CITY OF LAWNDALE

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

AGENDA OF THE
LAWNDALE CITY COUNCIL REGULAR MEETING
SUCCESSOR AGENCY REGULAR MEETING
LAWNDALE HOUSING AUTHORITY REGULAR MEETING
Monday, May 6, 2024 - 6:30 p.m.
Lawndale City Hall Council Chamber
14717 Burin Avenue

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

How to observe the Meeting:
To maximize public safety while still maintaining transparency and public access, members of the public can now observe the meeting in person. Members of the public are still be able to view the meeting on YouTube "Lawndale CityTV", the City Website, or Lawndale Community Cable Television on Spectrum and Frontier Channel 3.

Copies of this Agenda packet may be obtained prior to the meeting inside the Lawndale City Hall foyer or on the **City Website**. Interested parties may contact the City Clerk Department at (310) 973-3213 for clarification regarding individual agenda items.

This Agenda is subject to revision up to 72 hours before the meeting.

A. CALL TO ORDER AND ROLL CALL

B. CEREMONIALS (Flag Salute and Inspiration)

C. PUBLIC SAFETY REPORT

a. Los Angeles County Sheriff's Department Update
b. Los Angeles County Fire Department Update

D. PRESENTATIONS

1. Proclamation – Professional Municipal Clerks Week - May 5-11, 2024
Presentation of City of Lawndale Proclamation Certificate for Professional Municipal Clerks Week, May 5-11, 2024, to the City of Lawndale City Clerk Department.

2. Presentation by AT&T
Presentation by McKenzie Neely-Wright, Area Manager, External Affairs of AT&T.

E. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

F. COMMENTS FROM COUNCIL

G. CONSENT CALENDAR

Items 3 through 14 will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

3. Motion to read by title only and waive further reading of all ordinances listed on the Agenda

Recommendation: that the City Council approve.

4. Accounts Payable Register

Recommendation: that the City Council adopt Resolution No. CC-2405-069 authorizing the payment of certain claims and demands in the amount of $505,729.83.

5. Minutes of the Lawndale City Council Regular Meeting, April 15, 2024

Recommendation: that the City Council approve the minutes.

6. South Bay Workforce Investment Board Quarterly Summary Report

Recommendation: that the City Council receive and file.

7. Beautification Committee Appointment for 2023-2025 Term

Recommendation: that the City Council 1.) approve the Mayor's appointment by directing staff to insert the appointee's name in Section 1 of Resolution No. CC-2405-70; and 2.) adopt the resolution as amended.

8. Consideration of Claims for Damage against the City

Recommendation: that the City Council reject the claims filed by Jonathan Cassio and Cynthia Esqueda and instruct staff to process the appropriate correspondence to the claimants.

9. Capital Reserve Agreement with Los Angeles County Metropolitan Transportation Authority

Recommendation: that the City Council 1.) Approve the attached Capital Reserve Agreement between Los Angeles County Metropolitan Transportation Authority and the City of Lawndale in the amount of $262,000.00 and authorizes the City Manager to execute the agreement; or 2.) Provide further direction.

10. Request for approval of Contract Service Agreement for Executive Recruitment Services with Gallagher Benefit Services, Inc. (Koff and Associates)

Recommendation: that the City Council approve the contract services agreement with Gallinger Benefits Group (Koff & Associates) for Executive Recruitment Services in a maximum contract sum not to exceed $25,000 in a form approved by the City Attorney's Office.

SUCCESSOR AGENCY

11. Minutes of the Successor Agency Special Meeting, June 21, 2022
Recommendation: that the City Council approve the minutes.

12. Minutes of the Successor Agency Meeting, December 18, 2023
Recommendation: that the City Council approve the minutes.

LAWNDALE HOUSING AUTHORITY

13. Minutes of the Housing Authority Special Meeting, June 21, 2022
Recommendation: that the City Council approve the minutes.

14. Minutes of the Housing Authority Meeting, June 5, 2023
Recommendation: that the City Council approve the minutes.

H. ADMINISTRATION

CITY COUNCIL/ SUCCESSOR AGENCY/ LAWNDALE HOUSING AUTHORITY

15. Budget Workshop Fiscal Year 2024-25
Recommendation: that the City Council provide staff direction regarding the budget.

CITY COUNCIL

16. Request to Relocate City Council Meetings for the Months of May and June
Recommendation: that the City Council 1.) discuss and approve the relocation of the City Council meetings scheduled for May 20, 2024, June 3, 2024, and June 17, 2024, to the Harold E. Hofmann Community Center; or 2) discuss alternatives for future City Council meetings for the month of May and June and provide direction to staff.

17. Youth Advisory Committee Appointments
Recommendation: that the City Council 1.) approve Recommendation 1 to appoint the seven eligible Youth Advisory Committee (YAC) applicants referred to in the table above by adopting Resolution No. CC-2405-072 and directing staff to insert the appointees' names in Section 1 of the Resolution; and extend the term for the appointed candidates by five months for a 29-month term beginning May 6, 2024, and concluding on September 30, 2026; or 2.) approve Recommendation 2 to appoint the seven eligible YAC applicants referred to in the table above by adopting Resolution No. CC-2405-072 and directing staff to insert the appointees' names in Section 1 of the Resolution; and refrain from extending the term and revert to the traditional YAC two-year term beginning on October 1, 2024, and concluding on September 30, 2026; or 3.) Provide further direction.

18. Appropriate Additional Funding for Parks, Civic Center, and Sheriff Station Parking Lot Rehabilitation Project

Recommendation: that the City Council 1.) authorize the appropriation of funds in the amount of $50,000 to the Parks, Civic Center, and Sheriff Station Parking Lot Project, to cover unforeseen conditions as presented; and 2.) Approve the Contract Amendment.

19. Award of Construction Contract for 147th Street Crosswalks as part of the FY 2023/24 Annual Striping Project

Recommendation: that the City Council 1.) award the construction contract in the amount of $33,388.00 to Superior Pavement Marking Inc. of Cypress, California, for 147th Street between Hawthorne Boulevard and Prairie Avenue as part of the FY 2023/24 Annual Striping Project; and 2.) approve the construction contingency amount of $5,008.20 for the project to avoid delays and facilitate timely project completion.

20. First Amendment to Contract Services Agreement for Instructor to Use City Facilities Duncan's Soo Bahk Do, LLC

Recommendation: that the City Council 1.) approve the attached First Amendment to Contract Services Agreement to Use City Facilities between the City of Lawndale and Duncan's Soo Bahk Do, LLC for a total not to exceed amount of $22,000.00 and authorize the City Manager to sign the amendment; or 2.) provide further direction.

21. Illegal Fireworks Suppression Plan for 2024

Recommendation: that the City Council review the Illegal Fireworks Suppression Plan for 2024. This Suppression Plan follows the protocols introduced in the original 2021 Illegal Fireworks Suppression Plan but alters the Special Assignment Officers (SAO's) schedule shift to begin on Thursday, July 4th.

22. Award of Construction Contract for the Public Works and City Hall Facility Needs Project

Recommendation: that the City Council 1.) award construction contract to Developers General Contracting LLC in the amount of $2,720,000.09 for the Public Works & City Hall Facility Needs Project; and 2.) approve the construction contingency amount of $272,000.01 for the project to avoid delays and facilitate timely project completion.

I. CITY MANAGER REPORT

J. ITEMS FROM CITY COUNCILMEMBERS

23. Mayor/City Councilmembers Report of Attendance at Meetings and/or Events

K. ADJOURNMENT

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, May 20, 2024, in the Lawndale City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

It is the intention of the City of Lawndale to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you need special assistance beyond what is normally provided, we will attempt to accommodate you in every reasonable manner. Please contact the City Clerk's Department (310) 973-3213 prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodation to attend or participate in meetings on a regular basis.

I hereby certify under penalty of perjury under the laws of the State of California that the agenda for the regular meeting of the City Council to be held on May 6, 2024, was posted not less than 72 hours prior to the meeting.

/s/ Yvette Hall
Yvette Hall, Assistant City Clerk

Presentation

May 6, 2024

City Council Meeting

Proclamation
Professional Municipal Clerks Week
May 5-11, 2024

Presentation to the City Clerk Department

This year represents the 55th year that the International Institute of Municipal Clerks has recognized the office of Professional Municipal Clerks.

The City Clerk's department provides vital services to the City and the community.

Some of the responsibilities of the Municipal Clerks office may include:

- Maintaining the official council minutes, ordinance books and all records and documents
- Indexes all official actions of the City Council
- Processing contracts and agreements
- Being keepers of history and vital records
- Acting as a key liaison between local government and its citizens
- Working closely with city departments daily on items of research and information gathering
- The organization and review of the retention process of official city records
- Compiling and processing the agenda for the City Council meetings, as well as other special meetings

At this time, I'm pleased to invite elected City Clerk Erica Harbison, Assistant City Clerk Yvette Hall, and Administrative Assistant II Vanesa Alvarez, down to the podium to receive this proclamation.

On behalf of the Lawndale City Councilmembers and the community, please accept our gratitude for your hard work. As the keeper of official records, you are an important part of the functioning of the City of Lawndale and we appreciate all of your dedication to those tasks and duties that you fulfill every day.

Please accept this proclamation as we recognize and proclaim the week of May 5 to 11 as Professional Municipal Clerk's Week in the City of Lawndale.

City of Lawndale Proclamation

55th Annual Professional Municipal Clerks Week

May 5-11, 2024

Whereas, The Office of the Professional Municipal Clerk is a time honored and vital part of local government that exists throughout the world; and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public Servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, local governing bodies, and agencies of government at other levels; and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community; and

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, county and international professional organizations; and

Whereas, It is most appropriate that we recognize the accomplishments and importance of the Office of the Professional Municipal Clerk.

Now, Therefore, the City Council of the City of Lawndale does hereby recognize and proclaim the week of May 5 through May 11, 2024, as Professional Municipal Clerks Week and further extends appreciation to Lawndale Municipal City Clerk Erica Harbison, Assistant City Clerk Yvette Hall, and Administrative Assistant II Vanesa Alvarez for the vital services they perform and the dedication to the community they represent.

Proclaimed this 6th Day of May 2024

R. Pullen-Miles

Mayor Robert Pullen-Miles

Bernadette Suarez
Mayor Pro Tem

Pat Kearney
Councilmember

Rhonda Hofmann Gorman
Councilmember

Sirley Cuevas
Councilmember

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Lawndale, California

April 2024

AT&T has invested in our California communications networks, our people and local communities for 146 years.

Building For Tomorrow	
More than $1.2 million	invested by AT&T in its best-in-class wired and wireless networks in Lawndale, California from 2020-2022.[1]
2	upgrades made in 2021-2023 including new cell sites, addition of wireless and wired network capacity and new broadband network connections in Lawndale, California.
475+	First responders in 475+ communities across California are staying connected with FirstNet, Built with AT&T as of Apr. 1, 2023.

Community Impact	
More than $53.4 million	contributed by AT&T, the AT&T Foundation and our employees from 2020 - 2022 through giving programs in California.
More than 42,100 hours	of personal time given by AT&T employees in California to community outreach activities in 2022 – worth more than $1.3 million.[2]

Jobs & Economic Support	
More than 17,700	AT&T employees working in California as of Apr. 1, 2024.
12	AT&T retirees living in Lawndale, California as of Mar. 1, 2024.
1	retail locations in Lawndale, California, including our company-owned retail stores, authorized dealerships and national retail stores as of Dec. 31, 2023.
More than $950 million	generated in local and state taxes by AT&T operations in California in 2022.

Please visit california.att.com for more information.

1. This report is for policymakers acting in their official capacity only. Please do not distribute or reference without consent from AT&T. Data is calculated for the full zip code and may be overstated for districts that cover only portions of a zip.
2. The financial equivalent is based on the annual industry standards from Independent Sector.

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AT&T

<FIRSTNAME><LASTNAME>
<STREET ADDRESS>
<CITY>,<STATE> <ZIP>-<PLUS4>

The facts about your home phone service

<Mail Date>

Dear <FIRST NAME>,

You received a letter from us in January as required by the California Public Utilities Commission (CPUC) announcing our request to update regulations in California that would help us modernize our network. We wanted to ensure there is no confusion and keep you updated.

Most importantly, we want to assure **you will continue to have full access to your current home phone service and 911.**

What we're planning and what it means for you

While we modernize our fiber-based networks in California, we need to update regulations that haven't changed in decades – despite many technological advances. It will be a multi-year effort to chart a smooth and orderly path to bring customers newer and reliable technologies in the years to come.

We want you to know – as a current customer of home phone service – **you can keep your existing home phone service along with access to 911 services** while we work toward bringing you newer, reliable and affordable voice service in the years ahead.

Our promise to keep you connected

We know expanding access to high-speed connectivity in California is critical so every community across the state can thrive in today's digital world. We also know how important it is to stay connected, especially during natural disasters, such as storms, wildfires and earthquakes. Strong, reliable connectivity is crucial for emergency responders and the communities they support.

Here's our commitment to you to keep you connected:

- **You will keep your existing voice service during this multi-year process.**
- **You will continue to have the ability to make phone calls, including 911.**
- **We will continue expanding fiber and wireless networks in California to bring more reliable and affordable connectivity options.**
- **Any future option available to you as an alternative will be equal or better than what you currently have.**
- **No changes will be made to your service without your knowledge, and we will communicate with you about your options as this process moves forward.**

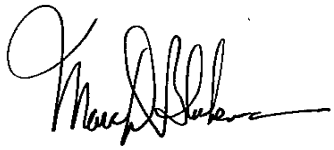
Over

Ways to connect with us

- **Learn More:** For more information about how we're upgrading California's communications network, you can visit: **www.attconnects.com/modernizeCA**

- **Ask Questions:** We're also available to answer questions or concerns you may have. Just call us with your billing account number so we can route you to the right expert:
    - English: 855.888.6180 (Monday-Friday, 7am-5pm PST)
    - Spanish: 855.888.6184 (Monday-Friday, 7am-5pm PST)

Thanks for allowing us the opportunity to serve you,



Marc D. Blakeman
President – AT&T California

To hear this in other languages

如需有關本文的粵语資訊，請致電：800.570.8868，然後按照提示繼續。

如需有關本文的國语資訊，請致電：800.303.8788，然後按照提示繼續。

Để biết thông tin về bài viết bằng tiếng Việt, xin gọi số 800.573.8828 và làm theo các hướng dẫn.

한글 보도자료 정보는 800.560.8878번으로 전화하여 녹음 안내를 따르십시오.

Para sa impormasyon tungkol sa artikulo sa Tagalog, mangyaring tumawag sa: 800.546.5006 at sundin ang mga dikta.

日本語版の文書をご希望の方は、800.523.1153に電話してプロンプトに従ってください。

Для получения информации о статье на русском языке звоните по телефону 866.538.6122 и следуйте указаниям.

Aby uzyskać informacje o artykule w języku polskim, należy zadzwonić pod numer: 866.538.5284 i postępować zgodnie z podpowiedziami.

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<FIRSTNAME><LASTNAME>
<STREET ADDRESS>
<CITY>,<STATE> <ZIP>-<PLUS4>

Los datos sobre tu servicio telefónico residencial

<MAIL DATE>

Hola FIRST NAME:

En enero, usted recibió una carta de nuestra parte según lo requerido por la Comisión de Servicios Públicos de California (CPUC). Esta carta anunciaba nuestra solicitud para actualizar las regulaciones en California, con el objetivo de modernizar nuestra red. Nuestro objetivo con esta carta que está leyendo ahora es eliminar cualquier confusión y mantenerle informado durante todo este proceso.

También, muy importante, queremos asegurarle que **usted continuará teniendo acceso completo a su servicio telefónico residencial actual y al 911.**

Qué estamos planeando y qué significa para usted

Mientras modernizamos nuestras redes de fibra en California, necesitamos actualizar las regulaciones que no han cambiado en décadas, a pesar de muchos avances tecnológicos. Será un esfuerzo de varios años para crear un camino fluido y ordenado para ofrecer a los clientes tecnologías mejores y confiables en los próximos años.

Queremos que sepa que – como cliente actual del servicio telefónico residencial – **puede conservar su servicio actual junto con el acceso a los servicios del 911** mientras trabajamos para ofrecerle un servicio de voz mejor, confiable y accesible en los próximos años.

Nuestra promesa de mantenerle conectado

Sabemos que ampliar el acceso a la conectividad de alta velocidad en California es fundamental para que todas las comunidades del estado puedan prosperar en el mundo digital actual. También sabemos lo importante que es permanecer conectado, especialmente durante desastres naturales, como tormentas, incendios forestales y terremotos. Una conectividad sólida y confiable es crucial para los servicios de emergencia y las comunidades a las que apoyan.

Continuar

Éste es nuestro compromiso con usted para mantenerle conectado:

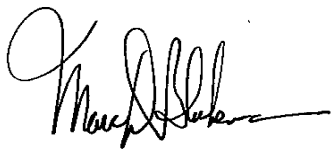
- **Conservará su servicio de voz actual durante este proceso de varios años.**
- **Seguirá teniendo la posibilidad de hacer llamadas telefónicas, incluyendo el 911.**
- **Continuaremos ampliando las redes inalámbricas y de fibra en California para brindar opciones de conectividad más confiables y accesible.**
- **Cualquier opción futura disponible para usted como alternativa será igual o mejor que la que tiene actualmente.**
- **No se realizarán cambios en su servicio sin su conocimiento y nos comunicaremos con usted sobre sus opciones a medida que avance este proceso.**

Formas de conectarse con nosotros

- **Obtenga más información:** Para obtener más información sobre cómo estamos actualizando la red de comunicaciones de California, puede visitar: **www.attconnects.com/modernizeCA**

- **Haga preguntas:** También estamos disponibles para responder a preguntas o inquietudes que pueda tener. Simplemente llámenos con su número de cuenta de facturación para que podamos derivarlo al experto adecuado:
    - English: 855.888.6180 (Monday-Friday, 7am-5pm PST)
    - Español: 855.888.6184 (de lunes a viernes, 7 a.m. a 5 p.m. hora del Pacífico)

Gracias por la oportunidad de servirle,



Marc D. Blakeman
Presidente – AT&T California

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

DATE: May 6, 2024

TO: Honorable Mayor and City Council

FROM: Yvette Hall, Assistant City Clerk

SUBJECT: Motion Pertaining to the Reading of Ordinances

BACKGROUND

California Government Code reads, in part, as follows:

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

RECOMMENDATION

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

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RESOLUTION NO. CC-2405-069

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA AUTHORIZING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF $505,729.83

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

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

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

SECTION 3. That the claims and demands paid by check numbers 205732 through 205820 for the aggregate total of $505,729.83 are hereby authorized.

Effective Date: May 6th, 2024

Approved by:

Hrant Manuelian, Director of Finance

Gregory M. Murphy, City Attorney

PASSED, APPROVED AND ADOPTED this 6th day of May 2024.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2405-069 at a regular meeting of said Council held on the 6th day of May 2024, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Bernadette Suarez, Mayor Pro Tem					
Pat Kearney					
Rhonda H. Gorman					
Sirley Cuevas					

_____

Erica Harbison, City Clerk

City of Lawndale
Summary of Audited Claims and Demands

Claims and Demands Paid By Check:

	Check Number		
Check Date	Beginning	Ending	Aggregate Total
4/11/2024	205732	205755	86,987.31
4/18/2024	205756	205787	219,689.06
4/25/2024	205788	205820	199,053.46
Total Checks			**505,729.83**

Check# 205746 is a reissuance of previously approved check# 205690.

Claims and Demands Paid By Electronic ACH Transfer:

Date	Name of Payee	Description	Amount
	Total ACH Payments		**0.00**
Total Audited Claims and Demands Paid			**505,729.83**

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
205732	04/11/2024	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	14,781.60
205733	04/11/2024	Printed		7052	AMALEA JOY FISHER, LLC	INSTRUCTOR FEES - SENIOR	1,325.00
205734	04/11/2024	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	CSD 3RD FLOOR KITCHEN MONTHLY	134.00
205735	04/11/2024	Printed		4333	CALIF BLDG STANDARDS COMMISSIO	SURCHARGE QTR ENDING	184.00
205736	04/11/2024	Printed		7889	CHARTER COMMUNICATIONS	INTERNET SERVICES	1,851.76
205737	04/11/2024	Printed		0182	CITY OF LAWNDALE PETTY CASH	PETTY CASH REIMBURSEMENT	280.26
205738	04/11/2024	Printed		8287	CONSTRUCTOR LV CORP	INSTALL LIGHT TIMER BOX @ CSD	1,600.00
205739	04/11/2024	Printed		8129	DEPT OF CONSERVATION	Q1 2024 - STRONG MOTION FEES	495.69
205740	04/11/2024	Printed		7809	DUNCAN'S SOO BAHK DO LLC	INSTRUCTOR FEES - MARTIAL ART	2,036.75
205741	04/11/2024	Printed		8250	EMCOR SERVICES MESA ENERGY	CHECKED BOILER SYSTEM @ CSD	3,475.00
205742	04/11/2024	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGE - W. GREEN PARK	133.92
205743	04/11/2024	Printed		4673	INSIGHT PUBLIC SECTOR	10 LENOVO DESKTOPS - CITY	8,945.13
205744	04/11/2024	Printed		7227	OCCUPATIONAL HEALTH CENTERS	PREEMPLOY PHYSICAL/DRUG SCREEN	25.00
205745	04/11/2024	Printed		1140	PACIFIC TIRE SERVICE	TIRE REPAIR VEH#508	40.00
205746	04/11/2024	Printed		7047	PRECISION AUTO CARE, INC	REMOVE/REPLACE AFD MODULE -	3,975.50
205747	04/11/2024	Printed		7047	PRECISION AUTO CARE, INC	CK#205690 RETURNED FEE	12.00
205748	04/11/2024	Printed		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES ELECTRICITY	17,896.81
205749	04/11/2024	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	1,038.84
205750	04/11/2024	Printed		0211	SOUTHERN CALIFORNIA NEWS GROUP	LEGAL ADS - ADOPTED ORD.	893.84
205751	04/11/2024	Printed		8177	SOUTHWEST PATROL, INC.	ARMED SECURITY SERVICES	10,800.00
205752	04/11/2024	Printed		0444	SPCA LA	ANIMAL SHELTERING SERVICES -	9,720.00
205753	04/11/2024	Printed		8120	TUCKER TOURS, LLC	TRAVEL CLUB - BAKE MY DAY	5,588.00
205754	04/11/2024	Printed		3672-MSD	U.S. BANK	CREDIT CARD PAYMENT	1,729.19
205755	04/11/2024	Printed		3373	VERIZON WIRELESS	M2M ACCOUNT SHARE DATA LINE	25.02
			Total Checks: 24			**Checks Total (excluding void checks):**	**86,987.31**
			Total Payments: 24			**Bank Total (excluding void checks):**	**86,987.31**
			Total Payments: 24			**Grand Total (excluding void checks):**	**86,987.31**

