |
| 217-170-520.610 | VEHICLE FUEL | 110 | 250 | 250 | 250 | |
| 217-170-540.110 | COMM. GRANTS AND AWARDS | 1,100 | 1,100 | 5,000 | 2,500 | (2,500) |
| 217-170-540.200 | SPECIAL EXPENSES | 1,640 | 3,000 | 4,000 | 4,000 | |
| | SUBTOTAL | 3,642 | 18,095 | 24,120 | 17,225 | (6,895) |
| <u>CAPITAL</u> | | | | | | |
| 217-170-550.200 | VIDEO EQUIPMENT | | | | 20,000 | 20,000 |
| | SUBTOTAL | | | | 20,000 | 20,000 |
| CABLE ACCESS TOTAL | | 52,968 | 31,678 | 37,703 | 50,042 | 12,338 |
| ALL FUNDS TOTAL | | 204,835 | 216,138 | 222,163 | 201,565 | (20,598) |



Budget Detail Worksheet

Dept: LCUC **Program:** Cable Television - 170

Fund: 100-General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-------------|------------------------------|---------------------------|---------------------------|--|
| | <u>Personnel</u> | | | |
| 501.100 | Salaries - Full-Time | 78,268 | 84,654 | Cable TV Supervisor. |
| 501.300 | Salaries - Part-Time | 35,993 | 35,993 | Part-Time services as needed . |
| 501.400 | Salary- Over Time | 100 | 100 | Anticipated overtime. |
| 501.500 | Longevity Pay | 360 | 360 | Per MOU. |
| 505.100 | Flexible Benefits | 11,344 | 11,668 | Cafeteria Plan. |
| 505.200 | Retirement | 13,413 | 8,704 | Retirement Contribution for PERS. |
| 505.300 | Medicare Contribution | 1,305 | 1,402 | 1.45% of salary. |
| 505.700 | City-paid Insurance | 463 | 463 | Life Insurance and AD&D. |
| | Subtotal | 141,244 | 143,344 | |
| | <u>Operations</u> | | | |
| 530.100 | Contract Services | 8,465 | 8,180 | 1 yr. Rimage -service contract (\$1,835), Cablecast System - Service Contract (\$1,645), professional sports announcers (\$3,500), CIF Broadcast Rights Fees (\$1200). Reflects a \$285 decrease primarily for equipment that is no longer eligible for contract repair. |
| | Subtotal | 8,465 | 8,180 | |
| | <u>Capital Outlay</u> | | | |
| 550.200 | Other Equipment | 34,750 | | |
| | Subtotal | 34,750 | | |
| | Program Total | 184,459 | 151,524 | |

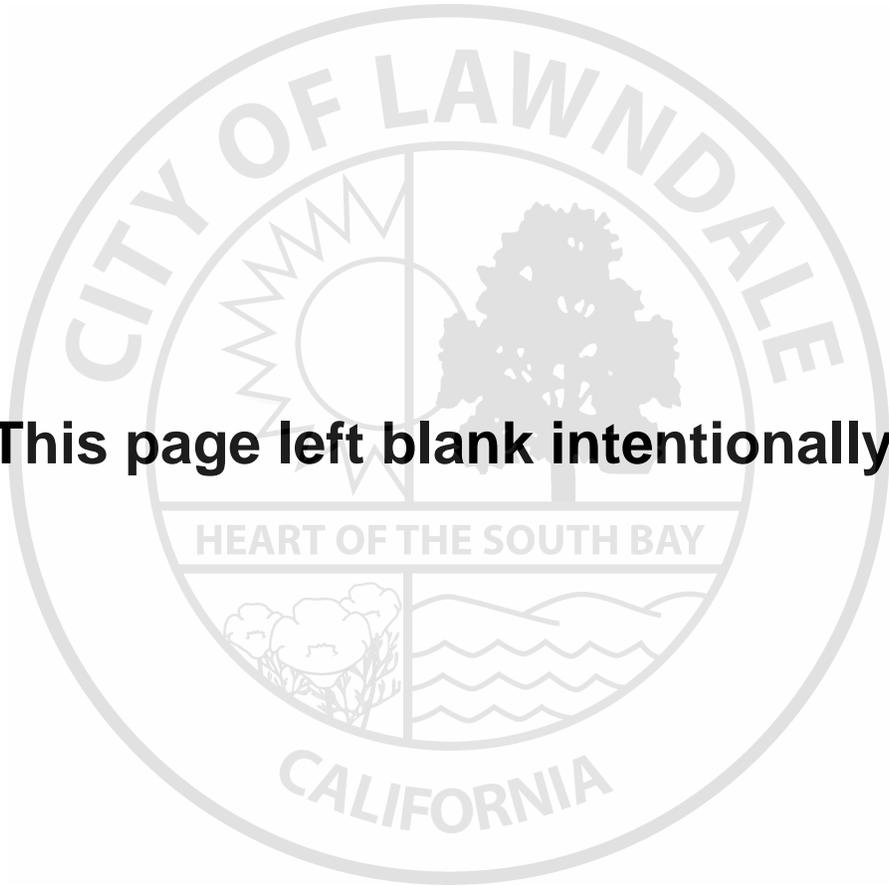


CABLE TV

| Dept: LCUC | | Program: Cable Usage / Channel 22 | | |
|------------------------|------------------------------|-----------------------------------|----------------|--|
| Fund: 217-LCUC | | Amended Budget | Adopted Budget | |
| Account No. | Line Item | 2011-12 | 2012-13 | Description |
| Personnel | | | | |
| 501.100 | Salaries - Full-Time | 8,696 | 9,406 | Cable TV Supervisor. |
| 501.200 | Salaries - Elected/Appointed | 900 | 900 | Meeting stipend. |
| 501.400 | Overtime | 1,000 | | Anticipated Overtime . |
| 501.500 | Longevity | 40 | 40 | Per MOU. |
| 505.100 | Flexible Benefits | 1,260 | 1,296 | Cafeteria Benefits. |
| 505.200 | Retirement | 1,490 | 967 | Retirement costs. |
| 505.300 | Medicare Contribution | 145 | 156 | 1.45% of salary. |
| 505.700 | City-paid Insurance | 51 | 51 | Life Insurance and AD&D. |
| Subtotal | | 13,583 | 12,817 | |
| Operations | | | | |
| 510.100 | Office Supplies | 250 | 1,100 | Provides for office supplies/equipment (\$150), 2 year color printer toner replacement (\$450) and CityTV Uniform Shirts (\$500) |
| 510.600 | Staff Training | 250 | 250 | Miscellaneous training. |
| 510.610 | Memberships/Dues | 450 | 25 | SCAN / NATOA memberships. |
| 510.620 | Travel & Meetings | 900 | | SCAN/NATOA Spring Conference, SCAN/NATOA Programming Swap-a-thon |
| 510.650 | Mileage Reimbursement | 200 | 100 | Mileage reimbursement for staff. |
| 520.510 | Equip. Maintenance | 11,820 | 8,000 | Video systems repair and calibration. Reflects a \$3820 decrease for deferred maintenance for 4 Ikegami cameras. |
| 520.600 | Vehicle Maintenance | 1,000 | 1,000 | Maintenance, repair & body work. |
| 520.610 | Vehicle Fuel | 250 | 250 | Video van travel; based on historical usage. |
| 540.110 | Comm. Grants and Awards | 5,000 | 2,500 | Cable Commission awarded grants and awards fund. Includes anticipated grants for ECHS "Green Show" (\$2,500). |
| 540.200 | Special Expenses | 4,000 | 4,000 | Videotape, Blank DVDs, DVD Printer ribbons, cable, connectors, digital storage media, CATV tools, gaffer's tape, bulbs, incidental items/supplies. software & upgrades, video accessories. |
| Subtotal | | 24,120 | 17,225 | |
| Capital Outlay | | | | |
| 550.200 | Other Equipment | | 20,000 | TRMS Cablecast broadcast equipment upgrades and archive |
| Subtotal | | | 20,000 | |
| Program Total | | 37,703 | 50,042 | |
| ALL FUNDS TOTAL | | 222,163 | 201,565 | |



This page left blank intentionally.



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.

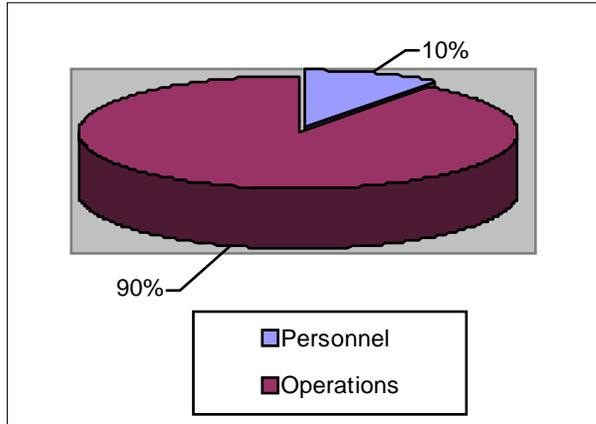
ACCOMPLISHMENTS

- 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

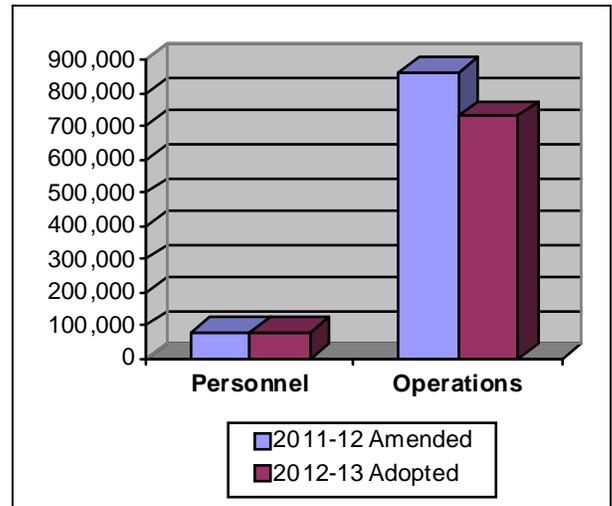


Department Expenditures by Category

| | |
|--------------|------------------|
| Personnel | \$80,600 |
| Operations | 731,064 |
| Total | \$811,664 |

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|--------------------|--------------------|
| Personnel | \$80,600 | \$80,600 |
| Operations | 864,464 | 731,064 |
| Total | \$927,064 | \$811,664 |



SIGNIFICANT CHANGES: (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2012-13 of \$811,664 is a decrease of \$115,400 due to the following changes:

| | |
|---------------------------------|--------------------|
| Decrease in telecommunications. | (\$17,400) |
| Increase in water. | 2,000 |
| Decrease contingency reserve. | (100,000) |
| Department Total | (\$115,400) |



GENERAL OPERATIONS

GENERAL OPERATIONS - 160

GENERAL FUND (100-160)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|---------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| PERSONNEL | | | | | | |
| 100-160-505.200 | PERS CONTRIBUTION | 3,370 | 3,600 | 3,600 | 3,600 | |
| 100-160-505.600 | RETIREE'S HEALTH BENEFIT | 77,397 | 77,000 | 77,000 | 77,000 | |
| | SUBTOTAL | 80,767 | 80,600 | 80,600 | 80,600 | |
| OPERATIONS | | | | | | |
| 100-160-510.100 | OFFICE SUPPLIES | 11,720 | 11,000 | 11,000 | 11,000 | |
| 100-160-510.300 | POSTAGE | 14,394 | 22,000 | 18,000 | 18,000 | |
| 100-160-515.100 | TELECOMMUNICATIONS | 122,718 | 116,700 | 116,700 | 99,300 | (17,400) |
| 100-160-515.200 | ELECTRICITY | 4,935 | 4,500 | 4,500 | 4,500 | |
| 100-160-515.300 | NATURAL GAS | 12,458 | 8,000 | 8,000 | 8,000 | |
| 100-160-515.400 | WATER | 11,001 | 11,000 | 8,000 | 10,000 | 2,000 |
| 100-160-520.120 | BUILDING EQUIPMENT MAINT | 741 | 2,000 | 2,000 | 2,000 | |
| 100-160-520.500 | EQUIPMENT RENTAL | 33,784 | 35,000 | 35,000 | 35,000 | |
| 100-160-525.200 | LIABILITY INSURANCE | 285,915 | 248,616 | 248,616 | 248,616 | |
| 100-160-525.300 | PROPERTY INSURANCE | 38,718 | 44,000 | 44,000 | 44,000 | |
| 100-160-525.400 | WORKERS COMP INS PREMIUM | 120,197 | 150,246 | 150,246 | 150,246 | |
| 100-160-525.600 | UNEMPLOYMENT INSURANCE | 36,140 | 30,000 | 30,000 | 30,000 | |
| 100-160-530.100 | CONTRACT SERVICES | 8,000 | 8,400 | 8,400 | 8,400 | |
| 100-160-530.800 | MEDICAL & HEALTH TESTING | 907 | 2,500 | 2,500 | 2,500 | |
| 100-160-540.300 | CONTINGENCY RESERVE | | 10,000 | 100,000 | | (100,000) |
| 100-160-545.100 | DEBT SERVICE PAYMENTS | 32,298 | 30,807 | 30,807 | 30,807 | |
| 100-160-545.400 | INTEREST EXPENSE | 27,309 | 28,695 | 28,695 | 28,695 | |
| | SUBTOTAL | 761,235 | 763,464 | 846,464 | 731,064 | (115,400) |
| | GENERAL FUND TOTAL | 842,002 | 844,064 | 927,064 | 811,664 | (115,400) |



GENERAL OPERATIONS

Budget Detail Worksheet

Dept: General Operations

Program: General Operations - 160

Fund: 100-General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-------------|----------------------------|---------------------------|---------------------------|---|
| | <u>Personnel</u> | | | |
| 505.200 | PERS Contribution | 3,600 | 3,600 | Premium for 1959 Survivor Benefits. |
| 505.600 | Retiree's Health Insurance | 77,000 | 77,000 | Premium payments for retiree health benefits per prior years and current year trends and actual. |
| | Subtotal | 80,600 | 80,600 | |
| | <u>Operations</u> | | | |
| 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 | 116,700 | 99,300 | 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 | 4,500 | 4,500 | 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 | 8,000 | 10,000 | 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 | 35,000 | 35,000 | Lease & maintenance agreements for copiers, mail meter, fax. New postage meter, copier contract etc. |
| 525.200 | Liability Insurance | 248,616 | 248,616 | JPIA Annual Premium; includes primary deposit; Crime Prevention insurance (\$1,200). |



GENERAL OPERATIONS

Budget Detail Worksheet

Dept: General Operations

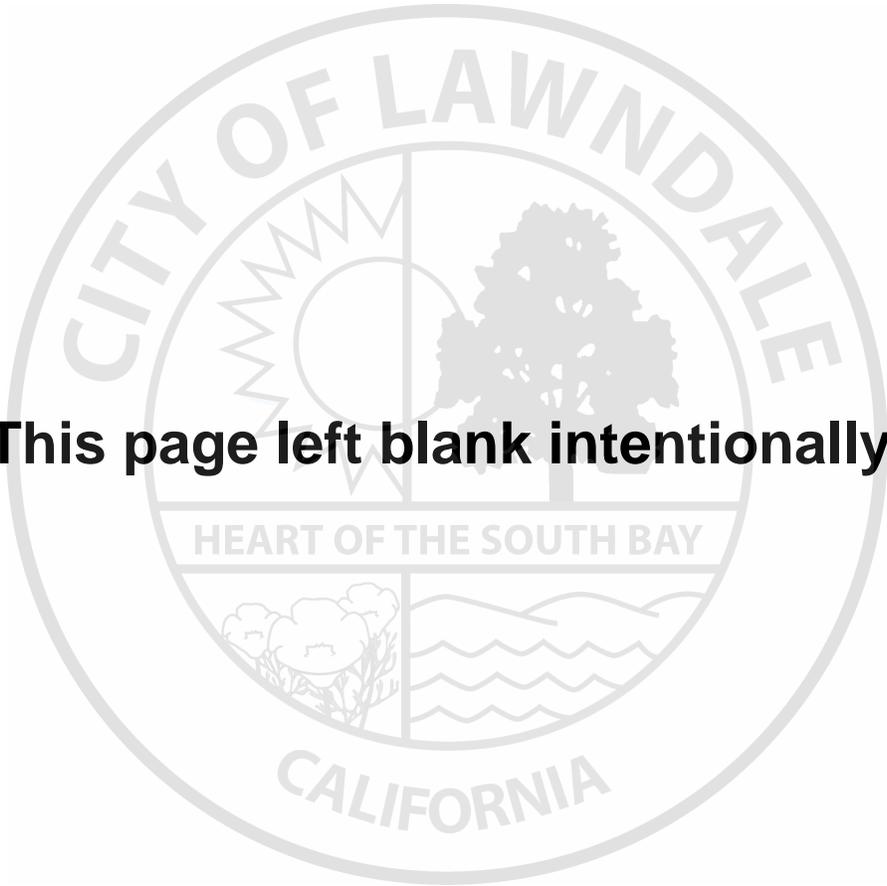
Program: General Operations - 160

Fund: 100-General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-------------|--------------------------------|---------------------------|---------------------------|---|
| | (Operations, Continued) | | | |
| 525.300 | Property Insurance | 44,000 | 44,000 | JPIA Annual Premium; includes primary and environmental liability deposit. |
| 525.400 | Worker's Compensation | 150,246 | 150,246 | JPIA Annual Premium; includes general liability, WC primary and WC excess pool deposits. |
| 525.600 | Unemployment Insurance | 30,000 | 30,000 | 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. |
| 540.300 | Contingency Reserve | 100,000 | | Costs for new Community Center. |
| 545.100 | Debt Service Payments | 30,807 | 30,807 | I-Bank Loan. |
| 545.400 | Interest Expense | 28,695 | 28,695 | I-Bank Loan. |
| | Subtotal | 846,464 | 731,064 | |
| | PROGRAM TOTAL | 927,064 | 811,664 | |



This page left blank intentionally.



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 Redevelopment 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.

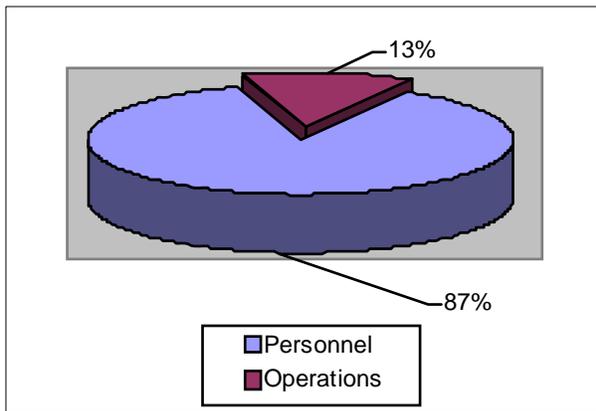


ACCOMPLISHMENTS

- Issued City's 2010-11 Comprehensive Annual Financial Report (CAFR).
- Issued City's 2011-12 annual operating budget.
- Completed 2010-11 in house State Controller's reports for the City, Lawndale Redevelopment 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, Redevelopment 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.

FINANCIAL HIGHLIGHTS

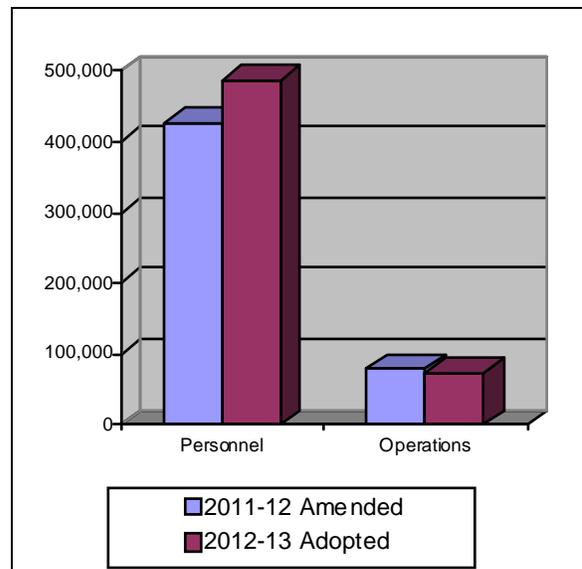


Department Expenditures by Category

| | |
|--------------|------------------|
| Personnel | \$487,886 |
| Operations | 73,450 |
| Total | \$561,426 |

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|------------------|------------------|
| Personnel | \$427,730 | \$487,886 |
| Operations | 78,170 | 73,450 |
| Total | \$505,900 | \$561,426 |



■ **SIGNIFICANT CHANGES:** (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2012-13 of \$561,426 (exclusive of Information Systems) is an increase of \$55,527 due to the following changes:

| | |
|----------------------------------|-----------------|
| Increase in salary and benefits. | \$60,157 |
| Decrease in contract services. | (2,930) |
| Other miscellaneous changes. | (1,700) |
| Department Total | \$55,527 |



FINANCE

DEPARTMENT EXPENDITURES

FINANCE - 190

GENERAL FUND (100-190)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|---------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| PERSONNEL | | | | | | |
| 100-190-501.100 | SALARIES - FULL-TIME | 295,347 | 286,045 | 286,045 | 348,290 | 62,246 |
| 100-190-501.300 | SALARIES - PART-TIME | 17,777 | 19,375 | 19,375 | 19,375 | |
| 100-190-501.400 | SALARIES - OVERTIME | 194 | 200 | 1,500 | 1,500 | |
| 100-190-501.500 | LONGEVITY PAY | 683 | 700 | 895 | 1,005 | 110 |
| 100-190-501.600 | AUTO ALLOWANCE | 978 | 975 | 975 | 1,125 | 150 |
| 100-190-505.100 | FLEXIBLE BENEFIT | 55,028 | 49,877 | 49,877 | 57,942 | 8,065 |
| 100-190-505.200 | RETIREMENT | 50,527 | 54,998 | 54,998 | 41,573 | (13,424) |
| 100-190-505.201 | PARS CONTRIBUTION | 6,533 | 6,991 | 6,991 | 8,725 | 1,734 |
| 100-190-505.300 | MEDICARE CONTRIBUTION | 4,679 | 4,898 | 4,898 | 5,921 | 1,023 |
| 100-190-505.700 | CITY-PAID INSURANCE | 2,079 | 2,177 | 2,177 | 2,430 | 254 |
| | SUBTOTAL | 433,825 | 426,235 | 427,729 | 487,886 | 60,157 |
| OPERATIONS | | | | | | |
| 100-190-510.100 | OFFICE SUPPLIES | 3,396 | 4,800 | 4,800 | 4,000 | (800) |
| 100-190-510.200 | REPROGRAPHICS | 3,503 | 3,500 | 3,500 | 3,500 | |
| 100-190-510.400 | SUBSCRIP./PUBLICATIONS | 196 | 50 | 70 | 70 | |
| 100-190-510.600 | STAFF DEVELOPMENT | | 320 | 500 | 500 | |
| 100-190-510.610 | MEMBERSHIP/DUES | 175 | 500 | 600 | 600 | |
| 100-190-510.620 | TRAVEL/MEETINGS | 325 | 1,100 | 1,200 | 300 | (900) |
| 100-190-510.650 | MILEAGE REIMBURSEMENT | 9 | 50 | 50 | 50 | |
| 100-190-530.100 | CONTRACT SERVICES | 62,749 | 66,350 | 66,350 | 63,420 | (2,930) |
| 100-190-530.500 | LEGAL ADVERTISING | | 50 | 100 | 100 | |
| 100-190-540.200 | SPECIAL EXPENSES | 602 | 500 | 1,000 | 1,000 | |
| | SUBTOTAL | 70,955 | 77,220 | 78,170 | 73,540 | (4,630) |
| | GENERAL FUND TOTAL | 504,780 | 503,455 | 505,899 | 561,426 | 55,527 |



FINANCE

Budget Detail Worksheet

Dept: Finance
Fund: 100 - General Fund

Program: Finance-190

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-------------|----------------------------|------------------------|------------------------|---|
| | Personnel | | | |
| 501.100 | Salary - Full Time | 286,045 | 348,290 | Includes Finance Director, Accounting Manager, Payroll/Accounting and Accounting Specialists. |
| 501.300 | Salary - Part Time | 19,375 | 19,375 | 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 | 895 | 1,005 | Per MOU. |
| 501.600 | Auto Allowance | 975 | 1,125 | Auto allowance for Finance Director @ \$125/month. |
| 505.100 | Flexible Benefits | 49,877 | 57,942 | Monthly benefits include cafeteria for mid-management and classified employees and for CMT members. |
| 505.200 | Retirement | 54,998 | 41,573 | Retirement costs. |
| 505.201 | PARS Contribution | 6,991 | 8,725 | Retirement contribution for PARS. |
| 505.300 | Medicare Contribution | 4,898 | 5,921 | Employer paid share @ 1.45% of Salary. |
| 505.700 | City-Paid Insurance | 2,177 | 2,430 | Life Insurance, LTD, and AD&D. |
| | SUBTOTAL | 427,729 | 487,886 | |
| | Operations | | | |
| 510.100 | Office Supplies | 4,800 | 4,000 | Provides pens, pencils, file folders, labels, sheet protectors, tape, printer cartridges, paper. Based on historical usage. |
| 510.200 | Reprographics | 3,500 | 3,500 | Includes printing and binding of the budget, CAFR and numerous forms such as requisitions, checks and purchase orders. |
| 510.400 | Subscriptions/Publications | 70 | 70 | Calf. Society Municipal Finance Officers. |
| 510.600 | Staff Development | 500 | 500 | 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). |



FINANCE

Budget Detail Worksheet

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

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|---------------------------------------|-----------------------|---------------------------|---------------------------|---|
| <u>(Operations, Continued)</u> | | | | |
| 510.620 | Travel/Meetings | 1,200 | 300 | CSMFO Conference (Oakland). |
| 510.650 | Mileage Reimbursement | 50 | 50 | Includes reimbursement for use of personal vehicles for official business usage. |
| 530.100 | Contract Services | 66,350 | 63,420 | Contract with auditors (\$21,980), CBIZ Payroll (\$8,370), HDL (\$12,000); Tyler Technologies (\$4,700), B of A bank fees (\$16,370). |
| 530.500 | Legal Advertisements | 100 | 100 | Provides for two notices (budget and audit). |
| 540.200 | Special Expenses | 1,000 | 1,000 | Designated for unforeseen expenditures. |
| SUBTOTAL | | 78,170 | 73,540 | |
| PROGRAM TOTAL | | 505,899 | 561,426 | |



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 systems 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.

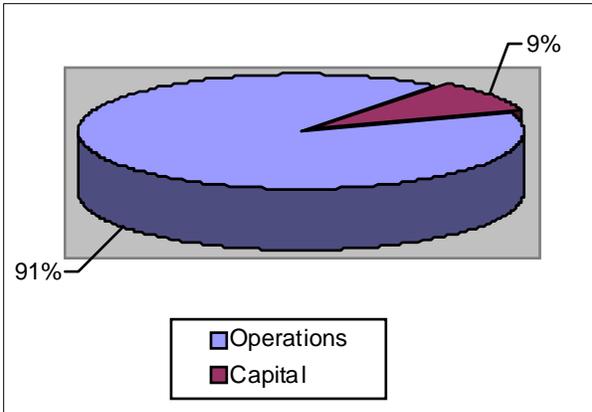
- Retention of staff resources for daily computer system maintenance and support.
- Effectively update the Hawthorne Boulevard Electronic Message Center.

ACCOMPLISHMENTS

- Coordinated upgrades, enhancements, and maintenance of City's automated permit tracking, code enforcement case management, and public request tracking system.
- Facilitated the relocation of computers, printers, phones and associated peripherals to the new Community Center Building, including facilitating all the necessary cabling and equipment necessary for integration to City's network.
- 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.
- 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.
- Effectively updated City's Hawthorne Boulevard Electronic Message Center.



FINANCIAL HIGHLIGHTS

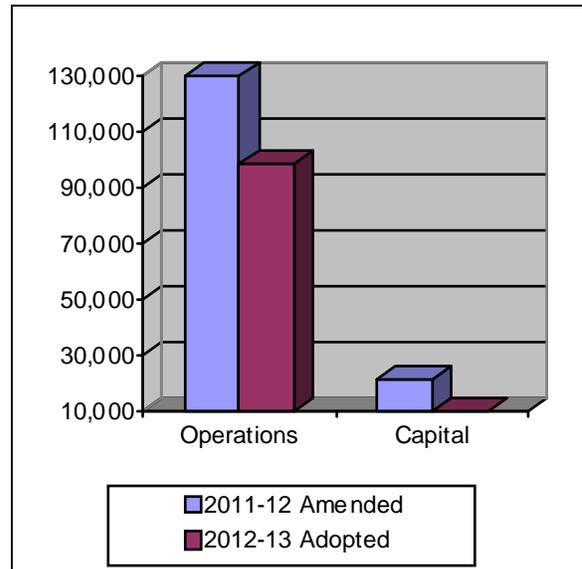


Department Expenditures by Category

| | |
|--------------|------------------|
| Operations | \$98,980 |
| Capital | 10,000 |
| Total | \$108,980 |

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|--------------------|--------------------|
| Operations | \$143,990 | \$98,980 |
| Capital | 21,500 | 10,000 |
| Total | \$165,490 | \$108,980 |



SIGNIFICANT CHANGES: (Fiscal Year 2011 Amended vs. Fiscal Year 2012 Adopted)

The Adopted Budget for FY 2012-13 of \$108,980 is a decrease of \$56,510 due to the following changes:

| | |
|--------------------------------|-------------------|
| Decrease in contract services. | (\$43,260) |
| Decrease in other equipment | (11,500) |
| Other miscellaneous changes. | (1,750) |
| Department Total | (\$56,510) |

INFORMATION SYSTEMS

DEPARTMENT EXPENDITURES

INFORMATION SYSTEMS - 180

GENERAL FUND (100-180)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|--------------------------|----------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| <u>OPERATIONS</u> | | | | | | |
| 100-180-510.100 | OFFICE SUPPLIES | 15 | 250 | 250 | 100 | (150) |
| 100-180-510.400 | SUBSCRIPTIONS/PUBLICATIONS | | 300 | 300 | 100 | (200) |
| 100-180-520.510 | EQUIP MAINTENANCE | 798 | 2,500 | 2,500 | 2,500 | |
| 100-180-530.100 | CONTRACT SERVICES | 98,936 | 139,440 | 139,440 | 96,180 | (43,260) |
| 100-180-540.200 | SPECIAL EXPENSES | 150 | 1,500 | 1,500 | 100 | (1,400) |
| | SUBTOTAL | 99,899 | 143,990 | 143,990 | 98,980 | (45,010) |
| <u>CAPITAL</u> | | | | | | |
| 100-180-550.400 | OTHER EQUIPMENT | 21,431 | 21,500 | 21,500 | 10,000 | (11,500) |
| | SUBTOTAL | 21,431 | 21,500 | 21,500 | 10,000 | (11,500) |
| | GENERAL FUND TOTAL | 121,330 | 165,490 | 165,490 | 108,980 | (56,510) |



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 all day 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.