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
205756	04/18/2024	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	7,268.75
205757	04/18/2024	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	MONTHLY PEST CONTROL- CITY	50.00
205758	04/18/2024	Printed		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	1,480.87
205759	04/18/2024	Printed		2207	ASAP SIGN & BANNER, LLC	CLEAN UP WEEK BANNERS (4)	476.28
205760	04/18/2024	Printed		2754	CITY OF TORRANCE	AREA G COST ALLOCATION	2,728.00
205761	04/18/2024	Printed		5702	DIV OF THE STATE ARCHITECT	Q1 2024 CASP FEE REPORT	642.00
205762	04/18/2024	Printed		5876	DUTHIE POWER SERVICES	BACK-UP GENERATOR SEMI ANNUAL	395.16
205763	04/18/2024	Printed		1288	EWING IRRIGATION PRODUCTS INC	IRRIGATION PARTS - ROGER	422.55
205764	04/18/2024	Printed		8275	URIEL GOMEZ	PRSSC MEETING STIPEND	50.00
205765	04/18/2024	Printed		8046	YVETTE HALL	HOTEL, PARKING, & MILEAGE REIM	678.84
205766	04/18/2024	Printed		8244	J & E ASPHALT MAINTENANCE, INC	FY 2023/24 CITYWIDE SIGN	24,871.00
205767	04/18/2024	Printed		7362	LA UNIFORM & TAILORING INC	BEANIES & JACKETS FOR PWD CREW	1,090.38
205768	04/18/2024	Printed		8107	JOANNE LOEZA	PRSSC MEETING STIPEND	50.00
205769	04/18/2024	Printed		7940	MARIPOSA LANDSCAPES, INC	LANDSCAPE MAINTENANCE SERVICES	34,757.37
205770	04/18/2024	Printed		8112	NORM REEVES FORD SUPERSTORE	OIL CHANGE & SERVICE- VEH#523	263.82
205771	04/18/2024	Printed		1140	PACIFIC TIRE SERVICE	TIRE REPAIR VEH#520	30.00
205772	04/18/2024	Printed		5216	POWERSTRIDE BATTERY	NEW BATTERY FOR LIFT TRUCK	279.63
205773	04/18/2024	Printed		5068A	QUADIENT FINANCE USA INC	CITY HALL POSTAGE - MAR. 2024	1,150.00
205774	04/18/2024	Printed		3915	QUALITY CODE PUBLISHING	ECODE ANNUAL MAINT. &	1,535.00
205775	04/18/2024	Printed		8098	REECE PLUMBING	IRRIGATION REPAIR PARTS	56.75
205776	04/18/2024	Printed		5895	RICOH USA INC	USAGE CHARGES FOR COPIERS-	825.82
205777	04/18/2024	Printed		8092	SAFESHRED CO., INC.	DOCUMENT DESTRUCTION - MSD	450.00
205778	04/18/2024	Printed		2193-A	SOUTH BAY FORD FLEET & TRUCKS	SERVICE FOR VEH# 521	147.81
205779	04/18/2024	Printed		0346	SPARKLETTS	BOTTLE WATER SERVICE -	695.84
205780	04/18/2024	Printed		8141	TRANSPORTATION CONCEPTS	LAWNDALE BEAT FIXED ROUTE -	51,928.97
205781	04/18/2024	Printed		3672-CCK	U.S. BANK CORPORATE PAYMENT	CREDIT CARD PAYMENT	897.90
205782	04/18/2024	Printed		3672-CSD	U.S. BANK	CREDIT CARD PAYMENT	1,980.14
205783	04/18/2024	Printed		3672-PWD	U.S. BANK	CREDIT CARD PAYMENT	3,560.51
205784	04/18/2024	Printed		2883	UNDERGROUND SERVICE ALERT SC	DIG ALERT TICKETS& MAINT. FEE	130.31
205785	04/18/2024	Printed		3373	VERIZON WIRELESS	DESK & CELL PHONE SERVICE	3,753.96
205786	04/18/2024	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	448.54
205787	04/18/2024	Printed		8270	WESTERN AUDIO VISUAL	AUDIO VISUAL EQUIPMENT	76,592.86

Total Checks: 32 **Checks Total (excluding void checks): 219,689.06**

Total Payments: 32 **Bank Total (excluding void checks): 219,689.06**

Total Payments: 32 **Grand Total (excluding void checks): 219,689.06**

City of Lawndale

BANK: WELLS FARGO BANK N.A

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
205788	04/25/2024	Printed		7470	ARAMARK REFRESHMENT SVCS LLC	COFFEE/TEA - MAR. 2024	283.94
205789	04/25/2024	Printed		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	859.93
205790	04/25/2024	Printed		0372C	AT & T	PHONE CHARGES	1,388.53
205791	04/25/2024	Printed		7766	BURKE, WILLIAMS &	LEGAL SERVICES - MAR. 2024	81,416.84
205792	04/25/2024	Printed		0615	CLEANSTREET, LLC	CITY-WIDE STREET SWEEPING	54,621.38
205793	04/25/2024	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	INDUSTRIAL WASTE - MAR. 2024	6,672.71
205794	04/25/2024	Printed		8210	DATA CENTER WAREHOUSE LLC	DELL POWEREDGE T560 SERVER	20,677.96
205795	04/25/2024	Printed		0218	DEPARTMENT OF JUSTICE	FINGERPRINTING APPS(1)-JAN-24	32.00
205796	04/25/2024	Printed		1288	EWING IRRIGATION PRODUCTS INC	IRRIGATION PARTS - HAWTHORNE	704.41
205797	04/25/2024	Printed		7864	GOVERNMENTJOBS.COM, INC	ANNUAL SUBSCRIPTION -	1,146.92
205798	04/25/2024	Printed		6231	GREENLAND SUPPLY INC.	IRRIGATION SUPPLIES	621.50
205799	04/25/2024	Printed		6058	JCB OF SOUTHERN CALIFORNIA	REPLACE HAND THROTTLE -	1,662.70
205800	04/25/2024	Printed		0308	LOS ANGELES COUNTY	CRIME SUPPRESSION - SPECIAL	6,294.44
205801	04/25/2024	Printed		8288	MARY & ROBERT LOWE	PLANNING DEPOSIT REFUND	1,577.62
205802	04/25/2024	Printed		7733	MARIA'S GARDEN CENTER &	TRISTIANA BRISBANE TREE	220.50
205803	04/25/2024	Printed		6445	MICHAEL BAKER INTL, INC	CDBG CONSULTING SERVICES -	3,377.50
205804	04/25/2024	Printed		8292	JOSE MONTALVO	CONS & DEMO DEPOSIT REFUND	150.00
205805	04/25/2024	Printed		8290	RANULFO MORAN	CONS & DEMO DEPOSIT REFUND	2,250.00
205806	04/25/2024	Printed		7890	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	219.54
205807	04/25/2024	Printed		8294	PARAGON ROOFING INC	CONS & DEMO DEPOSIT REFUND	420.00
205808	04/25/2024	Printed		3915	QUALITY CODE PUBLISHING	SUPPLEMENT, WEBSITE UPDATE &	460.60
205809	04/25/2024	Printed		8291	DINA RAMIREZ	CONS & DEMO DEPOSIT REFUND	180.00
205810	04/25/2024	Printed		8098	REECE PLUMBING	PLUMBING PARTS - CSD RESTROOM	112.65
205811	04/25/2024	Printed		8256	REGIONAL TAP SERVICE CENTER	AIRTIME FOR ROUTERS- MAR. 2024	27.14
205812	04/25/2024	Printed		8296	MARIA RICAFORT	CONS & DEMO DEPOSIT REFUND	15.00
205813	04/25/2024	Printed		8293	RICOLI VENTURES LLC	PUBLIC ART FEE REFUND	7,000.00
205814	04/25/2024	Printed		7800	STEVE DAVID SHEPARD	CONS & DEMO DEPOSIT REFUND	480.00
205815	04/25/2024	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	206.02
205816	04/25/2024	Printed		0211	SOUTHERN CALIFORNIA NEWS GROUP	GENERAL PLAN UPDATE	2,085.40
205817	04/25/2024	Printed		3672-ASD	U.S. BANK	CREDIT CARD PAYMENT	2,513.97
205818	04/25/2024	Printed		8289	JESUS VILLALOBOS	CONS & DEMO DEPOSIT REFUND	390.00
205819	04/25/2024	Printed		6697	DANIEL T WOODS	PRSSC MEETING STIPEND	50.00
205820	04/25/2024	Printed		0493	ZUMAR INDUSTRIES, INC	NO PARKING SIGNS	934.26

Total Checks: 33 **Checks Total (excluding void checks): 199,053.46**

Total Payments: 33 **Bank Total (excluding void checks): 199,053.46**

Total Payments: 33 **Grand Total (excluding void checks): 199,053.46**

DRAFT MINUTES
LAWNDALE CITY COUNCIL REGULAR MEETING
April 15, 2024

A. CALL TO ORDER AND ROLL CALL

Mayor Pullen-Miles called the meeting to order at 6:30 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

Councilmembers Present:	Mayor Robert Pullen-Miles, Mayor Pro Tem Bernadette Suarez, Councilmember Rhonda Hofmann Gorman, Councilmember Pat Kearney, Councilmember Sirley Cuevas
Other Participants:	City Manager Sean M. Moore, City Attorney Gregory M. Murphy, City Clerk Erica Harbison, Assistant City Clerk Yvette Hall, Deputy City Manager/Director of Human Resources Raylette Felton, Los Angeles County Sheriff's Department Captain Nicole Palomino, Los Angeles County Fire Department Battalion Chief Wade Kelsey, Municipal Services Director Michael Reyes, Finance Director Hrant Manuelian, Community Development Manager Jared Chavez, Public Works & City Engineering Oversight Contract Project Manager Ahmad Ansari

B. CEREMONIALS

Councilmember Kearney led the flag salute. Pastor Dwight Dudley of Calvary Chapel South Bay provided the inspiration.

C. PUBLIC SAFETY REPORT

a. Los Angeles County Sheriff's Department Update

Captain Palomino summarized the recent law enforcement activities.

Councilmember Hofmann Gorman thanked the Sheriff's Department for their efforts in resolving an animal abuse incident.

D. PRESENTATION

1. Certificate of Commendation
Certificate of Commendation Presented for Courage and Bravery to Rolando Mendez.

A Certificate of Commendation was presented to Rolando Mendez by the City Council.

E. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

Hayley Hutt, Field Deputy for Assemblymember Tina McKinnor, announced an Earth Day event scheduled for April 19, 2024, and a Town Hall meeting scheduled for May 1, 2024.

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Chelsea Schreiber, Resident, thanked the Councilmembers and the Beautification Committee for approving and creating the utility box art project, commented on upcoming Metro meetings and distributed a booklet about the Metro project.

Deena Sopko, Resident, commented on the Interstate 405 (I-405) detour signs and asked if the City is going to alert residents of the I-405 project causing the detours.

Randall Abram, Resident, commented on the City's transparency, agenda packets, past joint meetings with the Los Angeles County Sheriff's Department (LASD), and making the City's monthly crime summaries available to the public.

John Schreiber, Resident, commented on upcoming Metro meetings, trash dumping on the freeway right-of-ways and stated that he was informed by Metro that the City is responsible for maintaining those areas.

F. COMMENTS FROM COUNCIL

Councilmember Cuevas thanked everyone who attended tonight's meeting, asked about the detours near the I-405, requested the City's monthly crime statistics be posted on the City's website and social media accounts and asked if buses would be available to take residents to the upcoming Metro meetings.

Public Works & City Engineering Oversight Contract Project Manager Ansari explained that Caltrans is performing landscape work on the I-405 on-ramps and off-ramps and doing improvements under the bridge.

City Manager Moore responded that buses will be reserved to take residents to the upcoming Metro meetings and commented that the City's monthly crime statistics will be added to the City's website and social media accounts.

Councilmember Hofmann Gorman thanked Residents Chelsea and John for keeping up with the Metro issues and commented that she agrees with Resident Abram to publicize the City's monthly crime statistics.

Councilmember Kearney announced the City's Clean-Up Day event scheduled for April 20, 2024, commented on the I-405 detour signs, trash dumping on the right-of-ways and asked about an Environmental Impact Report (EIR) related to the trenching component.

City Manager Moore responded that he will review the EIR regarding the trenching.

Mayor Pro Tem Suarez thanked everyone that attended tonight's meeting.

Mayor Pullen-Miles thanked everyone that attended tonight's meeting, commented in favor of the utility box art project, thanked everyone for their involvement on the Metro Project, thanked Residents John and Chelsea for keeping the City updated on the Metro project and commented on the I-405 detour signs.

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G. CONSENT CALENDAR

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

3. **Accounts Payable Register**
   Recommendation: that the City Council adopt Resolution No. CC-2404-066 authorizing the payment of certain claims and demands in the amount of $865,391.00.

4. **Minutes of the Lawndale City Council Regular Meeting, April 2, 2024**
   Recommendation: that the City Council approve the minutes.

A motion was made by Councilmember Cuevas and seconded by Councilmember Kearney to approve the Consent Calendar. The motion passed by a vote of 5-0.

H. ADMINISTRATION

5. **Quarterly Investment Report for the Quarter Ended March 31, 2024**
   Recommendation: that the City Council receive and file the Quarterly Investment Report for the quarter ended March 31, 2024.

Finance Director Manuelian presented the staff report.

Councilmember Kearney asked about the City's cash and investments cost amounts.

Finance Director Manuelian clarified the balances of the different accounts.

By consensus, the City Council received and filed the Quarterly Investment Report for the quarter ended March 31, 2024.

6. **Approval of Amendment to the City Manager Employment Agreement with Sean M. Moore**
   Recommendation: that the City Council 1.) Approve First Amendment to City Manager Employment Agreement; 2.) Approve and adopt Resolution No. CC-2404-067, Fourth Amendment to Citywide Salary and Pay Schedule for Fiscal Year 2023-2024; and 3.) Authorize the Director of Finance/City Treasurer to complete a budget transfer from the General Fund and American Rescue Plan Act Fund to the appropriate various line items noted and approve budget amendment of $15,043.

City Attorney Murphy presented the staff report.

Mayor Pro Tem Suarez commented that she prefers incremental salary increases.

A motion was made by Councilmember Kearney and seconded by Councilmember Hofmann Gorman to approve the First Amendment to City Manager Employment Agreement; approve and adopt Resolution No. CC-2404-067, Fourth Amendment to Citywide Salary and Pay Schedule for Fiscal Year 2023-2024; and authorize the Director of Finance/City Treasurer to complete a budget transfer from the General Fund and American Rescue Plan Act Fund to the appropriate various line items noted and approve budget amendment of $15,043. The motion passed by a vote of 4-1 with Mayor Pro Tem Suarez voting no.

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7. Approve the First Amendment to Contract Services Agreement for Lawndale Security Improvement Project

Recommendation: that the City Council approve the First Amendment to the Lawndale Security Improvement Project Agreement with Am-Tec Total Security Inc. to extend the term for an additional seven months for a new expiration date of December 31, 2024, and no increase to the current project amount.

Public Works & City Engineering Oversight Contract Project Manager Ansari presented the staff report.

Councilmember Cuevas asked if the contractor will provide a credit to the City due to the project delays.

Public Works & City Engineering Oversight Contract Project Manager Ansari responded that he will discuss this matter with the contractor.

A motion was made by Councilmember Kearney and seconded by Councilmember Cuevas to approve the First Amendment to the Lawndale Security Improvement Project Agreement with Am-Tec Total Security Inc. to extend the term for an additional seven months for a new expiration date of December 31, 2024, and no increase to the current project amount. The motion passed by a vote of 5-0.

8. Amendment to the FY 2024-2025 CDBG Budget Allocation

Recommendation: that the City Council approve the amendment to the CDBG budget allocation to implement the Community Development Block Grant.

Community Development Manager Chavez presented the staff report.

A motion was made by Councilmember Kearney and seconded by Councilmember Hofmann Gorman to approve the amendment to the CDBG budget allocation to implement the Community Development Block Grant. The motion passed by a vote of 5-0.

I. CITY MANAGER REPORT

City Manager Moore commented that staff will work with Caltrans to provide additional I-405 detour signs and that staff will attend the upcoming Metro meetings. He indicated that the City will secure buses to transport residents to the Metro meeting.

J. ITEMS FROM CITY COUNCILMEMBERS

9. Mayor/City Councilmembers Report of Attendance at Meetings and/or Events

Councilmember Cuevas attended the neighborhood No to ROW Virtual Q&A session, South County Labor Celebration of Life Memorial for Raymond L. Cordova, and the Los Angeles County Sheriff's Department Contract Law Enforcement Bureau City Council Academy.

Councilmember Hofmann Gorman attended the neighborhood No to ROW Virtual Q&A session and commented that she would like information on low cost or no cost neuter/spade services, asked if

staff does curb address painting, and announced the Youth Day Parade scheduled for April 27, 2024, and Clean-Up Week taking place this week April 13-21, 2024.

City Manager Moore responded that he will research low cost or no cost neuter/spade services and will look into curb address painting.

Councilmember Kearney attended the Lawndale's Senior Easter Spring Lunch, Contract Cities Liability Trust Fund Oversight Committee meeting, Los Angeles County Sheriff's Department Contract Law Enforcement Bureau City Council Academy and announced the City's Clean-Up Day scheduled for April 20, 2024.

Mayor Pro Tem Suarez attended Lawndale's Senior Easter Spring Lunch, South Bay Cities Council of Governments' (SBCCOG) Steering Committee meeting and commented that the rental of the Harold E. Hofmann Lawndale Community Center will be discussed at the upcoming Budget Subcommittee meeting.

Mayor Pullen-Miles attended the Los Angeles County Sanitation Districts meeting, the neighborhood No to ROW virtual Q&A session, South County Labor Celebration of Life Memorial for Raymond L. Cordova, participated in the Consolidated Board of Realtist - Mayors Roundtable on All Things Housing, and asked City Manager Moore if American Rescue Plan Act (ARPA) funds can be used to provide homeowners with rebates for home improvement projects.

K. ADJOURNMENT

There being no further business to conduct, Mayor Pullen-Miles adjourned the meeting at 7:33 p.m.

_____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

Approved: May 6, 2024

DRAFT

SOUTH BAY WORKFORCE INVESTMENT BOARD
11539 Hawthorne Blvd., Suite 500, Hawthorne, CA 90250
Office 310-970-7700; Fax 310-970-7712

Quarterly Summary of the
April 18, 2024, South Bay Workforce Investment Board of Directors Meeting
Lawndale

This report summarizes the April 18, 2024, South Bay Workforce Investment Board's (SBWIB) meeting activities and program accomplishments during the 3rd Quarter of Program Year 2023-2024. As you are aware, the South Bay WIB is comprised of representatives from the eleven participating Cities of Lawndale, Inglewood, El Segundo, Hermosa Beach, Hawthorne, Redondo Beach, Carson, Manhattan Beach, Torrance, Lomita and Gardena for the delivery of employment and training services through its One-Stop Business and Career Centers.

*The South Bay Workforce Investment Board's (SBWIB) 24th Annual Blueprint for Workplace Success Youth & Young Adults Job Fair was held on April 25, 2024, at El Camino College. The Job Fair drew in more than one thousand (1,000) students from local high schools, El Camino College, adult /continuation schools, community-based organizations, and public job seekers throughout the South Bay. The event was open to young adults between the ages of 16-24 years of age. Amongst the attendees were two hundred and thirty-five (235) hiring representatives from ninety-five (95) private and public sector employers. Nearly two hundred (200) students were hired on the spot or invited for a second interview. The high school seniors in attendance participated in campus tours and were preliminarily processed by El Camino College's Student Services team for Fall enrollment. The Job Fair also included workshops held by recruiters from DreamWorks, who discussed animation and production career pathways, and Construction Reach, a non-profit organization partnered with Target to support their outreach efforts and make their construction workforce more diverse and inclusive.

*Last quarter, the SBWIB enrolled forty-three (43) students enrolled in Lawndale High School's Academy of Cinematic Arts into an arts, media, and entertainment pre-apprenticeship program. Under the pre-apprenticeship program, the students will be completing a feature length film with all aspects of production completed by students. This is the first program of its kind officially registered through the State of California's Department of Apprenticeship Standards.

*This past quarter, the South Bay WIB continued supporting Centinela Valley Union High School District (CVUHSD) by providing students in their nine (9) academies and three (3) pathways with career services and work-based learning programs. These services are being delivered under a two-year contract between CVUHSD and the SBWIB. Under the contract, the South Bay WIB works with local employers and industry professionals to provide students with career centric learning opportunities. In the 3rd quarter, over eighty-nine (89) CVUHSD students were trained in work readiness and a total of one hundred and seven (107) students were placed into an internship or pre-apprenticeship.

*During the 3rd quarter, the South Bay WIB was notified that the California Workforce Development Board (CWDB) approved the SBWIB's two-year modification to the Local Plan for Program Year (PY) 2021 – 2024. The SBWIB's modified Local Plan meets the goals outlined in the California Unified Strategic Workforce Development Plan as well as the Los Angeles Basin Regional Plan.

*Last quarter, the SBWIB continued providing contracted liaison services onsite at Centinela Valley Union High School District campuses for Program Year 2023 – 2024. Under the contract, SBWIB staff are onsite at Hawthorne High School, Leuzinger High School, Lawndale High School, and Lloyde Continuation School providing career services, workshops, and assistance with job and internship placements. The third quarter totals reflect that the SBWIB engaged and provided one thousand three hundred and six (1,306) one-on-one services to the students and placed three hundred and eight (108) students into an internship or pre-apprenticeship. Staff also provided students with three hundred and eighteen (318) job leads and hosted one hundred and three (103) onsite workshops and presentations on resume building, interviewing skills, and work readiness training through the SBWIB's Blueprint for Workplace Success curriculum. Over nine hundred and thirty-three (933) students attended the workshops and presentations.

*The South Bay Workforce Investment Board is currently looking to recruit and enroll current and former foster care youth ages 18 – 24 into short-term vocational training through a Community Resource Grant awarded to the SBWIB by Congresswoman Maxine Waters. The training offered is based on the participant's interest in a construction, advanced manufacturing, information technology, healthcare, or logistics career pathway that would upgrade their skills and result in expedited entry into permanent employment.

*Last quarter, The SBWIB continued reaching out to partners including other Workforce Development Boards, via e-mail, telephone, and Zoom to assess each company's status and encourage them to utilize the Department of Labor's (DOL)

America Building Apprenticeships (ABA) grant, which aims to develop, create and expand apprenticeships in this Country, as a workforce development pipeline solution. The Workforce Development Boards (WDB) that expressed interest in participating in grants to develop registered apprenticeships, including but is not limited to the following: Anaheim WDB, Santa Ana WDB, Solano County WDB, Orange County WDB, Tulare WDB, NOVA WDB, Ventura WDB, San Diego WDB, Humboldt County WDB, Workforce Alliance of North Bay WDB, Imperial County WDB, and NORTEC WDB.

*America's Job Center of California (AJCC)/One-Stop Services – The SBWIB operates four One-Stop Business & Career Service Centers located in Inglewood, Torrance, Gardena and Carson. The One-Stop Centers are open to the public, continue to offer services virtually or in-person, and highly recommend scheduling an appointment for services. Each South Bay One-Stop Business & Career Center continues to assist about 25-30 laid-off workers daily with applying for unemployment insurance benefits. Recruitments, workshops, orientation/info sessions, case management, and career pathway counseling are provided virtually or in-person. Clients are being assisted with crossing over in their short-term vocational training programs from the traditional seat-based instruction to distance learning platforms. The Job Development team conducts recruitment fairs in-person or virtually and will continue to screen and refer applicants to essential service employers that are in desperate need of employees.

*In the last quarter, South Bay One Stop Business & Career Centers were successfully able to enroll a total of four (4) additional Lawndale residents in the WIOA (Workforce Innovation and Opportunity Act) adult and dislocated worker programs.

*Rapid Response services were provided to twenty-two (22) South Bay companies that employ nine hundred and fifty-four (954) individuals who were affected by layoffs/closures during the 3rd Quarter of Program Year 2023-2024. The SBWIB's Rapid Response team reached out to the employers and offered to provide webinars to assist with the layoffs. The webinars covered services offered at the America's Job Centers of California, unemployment insurance, healthcare options, and financial services. The Rapid Response team will continue to provide webinars and virtual assistance to employers and dislocated workers.

*Last quarter, the SBWIB enrolled seventeen (17) additional individuals in the statewide Quest National Dislocated Worker Recovery Grant (QNDWG) making the total number enrolled one hundred and twenty-one (121). Under this program, one hundred and twenty-five (125) displaced workers will be provided with job

training and placement services. The California Employment Development Department (EDD) awarded the South Bay WIB the QNDWG to assist workers displaced as a result of the COVID-19 pandemic or with barriers to employment. So far, thirty-four (34) out of thirty-nine (39) participants exited the program with employment.

*The South Bay WIB was awarded a $250,000 grant to provide work readiness services to fifty (50) students with disabilities 16 – 22 years of age. The grant funding will be used to provide one hundred (100) additional paid work experience hours to students with disabilities in an effort to enhance their skills. Students will be interning with local non-profits, community-based organizations, and for-profit businesses.