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, traffic enforcement and special police and security services through contract with the Los Angeles County Sheriff's Department including ongoing maintenance and operations of the Sheriff's Service Center. Under the direction of and in coordination with the City Manager, conduct community-oriented policing and special operations including involvement in the neighborhood and business watch programs, schools, code enforcement, and parking activities.

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.
- 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.
- Detailed reports were provided comprising progress reports and details on Service Center operations, crimes, and responses.
- 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. Motor officers 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 officers. The



reports included the number of citations issued and number of violations charged.

- Graffiti abatement operations were conducted in an effort to reduce graffiti vandalism within the City. Use of the Q-Star FlashCam cameras continued as a successful deterrent to graffiti vandalism.
- Worked with MSD and the City Attorney's Office to recover the costs of 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 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.
- Participated in City's Anti-Graffiti Task Force.
- Enforced the tobacco retailer's license fee ordinance in conjunction with the Municipal

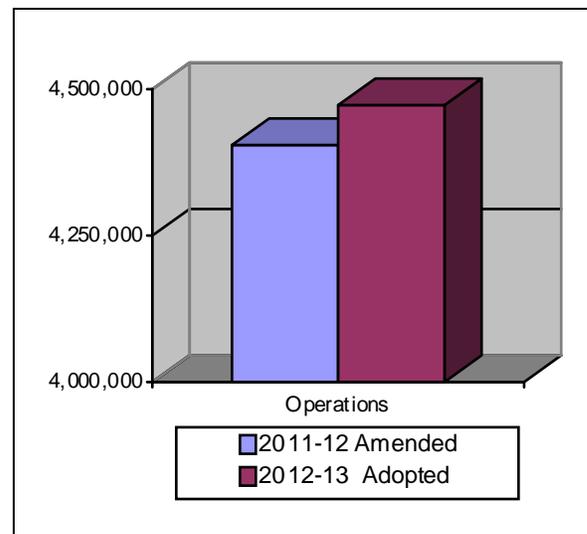
Services Department and Finance Department to help reduce the sales of tobacco products to minors.

- Conducted 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.
- Implemented COPS grant for surveillance cameras at both junior high schools.
- 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.
- An overall 17% reduction Part I (significant or major) crimes compared to previous year.

FINANCIAL HIGHLIGHTS

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|--------------------|--------------------|
| Operations | \$4,403,092 | \$4,473,259 |
| Total | \$4,403,092 | \$4,473,259 |



• **SIGNIFICANT CHANGES:** (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2012-13 of \$4,603,131 is an increase of \$70,167 due to the following changes:

Increase in L.A. County Sheriff services. \$70,167

| | |
|-------------------------|-----------------|
| Department Total | \$70,167 |
|-------------------------|-----------------|



PUBLIC SAFETY

DEPARTMENT EXPENDITURES

PUBLIC SAFETY - 210

GENERAL FUND (100-210)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|---------------------------|------------------|--------------------------|------------------------|------------------------|------------------------|
| OPERATIONS | | | | | | |
| 100-210-520.510 | EQUIPMENT MAINTENANCE | 2,186 | 800 | 1,400 | 800 | (600) |
| 100-210-525.200 | LIABILITY INSURANCE | 161,897 | 172,537 | 172,537 | 166,988 | (5,549) |
| 100-210-530.700 | COUNTY SHERIFF SERVICES | 4,281,908 | 4,083,638 | 4,083,638 | 4,174,703 | 91,065 |
| | SUBTOTAL | 4,445,991 | 4,256,975 | 4,257,575 | 4,342,491 | 84,916 |
| | GENERAL FUND TOTAL | 4,445,991 | 4,256,975 | 4,257,575 | 4,342,491 | 84,916 |

PUBLIC SAFETY - 210

STATE COPS GRANT(211-210)

| | | | | | | |
|-------------------|-------------------------------|----------------|----------------|----------------|----------------|--|
| OPERATIONS | | | | | | |
| 211-210-525.200 | LIABILITY INSURANCE | 4,320 | 4,453 | 4,453 | 4,453 | |
| 211-210-530.700 | COUNTY SHERIFF SERVICES | 108,000 | 111,316 | 111,316 | 111,316 | |
| | SUBTOTAL | 112,320 | 115,768 | 115,768 | 115,768 | |
| | STATE GRANT FUND TOTAL | 112,320 | 115,768 | 115,768 | 115,768 | |

PUBLIC SAFETY - 234

JUSTICE ASSISTED GRANT (234-210)

| | | | | | | |
|-------------------|-------------------------|------------------|------------------|------------------|------------------|-----------------|
| OPERATIONS | | | | | | |
| 234-210-530.700 | COUNTY SHERIFF SERVICES | 29,137 | 10,000 | 10,000 | 15,000 | 5,000 |
| 234-210-550.400 | OTHER EQUIPMENT | 22,994 | 19,749 | 19,749 | | (19,749) |
| | SUBTOTAL | 52,131 | 29,749 | 29,749 | 15,000 | (14,749) |
| | JAG GRAND TOTAL | 52,131 | 29,749 | 29,749 | 15,000 | (14,749) |
| | ALL FUNDS TOTAL | 4,610,442 | 4,402,492 | 4,403,092 | 4,473,259 | 70,167 |



PUBLIC SAFETY

Budget Detail Worksheet

| Dept: Public Safety | | Program: Police Services - 210 | | |
|------------------------|----------------------------|--------------------------------|------------------------|---|
| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
| Fund: | 100-General Fund | | | |
| | Operations | | | |
| 520.510 | Equipment Maintenance | 1,400 | 800 | Vehicle washing, laser certification and maintenance of other equipment as necessary. Reduction of \$600 due to cell phones being paid out of general operations account. |
| 525.200 | Liability Insurance | 172,537 | 166,988 | 4% of County Sheriff services contract. |
| 530.700 | County Sheriff Services | 4,083,638 | 4,174,703 | General and specialized public safety services. |
| Program Total | | 4,257,575 | 4,342,491 | |
| Fund: | 211-State COPS Grant | | | |
| | Operations | | | |
| 525.200 | Liability Insurance | 4,453 | 4,453 | 4% of County Sheriff services contract. |
| 530.700 | County Sheriff Services | 111,316 | 111,316 | Funds specified for use of additional deputy/no relief. |
| Program Total | | 115,768 | 115,768 | |
| Fund: | 234-Justice Assisted Grant | | | |
| | Operations | | | |
| 530.700 | County Sheriff Services | 10,000 | 15,000 | Fireworks suppression & Crosswalk Pedestrian Safety Operation. |
| 550.400 | Other Equipment | 19,749 | | Traffic enforcement speed trailer (\$17,000), automated license plate reader (\$33,000), handheld ticket writers (\$24,912). |
| Program Total | | 29,749 | 15,000 | |
| All Funds Total | | 4,403,092 | 4,473,259 | |



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.
- 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.

- Update the City's Multi-hazard functional plan.
- Increase public outreach for all divisions of the Department.
- 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

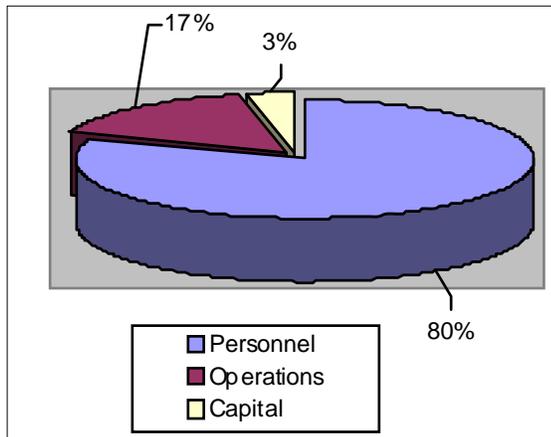
- Detailed monthly reports were provided comprising details on all MSD operations and activities.
- Worked with residents to encourage the safe and humane treatment of animals.
- Conducted a successful Pet Fair.
- Continued work with the Public Works Engineering Division, Traffic Committee, the Lawndale 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.
- Provided consistent and creative solutions to improve community parking concerns, including new parking payment alternatives, such as credit card payments, enhanced payment plans and community service alternatives.
- Implemented the new auto business vehicle storage ordinance.
- 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 residents to enhance the aesthetics of the community and improve property values.
- Maintained basic emergency preparedness functions in partnership with the Area G Coordinator.



MUNICIPAL SERVICES

- Conducted basic National Incident Management System (NIMS) training update for all new City staff.
- Conducted CERT training in conjunction with the Los Angeles County Fire Department for community members.
- Conducted evacuation drills with all City staff and evacuation training at the new Community Center.
- Conducted emergency preparedness training for City staff in conjunction with the Los Angeles County Fire Department.
- Worked with LASD and the City Attorney's Office to recover the costs of graffiti abatement operations from vandals.
- Continued Anti-Graffiti Task Force activities in conjunction with other City departments, the Sheriff's Department, the school districts and local community leaders.
- Worked with the school districts to attend events and school meetings to further the anti-graffiti message.
- 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 City Commissions and Committees to address concerns about Municipal Services Department activities.

FINANCIAL HIGHLIGHTS



Department Expenditures by Category

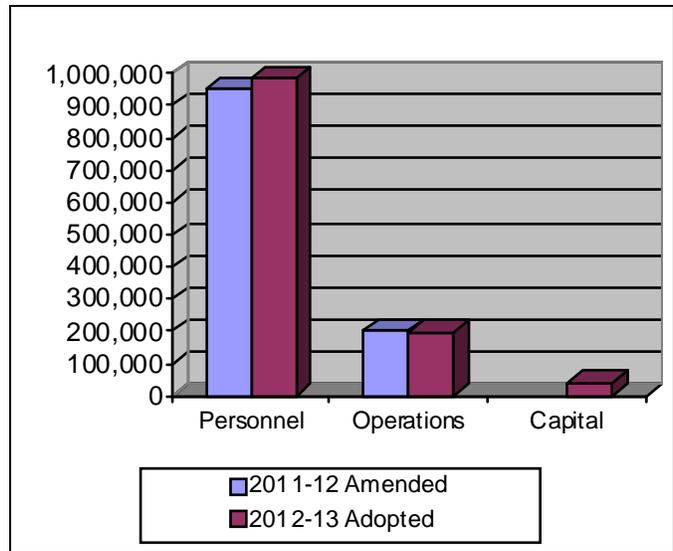
| | |
|-------------------|--------------------|
| Personnel | \$983,548 |
| Operations | 197,520 |
| Capital | 40,000 |
| Total: | \$1,221,068 |



MUNICIPAL SERVICES

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|----------------------------|----------------------------|
| Personnel | \$952,593 | \$983,548 |
| Operations | 199,670 | 197,520 |
| Capital | | 40,000 |
| Total | \$1,152,263 | \$1,221,068 |



SIGNIFICANT CHANGES: (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2013 of \$1,221,068 is an increase of \$68,805 due to the following changes:

| | |
|------------------------------------|-----------------|
| Increase in salaries and benefits. | \$30,955 |
| Increase in vehicle fuel. | 3,250 |
| Increase in capital. | 40,000 |
| Other miscellaneous changes. | (5,400) |
| Department Total | \$68,805 |



MUNICIPAL SERVICES

DEPARTMENT EXPENDITURES

MUNICIPAL SERVICES - 300

GENERAL FUND (100-300)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|---------------------------|----------------------------|------------------|--------------------------|------------------------|------------------------|------------------------|
| PERSONNEL | | | | | | |
| 100-300-501.100 | SALARIES - FULL-TIME | 613,603 | 575,446 | 575,446 | 650,665 | 75,219 |
| 100-300-501.300 | SALARIES - PART-TIME | 38,918 | 100,961 | 100,961 | 113,500 | 12,539 |
| 100-300-501.400 | SALARIES - OVERTIME | 194 | 2,700 | 2,700 | 2,700 | |
| 100-300-501.500 | LONGEVITY PAY | 1,650 | 1,950 | 1,950 | 2,100 | 150 |
| 100-300-505.100 | FLEXIBLE BENEFITS | 135,580 | 138,644 | 138,644 | 129,640 | (9,004) |
| 100-300-505.200 | RETIREMENT | 107,977 | 100,000 | 114,555 | 66,830 | (47,725) |
| 100-300-505.300 | MEDICARE CONTRIBUTION | 9,749 | 10,000 | 12,683 | 12,973 | 290 |
| 100-300-505.700 | CITY-PAID INSURANCE | 5,265 | 5,654 | 5,654 | 5,140 | (514) |
| SUBTOTAL | | 912,936 | 935,355 | 952,593 | 983,548 | 30,955 |
| OPERATIONS | | | | | | |
| 100-300-510.100 | OFFICE SUPPLIES | 4,936 | 4,800 | 4,800 | 4,800 | |
| 100-300-510.200 | REPROGRAPHICS | 1,978 | 5,500 | 5,500 | 5,500 | |
| 100-300-510.300 | POSTAGE | | | 100 | 100 | |
| 100-300-510.400 | SUBSCRIPTIONS/PUBLICATIONS | 188 | 196 | 200 | 200 | |
| 100-300-510.500 | UNIFORMS | 3,170 | 3,000 | 3,000 | 3,000 | |
| 100-300-510.600 | STAFF DEVELOPMENT | 78 | 700 | 850 | | (850) |
| 100-300-510.610 | MEMBERSHIP/DUES | 895 | 895 | 900 | 900 | |
| 100-300-510.620 | TRAVEL/MEETINGS | | | 300 | | (300) |
| 100-300-510.650 | MILEAGE REIMBURSEMENT | | | 250 | | (250) |
| 100-300-520.130 | JANITORIAL SUPPLIES | 29 | 150 | 150 | 150 | |
| 100-300-520.510 | EQUIPMENT MAINTENANCE | 6,702 | 1,500 | 1,500 | 1,500 | |
| 100-300-520.600 | VEHICLE MAINTENANCE | 12,607 | 13,000 | 13,000 | 13,000 | |
| 100-300-520.610 | VEHICLE FUEL | 10,227 | 13,750 | 13,750 | 17,000 | 3,250 |
| 100-300-530.100 | CONTRACT SERVICES | 111,048 | 136,500 | 136,500 | 136,500 | |
| 100-300-530.200 | PROFESSIONAL SERVICES | 4,792 | 5,000 | 5,470 | 5,470 | |
| 100-300-530.210 | TEMPORARY STAFFING | | | 2,000 | 2,000 | |
| 100-300-540.200 | SPECIAL EXPENSES | 6,231 | 7,400 | 7,400 | 3,400 | (4,000) |
| 100-300-540.400 | SPECIAL EVENTS | 3,143 | 4,000 | 4,000 | 4,000 | |
| SUBTOTAL | | 166,024 | 196,391 | 199,670 | 197,520 | (2,150) |
| CAPITAL | | | | | | |
| 100-300-550.300 | VEHICLES | 29,342 | | | | |
| SUBTOTAL | | 29,342 | | | | |
| GENERAL FUND TOTAL | | 1,108,302 | 1,131,746 | 1,152,263 | 1,181,068 | 28,805 |

MUNICIPAL SERVICES - 300

AQMD FUND (202-300)

| | | | | | | |
|------------------------|----------|------------------|------------------|------------------|------------------|---------------|
| CAPITAL | | | | | | |
| 202-300-550.300 | VEHICLES | | | | 40,000 | 40,000 |
| SUBTOTAL | | | | | 40,000 | 40,000 |
| AQMD FUND TOTAL | | | | | 40,000 | 40,000 |
| ALL FUNDS TOTAL | | 1,108,302 | 1,131,746 | 1,152,263 | 1,221,068 | 68,805 |



MUNICIPAL SERVICES

Budget Detail Worksheet

Dept: Municipal Services

Program: Municipal Services - 300

Fund: 100 - General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-------------|----------------------------|---------------------------|---------------------------|---|
| | Personnel | | | |
| 501.100 | Salaries - Full-Time | 575,446 | 650,665 | Municipal Services staff. |
| 501.300 | Salaries - Part-Time | 100,961 | 113,500 | (1) Office Assistant, (1) MSO I, (1) MSO II, (1) Code Enforcement Officer 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 | 1,950 | 2,100 | Per MOU. |
| 505.100 | Flexible Benefits | 138,644 | 129,640 | Monthly benefits include cafeteria for mid-management and classified employees. |
| 505.200 | Retirement | 114,555 | 66,830 | Retirement cost. |
| 505.300 | Medicare | 12,683 | 12,973 | Employer paid share @ 1.45% of salary. |
| 505.100 | City-Paid Insurance | 5,654 | 5,140 | LTD, Life Insurance and AD&D. |
| | Subtotal | 952,593 | 983,548 | |
| | Operations | | | |
| 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 | 5,500 | 5,500 | Includes business cards, letterhead, carbonated copies of notice of violations, citations, and other forms and flyers. |
| 510.300 | Postage | 100 | 100 | Mailing of letters. |
| 510.400 | Subscriptions/Publications | 200 | 200 | Subscriptions to local and state publications of municipal services publications. |
| 510.500 | Uniforms | 3,000 | 3,000 | Uniforms to outfit employees: pants, jacket, shirts, belts, hats, and other necessary items. |
| 510.600 | Staff Development | 850 | | Includes training and seminars for all municipal services staff, and certification classes. |
| 510.610 | Membership/Dues | 900 | 900 | Membership for employees for appropriate professional organizations. |
| 510.620 | Travel/Meetings | 300 | | Travel and meeting expense when attending municipal services training. |
| 510.650 | Mileage Reimbursement | 250 | | Includes reimbursement for use of personal vehicles for official business. |



MUNICIPAL SERVICES

Budget Detail Worksheet

Dept: Municipal Services

Program: Municipal Services - 300

Fund: 100 - General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|---------------------------------------|-----------------------|------------------------|------------------------|---|
| <u>(Operations, Continued)</u> | | | | |
| 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. |
| 520.600 | Vehicle Maintenance | 13,000 | 13,000 | Maintenance of department vehicles, including repairs to aging fleet and increasing repair costs. |
| 520.610 | Vehicle Fuel | 13,750 | 17,000 | Includes natural gas and gasoline for department vehicles. Allows for increase in fuel costs. |
| 530.100 | Contract Services | 136,500 | 136,500 | City of Inglewood parking citation services(approximately \$55,000). Contract for SPCA (\$69,600), County Animal Control (approximately \$4,800), Lawndale Pet Hospital(approximately \$4,800), independent hearing officer and other miscellaneous services. All annual numbers are approximate, based on usage. |
| 530.200 | Professional Services | 5,470 | 5,470 | Hearing officer for contested parking citations (\$600). City View Permitting (\$4,870). |
| 530.210 | Temporary Staffing | 2,000 | 2,000 | Coverage for potential staffing shortages. |
| 540.200 | Special Expenses | 7,400 | 3,400 | Supports Beautification Committee events: Home awards, Holiday decorating contest, Clean up week; banners, flyers, gift certificates. Annual cost allocation for Office of Disaster Management for Area G. Decrease due to one year reduction in Area G fees. |
| 540.400 | Special Events | 4,000 | 4,000 | Costs associated with annual Pet Fair/Fiesta event. |
| Subtotal | | 199,670 | 197,520 | |
| PROGRAM TOTAL | | 1,152,263 | 1,181,068 | |

Fund: 202 - AQMD

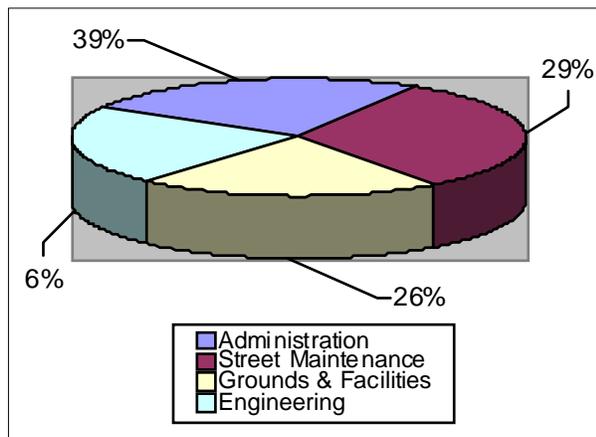
| | | | | |
|-----------------------|----------|--|---------------|--|
| <u>Capital</u> | | | | |
| 550.300 | Vehicles | | 40,000 | Purchase of a new 2012 Ford F250 CNG or like vehicle to replace an aging 1998 Ford F250 CNG which is due for tank expiration during the fiscal year. |
| Subtotal | | | 40,000 | |
| PROGRAM TOTAL | | | 40,000 | |



MISSION STATEMENT

The Public Works Department is dedicated to maintaining and improving the quality of life in Lawndale by planning for future needs, promoting environmental quality, building and maintaining municipal infrastructure, managing public investments and protecting health and safety. In addition the department provides for the design, construction, operation, and maintenance of the City's streets, drains, and buildings, and related public contract services for street sweeping, trash collection, and street tree trimming. Our goal is to provide services in a manner consistent with the desires of the citizens and in conformance with industry standards governing such activities.

The Public Works Department is divided into the following four divisions: Administration, Streets Maintenance, Grounds & Facilities Maintenance, and Engineering.



Expenditures by Division

| | Personnel | Operations | Capital | Total |
|-----------------------|--------------------|--------------------|--------------------|--------------------|
| Administration | \$336,790 | \$267,140 | \$1,229,080 | \$1,833,010 |
| Grounds & Facilities | 361,321 | 809,125 | 50,000 | 1,220,446 |
| Streets & Maintenance | 617,847 | 739,500 | | 1,357,347 |
| Engineering | 173,351 | 37,150 | | 210,501 |
| Total: | \$1,489,309 | \$1,852,915 | \$1,279,080 | \$4,621,304 |

ADMINISTRATION

PROGRAM DESCRIPTION

The Public Works administration unit provides management and administrative functions for the department 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 Agreement. The Los Angeles County General Services Agreement provides for traffic signal, signage, flood control and sewer maintenance, industrial waste inspections; and minor pavement, sidewalk, curb and gutter repairs.

The unit also represents the City with various intergovernmental planning and regulatory groups and agencies.

TYPICAL TASK

- Manage and oversee a variety of maintenance and service contracts for infrastructure maintenance.
- Prepare CEQA and NEPA environmental compliance documents for CIP projects.
- Provide department representation to City Council, City commissions and City management team meetings.
- Provide City representation to intergovernmental councils and commissions relating to the City streets, highways, sewers and drains, and franchises for utility services.
- Respond to public inquiries regarding street and/or other public infrastructure maintenance and/or usage.



GOALS

- Effective management of the four divisions in the department: administration, streets, grounds & facilities maintenance, and engineering.
- Effective overall management and successful completion of the \$13,000,000 Lawndale Community Center Project.
- Effective management of Los Angeles County Department of Public Works General Services Agreement.
- Oversee and manage residential solid waste collection franchise, and commercial/multi-unit residential solid waste recycling contractor.
- Oversee the application of the Construction and Demolition Debris Ordinance as a part of the City's solid waste diversion program.
- NPDES – program administration and Best Management Practices development and planning for Adopted new permit.
- Program administration and/or compliance with funding requirements:
 - AB 939, SB 1016,
 - Proposition C,
 - Proposition 42
 - Gas Tax,
 - Federal STP-L,
 - Metro STP-L; and
 - Measure R.
- Review/revise City monitoring well installation policies.
- Successful funding administration of Capital Improvement Projects that include:
 - Condon Avenue, 163rd and 164th Streets Improvement Project – Federal Grant,
 - Sidewalk Repair Project, Area II – CDBG Program,
 - Design Phase of the Inglewood Avenue Corridor Project – SAFETEA-LU Grant,
 - William Green Wading Pool and Landscaping – Redevelopment Agency,
 - Firmona Storm Drain Project – EPA Grant
 - New Hogan Park Expansion and Improvement – Redevelopment Agency,
- Coordinate other projects within City limits
 - Prairie Avenue Resurfacing – (L.A. County Project), and
 - Safe Routes to School (LESD).

ACCOMPLISHMENTS

- Prepared and issued RFP, and agreement for AB 939 Compliance Assistance Services.
- Inglewood Corridor Widening Project – Metro Awarded “Call for Project” grant. Metro funding expected in the next 2 years.
- Successful HSIP Federal Grant for Manhattan Beach Blvd. and Firmona Ave. Traffic Signal Project.
- Continued implementation of annual programs:
 - National Pollution Discharge Elimination Service (NPDES),
 - AB 939, SB 1016,
 - Congestion Management Plan,
 - Maintained Public Roads Mileage Report; and
 - Highway Performance Monitoring System.
- Successfully submitted funding application to EPA for the Firmona Storm Drain Project.
- Renewed Landscape Maintenance Services and As-Needed Engineering Services contracts.



PUBLIC WORKS ADMINISTRATION

DEPARTMENT EXPENDITURES

PUBLIC WORKS ADMINISTRATION - 310

GENERAL FUND (100-310)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|------------------------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| PERSONNEL | | | | | | |
| 100-310-501.100 | SALARIES - FULL-TIME | 189,574 | 141,322 | 141,322 | 79,110 | (62,212) |
| 100-310-501.400 | SALARIES - OVERTIME | 710 | 1,000 | 1,000 | 1,000 | |
| 100-310-501.500 | LONGEVITY | | 353 | 353 | 190 | (163) |
| 100-310-501.600 | AUTO ALLOWANCE | 606 | 525 | 525 | 375 | (150) |
| 100-310-505.100 | FLEXIBLE BENEFIT | 37,397 | 28,786 | 28,786 | 17,412 | (11,374) |
| 100-310-505.200 | RETIREMENT | 31,810 | 26,881 | 26,881 | 10,056 | (16,825) |
| 100-310-505.201 | PARS CONTRIBUTION | 3,518 | 3,518 | 3,518 | 2,326 | (1,192) |
| 100-310-505.300 | MEDICARE CONTRIBUTION | 2,607 | 2,479 | 2,479 | 1,408 | (1,072) |
| 100-310-505.700 | CITY -PAID INSURANCE | 1,376 | 1,251 | 1,251 | 735 | (516) |
| | SUBTOTAL | 267,598 | 206,115 | 206,115 | 112,612 | (93,503) |
| OPERATIONS | | | | | | |
| 100-310-510.100 | OFFICE SUPPLIES | 4,901 | 3,624 | 3,000 | 3,500 | 500 |
| 100-310-510.200 | REPROGRAPHICS | 774 | 1,258 | 1,700 | 1,500 | (200) |
| 100-310-510.400 | SUBSCRIPTIONS/PUBLICATIONS | 930 | 1,008 | 1,000 | 1,000 | |
| 100-310-510.600 | STAFF DEVELOPMENT | 209 | 133 | 1,000 | 500 | (500) |
| 100-310-510.610 | MEMBERSHIP/DUES | 1,349 | 1,391 | 700 | 1,200 | 500 |
| 100-310-510.620 | TRAVEL/MEETINGS | 1,391 | 500 | 1,500 | 1,500 | |
| 100-310-510.650 | MILEAGE REIMBURSEMENT | 191 | 200 | 250 | 200 | (50) |
| 100-310-520.510 | EQUIPMENT MAINT. | 1,259 | 930 | 1,500 | 1,500 | |
| 100-310-530.100 | CONTRACT SERVICES | | 5,240 | 5,240 | 5,240 | |
| 100-310-530.200 | PROFESSIONAL SERVICES | 67,174 | 70,000 | 70,000 | 70,000 | |
| 100-310-530.210 | TEMPORARY SERVICES | 8,977 | | 4,000 | 1,000 | (3,000) |
| 100-310-540.200 | SPECIAL EXPENSES | 4,054 | 8,500 | 10,000 | 10,000 | |
| 100-310-540.500 | RECYCLING PROGRAM | 50,589 | 10,000 | 20,000 | 20,000 | |
| | SUBTOTAL | 141,798 | 102,784 | 119,890 | 117,140 | (2,750) |
| CAPITAL | | | | | | |
| 100-310-550.200 | OFFICE EQUIPMENT | | 1,500 | 2,000 | | (2,000) |
| 100-310-700.115 | COMMUNITY CENTER COMPLEX | | | 345,700 | | (345,700) |
| 100-310-700.142 | WG PARK REC BULDG REHAB | 9,044 | | | | |
| 100-310-700.144 | TREE PLANTING/REMOVAL | 1,983 | | | | |
| 100-310-700.145 | STRIPING | 9,685 | | | | |
| 100-310-700.149 | PAVEMENT/CURB/GUTTER IMPROV\ | 101,176 | 381,826 | 576,826 | | (576,826) |
| 100-310-700.158 | LARCH AVE TEMP DOG PK | | 41,600 | 41,600 | | (41,600) |
| 100-310-700.227 | MANHATTAN BCH BLVD ALLEY | | | 25,140 | | (25,140) |
| | SUBTOTAL | 121,888 | 424,926 | 991,266 | | (991,266) |
| | GENERAL FUND TOTAL | 531,284 | 733,825 | 1,317,271 | 229,752 | (1,087,519) |