*Nine (9) youth from the City of Lawndale was enrolled in the WIOA year-round Youth Program last quarter; this individual received pre-employment Blueprint for Workplace Success training and access to free occupational training based on their career interest. Other services included paid work experience at a worksite in the City of Lawndale.

*As part of the Youth at Work Jobs Program, seven (7) Lawndale students were recruited and enrolled for an opportunity to receive 20 hours of paid pre-employment training and 140 hours of paid work experience during the third quarter. Youth have a chance to earn up to $2,500 under this program.

During the third quarter, SBWIB representatives met with Congressman Ted Liu and discussed the development of an Artificial Intelligence (AI) Apprenticeship Program as well as how to support the growing information technology sector by promoting apprenticeships as a promising workforce solution.

*Our 3rd quarter totals reflect 124,015 individuals received services through our South Bay One-Stop Business and Career Centers 55,403 of which visited the Inglewood One-Stop. The Inglewood location provides services to the residents and businesses of Lawndale, Inglewood, El Segundo, and Hawthorne.

*Last quarter, the Inglewood One-Stop continued assisting Lawndale Elementary School District with meeting it’s hiring needs by recruiting and pre-screening qualified job seekers for open positions with the District, and by hosting special hiring events for the District.

*During the 3rd quarter, the SBWIB continued with the liaison contract with El Camino College for Program Year 2023 – 2024 which entails having SBWIB staff

onsite at El Camino College providing career services, workshops, and assistance with job and internship placements. Last quarter, the SBWIB engaged and provided over three hundred and forty-seven (347) one-on-one counseling and career services to El Camino College students. Nineteen (19) students were placed into an employment opportunity or internship, the SBWIB hosted twelve (12) onsite workshops and presentations, coordinated four (4) on-campus recruitment fairs, and provided students with five hundred (500) job leads. The workshops and presentations provided covered the topics of resume building, interviewing skills, and work readiness training through the SBWIB's Blueprint for Workplace Success curriculum.

*Last quarter, the SBWIB continued connecting with organizations that specialize in working with underserved populations, to identify pathways to apprenticeships, potential partners, and resources.

*Applications are currently being accepted for enrollment into the SBWIB's YouthBuild career pathway program. The program is open to at-risk out-of-school youth ages 16-24. The SBWIB's YouthBuild program provides a seamless progression from education to work-based training that includes classroom instruction leading to a high school diploma and occupational skills training in construction building trades at approved work sites. Please contact the SBWIB YouthBuild site at (310) 225-3060 for additional information.

*The South Bay WIB strengthened its partnership with El Camino College last quarter by partnering with the College and OpenClassrooms under the Tech Bootcamp Pre-Apprenticeship Program. Through this partnership, students will be enrolled into information technology pre-apprenticeships with local employers. The Program kicked off in March, and thus far two (2) El Camino College students have been enrolled and are completing pre-apprenticeships with a local employer.

*During the third quarter, the SBWIB continued connecting with organizations that specialize in working with underserved populations, to identify pathways to apprenticeships, potential partners, and resources.

*The third quarter totals reflect that a total of one hundred and seventy-eight (178) Lawndale and Hawthorne youth received assistance from the Hawthorne Teen Center. The Center provides educational and enrichment programming in-person including workshops in a safe socially distanced environment daily from 3:00 p.m. until 6:00 p.m. Please contact the Hawthorne Teen Center at 310-970-7001 to schedule youth appointments.

*During the 3rd quarter, the South Bay One-Stop Business & Career Center reached out to thirty (30) Lawndale-based employers including Urth Café, Home Depot, In-N-Out, El Pollo Loco, Curly Gurl Luv, M3 Services, and BDP Entertainment Services. The South Bay One-Stop Business & Career Center will continuously conduct monthly outreach to Lawndale businesses including new businesses in the City, to market SBWIB services available to meet their hiring and business needs.

*Last quarter, the following three Regions joined the White House Space Workforce Coalition (SWC), formerly known as the Space Industry Coalition: Mississippi, Alabama, and Colorado. These Regions joined the Southern California, New Orleans, and Florida Regions and during the 3rd quarter the SWC collaboratively created and designed a website and brochure, both can be found at www.spaceworkforcecoalition.org. The Coalition will be implementing Pre-Apprenticeship and Registered Apprenticeship programs to provide occupational skills training relevant to the space industry and programs which are replicable across the United States; the SBWIB's Southern California space pre-apprenticeship and apprenticeship program is called Space-Flex. The following organizations have signed the Space-Flex MOU: Boeing, Murti LLC, Northrop Grumman, Space Vector Corporation, and other Training Funding Partners.

*As a result of the national exposure the SBWIB's Aero-Flex Apprenticeship Program has garnered through its active involvement with the White House Space Workforce Coalition, the White House's National Space Council (NSpC) hosted its first Women in Space Roundtable discussion at SBWIB on March 12, 2024. During the event Douglas Emhoff, Second Gentleman of the United States, who also is a member of the NSpC, addressed the panel consisting of women executives that represent six Southern California aerospace companies. Deputy Center Director, Laurie Grindle from NASA's Armstrong Flight Research Center, served as the moderator for the discussion which covered a wide range of topics related to women in space.

*During the 3rd quarter, twenty-eight (28) students from Los Angeles County's Second Supervisorial District completed the Bio-Flex Pre-Apprenticeship Program. The Program is funded by a grant from the office of Los Angeles County Board of Supervisor Holly Mitchell. During the Program, students learned about the wide range of careers in life sciences and built skills to prepare for them by completing the SBWIB's Blueprint for Workplace Success work readiness training, creating, or updating their resumes, joining LinkedIn, practicing their interviewing skills, completing technical skills training through Biotech Primer, networking with employers and local colleges, and participating in the hands-on

Amgen Biotech Experience at Los Angeles Trade Tech College. The Graduates received certificates of completion and a $500 stipend during their April 2024 graduation ceremony.

This written summary, along with a report of Program Year 2023-2024 3rd quarter activities and accomplishments is being provided for your personal review.

Thank you,

Jan Vogel
SBWIB Executive Director

NEWS

South Bay Workforce Investment Board

FOR IMMEDIATE RELEASE

South Bay Workforce Investment Board
11539 Hawthorne Blvd., Suite 500
Hawthorne, CA 90250
Contact: Jan Vogel 310-970-7700

April 26, 2024

South Bay Workforce Investment Board Presents the
24th Annual Blueprint for Workplace Success Job Fair in Partnership with El Camino College

HAWTHORNE – More than 1,000 young adult job seekers and employer hiring representatives participated in the 24th Annual Blueprint for Workplace Success Youth Job Fair presented by the South Bay Workforce Investment Board (SBWIB) in partnership with host El Camino College April 25th.

High school students and young adults from over 30 high schools, colleges, and adult/continuation schools were represented with many districts provided bus transportation to attend the event. SBWIB Executive Director Jan Vogel, along with El Camino College President Dr. Brenda Thames, and City of Torrance Mayor George Chen welcomed the job seekers and participating employers.

"You have this great opportunity to meet with all these employers and find out how you can qualify to meet their hiring needs and hopefully take the necessary steps to enter rewarding careers," Mayor Chen noted. Dr. Thames welcomed the students and urged them to take campus tours and see what the college has to offer as they seek higher education and prepare for career pathways.

Mr. Vogel praised the students for showing the initiative to attend the event and meet face to face with representatives from public and private businesses who are looking to build their future work force. "We have assembled this gathering of companies representing high tech, manufacturing, public service and many other agencies for one purpose and that is to expose you to the unlimited career fields that await you," he noted.

During the day-long event, 235 hiring representatives from 95 private and public employers provided information and leads for more than a thousand available jobs. Over 200 students were interviewed on the spot, receiving potential job offers or scheduled for additional interviews and meetings with the employers.

High school seniors in attendance participated in campus tours and were able to be preliminarily processed by the college's student services staff to enroll in the Fall. Workshops were also presented by recruiters from DreamWorks, who discussed career pathways into animation and production fields. Additionally, Construct Reach, a non-profit in collaboration

with Target, facilitated sessions aimed at fostering diversity and inclusivity within construction project workforces.

# # #



Photo caption: South Bay Workforce Investment Board presents the 24th Annual Blueprint for Workplace Success Job Fair in partnership with El Camino College on Thursday, April 25th.



South Bay Workforce Investment Board CEO Jan Vogel praises students for showing the initiative to attend the job fair.



El Camino College President Dr. Brenda Thames welcomes students to the job fair event.



City of Torrance Mayor George Chen shared words of encouragement with the students.



Students attend a workshop hosted by recruiters from Construct Reach.



Students attend a workshop presented by DreamWorks.

1 MIN READ

Second Gentleman Douglas Emhoff Participates in Women in Space Roundtable

Megan Person

MAR 15, 2024

IMAGE ARTICLE



Second Gentleman Douglas Emhoff and Deputy Center Director Laurie Grindle shake hands as they meet before the National Space Council's Women in Space Roundtable in Hawthorne, California, on Monday, March 12, 2024. Grindle, from NASA's Armstrong Flight Research Center in Edwards California, moderated a discussion with the Second Gentleman on a wide range of topics related to women in space.
White House/Katie Ricks

The National Space Council hosted the Women in Space Roundtable on Monday, March 12, and Deputy Center Director Laurie Grindle from NASA's Armstrong Flight Research Center in Edwards, California, was there to welcome Second Gentleman Mr. Douglas Emhoff and moderate a panel discussion.

NASA has partnered with the National Space Council, and our private partners, to invest in building a workforce, needed to support the growing private space sector. The Space Council, along with the Vice President as its chair, has been an important voice in the White House for how NASA's work directly benefits the lives of people here on Earth, from tackling climate change, to creating good paying jobs, to inspiring the next generation.

The discussion included Second Gentleman Douglas Emhoff, National Space Council Chief of Staff Tahara Dawkins, Cal Poly Pomona student Ericka Ontiveros, while moderated by Grindle. The panel shared its experience and thoughts with the group on a wide range of topics related to women in space. The event was hosted by the South Bay Workforce Investment Board in Hawthorne, California.



Panelists from the National Space Council's Women in Space Roundtable are hosted by the South Bay Workforce Investment Board in Hawthorne, California. Pictured from left to right: Laurie Grindle, Deputy Center Director NASA's Armstrong Flight Research Center; Cal Poly Pomona student Ericka Ontiveros; Second Gentleman Douglas Emhoff; Chris Cagle with the South Bay Workforce Investment Board; and Tahara Dawkins, National Space Council Chief of Staff.
White House/Katie Ricks



Panelists from the National Space Council's Women in Space Roundtable are hosted by the South Bay Workforce Investment Board in Hawthorne, California. Panel members included Second Gentleman Douglas Emhoff, Cal Poly Pomona student Ericka Ontiveros, and Tahara Dawkins, National Space Council Chief of Staff. Laurie Grindle, Deputy Center Director NASA's Armstrong Flight Research Center moderated the discussion. The panel is pictured with attendees from the event.
White House/Katie Ricks

Share

Details

LAST UPDATED	Mar 15, 2024
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Committees Activity Report
(Based upon the April 18, 2024, South Bay Workforce Investment Board Meeting)

*Rapid Response Summary of Activity from July 1, 2023 – March 31, 2024:

Number of Companies Affected	Number of Employees Affected	Number of companies utilizing services	Number of companies not receiving service
22	954	22	0

City	Number of Companies Affected	Number of Employees Affected
Carson	2	68
El Segundo	7	543
Gardena	2	194
Gardena (Unincorporated)	0	0
Hawthorne	1	4
Hermosa Beach	0	0
Inglewood	2	11
Lawndale	0	0
Lomita	3	25
Manhattan Beach	0	0
Redondo Beach	2	54
Torrance	3	55
Torrance (Unincorporated	0	0

Youth Development Council (YDC) Committee Meeting, February 6, 2024:
The February 6, 2024, Youth Development Council Committee meeting was called to order at 9:01 a.m. The following information was discussed or acted upon:

The Committee took action to approve the November 7, 2023, Meeting Minutes and the Youth Activity and Performance Report.

Ms. Candace Walker, Founder and Chief Executive Officer for Generation Connect provided a presentation on Generation Connect's Innovative Intergenerational Virtual Program connecting teens with seasoned adults. Under the Program, seasoned adults receive help with technical devices and popular social media sites, the seasoned adults engage with teens online via gaming, and the participants share common interest to gain new perspectives and learn more about each other.

During the meeting, SBWIB staff members provided updates on activities conducted at the Hawthorne and Inglewood Teen Centers, both Bridge to Work Programs, the Youth at Work Summer Program, the WIOA Youth Program, the LMU Peer Specialist Program, and other special youth projects and grants.

Presidents, Superintendents and Representatives from CSU, Dominguez Hills, El Camino College, the Southern California Regional Occupational Center, Centinela Valley, Hawthorne, Inglewood, Lawndale, Lennox, Redondo Beach, Torrance, and Wiseburn School Districts provided the Committee with brief updates on things happening in their Districts.

The meeting was adjourned at 10:13 a.m.

One-Stop Policy Committee Meeting, February 21, 2024:

The February 21, 2024, One Stop Policy Committee meeting was called to order at 9:02 a.m. The following items were discussed or acted upon:

The November 15, 2023, meeting minutes as well as the Program Year (PY) 2023-24, Second Quarter Activity Summaries for Classroom Training Providers were approved by the Committee.

The Quarterly Self-Service and Activity Report through January 31, 2024, was presented by Mr. Robert Chavez and unanimously approved by the Committee.

Ms. Justina Munoz provided the Committee with an overview of the Comprehensive, Affiliate, and Specialized AJCC (America's Job Center of California) Certification Process that Local Workforce Development Boards are required to complete every three years.

Mr. Michael Trogan provided a brief update on disability services offered by the South Bay Workforce Investment Board in partnership with community partners including the Department of Rehabilitation (DOR). The Committee received updates on the LAWA iCARE Program, the STEPS (Summer Training Employment Program for Students) Program, and the workforce services provided to local School Districts and El Camino College.

Ms. Justina Munoz provided the One-Stop Operator Activities Report on behalf of Mr. David Baquerizo and shared matters addressed during the second quarter One-Stop partner meetings.

Ms. Laura Bischoff informed the Committee that the Employment Development Department (EDD) implemented a multi-level approval process into CalJOBS for training providers and programs listed on the State and local Eligible Training Provider List (ETPL). Training providers that did not meet standards and/or appeared to have missing or incorrect information were delisted from the State ETPL, February 1st. Ms. Bischoff noted that the SBWIB is in communication with the State about this new process which will result in the removal of many quality providers and programs and will ultimately hinder WIOA (Workforce Innovation and Opportunity Act) participants from receiving quality training.

The meeting was adjourned at 9:52 a.m.

Performance & Evaluation Committee Meeting, February 20, 2024:

The February 20, 2024, Performance & Evaluation Committee meeting was called to order at 9:02 a.m. The following items were discussed or acted upon:

The November 14, 2023, meeting minutes were reviewed and approved by the Committee.

The WIOA Fiscal Year 2023-24, second quarter expenditure report through December 31, 2023, was approved unanimously, as well as the Self-Service and Activity report through January 31, 2024.

Staff member Justina Munoz presented the 2nd Quarter One-Stop Centers and Service Providers Report. The report displayed that overall South Bay One-Stop Centers and Service Providers are on track to meet the performance measures under the WIOA (Workforce Innovation and Opportunity Act) Adult, Youth, and Dislocated Worker Programs. Ms. Munoz recommended that the Inglewood One-Stop Center's enrollment numbers under the Adult, Youth, and Dislocated Worker Programs as well as the Torrance One-Stop Center's enrollment numbers under the Adult and Youth Programs be watched since the enrollment goals were not met by December 31st. After review and discussion, the Committee unanimously approved the 2nd Quarter Service Provider and Operating Cities Report.

Ms. Laura Bischoff presented the 2nd quarter Vendor Performance Report. Staff recommendations were to place five (5) training providers on probation and to place eight (8) training courses on hold. Ms. Bischoff informed the Committee that South Bay Workforce Investment Board (SBWIB) staff will send letters of concern to the training providers allowing them an opportunity to work out any discrepancies before action is taken. The providers placed on hold will not receive any more referrals until their placement numbers have improved. After discussion, the 2nd Quarter Vendor Performance Report for classroom training providers was approved unanimously by the Committee.

The meeting was adjourned at 9:46 a.m.

Business & Economic Development Committee Meeting, April 3, 2024:

The April 3, 2024, Business, Technology, and Economic Development Committee meeting was called to order at 9:00 a.m.

The Committee reviewed and approved the January 3, 2024, Meeting Minutes.

Staff member Maria Frias presented the PY 2023-24, third quarter Rapid Response Activity Report. Twenty-two (22) companies received Rapid Response services through March 31, 2024, with a total of 954 employees affected by layoffs or closures. After review and discussion, the Rapid Response Activity Report was approved unanimously by the Committee.

Mr. Robert Chavez presented the latest Construction and Utilities Preparation Program (CUPP) report. The report reflected that a total of 959 individuals have been placed at the Inuit Dome in an apprenticeship program with various construction companies since July of 2021. Committee members were informed that the Inuit Dome is expected to be completed October of this year. Mr. Robert Chavez noted that the SBWIB is also implementing the CUPP Program in the City of Carson to assist with recruitment efforts for the Metropolitan Water District of Southern California's Water Pipeline Improvement project, the construction of the Premium Outlet Mall, and the Harbor UCLA Medical Center Rehabilitation Project through Hensel Phelps.

Mr. Robert Chavez provided a brief update on the South Bay Workforce Investment Board's (SBWIB) healthcare initiatives including the Short-Term Vocational Training Programs, the Community Healthcare Worker grant in partnership with the International Pre-Diabetes Center (IPDC), and LMU's Peer Specialist for Youth Training and Job Placement Program.

During the meeting, SBWIB staff provided the Committee with updates on Pre-Apprenticeship and Apprenticeship Programs, the Apprenticeship Building America grant, the Southern California Apprenticeship Network, the Department of Industrial Relations SAEEI (State Apprenticeship Expansion, Equity, and Innovation) Grant, the National Space Workforce Coalition, Employment Training Panel funding, and other special projects.

The meeting was adjourned at 9:44 a.m.

Executive Committee Meetings:

The following are highlights of the February 15, 2024, and April 11, 2024, Executive Committee Meetings:

The Executive Committee approved all committee reports and meeting minutes this past quarter.

The 3rd quarter Monthly Self-Service and Program Activity Reports were reviewed by the Committee and approved unanimously.

On April 11th, the Executive Committee also approved the SBWIB April 18, 2024, Meeting Agenda.

This concludes the Executive Committee Report.

SOUTH BAY WORKFORCE INVESTMENT BOARD

PY 2023-2024

NUMBER OF INDIVIDUALS SERVED - INFORMATIONAL/SELF SERVICE ONLY

	PREVIOUS CUMULATIVE REPORT	PREVIOUS MONTH	MONTH OF MARCH	CUMULATIVE PY 23/24
INGLEWOOD, HAWTHORNE, LAWNDALE, EL SEGUNDO ONE-STOP BUSINESS AND CAREER CENTER	49635	6657	5768	55403
GARDENA ONE-STOP BUSINESS AND CAREER CENTER	25871	3864	4063	29934
TORRANCE ONE-STOP BUSINESS AND CAREER CENTER	14315	2094	2037	16352
CARSON BUSINESS AND CAREER CENTER	18964	3049	3362	22326
TOTAL	**108785**	**15664**	**15230**	**124015**

PROGRAM YEAR 2023/ 2024
GRANT PERIOD 7/01/2023 TO 6/30/2024
REPORT PERIOD: 7/01/2023 TO 3/31/2024

SOUTH BAY WORKFORCE INVESTMENT BOARD
MONTHLY ACTIVITY REPORT (NEW ENROLLMENT REPORT)
SUMMARY BY CAREER CENTER

ADULT PROGRAM (G201)

	Gardena	Qtr. Plan	% Plan	Yr. Plan	% Plan	Δ	Inglewood	Qtr. Plan	% Plan	Yr. Plan	% Plan	Δ	Torrance	Qtr. Plan	% Plan	Yr. Plan	% Plan	Δ	Carson	Qtr. Plan	% Plan	Yr. Plan	% Plan	Δ	SBWIB TOTAL	Qtr. Plan	% Plan	Year-End Plan	% Plan	QΔ
I. TOTAL CLIENTS	57	42	135%	51	112%		117	130	90%	168	70%		96	86	112%	103	93%		48	49	99%	61	79%		318	306	104%	383	83%	
A. CARRIED IN	16	16		16			16	16		16			33	33		33			11	11		11			76	76		76		
B. NEW	41	26	156%	35	117%	0	101	114	89%	152	66%	6	63	53	120%	70	90%	8	37	38	99%	50	74%	4	242	230	105%	307	79%	71
II. TOTAL EXITS	24						94						61						32						211					
A. UNSUBSIDIZED EMPLOYMENT	21					0	73					6	52					6	27					8	173					23
B. ALSO ATTAINED CREDENTIAL	9					0	19					2	6					0	12					3	46					16
C. % OF PLACEMENT	88%						78%						85%						84%						82%					
D. AVERAGE PLACEMENT WAGE	$19.87						$21.40						$25.92						$21.44						$22.16					

Grant (201)
Serving economically disadvantaged adults 18 years and over in the eleven cities that comprise the South Bay Workforce Investment Area.

YOUTH PROGRAM (G301)

	Gardena	Qtr. Plan	% Plan	Yr. Plan	% Plan	Δ	Inglewood	Qtr. Plan	% Plan	Yr. Plan	% Plan	Δ	Torrance	Qtr. Plan	% Plan	Yr. Plan	% Plan	Δ	Carson	Qtr. Plan	% Plan	Yr. Plan	% Plan	Δ	SBWIB TOTAL	Qtr. Plan	% Plan	Year-End Plan	% Plan	QΔ
I. TOTAL CLIENTS	24	19	126%	24	100%		107	119	90%	143	75%		35	32	110%	42	83%		30	25	120%	33	91%		196	195	101%	242	81%	
A. CARRIED IN	4	4		4			48	48		48			1	1		1			1	1		1			54	54		54		
B. NEW ENROLLEES	20	15	133%	20	100%	1	59	71	83%	95	62%	4	34	31	111%	41	83%	2	29	24	121%	32	91%	5	142	141	101%	188	76%	51
II. TOTAL EXITS	11						13						47						12						83					
A. UNSUBSIDIZED EMPLOYMENT	7					0	7					0	16					2	8					0	38					14
B. ENT. TRAINING/POST-SECONDARY	2					0	5					0	27					0	4					0	38					8
C. ALSO ATTAINED CREDENTIAL	5					0	2					0	22					1	0					0	29					3
D. AVERAGE PLACEMENT WAGE	$18.09						$26.16						$17.91						$15.85						$19.50					
YOUTH POSITIVE EXIT RATE	82%						92%						91%						100%						92%					

Grant (301)
Serving low income, in school and out of school youth between the ages of 14 and no more than 21 years of age in the eleven cities that comprise the South Bay Workforce Investment Area.

DISLOCATED WORKER (G501)

	Gardena	Qtr. Plan	% Plan	Yr. Plan	% Plan	Δ	Inglewood	Qtr. Plan	% Plan	Yr. Plan	% Plan	Δ	Torrance	Qtr. Plan	% Plan	Yr. Plan	% Plan	Δ	Carson	Qtr. Plan	% Plan	Yr. Plan	% Plan	Δ	SBWIB TOTAL	Qtr. Plan	% Plan	Year-End Plan	% Plan	QΔ
I. TOTAL CLIENTS	27	29	94%	35	77%		67	97	69%	124	54%		118	111	106%	134	88%		30	30	101%	39	77%		242	267	91%	332	73%	
A. CARRIED IN	10	10		10			16	16		16			42	42		42			2	2		2			70	70		70		
B. NEW	17	19	91%	25	68%	3	51	81	63%	108	47%	4	76	69	110%	92	83%	5	28	28	101%	37	76%	3	172	197	88%	262	66%	47
II. TOTAL EXITS	13						44						74						24						155					
III. TOTAL UNSUBSIDIZED EMPLOYMENT	10					0	31					2	54					5	19					4	114					37
A. RETRAINING	8					0	16					1	29					4	7					0	60					17
ALSO ATTAINED CREDENTIAL	8					0	16					1	29					4	7					0	60					17
B. CALLED BACK WITH EMPLOYER	0						0						0						0						0					
IV. % PLACEMENT (INCL. CALL BACKS)	77%						70%						73%						79%						74%					
V. % PLACEMENT (EXCL. CALL BACKS)	77%						70%						73%						79%						74%					
AVERAGE PLACEMENT WAGE	$20.45						$25.64						$43.03						$22.62						$27.94					

Grant (501)
Serving laid of workers; with priority given to those individuals that have been laid-off from employers located in the eleven cities that comprise the South Bay Workforce Investment Area.