PUBLIC WORKS ADMINISTRATION

PUBLIC WORKS ADMINISTRATION - 310

GAS TAX FUND (201-310)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|------------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| OPERATIONS | | | | | | |
| 201-310-530.100 | CONTRACT SERVICES | 13,655 | 14,000 | 30,000 | 30,000 | |
| 201-310-530.200 | PROFESSIONAL SERVICES | 9,085 | 10,000 | 25,000 | 25,000 | |
| | SUBTOTAL | 22,740 | 24,000 | 55,000 | 55,000 | |
| CAPITAL | | | | | | |
| 201-310-700.125 | SIDEWALK RECONSTRUCTION | 748 | | | | |
| 201-310-700.149 | PAVEMENT/CURB/GUTTER IMPROV\ | 55,845 | | | | |
| 201-310-700.226 | 160th ST. FREEMAN TO PRAIRIE | | 107,504 | 107,504 | | (107,504) |
| 201-310-700.224 | FIRMONA STORM DRAIN IMPROV | | 80,000 | 150,000 | | (150,000) |
| 201-310-700.228 | 169th STREET | | | 100,000 | | (100,000) |
| | SUBTOTAL | 56,593 | 187,504 | 357,504 | | (357,504) |
| | TOTAL GAS TAX FUND | 79,333 | 211,504 | 412,504 | 55,000 | (357,504) |

PUBLIC WORKS ADMINISTRATION - 310

TDA ARTICLE 3 FUND (203-310)

| | | | | | | |
|-----------------|---------------------------------|--|---------------|---------------|---------------|-----------------|
| CAPITAL | | | | | | |
| 203-310-700.125 | SIDEWALK RECONSTRUCTION | | 50,000 | 50,000 | 13,920 | (36,080) |
| | SUBTOTAL | | 50,000 | 50,000 | 13,920 | (36,080) |
| | TDA ARTICLE 3 FUND TOTAL | | 50,000 | 50,000 | 13,920 | (36,080) |

PUBLIC WORKS ADMINISTRATION - 310

TRAFFIC CONGESTION AB2928 (204-310)

| | | | | | | |
|-----------------|------------------------------|----------------|--|---------------|--|-----------------|
| CAPITAL | | | | | | |
| 204-310-700.145 | STRIPING | 60,582 | | | | |
| 204-310-700.149 | PAVEMENT/CURB/GUTTER IMPROV\ | 188,281 | | 10,200 | | (10,200) |
| 204-310-700.226 | 160th FREEMAN/PRAIRIE | 85,386 | | | | |
| 204-310-700.234 | 169th STREET | | | 50,000 | | (50,000) |
| | SUBTOTAL | 334,249 | | 60,200 | | (60,200) |
| | TRAFFIC CON. TOTAL | 334,249 | | 60,200 | | (60,200) |



PUBLIC WORKS ADMINISTRATION

PUBLIC WORKS ADMINISTRATION - 310

SEWER FUND (205-310)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|-------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| PERSONNEL | | | | | | |
| 205-310-501.100 | SALARIES - FULL-TIME | 11,164 | 12,068 | 12,068 | 12,199 | 132 |
| 205-310-501.500 | LONGEVITY | | 28 | 28 | 20 | (8) |
| 205-310-501.600 | AUTO ALLOWANCE | 66 | 75 | 75 | 75 | |
| 205-310-505.100 | FLEXIBLE BENEFITS | 1,698 | 1,898 | 1,898 | 2,005 | 107 |
| 205-310-505.200 | RETIREMENT | 1,824 | 2,451 | 2,451 | 1,639 | (812) |
| 205-310-505.201 | PARS CONTRIBUTION | 503 | 503 | 503 | 465 | (37) |
| 205-310-505.300 | MEDICARE CONTRIBUTION | 166 | 204 | 204 | 207 | 3 |
| 205-310-505.700 | CITY-PAID INSURANCE | 72 | 88 | 88 | 88 | |
| | SUBTOTAL | 15,493 | 17,314 | 17,314 | 16,698 | (615) |
| OPERATIONS | | | | | | |
| 205-310-530.100 | CONTRACT SERVICES | 17,358 | 15,000 | 20,000 | 20,000 | |
| | SUBTOTAL | 17,358 | 15,000 | 20,000 | 20,000 | |
| | SEWER FUND TOTAL | 32,851 | 32,314 | 37,314 | 36,698 | (615) |

PUBLIC WORKS ADMINISTRATION - 310

PROP A FUND (206-310)

| | | | | | | |
|------------------|--------------------------|--|----------------|----------------|---------------|------------------|
| PERSONNEL | | | | | | |
| 206-310-501.206 | SALARIES - FULL-TIME | | | | 28,917 | 28,917 |
| 206-310-501.400 | SALARIES - OVERTIME | | | | 110 | 110 |
| 206-310-501.500 | LONGEVITY | | | | 51 | 51 |
| 206-310-501.600 | AUTO ALLOWANCE | | | | 150 | 150 |
| 206-310-505.206 | FLEXIBLE BENEFIT | | | | 5,370 | 5,370 |
| 206-310-505.200 | RETIREMENT | | | | 3,741 | 3,741 |
| 206-310-505.201 | PARS CONTRIBUTION | | | | 930 | 930 |
| 206-310-505.300 | MEDICARE CONTRIBUTION | | | | 500 | 500 |
| 206-310-505.700 | CITY -PAID INSURANCE | | | | 231 | 231 |
| | SUBTOTAL | | | | 40,000 | 40,000 |
| CAPITAL | | | | | | |
| 206-310-700.229 | BUS SHELTERS | | 200,000 | 200,000 | | (200,000) |
| | SUBTOTAL | | 200,000 | 200,000 | | (200,000) |
| | PROP A FUND TOTAL | | 200,000 | 200,000 | 40,000 | (160,000) |



PUBLIC WORKS ADMINISTRATION

PUBLIC WORKS ADMINISTRATION - 310

PROP C FUND (207-310)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|--------------------------|------------------------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| PERSONNEL | | | | | | |
| 207-310-501.100 | SALARIES - FULL-TIME | 10,591 | 25,311 | 25,311 | 121,991 | 96,680 |
| 207-310-501.400 | SALARIES - OVERTIME | 293 | 300 | | 500 | 500 |
| 207-310-501.500 | LONGEVITY | 30 | 55 | 55 | 200 | 145 |
| 207-310-501.600 | AUTO ALLOWANCE | 131 | 150 | 150 | 750 | 600 |
| 207-310-505.100 | FLEXIBLE BENEFIT | 1,848 | 4,047 | 4,047 | 20,046 | 15,999 |
| 207-310-505.200 | RETIREMENT | 1,808 | 5,102 | 5,102 | 16,385 | 11,283 |
| 207-310-505.201 | PARS CONTRIBUTION | 1,005 | 1,005 | 1,005 | 4,651 | 3,646 |
| 207-310-505.300 | MEDICARE CONTRIBUTION | 505 | 429 | 429 | 2,073 | 1,645 |
| 207-310-505.700 | CITY -PAID INSURANCE | 238 | 187 | 187 | 884 | 697 |
| SUBTOTAL | | 16,449 | 36,587 | 36,287 | 167,480 | 131,194 |
| OPERATIONS | | | | | | |
| 207-310-530.100 | CONTRACT SERVICES | | 15,000 | 15,000 | 15,000 | |
| 207-310-530.200 | PROFESSIONAL SERVICES | 30,466 | 60,000 | 60,000 | 60,000 | |
| SUBTOTAL | | 30,466 | 75,000 | 75,000 | 75,000 | |
| CAPITAL | | | | | | |
| 207-310-700.104 | HAWTHORNE BLVD IMP | | | 306,000 | | (306,000) |
| 207-310-700.149 | PAVEMENT/CURB/GUTTER IMPROV | 13,594 | 50,000 | 635,224 | | (635,224) |
| 207-310-700.150 | INGLEWOOD/MARINE INTERSEC. | 57,046 | 40,000 | 135,403 | | (135,403) |
| 207-310-700.230 | PRAIRIE AVE. NORTH | | | 500,000 | | (500,000) |
| 207-310-700.231 | MANHATT/FIRMONA TRAF SIG IMP | | | 23,000 | | (23,000) |
| 207-310-700.237 | 153RD PL (CONDON TO FIRMONA) | | | | 135,000 | 135,000 |
| 207-310-700.238 | 149TH (HAW BL TO LARCH) | | | | 215,000 | 215,000 |
| 207-310-700.239 | LARCH (147TH TO 149TH) | | | | 215,000 | 215,000 |
| 207-310-700.240 | 156TH (FIRMONA TO GREVILLEA) | | | | 172,960 | 172,960 |
| SUBTOTAL | | 70,640 | 90,000 | 1,599,627 | 737,960 | (1,599,627) |
| PROP C FUND TOTAL | | 117,555 | 201,587 | 1,710,914 | 980,440 | (1,468,433) |

PUBLIC WORKS ADMINISTRATION - 310

STP-L (208-310)

| | | | | | | |
|--------------------|-------------------|--|--|----------------|--|------------------|
| CAPITAL | | | | | | |
| 208-310-700.111 | MARINE AVE IMPROV | | | 250,500 | | (250,500) |
| SUBTOTAL | | | | 250,500 | | (250,500) |
| STP-L TOTAL | | | | 250,500 | | (250,500) |

PUBLIC WORKS ADMINISTRATION - 310

RESTRICTED URBAN DEVELOPMENT FD (215-310)

| | | | | | | |
|------------------------------|-----------------------------|--|--|--|---------------|---------------|
| CAPITAL | | | | | | |
| 215-310-700.149 | PAVEMENT/CURB/GUTTER IMPROV | | | | 83,200 | 83,200 |
| SUBTOTAL | | | | | 83,200 | 83,200 |
| URBAN DEVL P FD TOTAL | | | | | 83,200 | 83,200 |



PUBLIC WORKS ADMINISTRATION

PUBLIC WORKS ADMINISTRATION - 310

PROP 1B (238-310)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-----------------|-------------------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| CAPITAL | | | | | | |
| 238-310-700.224 | FIRMONA STORM DRAIN IMP | 46,609 | | | | |
| | SUBTOTAL | 46,609 | | | | |
| | PROP 1B FUND | 46,609 | | | | |

PUBLIC WORKS ADMINISTRATION - 310

PROP C 25 GRANTS (240-310)

| | | | | | | |
|-----------------|----------------------------|---------------|---------------|----------------|--|------------------|
| CAPITAL | | | | | | |
| 240-310-700.150 | INGLEWOOD/MARINE INTERSEC. | | | 224,500 | | (224,500) |
| 240-310-700.151 | INGLEWOOD/MMB WIDENING | 42,589 | 48,950 | 169,275 | | (169,275) |
| | SUBTOTAL | 42,589 | 48,950 | 393,775 | | (393,775) |
| | MTA GRANTS | 42,589 | 48,950 | 393,775 | | (393,775) |

PUBLIC WORKS ADMINISTRATION - 310

(\$850,000) APPROPRIATIONS ACT (241-310)

| | | | | | | |
|-----------------|--------------------------------|----------------|--|--|--|--|
| CAPITAL | | | | | | |
| 241-310-700.146 | STREET IMPROVEMENTS | 841,566 | | | | |
| | SUBTOTAL | 841,566 | | | | |
| | APPROPRIATIONS ACT FUND | 841,566 | | | | |

PUBLIC WORKS ADMINISTRATION - 310

METRO STP-L (243-310)

| | | | | | | |
|-----------------|------------------------------|---------------|----------------|----------------|--|------------------|
| CAPITAL | | | | | | |
| 243-310-700.149 | PAVEMENT/CURB/GUTTER IMPROV\ | 43,700 | 122,808 | 122,808 | | (122,808) |
| | SUBTOTAL | 43,700 | 122,808 | 122,808 | | (122,808) |
| | METRO STP-L | 43,700 | 122,808 | 122,808 | | (122,808) |

PUBLIC WORKS ADMINISTRATION - 310

MEASURE R (244-310)

| | | | | | | |
|-----------------|------------------------------|---------------|----------------|----------------|----------------|------------------|
| CAPITAL | | | | | | |
| 244-310-550.300 | VEHICLES | 66,278 | | | | |
| 244-310-700.149 | PAVEMENT/CURB/GUTTER IMPROV | | 194,000 | 301,733 | | (301,733) |
| 244-310-700.227 | MB BLVD ALLEY | | 50,000 | 120,000 | | (120,000) |
| 244-310-700.228 | 169TH STREET | | 30,750 | 170,000 | | (170,000) |
| 244-310-700.232 | BURIN AVE | | 30,750 | 100,000 | | (100,000) |
| 244-310-700.241 | 160TH ST (HAW BL TO FREEMAN) | | | | 169,000 | |
| 244-310-700.242 | FREEMAN AVE (MBB TO 160TH) | | | | 225,000 | |
| | SUBTOTAL | 66,278 | 305,500 | 691,733 | 394,000 | (691,733) |
| | MEASURE-R | 66,278 | 305,500 | 691,733 | 394,000 | (691,733) |



PUBLIC WORKS ADMINISTRATION

PUBLIC WORKS ADMINISTRATION - 310

HWY SAFETY IMP PROG (HSIP) (247-310)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-----------------|------------------------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| CAPITAL | | | | | | |
| 247-310-700.231 | MANHATT/FIRMONA TRAF SIG IMP | | 217,000 | 217,000 | | (217,000) |
| | SUBTOTAL | | 217,000 | 217,000 | | (217,000) |
| | HSIP FUND | | 217,000 | 217,000 | | (217,000) |

PUBLIC WORKS ADMINISTRATION - 310

1996 LA COUNTY SPECIFIED (249-310)

| | | | | | | |
|-----------------|---------------------------------|----------------|--|--|--|--|
| CAPITAL | | | | | | |
| 249-310-700.115 | COMMUNITY CENTER | 400,000 | | | | |
| | SUBTOTAL | 400,000 | | | | |
| | 1996 LA COUNTY SPECIFIED | 400,000 | | | | |

PUBLIC WORKS ADMINISTRATION - 310

2005 HUD EDI (250-310)

| | | | | | | |
|-----------------|---------------------|---------------|--|--|--|--|
| CAPITAL | | | | | | |
| 250-310-700.115 | COMMUNITY CENTER | 96,224 | | | | |
| | SUBTOTAL | 96,224 | | | | |
| | 2005 HUD EDI | 96,224 | | | | |

PUBLIC WORKS ADMINISTRATION - 310

2009 HUD EDI (251-310)

| | | | | | | |
|-----------------|---------------------|----------------|--|--|--|--|
| CAPITAL | | | | | | |
| 251-310-700.115 | COMMUNITY CENTER | 475,000 | | | | |
| | SUBTOTAL | 475,000 | | | | |
| | 2009 HUD EDI | 475,000 | | | | |

PUBLIC WORKS ADMINISTRATION - 310

EPA GRANT (253-310)

| | | | | | | |
|-----------------|---------------------------|--|----------------|----------------|--|------------------|
| CAPITAL | | | | | | |
| 253-310-700.224 | FIRMONA STORM DRAIN IMPR. | | 250,000 | 350,000 | | (350,000) |
| | SUBTOTAL | | 250,000 | 350,000 | | (350,000) |
| | ERA GRANT | | 250,000 | 350,000 | | (350,000) |

PUBLIC WORKS ADMINISTRATION - 310

ENERGY EFFIC & CONSERVATION GRANT (254-310)

| | | | | | | |
|-----------------|--|------------------|------------------|------------------|------------------|--------------------|
| CAPITAL | | | | | | |
| 254-310-550.500 | BUILDING IMPROVEMENTS | 4,396 | 166,209 | 170,605 | | (170,605) |
| | SUBTOTAL | 4,396 | 166,209 | 170,605 | | (170,605) |
| | ENERGY EFFIC & CONVER GRANT | 4,396 | 166,209 | 170,605 | | (170,605) |
| | ALL FUNDS TOTAL | 3,111,634 | 2,539,696 | 5,984,623 | 1,833,011 | (5,366,772) |



PUBLIC WORKS ADMINISTRATION

Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: Public Works Administration - 310

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|----------------------------|---------------------------|---------------------------|---|
| Fund: | 100 - General Fund | | | |
| | <u>Personnel</u> | | | |
| 501.100 | Salaries - Full-Time | 141,322 | 79,110 | PW Director -35%, Administrative Analyst-43%, Administrative Assistant-75%, Office Assistant-75%. |
| 501.400 | Salaries - Overtime | 1,000 | 1,000 | Overtime for scheduled and unscheduled events. |
| 501.500 | Longevity Pay | 353 | 190 | Per MOU. |
| 501.600 | Auto Allowance | 525 | 375 | Car allowance for CMT. |
| 505.100 | Flexible Benefit | 28,786 | 17,412 | Monthly benefits include cafeteria for mid-management and classified employees and for CMT members. |
| 505.200 | Retirement | 26,881 | 10,056 | Retirement costs. |
| 505.201 | PARS Contribution | 3,518 | 2,326 | Retirement contribution for PARS. |
| 505.300 | Medicare | 2,479 | 1,408 | Employer paid share @ 1.45% of salary. |
| 505.700 | City-Paid Insurance | 1,251 | 735 | Life Insurance, AD&D, LTD. |
| | Subtotal | 206,115 | 112,612 | |
| | <u>Operations</u> | | | |
| 510.100 | Office Supplies | 3,000 | 3,500 | Provides pens, pencils, file folders, labels, sheet protectors, tape, printer cartridges and paper. Higher due to purchases of 3 new cameras (2 Engrs & Inspector). |
| 510.200 | Reprographics | 1,700 | 1,500 | Reproduction - project specifications, maps, request for proposals, business cards, other misc. forms. Lower based on historical use. |
| 510.400 | Subscriptions/Publications | 1,000 | 1,000 | Local & State publications for standard spec, construction plans, equipment, services and other resources. |
| 510.600 | Staff Development | 1,000 | 500 | Includes training and seminar expenses; lower based on staff fewer sessions. |
| 510.610 | Membership/Dues | 700 | 1,200 | Membership for professional associations. Based on historical use. |
| 510.620 | Travel/Meetings | 1,500 | 1,500 | Travel expense and annual Public Works conference. Did not attend FY11-12; Will attend FY12-13. |



PUBLIC WORKS ADMINISTRATION

Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: Public Works Administration - 310

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|---------------------------------------|-----------------------------|---------------------------|---------------------------|---|
| <u>(Operations, Continued)</u> | | | | |
| 510.650 | Mileage Reimbursement | 250 | 200 | Reimbursement for use of personal vehicles for official business usage. Lower based on historical use. |
| 520.510 | Equipment Maintenance | 1,500 | 1,500 | Council chambers audio system maintenance. |
| 530.100 | Contract Services | 5,240 | 5,240 | City View Permit System Maintenance & other software annual licenses. |
| 530.200 | Professional Services | 70,000 | 70,000 | Ongoing AB 939/SB 1016/AB 32 compliance services & NPDES (\$7,000). |
| 530.210 | Temporary Services | 4,000 | 1,000 | Cost for temporary services (as needed during employee vacations, sickness, etc.). Decrease due to completed Admin Analyst temp services. |
| 540.200 | Special Expenses | 10,000 | 10,000 | SWRCB Annual Fee (\$8,200) & misc items. |
| 540.500 | Recycling Program | 20,000 | 20,000 | Bottle & Can Recycle Grant Program (\$10,000) & County Recycling Program (\$10,000). Decrease in expenditure due in FY11-12 due to non-participation in B&C Grant Program; Will participate in FY12-13. |
| Subtotal | | 119,890 | 117,140 | |
| <u>Capital</u> | | | | |
| 550.200 | Office Equipment | 2,000 | | |
| 700.115 | Community Center Complex | 345,700 | | Project to close out FY12-13. |
| 700.149 | Pavement/Curb/Gutter Improv | 576,826 | | Project ongoing. |
| 700.158 | Larch Ave Temp Dog Pk | 41,600 | | Project completed FY11-12. |
| 700.227 | Manhattan Beach Blvd Alley | 25,140 | | Street Improvements ongoing. |
| Subtotal | | 991,266 | | |
| PROGRAM TOTAL | | 1,317,271 | 229,752 | |



PUBLIC WORKS ADMINISTRATION

Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: Public Works Administration - 310

| Account No. Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-----------------------|---------------------------|---------------------------|-------------|
|-----------------------|---------------------------|---------------------------|-------------|

Fund: 201 - Gas Tax

Operations

| | | | | |
|---------|-----------------------|--------|--------|--|
| 530.100 | Contract Services | 30,000 | 30,000 | Annual CMP Report (\$5,000), traffic committee reports (\$7,500) and other traffic studies (\$15,000). Budget amount based on usage. |
| 530.200 | Professional Services | 25,000 | 25,000 | Consultant support services and plan check reviews (\$25,000). |

| | | |
|-----------------|---------------|---------------|
| Subtotal | 55,000 | 55,000 |
|-----------------|---------------|---------------|

Capital

| | | | |
|---------|------------------------------|---------|--|
| 700.226 | 160th St. Freeman to Prairie | 107,504 | Completed 160th Street project. |
| 700.224 | Firmona Storm Drain Improv | 150,000 | Project to be completed in FY12-13. |
| 700.228 | 169th Street | 100,000 | Street maintenance ongoing to FY12-13. |

| | |
|-----------------|----------------|
| Subtotal | 357,504 |
|-----------------|----------------|

| | | |
|----------------------|----------------|---------------|
| PROGRAM TOTAL | 412,504 | 55,000 |
|----------------------|----------------|---------------|

Fund: 203 - TDA Article 3

Capital

| | | | | |
|---------|--------------|--------|--------|--------------------------|
| 700.125 | 169th Street | 50,000 | 13,920 | Project ongoing FY12-13. |
|---------|--------------|--------|--------|--------------------------|

| | | |
|-----------------|---------------|---------------|
| Subtotal | 50,000 | 13,920 |
|-----------------|---------------|---------------|

| | | |
|----------------------|---------------|---------------|
| PROGRAM TOTAL | 50,000 | 13,920 |
|----------------------|---------------|---------------|

Fund: 204-Traffic Congestion AB2928

Capital

| | | |
|---------|-----------------------------|--------|
| 700.149 | Pavement/Curb/Gutter Improv | 10,200 |
| 700.234 | 169th Street | 50,000 |

| | |
|-----------------|---------------|
| Subtotal | 60,200 |
|-----------------|---------------|

| | |
|-----------------------|---------------|
| PROGRAM TOTAL: | 60,200 |
|-----------------------|---------------|



PUBLIC WORKS ADMINISTRATION

Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: Public Works Administration - 310

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|----------------------------|---------------------------|---------------------------|---|
| Fund: | 205 - Sewer Fund | | | |
| | <u>Personnel</u> | | | |
| 501.100 | Salaries - Full-Time | 12,068 | 12,199 | See labor distribution report. |
| 501.500 | Longevity Pay | 28 | 20 | Per MOU. |
| 501.600 | Auto Allowance | 75 | 75 | Per MOU. |
| 505.100 | Flexible Benefit | 1,898 | 2,005 | Per MOU. |
| 505.200 | Retirement | 2,451 | 1,639 | Retirement costs. |
| 505.201 | PARS Contribution | 503 | 465 | Retirement contribution for PARS. |
| 505.300 | Medicare | 204 | 207 | 1.45% of gross. |
| 505.700 | City-Paid Insurance | 88 | 88 | LTD & AD&D. |
| | Subtotal | 17,314 | 16,698 | |
| | <u>Operations</u> | | | |
| 530.100 | Contract Services | 20,000 | 20,000 | Partial funding for annual Commercial/Industrial Facility Inspections by LAPWD (NPDES). |
| | Subtotal | 20,000 | 20,000 | |
| | PROGRAM TOTAL | 37,314 | 36,698 | |
| Fund: | 206 - Proposition A | | | |
| | <u>Personnel</u> | | | |
| 501.100 | Salaries - Full-Time | | 28,917 | See labor distribution report. |
| 501.400 | Salaries - Overtime | | 110 | |
| 501.500 | Longevity Pay | | 51 | Per MOU. |
| 501.600 | Auto Allowance | | 150 | Car Allowance for CMT. |
| 505.100 | Flexible Benefit | | 5,370 | Cafeteria Plan. |
| 505.200 | Retirement | | 3,741 | Retirement costs. |
| 505.201 | PARS Contribution | | 930 | Retirement contribution for PARS |
| 505.300 | Medicare | | 500 | 1.45% of gross. |
| 505.700 | City-Paid Insurance | | 231 | LTD & AD&D. |
| | Subtotal | | 40,000 | |
| | <u>Capital</u> | | | |
| 700.229 | Bus Shelters | 200,000 | | |
| | Subtotal | 200,000 | | |
| | PROGRAM TOTAL | 200,000 | 40,000 | |



PUBLIC WORKS ADMINISTRATION

Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: Public Works Administration - 310

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|-------------------------------|---------------------------|---------------------------|--|
| Fund: | 207- Prop C | | | |
| | Personnel | | | |
| 501.100 | Salaries - Full-Time | 25,311 | 121,991 | See labor distribution report. |
| 501.400 | Overtime | | 500 | |
| 501.500 | Longevity Pay | 55 | 200 | Per MOU. |
| 501.600 | Auto Allowance | 150 | 750 | Car Allowance for CMT. |
| 505.100 | Flexible Benefit | 4,047 | 20,046 | Cafeteria Plan. |
| 505.200 | Retirement | 5,102 | 16,385 | Retirement costs. |
| 505.201 | PARS Contribution | 1,005 | 4,651 | Retirement contribution for PARS |
| 505.300 | Medicare | 429 | 2,073 | 1.45% of gross. |
| 505.700 | City-Paid Insurance | 187 | 884 | LTD & AD&D. |
| | Subtotal | 36,287 | 167,480 | |
| | Operations | | | |
| 530.100 | Contract Services | 15,000 | 15,000 | Contract services, as needed. |
| 530.200 | Professional Services | 60,000 | 60,000 | Misc. traffic studies & other design services. |
| | Subtotal | 75,000 | 75,000 | |
| | Capital | | | |
| 700.104 | Hawthorne Blvd Street Impr | 306,000 | | Street Improvements. |
| 700.149 | Pavement/Curb/Gutter Improv | 635,224 | | Street Improvements. |
| 700.150 | Inglewood/Marine Intersection | 135,403 | | Street Improvements (Local Match). |
| 700.230 | Prairie Ave North | 500,000 | | Project Ongoing. |
| 700.231 | Manhat/Firmona Traf Sig Imp | 23,000 | | Project Ongoing. |
| 700.237 | 153rd (Condon to Firmona) | | 135,000 | New Project FY 12-13. |
| 700.238 | 149th (Haw BI to Larch) | | 215,000 | New Project FY 12-13. |
| 700.239 | Larch (147th to 149th) | | 215,000 | New Project FY 12-13. |
| 700.240 | 156th (Firmona to Grevillea) | | 172,960 | New Project FY 12-13. |
| | Subtotal | 1,599,627 | 737,960 | |
| | PROGRAM TOTAL | 1,710,914 | 980,440 | |
| Fund: | 208-STPL | | | |
| | Capital | | | |
| 700.111 | Marine Ave Improvements | 250,500 | | |
| | Subtotal | 250,500 | | |
| | PROGRAM TOTAL: | 250,500 | | |



PUBLIC WORKS ADMINISTRATION

Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: Public Works Administration - 310

| Account No | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|------------|-----------|---------------------------|---------------------------|-------------|
|------------|-----------|---------------------------|---------------------------|-------------|

Fund: 215 - UDAG

Operations

700.149 Pavement/Curb/Gutter Improv 83,200 Street Improvements.

Subtotal 83,200

PROGRAM TOTAL 83,200

Fund: 240 - Prop C 25 Grant

Capital

700.150 Inglewood/Marine Intersection 224,500

700.151 Inglewood/MHB Widening 169,275

Subtotal 393,775

PROGRAM TOTAL: 393,775

Fund: 243 - Metro STP-L

Capital

700.149 Pavement/Curb/Gutter Improv 122,808 Completed street improvements.

Subtotal 122,808

PROGRAM TOTAL: 122,808

Fund: 244 - Measure R

Capital

700.149 Pavement/Curb/Gutter Improv 301,733

700.227 Alley south of MB Blvd 120,000

700.228 169th Street 170,000

700.232 Burin Ave 100,000

700.241 160th Street (Haw Bl to Freeman) 169,000 Ongoing Street Improvements.

700.242 Freeman Ave (MBB to 160th) 225,000 Ongoing Street Improvements.

Subtotal 691,733 394,000

PROGRAM TOTAL: 691,733 394,000

Fund: 247-HSIP

Capital

700.231 Manhat/Firmona Traf Sig Imp 217,000

Subtotal 217,000

PROGRAM TOTAL: 217,000



PUBLIC WORKS ADMINISTRATION

Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: Public Works Administration - 310

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|-------------------------------------|------------------------------|------------------------------|---|
| Fund: | 253 - EPA Grant | | | |
| | Capital | | | |
| 700.224 | Firmona Storm Drain Impr. | 350,000 | | Project to be completed in FY12-13. |
| | Subtotal | 350,000 | | |
| | PROGRAM TOTAL: | 350,000 | | |
| Fund: | 254 - Energy Effic Conv Grnt | | | |
| | Capital | | | |
| 550.500 | Building Improv | 170,605 | | Retrofit Projects Cost \$223,381, EECSBG Grant \$175,818, & Energy Rebates to receive \$24,000. |
| | Subtotal | 170,605 | | |
| | PROGRAM TOTAL: | 170,605 | | |
| | ALL FUNDS TOTAL: | 5,984,623 | 1,833,011 | |



PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

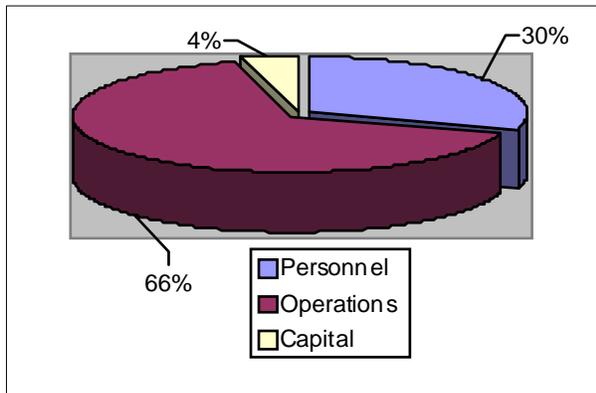
GROUNDS MAINTENANCE

PROGRAM DESCRIPTION

This division is responsible for all maintenance services (custodial, carpentry, plumbing, electrical, painting) for City Hall, Community Center, Cable Television, Lawndale Redevelopment Agency, Sheriff's Substation and Public Works buildings and grounds. In addition, this division is responsible for the maintenance of all City parks including park buildings, sports fields, benches and play equipment. Also, included in this program is the responsibility for the planting, staking, trimming and general culture of all the City's trees within the City's parks, street landscaping and open space areas. This division also has responsibility for special event set-ups and breakdowns.