PROGRAM YEAR 2023 / 2024
GRANT PERIOD 7/01/2023 TO 6/30/2024
REPORT PERIOD: 7/01/2023 TO 3/31/2024

SOUTH BAY WORKFORCE INVESTMENT BOARD
MONTHLY ACTIVITY REPORT (NEW ENROLLMENT REPORT)
DETAIL BY CITY

ADULT PROGRAM (G201)

	Gardena	Year Plan	Δ	Inglewood	Year Plan	Δ	Hawthorne	Year Plan	Δ	Lawndale	Year Plan	Δ	El Segundo	Year Plan	Δ	Redondo	Year Plan	Δ	Hermosa	Year Plan	Δ	Manhattan	Year Plan	Δ	Torrance	Year Plan	Δ	Lomita	Year Plan	Δ	Carson	Year Plan	Δ	TOTAL SBWIB	Year Plan	QΔ
I. TOTAL CLIENTS	57	51		72	83		30	57		10	21		5	7		24	24		3	5		6	11		55	57		8	6		48	61		318	383	
A. CARRIED IN	16	16		8	8		3	3		4	4		1	1		6	6		1	1		5	5		18	18		3	3		11	11		76	76	
B. NEW	41	35	0	64	75	2	27	54	4	6	17	0	4	6	0	18	18	3	2	4	1	1	6	0	37	39	2	5	3	2	37	50	4	242	307	71
II. TOTAL EXITS	24	24		64	64		22	22		6	6		2	2		16	16		1	1		0	0		39	39		5	5		32	32		211	211	
A. UNSUBSIDIZED EMPLOYMENT	21	21	0	53	53	4	16	16	2	3	3	0	1	1	0	11	11	1	1	1	0	0	0	0	36	36	4	4	4	1	27	27	8	173	173	48
ALSO ATTAINED CREDENTIAL	9		0	14		2	2		0	1		0	2		0	1		0	0		0	0		0	4		0	1		0	12		3	46		16
B. OTHER TERMINATION	3		1	11		2	6		2	3		1	1		0	5		0	0		0	0		0	3		0	1		0	5		2	38		13

YOUTH PROGRAM (G301)

	Gardena	Year Plan	Δ	Inglewood	Year Plan	Δ	Hawthorne	Year Plan	Δ	Lawndale	Year Plan	Δ	El Segundo	Year Plan	Δ	Redondo	Year Plan	Δ	Hermosa	Year Plan	Δ	Manhattan	Year Plan	Δ	Torrance	Year Plan	Δ	Lomita	Year Plan	Δ	Carson	Year Plan	Δ	TOTAL SBWIB	Year Plan	QΔ
I. TOTAL CLIENTS	24	24		53	72		39	51		13	14		2	6		4	11		0	2		2	3		26	23		3	3		30	33		196	242	
A. CARRIED IN	4	4		25	25		17	17		4	4		2	2		0	0		0	0		0	0		1	1		0	0		1	1		54	54	
B. NEW	20	20	1	28	47	4	22	34	0	9	10	0	0	4	0	4	11	0	0	2	0	2	3	0	25	22	2	3	3	0	29	32	5	142	188	51
II. TOTAL EXITS	11	11		7	7		5	5		0	0		1	1		12	12		2	2		5	5		25	25		3	3		12	12		83	83	
A. UNSUBSIDIZED EMPLOYMENT	7		0	4		0	3		0	0		0	0		0	5		0	1		0	0		0	8		1	2		1	8		0	38		14
ALSO ATTAINED CREDENTIAL	5		0	1		0	1		0	0		0	0		0	7		0	0		0	1		0	13		1	1		0	0		0	29		3
B. ENT. TRAINING/POST-SECONDARY	2		0	2		0	2		0	0		0	1		0	5		0	1		0	5		0	15		0	1		0	4		0	38		8
C. ATTAINED RECOGNIZED DEGREE	0			0			0			0			0			0			0			0			0			0			0			0		
D. RETURNED TO SCHOOL	0			0			0			0			0			0			0			0			0			0			0			0		
E. OTHER EXITS	2		0	1		0	0		0	0		0	0		0	2		0	0		0	0		0	2		1	0		0	0		0	7		4

DISLOCATED WORKER (G501)

	Gardena	Year Plan	Δ	Inglewood	Year Plan	Δ	Hawthorne	Year Plan	Δ	Lawndale	Year Plan	Δ	El Segundo	Year Plan	Δ	Redondo	Year Plan	Δ	Hermosa	Year Plan	Δ	Manhattan	Year Plan	Δ	Torrance	Year Plan	Δ	Lomita	Year Plan	Δ	Carson	Year Plan	Δ	TOTAL SBWIB	Year Plan	QΔ
I. TOTAL CLIENTS	27	35		40	55		16	43		4	17		7	9		35	37		9	9		8	11		59	67		7	10		30	39		242	332	
A. CARRY IN	10	10		5	5		5	5		3	3		3	3		14	14		3	3		3	3		20	20		2	2		2	2		70	70	
B. NEW	17	25	3	35	50	1	11	38	2	1	14	1	4	6	0	21	23	2	6	6	0	5	8	2	39	47	1	5	8	0	28	37	3	172	262	47
II. TOTAL EXITS	13	13		27	27		11	11		1	1		5	5		18	18		9	9		5	5		39	39		3	3		24	24		155	155	
III. TOTAL UNSUBSIDIZED EMPLOYMENT	10	10	0	18	18	0	8	8	1	0	0	0	5	5	1	16	16	0	8	8	2	4	4	1	24	24	2	2	2	0	19	19	4	114	114	37
A. RETRAINING	8		0	11		0	3		0	0		0	2		1	5		1	3		2	3		1	17		0	1		0	7		0	60		17
ALSO ATTAINED CREDENTIAL	8		0	11		0	3		0	0		0	2		1	5		1	3		2	3		1	17		0	1		0	7		0	60		17
B. CALLED BACK WITH EMPLOYER	0			0		0	0			0			0			0			0		0	0			0		0			0			0		
IV. ALL OTHER TERMINATIONS	3		0	9		0	3		0	1		0	0		0	2		0	1		0	1		0	15		2	1		0	5		0	41		18

PROGRAM YEAR 2023 / 2024
GRANT PERIOD: 7/01/2023 TO 6/30/2024
REPORT PERIOD: 7/01/2023 TO 3/31/2024

SOUTH BAY WORKFORCE INVESTMENT BOARD
WTW SUBSIDIZED TRANSITIONAL EMPLOYMENT PROGRAM (STEP 100N) - PAID WEX
DETAIL BY CAREER CENTER

	GARDENA	Δ	INGLEWOOD	Δ	INGLEWOOD (POMONA)	Δ	CARSON	Δ	TORRANCE CAREER CENTER	Δ				PACIFIC GATEWAY	Δ	FOOTHILL	Δ	SELACO	Δ	VERDUGO JOB CENTER	Δ
I. TOTAL CLIENTS	1		30		65		24		1					15		25		30		0	
A. CARRIED IN	0		0		0		0		0					0		0		0		0	
B. NEW	1	0	30	4	65	9	24	2	1	1				15	1	25	5	30	2	0	0
II. TOTAL EXITS	0		0		0		0		0					0		0		0		0	
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0					0		0		0		0	
OTHER TERMINATIONS	0		0		0		0		0					0		0		0		0	

	CENTRAL SAN GABRIEL VALLEY GOODWILL	Δ	GOODWILL / PACOIMA	Δ	MCS ROSEMEAD	Δ	LAO / MCS SAN GABRIEL VALLEY	Δ	MCS POMONA	Δ	SASSFA / PARAMOUNT	Δ	LAO/SASSFA	Δ	JVS PALMDALE	Δ	JVS PACOIMA	Δ	JVS CPC ANTELOPE VALLEY	Δ	HUB CITITES CONSORTIUM	Δ	CCD RANCHO DOMINGUEZ	Δ
I. TOTAL CLIENTS	0		2		0		6		13		0		2		17		0		22		43		0	
A. CARRIED IN	0		0		0		0		0		0		0		0		0		0		0		0	
B. NEW		0	2	0	0	0	6	0	13	2	0	0	2	0	17	3	0	0	22	2	43	7	0	0
II. TOTAL EXITS	0		0		0		0		0		0		0		0		0		0		0		0	
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0		0		0		0		0		0		0		0	
OTHER TERMINATIONS	0		0		0		0		0		0		0		0		0		0		0		0	

	HOLLYWOOD WORKSOURCE CTR	Δ	CANOGA PARK WEST HILLS	Δ	JVS MARINA/CULVER CITY	Δ	EL PROYECTO DEL BARRIO	Δ	WILSHIRE METRO WORKSOURCE CENTER	Δ	HOUSING AUTHORITY	Δ	PACE	Δ	SOUTHEAST CRENSHAW	Δ							LAO/EASTERN SAN GABRIEL (AYE)	Δ
I. TOTAL CLIENTS	14		10		3		23		1		7		43		1								33	
A. CARRIED IN	0		0		0		0		0		0		0		0								0	
B. NEW	14	2	10	2	3	2	23	5	1	0	7	0	43	4	1	1							33	4
II. TOTAL EXITS	0		0		0		0		0		0		0										0	
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0		0		0										0	
OTHER TERMINATIONS	0		0		0		0		0		0		0										0	

	INTERNATIONAL INST. OF LA	Δ	CATHOLIC CHARITIES OF LOS ANGELES	Δ	CATHOLIC CHARITIES NEW CENTRAL SGV	Δ	RESCARE BOYLE HEIGHTS	Δ	YOUTH POLICY INSTITUTE	Δ	UNION STATION HOMELESS SERVICES	Δ	CATHOLIC CHARITIES OF LOS ANGELES (AYE)	Δ										
I. TOTAL CLIENTS	21		45		0		0		0		0		0											
A. CARRIED IN	0		0		0		0		0		0		0											
B. NEW	21	2	45	7	0	0	0	0	0	0	0	0	0	0										
II. TOTAL EXITS	0		0		0		0		0		0		0											
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0		0		0											
OTHER TERMINATIONS	0		0		0		0		0		0		0											

	SBWIB TOTALS	Δ	FOOTHILL TOTALS	Δ	SELACO	Δ	VERDUGO TOTALS	Δ	LA COUNTY TOTALS	Δ	PACIFIC GATEWAY TOTALS	Δ	PROVIDER TOTALS	Δ	LA CITY TOTALS	Δ
ENROLLMENT GOALS	275		50		50		15		440		50		90		310			
I. TOTAL CLIENTS	121		25		30		0		138		15		0		102			
A. CARRIED IN	0		0		0		0		0		0		0		0			
B. NEW	121	16	25	5	30	2	0	0	138	18	15	1	66	9	102	16		
II. TOTAL EXITS	0		0		0		0		0		0		0		0			
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0		0		0		0			
OTHER TERMINATIONS	0		0		0		0		0		0		0		0			
% OF PLACEMENT																		
AVERAGE PLACEMENT WAGE	$0.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00			

PAGE TOTALS	
	1280
	497

QΔ	PLANNED ENROLLMENT	PERCENT OF PLAN
142	1,280	39%

Targets Temporary Assistance to Needy Families, TANF participants; and places them into Paid Work Experience activity. Participants are placed at worksites that are either Public or Non-Profit in an effort to obtain unsubsidized employment and long term self-sufficiency.

PROGRAM YEAR 2023 / 2024
GRANT PERIOD: 0/01/2023 TO 6/30/2023
REPORT PERIOD: 7/01/2022 TO 3/31/2024

SOUTH BAY WORKFORCE INVESTMENT BOARD
WTW SUBSIDIZED TRANSITIONAL EMPLOYMENT PROGRAM (STEP 100N) - OJT
DETAIL BY CAREER CENTER

	GARDENA	Δ	INGLEWOOD	Δ	INGLEWOOD (POMONA)	Δ	CARSON	Δ	TORRANCE	Δ				PACIFIC GATEWAY		FOOTHILL	Δ	SELACO	Δ	VERDUGO	Δ
I. TOTAL CLIENTS	14		36		3		0		6					2		1		1		0	
A. CARRIED IN	0		0		0		0		0					0		0		0		0	
B. NEW	14	0	36	13	3	0	0	0	6	0				2	1	1	0	1	0	0	
II. TOTAL EXITS	0		0		0		0		0					0		0		0		0	
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0					0		0		0		0	
OTHER TERMINATIONS	0		0		0		0		0					0		0		0		0	

	CENTRAL SAN GABRIEL VALLEY GOODWILL	Δ	SOUTH VALLEY WORKSOURCE GOODWILL	Δ	MCS ROSEMAD	Δ	MCS SAN GABRIEL VALLEY WEST COVINA	Δ	MCS POMONA	Δ	SASSFA PARAMOUNT	Δ	SASSFA	Δ	JVS PALMDALE	Δ	JVS PACOIMA	Δ	JVS ANTELOPE VALLEY	Δ	HUB CITIES CONSORTIUM	Δ	CCD -RANCHO DOMINGUEZ	Δ
I. TOTAL CLIENTS	0		0		0		3		7		0		0		1		0		4		7		0	
A. CARRIED IN	0		0		0		0		0		0		0		0		0		0		0		0	
B. NEW	0	0	0		0		3	0	7	1	0		0	0	1	1			4	1	7	6	0	
II. TOTAL EXITS	0		0		0		0		0		0		0		0		0		0		0		0	
UNSUBSIDIZED EMPLOYMENT			0		0		0		0		0		0		0		0		0		0		0	
OTHER TERMINATIONS			0		0		0		0		0		0		0		0		0		0		0	

	HOLLYWOOD WORKSOURCE CENTER	Δ	CANOGA PARK WEST HILLS	Δ	JVS CULVER CITY/MARINA	Δ	EL PROYECTO DEL BARRIO	Δ	WILSHIRE METRO WORKSOURCE CENTER	Δ	HOUSING AUTHORITY	Δ	PACE	Δ									LAO /EASTERN SAN GABRIEL (A'YE)	Δ
I. TOTAL CLIENTS	4		0		0		0		0		0		1				0						2	
A. CARRIED IN	0		0		0		0		0		0		0										0	
B. NEW	4	0	0		0		0		0		0		1	0									2	1
II. TOTAL EXITS	0		0		0		0		0		0		0										0	
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0		0		0										0	
OTHER TERMINATIONS	0		0		0		0		0		0		0										0	

	INTERNATIONAL INST OF LA	Δ	CATHOLIC CHARITIES OF LOS ANGELES	Δ	CATHOLIC CHARITIES NEW CENTRAL SGV	Δ	RESCARE BOYLE HEIGHTS	Δ	YOUTH POLICY INSTITUTE	Δ		Δ												
I. TOTAL CLIENTS	0		0		0		0		0															
A. CARRIED IN	0		0		0		0		0															
B. NEW	0		0		0		0		0															
II. TOTAL EXITS	0		0		0		0		0															
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0															
OTHER TERMINATIONS	0		0		0		0		0															

	SBWIB TOTALS	Δ	FOOTHILL TOTALS	Δ	SELACO	Δ	VERDUGO TOTALS	Δ	LA COUNTY TOTALS	Δ	PACIFIC GATEWAY TOTALS	Δ	PROVIDER TOTALS	Δ	LA CITY TOTALS	Δ	PAGE TOTALS	Q Δ	PLANNED ENROLLMENT	PERCENT OF PLAN
ENROLLMENT GOALS	27		5		5		2		44		5		9		31		128			
I. TOTAL CLIENTS	59		1		1		0		24		2		0		5		92			
A. CARRIED IN	0		0		0		0		0		0		0		0		0			
B. NEW	59	13	1	0	1	0	0	0	24	9	2	1	0	0	5	0	92	22	128	72%
II. TOTAL EXITS	0		0		0		0		0		0		0		0		0			
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0		0		0		0		0			
OTHER TERMINATIONS	0		0		0		0		0		0		0		0		0			
% OF PLACEMENT											0									
AVERAGE PLACEMENT WAGE	$0.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00		$0.00					

Targets Temporary Assistance to Needy Families, TANF participants; and places them into Paid Work Experience activity. Participants are placed at worksites that are either Public or Non-Profit in an effort to obtain unsubsidized employment and long term self-sufficiency.

PROGRAM YEAR 2023 / 2024
GRANT PERIOD: 7/01/2023 TO 6/30/2024
REPORT PERIOD: 7/01/2023 TO 3/31/2024

SOUTH BAY WORKFORCE INVESTMENT BOARD
WTW SUBSIDIZED TRANSITIONAL EMPLOYMENT PROGRAM (START formerly GROW 055N) - PAID WEX
DETAIL BY CAREER CENTER

	GARDENA		INGLEWOOD		INGLEWOOD (POMONA)		CARSON						FOOTHILL		VERDUGO	
I. TOTAL CLIENTS	1	Δ	9	Δ	34	Δ	8	Δ		Δ					5	Δ	0	Δ
A. CARRIED IN	0		0		0		0								0		0	
B. NEW	1	0	9	0	34	3	8	0							5	2	0	0
II. TOTAL EXITS	0		0		0		0								0		0	
UNSUBSIDIZED EMPLOYMENT	0		0		0		0								0		0	
OTHER TERMINATIONS	0		0		0		0								0		0	

	LAO / HUB CITIES		CENTRAL SAN GABRIEL VALLEY GOODWILL		JVS ANTELOPE VALLEY		JVS Goodwill / PACOIMA		JVS PALMDALE							
I. TOTAL CLIENTS	0	Δ	0	Δ	0	Δ	0	Δ	8	Δ		Δ				
A. CARRIED IN	0		0		0		0		0							
B. NEW	0	0	0	0	0	0	0	0	8	0						
II. TOTAL EXITS	0		0		0		0		0							
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0							
OTHER TERMINATIONS	0		0		0		0		0							

	JVS MARINA DEL REY / CULVER CITY		LAI / PACE		WILSHIRE METRO WORKSOURCE CENTER											
I. TOTAL CLIENTS	0	Δ	6	Δ	5		0									
A. CARRIED IN	0		0		0		0									
B. NEW	0	0	6	1	5	0	0									
II. TOTAL EXITS	0		0		0		0									
UNSUBSIDIZED EMPLOYMENT	0		0		0		0									
OTHER TERMINATIONS	0		0		0		0									

	YOUTH POLICY INSTITUTE															
I. TOTAL CLIENTS	0	Δ														
A. CARRIED IN	0															
B. NEW	0	0														
II. TOTAL EXITS	0															
UNSUBSIDIZED EMPLOYMENT	0															
OTHER TERMINATIONS	0															

	SBWIB TOTALS		FOOTHILL TOTALS			VERDUGO TOTALS		LA COUNTY TOTALS		PROVIDER TOTALS		LA CITY TOTALS		PAGE TOTALS	Q Δ	PLANNED ENROLLMENT	PERCENT OF PLAN
ENROLLMENT GOALS	36	Δ	5	Δ		3	Δ	31	Δ	0	Δ	20		76			
I. TOTAL CLIENTS	52		5			0		8		0		0		0			
A. CARRIED IN	0		0			0		0		0		0		0			
B. NEW	52	3	5	2		0	0	8	0	0	0	11	1	76	30	95	80%
II. TOTAL EXITS	0		0			0		0		0		0		0			
UNSUBSIDIZED EMPLOYMENT	0		0			0		0		0		0		0			
OTHER TERMINATIONS	0		0			0		0		0		0		0			
% OF PLACEMENT						0%											
AVERAGE PLACEMENT WAGE	$0.00		$0.00			$0.00		$0.00		$0.00		$0.00		$0.00			

Targets Temporary Assistance to Needy Families, TANF participants; and places them into Paid Work Experience activity. Participants are placed at worksites that are either Public or Non-Profit in an effort to obtain unsubsidized employment and long term self-sufficiency.

GRANT PERIOD: 7/01/2023 TO 6/30/24 REPORT PERIOD: 7/01/2023 TO 3/31/2024

HOMELESS INITIATIVE

	METRO NORTH WORKSOURCE CENTER	Δ	SOUTHEAST LA CRENSHAW	Δ	JVS PALMDALE	Δ	JVS CPC ANTELOPE VALLEY	Δ		Δ		Δ	PAGE TOTALS	QΔ	PLANNED ENROLLMENT	PERCENT OF PLAN
ENROLLMENT GOALS	50		50		50		50									
I. TOTAL CLIENTS	58		56		20		22		0		0		156			
A. CARRIED IN	0		0		0		0		0		0		0			
B. NEW	58	5	56	10	20	1	22	1	0		0		156	35	200	78%
II. TOTAL EXITS	0		0		0		0		0		0		0			
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0		0		0			
OTHER TERMINATIONS	0				0		0		0				0			
% OF PLACEMENT																
AVERAGE PLACEMENT WAGE	$ -		$ -		$ -								$ -			

The program is part of a countywide homeless initiative to target eligible CalWORKs families to participate in the Transitional Subsidized Employment (TSE) programs to improve their ability to become self-sufficient and retain housing. Program services will include paid work experience, specialized work experience, on-the-job training and classroom training.

GRANT PERIOD: 7/01/2023 TO 6/30/24 REPORT PERIOD: 7/01/2023 TO 3/31/2024

SHORT-TERM VOCATIONAL PROGRAM

	HUBCITITIES		HOLLYWOOD NORTH WSC		MCS SAN GABRIEL VALLEY		SELACO		HOUSING AUTHORITY		LAI/CANOGA PARK		JVS ANTELOPE VALLEY		TORRANCE		El PROYECTO DEL BARRIO		PAGE TOTALS	QΔ	PLANNED ENROLLMENT	PERCENT OF PLAN
I. TOTAL CLIENTS	35		34		38		11		2		1		4		9		5		139			
A. CARRIED IN	0		0		0		0		0		0		0		0		0		0			
B. NEW	35	3	34	9	38	3	11	1	2	0	1	0	4	0	9	1	5	0	163	74	575	28%
II. TOTAL EXITS	1		2		0		0		0		0		0		0		0		3			
UNSUBSIDIZED EMPLOYMENT	1	0	2	1	0		0		0		0		0		0		0		3	1		
TRANSFER TO OTHER AGENCY	0		0		0		0		0		0		0		0		0		0			
OTHER TERMINATIONS	0		0		0		0		0		0		0		0		0		0			
% OF PLACEMENT																						
AVERAGE PLACEMENT WAGE	$ 22.00		$ 20.50												0				$ 21.25			

	INGLEWOOD		GARDENA		FOOTHILL		EASTERN SAN GABRIEL VALLEY		JVS PALMDALE	
I. TOTAL CLIENTS	16		1		3		3		1	
A. CARRIED IN	0		0		0		0		0	
B. NEW	16	4	1	0	3	2	3	1	1	0
II. TOTAL EXITS	0		0		0		0		0	
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0	
TRANSFER TO OTHER AGENCY	0		0		0		0		0	
OTHER TERMINATIONS	0		0		0		0		0	
% OF PLACEMENT										
AVERAGE PLACEMENT WAGE										

*Enrollment referrals are based on individual need and funding available. The program is part of a countywide initiative to target eligible CalWORKs families to participate in the Short-term Vocational Training (STV) programs to improve their ability to become self-

	L.A. CITY COLLEGE	Δ	EAST L.A. COLLEGE	Δ	COMPTON /ECC	Δ	L.A. MISSION COLLEGE	Δ	L.A. PIERCE COLLEGE	Δ	L.A. SOUTHWEST COLLEGE	Δ	LONG BEACH CITY COLLEGE	Δ	WEST L.A. COLLEGE	Δ	MT. SAN ANTONIO	Δ		Δ		Δ		Δ
I. TOTAL CLIENTS	**20**		**26**		**12**		**11**		**12**		**3**		**2**		**4**		**5**		**0**		**0**		**0**	
A. CARRIED IN	0		0		0		0		0		0		0		0		0		0		0		0	
B. NEW	20	0	26	1	12	1	11	0	12	2	3	0	2	0	4	0	5	1	0		0		0	
II. TOTAL EXITS	**0**		**0**		**0**		**0**		**0**		**0**		**0**		**0**		**0**		**0**		**0**		**0**	
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0		0		0		0		0		0		0		0	
OTHER TERMINATIONS	0		0		0		0		0		0		0		0		0		0		0		0	

I. TOTAL CLIENTS	**0**	**0**	**0**
A. CARRIED IN	0	0	0
B. NEW	0	0	0
II. TOTAL EXITS	**0**	**0**	**0**
OTHER TERMINATIONS	0	0	0

ENROLLMENT GOALS	**PAGE TOTALS**	QΔ
I. TOTAL CLIENTS	**95**	
A. CARRIED IN	**0**	
B. NEW	**95**	15
II. TOTAL EXITS	**0**	
UNSUBSIDIZED EMPLOYMENT	**0**	
OTHER TERMINATIONS	**0**	
% OF PLACEMENT	0%	
AVERAGE PLACEMENT WAGE	$0.00	

PLANNED ENROLLMENT	PERCENT OF PLAN
155	**61%**

Targets CalWORKs participants/Individuals whose families are on Public Assistance; enrolled in Community Colleges; and places them into a Paid Work Experience activity. Participants are placed at worksites that are either Public or Non-Profit in an effort to obtain unsubsidized employment and long term self-sufficiency.