This unit is augmented with the following service contractors:

- Merchant's Landscape Services for landscape maintenance services.
- Tree Elements for tree trimming services.
- L.A. County HVAC Maintenance services.



TYPICAL TASKS

- Respond to citizen complaints or requests, evaluate problems, and contact appropriate contractor representative to handle.
- Administer maintenance contracts, including payment processing, inspection and work schedule management.
- Graffiti removal on City facilities.

GOALS

- Effective management of contract services.
- Maintain City buildings and park structures in a safe and usable condition.

ACCOMPLISHMENTS

- Completed tree trimming on the western half of the City and all parks, facilities, railroad right-of-way and the major arterials.
- Updated citywide street tree inventory.
- Improved graffiti removal services.

Division Expenditures by Category

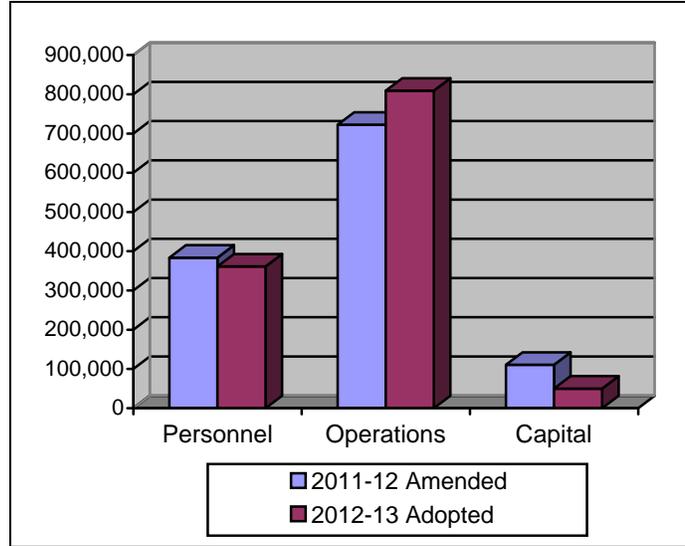
| | |
|--------------|--------------------|
| Personnel | \$361,321 |
| Operations | 809,125 |
| Capital | 50,000 |
| Total | \$1,220,446 |



PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|--------------------|--------------------|
| Personnel | \$383,727 | \$361,321 |
| Operations | 722,610 | 809,125 |
| Capital | 110,500 | 50,000 |
| Total | \$1,216,837 | \$1,220,446 |



SIGNIFICANT CHANGES: (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2013 of \$1,220,446 is a decrease of \$27,392 due to the following changes:

| | |
|--|-------------------|
| Decrease in salaries & benefits due to elimination of LRA. | (\$22,407) |
| Decrease in Capital. | (60,500) |
| LA County Parks Maint. Grant. | 69,000 |
| Other miscellaneous charges. | (27,392) |
| Department Total | (\$27,392) |



PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

DEPARTMENT EXPENDITURES

PUBLIC WORKS GROUNDS & FACILITIES (320)

GENERAL FUND (100-320)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|---------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| PERSONNEL | | | | | | |
| 100-320-501.100 | SALARIES - FULL-TIME | 236,214 | 236,772 | 264,924 | 254,813 | (10,111) |
| 100-320-501.400 | SALARIES - OVERTIME | 14,486 | 14,000 | 14,000 | 14,000 | |
| 100-320-501.500 | LONGEVITY PAY | 550 | 950 | 950 | 1,100 | 150 |
| 100-320-505.100 | FLEXIBLE BENEFIT | 56,457 | 56,718 | 56,718 | 58,338 | 1,620 |
| 100-320-505.200 | RETIREMENT | 41,567 | 40,553 | 40,553 | 26,200 | (14,353) |
| 100-320-505.300 | MEDICARE CONTRIBUTION | 4,343 | 4,269 | 4,269 | 4,557 | 287 |
| 100-320-505.700 | CITY-PAID INSURANCE | 2,184 | 2,313 | 2,313 | 2,313 | |
| | SUBTOTAL | 355,801 | 355,575 | 383,727 | 361,321 | (22,407) |
| OPERATIONS | | | | | | |
| 100-320-510.100 | OFFICE SUPPLIES | | 600 | 600 | 600 | |
| 100-320-510.500 | UNIFORMS | 8,890 | 8,000 | 10,000 | 8,000 | (2,000) |
| 100-320-510.600 | STAFF DEVELOPMENT | 384 | 500 | 1,000 | 500 | (500) |
| 100-320-515.200 | ELECTRICITY | 82,303 | 89,500 | 75,000 | 74,500 | (500) |
| 100-320-515.300 | NATURAL GAS | 8,502 | 10,500 | 6,500 | 6,500 | |
| 100-320-515.400 | WATER | 42,688 | 41,000 | 32,000 | 32,000 | |
| 100-320-520.100 | MAINTENANCE SUPPLIES | 33,502 | 34,800 | 35,000 | 35,000 | |
| 100-320-520.120 | BUILDING EQUIP. MAINT. | 27,172 | 33,567 | 34,025 | 34,025 | |
| 100-320-520.200 | SMALL TOOLS | 269 | 1,500 | 1,500 | 1,500 | |
| 100-320-520.300 | GROUNDS MAINTENANCE | 25,358 | 14,000 | 17,000 | 15,000 | (2,000) |
| 100-320-520.310 | PLANTS & MATERIALS | 816 | 7,000 | 8,685 | 7,000 | (1,685) |
| 100-320-520.500 | EQUIPMENT RENTAL | 3,200 | 3,000 | 3,500 | 3,500 | |
| 100-320-520.510 | EQUIPMENT MAINTENANCE | 16,453 | 20,000 | 15,000 | 15,000 | |
| 100-320-520.600 | VEHICLE MAINTENANCE | 14,809 | 18,900 | 20,000 | 20,000 | |
| 100-320-520.610 | VEHICLE FUEL | 4,109 | 3,900 | 10,000 | 5,000 | (5,000) |
| 100-320-530.100 | CONTRACT SERVICES | 400,213 | 456,350 | 442,800 | 442,000 | (800) |
| 100-320-530.200 | PROFESSIONAL SERVICES | 1,225 | 16,500 | 7,000 | 7,000 | |
| 100-320-530.210 | TEMPORARY SERVICES | | | 1,500 | 500 | (1,000) |
| 100-320-540.200 | SPECIAL EXPENSES | 1,874 | 3,500 | 1,500 | 1,500 | |
| | SUBTOTAL | 671,767 | 763,117 | 722,610 | 709,125 | (13,485) |
| CAPITAL | | | | | | |
| 100-320-550.300 | VEHICLE | | 30,000 | 30,000 | | (30,000) |
| 100-320-550.400 | OTHER EQUIPMENT | 896 | 2,922 | 2,000 | | (2,000) |
| 100-320-550.500 | BUILDING IMPROVEMENTS | 8,042 | 7,800 | 8,500 | | (8,500) |
| | SUBTOTAL | 8,938 | 40,722 | 40,500 | | (40,500) |
| | GENERAL FUND TOTAL | 1,036,506 | 1,159,414 | 1,146,837 | 1,070,446 | (76,392) |



PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

PUBLIC WORKS GROUNDS & FACILITIES (320)

AQMD FUND (202-320)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-----------------------|------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| <u>CAPITAL</u> | | | | | | |
| 202-320-550.300 | VEHICLE | | 52,000 | 70,000 | 50,000 | (20,000) |
| | SUBTOTAL | | 52,000 | 70,000 | 50,000 | (20,000) |
| | AQMD FUND TOTAL | | 52,000 | 70,000 | 50,000 | (20,000) |

PUBLIC WORKS GROUNDS & FACILITIES (320)

LA COUNTY PARKS MAINT GRANT (257-320)

| | | | | | | |
|--------------------------|--|--|------------------|------------------|------------------|-----------------|
| <u>OPERATIONS</u> | | | | | | |
| 257-320-515.100 | TELECOMMUNICATIONS | | | | 18,000 | 18,000 |
| 257-320-515.200 | ELECTRICITY | | | | 15,000 | 15,000 |
| 257-320-515.300 | NATURAL GAS | | | | 4,000 | 4,000 |
| 257-320-515.400 | WATER | | | | 9,000 | 9,000 |
| 257-320-530.100 | CONTRACT SERVICES | | | | 54,000 | 54,000 |
| | LA COUNTY PKS MAINT GRANT TOTAL | | | | 100,000 | 69,000 |
| | ALL FUNDS TOTAL | | 1,211,414 | 1,216,837 | 1,220,446 | (27,392) |



PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

Budget Detail Worksheet

Dept: Public Works **Program:** PW Grounds - 320

Fund: 100 - General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------------------|---------------------------|------------------------------|------------------------------|--|
| <u>Personnel</u> | | | | |
| 501.100 | Salaries - Full-Time | 264,924 | 254,813 | Maintenance Supervisor - 50%; MW III - 50%; MW II - 2; MW I - 1.5. |
| 501.400 | Salaries - Overtime | 14,000 | 14,000 | Overtime paid for special community services events and other community events. |
| 501.500 | Longevity Pay | 950 | 1,100 | Per MOU. |
| 505.100 | Flexible Benefit | 56,718 | 58,338 | Monthly benefits include cafeteria increases for mid-management and classified employees and for CMT member. |
| 505.200 | Retirement | 40,553 | 26,200 | Retirement costs. |
| 505.300 | Medicare | 4,269 | 4,557 | Employer paid share @ 1.45% of salary. |
| 505.700 | City-Paid Insurance | 2,313 | 2,313 | Life Insurance, LTD, and EAP. |
| | Subtotal | 383,727 | 361,321 | |
| <u>Operations</u> | | | | |
| 510.100 | Office Supplies | 600 | 600 | Provides pens, pencils, file folders, labels and sheet protectors. |
| 510.500 | Uniforms | 10,000 | 8,000 | Boots, 2X per year, Uniforms & misc. related expenses. |
| 510.600 | Staff Development | 1,000 | 500 | Training, OSHA training and safety alert. |
| 515.200 | Electricity | 75,000 | 74,500 | Shared between PW General Fund and Hawthorne Blvd Maint Fund. Higher due to new Com Ctr. |
| 515.300 | Natural Gas | 6,500 | 6,500 | Operate City facilities including CNG fueling station. Increase due to increase in fuel cost. |
| 515.400 | Water | 32,000 | 32,000 | Utility fees shared between PW's General Fund and Hawthorne Blvd Maintenance Fund |
| 520.100 | Maintenance Supplies | 35,000 | 35,000 | Paint, locks, tools, tape, misc. cleaning supplies, carpet cleaning, floor waxing, etc. |
| 520.120 | Building Equipment Maint. | 34,025 | 34,025 | A/C, fire ext., HVAC System, misc. bldg repairs & maintenance HVAC Gen Mo Maint LADPW \$15,000 HVAC Repairs As-Needed \$5,500 Smoke Alarm Detection Sys \$500 Electrical/Lighting Supplies \$5,000 Building Maint Supplies \$7,000 Annual Inspec, Fire Ext/Sys \$1,000 |



PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

Budget Detail Worksheet

Dept: Public Works **Program:** PW Grounds - 320

Fund: 100 - General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------------------------|-----------------------|------------------------------|------------------------------|---|
| (Operations, Continued) | | | | |
| 520.200 | Small Tools | 1,500 | 1,500 | Replace tools as needed. |
| 520.300 | Grounds Maint. | 17,000 | 15,000 | Soil, lighting, fencing, irrigation and misc. grounds repairs & maintenance; pest control Pest Control \$3,000 Soil/Planter supplies \$2,500 Flags/misc supplies \$2,000 Hydrojetting \$1,000 Grounds Maint Supplies \$5,000 Flomix Repair supplies \$1,500 |
| 520.310 | Plants & Materials | 8,685 | 7,000 | Fertilizer, plants and ground cover for City monument planters and City facilities. Decreased as plant replacements for Haw BI tree wells purchased in FY11-12, not needed for FY12-13. |
| 520.500 | Equipment Rental | 3,500 | 3,500 | Rentals as needed - maintenance service & installation of holiday decorations. |
| 520.510 | Equipment Maintenance | 15,000 | 15,000 | Mowers, two-way radios, skip loader, power tools etc. (\$5,000), CNG Fueling Station annual Maintenance and other needed services (\$10,000). |
| 520.600 | Vehicle Maintenance | 20,000 | 20,000 | 14 vehicles - including department maintenance, engineering, and admin. vehicles. |
| 520.610 | Vehicle Fuel | 10,000 | 5,000 | Fuel for regular gas, diesel vehicles, and power tools. Decrease due to historical use. |
| 530.100 | Contract Services | 442,800 | 442,000 | Landscape maint new contract - \$195,000 Tree trimming - \$115,000 Street sweeping - \$125,000 Alarms, security and fire alarm systems decreased from \$7,800 to \$3,000. Other contract services as needed - \$4,000 |
| 530.200 | Professional Services | 7,000 | 7,000 | Architectural, arboreal & horticultural services. |
| 530.210 | Temporary Services | 1,500 | 500 | Temp services to provide maintenance crew assistance as needed. |
| 540.200 | Special Expenses | 1,500 | 1,500 | Unforeseen incidental expenses; National Public Works Week; higher in FY11-12 due to Farmers Mkt sink (\$2,436) & Lawndale Beat Receptacles (\$470). |
| Subtotal | | 722,610 | 709,125 | |



PUBLIC WORKS GROUNDS/FACILITIES MAINTENANCE

Budget Detail Worksheet

Dept: Public Works **Program:** PW Grounds - 320

Fund: 100 - General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|----------------------|-----------------------|------------------------------|------------------------------|-------------|
| | <u>Capital</u> | | | |
| 550.300 | Vehicles | 30,000 | | |
| 550.400 | Other Equipment | 2,000 | | |
| 550.500 | Building Improvements | 8,500 | | |
| | Subtotal | 40,500 | | |
| PROGRAM TOTAL | | 1,146,837 | 1,070,446 | |

Dept: Public Works

Fund: 202 - AQMD

| | | | | |
|----------------------|-----------------------|---------------|---------------|---|
| | <u>Capital</u> | | | |
| 550.300 | Vehicles | 70,000 | 50,000 | 2012 Chevrolet HD2500 pickup with CNG conversion needed to replace 15 yr old Ford F250 CNG truck. |
| | Subtotal | 70,000 | 50,000 | |
| PROGRAM TOTAL | | 70,000 | 50,000 | |

Dept: Public Works

Fund: 257- LA County Parks Maint Grant

| | | | | |
|-------------------------|--------------------------|------------------|------------------|--|
| | <u>Operations</u> | | | |
| 515.100 | Telecommunications | | 18,000 | Comm Ctr. |
| 515.200 | Electricity | | 15,000 | Comm Ctr & Hopper Park. |
| 515.300 | Natural Gas | | 4,000 | Comm Ctr. |
| 515.400 | Water | | 9,000 | Comm Ctr & Hopper Park. |
| 530.100 | Contract Services | | 54,000 | Landscape maint Comm Ctr & Hopper Park - \$11,000 Information Serv Comm Ctr. - \$43,000. |
| | Subtotal | | 100,000 | |
| PROGRAM TOTAL | | | 100,000 | |
| ALL FUNDS TOTAL: | | 1,216,837 | 1,220,446 | |



STREET MAINTENANCE

PROGRAM DESCRIPTION

This division is responsible for all services related to the routine maintenance of all City streets and sidewalks. Mechanical sweeping is scheduled in 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. The unit is also responsible for the installation and maintenance of City traffic signs and pavement markings. In addition, this unit now handles the City's graffiti abatement duties and receives removal requests through the graffiti hotline.

This unit is augmented with the following service contractors:

- Clean Street for street sweeping services.
- Los Angeles County Department of Public Works for asphalt pavement repairs, storm drain maintenance, traffic striping & markings, traffic signal operation & maintenance, curb, gutter & sidewalk repairs, and bridge soffit light repairs.

TYPICAL TASKS

- Respond to citizen complaints or requests, evaluate problems, and contact appropriate LA County departments, Caltrans, utility companies, or contractor representative as needed.
- Schedule workload, process payments, inspect work, obtain quotes and purchase materials.
- Sidewalk repairs/maintenance and pothole repairs.
- Parkway tree watering
- Graffiti removal on both public right-of-way and private property as authorized by property owners.

GOALS

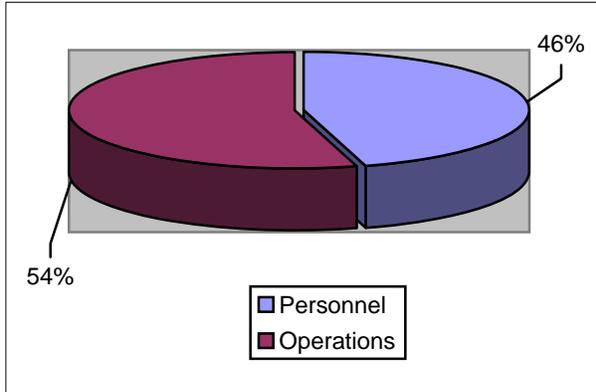
- Repair asphalt pavement on streets and alleys.
- Repair sidewalks as necessary.
- Paint all school markings.
- Paint all crosswalk, center and lane lines.
- Respond to complaints within 48 hours.
- Replace or repair damaged street signs and street name signs.
- Provide aesthetically pleasing, well-maintained public grounds and right-of-ways with emphasis on parkways maintenance, safety, and graffiti abatement.
- Weed and trash abatement from parkways along Rosecrans Ave, Marine Ave, Manhattan Beach Blvd., Artesia Blvd., Inglewood Ave., Hawthorne Blvd., Prairie Ave., alleys and freeway ramps.

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.
- Established quarterly maintenance schedules for sidewalk ramping, pot-hole repairs in streets and alleys, and weed abatement.
- Adopt-a-Highway Program – Weed, trash and graffiti abatement on freeway ramps within the City.
- Graffiti Abatement – Daily abatement – Monday – Sunday, and surveillance.



PUBLIC WORKS STREET MAINTENANCE

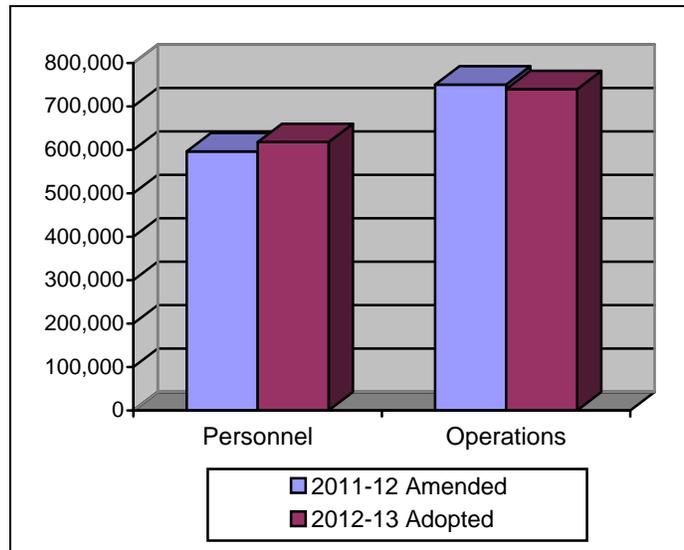


Division Expenditures by Category

| | |
|--------------|--------------------|
| Personnel | \$617,847 |
| Operations | 739,500 |
| Total | \$1,357,347 |

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|--------------------|--------------------|
| Personnel | 596,341 | \$617,847 |
| Operations | 750,100 | 739,500 |
| Total | \$1,346,441 | \$1,357,347 |



■ SIGNIFICANT CHANGES: (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2013 of \$1,357,347 is an increase of \$10,906 due to the following changes:

| | |
|----------------------------------|-----------------|
| Increase in salaries & benefits. | \$21,506 |
| Other miscellaneous charges. | (10,600) |
| Department Total | \$10,906 |

PUBLIC WORKS STREET MAINTENANCE

DEPARTMENT EXPENDITURES

PUBLIC WORKS STREET MAINTENANCE - 330

GENERAL FUND (100-330)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|---------------------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| PERSONNEL | | | | | | |
| 100-330-501.100 | SALARIES - FULL-TIME | 91,815 | 62,491 | 62,491 | 38,732 | (23,758) |
| 100-330-501.300 | SALARIES - PART TIME | 14,993 | 20,157 | 20,157 | 20,157 | |
| 100-330-501.400 | SALARIES - OVERTIME | 2,468 | 1,500 | | 1,900 | 1,900 |
| 100-330-501.500 | LONGEVITY PAY | 45 | 45 | 90 | 35 | (56) |
| 100-330-505.100 | FLEXIBLE BENEFIT | 23,479 | 13,864 | 13,864 | 9,464 | (4,401) |
| 100-330-505.200 | RETIREMENT | 13,177 | 6,768 | 6,768 | 3,969 | (2,799) |
| 100-330-505.300 | MEDICARE CONTRIBUTION | 1,504 | 1,108 | 1,108 | 699 | (409) |
| 100-330-505.700 | CITY-PAID INSURANCE | 519 | 565 | 565 | 375 | (190) |
| | SUBTOTAL | 148,000 | 106,499 | 105,044 | 75,331 | (29,712) |
| OPERATIONS | | | | | | |
| 100-330-530.100 | CONTRACT SERVICES | 27,934 | 83,400 | 83,400 | 69,000 | (14,400) |
| 100-330-540.200 | SPECIAL EXPENSES | 10,273 | 19,376 | 10,000 | 20,000 | 10,000 |
| | SUBTOTAL | 38,207 | 102,776 | 93,400 | 89,000 | (4,400) |
| | GENERAL FUND TOTAL | 186,207 | 209,275 | 198,444 | 164,331 | (34,112) |

PUBLIC WORKS STREET MAINTENANCE - 330

GAS TAX FUND (201-330)

| | | | | | | |
|-------------------|---------------------------|----------------|----------------|----------------|----------------|-----------------|
| PERSONNEL | | | | | | |
| 201-330-501.100 | SALARIES - FULL-TIME | 274,112 | 280,000 | 296,318 | 369,112 | 72,794 |
| 201-330-501.400 | SALARIES - OVERTIME | 11,934 | 12,000 | 15,000 | 15,000 | |
| 201-330-501.500 | LONGEVITY PAY | 850 | 500 | 1,250 | 1,325 | 75 |
| 201-330-505.100 | FLEXIBLE BENEFIT | 75,145 | 75,624 | 75,624 | 84,266 | 8,642 |
| 201-330-505.200 | RETIREMENT | 48,210 | 50,000 | 53,321 | 37,925 | (15,396) |
| 201-330-505.300 | MEDICARE CONTRIBUTION | 4,846 | 5,629 | 5,629 | 6,593 | 964 |
| 201-330-505.700 | CITY-PAID INSURANCE | 2,857 | 3,084 | 3,084 | 3,341 | 257 |
| | SUBTOTAL | 417,954 | 426,837 | 450,226 | 517,563 | 67,337 |
| OPERATIONS | | | | | | |
| 201-330-515.200 | ELECTRICITY | 25,047 | 25,000 | 28,000 | 28,000 | |
| 201-330-520.400 | STREET MAINTENANCE | 12,927 | 15,000 | 46,500 | 40,000 | (6,500) |
| 201-330-520.600 | VEHICLE MAINTENANCE | 7,399 | 7,500 | 7,500 | 7,500 | |
| 201-330-520.610 | VEHICLE FUEL | 2,841 | 2,837 | 4,000 | 3,000 | (1,000) |
| 201-330-530.100 | CONTRACT SERVICES | 173,426 | 190,000 | 294,700 | 292,000 | (2,700) |
| 201-330-530.200 | PROFESSIONAL SERVICES | 11,180 | 12,000 | 20,000 | 20,000 | |
| 201-330-540.200 | SPECIAL EXPENSES | | | 10,000 | 10,000 | |
| | SUBTOTAL | 232,820 | 252,337 | 410,700 | 400,500 | (10,200) |
| CAPITAL | | | | | | |
| 201-330-550.400 | OTHER EQUIPMENT | 2,700 | | | | |
| | SUBTOTAL | 2,700 | | | | |
| | GAS TAX FUND TOTAL | 653,474 | 679,174 | 860,926 | 918,063 | 57,137 |



PUBLIC WORKS STREET MAINTENANCE

PUBLIC WORKS STREET MAINTENANCE - 330

SEWER FUND (205-330)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2009-10 | PROJECTED ACTUAL 2010-11 | AMENDED BUDGET 2010-11 | ADOPTED BUDGET 2011-12 | CHANGE FROM PRIOR YEAR |
|-------------------------|-----------------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| PERSONNEL | | | | | | |
| 205-330-501.100 | SALARIES - FULL-TIME | 3,376 | 3,512 | 3,512 | 1,991 | (1,521) |
| 205-330-501.400 | SALARIES - OVERTIME | 132 | 100 | | 100 | 100 |
| 205-330-501.500 | LONGEVITY PAY | 5 | 9 | 9 | 5 | (5) |
| 205-330-505.100 | FLEXIBLE BENEFIT | 757 | 756 | 756 | 389 | (367) |
| 205-330-505.200 | RETIREMENT | 618 | 601 | 601 | 204 | (396) |
| 205-330-505.300 | MEDICARE CONTRIBUTION | 61 | 62 | 62 | 35 | (27) |
| 205-330-505.700 | CITY-PAID INSURANCE | 29 | 31 | 31 | 15 | (15) |
| SUBTOTAL | | 4,978 | 5,071 | 4,971 | 2,739 | (2,232) |
| SEWER FUND TOTAL | | 4,978 | 5,071 | 4,971 | 2,739 | (2,232) |

PUBLIC WORKS STREET MAINTENANCE - 330

PROP C FUND (207-330)

| | | | | | | |
|---------------------|-----------------------|---------------|---------------|---------------|---------------|-----------------|
| PERSONNEL | | | | | | |
| 207-330-501.100 | SALARIES - FULL-TIME | 7,494 | 23,880 | 23,880 | 15,932 | (7,948) |
| 207-330-501.400 | SALARIES - OVERTIME | 976 | 1,100 | | 1,100 | 1,100 |
| 207-330-501.500 | LONGEVITY PAY | 42 | 72 | 72 | 36 | (36) |
| 207-330-505.100 | FLEXIBLE BENEFIT | 3,071 | 6,050 | 6,050 | 3,111 | (2,939) |
| 207-330-505.200 | RETIREMENT | 2,202 | 5,313 | 5,313 | 1,635 | (3,678) |
| 207-330-505.300 | MEDICARE CONTRIBUTION | 488 | 539 | 539 | 277 | (263) |
| 207-330-505.700 | CITY-PAID INSURANCE | 235 | 247 | 247 | 123 | (123) |
| SUBTOTAL | | 14,508 | 37,201 | 36,101 | 22,214 | (13,887) |
| OPERATIONS | | | | | | |
| 207-330-530.100 | CONTRACT SERVICES | 60,243 | 60,000 | 60,000 | 60,000 | |
| SUBTOTAL | | 60,243 | 60,000 | 60,000 | 60,000 | |
| PROP C TOTAL | | 74,751 | 97,201 | 96,101 | 82,214 | (13,887) |

PUBLIC WORKS STREET MAINTENANCE - 330

HAWTHORNE BLVD. MAINTENANCE (218-330)

| | | | | | | |
|-----------------------------|-----------------------|------------------|------------------|------------------|------------------|---------------|
| OPERATIONS | | | | | | |
| 218-330-515.200 | ELECTRIC | 23,875 | 21,361 | 21,000 | 24,000 | 3,000 |
| 218-330-515.400 | WATER | 65,269 | 62,000 | 60,000 | 62,000 | 2,000 |
| 218-330-520.320 | LANDSCAPE MAINTENANCE | 99,468 | 100,000 | 100,000 | 100,000 | |
| 218-330-530.100 | CONTRACT SERVICES | 4,568 | 4,000 | 5,000 | 4,000 | (1,000) |
| SUBTOTAL | | 193,180 | 187,361 | 186,000 | 190,000 | 4,000 |
| HAWTHORNE BLVD TOTAL | | 193,180 | 187,361 | 186,000 | 190,000 | 4,000 |
| ALL FUNDS TOTAL | | 1,112,590 | 1,178,081 | 1,346,441 | 1,357,347 | 10,906 |



PUBLIC WORKS STREET MAINTENANCE

Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: PW Street Maintenance - 330

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|--------------------------|---------------------------|---------------------------|--|
| Fund: | 100 - General Fund | | | |
| 501.100 | Salaries - Full-Time | 62,491 | 38,732 | Assistant Engineer, PW Inspector, MW III. |
| 501.400 | Salaries-Overtime | | 1,900 | |
| 501.300 | Salaries - Part-Time | 20,157 | 20,157 | MW I (Part Time). |
| 501.500 | Longevity award | 90 | 35 | Per MOU. |
| 505.100 | Flexible Benefit | 13,864 | 9,464 | Monthly benefits include cafeteria for mid-management and classified employees. |
| 505.200 | Retirement | 6,768 | 3,969 | Retirement costs. |
| 505.300 | Medicare | 1,108 | 699 | Employer paid share @ 1.45% of salary. |
| 505.700 | City-Paid Insurance | 565 | 375 | Life Insurance, AD&D, LTD. |
| | Subtotal | 105,044 | 75,331 | |
| | <u>Operations</u> | | | |
| 530.100 | Contract Services | 83,400 | 69,000 | NPDES permit compliance services (\$25,000); Dig Alert fee (\$1,500) Plan Checks (\$7,500); Traffic accident signal repairs, as needed to (\$15,000); Landscape Maint Svcs (\$20,000). |
| 540.200 | Special Expenses | 10,000 | 20,000 | Coalition Cities & Cal St Light Assoc Fees; State Water Resources Board fees, misc street expenses.; Higher as FY 12-13 will have fees (\$10K NPDES) associated with new LA Storm Water Permit Adoption. |
| | Subtotal | 93,400 | 89,000 | |
| | PROGRAM TOTAL | 198,444 | 164,331 | |



PUBLIC WORKS STREET MAINTENANCE

Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: PW Street Maintenance - 330

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|--------------------------|---------------------------|---------------------------|--|
| Fund: | 201- Gas Tax | | | |
| | <u>Personnel</u> | | | |
| 501.100 | Salaries - Full-Time | 296,318 | 369,112 | Salaries include Maintenance Supervisor- Maintenance Worker III , Maintenance Worker II and Maintenance Worker I. |
| 501.400 | Salaries - Overtime | 15,000 | 15,000 | For off-scheduled work and emergencies. |
| 501.500 | Longevity award | 1,250 | 1,325 | Per MOU. |
| 505.100 | Flexible Benefit | 75,624 | 84,266 | Cafeteria Plan. |
| 505.200 | Retirement | 53,321 | 37,925 | Retirement costs. |
| 505.300 | Medicare | 5,629 | 6,593 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 3,084 | 3,341 | LTD & AD&D. |
| | Subtotal | 450,226 | 517,563 | |
| | <u>Operations</u> | | | |
| 515.200 | Electricity | 28,000 | 28,000 | Street lights and signals expenditures. Based on historical use. |
| 520.400 | Street Maintenance | 46,500 | 40,000 | Paints, asphalts, signs and parkways. Federal reflectivity sign requirement. Citywide street signage replacement program over next two years (\$21,500 each year). |
| 520.600 | Vehicle Maintenance | 7,500 | 7,500 | Based on historical use. |
| 520.610 | Vehicle Fuel | 4,000 | 3,000 | Based on historical use. |
| 530.100 | Contract Services | 294,700 | 292,000 | Street Sweeping - \$105,000. Traffic Signal Accident Repairs - \$25,000 Traffic Signal Maint. - \$38,000 Traffic Striping - \$25,000 Bridge Soffit Lighting - \$3,000 Concrete/Pavement Repair - \$40,000 Curb, Gutter and Sidewalk Repair - \$35,000 Other Street Maint. - \$8,500 Industrial Inspection (NPDES) - \$12,500 |



PUBLIC WORKS STREET MAINTENANCE

Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: PW Street Maintenance - 330

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------------------------|-----------------------|---------------------------|---------------------------|---|
| (Operations, Continued) | | | | |
| 530.200 | Professional Services | 20,000 | 20,000 | Traffic engineering svcs; traffic studies. Based on historical use. |
| 540.200 | Special Expenses | 10,000 | 10,000 | Miscellaneous fees (permits, licenses, etc.) and expenses (traffic control devices). Based on historical use. |
| Subtotal | | 410,700 | 400,500 | |
| PROGRAM TOTAL | | 860,926 | 918,063 | |
| Fund: | 205-Sewer Fund | | | |
| Personnel | | | | |
| 501.100 | Salaries - Full-Time | 3,512 | 1,991 | Inspector - 3% and MW II - 3%. |
| 501.400 | Salaries - Overtime | | 100 | For off-scheduled work and emergencies. |
| 501.500 | Longevity award | 9 | 5 | Per MOU. |
| 505.100 | Flexible Benefit | 756 | 389 | Cafeteria Plan. |
| 505.200 | Retirement | 601 | 204 | Retirement costs. |
| 505.300 | Medicare | 62 | 35 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 31 | 15 | LTD & AD&D. |
| Subtotal | | 4,971 | 2,739 | |
| PROGRAM TOTAL | | 4,971 | 2,739 | |
| Fund: | 207 - Proposition C | | | |
| 501.100 | Salaries - Full-Time | 23,880 | 15,932 | Salary allocation for Associate Engineer, Assistant Engineers, Inspector, Administrative Assistant. |
| 501.400 | Salaries - Overtime | | 1,100 | |
| 501.500 | Longevity award | 72 | 36 | Per MOU. |
| 505.100 | Flexible Benefit | 6,050 | 3,111 | Cafeteria Plan. |
| 505.200 | Retirement | 5,313 | 1,635 | Retirement costs. |
| 505.300 | Medicare | 539 | 277 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 247 | 123 | LTD & AD&D. |
| Subtotal | | 36,101 | 22,214 | |
| Operations | | | | |
| 530.100 | Contract Services | 60,000 | 60,000 | Traffic Signal Maintenance. Increase based on historical use. |
| Subtotal | | 60,000 | 60,000 | |
| PROGRAM TOTAL | | 96,101 | 82,214 | |



PUBLIC WORKS STREET MAINTENANCE

Budget Detail Worksheet

Dept: PUBLIC WORKS

Program: PW Street Maintenance - 330

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|----------------------------------|------------------------------|------------------------------|---|
| Fund: | 218 - Hawthorne Blvd Maintenance | | | |
| | <u>Operations</u> | | | |
| 515.200 | Electricity | 21,000 | 24,000 | Increase based on invoices on hold for 2009-2012 to be paid in FY12-13. |
| 515.400 | Water | 60,000 | 62,000 | Based on historical use. |
| 520.320 | Landscape Maintenance | 100,000 | 100,000 | Includes monthly maintenance and irrigation repairs, plant replacements, & soil amendments. Increase due to adjustment in projected expenditures (\$9,000). |
| 530.100 | Contract Services | 5,000 | 4,000 | Litter pickup svc/misc services as-needed. Decrease due to new designation of trash franchise (\$2,500); lower due to historical use. |
| | Subtotal | 186,000 | 190,000 | |
| | PROGRAM TOTAL | 186,000 | 190,000 | |
| | ALL FUNDS TOTAL: | 1,346,441 | 1,357,347 | |



Engineering Division

PROGRAM DESCRIPTION

This Division oversees the City's capital public improvements, including street and sidewalk improvements, and private improvements in the public right-of-way. In addition, the Division also inspects repairs and other work by utility companies in the public right-of-way, manages projects, and reviews various property maps and other documents needed for official record keeping.

The unit is responsible for generating or obtaining designs and specifications for public works improvements and City facility projects, and inspecting all work performed in the public right-of-way. Maintaining the City's Pavement Management System is another task delegated to the engineering division.

This unit provides engineering support for the street maintenance, and grounds and facilities maintenance divisions. The unit also chairs and 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 property development plans for off-site street, storm drain and 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 all aspects of 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 property development plans and vesting 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
- Completion of the 2011/2012 CDBG Sidewalk and Street Improvement Projects.
 - Prepare, manage, and issue plans, specs and construction Request For Proposals, bid packages, and agreements for the City's Capital Improvement Projects:
 - Community Center Project – Redevelopment Agency,
 - Design phase of the Inglewood Avenue Corridor Project – SAFETEA-LU Grant,
 - William Green Wading Pool and Landscaping – Redevelopment Agency,
 - Firmona Storm Drain Project – EPA Grant,
 - New Hogan Park Expansion – Redevelopment Agency,
 - Mansel Improvement Project – CDGB Program,
 - Burin Avenue Improvements – Measure R, Redevelopment Agency,
 - Alley Rehabilitation – Redevelopment,
 - 145th Street Improvements – CDGB,
 - 169th Street Improvements – Measure R,
 - Manhattan Beach Blvd. Alley Rehabilitation – CDGB, Measure R,
 - Prairie Avenue North Street Improvements – Prop C,
 - Redondo Beach Avenue Street Improvements – Prop A, Prop C, STP-L.
 - Oversee County projects within City limits
 - Prairie Avenue Resurfacing.
 - Resolution of various pedestrian and vehicular safety issues and concerns 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.
 - Administration of Safe Routes to School grant with the Lawndale Elementary School District.



PUBLIC WORKS ENGINEERING

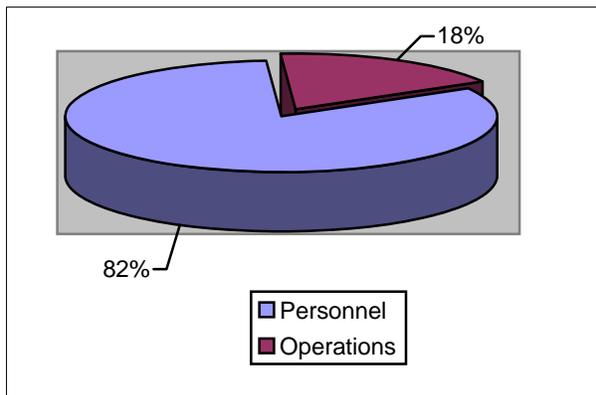
- Continue to comply with Caltrans procurement and construction requirements on state and federally funded projects.

■ ACCOMPLISHMENTS

- Met key milestones, proposed objectives, mandated funding reporting, and construction administration requirements. for the City's Capital Improvement Projects:
 - Utility Undergrounding (completed) – Redevelopment Agency,
 - 160th Street Improvements (completed) – CDBG, Gas Tax, Prop 42,
 - Condon/163rd Street/164th Street Improvements (completed) – Redevelopment Agency,
 - Prairie Avenue Resurfacing (design & bid) – Prop C, Highway Thru Cities,
 - Inglewood Corridor Phase I & II (design phase) – SAFETEA-LU, Prop C, Prop C (25),
 - Manhattan Beach/Prairie Left Turn Signal (completed) – Metro STP-L,
 - Slurry Seal (completed) – Gas Tax,
 - Citywide Striping (completed) – Gas Tax

- Tree Planting/Removal (completed) – CDBG
- Firmona Strom Drain Project (design phase) – EPA, Prop 1B,
- Jane Adams Picnic Improvements (completed) – Redevelopment Agency,
- William Green Wadding Pool Site Improvements (PS&E) – Redevelopment Agency,
- New Hogan Park Expansion (PS&E) – Redevelopment Agency,
- Mansel/152nd Street Improvements (PS&E) – CDBG, Prop 42, Measure R,
- 149th Street Improvements (PS&E) – Measure R, Redevelopment Agency,
- Alley Rehabilitation Improvements (PS&E) – Redevelopment Agency.
- Effectively represented the City in the various intergovernmental councils.
- Worked with neighboring Cities of Redondo Beach and Hawthorne on implementation of projects along shared borders.
- Complied with Caltrans requirements for procurement and construction on all state and federally funded projects.

■ FINANCIAL HIGHLIGHTS



Division Expenditures by Category

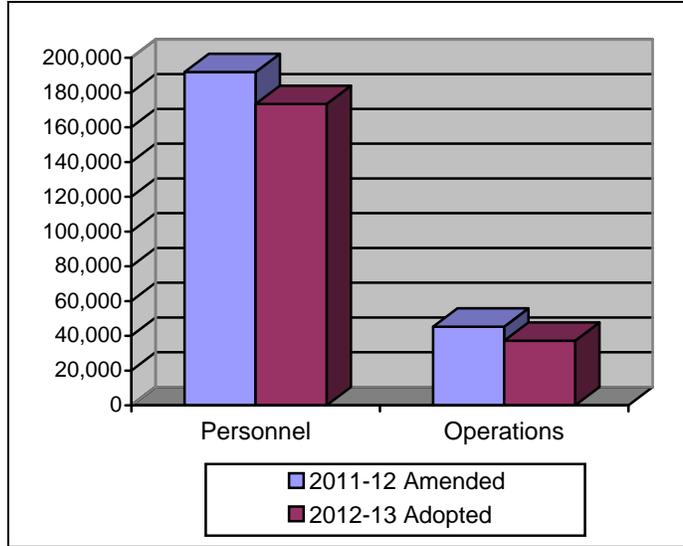
| | |
|--------------|------------------|
| Personnel | \$173,351 |
| Operations | 37,150 |
| Total | \$210,501 |



PUBLIC WORKS ENGINEERING

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|----------------------------|----------------------------|
| Personnel | \$191,742 | \$173,351 |
| Operations | 45,250 | 37,150 |
| Total | \$236,992 | \$210,501 |



SIGNIFICANT CHANGES: (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2013 of \$210,501 is a decrease of \$26,491 due to the following changes:

| | |
|--|-------------------|
| Decrease in salaries & benefits due to elimination of LRA. | (\$18,392) |
| Other miscellaneous charges. | (8,099) |
| Department Total | (\$26,491) |



PUBLIC WORKS ENGINEERING

DEPARTMENT EXPENDITURES

PUBLIC WORKS ENGINEERING - 340

GENERAL FUND (100-340)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|---------------------------|---------------------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| PERSONNEL | | | | | | |
| 100-340-501.100 | SALARIES - FULL-TIME | 34,980 | 46,589 | 33,138 | 283 | (32,855) |
| 100-340-501.400 | SALARIES - OVERTIME | 1,726 | 8,000 | 8,000 | 1,000 | (7,000) |
| 100-340-505.100 | FLEXIBLE BENEFIT | 5,632 | 7,562 | 7,562 | 324 | (7,238) |
| 100-340-505.200 | RETIREMENT | 6,126 | 7,948 | 7,948 | 29 | (7,919) |
| 100-340-505.300 | MEDICARE CONTRIBUTION | 552 | 785 | 785 | 9 | (776) |
| 100-340-505.700 | CITY-PAID INSURANCE | 221 | 308 | 308 | 13 | (296) |
| SUBTOTAL | | 49,237 | 71,192 | 57,742 | 1,658 | (56,084) |
| OPERATIONS | | | | | | |
| 100-340-510.100 | OFFICE SUPPLIES | 1,894 | 1,000 | 3,000 | 1,000 | (2,000) |
| 100-340-510.200 | REPROGRAPHICS | 3,424 | 1,700 | 1,700 | 1,700 | |
| 100-340-510.400 | SUBSCRIPTIONS/PUBLICATION | 1,442 | 1,000 | 1,000 | 1,000 | |
| 100-340-510.600 | STAFF DEVELOPMENT | 1,374 | 500 | 1,500 | 500 | (1,000) |
| 100-340-510.610 | MEMBERSHIP/DUES | 522 | 500 | 500 | 500 | |
| 100-340-510.620 | TRAVEL/MEETINGS | 140 | 700 | 1,300 | 700 | (600) |
| 100-340-510.650 | MILEAGE REIMBURSEMENT | 239 | 250 | 250 | 250 | |
| 100-340-530.200 | PROFESSIONAL SERVICES | 23,755 | 30,000 | 30,000 | 30,000 | |
| 100-340-530.210 | TEMPORARY SERVICES | 100 | 500 | 2,000 | 500 | (1,500) |
| 100-340-540.200 | SPECIAL EXPENSES | 2,391 | 1,000 | 4,000 | 1,000 | (3,000) |
| SUBTOTAL | | 35,281 | 37,150 | 45,250 | 37,150 | (8,100) |
| GENERAL FUND TOTAL | | 84,518 | 108,342 | 102,992 | 38,808 | (64,184) |

PUBLIC WORKS ENGINEERING - 340

GAS TAX FUND (201-340)

| | | | | | | |
|---------------------------|-----------------------|---------------|---------------|---------------|--|-----------------|
| PERSONNEL | | | | | | |
| 201-340-501.100 | SALARIES - FULL-TIME | 34,980 | 35,000 | 42,581 | | (42,581) |
| 201-340-501.400 | SALARIES - OVERTIME | 1,726 | | | | |
| 201-340-505.100 | FLEXIBLE BENEFIT | 5,633 | 6,000 | 7,562 | | (7,562) |
| 201-340-505.200 | RETIREMENT | 6,127 | 7,000 | 7,948 | | (7,948) |
| 201-340-505.300 | MEDICARE CONTRIBUTION | 552 | 600 | 785 | | (785) |
| 201-340-505.700 | CITY-PAID INSURANCE | 220 | 250 | 308 | | (308) |
| SUBTOTAL | | 49,238 | 49,358 | 59,185 | | (59,185) |
| GAS TAX FUND TOTAL | | 49,238 | 49,358 | 59,185 | | (59,185) |

PUBLIC WORKS ENGINEERING - 340

PROPOSITION C FUND (207-340)

| | | | | | | |
|---------------------------|-----------------------|--|---------------|---------------|---------------|---------------|
| PERSONNEL | | | | | | |
| 207-340-501.100 | SALARIES - FULL-TIME | | 52,678 | 52,678 | 67,258 | 14,580 |
| 207-340-501.400 | SALARIES - OVERTIME | | 1,300 | | 7,300 | 7,300 |
| 207-340-505.100 | FLEXIBLE BENEFIT | | 10,083 | 10,083 | 10,695 | 612 |
| 207-340-505.200 | RETIREMENT | | 10,597 | 10,597 | 6,886 | (3,711) |
| 207-340-505.300 | MEDICARE CONTRIBUTION | | 1,047 | 1,047 | 1,130 | 83 |
| 207-340-505.700 | CITY-PAID INSURANCE | | 411 | 411 | 424 | 13 |
| SUBTOTAL | | | 76,116 | 74,816 | 93,693 | 18,877 |
| PROP C FUND TOTAL: | | | 76,116 | 74,816 | 93,693 | 18,877 |



PUBLIC WORKS ENGINEERING

PUBLIC WORKS ENGINEERING - 340

MEASURE R (244-310)

| ACCOUNT NUMBER | DESCRIPTION | PROJECTED | | AMENDED | ADOPTED | CHANGE |
|-------------------------|-----------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| | | ACTUAL 2009-10 | ACTUAL 2010-11 | BUDGET 2010-11 | BUDGET 2012-13 | FROM PRIOR YEAR |
| <u>PERSONNEL</u> | | | | | | |
| 244-340-501.100 | SALARIES - FULL-TIME | | | | 56,249 | 56,249 |
| 244-340-501.400 | SALARIES - OVERTIME | | | | 2,510 | 2,510 |
| 244-340-501.500 | LONGEVITY | | | | 66 | 66 |
| 244-340-501.600 | AUTO ALLOWANCE | | | | 150 | 150 |
| 244-340-505.100 | FLEXIBLE BENEFIT | | | | 10,167 | 10,167 |
| 244-340-505.200 | RETIREMENT | | | | 6,541 | 6,541 |
| 244-340-505.201 | PARS CONTRIBUTION | | | | 930 | 930 |
| 244-340-505.300 | MEDICARE CONTRIBUTION | | | | 966 | 966 |
| 244-340-505.700 | CITY -PAID INSURANCE | | | | 421 | 421 |
| | SUBTOTAL | | | | 78,000 | 78,000 |
| ALL FUNDS TOTAL | | 133,756 | 233,816 | 236,992 | 210,501 | (26,491) |



PUBLIC WORKS ENGINEERING

Budget Detail Worksheet

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

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-------------|----------------------------|---------------------------|---------------------------|---|
| | <u>Personnel</u> | | | |
| 501.100 | Salaries - Full-Time | 33,138 | 283 | Salary allocation for (1)City Engineer, (1) Associate Engineer; (1) Assistant Engineer; and (1) Administrative Assistant II. |
| 501.400 | Salaries - Overtime | 8,000 | 1,000 | Overtime for scheduled and unscheduled project management as needed; based on prior year's use and loss of one Engineer Assistant. |
| 505.100 | Flexible Benefit | 7,562 | 324 | Monthly benefits include cafeteria for mid-management and classified employees. |
| 505.200 | Retirement | 7,948 | 29 | Retirement costs. |
| 505.300 | Medicare | 785 | 9 | Employer paid share @ 1.45% of salary. |
| 505.700 | City-Paid Insurance | 308 | 13 | Life Insurance, AD&D, LTD. |
| | Subtotal | 57,742 | 1,658 | |
| | <u>Operations</u> | | | |
| 510.100 | Office Supplies | 3,000 | 1,000 | Provides pens, pencils, file folders, labels, sheet protectors, tape, printer cartridges and paper. Lowered cost based on historical use. |
| 510.200 | Reprographics | 1,700 | 1,700 | Reproduction - project specifications, maps, request for proposals, business cards, other misc. forms. Hawthorne Boulevard Parking permit fees (\$1,500). |
| 510.400 | Subscriptions/Publications | 1,000 | 1,000 | Local & State publications for standard spec, construction plans, equipment, services and other resources. |
| 510.600 | Staff Development | 1,500 | 500 | Includes training and seminars. Lowered cost based on historical costs. |
| 510.610 | Membership/Dues | 500 | 500 | Membership for employees' associations. |
| 510.620 | Travel/Meetings | 1,300 | 700 | Travel expense when attending training, conferences and/or meetings. Increase reallocated for City Engineer conference attendance. |
| 510.650 | Mileage Reimbursement | 250 | 250 | Reimbursement for use of personal vehicles for official business usage. |
| 530.200 | Professional Services | 30,000 | 30,000 | Parcel Map Review, survey services, soils testing services; Misc. services as needed. |



PUBLIC WORKS ENGINEERING

Budget Detail Worksheet

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

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|---------------------------------------|--------------------|---------------------------|---------------------------|---|
| <u>(Operations, Continued)</u> | | | | |
| 530.210 | Temporary Services | 2,000 | 500 | Inspection services as needed; lowered due to historical use. |
| 540.200 | Special Expenses | 4,000 | 1,000 | For misc. expenses as needed; lowered due to historical use. |
| Subtotal | | 45,250 | 37,150 | |
| PROGRAM TOTAL | | 102,992 | 38,808 | |

Fund: 201- Gas Tax

| <u>Personnel</u> | | | | |
|-------------------------|----------------------|---------------|--|---|
| 501.100 | Salaries - Full-Time | 42,581 | | 15% salary allocation for City Engineer, (1) Associate Engineer; (1) Assistant Engineer; and (1) Administrative Assistant II. |
| 505.100 | Flexible Benefit | 7,562 | | Cafeteria Plan. |
| 505.200 | Retirement | 7,948 | | Retirement costs. |
| 505.300 | Medicare | 785 | | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 308 | | LTD & AD&D. |
| Subtotal | | 59,185 | | |
| PROGRAM TOTAL | | 59,185 | | |

Fund: 207- Proposition C

| <u>Personnel</u> | | | | |
|-------------------------|----------------------|---------------|---------------|---|
| 501.100 | Salaries - Full-Time | 52,678 | 67,258 | 20% salary allocation for City Engineer, (1) Associate Engineer; (1) Assistant Engineer; and (1) Administrative Assistant II. |
| 501.400 | Salaries - Overtime | | 7,300 | For off-scheduled work and emergencies. |
| 505.100 | Flexible Benefit | 10,083 | 10,695 | Cafeteria Plan. |
| 505.200 | Retirement | 10,597 | 6,886 | Retirement costs. |
| 505.300 | Medicare | 1,047 | 1,130 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 411 | 424 | LTD & AD&D. |
| PROGRAM TOTAL | | 74,816 | 93,693 | |



PUBLIC WORKS ENGINEERING

Budget Detail Worksheet

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

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|------------------------|---------------------------|---------------------------|----------------------------------|
| Fund: | 244- Measure R | | | |
| | Personnel | | | |
| 501.100 | Salaries - Full-Time | | 56,249 | See labor distribution report. |
| 501.400 | Overtime | | 2,510 | |
| 501.500 | Longevity Pay | | 66 | Per MOU. |
| 501.600 | Auto Allowance | | 150 | Car Allowance for CMT. |
| 505.100 | Flexible Benefit | | 10,167 | Cafeteria Plan. |
| 505.200 | Retirement | | 6,541 | Retirement costs. |
| 505.201 | PARS Contribution | | 930 | Retirement contribution for PARS |
| 505.300 | Medicare | | 966 | 1.45% of gross. |
| 505.700 | City-Paid Insurance | | 421 | LTD & AD&D. |
| | Subtotal | | 78,000 | |
| | ALL FUNDS TOTAL | 236,992 | 210,501 | |



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 Adopted 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, Economic Development and 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

- Build a park on Larch Avenue using a grant from the State of California
- Search for grants and other funding sources for projects that were to be funded by the Redevelopment Agency.
- Begin the preparation of an update to the housing element.
- Prepare a model transit oriented development ordinance for Lawndale, Redondo beach and Hawthorne

- Continue to review and critically analyze the Adopted Metro Green Line South Bay extension.
- Review the forthcoming Metro Green Line Extension EIR.
- Find and secure grants from federal, state, and institutional sources for the City's building projects and social programs.
- 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 the 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.
- Create an in-house GIS mapping capability.
- Continue to look for efficiencies in departmental business practices.

ACCOMPLISHMENTS

- Completed the Lawndale portion of the South Bay Bicycle Plan
- Obtained a \$4 million grant from the State of California to develop the Larch Avenue Park.
- Obtained a Metro grant to prepare a three city model transit oriented development ordinance.
- Continued to assist with the development of the new Lawndale Community Center, including completing the alley closure, negotiating with impacted neighbors, and monitoring CEQA mitigation.
- Prepared and processed four (4) amendments to the Municipal Code, including amendments regarding fences,

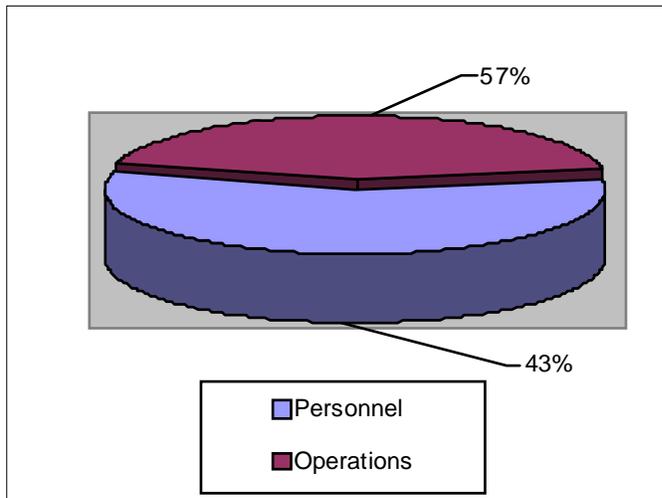


COMMUNITY DEVELOPMENT

- fitness centers, body artwork, and storage/shipping containers.
- Worked with the Southern California Association of Governments toward building the City's geographic information system (GIS) database.
- Provided training to the Planning Commission on current planning practices.
- Reviewed and processed applications for planning entitlements and building permits.

- Provided support to the Planning Commission, City Council, Redevelopment Agency and Housing Authority on various projects and studies.
- Monitored and reviewed regional and state issues, including SCAG, AQMD and other state agency changes that affect the City.