GRANT PERIOD: 7/01/2023 TO 6/30/2024 REPORT PERIOD: 7/01/2023 TO 3/31/2024

DCFS ILP PROGRAM (006N TIER I)

	GARDENA	Δ	INGLEWOOD	Δ	INGLEWOOD POMONA	Δ	CARSON	Δ	TORRANCE CAREER CENTER	Δ	FOOTHILL	Δ	PACIFIC GATEWAY	Δ	VERDUGO	Δ	SELACO	Δ	MCS HOLLYWOOD	Δ	MCS COVINA	Δ	JVS (MARINA DEL REY)	Δ	JVS (ANTELOPE VALLEY)	Δ	SASSFA (Rio Hondo)	Δ	PAGE TOTALS	QΔ	PLANNED ENROLLMENT	PERCENT OF PLAN
ENROLLMENT GOALS																																
I. TOTAL CLIENTS	0		1		2		5		0		0		0		0		1		0		0		0		0		0		9			
A. CARRIED IN	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0			
B. NEW	0	0	1	0	2	0	5	0	0	0	0	0	0	0	0		1	0	0	0	0	0	0	0	0	0	0	0	9	1	13	69%
II. TOTAL EXITS	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0			
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0			
OTHER TERMINATIONS	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0			
% OF PLACEMENT																													0%			
AVERAGE PLACEMENT WAGE																													$ -			

	HUB CITIES	Δ	CANOGA PARK	Δ	YOUTH POLICY INSTITUTE	Δ	El PROYECTO DEL BARRIO	Δ	LAO/MCS SAN GARBRIEL VALLEY	Δ
I. TOTAL CLIENTS	0		0		0		0		0	
A. CARRIED IN	0		0		0		0		0	
B. NEW	0	0	0	0	0	0	0	0		0
II. TOTAL EXITS	0		0		0		0		0	
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0	
TRANSFER TO OTHER AGENCY	0		0		0		0		0	
OTHER TERMINATIONS	0		0		0		0		0	
% OF PLACEMENT										
AVERAGE PLACEMENT WAGE										

Serving Youth in the Foster Care Independent Living Program, between 16-17 years of age, throughout Los Angeles County.

GRANT PERIOD: 7/01/2023 TO 6/30/2024 REPORT PERIOD: 7/01/2023 TO 3/31/2024

DCFS ILP PROGRAM (007N TIER II)

	GARDENA	Δ	INGLEWOOD	Δ	INGLEWOOD POMONA	Δ	CARSON	Δ	TORRANCE	Δ	FOOTHILL	Δ	PACIFIC GATEWAY	Δ	VERDUGO	Δ	SELACO PIC	Δ	HOLLYWOOD NORTH WORKSOURCE CENTER	Δ	MCS COVINA	Δ	JVS (MARINA DEL REY)	Δ	JVS (ANTELOPE VALLEY)	Δ	LAO/MCS San Gabriel Valley	Δ	PAGE TOTALS	QΔ	PLANNED ENROLLMENT	PERCENT OF PLAN
ENROLLMENT GOALS																																
I. TOTAL CLIENTS	2		1		22		2		0		0		1		0		7		0		0		0		3		0		39			
A. CARRIED IN	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0			
B. NEW	2	0	1	0	22	5	2	0	0	0	0	0	1	0	0	0	7	2	0	0	0	0	0	0	3	1	0	0	39	18	60	65%
II. TOTAL EXITS	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0			
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0			
OTHER TERMINATIONS	0		0		0		0		0		0		0		0		0		0		0		0		0		0		0			
% OF PLACEMENT																													0%			
AVERAGE PLACEMENT WAGE																													$ -			

	LAO / HUB CITIES	Δ	CANOGA PARK	Δ	SASSFA (Rio Hondo)	Δ	LAO / SASSFA	Δ	LAO/El Proyecto Del Barrio	Δ
I. TOTAL CLIENTS	0		0		0		0		1	
A. CARRIED IN	0		0		0		0		0	
B. NEW	0	0	0	0	0	0		0	1	0
II. TOTAL EXITS	0		0		0		0		0	
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0	
TRANSFER TO OTHER AGENCY	0		0		0		0		0	
OTHER TERMINATIONS	0		0		0		0		0	
% OF PLACEMENT										
AVERAGE PLACEMENT WAGE										

Serving Youth in the Foster Care Independent Living Program, between 18-21 years of age, throughout Los Angeles County.

GRANT PERIOD: 7/01/2023 TO 6/30/2024 REPORT PERIOD: 7/01/2023 TO 3/31/2024

DPSS PROBATION PROGRAM (950N TIER I)

ENROLLMENT GOALS	INGEWOOD	Δ	INGLEWOOD (POMONA)	Δ	HOLLYWOOD WORKSOURCE CTR	Δ	SELACO	Δ	EL PROYECTO	Δ	HUBCITIES	Δ	SELA AREA SOCIAL SERVICES	Δ	YOUTH POLICY INSTITUTE	Δ	MCS SAN GABRIEL VALLEY	Δ		Δ					PAGE TOTALS	QΔ	PLANNED ENROLLMENT	PERCENT OF PLAN
I. TOTAL CLIENTS	0		0		0		0		0		0		0		0		0		0		0	0	0	0	0			
A. CARRIED IN	0		0		0		0		0		0		0		0		0		0		0	0	0	0	0			
B. NEW	0	0	0		0		0		0		0		0		0		0		0		0	0	0	0	0	0	3	0%
II. TOTAL EXITS	0		0		0		0		0		0		0		0		0		0		0	0	0	0	0			
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0		0		0		0		0		0		0	0	0	0	0			
OTHER TERMINATIONS	0		0		0		0		0		0		0		0		0		0		0	0	0	0	0			
% OF PLACEMENT																									0%			
AVERAGE PLACEMENT WAGE																									$ -			

Serving Youth on probation, between 16-17 years of age, throughout Los Angeles County.

GRANT PERIOD: 7/01/2023 TO 6/30/2024 REPORT PERIOD: 7/01/2023 TO 3/31/2024

DPSS PROBATION PROGRAM (951N TIER II)

ENROLLMENT GOALS	INGLEWOOD	Δ	INGLEWOOD (POMONA)	Δ	HOLLYWOOD WORKSOURCE CTR	Δ	SELACO	Δ	EL PROYECTO	Δ	HUB CITIES	Δ	SELA AREA SOCIAL SERVICES	Δ	YOUTH POLICY INSTITUTE	Δ	MCS SAN GABRIEL VALLEY	Δ	SELACO	Δ					PAGE TOTALS	QΔ	PLANNED ENROLLMENT	PERCENT OF PLAN
I. TOTAL CLIENTS	1		1		0		0		1		0		0		0		0		0		0	0	0	0	3			
A. CARRIED IN	0		0		0		0		0		0		0		0		0		0		0	0	0	0	0			
B. NEW	1	1	1	0	0		0		1	1	0		0	0	0		0		0		0	0	0	0	3	2	4	75%
II. TOTAL EXITS	0		0		0		0		0		0		0		0		0		0		0	0	0	0	0			
UNSUBSIDIZED EMPLOYMENT	0		0		0		0		0		0		0		0		0		0		0	0	0	0	0			
OTHER TERMINATIONS	0		0		0		0		0		0		0		0		0		0		0	0	0	0	0			
% OF PLACEMENT																									0%			
AVERAGE PLACEMENT WAGE																									$ -			

Serving Youth on probation, between 18-21 years of age, throughout Los Angeles County.

YOUTHBUILD

GRANT TERM: 1/01/2020 TO 3/31/2024

CLOSE-OUT IN PROCESS

REPORT PERIOD: 07/01/2020 TO 3/31/2024

YOUTHBUILD	Actual	Planned Services	% of Plan	QΔ
PENDING ENROLLMENTS	0			
ENROLLMENTS	59	73	81%	0
EXITS: EDUCATION & EMPLOYMENT	59	55	108%	0
-Education (Obtained High School Diploma)	20			0
-Entered Post Secondary Education	6			0
-Entered Employment	47			6
ATTAINMENT OF DEGREE/CERTIFICATE	51	57	89%	0
LITERACY & NUMERACY ATTAINMENT	37	54	69%	0
RETENTION (Quarter 4)	27	32	84%	18
RECIDIVISM	0	0		0

3/2022-Grant extension received. The SBWIB YouthBuild program will provide educational, occupational skills training in construction and leadership skills to disadvantaged youth ages 16-24 years residing in targeted communities. Outcome measures are based on qualified enrollment criteria. The SBWIB YouthBuild partnership includes two required partners the YouthBuild Charter School of California (Education) and the Habitat for Humanity of Greater Los Angeles (Housing Construction).

AMERICORPS YOUTHBUILD

GRANT TERM: 8/15/2022 TO 8/14/2024

REPORT PERIOD: 08/15/2023 TO 3/31/2024

AmeriCorps - Year 2	Enrolled	Year Plan	% of Plan	QΔ
FULL-TIME ENROLLMENTS (TEACHERS AIDES)	0	2	0%	0
QUARTER-TIME ENROLLMENTS (YOUTHBUILD MEMBERS)	15	22	68%	9
NATIONAL SERVICE EVENTS / IN-SERVICE	15	20	75%	9
SCHOLARSHIP ATTAINMENT				
SCHOLARSHIP ATTAINMENTS (Full or Part Scholarship)	0	15	0%	0

REPORT PERIOD: 08/15/2022 TO 3/31/2023

AmeriCorps - Year 1	Enrolled	Year Plan	% of Plan	QΔ
	0	2	0%	0
	20	22	91%	0
	20	20	100%	0
	19	15	127%	12

**Reporting scholarship attainment/outcomes*

8/2023-New Year Allottment and Goals (Year 2). The AmeriCorps project supports resources to the SBWIB YouthBuild programs by providing teachers aides. YouthBuild members can enroll into the program and earn credits/hours toward scholarships through training and community engagement activities.

Chancellor Apprenticeship Initiative CAI #4 – EL Camino College (Bio-Flex Apprenticeship)
GRANT TERM: 1/01/2020 TO 12/31/2024

REPORT PERIOD: 1/1/2020 TO 3/31/2024

	CAI #4 - ECC BIO-FLEX RA Enrolled	Program Plan	% of Plan	QΔ
PENDING ENROLLMENTS	0			
APPRENTICESHIP ENROLLMENTS	17	50	34%	0

Assist the District in the enrollment of 50 apprentices into Bio-Flex and help to build additional Bioscience apprenticeship programs.
Received a no-cost extension until 12/31/2024.

Chancellor Apprenticeship Initiative CAI #5 – West Los Angeles College (Health-Flex Apprenticeship)
GRANT TERM: 4/01/2022 TO 2/28/2025

REPORT PERIOD: 4/01/2022 TO 3/31/2024

	CAI #5 HEALTH-FLEX Enrolled	Program Plan	% of Plan	QΔ
PENDING ENROLLMENTS	0			
APPRENTICESHIP ENROLLMENTS	191	80	239%	0

Assist in the enrollment of 80 apprentices into Health-Flex and help to build additional healthcare apprenticeship programs.

Chancellor Apprenticeship Initiative CAI #6 – EL Camino College (IT-Flex Apprenticeship)
GRANT TERM: 4/01/2022 TO 2/28/2025

REPORT PERIOD: 4/01/2022 TO 3/31/2024

ECC CAI #6	Enrolled	Program Plan	% of Plan	QΔ
PENDING ENROLLMENTS	0			
APPRENTICESHIP ENROLLMENTS	17	80	21%	0

Assist in the enrollment of 80 apprentices into IT-Flex and help to build additional IT apprenticeship programs.

Enroll 15 pre-apprentices in either Aero-Flex or Bio-Flex and 25 Apprentices. Additionally 35 apprentices will be enrolled into construction training programs, ages 18-24 years old.

Chancellor Apprenticeship Initiative CAI #7 – West Los Angeles College (AME-Flex Apprenticeship)
GRANT TERM: 7/01/2023 TO 6/30/2025

REPORT PERIOD: 7/01/2023 TO 3/31/2024

WLAC CAI #7	Enrolled	Program Plan	% of Plan	QΔ
PENDING ENROLLMENTS	0			
APPRENTICESHIP ENROLLMENTS	4	60	7%	0

Assist in the enrollment of 60 apprentices into AME-Flex and helpto build additional AME apprenticeship programs.

LA COUNTY SUPERVISOR SECOND DISTRICT (BIO-FLEX PRE-APPRENTICESHIP)

GRANT TERM: 3/01/2022 - 6/30/2024

REPORT PERIOD: 3/01/2022 TO 3/31/2024

LAC BOS District 2	Enrolled	Program Plan	% of Plan	QΔ
ENROLLMENTS	182	75	243%	43
COMPLETIONS	91	60	152%	0

12/23- Grant extended to 6/30/2024. Provide life sciences career exploration and training to at least 75 participants residing within the Second District.

START (formerly GROW TAYPORTUNITY) APPRENTICESHIP PROGRAM

GRANT TERM: 7/01/2021 TO 06/30/2024

REPORT PERIOD: 7/01/2021 TO 3/31/2024

START (TAYportunity)	Enrolled	Program Plan	% of Plan	QΔ
ENROLLMENTS				
PRE-APPRENTICESHIP ENROLLMENTS	17	15	113%	0
APPRENTICESHIP ENROLLMENTS - Aero-Flex and Bio-Flex, Other	12	25	48%	0
PRE-APPRENTICESHIP ENROLLMENTS - Construction	6	35	17%	2
COMPLETIONS				
PRE-APPRENTICESHIP COMPLETIONS - Aero-Flex and Bio-Flex	11			0
APPRENTICESHIP COMPLETIONS - Aero-Flex and Bio-Flex	0			0
APPRENTICESHIP COMPLETIONS - Construction	5			2
JOB PLACEMENT				
PRE-APPRENTICESHIP JOB PLACEMENT - Aero-Flex and Bio-Flex	7			0
APPRENTICESHIP JOB PLACEMENT - Construction	3			0

Enroll 15 pre-apprentices in either Aero-Flex or Bio-Flex and 25 Apprentices. Additionally 35 apprentices will be enrolled into construction training programs, ages 18-24 years old.

DOL Scaling Apprenticeship Grant - West LA College (Bio-Flex & Aero-Flex Apprenticeship & Pre-Apprenticeship)
GRANT TERM: 7/15/2019 TO 6/30/2024

REPORT PERIOD: 7/15/2019 TO 3/31/2024

DOL RA & PA

	Enrolled	Program Plan	% of Plan	QΔ
PENDING APPLICATIONS / ENROLLMENTS				
SBWIB	100			
OTHER PROJECT PARTNERS	150			
APPRENTICESHIP ENROLLMENTS				
SBWIB APPRENTICESHIP ENROLLMENTS	1673	1240	135%	359
OTHER PROJECT PARTNER APPRENTICSHIP ENROLLMENTS	3679	3760	98%	255
TOTAL APPRENTICE ENROLLMENTS	**5352**	5000	107%	
APPRENTICESHIP COMPLETIONS				
SBWIB APPRENTICE COMPLETIONS	662			20
OTHER PARTNER APPRENTICE COMPLETIONS	2175			0
TOTAL PROJECT APPRENTICE COMPLETIONS	**2837**			
PRE-APPRENTICESHIP ENROLLMENTS				
OTHER PARTNER PRE-APPRENTICESHIP ENROLLMENTS	467			0

Nationwide 4 year grant provided by the United States Department of Labor through WLAC. The goal is to recruit and enroll 5,000 apprentices. SBWIB is responsible for 1,240 apprenticeship enrollments. Pre-apprenticeship enrollments an allowable expense, but not a deliverable.

Employment Training Panel (ETP) - Multiple Employer Contract (MEC)
GRANT TERM: 11/22/2021 TO 3/29/2024

REPORT PERIOD: 11/22/2021 TO 3/31/2024

ETP - MEC

	Enrolled	Program Plan	% of Plan	QΔ
EMPLOYER PARTNERS	34	15	227%	1
ENROLLMENTS (100%)	1505	515	292%	109
RETENTION IN EMPLOYMENT	1296	515	252%	86
AVERAGE WAGE AFTER EMPLOYMENT	**$ 44.17**			

7/2023 - Grant extended to 3/29/2024. Training reimbursement for employers from Employment Training Panel Fund.

IRVINE FOUNDATION - GRANT

GRANT TERM: 11/03/2021 TO 11/03/2024

REPORT PERIOD: 11/03/2021 TO 3/31/2024

Irvine Foundation	Enrolled	Program Plan	% of Plan	QΔ
ENROLLMENTS	72	50	144%	3
COMPLETIONS	51			8

9/23-No cost extension through 11/3/24 to continue performance and expend funds. Identify and train 50 low-income women, women of color, and/or other individuals with multiple barriers in the advanced manufacturing sector (with a focus on aerospace and bioscience), providing employers with a pipeline of diverse entry-level employees.

Howmet Foundation (Aero-Flex and Bio-Flex Pre-Apprenticeship)

GRANT TERM: 9/1/2023 TO 8/31/2024

REPORT PERIOD: 9/1/2023 TO 3/31/2024

Howmet Foundation	Enrolled	Program Plan	% of Plan	QΔ
ENROLLMENTS	41	42	98%	3
SCHOOL IMPACTED	11	10	110%	1

NEW: Enroll 42 Pre-Apprenticeship tin Aero-Flex, Fio-Flex, Space-Flex and impact 10 schools.

CA DIR SAEEI Grant (Apprenticeship)

GRANT TERM: 11/16/2022 TO 6/30/2025 **REPORT PERIOD: 7/1/2022 TO 3/31/2024**

CA DIR SAEEI	Actual	Year Plan	% of Plan	QΔ
APPRENTICESHIP ENROLLMENTS	33	417	8%	8

Enroll 417 Participants into DAS apprenticeship.

NOTE: we are in the process of signing with partners now that the state's enrollment requirements have been confirmed; we should have enrollments in the next quarter.

DOL Apprenticeship Building America (ABA) Grant Program

GRANT TERM: 7/1/2022 TO 6/30/2026 **REPORT PERIOD: 7/1/2022 TO 3/312024**

ABA Grant	Actual	Year Plan	% of Plan	QΔ
EMPLOYER PARTNERS	7	30	23%	0
Apprentice ENROLLMENTS	103	800	13%	7
Pre Apprenticeship enrollments	124	200	62%	15
Partners engaged	91	50	182%	26
New Apprenticeship Sponsors	1	12	8%	0
New Apprenticeship Programs Created	18	25	72%	5

Enroll 800 participants into apprenticeship and 200 participants into pre-apprenticeship.

SECTOR GRANT - FRIENDS OUTSIDE OF LOS ANGELES
GRANT TERM: 01/01/2024 TO 12/31/2024

REPORT PERIOD: 01/01/2024 TO 3/31/2024 (Pending New Agreement)

Sector Grant - FOLA	Actia;	Year Plan	% Plan	QΔ
COMPLETION OF ASSESSMENT(S)	0	20	0%	0
ENROLLMENT	**0**	20	0%	0
ENROLLMENT INTO TRAINING	0	12	0%	0

SBWIB is being contracted by FOLA to provide career pathways case management for recently released prisoners into short-term vocational training and assisting them as they need to become employable and remain employed. Funding by the Los Angeles County, Office of Diversion and Reentry.

IPDC Community Health Worker Training Program
GRANT TERM: 10/11/2022 TO 9/30/2025

REPORT PERIOD: 10/11/01/2022 TO 3/31/2024

IPDC-CHW	Enrolled	Year Plan	% of Plan	QΔ
ENROLLMENTS (100%)	62	225	28%	13
ATTAINMENT OF CREDENTIAL/CERTIFICATE (90%)	5	205	2%	5
ENTERED EMPLOYMENT RATE (80%)	1	170	1%	1

The Community Health Worker Training program will assist eligible participants with significant barriers to employment (i.e., homeless, former foster care, justice involved, etc.) to receive training services leading to a DOL approved apprenticeship in the healthcare field. Additionally, SBWIB has partnered with International Pre-Diabetes Center, Inc. to provide employment and career pathway case management services as a sub-contractor.

INVEST LA COUNTY PROBATION GRANT

GRANT TERM: 7/1/2023 TO 6/30/2024

REPORT PERIOD: 7/1/2023 TO 3/31/2024

INVEST YEAR 4	Enrolled	Year Plan	% of Plan	QΔ
ENROLLMENTS	79	100	79%	30
ENROLLED INTO TRAINING	17	40	43%	9
TRAINING COMPLETION	1	34	3%	0
UNSUBSIDIZED PLACEMENTS	41	60	68%	15
RETENTION SERVICES (2ND QUARTER)	0	59	0%	
RETENTION SERVICES (4TH QUARTER)	0	56	0%	

(Outcomes may include carry-in activities)

Provide work-based learning services to 120 referred Probation Adult participants including BluePrint Workplace for Success training, short-term vocational training, Paid Work Experience, interviews and job referrals, and job placement.

FAMILIES FIRST

GRANT TERM: 7/1/2023 TO 6/30/2024

REPORT PERIOD: 7/01/2022 TO 3/31/2024

PY23-24	Enrolled	Year Plan	% of Plan	QΔ
ORIENTATIONS/WORKSHOPS	32	55	58%	10
INDIVIDUAL MEETINGS	65	50	130%	29
JOB REFERRALS / INTERVIEWS	61	50	122%	12
JOB READINESS / RESUME COMPLETION	34	50	68%	14

The South Bay WIB, Inc., will provide job development staff support and services to Family First Charter School students at the Century Regional Detention Facility. Job Development services will include job readiness workshops, one-on- one interviewing and counseling, job match and referrals to employment and worksites, progress monitoring and follow-up.

HOMELESS LA RISE (REGIONAL)

GRANT TERM: 07/01/2023 TO 6/30/2024

REPORT PERIOD: 07/01/2023 TO 3/31/2024

Homeless LA Rise Year	Activities	Year Plan	% of Plan	Q∆
ENROLLMENTS	31	31	100%	12
EMPLOYMENT	9	22	41%	0
EMPLOYMENT RATE - 2ND QRT AFTER EXIT	0	20	0%	
EMPLOYMENT RATE - 4TH QRT AFTER EXIT	0	12	0%	
WAGE AT EMPLOYMENT	$ 21.33			
	(Outcomes may include carry-in activities)			

Effective 10/01/18, SBWIB will serve 18 and over Homeless Individuals through a Transitional Subsidized Employment Program leading towards Unsubsidized employment in the competitive marketplace that is along an articulated career pathway.