FINANCIAL HIGHLIGHTS

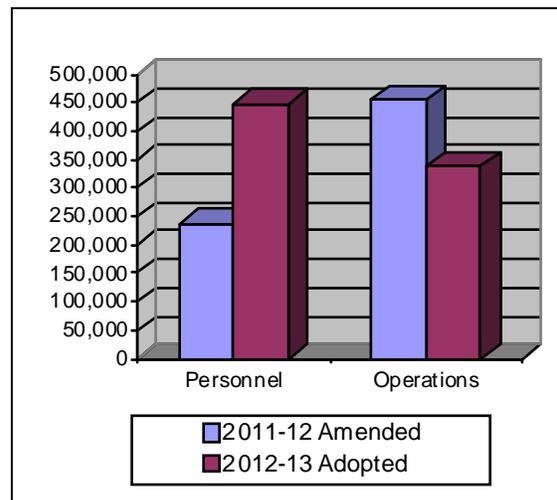


Department Expenditures by Category

| | |
|--------------|------------------|
| Personnel | \$449,016 |
| Operations | 336,999 |
| Total | \$786,015 |

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|--------------------|--------------------|
| Personnel | \$238,114 | \$449,016 |
| Operations | 1,246,645 | 336,999 |
| Total | \$1,484,759 | \$786,015 |



COMMUNITY DEVELOPMENT

■ **SIGNIFICANT CHANGES:** (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2013 of \$786,015 is a decrease of \$698,744 due to the following changes:

| | |
|---|--------------------|
| Increase in salaries due to elimination of LRA. | \$210,902 |
| Increase in contract services. | 53,893 |
| Decrease in Professional Services. | (100,000) |
| Decrease in CDBG funds exchange. | (863,511) |
| Other miscellaneous charges. | (28) |
| Department Total | (\$698,744) |



COMMUNITY DEVELOPMENT

DEPARTMENT EXPENDITURES

COMMUNITY DEVELOPMENT - 410

GENERAL FUND (100-410)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|---------------------------|------------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| PERSONNEL | | | | | | |
| 100-410-501.100 | SALARIES - FULL-TIME | 210,285 | 141,646 | 141,646 | 320,361 | 178,715 |
| 100-410-501.200 | SALARIES - ELECTED/APPOINTED | 4,950 | 6,000 | 6,000 | 6,000 | |
| 100-410-501.400 | SALARIES - OVERTIME | 12,947 | 500 | 2,500 | 2,500 | |
| 100-410-501.500 | LONGEVITY AWARD | 775 | 841 | 841 | 824 | (17) |
| 100-410-501.600 | AUTO ALLOWANCE | 405 | 285 | 285 | 510 | 225 |
| 100-410-505.100 | FLEXIBLE BENEFITS | 44,941 | 39,981 | 39,981 | 51,097 | 11,116 |
| 100-410-505.200 | RETIREMENT | 38,318 | 39,210 | 39,210 | 35,518 | (3,692) |
| 100-410-505.201 | PARS CONTRIBUTION | 2,187 | 2,187 | 2,187 | 4,233 | 2,046 |
| 100-410-505.300 | MEDICARE CONTRIBUTION | 3,664 | 3,792 | 3,792 | 5,405 | 1,613 |
| 100-410-505.700 | CITY-PAID INSURANCE | 1,872 | 1,672 | 1,672 | 2,086 | 414 |
| SUBTOTAL | | 320,344 | 236,114 | 238,114 | 428,534 | 190,420 |
| OPERATIONS | | | | | | |
| 100-410-510.100 | OFFICE SUPPLIES | 4,141 | 2,500 | 3,000 | 3,000 | |
| 100-410-510.200 | REPROGRAPHICS | 31 | 400 | 1,000 | 1,000 | |
| 100-410-510.400 | SUBSCRIPTIONS/PUBLICATIONS | | | 200 | 200 | |
| 100-410-510.600 | STAFF DEVELOPMENT | 926 | 2,400 | 2,400 | 2,400 | |
| 100-410-510.610 | MEMBERSHIP/DUES | | 1,600 | 300 | 300 | |
| 100-410-510.620 | TRAVEL/MEETINGS | 101 | | | | |
| 100-410-510.640 | COMMISSION DEVELOPMENT | 1,789 | 2,500 | 2,500 | 2,500 | |
| 100-410-510.650 | MILEAGE REIMBURSEMENT | 1,374 | | 200 | 200 | |
| 100-410-530.100 | CONTRACT SERVICES | 15,750 | 13,860 | 13,860 | 14,535 | 675 |
| 100-410-530.200 | PROFESSIONAL SERVICES | 34,273 | 29,000 | 44,924 | 44,896 | (28) |
| 100-410-530.210 | TEMPORARY SERVICES | | 2,000 | 2,000 | 2,000 | |
| 100-410-530.500 | LEGAL ADVERTISEMENT | 6,400 | 6,500 | 7,000 | 7,000 | |
| 100-410-530.600 | BUILDING/SAFETY SERVICES | 178,056 | 200,000 | 205,000 | 205,000 | |
| 100-410-540.160 | CDBG FUNDS EXCHANGE | | | 863,511 | | (863,511) |
| 100-410-540.200 | SPECIAL EXPENSES | 426 | 750 | 750 | 750 | |
| SUBTOTAL | | 243,267 | 261,510 | 1,146,645 | 283,781 | (862,864) |
| CAPITAL | | | | | | |
| 100-410-550.600 | PROPERTY ACQUISITION | 3,336,926 | | | | |
| SUBTOTAL | | 3,336,926 | | | | |
| GENERAL FUND TOTAL | | 3,900,537 | 497,624 | 1,384,759 | 712,315 | (672,444) |

COMMUNITY DEVELOPMENT - 410

RESTRICTED URBAN DEVELOPMENT FD (215-410)

| | | | | | | |
|------------------------------|-----------------------|--|--|----------------|--|------------------|
| OPERATIONS | | | | | | |
| 215-410-530.200 | PROFESSIONAL SERVICES | | | 100,000 | | (100,000) |
| SUBTOTAL | | | | 100,000 | | (100,000) |
| URBAN DEVL P FD TOTAL | | | | 100,000 | | (100,000) |



COMMUNITY DEVELOPMENT

COMMUNITY DEVELOPMENT - 410

METRO TOD FD (258-410)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|------------------------|-----------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| PERSONNEL | | | | | | |
| 258-410-501.100 | SALARIES - FULL-TIME | | | | 16,109 | 16,109 |
| 258-410-501.500 | LONGEVITY AWARD | | | | 27 | 27 |
| 258-410-505.100 | FLEXIBLE BENEFITS | | | | 2,334 | 2,334 |
| 258-410-505.200 | RETIREMENT | | | | 1,652 | 1,652 |
| 258-410-505.300 | MEDICARE CONTRIBUTION | | | | 268 | 268 |
| 258-410-505.700 | CITY-PAID INSURANCE | | | | 93 | 93 |
| SUBTOTAL | | | | | 20,482 | 20,482 |
| OPERATIONS | | | | | | |
| 258-410-530.100 | CONTRACT SERVICES | | | | 53,218 | 53,218 |
| SUBTOTAL | | | | | 53,218 | 53,218 |
| METRO TOD TOTAL | | | | | 73,700 | 73,700 |
| ALL FUNDS TOTAL | | 3,900,537 | 497,624 | 1,484,759 | 786,015 | (698,744) |



COMMUNITY DEVELOPMENT

Budget Detail Worksheet

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

Fund: 100 - General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-------------|------------------------------|---------------------------|---------------------------|---|
| | <u>Personnel</u> | | | |
| 501.100 | Salaries - Full-Time | 141,646 | 320,361 | Deputy City Manager , CDD Manager, Associate Planner, Grant/Economic Dev Coord, Asst. Planner, Building Permit Spec., Admin. Asst. II. |
| 501.200 | Salaries - Elected/Appointed | 6,000 | 6,000 | Stipend of \$50 per member per Commission meeting. |
| 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 | 841 | 824 | Per MOU. |
| 501.600 | Auto Allowance | 285 | 510 | Allowance for use of personal cars by CMT members. |
| 505.100 | Flexible Benefits | 39,981 | 51,097 | Monthly benefits include cafeteria increases for mid-management and classified employees and for CMT members. |
| 505.200 | Retirement | 39,210 | 35,518 | Retirement costs. |
| 505.200 | PARS Contribution | 2,187 | 4,233 | Retirement contribution for PARS. |
| 505.300 | Medicare Contributions | 3,792 | 5,405 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 1,672 | 2,086 | Life, AD&D and LTD. |
| | Subtotal | 238,114 | 428,534 | |
| | <u>Operations</u> | | | |
| 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. Increase based on FY 11 expenditures. |
| 510.200 | Reprographics | 1,000 | 1,000 | 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 | 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 2011-12 | Adopted Budget 2012-13 | Description |
|-------------|---------------------------------------|------------------------------|------------------------------|---|
| | <u>(Operations, Continued)</u> | | | |
| 510.610 | Membership/Dues | 300 | 300 | Provides for 4 staff and 5 Commissioner memberships in the APA and other planning organizations. |
| 510.640 | Commission Development | 2,500 | 2,500 | Provides for Commission requests, travel & training. Increase based on FY 2011 conference requests. |
| 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 | 13,860 | 14,535 | Subscription and license fees for GIS Mapping Software (\$13,500) (formerly shared with PW and MSD), Director cell phone (\$360). |
| 530.200 | Professional Services | 44,924 | 44,896 | Anticipated consulting services needed for temporary planning services (\$5,000), dispute resolution (\$13,800), Traffic and CEQA Consulting (\$7,000), City View Permitting (\$4,863), Housing Element preparation (\$20,000 - 50% of cost being shared with Housing Authority). |
| 530.210 | Temporary Services | 2,000 | 2,000 | Provides for filling of positions during sick, vacation and other absences. |
| 530.500 | Legal - Advertising | 7,000 | 7,000 | Provides for required legal notices for public hearings. |
| 530.600 | Building and Safety | 205,000 | 205,000 | Provides for contract services for plan checks plus inspections, and additional support staff when needed. |
| 540.200 | Special Expenses | 750 | 750 | Provides for funds to cover unexpected costs from Community Development or Planning Commission initiated projects. Includes funding for special events such as ground breaking and grand opening ceremony. Funds for historic plaque program (\$750). |
| | Subtotal | 1,146,645 | 283,781 | |
| | PROGRAM TOTAL | 1,384,759 | 712,315 | |



COMMUNITY DEVELOPMENT

Budget Detail Worksheet

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

Fund: 100 - General Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|------------------------------------|------------------------------|------------------------------|--|
| Fund: | 215- Restricted Urban Devlp | | | |
| | <u>Operations</u> | | | |
| 530.200 | Professional Services | 100,000 | | |
| | Subtotal | 100,000 | | |
| | PROGRAM TOTAL: | 100,000 | | |
| Fund: | 258-Metro TOD | | | |
| | <u>Personnel</u> | | | |
| 501.100 | Salaries - Full-Time | | 16,109 | |
| 501.500 | Longevity Award | | 27 | Per MOU. |
| 505.100 | Flexible Benefits | | 2,334 | Monthly benefits include cafeteria increases |
| 505.200 | Retirement | | 1,652 | Retirement costs. |
| 505.300 | Medicare Contributions | | 268 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | | 93 | Life, AD&D and LTD. |
| | Subtotal | | 20,482 | |
| | <u>Operations</u> | | | |
| 530.100 | Contract Services | | 53,218 | TOD ordinance development. |
| | Subtotal | | 53,218 | |
| | PROGRAM TOTAL: | | 73,700 | |
| | ALL FUNDS TOTAL: | 1,484,759 | 786,015 | |



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 the CDC for approval and funding.

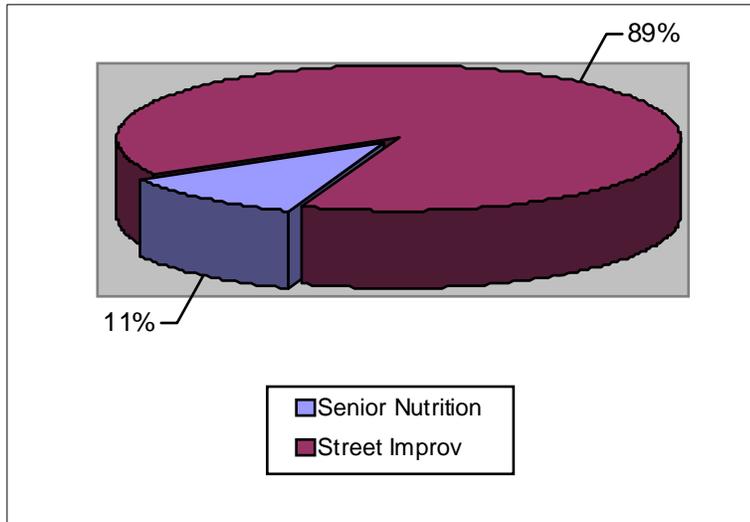
For the 2011-2012 fiscal year the following programs were submitted and approved by the City Council:

- Senior Activities including nutrition, excursions, and classes.
- Street Improvements.

GOALS

- 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.

FINANCIAL HIGHLIGHTS



- Provide funding for the comprehensive replacement of deteriorated sidewalks and streets throughout all CDBG eligible areas of the city.

ACCOMPLISHMENTS

- Provided Funding for the new Lawndale Community Center
- Purchased additional CDBG funds for the new Lawndale Community Center
- Met 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.
- Provided travel and other recreation opportunities to seniors.
- Funded the Mansel Avenue Street improvement project using CDBG funds in the amount of \$631,994.
- Successfully completed a CDBG study area and awarded the "CDBG Area 1" designation

Department Expenditures by Category

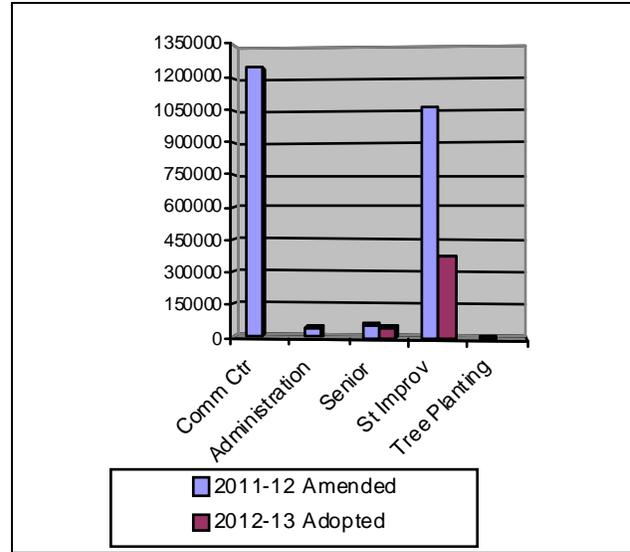
| | |
|---------------------|------------------|
| Senior Nutrition | \$46,209 |
| Street Improvements | 371,516 |
| Total | \$417,725 |



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|-----------------------|--------------------|--------------------|
| Community Center | \$1,246,180 | |
| CDBG-Administration | \$41,331 | |
| Senior Nutrition | 57,758 | \$46,209 |
| Street Improvements | 1,063,106 | 371,516 |
| Area VI Tree Planting | 2,770 | |
| Total | \$2,411,145 | \$417,725 |



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

DEPARTMENT EXPENDITURES

CDBG - COMMUNITY DEVELOPMENT - 400

CDBG (214-400)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-----------------|------------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| CAPITAL | | | | | | |
| 214-400-700.115 | COMMUNITY CENTER | | 745,071 | 1,246,180 | | (1,246,180) |
| | SUBTOTAL | | 745,071 | 1,246,180 | | (1,246,180) |
| | COMMUNITY DEVELOPMENT | | 745,071 | 1,246,180 | | (1,246,180) |

CDBG - ADMINISTRATION - 420

CDBG (214-420)

| | | | | | | |
|-------------------|--------------------------|---------------|---------------|---------------|--|-----------------|
| 214-420-501.100 | SALARIES - FULL-TIME | 1,584 | 3,321 | 3,321 | | (3,321) |
| 214-420-505.100 | FLEXIBLE BENEFIT | 297 | 380 | 380 | | (380) |
| 214-420-505.200 | RETIREMENT | 617 | 642 | 642 | | (642) |
| 214-420-505.201 | PARS CONTRIBUTION | | 115 | 115 | | (115) |
| 214-420-505.300 | MEDICARE CONTRIBUTION | 52 | 54 | 54 | | (54) |
| 214-420-505.700 | CITY-PAID INSURANCE | 13 | 18 | 18 | | (18) |
| | SUBTOTAL | 2,563 | 4,529 | 4,529 | | (4,529) |
| OPERATIONS | | | | | | |
| 214-420-530.200 | PROFESSIONAL SERVICES | 41,000 | 24,350 | 36,802 | | (36,802) |
| | SUBTOTAL | 41,000 | 24,350 | 36,802 | | (36,802) |
| | CDBG ADMIN. TOTAL | 43,563 | 28,879 | 41,331 | | (41,331) |

CDBG - SENIOR ACTIVITIES - 423

CDBG (214-423)

| | | | | | | |
|-------------------|-------------------------------|---------------|---------------|---------------|---------------|-----------------|
| PERSONNEL | | | | | | |
| 214-423-501.100 | SALARIES - FULL-TIME | 4,160 | 5,305 | 5,305 | 27,137 | 21,831 |
| 214-423-501.300 | SALARIES - PART-TIME | 28,064 | 19,818 | 19,818 | | (19,818) |
| 214-423-501.400 | SALARIES - OVERTIME | | | | 73 | 73 |
| 214-423-505.100 | FLEXIBLE BENEFITS | 2,932 | 1,260 | 1,260 | 10,630 | 9,370 |
| 214-423-505.200 | RETIREMENT | 3,099 | 4,101 | 4,101 | 2,778 | (1,322) |
| 214-423-505.300 | MEDICARE CONTRIBUTION | 436 | 722 | 722 | 548 | (174) |
| 214-423-505.700 | CITY-PAID INSURANCE | 35 | 51 | 51 | 422 | 371 |
| | SUBTOTAL | 38,726 | 31,258 | 31,258 | 41,588 | 10,330 |
| OPERATIONS | | | | | | |
| 214-423-530.200 | PROFESSIONAL SERVICES | 26,616 | 26,500 | 26,500 | 4,621 | (21,879) |
| | SUBTOTAL | 26,616 | 26,500 | 26,500 | 4,621 | (21,879) |
| | SENIOR NUTRITION TOTAL | 65,342 | 57,758 | 57,758 | 46,209 | (11,549) |



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

| ACCOUNT NUMBER | DESCRIPTION | PROJECTED | | AMENDED | ADOPTED | CHANGE |
|----------------|-------------|----------------|----------------|----------------|----------------|-----------------|
| | | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2011-12 | BUDGET 2012-13 | FROM PRIOR YEAR |

CDBG - STREET IMPROVEMENTS - 428

CDBG (214-428)

| | | | | | | |
|-----------------|-----------------------|--|--|--|---------------|---------------|
| 214-420-501.100 | SALARIES - FULL-TIME | | | | 14,046 | 14,046 |
| 214-420-501.400 | SALARIES -OVERTIME | | | | 1,000 | 1,000 |
| 214-420-505.100 | FLEXIBLE BENEFIT | | | | 1,604 | 1,604 |
| 214-420-505.200 | RETIREMENT | | | | 1,742 | 1,742 |
| 214-240-505.201 | PARS CONTRIBUTION | | | | 498 | 498 |
| 214-420-505.300 | MEDICARE CONTRIBUTION | | | | 227 | 227 |
| 214-420-505.700 | CITY-PAID INSURANCE | | | | 884 | 884 |
| SUBTOTAL | | | | | 20,000 | 20,000 |

OPERATIONS

| | | | | | | |
|-----------------|-----------------------|--|--|--|---------------|---------------|
| 214-423-530.200 | PROFESSIONAL SERVICES | | | | 17,152 | 17,152 |
| SUBTOTAL | | | | | 17,152 | 17,152 |

CAPITAL

| | | | | | | |
|----------------------------|-----------------------------------|---------|---------|---------|----------------|------------------|
| 214-428-700.149 | PAVEMENT/CURB/GUTTER IMPRO | 263,021 | 117,485 | 117,485 | | (117,485) |
| 214-428-700.200 | STREET IMPROVEMENTS | | 15,212 | 15,212 | | (15,212) |
| 214-428-700.222 | 145th STREET | | 225,000 | 225,000 | | (225,000) |
| 214-428-700.225 | STREET IMPROV MANSEL/OSAGE | | 631,994 | 631,994 | | (631,994) |
| 214-428-700.227 | MANHATTAN BCH BLVD ALLEY | | 73,415 | 73,415 | | (73,415) |
| 214-428-700.243 | 153RD/156TH/159TH St IMPROVEMENTS | | | | 334,364 | 334,364 |
| SUBTOTAL | | | | | 263,021 | 1,063,106 |
| STREET IMPROV TOTAL | | | | | 263,021 | 1,063,106 |

CDBG - AREA VI TREE PLANTING - 429

CDBG (214-429)

CAPITAL

| | | | | | | |
|------------------------------------|-----------------------|--------|--|-------|---------------|--------------|
| 214-428-700.209 | AREA VI TREE PLANTING | 18,480 | | 2,770 | | (2,770) |
| SUBTOTAL | | | | | 18,480 | 2,770 |
| AREA VI TREE PLANTING TOTAL | | | | | 18,480 | 2,770 |

| | | | | | | |
|------------------------|--|--|--|--|------------------|--------------------|
| CDBG FUND TOTAL | | | | | 390,406 | 1,894,814 |
| | | | | | 2,411,145 | 417,725 |
| | | | | | | (2,344,935) |



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Budget Detail Worksheet

Dept: Community Development

Fund: 214 - CDBG Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-----------------|-------------------------------|------------------------------|------------------------------|-----------------------------------|
| Program: | 400-Community Development | | | |
| | Capital | | | |
| 700.115 | Community Center | 1,246,180 | | |
| | SUBTOTAL | 1,246,180 | | |
| | TOTAL COMMUNITY CTR. | 1,246,180 | | |
| Program: | 420-Administration | | | |
| | Personnel | | | |
| 501.100 | Salaries - Full-Time | 3,321 | | CDD Dir. and Assoc Planner. |
| 505.100 | Flexible Benefits | 380 | | Cafeteria Plan. |
| 505.200 | Retirement | 642 | | Retirement costs. |
| 505.201 | PARS Contribution | 115 | | Retirement contribution for PARS. |
| 505.300 | Medicare Contributions | 54 | | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 18 | | LT & AD&D. |
| | SUBTOTAL | 4,529 | | |
| | Operations | | | |
| 530.200 | Professional Services | 36,802 | | Contract with MDG. |
| | SUBTOTAL | 36,802 | | |
| | TOTAL ADMINISTRATION | 41,331 | | |
| Program: | 423-Senior Nutrition | | | |
| | Personnel | | | |
| 501.100 | Salaries - Full-Time | 5,305 | 27,137 | 10% CSD Coordinator. |
| 501.300 | Salaries - Part-Time | 19,818 | | 100% Sr. Recreation Leader. |
| 501.400 | Salaries - Over-Time | | 73 | Based on historical usage. |
| 505.100 | Flexible Benefits | 1,260 | 10,630 | Cafeteria Plan. |
| 505.200 | Retirement | 4,101 | 2,778 | Retirement costs. |
| 505.300 | Medicare Contributions | 722 | 548 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 51 | 422 | LT & AD&D. |
| | SUBTOTAL | 31,258 | 41,588 | |
| | Operations | | | |
| 530.200 | Professional Services | 26,500 | 4,621 | |
| | SUBTOTAL | 26,500 | 4,621 | |
| | TOTAL SENIOR NUTRITION | 57,758 | 46,209 | |



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Budget Detail Worksheet

Dept: Community Development

Fund: 214 - CDBG Fund

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-----------------|-----------------------------------|------------------------------|------------------------------|-----------------------------------|
| Program: | 400-Community Development | | | |
| Program: | 428-Street Improvements | | | |
| | Personnel | | | |
| 501.100 | Salaries - Full-Time | | 14,046 | CDD Dir. and Assoc Planner. |
| 501.400 | Salaries - Over-Time | | 1,000 | |
| 505.100 | Flexible Benefits | | 1,604 | Cafeteria Plan. |
| 505.200 | Retirement | | 1,742 | Retirement costs. |
| 505.201 | PARS Contribution | | 498 | Retirement contribution for PARS. |
| 505.300 | Medicare Contributions | | 227 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | | 884 | LT & AD&D. |
| | SUBTOTAL | | 20,000 | |
| | Operations | | | |
| 530.200 | Professional Services | | 17,152 | Consultants |
| | SUBTOTAL | | 17,152 | |
| | Capital | | | |
| 700.149 | Pavement/Curb/Gutter Improvements | 117,485 | | CDBG street improvement projects. |
| 700.200 | Street Improvements | 15,212 | | CDBG street improvement projects. |
| 700.222 | 145th Street | 225,000 | | CDBG street improvement project |
| 700.225 | Street Improv Mansel/Osage | 631,994 | | CDBG street improvement project |
| 700.227 | Manhattan BCH Blvd Alley | 73,415 | | CDBG street improvement project |
| 700-243 | 153RD/156TH/159TH St Improv | | 334,364 | |
| | SUBTOTAL | 1,063,106 | 334,364 | |
| | TOTAL STREET IMPR. | 1,063,106 | 371,516 | |
| Program: | 429-Area VI Tree Planting | | | |
| | Capital | | | |
| 700.209 | Area VI Tree Planting | 2,770 | | CDBG street improvement projects. |
| | SUBTOTAL | 2,770 | | |
| | TOTAL STREET IMPR. | 2,770 | | |
| | TOTAL CDBG | 2,411,145 | 417,726 | |



SUCCESSOR AGENCY TO THE LRA

MISSION STATEMENT

The mission of the Successor Agency to the Lawndale Redevelopment agency is bring the affairs of the former Lawndale Redevelopment Agency to an orderly close.

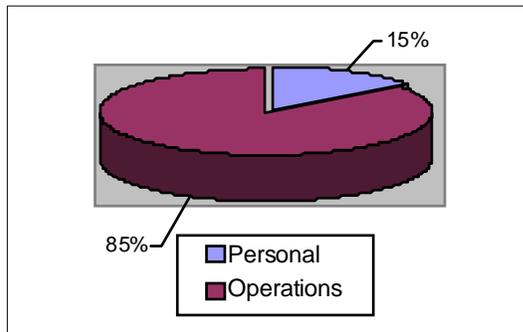
PROGRAM DESCRIPTION

The City of Lawndale activated its redevelopment agency in 1991 and adopted 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, the payment of agency debt, maintenance of agency property, and the sale of agency property.

GOALS

- Complete construction of the Lawndale Community Center.
- Complete the design of the Hogan Park Expansion.
- Complete the design of William Green Park Wading Pool.
- Complete one commercial rehabilitation project currently under construction.
- Prepare an audit of the former redevelopment agency.
- Prepare an administrative budget for the

FINANCIAL HIGHLIGHTS



Successor Agency.

- Prepare and submit for approval a periodic Recognized Obligation Payment Schedule.
- Provide staff support to the Successor Agency Board.
- Provide Staff support to the Oversight Board.
- Facilitate the on-site management and relocation services for a newly acquired mobile home park

ACCOMPLISHMENTS

- Provided rental management services to a mobile home park that will be used to expand the Hawthorne/Manhattan project site.
- Funded the construction of the Lawndale Community Center.
- Funded the design of the Hogan Park Expansion and the William Green Park Wading Pool.
- Prepared preliminary budgets and payment schedules.
- Formed an oversight board.

Department Expenditures by Category

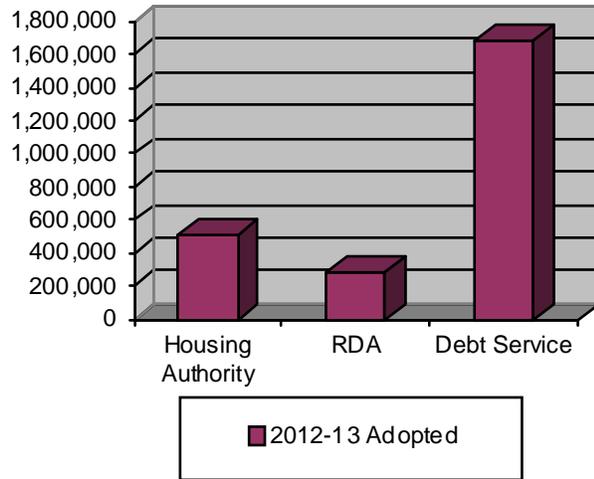
| | |
|--------------|--------------------|
| Personnel | \$368,921 |
| Operations | 2,108,796 |
| Total | \$2,477,717 |



SUCCESSOR AGENCY TO THE LRA

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|-------------------|----------------------------|----------------------------|
| Housing Authority | | 506,721 |
| Redevelopment | | 290,000 |
| Debt Service | | 1,680,996 |
| Total | | \$2,477,717 |



SUCCESSOR AGENCY TO THE LRA

DEPARTMENT EXPENDITURES

LAWNDALE HOUSING AUTHORITY- 610

LAWNDALE HOUSING AUTHORITY (300-610)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|-----------------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| PERSONNEL | | | | | | |
| 300-610-501.100 | SALARIES - FULL-TIME | 82,670 | 93,726 | 93,726 | 101,383 | 7,657 |
| 300-610-501.500 | LONGEVITY AWARD | 30 | 133 | 133 | 155 | 23 |
| 300-610-501.600 | AUTO ALLOWANCE | 250 | 300 | 300 | 300 | |
| 300-610-505.100 | FLEXIBLE BENEFITS | 14,870 | 12,002 | 12,002 | 12,556 | 554 |
| 300-610-505.200 | RETIREMENT | 14,780 | 17,561 | 17,561 | 11,945 | (5,616) |
| 300-610-505.201 | PARS CONTRIBUTION | 2,300 | 2,302 | 2,302 | 2,490 | 188 |
| 300-610-505.300 | MEDICARE CONTRIBUTION | 1,351 | 1,539 | 1,539 | 1,659 | 119 |
| 300-610-505.700 | CITY-PAID INSURANCE | 440 | 533 | 533 | 533 | |
| | SUBTOTAL | 116,691 | 128,096 | 128,096 | 131,021 | 2,925 |
| OPERATIONS | | | | | | |
| 300-610-510.100 | OFFICE SUPPLIES | | | 500 | 500 | |
| 300-610-510.200 | REPROGRAPHICS | | | 600 | 600 | |
| 300-610-510.300 | POSTAGE | | | 200 | 200 | |
| 300-610-510.400 | SUBSCRIPTIONS/PUBLICATIONS | | | 200 | 200 | |
| 300-610-510.610 | MEMBERSHIP/DUES | | | 200 | 200 | |
| 300-610-510.620 | TRAVEL/MEETINGS | | | 1,000 | 1,000 | |
| 300-610-530.100 | CONTRACT SERVICES | | | 13,000 | | (13,000) |
| 300-610-530.200 | PROFESSIONAL SERVICES | | 6,000 | 30,000 | 30,000 | |
| 300-610-530.310 | LEGAL RETAINER | | 10,000 | 10,000 | 10,000 | |
| 300-610-540.200 | SPECIAL EXPENSES | | 1,000 | 3,000 | 3,000 | |
| | SUBTOTAL | | 17,000 | 58,700 | 45,700 | (13,000) |
| PROGRAMS | | | | | | |
| 300-610-545.200 | LOW-MOD LOANS/RESIDENTIAL | 160,800 | 72,000 | 600,000 | 200,000 | (400,000) |
| 300-610-545.201 | HOUSING SITE ACQUISITION | 2,420 | 385,900 | 250,000 | | (250,000) |
| 300-610-545.203 | HANDYMAN PROGRAM | | | 40,000 | 40,000 | |
| 300-610-545.205 | RENTAL REHABILITATION | | | 100,000 | | (100,000) |
| 300-610-545.206 | ACQUISITION AND REHABILITATION | | 5,000 | 800,000 | 90,000 | (710,000) |
| | SUBTOTAL | 163,220 | 462,900 | 1,790,000 | 330,000 | (1,460,000) |
| | HOUSING AUTHORITY FD TOTAL | 163,220 | 479,900 | 1,976,796 | 506,721 | (1,470,075) |



SUCCESSOR AGENCY TO THE LRA

CITY ATTORNEY - 120

SUCCESSOR AGENCY - REDEVELOPMENT FUND (304-120)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|----------------------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| OPERATIONS | | | | | | |
| 304-120-530.310 | BASIC RETAINER | | | 15,000 | 15,000 | |
| 304-120-530.320 | LITIGATION | | | 25,000 | 25,000 | |
| | SUBTOTAL | | | 40,000 | 40,000 | |
| | CITY ATTORNEY TOTAL | | | 40,000 | 40,000 | |

PUBLIC WORKS ENGINEERING - 340

SUCCESSOR AGENCY - REDEVELOPMENT FUND (304-340)

| | | | | | | |
|------------------|--------------------------|--|----------------|----------------|--|------------------|
| PERSONNEL | | | | | | |
| 304-340-501.100 | SALARIES - FULL-TIME | | 125,000 | 165,627 | | (165,627) |
| 304-340-505.100 | FLEXIBLE BENEFIT | | | 28,359 | | (28,359) |
| 304-340-505.200 | RETIREMENT | | | 28,254 | | (28,254) |
| 304-340-505.300 | MEDICARE CONTRIBUTION | | | 2,813 | | (2,813) |
| 304-340-505.700 | CITY -PAID INSURANCE | | | 1,157 | | (1,157) |
| | SUBTOTAL | | 125,000 | 226,210 | | (226,210) |
| | ENGINEERING TOTAL | | 125,000 | 226,210 | | (226,210) |

LRA ADMINISTRATION - 610

SUCCESSOR AGENCY - REDEVELOPMENT FUND (304-610)

| | | | | | | |
|------------------|------------------------------|--|--|----------------|----------------|------------------|
| PERSONNEL | | | | | | |
| 304-610-501.100 | SALARIES - FULL-TIME | | | 575,032 | 180,564 | (394,468) |
| 304-610-501.200 | SALARIES - ELECTED OFFICIALS | | | 3,600 | | (3,600) |
| 304-610-501.400 | SALARIES - OVERTIME | | | 1,000 | 1,000 | |
| 304-610-501.500 | LONGEVITY AWARD | | | 952 | 221 | (731) |
| 304-610-501.600 | AUTO ALLOWANCE | | | 2,325 | 1,005 | (1,320) |
| 304-610-505.100 | FLEXIBLE BENEFITS | | | 79,160 | 19,472 | (59,688) |
| 304-610-505.200 | RETIREMENT | | | 112,595 | 23,693 | (88,902) |
| 304-610-505.201 | PARS CONTRIBUTION | | | 22,422 | 8,137 | (14,285) |
| 304-610-505.300 | MEDICARE CONTRIBUTION | | | 9,533 | 2,917 | (6,616) |
| 304-610-505.700 | CITY-PAID INSURANCE | | | 3,634 | 891 | (2,743) |
| | SUBTOTAL | | | 810,252 | 237,900 | (572,353) |