CITY OF HAWTHORNE UN-HOUSED PROGRAM

GRANT TERM: 4/01/2023 TO 3/31/2024

REPORT PERIOD: 3/01/2024 TO 3/31/2024

City of Hawthorne Business Assistance Grant	Activities	Year Plan	% of Plan	Q∆
SERVICES OFFERED				
OUTREACH / CONTACTS	15	20	75%	4
ENROLLED INTO PAID WORK EXPERIENCE	9	10	90%	2
ENROLLED INTO SHORT-TERM TRAINING	2	10	20%	1
JOB DEVELOPMENT/SUPPORTIVE SERVICES	5	20	25%	2

SBWIB will provide employment and training services up to 20 unhoused indiviuals to receive paid work experience or short-term training.

YOUTH AT WORK EMPLOYMENT PROGRAM

GRANT TERM: 7/1/2023 TO 6/30/2024

REPORT PERIOD: 7/01/2023 TO 3/31/2024

Youth at Work	Enrolled	Year Plan	% of Plan	QΔ
TOTAL ENROLLMENTS	**251**	274	92%	**37**
CALWORKS	30	53		6
OUSY	144	140		19
FOSTER YOUTH	10	18		1
PROBATION YOUTH	12	8		0
SYSTEM INVOLVED YOUTH (New)	55	55		11

The Youth At Work Employment Program (also referred to as the Summer Jobs Programs) provides eligible youth ages 14-21 with paid work experience and education support year-round and during school breaks.

LMU Peer for Youth Program

GRANT TERM:10/01/2022 TO 6/30/2024

REPORT PERIOD: 10/01/2022 TO 3/31/2024

LMU Peer for Youth	Activities	Year Plan	% of Plan	QΔ
ENROLLMENTS (100%)	150	150	100%	8
ATTAINMENT OF CREDENTIAL /CERTIFICATE (90%)	93	135	69%	39
ENTERED EMPLOYMENT RATE (80%)	99	120	83%	56

The Peer for Youth Program will assist eligible participants with significant barriers to employment (i.e., homeless, foster care youth, justice involved, disconnected youth), to receive peer support specialist training services leading to employment in the behavioral health field. Additionally, SBWIB has partnered with Loyola Marymount University to provide employment and career pathway case management services as a sub-contractor.

iCARE DOR (651)

GRANT TERM: 7/01/2022 TO 6/30/2025 **REPORT PERIOD: 7/01/2022 TO 3/31/2024**

		Activities	Year Plan	% of Plan	QΔ
WORK READINESS COMPLETION	iCARE	202	300	67%	50
ENROLLMENT INTO PAID WEX ACTIVITY		102	300	34%	30
PLACEMENT		16	150	11%	1

**** Includes carry-over outcomes***

SBWIB is contracted by the Department of Rehabilitation (DOR) to serve individuals with disabilities referred from the DOR case workers into work readiness and paid work experience (WEX) activities at LAX under the worksite agreement with the Los Angeles World Airports.

STEPS (Summer Training and Employment Program for Students)

GRANT TERM: 01/01/2024 TO 12/31/2024 **REPORT PERIOD: 1/01/2024 TO 3/31/2024 (NEW)**

		Activities	Year Plan	% of Plan	QΔ
REFERRALS	STEPS	6			
ENROLLMENT		0	30	0%	0
WORK READINESS COMPLETION		0	26	0%	0
CO-ENROLLED INTO LEVERAGED GRANTS		0	18	0%	0

Serving Youth with disabilities referred from our K-12 partner schools, partner CBOs and Department of Rehabilitation into work readiness and paid work experience activities.

SOUTH BAY ADULT SCHOOL (ON-SITE)

GRANT TERM: 9/1/2023 to 8/31/2024

REPORT PERIOD: 09/01/2023 TO 3/31/2024

SOUTH BAY ADULT SCHOOL	Activities	Year Plan	% Plan	QΔ
STUDENT ENGAGEMENT	234	250	94%	13
EMPLOYER ENGAGEMENT	5	25	20%	5
GUEST SPEAKERS	0	10	0%	0
FIELD TRIPS	0	4		0
INTERNSHIPS/PRE-APPRENTICESHIPS	0	35		0
CAREER EVENTS	0	2	0%	0
OCCUPATIONAL TRAININGS	0	1	0%	0
BLUEPRINT WORKSHOPS	0	2	0%	0

SBWIB will supply staff onsite at South Bay Adult School to provide work-based learning support and other career pathway activities.

SOCAL ROC (ON-SITE)

GRANT TERM: 07/01/2023 TO 6/30/2024

REPORT PERIOD: 07/01/2023 TO 3/31/2024

SOCAL ROC ON-SITE	Activities	Year Plan	% of Plan	QΔ
STUDENT ENGAGEMENTS	266	500	53%	100
BLUEPRINT WORKSHOPS	3	10	30%	2
CO-ENROLLMENT INTO LEVERAGED GRANT	0	20	0%	0

SBWIB will supply staff onsite at So Cal ROC to provide work-based learning support inclduing Blueprint Work Readiness Workshops.

HACLA GRANT

GRANT TERM: 7/01/2023 TO 6/30/2025 **REPORT PERIOD: 7/01/2023 TO 3/31/2024**

		Activities	Year Plan	% of Plan	QΔ
REFERRAL OF ELIGIBLE YOUTH & REENTRY CLIENTS	HACLA	46	50	92%	13
PLACEMENTS		8	35	23%	6

SBWIB is being contracted by the Housing Authority of the City of Los Angeles, for referral of youth and reenrty participants that reside at the Mar Vista Gardens Housing Project to HACLA for workforce development programming including assisting participant as they become employable and remain employed.

REDONDO UNIFIED SCHOOL DISTRICT - ONSITE PROGRAM

GRANT TERM: 9/01/2023 to 8/31/2024 **REPORT PERIOD: 12/01/2023 TO 3/31/2024**

		Activities	Year Plan	% of Plan	QΔ
STUDENT ENGAGEMENT	RBUSD - ONSITE	403	400	101%	11
EMPLOYER ENGAGEMENT		10	25	40%	2
GUEST SPEAKERS		0	10	0%	0
FIELD TRIPS		0	4	0%	0
INTERNSHIPS / PRE-APPRENTICESHIPS		0	50	0%	0
CAREER EVENTS		2	2	100%	1
OCCUPATIONAL TRAININGS		0	1	0%	0
BLUEPRINT WORKSHIPS		1	2	50%	0

SBWIB will supply staff onsite at Redondo Union High School and Paticia Dreizler High School to provide work-based learning support and other career pathway activities.

COMMUNITY PROJECT #1 - BRIDGE TO WORK FOSTER YOUTH PATHWAYS (MAXINE WATERS)

GRANT TERM: 5/01/2023 TO 04/30/2025

REPORT PERIOD: 5/01/2023 TO 3/31/2024

CP-BTW	Activities	Year Plan	% of Plan	QΔ
ENROLLMENTS	0	100	0%	0
CREDENTIAL ATTAINED	0	60	0%	0
EMPLOYMENT	0	60	0%	0

Congressional Directed Spending Project through Maxine Waters in which youth in the foster care system or recently exited from the system receive occupational training and paid work experience.

HIGH ROADS TRAINING PARTNERSHIP (HRTP)

GRANT TERM: 8/24/2023 TO 3/30/2026

REPORT PERIOD: 8/24/2023 TO 3/31/2024

HRTP	Activities	Year Plan	% of Plan	QΔ
ENROLLMENTS	65	495	13%	60
CREDENTIAL ATTAINED	0	396	0%	0
APPRENTICES	45	396	11%	41
EMPLOYMENT	7	420	2%	2

The HRTP is a statewide grant. SBWIB will service as the administrative and data reporting lead for a large stakeholder collaborative working to enroll barriered individuals into high demand certificate programs, apprenticeship and provide paid work experience in the Arts, Media and Entertainment sector.

EL CAMINO COLLEGE STRONG WORKFORCE

GRANT TERM: 7/01/2023 TO 6/30/2024

REPORT PERIOD: 07/01/2023 TO 3/31/2024

El Camino College	Activities	Year Plan	% Plan	QΔ
STUDENT ENGAGEMENTS	457	400	114%	141
RECRUITMENTS	9	5	180%	1
INTERNSHIPS/PLACEMENTS	23	75	31%	13
JOB LEADS	181	500	36%	38
WORKSHOPS/PRESENTATIONS	17	12	142%	7
CAREER EVENTS	1	2	50%	0

SBWIB will provide outreach to employers, work readiness, internships, training, and recruitment activities.

INGLEWOOD SCHOOL DISTRICT STRONG WORKFORCE

GRANT TERM: 10/05/2023 TO 9/30/2024

REPORT PERIOD: 10/05/2023 TO 3/31/2024

Inglewood Unified School District	Activities	Year Plan	% Plan	QΔ
BUSINESS ENGAGEMENT/GUEST SPEAKERS	27	40	68%	17
FIELD TRIPS	1	4	25%	1
INTERNSHIPS	52	75	69%	40
OCCUPATIONAL TRAINING	1	2	50%	1
WORKSHOPS/CAREER EVENTS	18	3	600%	17

SBWIB will provide outreach to employers, work readiness, internships, training, and recruitment activities.

CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT
CALIFORNIA CAREER PATHWAYS GRANTS - ACADEMY
GRANT TERM: 7/01/2023 TO 6/30/2025 **REPORT PERIOD: 7/01/2023 TO 3/31/2024**

Centinela Valley Union High School District (CVUHSD)

	Activities	Year Plan	% of Plan	QΔ
OPPORTUNITIES OFFERED	124	106	117%	8
COMPANY TOURS	9	10	90%	4
GUEST SPEAKERS/ADVISORY BOARD	24	56	43%	9
INTERNSHIP	107	75	143%	15
EVENT VENDORS	213	100	213%	0
BLUEPRINT	59	75	79%	4

SBWIB will provide work-based learning support to Centinela Valley Union High School District's nine academies and two career pathways. SBWIB will outreach to employers, engage in work based learning activities, which include guest speaking, providing opportunities for job shadowing, company tours, hosting interns, or serving as an advisory board member. Other activities will include participation in activities such as Career Day and Maker Faire.

CENTINELA VALLEY UNION HIGH SCHOOL DISTRICT
CALIFORNIA CAREER PATHWAYS GRANTS - ONSITE PROGRAM
GRANT TERM: 7/01/2023 TO 6/30/2024 **REPORT PERIOD: 7/01/2023 TO 3/31/2024**

Centinela Valley Union High School District (CVUHSD)

	Activities	Year Plan	% of Plan	QΔ
STUDENT ENGAGEMENT	1943	680	286%	392
EMPLOYERS CONNECTED	91	120	76%	52
WORKSHOPS	90	32	281%	31
GUEST SPEAKERS	17	10	170%	2
INTERNSHIPS	108	40	270%	15
JOB LEADS	536	300	179%	95

SBWIB will supply staff onsite at each of theCentinela Valley Union High School District's four high schools to provide work-based learning support and other career pathway activities.

QUEST NDWG DISASTER RECOVERY GRANT

GRANT TERM: 10/01/2020 TO 9/30/2024 **REPORT PERIOD: 10/01/2022 TO 3/31/2024**

		Grant Plan		QΔ
I. TOTAL CLIENTS	SBWIB TOTALS		125	
A. ENROLLED		121	97%	17
B. NEW		17		17
C. TRAINING		59		10
D. OJT		3		0
E. Pre-Apprenticeship/Apprenticeship		0		0
II. TOTAL EXITS		39		11
III. TOTAL UNSUBSIDIZED EMPLOYMENT		34		10
A. RETRAINING		14		4
ALSO ATTAINED CREDENTIAL		14		4
B. CALLED BACK WITH EMPLOYER		1		0
IV. % PLACEMENT (INCL. CALL BACKS)		87%		
V. % PLACEMENT (EXCL. CALL BACKS)				
AVERAGE PLACEMENT WAGE		$ 29.21		

The NDWG Employment Recovery grant is a statewide grant to provide employment and training services to 125 displaced workers as a result of the COVID-19 pandemic and with barriers to employment.

REGIONAL EQUITY RECOVERY PARTNERSHIP (RERP)

GRANT TERM: 4/10/2023 TO 12/31/2025

REPORT PERIOD: 4/10/2023 TO 3/31/2024

	SBWIB			FOOTHILL			VERDUGO			TOTALS				
	A	P	Δ	A	P	Δ	A	P	Δ	Total Activities A	QΔ	Activities Planned P	Percent of Plan %
ENROLLMENTS	9	42	1	0	35	0	1	45	1	10	5	122	8%
CREDENTIAL ATTAINED	0	34	0	0	28	0	0	36	0	0	0	98	0%
APPRENTICESHIPS	8	14	1	0	1	0	0	1	0	8	4	14	57%
EMPLOYMENT AT EXIT	8	31	1	0	26	0	0	34	0	8	0	91	9%

Regional grant in which SBWIB is the lead program and fiscal agent. SBWIB will be partnering with ECC and WLAC to enroll barriered individuals into high demand certificate programs, apprenticeships and provide paid work experience

QUARTERLY REPORTING

PRISON TO EMPLOYMENT 2.0

REPORT PERIOD: 4/10/2023 TO 3/31/2024

GRANT PERIOD: 4/10/2023 TO 12/31/2025

	SBWIB	Δ	LA CITY	Δ	LA COUNTY	Δ	FOOTHILL	Δ	PACIFIC GATEWAY	Δ	SELACO	Δ	VERDUGO	Δ	TOTALS	QΔ	PLANNED	PERCENT OF PLAN
TOTAL PLANNED ACTIVITIES	**33**		**271**		**258**		**26**		**33**		**26**		**13**				**660**	
ENROLLMENTS	33	2	0	0	0	0	4	0	0	0	9	0	3	0	49	19	660	**7%**
TRAINING	17	1	0	0	0	0	1	0	0	0	1	0	3	0	22	6	231	**10%**
TRAINING CREDENTIAL OBTAINED	8	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	192	**4%**
UNSUBSIDZED EMPLOYMENT	16	6	0	0	0	0	0	0	0	0	0	0	0	0	16	7	396	**4%**

Prison to Employment is a regional employment and training program to assist formerly incarcerated individuals. On behalf of the LA Basin, SBWIB serves as the fiscal agent and program lead on behalf of the seven Workforce Boards in Los Angeles County.

Other Grants

Irvine Foundation (SCAN) - Apprenticeship

GRANT TERM: 11//07/2022 TO 5/7/2025 (30 months)

Funding Amount: $500,000

Create the Southern California Apprenticeship Network (SCAN), expand apprenticeship throughout Southern CA.

City of Hawthorne - Local Business Assistance Program

GRANT TERM: 4/1/2023 TO 3/31/2024

Funding Amount: $106,000

SBWIB will provide enhanced business services under the City of Hawthorne's Local Business Assistance Program that will include Incumbent Worker Training, Grant Development Assistance and Financial Management Workshops to 20 businesses. Additional services include conducting business needs assessment, marketing and outreach activities to promote the services to Hawthorne Businesses.

Teen Center Attendance Report
Quarter 3 Progress
January 1, 2024 to March 31, 2024

January 1, 2024 - January 31, 2024

INGLEWOOD TEEN CENTER	New Youth	Returning Youth	Total Youth	Total Visits
Inglewood	1	20	21	89
Hawthorne	0	0	0	0
Lawndale	0	0	0	0
Gardena	0	0	0	0
TOTAL	1	20	21	89

HAWTHORNE TEEN CENTER	New Youth	Returning Youth	Total Youth	Total Visits
Inglewood	0	0	0	0
Hawthorne	5	3	8	29
Lawndale	0	0	0	0
Gardena	0	0	0	0
Torrance	0	0	0	0
TOTAL	5	3	8	29

February 1, 2024 - February 29, 2024

INGLEWOOD TEEN CENTER	New Youth	Returning Youth	Total Youth	Total Visits
Inglewood	0	17	17	129
Hawthorne	0	0	0	
Lawndale	0	0	0	
Gardena	0	0	0	
TOTAL	0	17	17	129

HAWTHORNE TEEN CENTER	New Youth	Returning Youth	Total Youth	Total Visits
Inglewood	13	2	15	27
Hawthorne	0	0	0	
Lawndale	0	0	0	
Gardena	0	0	0	
Torrance	0	0	0	
TOTAL	13	2	13	27

March 1, 2024 - March 31, 2024

INGLEWOOD TEEN CENTER	New Youth	Returning Youth	Total Youth	Total Visits
Inglewood	9	23	32	108
Hawthorne	0	0	0	
Lawndale	0	0	0	
Gardena	0	0	0	
TOTAL	9	23	32	108

HAWTHORNE TEEN CENTER	New Youth	Returning Youth	Total Youth	Total Visits
Inglewood	14	4	18	39
Hawthorne	0	0	0	
Lawndale	0	0	0	
Gardena	0	0	0	
Torrance	0	0	0	
TOTAL	14	4	14	39

QUARTER 3 TOTAL	New Youth	Returning Youth	Q3 Total Youth	Q3 Total Visits
Inglewood Teen Center	10	60	**70**	**326**
Hawthorne Teen Center	32	9	**41**	**95**

Year To Date (Q1 +Q2+ Q3)	New Youth	Returning Youth	YTD Total Youth	YTD Total Visits
Inglewood Teen Center	32	203	**235**	**922**
Hawthorne Teen Center	81	97	**178**	**369**

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

DATE: May 6, 2024

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Yvette Hall, Assistant City Clerk

SUBJECT: **Beautification Committee Appointment for 2023-2025 Term**

BACKGROUND

The City Council established, by Resolution No. CC-0103-26, the seven (7) member Beautification Committee ("Committee") of the City of Lawndale.

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

On March 6, 2023, the City Council adopted Resolution No. CC-2303-011 appointing five (5) members to serve on the Beautification Committee for a term beginning March 6, 2023, and ending on February 28, 2025.

On November 6, 2023, the City Council adopted Resolution No. 2311-043 appointing one (1) member to serve on the Beautification Committee for a term beginning November 6, 2023, and ending on February 28, 2025.

On April 2, 2024, an unscheduled vacancy occurred on the Beautification Committee.

STAFF REVIEW

To be considered for appointment to the Beautification Committee, a person must submit a written application, be at least 18 years of age, and reside in the City for at least 30 consecutive days before submitting the application. Pursuant to Lawndale Municipal Code Section 2.40.030, the Mayor appoints new members with the approval of the City Council.

The City received one (1) application for appointment to the Committee.

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

Sara Huerta

In anticipation that the Mayor would make the appointment and that the City Council would approve the appointment, staff has prepared Resolution No. CC-2405-70 for your consideration.

The term for this unexpired vacancy will begin on May 6, 2024, and end on February 28, 2025.

LEGAL REVIEW

The City Attorney's office has reviewed Resolution No. CC-2405-70 and has approved it as to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that: 1.) The City Council approve the Mayor's appointment by directing staff to insert the appointee's name in Section 1 of Resolution No. CC-2405-70; and 2.) Adopt the resolution as amended.

Attachments: A. Resolution No. CC-2405-70
B. Application for Appointment to the Beautification Committee

ATTACHMENT A

RESOLUTION NO. CC-2405-70

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, CONFIRMING APPOINTMENT TO THE BEAUTIFICATION COMMITTEE

WHEREAS, the City Council established, by Resolution No. CC-0103-26, the seven (7) member Beautification Committee ("Committee") of the City of Lawndale; and

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

WHEREAS, on March 6, 2023, the City Council adopted Resolution No. CC-2303-011 appointing five (5) members to serve on the Beautification Committee for a term beginning March 6, 2023, and ending on February 28, 2025; and

WHEREAS, on November 6, 2023, the City Council adopted Resolution No. 2311-043 appointing one (1) member to serve on the Beautification Committee for a term beginning November 6, 2023, and ending on February 28, 2025; and

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

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

WHEREAS, the Mayor has appointed one (1) applicant to the Committee and the City Council wishes to ratify the appointment.

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

SECTION I. The City Council approves the Mayor's appointment of Sara Huerta to the Beautification Committee.

SECTION 2. All current members of the Committee shall serve a term of office to expire on February 28, 2025, unless earlier removed.

SECTION 3. The term for the appointment of Sara Huerta will commence on May 6, 2024, and expire on February 28, 2025, unless earlier removed.

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

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

PASSED, APPROVED AND ADOPTED this 6th day of May, 2024.

Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2405-70 at a regular meeting of said Council held on the 6th day of May, 2024, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Bernadette Suarez, Mayor Pro Tem					
Rhonda Hofmann Gorman					
Pat Kearney					
Sirley Cuevas					

Erica Harbison, City Clerk

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney

ATTACHMENT B

'24 APR 2 12:31PM

View results

Respondent

36 Anonymous

07:25
Time to complete

1. Full name *

Sara huerta

2. Applying for Appointment to (check all boxes that apply, you can select more than one): *

- [ ] Planning Commission
- [ ] Parks, Recreation & Social Services Commission
- [x] Beautification Committee
- [ ] Senior Citizen Advisory Committee
- [ ] Personnel Board

3. Phone number *

[redacted]

4. Email address *

[redacted]

5. Home Address, City & Zip Code *

[redacted]lawndale

6. Years Lived in Lawndale *

36

7. Employer Information (Employer Name, Address and Phone number)

Student lahcc

8. Educational Background/Degrees, Licenses or Special Certificates Held *

College

9. List any other committees/commissions or organizations (professional, technical, community, services) on which you have served/belonged, and the year(s) of service:

Pta and School site counsel at fdr

10. State why you wish to serve and why you believe you are qualified for the position (attach optional additional documents such as a resume or bio).

I love my community and I am raising my kids to love thier community and be involved in community service and care

11. Optional additional information (biography, resume, experience, etc.)

I am a member at restoration life church and my family church family and I love our city and want to be part of positive things in lawndale

12. References (include name and phone number)

13. I understand, acknowledge, and agree that my digital submission of this application serves to certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that I am disqualified from appointment to any advisory body if I am a relative of a councilmember, a city employee or a person appointed to the same advisory body to which I am applying; b) that I have not served as a Councilmember in less than a year (Planning and Parks only); c) that any or all information on this form may be verified; d) that this document is a public record subject to disclosure under the Public Records Act; and e) that, if I am appointed, I will be required to submit to a background check by the City.
The City of Lawndale advises the public, employees and job applicants that it does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap status in providing its services, programs, benefits and employment.
By signing below you affirm the statement above.

Full Name (Signature) *

[redacted]

Back to Agenda

CITY OF LAWNDALE

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

DATE: May 6, 2024

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Raylette Felton, Deputy City Manager/ Human Resources Director

SUBJECT: **Consideration of Claims for Damage against the City**

BACKGROUND

The City of Lawndale received a claim for property and personal injury damage filed by Jonathan Cassio (Claimant) on or about March 18, 2024. The claim filed alleged that on or about September 19, 2023, the claimant was involved in a traffic collision with another motorist while driving on Prairie Avenue south of Rosecrans Avenue, in Lawndale, CA.

On or about January 30, 2024, the City received a claim for personal injury damage filed by Cynthia Esqueda (Claimant). The claim alleged that on or about August 27, 2023, the claimant tripped and fell while jogging in the middle of the roadway on 164th Street and Freeman Avenue in Lawndale, CA.

STAFF REVIEW

All claims were referred to the City's third-party claims administrator, Carl Warren & Company, reviewed the claims as filed and determined that the liability for the claim could not be assigned to the City. As a result, Carl Warren recommends that the City reject the claims as filed.

LEGAL REVIEW

N/A

RECOMMENDATION

Staff recommends City Council reject the claims filed by Jonathan Cassio and Cynthia Esqueda and instruct staff to process the appropriate correspondence to the claimants.

Attachments:
1) Claim for Damages to Person or Property and Rejection Notice – Jonathan Cassio (CJP-3051100)
2) Claim for Damages to Person or Property and Rejection Notice – Cynthia Esqueda (CJP-3050662)

ATTACHMENT 1

CITY OF LAWNDALE
CLAIM FOR DAMAGES TO PERSON OR PROPERTY

File with the City Clerk
14717 Burin Ave., Lawndale, CA 90260
(310) 973-3200, Fax: (310) 644-4556

Reserve for Filing Stamp

'24 MAR 18 12:47PM

Claim No.: _____

Instructions:

1. Claims for death, injury to person or to personal property must be filed not later than six (6) months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than one (1) year after the occurrence. (Gov. Code Sec. 911.2)
3. Read entire claim form before filing.
4. See page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.
7. Claim must be filed with the City Clerk. (Gov. Code Sec. 915a)

CITY OF LAWNDALE			
Claimant's Name	*Jonathan Cassio*	Claimant's Occupation	*Salesperson*
Claimant's Home Address		Claimant's Home Phone #	
Claimant's Business Address		Claimant's Business Phone #	

Address and telephone number to which you desire notices or communications to be sent regarding this claim:
1340 E 6th St, Unit 200, Los Angeles, CA 90021 - 844-400-0123

When did DAMAGE or INJURY occur? Date: *9/19/23* Time: *9:30 am*
If claim is for Equitable Indemnity, give date claimant served with the complaint: Date: _____
Names of any city employees involved in INJURY or DAMAGE

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:

Describe in detail how the DAMAGE or INJURY occurred.
Jonathan Cassio was involved in a MVA on a dangerous intersection resulting in significant injuries.

Why do you claim the city is responsible?
Dangerous Intersection.

Describe in detail each INJURY or DAMAGE
Mr. Cassio's vehicle is a total loss. Heavy Bodily Injury.

THIS CLAIM MUST BE SIGNED ON PAGE 2

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):	$	Estimated prospective damages as far as known:	$
Damage to property	$	Future expenses for medical and hospital care	$
Expenses for medical and hospital care	$	Future loss of earnings	$
Loss of Earnings	$	Other prospective special damages	$
Special Damages for	$	Prospective general damages	$
		Total estimate prospective damages	$
General Damages	$		
Total Damages incurred to date	$		
		Total amount claimed as of date of presentation of this claim	$

Was damage and/or injury investigated by police? *Yes* If so, what city? *Lawndale* File #: _____

Were paramedics or ambulance called? *Yes* If so, name city or ambulance *McCormick*

If injured, state date, time, *09/19/223 at 9:30 am*

name and address of doctor of your first visit *UCLA Harbor*

WITNESSES to DAMAGE or INJURY: List all persons and addresses of person known to have information:

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

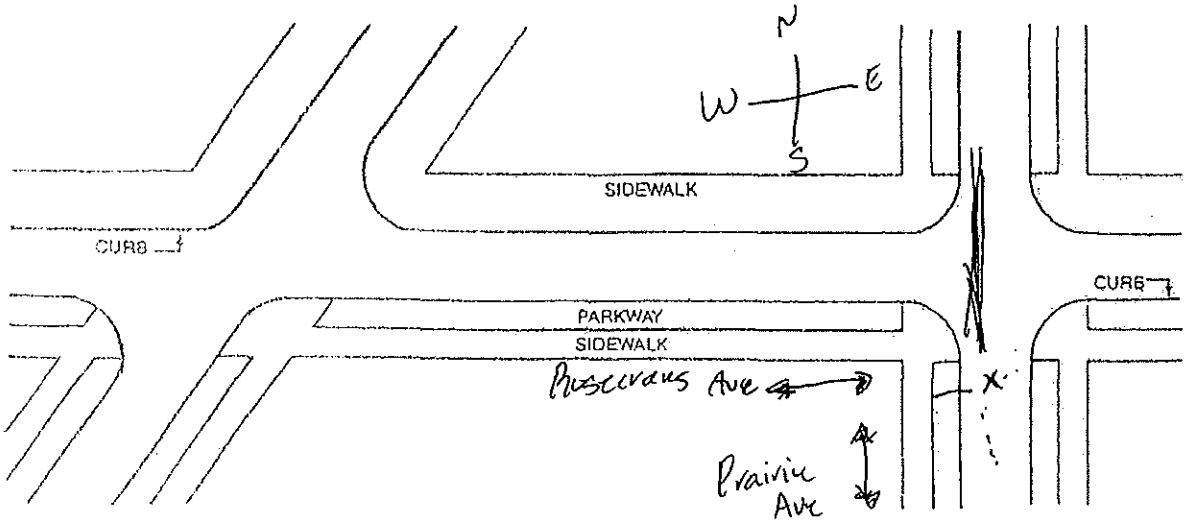
DOCTORS and HOSPITALS:

Hospital *UCLA Harbor* Address *1000 W Carson St, Torrance, CA 90502* Date of Hospitalization *9/19/23*

Doctor _____ Address _____ Date of Treatment _____

Doctor _____ Address _____ Date of Treatment _____

For all accident claims place on following diagram names of streets, including North, East, South and West; indicate place of accident by "X" and by showing house numbers or distances to street corners. If city vehicle was involved, designate by letter "A" location of city vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw city vehicle; location of city vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X". NOTE: if diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Signature of Claimant or person filing on his/her behalf giving relationship to Claimant: Typed/Printed Name: *Tal Hassid* Date: *3/12/24*

THIS CLAIM MUST BE SIGNED ON PAGE 2

CARL WARREN & COMPANY
Claims Management and Solutions

April 16, 2024

To: City of Lawndale
Attn: Raylette Felton

RE:			
	Claimant	:	Jonathan Cassio
	Member	:	City of Lawndale
	Date of Event	:	9/19/2023
	CW File Number	:	CJP-3051100

We have reviewed the above captioned claim and request that you take the action indicated below:
CLAIM REJECTION: Send a standard rejection letter to the claimant.

Please provide us with a copy of the notice sent, as requested above. If you have any questions, please advise.

Best Regards,
CARL WARREN & CO.

Glen Raphael

Glen Raphael
Claims Examiner
Email: graphael@carlwarren.com
Office Tel.: 657 622 4315

ATTACHMENT 2

CITY OF LAWNDALE
CLAIM FOR DAMAGES TO PERSON OR PROPERTY

Reserve for Filing Stamp

File with the City Clerk
14717 Burin Ave., Lawndale, CA 90260
(310) 973-3200, Fax: (310) 644-4556

'24 JAN 30 2:10PM

Claim No.: _____

Instructions:

1. Claims for death, injury to person or to personal property must be filed not later than six months after the occurrence. (Gov. Code Sec. 911.2)
2. Claims for damages to real property must be filed not later than 1 year after the occurrence. (Gov. Code Sec. 911.2.)
3. Read entire claim form before filing.
4. See page 2 for diagram upon which to locate place of accident.
5. This claim form must be signed on page 2 at bottom.
6. Attach separate sheets, if necessary, to give full details. SIGN EACH SHEET.

CITY OF LAWNDALE		Claimant's Birth Date	
Claimant's Name	Cynthia Ecqueda	Claimant's Occupation	
Claimant's Home Address		Claimant's Home Cell Phone #	
Claimant's Business Address		Claimant's Business Phone #	
Claimant's Social Security #			

Address and telephone number to which you desire notices or communications to be sent regarding this claim:

When did DAMAGE or INJURY occur? Date: 08/27/23 Time: 9:00 pm
If claim is for Equitable Indemnity, give date claimant served with the complaint: Date: _____
Names of any city employees involved in INJURY or DAMAGE

Where did DAMAGE or INJURY occur? Describe fully, and locate on diagram on reverse side of this sheet. Where appropriate, give street names and address and measurements from landmarks:

It took place on 164th street and freeman in the city of Lawndale. I was with my brother running.

Describe in detail how the DAMAGE or INJURY occurred.

My foot stepped in a pot hole while on a run in the city of Lawndale. Do to that I fell and rolled over my back, leg, knee, ankle, head, and hand. I could not walk after this incident.

Why do you claim the city is responsible?

The potholes need to be fixed. Due to this incident I have tremedous body pain and cant efficiently work or use my body, walk, sleep. due to the pain

Describe in detail each INJURY or DAMAGE

my knee was bruised, my finger was cut, my back got scrapped and I bleeded. and bruised.

THIS CLAIM MUST BE SIGNED ON PAGE 2

The amount claimed, as of the date of presentation of this claim, is computed as follows:

Damages incurred to date (exact):	$	Estimated prospective damages as far as known:	$
Damage to property	$ 3,500	Future expenses for medical and hospital care	$
Expenses for medical and hospital care	$	Future loss of earnings	$
Loss of Earnings	$ 38,000	Other prospective special damages	$
Special Damages for	$	Prospective general damages	$
		Total estimate prospective damages	$
General Damages	$		
Total Damages incurred to date	$		
		Total amount claimed as of date of presentation of this claim	$

Was damage and/or injury investigated by police? no If so, what city? — File #: _____

Were paramedics or ambulance called? no If so, name city or ambulance —

If injured, state date, time, _____

name and address of doctor of your first visit _____

WITNESSES to DAMAGE or INJURY: List all persons and addresses of person known to have information:

Name Adrian Esqueda Address _____ Phon

Name Yariel Esqueda Address _____ Phon

Name _____ Address _____ 90240 Phone _____

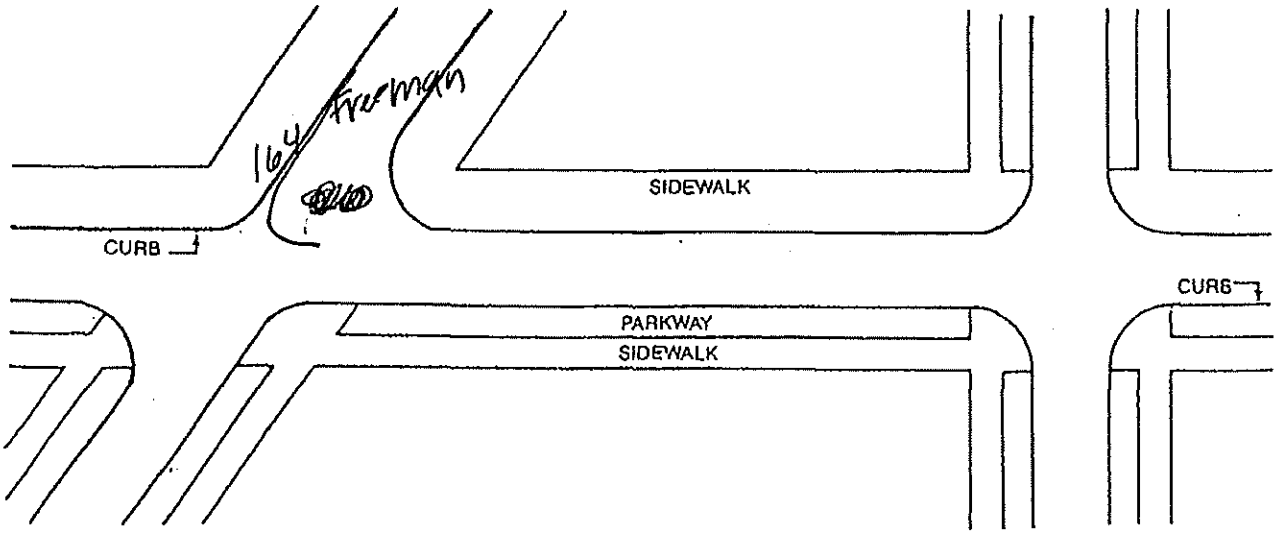
DOCTORS and HOSPITALS:

Hospital _____ Address _____ Date of Hospitalization _____

Doctor Nana Guevara Address _____ Date of Treatment August

Doctor _____ Address _____ Date of Treatment _____

For all accident claims place on following diagram names of streets, including North, East, South and West; indicate place of accident by "X" and by showing house numbers or distances to street corners. If city vehicle was involved, designate by letter "A" location of city vehicle when you first saw it, and by "B" location of yourself or your vehicle when you first saw city vehicle; location of city vehicle at time of accident by "A-1" and location of yourself or your vehicle at the time of the accident by "B-1" and the point of impact by "X". NOTE: if diagrams below do not fit the situation, attach hereto a proper diagram signed by claimant.



Signature of Claimant or person filing on his/her behalf giving relationship to Claimant:

Typed/Printed Name: Cynthia Esqueda

Date: 01/30/2024

THIS CLAIM MUST BE SIGNED ON PAGE 2

CARL WARREN & COMPANY
Claims Management and Solutions

A VENBROOK Company

April 29, 2024

TO: City of Lawndale

ATTENTION: Raylette Felton, Shaundra Burnam

RE:	Claim	:	Cynthia Esqueda vs. Lawndale
	Claimant	:	Cynthia Esqueda
	Member	:	Lawndale
	Date Rec'd by Mbr	:	1/30/2024
	Date of Event	:	8/27/2023
	CW File Number	:	CJP-3050662

Please allow this correspondence to acknowledge receipt of the captioned claim. Please take the following action:

- **CLAIM REJECTION: Send a standard rejection letter to the claimant.**

Please include a Proof of Mailing with your rejection notice to the claimant. An exemplar copy of a Proof of Mailing is attached. Please provide us with a copy of the Notice of Rejection and copy of the Proof of Mailing. If you have any questions feel free to contact the assigned adjuster or the undersigned claims specialist.

Very Truly Yours,

CARL WARREN & CO.

Shannon Williams

Shannon Williams
Sr. Claims Examiner

Back to Agenda

CITY OF LAWNDALE

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

May 6, 2024

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Mike Estes, Director of Community Services

SUBJECT: Capital Reserve Agreement with Los Angeles County Metropolitan Transportation Authority

BACKGROUND

On July 18, 2023, the City's Special Transit vehicle suffered transmission failure and costs to repair the vehicle was quoted at approximately $8,000.00. The former Special Transit vehicle was a 2011 Ford El Dorado 18-seat passenger bus responsible for providing essential transportation services to Lawndale seniors 60 years and older. Due to the repair costs, the City chose to retire the vehicle.

STAFF REVIEW

Necessary Solutions:
In July 2023, the City was forced to take immediate action so there was little or no break in the City's Special Transit program. The City's immediate response included two actions: 1) to use available Proposition A (Prop A) dollars held by Los Angeles County Metropolitan Transportation Authority (LACMTA) to purchase two new 18-passenger transit vehicles; and 2) to lease a comparable vehicle for $500.00 per week while the new vehicles were being purchased, registered, branded and prepared for service.

Retired Vehicle Sent to Auction and Sold:
In July 2023, the City decided to send the retired vehicle to JJ Kane Auctioneers (formerly Ken Porter auctions) as surplus property. Subsequently, in January 2024, the vehicle was sold for $2,500.00. After nominal deductions by the dealership for commissions totaling $287.50, the City was compensated $2,150.50 for the sale of the vehicle.

Procurement Process:
On August 7, 2023, City staff exercised Lawndale Municipal Code (LMC) Section 3.08.110, Bidding or Auction Required – Exceptions, Subsection A (1) clause to justify the procurement of the vehicles. Such clause reads as follows:

A. "Except as set forth in Section 3.08.100, purchases of supplies and equipment shall be by bid and contracting procedures pursuant to Sections 3.08.120 and 3.08.130. Bidding for supplies and equipment may only be dispensed with when:

1. An emergency requires that an order be placed with the nearest available source of supply

New Vehicles Found:
Following an extensive search for new and comparable vehicles, City staff found two 2023 Starcraft All Star 27' vehicles at Model 1 Commercial Vehicles located in Chino, California and initiated the purchase. The final cost to the City for the vehicles was $263,332.94. In addition, the cost to brand the vehicles was $3,150.00. Furthermore, the cost to lease a comparable vehicle was $5,000.00 for a ten-week period. The total cost to the City's Prop A budget for the two vehicles, branding services and lease of a comparable loaner bus was $271,482.94. The project was completed effective October 2023 when all services were paid for and the vehicles were delivered to the City.

Agreement Details:
The attached LACMTA agreement requiring the City's signature is simply a formality and required by LACMTA to exercise the use of lapsing funds. In addition, the agreement includes total costs of $262,000.00; however, City staff has confirmed with LACMTA that the number in the agreement is not a number that limits the City's funding for this project. Therefore, the City was knowingly within LACMTA Prop A purchasing guidelines by spending in excess of $262,000.00, or the final amount of $271,482.94 for this particular project.

LEGAL REVIEW

The City Attorney's office has reviewed the attached LACMTA Capital Reserve Agreement and has approved it as to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council:

1. Approves the attached Capital Reserve Agreement between Los Angeles County Metropolitan Transportation Authority and the City of Lawndale in the amount of $262,000.00 and authorizes the City Manager to execute the agreement; or

2. Provides further direction.

Attachments:
A. LACMTA Capital Reserve Agreement
B. Sales Receipt from JJ Kane Auctions

Attachment A

CAPITAL RESERVE AGREEMENT

This Capital Reserve Agreement (this "Agreement") is entered into as of June 30, 2023, by and between the Los Angeles County Metropolitan Transportation Authority ("LACMTA") and the City of Lawndale (the "City").

RECITALS:

A. The City receives Proposition A local return funds (the "Local Return Funds") from LACMTA.

B. Pursuant to the Proposition A Local Return Guidelines (the "Guidelines"), which are incorporated herein by reference, the City has five years, beginning the last day of the Fiscal Year in which funds were originally allocated, to expend the Local Return Funds. By method of calculation, each jurisdiction has four years plus the Fiscal Year of allocation to expend the Local Return funds. This period is identified in the Guidelines as Timely Use of Funds.

C. As of Fiscal Year 2022-23, the City desires to commit and accumulate its Local Return Funds beyond the Timely Use of Funds period in order to provide the funds for a Paratransit Buses Project as more particularly described in City's project description attached hereto as Exhibit A (the "Project").

D. The LACMTA Board at its June 14, 2023, board meeting approved the City's establishment of a capital reserve fund for the Project.

NOW, THEREFORE, the parties hereby desire to agree to the following terms and conditions:

AGREEMENT

1. The City acknowledges that establishing a capital reserve fund for the Project constitutes a long term financial and planning commitment.

2. The City shall establish a separate interest bearing account or sub-account to be designated as the Capital Reserve Account for the Project. The City desires to set aside $262,000 Proposition A of its Local Return Funds into the Capital Reserve Account. Commencing with Fiscal Year 2022-2023 and for each Fiscal Year thereafter, the City shall deposit into the Capital Reserve Account the amount specified in its Project Annual Update submitted to LACMTA for that fiscal year, provided, however, if the City fails to submit its Project Annual Update, the City shall deposit into the Capital Reserve Account its Local Return Funds in an amount equal to the amount deposited into the Capital Reserve Account for the immediately preceding fiscal year. In no event will the total aggregate amount deposited by City into the Capital Reserve Account exceed aside $262,000 Proposition A.

3. All interest accruing on the Capital Reserve Account shall remain in such account.

4. The City shall complete the Project by June 30, 2028. If the Project is not completed by this date, any unexpended funds shall lapse and be returned to LACMTA for further programming.

5. The City shall comply with all terms and conditions for the Capital Reserve Account as provided in the Proposition A Local Return Guidelines, including, without limitation, the following:

   A. Each fiscal year, submitting the following items:

      (i) an Annual Project Update (Form One), including the amount to be reserved and the current project status;

   B. Every three years commencing with the Commencement Date of this Agreement, LACMTA will evaluate the Capital Reserve Account, the status of the Project and the projected amount of available funds. Based on this evaluation, LACMTA may require the City to take certain actions including, without limitation, terminating the Capital Reserve Account.

   C. If the City uses the Local Return Funds in the Capital Reserve Account for a project different from the Project described above, the City shall return an amount equal to the improperly used funds to the Proposition A Central Account held by LACMTA. If the City fails to return the amount within 30 days from the date LACMTA notifies City that it must return the funds, the City hereby authorizes LACMTA to offset future Local Return allocations to the City in an amount equal to the improperly used funds.

   D. If the City fails to complete the Project as specified by the date in paragraph 4 above, the Local Return Funds in the Capital Reserve Account may be subject to lapse unless otherwise agreed to in writing by the parties.

   E. If the Project is a rail project, LACMTA may decide that the rail corridor is no longer a high priority. LACMTA can then terminate this Agreement and the City shall:

      (i) close the Capital Reserve Account and return the outstanding balance of the Capital Reserve Account, including accrued interest (the "Returned Funds"), to the City's local return account; and
      (ii) reprogram the Returned Funds to be used within three years from the termination date of this Agreement. Any funds remaining after such three-year period shall lapse.

   F. If the City, independent of LACMTA action, desires to reprogram all or part of the funds in the Capital Reserve Account, the City must prior to such reprogramming, receive LACMTA's written approval. The City shall provide LACMTA with notice of its desire to reprogram the funds in the Capital Reserve Account and indicate the proposed use of the funds to be reprogrammed and the effect of such reprogramming on the Project. LACMTA approval may be based on, among other things, whether

after exhausting all Local Return funds, additional funds are necessary to meet the City's critical immediate or pending transit needs. If LACMTA approves reprogramming the funds, this Agreement shall be amended or terminated as appropriate. If LACMTA does not approve reprogramming the funds, the City must continue the Capital Reserve Account as provided herein or draw the funds down for LACMTA approved capital related project.

6. This Agreement shall commence on June 30, 2023. This Agreement shall continue until such time as terminated by either party with a 30 day written notice under the conditions set forth in the Proposition A Local Return Guidelines.

IN WITNESS WHEREOF, the City and LACMTA have caused this MOU to be executed by their duly authorized representatives on the date noted below:

CITY:
City of Lawndale

_____

Mayor/City Manager

Date: _____

APPROVED AS TO FORM:

By: _____
Legal Counsel

Date: _____

Los Angeles County Metropolitan
Transportation Authority

By: _____
STEPHANIE N. WIGGINS
Chief Executive officer

Date: _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
Deputy

Date: 3/16/24

Attachment B

Payout ID: 136669
Auction ID: 916

JJ Kane AUCTIONEERS
33 Inverness Center Pkwy
Birmingham, AL 35242
Phone: (856) 764-7163
Fax: (877) 346-8960

J.J. Kane Associates, Inc. d/b/a J.J. Kane Auctioneers
4510 MUTH WAY Jurupa Valley CA 92509

ATTN KEN LOUIE
CITY OF LAWNDALE
CITY OF LAWNDALE
14717 BURIN AVENUE
LAWNDALE CA 90260

Not Set

Dear Ken Louie,

Enclosed please find a check made payable to City of Lawndale in the amount of $2,212.50 for the net proceeds of the item(s) sold at the auction we conducted on 1/18/2024.

Gross Sales Total :			**$2,500.00**
---Adjustments---			
	Total No Sales	$0.00	
	Lot Adjustments	$0.00	
Total Adjustments/No Sales			**$0.00**
Adjusted Sales Total			**$2,500.00**
Seller Costs			
	Commission Charged 1.5%	$37.50	
	Advertising	$0.00	
		$0.00	
		$0.00	
		$0.00	
		$0.00	
		$0.00	
Total Seller Costs :			**$37.50**
Individual Lot Costs :			
	Transportation	$250.00	
	Washing	$0.00	
	Decommission	$0.00	
		$0.00	
		$0.00	
		$0.00	
Total Seller Costs :			**$250.00**
Seller Income:			
		$0.00	
		$0.00	
		$0.00	
		$0.00	
		$0.00	
Total Seller Income:			**$0.00**
Tax (not included):			**$0.00**
Seller Net Proceeds:			**$2,212.50**

If you have any questions about this payout, please feel free to contact us at (856) 764-7163 or jjkane@jjkane.com.

Thank you for your business!