SUCCESSOR AGENCY TO THE LRA

LRA ADMINISTRATION - 610

SUCCESSOR AGENCY - REDEVELOPMENT FUND (304-610)

| ACCOUNT NUMBER | DESCRIPTION | PROJECTED | | AMENDED | ADOPTED | CHANGE |
|--|--------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| | | ACTUAL 2010-11 | ACTUAL 2011-12 | BUDGET 2011-12 | BUDGET 2012-13 | FROM PRIOR YEAR |
| <u>OPERATIONS</u> | | | | | | |
| 304-610-510.100 | OFFICE SUPPLIES | | | 3,000 | 500 | (2,500) |
| 304-610-510.200 | REPROGRAPHICS | | | 1,000 | 200 | (800) |
| 304-610-510.300 | POSTAGE | | | 500 | 200 | (300) |
| 304-610-510.400 | SUBSCRIPTIONS/PUBLICATIONS | | | 250 | | (250) |
| 304-610-510.600 | STAFF DEVELOPMENT | | | 3,000 | 1,000 | (2,000) |
| 304-610-510.610 | MEMBERSHIP/DUES | | | 2,980 | | (2,980) |
| 304-610-515.400 | WATER | | | 450 | | (450) |
| 304-610-530.100 | CONTRACT SERVICES | | | 9,700 | 8,700 | (1,000) |
| 304-610-530.200 | PROFESSIONAL SERVICES | | | 232,870 | | (232,870) |
| 304-610-530.310 | LEGAL RETAINER | | | 10,000 | | (10,000) |
| 304-610-530.500 | LEGAL ADVERTISEMENT | | | 1,000 | 1,000 | |
| 304-610-540.200 | SPECIAL EXPENSES | | | 1,000 | 500 | (500) |
| 304-610-540.600 | COMMERCIAL REVITALIZATION | | | 350,000 | | (350,000) |
| 304-610-540.601 | PUBLIC INFO PROGRAMMING | | | 6,000 | | (6,000) |
| | SUBTOTAL | | | 621,750 | 12,100 | (609,650) |
| <u>CAPITAL</u> | | | | | | |
| 304-610-550.200 | OFFICE EQUIPMENT | | | 1,000 | | (1,000) |
| <u>PROJECTS FUNDED BY BONDS</u> | | | | | | |
| 304-610-700.205 | HOGAN TOT LOT | | | 705,000 | | (705,000) |
| 304-610-700.214 | ALLEY REHAB | | | 300,000 | | (300,000) |
| 304-610-700.232 | BURIN AVE | | | 350,000 | | (350,000) |
| 304-610-700.234 | RELOCATION OF MODULAR BUILDING | | | 250,000 | | (250,000) |
| 304-610-700.235 | FIELD REPLACEMENT ROGERS/PK | | | 95,000 | | (95,000) |
| | SUBTOTAL | | | 1,701,000 | | (1,701,000) |
| | LRA ADMIN. TOTAL | | | 3,133,002 | 250,000 | (2,883,003) |
| | LRA FUND TOTAL | 125,000 | 3,399,212 | 290,000 | | (3,109,213) |



SUCCESSOR AGENCY TO THE LRA

DEBT SERVICE 610

SUCCESSOR AGENCY - LRA DEBT SERVICE FUND (303-610)

| ACCOUNT NUMBER | DESCRIPTION | PROJECTED | | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|--------------------------------|-----------------------|-------------------|-------------------|------------------------------|------------------------------|------------------------------|
| | | ACTUAL 2010-11 | ACTUAL 2011-12 | | | |
| OPERATIONS | | | | | | |
| 305-610-530.100 | PASS THROUGH PAYMENTS | | | 938,000 | | (938,000) |
| 305-610-545.100 | DEBT SERVICE PAYMENTS | | | 1,020,769 | 294,276 | (726,493) |
| 305-610-545.400 | INTEREST EXPENSE | | | 1,239,920 | 1,127,113 | (112,807) |
| 305-610-545.209 | REPAY HOUSING FUND | | | 200,000 | 200,000 | |
| 305-610-545.210 | LRA REIMBURSEMENT | | | 59,607 | 59,607 | |
| SUBTOTAL | | | | 3,458,296 | 1,680,996 | (1,777,300) |
| DEBT SERVICE FUND TOTAL | | | | 3,458,296 | 1,680,996 | (1,777,300) |



SUCCESSOR AGENCY TO THE LRA

Dept: Redevelopment

Program: Housing Authority-610

Fund: 300 - Lawndale Housing Authority

Budget Detail Worksheet

| Account No | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|------------|--------------------------|------------------------------|------------------------------|--|
| | <u>Personnel</u> | | | |
| 501.100 | Salaries - Full-Time | 93,726 | 101,383 | Deputy City Manager, CDD Manager, Assistant Planner, Associate Planner and Admin. Assistant. |
| 501.500 | Longevity | 133 | 155 | Longevity Benefit. |
| 501.600 | Auto Allowance | 300 | 300 | Car Allowance for CMT. |
| 505.100 | Flexible Benefits | 12,002 | 12,556 | Cafeteria Plan. |
| 505.200 | Retirement | 17,561 | 11,945 | Retirement contribution to PERS. |
| 505.201 | PARS Contribution | 2,302 | 2,490 | Retirement contribution for PARS . |
| 505.300 | Medicare Contributions | 1,539 | 1,659 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 533 | 533 | LTD & AD&D. |
| | Subtotal | 128,096 | 131,021 | |
| | <u>Operations</u> | | | |
| 510.100 | Office Supplies | 500 | 500 | Miscellaneous supplies related to Housing programs on behalf of RDA. |
| 510.200 | Reprographics | 600 | 600 | Provides for reproduction of documents, maps and exhibits. |
| 510.300 | Postage | 200 | 200 | Provides for the required mailing of notices and information related to Housing programs. |
| 510.400 | Subscriptions | 200 | 200 | Provides for affordable housing related books, journals and subscriptions; request based upon historical usage. |
| 510.610 | Membership/Dues | 200 | 200 | LHA membership to national housing organizations. |
| 510.620 | Travel/Meetings | 1,000 | 1,000 | Provides for attendance at regional and state housing conferences, local meetings, and other related meetings, for staff and City officials. |
| 530.100 | Contract Services | 13,000 | | Administration fees paid to County in conjunction with the collection of tax increment revenue on behalf of LRA. The Housing Authority will not receive future Redevelopment Agency tax increment and will therefore pay no County Administrative fee. |



SUCCESSOR AGENCY TO THE LRA

Budget Detail Worksheet

| Account No | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------------------------------|--------------------------------|------------------------------|------------------------------|---|
| <u>(Operations Continued)</u> | | | | |
| 530.200 | Professional Services | 30,000 | 30,000 | Services of an affordable housing consultants, appraisers and other consultants as needed for projects (\$10,000). Housing Authority contribution to preparation of the new housing element which will serve as a guide for affordable housing activities (\$20,000). |
| 530.310 | Legal - Services | 10,000 | 10,000 | Provides for legal review by City Attorney's office of activities related to affordable housing. |
| 540.200 | Special Expenses | 3,000 | 3,000 | Provides for funds to cover unexpected costs from Executive Director, Attorney or Housing Authority initiated projects; request based upon anticipated costs. |
| Subtotal | | 58,700 | 45,700 | |
| <u>Programs</u> | | | | |
| 545.200 | Low-Mod Grants/Loans | 600,000 | 200,000 | Low-Mod programs (including rehab loans) (\$180,000) including the Great Neighborhoods homeowner assistance program. Includes the cost of consulting services for inspection and construction management (\$10,000) site evaluation, appraisal, acquisition, relocation, and document preparation (\$10,000). |
| 545.201 | Housing Site Acquisition | 250,000 | | |
| 545.203 | Handyman Program | 40,000 | 40,000 | Provide minor repairs (under \$500) to low income homeowners. Includes the cost of consulting services for program implementation. |
| 545.205 | Rental Rehabilitation | 100,000 | | |
| 545.206 | Acquisition and Rehabilitation | 800,000 | 90,000 | Provides funds to acquire dilapidated homes and rehabilitate those homes for resale to low and moderate income households. |
| Subtotal | | 1,790,000 | 330,000 | |
| PROGRAM TOTAL | | 1,976,796 | 506,721 | |



SUCCESSOR AGENCY TO THE LRA

Budget Detail Worksheet

| Account No | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|---|------------------------------|------------------------------|--|
| Dept: | Redevelopment | | | Program: City Attorney |
| Fund: | 304 - Successor Agency - Redevelopment | | | |
| | Operations | | | |
| 530.310 | Legal Services - Retainer | 15,000 | 15,000 | Basic Retainer Fee. |
| 530.320 | Legal Services - Litigation | 25,000 | 25,000 | Legal services for LRA including potential litigation disposition and development agreements, and other Agency agreements. |
| | Subtotal | 40,000 | 40,000 | |
| | PROGRAM TOTAL | 40,000 | 40,000 | |

| | | | | |
|--------------|---|----------------|--|---|
| Dept: | Redevelopment | | | Program: Public Works Engineering - 340 |
| Fund: | 304 - Successor Agency - Redevelopment | | | |
| | Personnel | | | |
| 501.100 | Salaries - Full-Time | 165,627 | | (1) Associate Engineer; (1) Assistant Engineer; (1) Administrative Assistant II; and (1) Office Assistant - all allocated 50% to Redevelopment. |
| 505.100 | Flexible Benefit | 28,359 | | Monthly benefits include cafeteria for mid-management and classified employees. |
| 505.200 | Retirement | 28,254 | | Retirement cost. |
| 505.300 | Medicare | 2,813 | | Employer paid share @ 1.45% of salary. |
| 505.700 | City-Paid Insurance | 1,157 | | Life Insurance, ADD, LTD. |
| | Subtotal | 226,210 | | |
| | PROGRAM TOTAL | 226,210 | | |

| | | | | |
|--------------|---|---------|---------|--|
| Fund: | 304 - Successor Agency - Redevelopment | | | Program: RDA Administration - 610 |
| | Personnel | | | |
| 501.100 | Salaries - Full-Time | 575,032 | 180,564 | Salaries for all employees charged to LRA (Public Works, Community Development, City Manager, Finance and Assistant City Clerk). |
| 501.200 | Salaries - Elected Officials | 3,600 | | \$60 per Council Member per month for 5 Members for 12 months. |
| 501.400 | Salaries - Overtime | 1,000 | 1,000 | Overtime for scheduled and unscheduled events. |
| 501.500 | Longevity Award | 952 | 221 | Per MOU. |
| 501.600 | Auto Allowance | 2,325 | 1,005 | Car Allowance for CMT. |
| 505.100 | Flexible Benefits | 79,160 | 19,472 | Cafeteria Plan. |
| 505.200 | Retirement | 112,595 | 23,693 | Retirement costs. |



SUCCESSOR AGENCY TO THE LRA

Budget Detail Worksheet

| Account No | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-------------------------------------|----------------------------|------------------------------|------------------------------|---|
| <u>(Personnel Continued)</u> | | | | |
| 505.201 | PARS Contribution | 22,422 | 8,137 | Retirement contribution for PARS . |
| 505.300 | Medicare Contributions | 9,533 | 2,917 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 3,634 | 891 | LTD & ADD. |
| Subtotal | | 810,252 | 237,900 | |
| <u>Operations</u> | | | | |
| 510.100 | Office Supplies | 3,000 | 500 | Paper, printer paper and ink, and other office materials. |
| 510.200 | Reprographics | 1,000 | 200 | Provides for the production and distribution of documents, maps, mailers and exhibits for dept. needs; request based upon historical usage and anticipated costs. |
| 510.300 | Postage | 500 | 200 | Provides for the required mailing of notices and information related to RDA programs and project amendments. |
| 510.400 | Subscriptions | 250 | | Provides for subscriptions to newspapers, newsletters & other publication in the field of redevelopment, real estate, and economic development. Based on anticipated needs. |
| 510.600 | Staff Training & Dev. | 3,000 | 1,000 | Current and new staff requires ongoing training in redevelopment processes and techniques. |
| 510.610 | Membership/Dues | 2,980 | | Based on actual cost of Agency membership in CRA (\$2,370) and CALED (\$465). |
| 515.400 | Water | 450 | | Water for RDA properties (Hawthorne Blvd. & Goreville); previous expenditures were charged to "special expenses account" (average expenditure is \$75 bi-monthly). |
| 530.100 | Contract Services | 9,700 | 8,700 | Annual redevelopment agency audit required by state law (\$8,700). |
| 530.200 | Professional Services | 232,870 | | |
| 530.310 | Legal Retainer | 10,000 | | |
| 530.500 | Legal - Advertising | 1,000 | 1,000 | Provides for required notices and other information for the implementation of the various RDA related programs. |
| 540.200 | Special Expenses | 1,000 | 500 | Provides for funds to cover unexpected costs from Executive Director, Attorney or Agency initiated projects. |
| 540.600 | Commercial Revitalization | 350,000 | | |
| 540.601 | Public Information Program | 6,000 | | |
| Subtotal | | 621,750 | 12,100 | |



SUCCESSOR AGENCY TO THE LRA

Budget Detail Worksheet

| Account No | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|------------|------------------------------|------------------------------|------------------------------|--|
| | Capital | | | |
| 550.200 | Office Equipment | 1,000 | | Purchase of office equipment such as software, printers and other equipment. |
| 700.214 | Alley Rehab | 300,000 | | |
| 700.205 | Hogan Tot Lot | 705,000 | | |
| 700.232 | Burin Ave | 350,000 | | |
| 700.234 | Relocation of Modular Bld | 250,000 | | |
| 700.235 | Field Replacement/ Rogers Pk | 95,000 | | |
| | Subtotal | 1,701,000 | | |
| | PROGRAM TOTAL | 3,133,002 | 250,000 | |



SUCCESSOR AGENCY TO THE LRA

Budget Detail Worksheet

| Account No | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|----------------------|--|------------------------------|------------------------------|--|
| Dept: | Redevelopment | | | Program: Debt Service - 610 |
| Fund: | 305 - Successor Agency - Debt Service | | | |
| | Operations | | | |
| 530.100 | Contract Services | 938,000 | | Statutory pass through payments to other taxing entities based on FY 11/12 tax increment projections. |
| 545.100 | Debt Service Payments | 1,020,769 | 294,276 | I-Bank loan \$54,276, bond pmt \$240,000. |
| 545.400 | Interest Expense | 1,239,920 | 1,127,113 | Interest payments of for I-Bank loan - \$59,963 ; Wells Fargo annual administration fee - \$5,000; Bond payment \$1,062,150. |
| 545.209 | Repay Housing Fund | 200,000 | 200,000 | The SERAF legislation permitted the Agency to defer its FY 2010 housing set-aside payment. The deferral is being repaid in installments of \$200,000 annually over five years (2nd payment). |
| 545.210 | LRA Reimbursement | 59,607 | 59,607 | \$59,670 for I-Bank Loan. |
| PROGRAM TOTAL | | 3,458,296 | 1,680,996 | |



MISSION STATEMENT

The mission of the Lawndale Redevelopment Agency is to enhance the community's economic health through the elimination of blight, to stimulate the economic revitalization of the redevelopment project area, and to preserve and increase the supply of affordable housing.

PROGRAM DESCRIPTION

The Lawndale Redevelopment Agency went out of existence on February 1, 2012. The Successor to the Lawndale Redevelopment Agency is currently overseeing the winding down of redevelopment Agency Business.

ACCOMPLISHMENTS

- Provided rental management services to a mobile home park that will be used to expand the Hawthorne/Manhattan project site.
- Provided public information outreach via cable television broadcasts describing Agency programs.
- Provided additional playground/exercise equipment for Charles B. Hopper Park.
- Funded the construction of the Lawndale Community Center.
- Provided rehabilitation loans and grants to low and moderate income homeowners.
- Completed the construction of two affordable housing units.
- Provided commercial rehabilitation loans to Lawndale businesses.
- Provided technical assistance to the Lawndale Chamber for the farmers market.
- Provided funding for new sidewalk, curb, and gutter improvements throughout the project area.
- Completed a mosaic mural art project for the City Hall south facility (MSD/CSD).
- Completed relocation plan activities and property management services for a mobile home park.
- Administered Tax Allocation bonds to construct a new Community Center and other capital improvement projects.



LAWDALE REDEVELOPMENT AGENCY

DEPARTMENT EXPENDITURES

CITY ATTORNEY - 120

DISSOLVED REDEVELOPMENT AGENCY - REDEVELOPMENT FUND (301-120)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|----------------------------|----------------|--------------------------|------------------------|------------------------|------------------------|
| OPERATIONS | | | | | | |
| 301-120-530.310 | BASIC RETAINER | | | 15,000 | | (15,000) |
| 301-120-530.320 | LITIGATION | 34,181 | 11,057 | 25,000 | | (25,000) |
| | SUBTOTAL | 34,181 | 11,057 | 40,000 | | (40,000) |
| | CITY ATTORNEY TOTAL | 34,181 | 11,057 | 40,000 | | (40,000) |

PUBLIC WORKS ADMINISTRATION - 310

DISSOLVED REDEVELOPMENT AGENCY - REDEVELOPMENT FUND (301-310)

| | | | | | | |
|-----------------|-----------------------------|---------------|--------------|---------------|--|-----------------|
| CAPITAL | | | | | | |
| 301-310-700.125 | SIDEWALK RECONSTRUCTION | | | 24,267 | | (24,267) |
| 301-310-700.140 | COM CTR MODULAR BLDGS | 423 | | | | |
| 301-310-700.141 | HAWTH. BLVD. STORM DRAINS | 16,620 | | | | |
| 301-310-700.149 | PAVEMENT/CURB/GUTTER IMPR | 16,215 | | | | |
| 301-310-700.153 | HOPPER PARK | 2,173 | 2,050 | | | |
| | SUBTOTAL | 35,431 | 2,050 | 24,267 | | (24,267) |
| | ADMINISTRATION TOTAL | 35,431 | 2,050 | 24,267 | | (24,267) |

PUBLIC WORKS ENGINEERING - 340

DISSOLVED REDEVELOPMENT AGENCY - REDEVELOPMENT FUND (301-340)

| | | | | | | |
|------------------|-----------------------|----------------|----------------|----------------|--|------------------|
| PERSONNEL | | | | | | |
| 301-340-501.100 | SALARIES - FULL-TIME | 165,655 | 79,922 | 165,627 | | (165,627) |
| 301-340-501.400 | SALARIES - OVERTIME | 7,027 | 1,003 | | | |
| 301-340-505.100 | FLEXIBLE BENEFIT | 28,125 | 14,443 | 28,359 | | (28,359) |
| 301-340-505.200 | RETIREMENT | 29,018 | 13,512 | 28,254 | | (28,254) |
| 301-340-505.300 | MEDICARE CONTRIBUTION | 2,613 | 1,201 | 2,813 | | (2,813) |
| 301-340-505.700 | CITY -PAID INSURANCE | 1,110 | 571 | 1,157 | | (1,157) |
| | SUBTOTAL | 233,548 | 110,652 | 226,210 | | (226,210) |

LRA ADMINISTRATION - 610

DISSOLVED REDEVELOPMENT AGENCY - REDEVELOPMENT FUND (301-610)

| | | | | | | |
|------------------|------------------------------|----------------|----------------|----------------|--|------------------|
| PERSONNEL | | | | | | |
| 301-610-501.100 | SALARIES - FULL-TIME | 544,733 | 395,805 | 575,032 | | (575,032) |
| 301-610-501.200 | SALARIES - ELECTED OFFICIALS | 3,210 | 1,050 | 3,600 | | (3,600) |
| 301-610-501.400 | SALARIES - OVERTIME | 3,586 | 2,506 | 1,000 | | (1,000) |
| 301-610-501.500 | LONGEVITY AWARD | 465 | 705 | 952 | | (952) |
| 301-610-501.600 | AUTO ALLOWANCE | 2,192 | 1,518 | 2,325 | | (2,325) |
| 301-610-505.100 | FLEXIBLE BENEFITS | 87,010 | 61,324 | 79,160 | | (79,160) |
| 301-610-505.200 | RETIREMENT | 93,268 | 61,096 | 112,595 | | (112,595) |
| 301-610-505.201 | PARS CONTRIBUTION | 22,668 | 22,422 | 22,422 | | (22,422) |
| 301-610-505.300 | MEDICARE CONTRIBUTION | 8,474 | 6,111 | 9,533 | | (9,533) |
| 301-610-505.700 | CITY-PAID INSURANCE | 3,377 | 2,459 | 3,634 | | (3,634) |
| | SUBTOTAL | 768,983 | 554,996 | 810,252 | | (810,252) |



LAWDALE REDEVELOPMENT AGENCY

LRA ADMINISTRATION - 610

DISSOLVED REDEVELOPMENT AGENCY - REDEVELOPMENT FUND (301-610)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|---------------------------------|--------------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| OPERATIONS | | | | | | |
| 301-610-510.100 | OFFICE SUPPLIES | 3,047 | | 3,000 | | (3,000) |
| 301-610-510.200 | REPROGRAPHICS | 1,279 | 1,028 | 1,000 | | (1,000) |
| 301-610-510.300 | POSTAGE | 1,477 | 47 | 500 | | (500) |
| 301-610-510.400 | SUBSCRIPTIONS/PUBLICATIONS | | | 250 | | (250) |
| 301-610-510.600 | STAFF DEVELOPMENT | | 680 | 3,000 | | (3,000) |
| 301-610-510.610 | MEMBERSHIP/DUES | 3,805 | 590 | 2,980 | | (2,980) |
| 301-610-510.620 | TRAVEL/MEETINGS | 1,181 | | | | |
| 301-610-515.400 | WATER | 282 | 207 | 450 | | (450) |
| 301-610-530.100 | CONTRACT SERVICES | 6,916 | 12,985 | 9,700 | | (9,700) |
| 301-610-530.200 | PROFESSIONAL SERVICES | 198,524 | 45,242 | 232,870 | | (232,870) |
| 301-610-530.310 | LEGAL RETAINER | 18,373 | 4,934 | 10,000 | | (10,000) |
| 301-610-530.500 | LEGAL ADVERTISEMENT | 664 | | 1,000 | | (1,000) |
| 301-610-540.200 | SPECIAL EXPENSES | 567 | 816 | 1,000 | | (1,000) |
| 301-610-540.600 | COMMERCIAL REVITALIZATION | 784,663 | 257,491 | 1,189,222 | | (1,189,222) |
| 301-610-540.601 | PUBLIC INFO PROGRAMMING | 150 | | 6,000 | | (6,000) |
| | SUBTOTAL | 1,020,928 | 324,017 | 1,460,972 | | (1,460,972) |
| CAPITAL | | | | | | |
| 301-610-550.200 | OFFICE EQUIPMENT | | | 1,000 | | (1,000) |
| 301-610-560.100 | OPERATING TRANSFER OUT | 2,391,469 | | | | |
| 301-610-700.115 | COMMUNITY CENTER | 4,117,303 | | 8,572,191 | | (8,572,191) |
| 301-610-700.204 | SIDEWALK REPAIR # 5 | 12,790 | 2,670 | | | |
| 301-610-700.207 | SPLASH PADS AT GRN & ADAMS | 57,445 | 22,579 | 410,054 | | (410,054) |
| 301-610-700.224 | CLOSURE OF MOBILE HOME PK | | 32,451 | 353,000 | | (353,000) |
| PROJECTS FUNDED BY BONDS | | | | | | |
| 301-610-700.115 | COMMUNITY CENTER | | 4,666,849 | | | |
| 301-610-700.205 | HOGAN TOT LOT | 129,484 | | 1,709,879 | | (1,709,879) |
| 301-610-700.214 | ALLEY REHAB | | | 300,000 | | (300,000) |
| 301-610-700.220 | PLAYGROUND EQUIP REHAB | 12,083 | 6,020 | 287,917 | | (287,917) |
| 301-610-700.222 | 149th STREET | 33,145 | 223,665 | 266,855 | | (266,855) |
| 301-610-700.232 | BURIN AVE | | | 350,000 | | (350,000) |
| 301-610-700.234 | RELOCATION OF MODULAR BUILDING | | | 250,000 | | (250,000) |
| 301-610-700.235 | FIELD REPLACEMENT ROGERS/PK | | | 95,000 | | (95,000) |
| | SUBTOTAL | 6,753,719 | 4,954,234 | 12,595,896 | | (12,595,896) |
| | LRA ADMIN. TOTAL | 8,543,630 | 5,833,248 | 14,867,120 | | (14,867,120) |
| | LRA FUND TOTAL | 8,846,790 | 5,957,007 | 15,157,597 | | (15,157,597) |



LAWNDALE REDEVELOPMENT AGENCY

DEBT SERVICE 610

DISSOLVED REDEVELOPMENT AGENCY - LRA DEBT SERVICE FUND (303-610)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|--------------------------------|-------------------|--------------------------|------------------------|------------------------|------------------------|
| OPERATIONS | | | | | | |
| 303-610-530.100 | CONTRACT SERVICES | 897,076 | 159,695 | 938,000 | | (938,000) |
| 303-610-545.100 | DEBT SERVICE PAYMENTS | 5,983,261 | 752,123 | 1,020,769 | | (1,020,769) |
| 303-610-545.400 | INTEREST EXPENSE | 1,203,228 | 1,529,976 | 1,239,920 | | (1,239,920) |
| 303-610-545.208 | SERAF PAYMENT | 300,673 | | | | |
| 303-610-545.209 | REPAY HOUSING FUND | 200,000 | | 200,000 | | (200,000) |
| 303-610-545.210 | LRA REIMBURSEMENT | 59,607 | 59,607 | 59,607 | | (59,607) |
| 303-610-560.100 | OPERATING TRANSFERS OUT | 1,383,515 | 3,392,200 | 7,000,000 | | |
| | SUBTOTAL | 10,027,360 | 5,893,600 | 10,458,296 | | (3,458,296) |
| | DEBT SERVICE FUND TOTAL | 10,027,360 | 5,893,600 | 10,458,296 | | (3,458,296) |



LAWNDALE REDEVELOPMENT AGENCY

Dept: Dissolved Redevelopment Agency Program: City Attorney

Fund: 301 - Redevelopment

Budget Detail Worksheet

| Account No | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|----------------------|-----------------------------|---------------------------|---------------------------|--|
| Operations | | | | |
| 530.310 | Legal Services - Retainer | 15,000 | | Basic Retainer Fee. |
| 530.320 | Legal Services - Litigation | 25,000 | | Legal services for LRA including potential litigation disposition and development agreements, and other Agency agreements. |
| | Subtotal | 40,000 | | |
| PROGRAM TOTAL | | 40,000 | | |

Dept: Dissolved Redevelopment Agency Program: Public Works Administration - 310

Fund: 301 - Redevelopment Fund

| | | | | |
|----------------------|-----------------------------|---------------|--|--|
| Capital | | | | |
| 700.141 | Hawthorne Blvd Storm Drains | | | Project does not require additional funding. |
| | Subtotal | 24,267 | | |
| PROGRAM TOTAL | | 24,267 | | |

Dept: Dissolved Redevelopment Agency Program: Public Works Engineering - 340

Fund: 301 - Redevelopment Fund

| | | | | |
|----------------------|----------------------|----------------|--|---|
| Personnel | | | | |
| 501.100 | Salaries - Full-Time | 165,627 | | (1) Associate Engineer; (1) Assistant Engineer; (1) Administrative Assistant II; and (1) Office Assistant - all allocated 50% to Redevelopment. |
| 505.100 | Flexible Benefit | 28,359 | | Monthly benefits include cafeteria for mid-management and classified employees. |
| 505.200 | Retirement | 28,254 | | Retirement cost. |
| 505.300 | Medicare | 2,813 | | Employer paid share @ 1.45% of salary. |
| 505.700 | City-Paid Insurance | 1,157 | | Life Insurance, ADD, LTD. |
| | Subtotal | 226,210 | | |
| PROGRAM TOTAL | | 226,210 | | |



LAWNDALE REDEVELOPMENT AGENCY

| Account No | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|---------------------------------------|------------------------------|------------------------------|---|
| Fund: | Dissolved Redevelopment Agency | | | Program: RDA Administration - 610 |
| | <u>Personnel</u> | | | |
| 501.100 | Salaries - Full-Time | 575,032 | | Salaries for all employees charged to LRA (Public Works, Community Development, City Manager, Finance and Assistant City Clerk). |
| 501.200 | Salaries - Elected Officials | 3,600 | | \$60 per Council Member per month for 5 Members for 12 months. |
| 501.400 | Salaries - Overtime | 1,000 | | Overtime for scheduled and unscheduled events. |
| 501.500 | Longevity Award | 952 | | Per MOU |
| 501.600 | Auto Allowance | 2,325 | | Car Allowance for CMT. |
| 505.100 | Flexible Benefits | 79,160 | | Cafeteria Plan. |
| 505.200 | Retirement | 112,595 | | Retirement costs. |
| 505.201 | PARS Contribution | 22,422 | | Retirement contribution for PARS . |
| 505.300 | Medicare Contributions | 9,533 | | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 3,634 | | LTD & ADD. |
| | Subtotal | 810,252 | | |
| | <u>Operations</u> | | | |
| 510.100 | Office Supplies | 3,000 | | Paper, printer paper and ink, and other office materials. |
| 510.200 | Reprographics | 1,000 | | Provides for the production and distribution of documents, maps, mailers and exhibits for dept. needs; request based upon historical usage and anticipated costs. |
| 510.300 | Postage | 500 | | Provides for the required mailing of notices and information related to RDA programs and project amendments. |
| 510.400 | Subscriptions | 250 | | Provides for subscriptions to newspapers, newsletters & other publication in the field of redevelopment, real estate, and economic development. Based on anticipated needs. |
| 510.600 | Staff Training & Dev. | 3,000 | | Current and new staff requires ongoing training in redevelopment processes and techniques. |
| 510.610 | Membership/Dues | 2,980 | | Based on actual cost of Agency membership in CRA (\$2,370) and CALED (\$465). |



LAWNDALE REDEVELOPMENT AGENCY

| Account No | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------------------------------|----------------------------|------------------------------|------------------------------|---|
| <u>(Operations Continued)</u> | | | | |
| 515.400 | Water | 450 | | Water for RDA properties (Hawthorne Blvd. & Grevillea); previous expenditures were charged to "special expenses account" (average expenditure is \$75 bi-monthly). |
| 530.100 | Contract Services | 9,700 | | Annual redevelopment agency audit required by state law (\$8,700). Funding provided to the Chamber of Commerce for Farmers Market marketing (\$1,000). |
| 530.200 | Professional Services | 232,870 | | MDG operation of Commercial Rehab Program (\$70,000). Real estate appraisals, financial analysis, preliminary title information, relocation survey, Phase I reports, HDL property tax analysis contract, feasibility studies, acquisition and relocation (\$80,000); Public Art Program (\$40,000), master plans for two new joint use parks (\$70,000). City View Permitting (\$4,870). Chamber of Commerce production of Business Directory/Buyers Guide (\$10,000) |
| 530.310 | Legal Retainer | 10,000 | | |
| 530.500 | Legal - Advertising | 1,000 | | Provides for required notices and other information for the implementation of the various RDA related programs. |
| 540.200 | Special Expenses | 1,000 | | Provides for funds to cover unexpected costs from Executive Director, Attorney or Agency initiated projects. Includes funds for groundbreaking for Agency development projects and public art events. |
| 540.600 | Commercial Revitalization | 1,189,222 | | Commercial façade program, option payments, land acquisition. Funding for this program has been reduced to pay for the debt service on the new Agency bonds. |
| 540.601 | Public Information Program | 6,000 | | Production of current events television programming to publicize Agency programs including residential rehab, commercial rehab, and business assistance. |
| | Subtotal | | 1,460,972 | |
| <u>Capital</u> | | | | |
| 550.200 | Office Equipment | 1,000 | | Purchase of office equipment such as software, printers and other equipment. |



LAWNDALE REDEVELOPMENT AGENCY

| Account No | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-----------------------------------|------------------------------|------------------------------|------------------------------|----------------------|
| <u>(Capital Continued)</u> | | | | |
| 700.115 | Community Center | 8,572,191 | | New Community Center |
| 700.214 | Alley Rehab | 300,000 | | Street Improvement |
| 700.205 | Hogan Tot Lot | 1,709,879 | | Park Improvement |
| 700.207 | Splash Pads | 410,054 | | Park Improvement |
| 700.220 | Playground Equipment Rehab | 287,917 | | Park Improvement |
| 700.221 | Closure of Mobile Home Pk | 353,000 | | Park Improvement |
| 700.222 | 149th Street | 266,855 | | Street Improvement |
| 700.232 | Burin Ave | 350,000 | | Street Improvement |
| 700.234 | Relocation of Modular Bld | 250,000 | | Park Improvement |
| 700.235 | Field Replacement/ Rogers Pk | 95,000 | | Park Improvement |
| Subtotal | | 12,595,896 | | |
| PROGRAM TOTAL | | 14,867,120 | | |

Dept: Dissolved Redevelopment Agency

Program: Debt Service - 610

Fund: 303 - Debt Service

Operations

| | | | | |
|----------------------|------------------------|-------------------|--|--|
| 530.100 | Contract Services | 938,000 | | Statutory pass through payments to other taxing entities based on FY 11/12 tax increment projections. |
| 545.100 | Debt Service Payments | 1,020,769 | | I-Bank loan \$54,276, bond pmt \$240,000 and city advance \$726,493 |
| 545.400 | Interest Expense | 1,239,920 | | Interest payments of for I-Bank loan - \$59,963 ; Wells Fargo annual administration fee - \$5,000; Bond payment \$1,062,150; City advance \$112,807. |
| 545.209 | Repay Housing Fund | 200,000 | | The SERAF legislation permitted the Agency to defer its FY 2010 housing set-aside payment. The deferral is being repaid in installments of \$200,000 annually over five years (2nd payment). |
| 545.210 | LRA Reimbursement | 59,607 | | \$59,670 for I-Bank Loan |
| 560.100 | Operating Transfer Out | 7,000,000 | | City Advance Payment |
| PROGRAM TOTAL | | 10,458,296 | | |



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. In addition, the department encourages non-resident participation in its classes, programs and activities. The department adjusts to the needs of the community by offering programs in which there is demand and those that take full advantage of its facilities. Working closely with the Lawndale Elementary School District, the City provides clean and safe parks for the entire family to use. 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, 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, Municipal Area Express (MAX) Commuter Service, Lawndale Special Transit program and the Crossing Guard Service and providing safe crossing 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, Community Center Annex, Diane Bollinger Gymnasium, Jane Addams Park, William Green Park, Rogers/Anderson Park, Hogan Park, Dan McKenzie Community Gardens and Hopper Park facilities.
- To provide opportunities to strengthen the community and by offering several popular special

event programs bringing thousands of people together several times each year.

- 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 in 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 and the pressure to perform or win is non-existent.
- 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, Internet classes, 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 City 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 and Youth Day Parade Volunteer 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 and services and community events and discusses 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 providing 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 grow into the new Lawndale Community Center and expand program, classes and services in the new 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 operate within a fiscally sound budget while using city funds in the most efficient and responsible manner possible.
- 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 and the many other service clubs and community organizations.

ACCOMPLISHMENTS

- Complete management of the Parks and Recreation and the Senior Services Division comprised of approximately 50 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, Bollinger Gymnasium, McKenzie Community Garden and Community Center Annex.
- Successfully managed the Lawndale Beat Fixed Route Transportation service which provided service to approximately 80,000 passengers during fiscal year 2011-12.
- Worked collaboratively on the completion of the new Lawndale Community Center project with all stakeholders and City departments.
- Completed the Furniture, Fixtures and Equipment (F, F and E) phase of the new Community Center project and equipping the new center with all of the equipment and supplies necessary to succeed operationally for numerous years to come.
- Planned and organized the Community Center Grand Opening Celebration in January of 2012 which drew an estimated 800 individuals.
- Collaborated with other City departments to complete the public outreach phase of the expansion/renovation of the Hogan Park facility which resulted in a comprehensive master design plan intended for future implementation.
- Provided numerous recreational opportunities for young children, youth, teens, adults and senior participants.
- Held its annual Halloween Haunt event at Los Angeles County Alondra Park for the fifth consecutive year in which approximately 2,500 people attended. In addition, the department worked with the County to provide more park space and indoor recreation space for contract classes and programs and is entering into the fifth year of a five year agreement with the County Parks and Recreation Department.
- 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 its dedicated and faithful senior population by offering numerous



COMMUNITY SERVICES

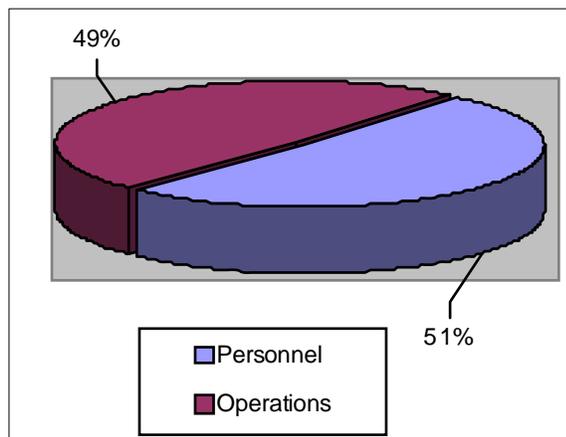
programs and services in the areas of fitness and exercise, special events, transportation, free food and meal delivery programs, daily lunch program, computer training classes and many other valuable programs that the senior population depend upon to live rich lives.

- 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 Breakfast, Health and Safety Fiesta/Pet Fair (in conjunction with the Municipal Services Department) and the annual Youth Day Parade

event providing fun times for approximately 10,000 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 85 teams and approximately 800 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 70 community-based, youth, non-profit and school based organizations and approximately 1,500 participants.

FINANCIAL HIGHLIGHTS



Department Expenditures by Category

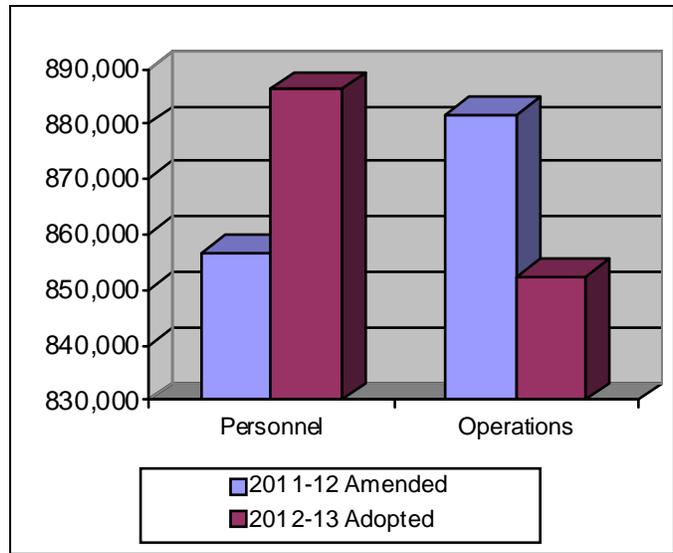
| | |
|-------------------|--------------------|
| Personnel | \$886,290 |
| Operations | 852,450 |
| Total: | \$1,738,740 |



COMMUNITY SERVICES

Budget Comparison

| | 2011-12 Amended | 2012-13 Adopted |
|--------------|--------------------|--------------------|
| Personnel | \$856,595 | \$886,290 |
| Operations | 881,600 | 852,450 |
| Total | \$1,738,195 | \$1,738,740 |



SIGNIFICANT CHANGES: (Fiscal Year 2012 Amended vs. Fiscal Year 2013 Adopted)

The Adopted budget for FY 2012-13 of \$ 1,738,740 is an increase of \$545 due to the following changes:

| | |
|------------------------------------|--------------|
| Increase in salaries and benefits. | \$29,695 |
| Decrease in Reprographics. | (6,300) |
| Decrease in Uniforms. | (2,000) |
| Increase in vehicle fuel. | 3,000 |
| Decrease in contract services. | (10,000) |
| Decrease in community events. | (7,000) |
| Decrease in senior activities. | (3,300) |
| Miscellaneous charges | (3,550) |
| Department Total | \$545 |



COMMUNITY SERVICES

DEPARTMENT EXPENDITURES

COMMUNITY SERVICES PROGRAMS - 510

GENERAL FUND (100-510)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|-------------------|------------------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| PERSONNEL | | | | | | |
| 100-510-501.100 | SALARIES - FULL-TIME | 324,853 | 299,872 | 299,872 | 327,158 | 27,286 |
| 100-510-501.200 | SALARIES - ELECTED/APPOINTED | 4,550 | 6,000 | 6,000 | 6,000 | |
| 100-510-501.300 | SALARIES - PART-TIME | 300,266 | 295,227 | 295,227 | 295,227 | |
| 100-510-501.400 | SALARIES-OVERTIME | 259 | 3,000 | 4,000 | 3,000 | (1,000) |
| 100-510-501.500 | LONGEVITY PAY | 130 | 258 | 258 | 240 | (18) |
| 100-510-505.100 | FLEXIBLE BENEFIT | 56,877 | 56,970 | 56,970 | 60,672 | 3,701 |
| 100-510-505.200 | RETIREMENT | 57,183 | 51,199 | 51,199 | 33,519 | (17,680) |
| 100-510-505.300 | MEDICARE CONTRIBUTION | 9,075 | 5,178 | 5,178 | 5,627 | 449 |
| 100-510-505.700 | CITY-PAID INSURANCE | 2,085 | 2,323 | 2,323 | 2,406 | 82 |
| | SUBTOTAL | 755,278 | 720,027 | 721,027 | 733,848 | 12,821 |
| OPERATIONS | | | | | | |
| 100-510-510.100 | OFFICE SUPPLIES | 4,534 | 5,000 | 7,500 | 6,500 | (1,000) |
| 100-510-510.200 | REPROGRAPHICS | 34,039 | 41,200 | 43,500 | 37,200 | (6,300) |
| 100-510-510.300 | POSTAGE | 10,956 | 7,000 | 8,400 | 7,400 | (1,000) |
| 100-510-510.400 | SUBSCRIPTIONS/PUBLICATIONS | 90 | 250 | 500 | 300 | (200) |
| 100-510-510.500 | UNIFORMS | 2,755 | 2,500 | 4,500 | 2,500 | (2,000) |
| 100-510-510.600 | STAFF DEVELOPMENT | 141 | | 700 | | (700) |
| 100-510-510.610 | MEMBERSHIP/DUES | 5 | 300 | 500 | 300 | (200) |
| 100-510-510.620 | TRAVEL/MEETINGS | | 100 | 250 | 250 | |
| 100-510-510.640 | COMMISSION DEVELOPMENT | 881 | 250 | 500 | 250 | (250) |
| 100-510-510.650 | MILEAGE REIMBURSEMENT | 147 | 100 | 250 | 250 | |
| 100-510-515.300 | NATURAL GAS | 304 | 720 | 1,000 | 800 | (200) |
| 100-510-515.400 | WATER | 11,552 | 7,800 | 10,000 | 9,000 | (1,000) |
| 100-510-520.510 | EQUIPMENT MAINTENANCE | 719 | 800 | 1,000 | 1,000 | |
| 100-510-530.100 | CONTRACT SERVICES | 181,294 | 211,000 | 215,200 | 205,200 | (10,000) |
| 100-510-540.100 | COMMUNITY EVENTS | 32,294 | 59,000 | 59,000 | 52,000 | (7,000) |
| 100-520-540.120 | RECREATIONAL ACTIVITIES | 36,648 | 37,000 | 26,300 | 40,300 | 14,000 |
| 100-510-540.200 | SPECIAL EXPENSES | 18,993 | 10,800 | 23,000 | 10,000 | (13,000) |
| 100-510-540.400 | SPECIAL EVENTS | 1,000 | | | | |
| 100-510-540-410 | SENIOR ACTIVITIES | 14,761 | 37,500 | 38,500 | 35,200 | (3,300) |
| | SUBTOTAL | 351,113 | 421,320 | 440,600 | 408,450 | (32,150) |
| | GENERAL FUND TOTAL | 1,106,391 | 1,141,347 | 1,161,627 | 1,142,298 | (19,329) |



COMMUNITY SERVICES

COMMUNITY SERVICES PROGRAM - 510

PROP A FUND (206-510)

| ACCOUNT NUMBER | DESCRIPTION | ACTUAL 2010-11 | PROJECTED ACTUAL 2011-12 | AMENDED BUDGET 2011-12 | ADOPTED BUDGET 2012-13 | CHANGE FROM PRIOR YEAR |
|---------------------------|-----------------------|-------------------|--------------------------------|------------------------------|------------------------------|------------------------------|
| PERSONNEL | | | | | | |
| 206-510-501.100 | SALARIES - FULL-TIME | 66,609 | 75,931 | 75,931 | 93,751 | 17,820 |
| 206-510-501.300 | SALARIES - PART-TIME | 24,399 | 27,000 | 27,000 | 27,000 | |
| 206-510-501.400 | SALARIES - OVERTIME | 266 | | | | |
| 206-510-501.500 | LONGEVITY AWARD | 150 | 192 | 192 | 210 | 18 |
| 206-510-505.100 | FLEXIBLE BENEFIT | 16,134 | 17,394 | 17,394 | 19,446 | 2,052 |
| 206-510-505.200 | RETIREMENT | 12,468 | 12,986 | 12,986 | 9,620 | (3,366) |
| 206-510-505.300 | MEDICARE CONTRIBUTION | 1,366 | 1,356 | 1,356 | 1,644 | 288 |
| 206-510-505.700 | CITY-PAID INSURANCE | 627 | 709 | 709 | 771 | 62 |
| SUBTOTAL | | 122,019 | 135,568 | 135,568 | 152,442 | 16,874 |
| OPERATIONS | | | | | | |
| 206-510-510.200 | REPROGRAPHICS | | 2,000 | 2,000 | 2,000 | |
| 206-510-520.600 | VEHICLE MAINTENANCE | 3,208 | 6,000 | 6,000 | 6,000 | |
| 206-510-520.610 | VEHICLE FUEL | 8,123 | 15,000 | 15,000 | 18,000 | 3,000 |
| 206-510-530.100 | CONTRACT SERVICES | 370,156 | 417,000 | 417,000 | 417,000 | |
| 206-510.540.200 | SPECIAL EXPENSES | | 1,000 | 1,000 | 1,000 | |
| SUBTOTAL | | 381,487 | 441,000 | 441,000 | 444,000 | 3,000 |
| PROP A FUNDS TOTAL | | 503,506 | 576,568 | 576,568 | 596,442 | 19,874 |
| ALL FUNDS TOTAL | | 1,609,897 | 1,717,915 | 1,738,195 | 1,738,740 | 545 |



COMMUNITY SERVICES

Budget Detail Worksheet

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|----------------------------|---------------------------|---------------------------|--|
| Dept: | Community Services | | | Program: Community Services -510 |
| Fund: | 100-General Fund | | | |
| | <u>Personnel</u> | | | |
| 501.100 | Salaries-Full-Time | 299,872 | 327,158 | Salaries for Community Services Manager; Community Services Supervisor; Community Services Coordinator; Recreation Coordinator; Administrative Assistant |
| 501.200 | Salaries-Elected/Appointed | 6,000 | 6,000 | Parks, Recreation and Social Services Commission (PRSSC) stipends. 5 members at \$50 per meeting for 24 meeting annually. |
| 501.300 | Salaries-Part-Time | 295,227 | 295,227 | Salaries for part-time parks and recreation leaders and senior services staff. |
| 501.400 | Salaries-Overtime | 4,000 | 3,000 | Reduced (\$1,000) based upon current usage. |
| 501.500 | Longevity Pay | 258 | 240 | Per MOU. |
| 505.100 | Flexible Benefits | 56,970 | 60,672 | Monthly benefits include increases for mid-management and classified employees. |
| 505.200 | Retirement | 51,199 | 33,519 | Retirement contribution for PERS. |
| 505.300 | Medicare Contribution | 5,178 | 5,627 | 1.45% of salary. |
| 505.700 | City-Paid Insurance | 2,323 | 2,406 | LTD, EAP, Life Insurance, ADD. |
| | Subtotal | 721,027 | 733,848 | |
| | <u>Operations</u> | | | |
| 510.100 | Office Supplies | 7,500 | 6,500 | Reduction (\$1,000) based upon current usage. |
| 510.200 | Reprographics | 43,500 | 37,200 | Lawndalian City Newsletter contract (\$22,000); Senior Post Newsletter (\$7,200); parks and recreation program flyers (\$4,000); special event banners (\$4,000). Reduction due to mail house fees being moved to Contract Services line item. |
| 510.300 | Postage | 8,400 | 7,400 | Lawndalian city newsletter (\$7,400) postage fees. Decrease due to historical usage. |
| 510.400 | Subscription/Publication | 500 | 300 | Decrease (\$200) based upon current usage. |
| 510.500 | Uniforms | 4,500 | 2,500 | Uniforms for part-time parks and recreation and senior services staff. Decrease (\$2,000) due to current usage. |



COMMUNITY SERVICES

Budget Detail Worksheet

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|---------------------------------------|-------------------------|------------------------------|------------------------------|---|
| <u>(Operations, Continued)</u> | | | | |
| 510.600 | Staff Development | 700 | | Funds eliminated (\$700) due to first aid and CPR training being completed in-house. |
| 510.610 | Membership/Dues | 500 | 300 | Funds for annual CPRS and SCMAF memberships. Decrease (\$200) due to historical usage. |
| 510.620 | Travel/Meetings | 250 | 250 | Funds for local training opportunities and meetings. |
| 510.640 | Commission Development. | 500 | 250 | Funds for Parks, Recreation and Social Services Commission training materials and training opportunities. Funds reduced (\$250) based upon historical usage. |
| 510.650 | Mileage Reimb. | 250 | 250 | Based on current usage. No increase. |
| 515.300 | Natural Gas | 1,000 | 800 | Reduction (\$200) based upon current usage. |
| 515.400 | Water | 10,000 | 9,000 | Decrease due to current usage. |
| 520.510 | Equipment Maintenance | 1,000 | 1,000 | Funds for unforeseen equipment repairs and maintenance. |
| 530.100 | Contract Services | 215,200 | 205,200 | School crossing guard contract (\$103,000); senior travel club support (\$21,000); contract class instructor fees (\$22,000); youth sports officials contracts (\$17,000); McKenzie Gardens portable restroom fees (\$1,200), Bollinger gym maintenance contract (\$30,000), Alondra Park contract (\$5,000); summer day camp bus fees (\$4,000); Alliant special event insurance fees (\$1,500); Jane Addams Park alarm services (\$500). Decrease due to reduction in youth sports officials contracts, Active Net registration system fees, elimination of Special People Club support funding and Bollinger Gymnasium maintenance contract. |
| 540.100 | Community Events | 59,000 | 52,000 | Youth day parade (\$18,000), health and safety fiesta (\$5,000), memorial day breakfast (\$4,000), youth in government day (\$3,000), easter egg hunt (\$3,000), halloween haunt (\$6,500), angel tree lighting (\$7,000), volunteer sponsorship (\$5,500). |



COMMUNITY SERVICES

Budget Detail Worksheet

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|-------------|---------------------------------------|------------------------------|------------------------------|--|
| | <u>(Operations, Continued)</u> | | | |
| 540.120 | Recreational Activities | 26,300 | 40,300 | Youth sports uniforms (\$15,000); summer day camp equipment/supplies (\$14,000); youth sports and parks equipment/supplies (\$5,300); youth sports awards (\$5,000); first aid supplies (\$1,000). Increase due to summer day camp equipment and supplies being moved from special expenses line item. |
| 540.200 | Special Expenses | 23,000 | 10,000 | Arts and crafts equipment and supplies (\$1,000); miscellaneous expenses (\$2,000); AED replacement cartridges and supplies (\$1,000); park playground equipment replacement (\$6,000). Reduction due to summer day camp equipment and supplies fees being moved to the recreation activities line item. |
| 540.410 | Senior Activities | 38,500 | 35,200 | Senior events and activities (\$24,000); case management contract (\$7,500), salvation army, meals on wheels program (\$2,500), weekly commodities (\$1,200). |
| | Subtotal | 440,600 | 408,450 | |
| | PROGRAM TOTAL: | 1,161,627 | 1,142,298 | |



COMMUNITY SERVICES

Budget Detail Worksheet

| Account No. | Line Item | Amended Budget 2011-12 | Adopted Budget 2012-13 | Description |
|--------------|------------------------|------------------------------|------------------------------|---|
| Dept: | Community Services | | | Proposition A - 510 |
| Fund: | 206 Prop A | | | |
| | Personnel | | | |
| 501.100 | Salaries-Full-Time | 75,931 | 93,751 | Community Services Manager (.14); Community Services Supervisor (.14); Recreation Coordinator (.10); Administrative Assistant (.06); Transit Driver (1.00) |
| 501.300 | Salaries-Part-Time | 27,000 | 27,000 | Part-time transit drivers (2) at 1,000 hours per year. |
| 501.500 | Longevity Award | 192 | 210 | No comment. |
| 505.100 | Flexible Benefits | 17,394 | 19,446 | Monthly benefits for mid-management and classified employees. |
| 505.200 | Retirement | 12,986 | 9,620 | Retirement contribution for PERS. |
| 505.300 | Medicare Contribution | 1,356 | 1,644 | 1.45% of salary for Community Services Department personnel. |
| 505.700 | City-Paid Insurance | 709 | 771 | LTD, EAP, Life Insurance, ADD. |
| | Subtotal | 135,568 | 152,442 | |
| | Operations | | | |
| 510.200 | Reprographics | 2,000 | 2,000 | Printing costs for Lawndale Beat fixed route transit and senior transit service brochures. No increase. |
| 520.600 | Vehicle Maintenance | 6,000 | 6,000 | Maintenance costs for community services department vehicles. No increase. |
| 520.610 | Vehicle Fuel | 15,000 | 18,000 | Fuel costs for community services department vehicles. 20% increase (\$3,000) due to rising fuel costs. |
| 530.100 | Contract Services | 417,000 | 417,000 | Lawndale Beat fixed route transportation contract and fuel surcharges (\$417,000); Expenses mildly offset by Lawndale Beat fare revenues of estimated \$37,000 in FY 2012-2013. |
| 540.200 | Special Expenses | 1,000 | 1,000 | Miscellaneous expenses. |
| | Subtotal | 441,000 | 444,000 | |
| | PROGRAM TOTAL: | 576,568 | 596,442 | |
| | ALL FUNDS TOTAL | 1,738,195 | 1,738,740 | |



CAPITAL IMPROVEMENTS PROJECTS

CITY OF LAWNSDALE CAPITAL IMPROVEMENT PROJECTS

| Description | FY 12/13 | FY 13/14 | FY 14/15 | Totals |
|---|------------------|----------------|----------|------------------|
| Street Improvements | | | | |
| 149th Street (Hawth to Larch) | | | | |
| Prop C | 215,000 | | | 215,000 |
| 149th Street (Hawth to Larch) Total | 215,000 | | | 215,000 |
| 156th (Firmona to Grevillea) | | | | |
| Prop C | 172,960 | | | 172,960 |
| 156th (Firmona to Grevillea) Total | 172,960 | | | 172,960 |
| 160th Street (Hawth to Freeman) | | | | |
| Measure R | 169,000 | | | 169,000 |
| 160th Street (Hawth to Freeman) Total | 169,000 | | | 169,000 |
| 153rd PI (Condon to Firmona) | | | | |
| Prop C | 135,000 | | | 135,000 |
| 153rd PI (Condon to Firmona) | 135,000 | | | 135,000 |
| 153rd Street/156st/159th Improv | | | | |
| CDBG | 334,364 | | | 334,364 |
| 153rd Street/156st/159th Improv | 334,364 | | | 334,364 |
| Freeman Avenue (Manhattan Beach to 160th) | | | | |
| Measure R | 225,000 | | | 225,000 |
| Freeman Ave Totals | 225,000 | | | 225,000 |
| Larch (147th to 149th) | | | | |
| Prop C | 215,000 | | | 215,000 |
| Larch (147th to 149th) | 215,000 | | | 215,000 |
| Firmona Ave (147th to 149th) | | | | |
| LRA Bonds | | 135,000 | | 135,000 |
| Firmona Ave Total | | 135,000 | | 135,000 |
| Grevillea Avenue | | | | |
| Measure R | | 394,000 | | 394,000 |
| Gas Tax | | 100,000 | | 100,000 |
| Grevillea Ave Total | | 494,000 | | 494,000 |
| 156th Street (Hawth to Freeman) | | | | |
| General Fund | | 80,000 | | 80,000 |
| CDBG | | 240,000 | | 240,000 |
| 156th Street Total | | 320,000 | | 320,000 |
| Street Improvements Total | 1,466,324 | 949,000 | | 2,415,324 |



CAPITAL IMPROVEMENTS PROJECTS

| Description | FY 12/13 | FY 13/14 | FY 14/15 | Totals |
|---|------------------|------------------|------------------|------------------|
| Traffic Improvements | | | | |
| Safetea - Lu | | 544,000 | | 544,000 |
| Call For Proj 07 - Prop C 25 | | 100,500 | | 100,500 |
| Prop C (Local Match) | | 100,500 | | 100,500 |
| Inglewood/Marine Intersection Total | | 745,000 | | 745,000 |
| | | | | |
| Inglewood/MBB Widening II | | | | |
| Call For Proj - 07 Prop C 25 | | 494,000 | | 494,000 |
| Prop C (Local Match) | | 325,000 | | 325,000 |
| Inglewood/MBB Widening II Total | | 819,000 | | 819,000 |
| | | | | |
| Inglewood Ave North Widening | | | | |
| Call For Proj 09 | | 750,000 | 750,000 | 1,500,000 |
| General Fund | | 100,000 | 100,000 | 200,000 |
| Redev Agency Bonds | | 550,000 | 550,000 | 1,100,000 |
| Inglewood Ave North Widening Total | | 1,400,000 | 1,400,000 | 2,800,000 |
| | | | | |
| Traffic Improvements Total | | 2,964,000 | 1,400,000 | 4,364,000 |
| | | | | |
| Misc Improvements | | | | |
| Striping City Wide (Gas Tax) | | | 60,000 | 60,000 |
| Public Facilities Beautification (GF) | | 25,000 | 25,000 | 50,000 |
| Tree Planting/Removals (GF) | | 20,000 | 20,000 | 40,000 |
| Sidewalk Reconstruction (TDA) | 13,920 | | | 13,920 |
| Pavement/Curb/Gutter Impr/Hawth Blvd (UDAG) | 83,200 | | | 83,200 |
| Misc Improvements Total | 97,120 | 45,000 | 105,000 | 247,120 |
| | | | | |
| CIP TOTALS | 1,563,444 | 3,958,000 | 1,505,000 | 7,026,444 |

CAPITAL IMPROVEMENT PROJECT FUNDING SOURCES

| Description | FY 12/13 | FY 13/14 | FY 14/15 | Totals |
|--------------------------------|------------------|------------------|------------------|------------------|
| Prop C | 737,960 | 425,500 | | 1,163,460 |
| Gas Tax | | 100,000 | 60,000 | 160,000 |
| CDBG | 334,364 | 240,000 | | 574,364 |
| TDA | 13,920 | | | 13,920 |
| LRA-Bonds | | 685,000 | 550,000 | 1,235,000 |
| General Fund | | 225,000 | 145,000 | 370,000 |
| Measure R | 394,000 | 394,000 | | 788,000 |
| Safetea-Lu | | 544,000 | | 544,000 |
| Call for Project 07- Prop C 25 | | 1,344,500 | 750,000 | 2,094,500 |
| UDAG | 83,200 | | | 83,200 |
| FUND TOTALS | 1,563,444 | 3,958,000 | 1,505,000 | 7,026,444 |