2/5/2024

Payout ID: 136669
Auction ID: 916

JJ Kane AUCTIONEERS
33 Inverness Center Pkwy
Birmingham, AL 35242
Phone: (856) 764-7163
Fax: (877) 346-8960

J.J. Kane Associates, Inc. d/b/a J.J. Kane Auctioneers
4510 MUTH WAY Jurupa Valley CA 92509

LOT SUMMARY

CITY OF LAWNDALE
14717 Burin Avenue
Lawndale, CA 90260
1/18/2024 CA (Ken Porter) - 916

K0950	2011 Ford E450 Passenger Bus, s/n 1FDFE4FS5BDA27097, 8-cyl gas, Auto, A/C, with 18 passenger seating , (70,976 miles) (Runs But Does Not Move, Paint Damage) (Bidding Restricted to Licensed Vehicle Dealers Only), NOTE: This unit is being sold AS IS/WHERE IS via Timed Auction. For pickup information and terms, please reference the release form. (Buyer is responsible for removal. Assistance by consignor or JJ Kane Auctioneers is not assured.) VIN: 1FDFE4FS5BDA27097	Amt Bid:	$2,500.00	----EXPENSE----		----EXPLANATION----
498		Commission:	$37.50	Adjustments:	0	
No Sale ☐		Transportation:	$250.00	Parts/Repairs:	$0.00	
		Washing:	$0.00	Misc Exp 1	$0.00	
		Decomission	$0.00	Misc Exp 2:	$0.00	

$2,212.50

LOT SPECIFIC AMOUNTS and FEES

TOTAL AMOUNT of ALL LOTS SOLD:	$2,500.00
TOTAL AMOUNT of Commission:	$37.50
TOTAL AMOUNT of Transportation:	$250.00
TOTAL AMOUNT of Washing:	$0.00
TOTAL AMOUNT of Decomission	$0.00
TOTAL AMOUNT of Adjustments:	$0.00
TOTAL AMOUNT of Parts/Repairs:	$0.00
TOTAL AMOUNT of Misc Exp 1	$0.00
TOTAL AMOUNT of Misc Exp 2:	$0.00
LOTS SUBTOTAL	$2,212.50

SELLER SPECIFIC EXPENSES and INCOME

Seller Expenses	Advertising:	$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
Seller Income		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	Tax (not included):	$0.00

SELLER NET: **$2,212.50**

2/5/2024

CITY OF LAWNDALE

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

DATE: May 6, 2024

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Raylette Felton, Deputy City Manager/Human Resources Director

SUBJECT: **Request for approval of Contract Service Agreement for Executive Recruitment Services with Gallagher Benefit Services, Inc. (Koff and Associates)**

BACKGROUND

The City of Lawndale currently has a vacancy for the Director of Public Works/ City Engineer position. During the 2023-2024 mid-year budget cycle, City Council approved funding to hire an executive recruitment firm to conduct a comprehensive search to fill the City's current vacancy. City staff solicited and received proposals from three (3) qualified executive recruitment firms. Based on its assessment, staff is recommending Gallagher Benefit Services, Inc., "Koff & Associates" to conduct the Director of Public Works/City Engineer recruitment.

STAFF REVIEW

In February 2024, the Director of Public Works/City Engineer resigned from City employment. Shortly after this resignation, staff initiated an internal recruitment process to fill this position. Unfortunately, due to the highly competitive market for professional engineers, the City received only a couple of applicants. In efforts to fill this critical vacancy, it is staffs desire to select an executive recruitment firm that is familiar with this challenging career sector, the City's needs, and the ability to generate a pool of well-experienced professionals who can lead the Public Works Department.

Proposals were solicited from seven executive recruitment firms and responses were received from three: Ralph Anderson & Associates ($26,500), Bob Murray & Associates ($25,500), and Koff & Associates ($25,000). While all the firms have the demonstrated experience and expertise, staff is recommending Koff & Associates due to its lowest proposed cost and immediate availability. Koff & Associates has proposed a completion timeline of approximately twelve to fourteen weeks (other firms proposed thirteen to sixteen weeks) and is familiar with the City of Lawndale (successfully completed two previous recruitments for director level positions in the past). The cost of the recruitment services and expenses will not exceed $25,000; provides a placement guarantee; and in the event the selected candidate separates within a 12-month period, Koff & Associates will conduct the recruitment again for no additional fees, except for related expenses. Any changes will be discussed and approved prior to implementation.

LEGAL REVIEW

The City Attorney's office has reviewed contract and has approved it to form.

FISCAL IMPACT

Funding for this service was appropriated during the Fiscal Year 2023-2024 Mid-Year Budget process and has been allocated to the Administrative Services Recruitment line item 100-150-510.800. No additional budget appropriation will be needed.

RECOMMENDATION

Staff recommends that City Council: a) approve the contract services agreement with Gallinger Benefits Group (Koff & Associates) for Executive Recruitment Services in a maximum contract sum not to exceed $25,000 in a form approved by the City Attorney's Office.

Attachment: A. Contract Services Agreement for Executive Recruitment Services with Gallinger Benefits Group (Koff & Associates)

Attachment A

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR

EXECUTIVE RECRUITMENT SERVICES

This Contract Services Agreement ("Agreement") is made and entered into this 4th day of May, 2024, by and between the City of Lawndale, a municipal corporation ("City"), and Koff & Associates, a division of Gallagher Benefit Services, Inc. a Delaware corporation, ("Consultant").

NOW, THEREFORE, the parties agree as follows:

1.0 SERVICES OF CONSULTANT

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

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

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

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant will be compensated in accordance with the "Schedule of Compensation" attached as *Exhibit "C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of TWENTY FIVE THOUSAND dollars ($25,000) ("Contract Sum").

2.2 Method of Payment. Provided that Consultant is not in default under the terms of this Agreement, Consultant will be paid as described in Exhibit "C".

2.3 Invoicing. Each month during the term of this Agreement, Consultant must furnish City with an original invoice for all services performed and expenses incurred during the preceding month in accordance with the fee schedule set forth in Exhibit C. Except as to any charges for work performed or expenses incurred by Consultant that are disputed by City, City will cause Consultant to be paid within 30 days of receipt of Consultant's invoice.

3.0 COORDINATION OF WORK

3.1 Representative of Consultant. Frank Rojas is designated as the Consultant's representative authorized to act on its behalf with respect to this Agreement and to make all decisions necessary in connection with this Agreement. Consultant may designate a substitute representative by providing written notice to City's Contract Officer.

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

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

3.4 Independent Contractor. Neither the City nor any of its employees shall have any control over the manner or means by which Contractor or its employees, perform the services required herein, except as otherwise set forth herein. Contractor shall perform all services required herein as an independent contractor of City and shall remain under only such obligations as are consistent with that role. Contractor represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by Contractor as employees. Contractor shall not at any time or in any manner represent that it or any of its employees are employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor. In the event that Contractor or any employee of Contractor providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the City, then Contractor shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Contractor or any staff used to provide services under this Agreement are employees of the City.

4.0 INSURANCE AND INDEMNIFICATION

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

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

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

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

(d) Professional Liability or Error and Omissions Insurance. A policy of error and omissions insurance in an amount not less than $1,000,000.00 per claim and $2,000,000.00 annual aggregate with respect to loss arising from the actions of Consultant performing professional services under this Agreement on behalf of the City. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than two (2) years after completion of the services required by this Agreement.

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

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

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

Consultant must furnish proof of insurance required under this section before commencement of any work.

4.2 Indemnification.

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

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

5.0 TERM

5.1 Term. Unless earlier terminated in accordance with Section 5.2 below, this Agreement will begin on May 2, 2024 and continue in full force and effect until May 1, 2025.

5.2 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party. Upon receipt of the notice of termination, the Consultant must immediately cease all work or services under this Agreement except as may be approved by the Contract Officer in writing. In the event of termination, Consultant will be compensated for all services rendered prior to the effectiveness of the notice of termination to the City's satisfaction and for any additional services authorized by the Contract Officer and City will be entitled to reimbursement for any compensation paid in excess of the services rendered to the City's satisfaction. Upon termination of this Agreement by either Consultant or City, all property belonging to City that is in Consultant's possession must be returned to City. Consultant must promptly deliver to City a final invoice for all outstanding services performed and expenses incurred by Consultant as of the date of termination. Compensation for work in progress not based on an hourly rate will be prorated based on the percentage of work completed as of the date of termination.

6.0 MISCELLANEOUS

6.1 Covenant Against Discrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through it, that there will be

no discrimination against or segregation of, any person or group of persons on account of race, color, religion, sex, or national origin in the performance of this Agreement. Consultant will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, or national origin.

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

6.3 Conflict of Interest. No officer, employee, or agent of the City may have any financial interest in this Agreement nor may any such officer, employee, or agent participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership, or association in which he is, directly or indirectly, interested, in violation of any state or local statute or regulation. The Consultant warrants that it (and its officers and employees) has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. When requested by the Contract Officer, prior to the City's execution of this Agreement, Consultant will provide the City with an executed statement of economic interest.

6.4 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person must be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer, at City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Consultant, to the Consultant's representative at the address designated on the execution page of this Agreement. Notice will be deemed effective three days after deposit of the same in the custody of the United States Postal Service, postage prepaid, for first class delivery, or upon delivery if using a major courier service with tracking capabilities. Any party may change its notice information by giving notice to the other party in compliance with this section.

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

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

6.7 Severability. In the event that part of this Agreement is declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability will not affect any of the remaining portions of this Agreement which are hereby declared as severable and will be interpreted to carry out the intent of the parties unless the

invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

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

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

6.10 Corporate Authority. The persons executing this Agreement on behalf of the parties warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

6.11 Project Documents. All original computer programs, data, designs, drawings, files, maps, memoranda, models, notes, photographs, reports, studies, surveys and other documents (collectively, "Project Documents") prepared, developed or discovered by Consultant in the course of providing services under this Agreement will become the sole property of City and may be used, reused or otherwise disposed of by City without the permission of Consultant. Consultant will take such steps as are necessary to perfect or protect the ownership interest of City in such Project Documents. Upon completion, expiration or termination of this Agreement or upon request by City, Consultant must turn over to City all such original Project Documents in its possession; provided, however, that Consultant may retain copies of Project Documents. City acknowledges and agrees that use of Consultant's completed work product, for purposes other than identified in this Agreement, or use of incomplete work product, is at City's own risk. If necessary, Consultant agrees to execute all appropriate documents to assign to City the copyright or intellectual property rights to the Project Documents created pursuant to this Agreement. Except as necessary for the performance of services under this Agreement, no Project Documents prepared under this Agreement, will be released by Consultant to any other person or entity without City's prior written approval.

6.12 Confidentiality of Project Documents. All information gained or work product produced by Consultant in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the Contract Officer, except as may be required by law. Consultant, its officers, employees, or agents, may not, without prior written authorization from the Contract Officer or unless requested by the City Attorney of City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other

information concerning the services performed under this Agreement. Response to a subpoena or court order will not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena. If Consultant, or any officer, employee, or agent of Consultant, provides any information or work product (including Project Documents) in violation of this Agreement, then City will have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorneys fees, caused by or incurred as a result of Consultant's conduct. Consultant must promptly notify City should Consultant, its officers, employees, or agents be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the services performed under this Agreement. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite such response. All media and press releases, including graphic display information, must be approved and distributed solely by City, unless otherwise agreed to in writing by City. All media interviews regarding the performance of services under this Agreement are prohibited unless expressly authorized by City.

6.13 Audit and Review. Consultant must maintain all documents and records demonstrating or relating to Consultant's performance of services under this Agreement, including ledgers, books of account, invoices, vouchers, canceled checks, or other documents or records evidencing or relating to work, services, expenditures and disbursements charged to City under this Agreement. All financial documents or records must be maintained in accordance with generally accepted accounting principles and all other documents must be sufficiently complete and detailed so as to permit an accurate evaluation of the services provided by Consultant under this Agreement. All such documents or records must be maintained for at least three years following the final payment under this Agreement. Any and all records or documents required to be maintained by this section must be made available for inspection, audit and copying, at any time during regular business hours, upon written request by City or its designated representative. Copies of such documents or records must be provided directly to City for inspection, audit and copying when it is practical to do so; otherwise, unless an alternative is mutually agreed upon, such documents and records must be made available at Consultant's address indicated for receipt of notices in this Agreement. Where City has reason to believe that any of the documents or records required to be maintained by this section may be lost or discarded due to dissolution or termination of Consultant's business, City may, by written request, require that custody of such documents or records be given to a person or entity mutually agreed upon and that such documents and records thereafter be maintained by such person or entity at Consultant's expense. Access to such documents and records must be granted to City, as well as to its successors-in-interest and authorized representatives.

6.14 Counterparts. This Agreement may be executed in several counterparts, each of which will constitute one and the same instrument and will become binding upon the parties when at least one copy has been signed by both parties. This Agreement (and any amendment) may be considered executed when the signature page of a party is delivered by electronic transmission and such electronic signatures will have the same effect as an original signature.

6.15 Venue. In the event of litigation between the parties, venue in will be exclusively in a state court in the County of Los Angeles.

[SIGNATURES NEXT PAGE]

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

CITY:
City of Lawndale,
a municipal corporation

By: _____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke, Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

CONSULTANT:
Koff & Associates, a division of Gallagher Benefit Services, Inc

By:_____
Name: Catherine B. Kaneko
Title: Managing Director

By:_____
Name: Georg S. Krammer
Title: Managing Director

Address: 2835 Seventh Street
Berkeley, California 94710

[END OF SIGNATURES]

EXHIBIT "A"

SCOPE OF SERVICES

The Consultant shall provide executive search services for the position of Director of Public Works/City Engineer, with an anticipated twelve to fourteen (12-14) week recruitment process, broken down into five steps, as described in the Executive Recruitment Proposal and incorporated herein as Exhibit "A-1" :

- **Step 1- Ideal Candidate Profile** – Consultant will develop a detailed Candidate Profile after discussions with the City Manager. The desired background and experience, leadership style and personality traits, skills and abilities will be discussed. Consultant will also discuss expected parameters of the search, timeline, and schedule future meeting dates if needed. Consultant will produce a professionally designed brochure to market the organization and position to potential candidates. Consultant will place advertisements in industry publications and websites.

- **Step 2- Five Week Window of Application & Sourcing** — Consultant will focus on direct recruiting of individuals within the search parameters established during step 1, to include:
    - Identify prospects;
    - Provide each potential candidate with access to the recruitment brochure;
    - Capture interested candidates in our recruitment project database; and
    - Provide representative data to the City Manager, including candidate documents, interview notes, and an outline of the recruitment process.

- **Step 3- Recommendations of Candidates** — Consultant will provide the City with a report of the leading candidates to further narrow the pool to the most highly qualified and establish the best organizational fit of each potential finalist. This screening process is specifically designed to assess the personal and professional attributes the City Manager has identified and will focus on each candidate's ability, technical competency, and fit with the City's values, culture, and needs.

- **Step 4- Interviews Facilitation** — Consultant will advise and develop interviewing strategies and a menu of questions that will help analyze candidates' qualifications and management/work styles. We will facilitate all necessary communications with the City and candidates to ensure everyone is well prepared. Consultant will coordinate interviews, interview schedules, and finalize the process. Consultant will provide oversight during the panel interview process and facilitate a focused discussion with the interview panel at the beginning and conclusion of the interviews to identify the most qualified candidate(s) for final interviews.

- **Step 5- Background, Reference, and Offer** — Once the final candidate has been selected and prior to an offer of employment, Consultant will undertake a thorough vetting which will include a background check and verification of professional work experience. All references will be contacted, documented and presented in a concise, user-friendly manner.

Background checks are conducted in coordination with a third-party firm to verify educational degrees and employment records and confirm clear driving records, criminal records, and financial history/credit. Reports can be tailored to clients' needs upon request. Safety for clients and their communities is our priority, so rest assured that we, as well as our background contract firm, meet or exceed relevant reporting requirements. Negotiation assistance will also be provided, as requested by the City Manager.

Consultant will only recommend those individuals who have passed through a screening process and been verified as potential ideal matches for the position requirements. Should the City disapprove of all final candidates and/or should none of the final candidates pass the final interview and reference check process, Consultant will work to find a new slate of candidates at no added cost, with the possible exception of necessary advertising.

In addition, Consultant will conduct a one-time additional executive search to find a replacement should the incumbent leave the position or be terminated from employment within 12 months of hire due to performance issues. In either case, as described above, Consultant will identify a replacement and only charge Consultant's expenses as described in the Pricing Proposal.

EXHIBIT "A-1"

[Koff & Associates Executive Recruitment Proposal]



EXECUTIVE RECRUITMENT SERVICES

DIRECTOR OF PUBLIC WORKS / CITY ENGINEER

CITY OF LAWNDALE

Submittal date: April 5, 2024

Koff & Associates
A Gallagher Company

Submitted by:
Koff & Associates
2835 Seventh Street
Berkeley, CA 94710

Frank Rojas
Recruitment Manager
Frank_Rojas@ajg.com
510.495.0448
KoffAssociates.com

Koff & Associates
A Gallagher Company

Gallagher

April 5, 2024

Raylette Felton
City of Lawndale
14717 Burin Ave.
Lawndale, CA, 90260

Dear Ms. Felton,

Thank you for the opportunity to submit our proposal to assist the City of Lawndale with Executive Recruitment services. We are excited about the possibility of continuing this partnership and supporting the City with the search for its next Director of Public Works/City Engineer. Koff & Associates (K&A), a Gallagher company, is uniquely qualified based on over 38 years of assisting public agencies with finding and placing candidates dedicated to public service.

Our unique selling proposition lies in K&A's experience supporting public sector clients in California and throughout the USA. Through our investment in modern recruitment technology, we offer forward-thinking services that not only provide advanced extensive sourcing and outreach but allow us to tell the story of each project through easy-to-understand data.

Conducting countless executive search efforts has made K&A an expert in identifying, targeting, recruiting, and successfully placing women and minority candidates in many of our recruitments. Diversity recruiting is an area of focus, and our firm has a vast pool of resources at our fingertips to provide outreach on an industry-wide basis to the public and private sector for qualified candidates nationwide. We pride ourselves on transparency, flexibility, and quality work.

As K&A's Recruitment Manager, I will be the Project Manager for this recruitment effort with our recruitment team. You can reach me at (510) 495-0448 or Frank_Rojas@ajg.com.

Sincerely,

Frank Rojas
Recruitment Manager

Koff & Associates
A Gallagher Company

Gallagher

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Attachment: Sample Brochure

Koff & Associates
A Gallagher Company

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BUSINESS INFORMATION

Koff & Associates ("K&A") is a full spectrum, public-sector human resources and recruiting services firm founded by Gail Koff in 1984 and has been assisting cities, counties, special districts, other public agencies, and non-profit organizations.

As of April 30, 2021, we merged with Arthur J. Gallagher and are now officially a Gallagher Division. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, the Sacramento Region, and the Western US Region. GALLAGHER BENEFIT SERVICES, INC. is our legal name. It is a Delaware company, and the FEIN is 36-4291971.

EXPERIENCE AND QUALIFICATIONS

With nearly 40 years of HR experience, Koff & Associates knows public sector employment inside and out. We are familiar with public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. Our team is ready to support you at any level you wish – providing sourcing expertise, full-cycle recruitment at the start of your search through the start date of your newest employee, and everything in between.

We build enduring relationships	K&A provides personal attention to and creates long-term relationships with our clients. Because we care about and understand your organization's people, culture, leadership, and unique needs, we identify highly qualified candidates to support your goals.
We value strength in diversity	With our focus on inclusion, networking, and advertising with minority-based associations, we source source top talent and our placements reflect the Agencies we serve.
We leverage innovative search technology	K&A identifies candidates which traditional recruiting strategies may miss. We leverage innovative sourcing methodologies and technologies for a robust and advanced sourcing strategy that will attract hard to find passive job seekers.

Our long list of clients indicates our firm's reputation as a quality organization that produces comprehensive, sound, and cost-effective results. K&A is "hands on" and responsive with the ability and expertise to identify the ideal candidate(s) for the City of Lawndale.

K&A uses its vast network to leverage recommendations and referrals of past clients in combination with modern sourcing techniques and technology to build the best candidate pools in the market. We are a team of true recruiters with over 60 years of combined experience. Our work speaks for itself, and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence.

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RECENT SUCCESSFUL RECRUITMENTS

The following is a partial list of recent executive recruitments conducted by the K&A recruitment team:

Agency	Title	Year
City of Gilroy	Utilities Director, Public Works Director, **City Engineer/Transportation Engineer,** Fire Division Chief	2024 – 2023
City of Woodland	**Deputy Director of Public Works – Utilities**	2024
West Valley Water District	**Director of Engineering,** General Manager, Assistant General Manager	2024 – 2023
City of Avalon	**Public Works Director**	2023
City of Berkeley	Information Technology Director, **Public Works Director,** Deputy City Attorney (2), Director of Health, Housing and Community Services, Operations Manager (2), Accounting Manager	2023 – 2020
City of Carson	Director of Finance, **Public Works Operations Manager,** Community Services Director, City Manager, **Public Works Director**	2023 – 2019
City of Oxnard	Library Manager, **City Traffic Engineer,** Chief Financial Officer, Budget Manager, **Public Works Dir., Asst. Public Works Dir. (2),** Controller	2023 – 2017
City of Rialto	Director of Community Development, **Director of Engineering Services**	2023 – 2022
City of San Bernardino	City Manager, **Director of Public Works,** Chief of Police, Director of Human Resources, Deputy Director of Human Resources (Risk), Director of Finance, Director of Animal Services	2023 – 2019
City of Santa Monica	Director of Transportation, **City Engineer**	2023
City of Seaside	**Assistant Public Works Director**	2023
City of Vista	Assistant City Manager, Director of Community Development, **Director of Engineering,** Fire Chief	2023
City of Millbrae	Community Development Director, **Public Works Director,** Finance Director	2022 – 2020
City of Chico	**Public Works Director**	2021
City of Hayward	Accounting Manager	2024
City of La Mesa	Director of Human Resources	2024
City of Los Banos	Assistant Fire Chief	2024
City of Palmdale	Deputy Director of Human Resources	2024
City of Redlands	Director of Human Resources	2024
City of Riverside	Deputy Finance Director, DEI (Diversity, Equity, and Inclusion) Officer, Debt & Treasury Manager, Budget Manager	2024 – 2022
City of Sanger	City Manager	2024
City of Scottsdale, AZ	Economic Development Director	2024

City of Tulare	Chief Financial Officer	2024
City of Visalia	Administrative Services Director	2024
County of Riverside	Director of Human Resources, Department Public Information Officer I, County Counsel, DEI (Diversity, Equity, and Inclusion) Officer, Chief Executive Officer, Animal Services Director	2024 – 2020
Marin/Sonoma Mosquito & Vector Control District	District Manager	2024
Metropolitan Water District of Southern California	Conveyance and Distribution Group Manager, Integrated Support Services Group Manager, Treatment and Water Quality Group Manager	2024
Mid-Peninsula Water District	Administrative Services Manager	2024
North County Transit District	Chief Executive Officer, Chief People Officer	2024
Ontario Municipal Utilities Company	Utilities Customer Service Director	2024
Port of Long Beach	Director of Security	2024
City of Bell	Accounting Manager	2023
City of East Palo Alto	City Manager, Chief of Police	2023
City of Long Beach	Data Center Officer	2023
City of Los Altos	Housing Manager	2023
City of Menlo Park	Assistant Administrative Services Director (Finance), Human Resources Manager	2023
City of Modesto	Engineering Division Manager – Utilities	2023
City of Ontario	Investments & Treasury Officer, Accounting Supervisor, Assistant Community Development Director	2024 – 2022
City of Palm Springs	Fire Chief, City Manager	2023
City of Pasadena	Director of Library & Information Services, Chief of Police, Controller, Director of Parks, Recreation and Community Services	2023 – 2022
City of Patterson	Director of Recreation & Community Services, Finance Director	2023 – 2022
City of Richmond	Director of Finance	2023
City of Salinas	Finance Director, City Manager, Chief of Police, Assistant Finance Dir.	2023 – 2021
City of Santa Fe Springs	City Manager	2023
City of Soledad	City Manager	2023
City of West Hollywood	Economic Development Director	2023

Coachella Valley Water District	Director of Environmental Services	2023
Contra Costa Water District	Assistant General Manager (Engineering & Construction), Finance Director, Assistant General Manager (Water Resources, Operations, & Maintenance)	2023 – 2022
East Bay Regional Park District	Chief Information Officer, Chief of Design & Construction, Chief of Interpretive & Recreation Services	2023
Orange Co. Mosquito & Vector Control District	Human Resources Director	2023
South Tahoe Public Utility District	General Manager	2023
Valley Sanitary District	General Manager	2023
Yolo TD	Director of Finance & Administration	2023
CALAFCO	Executive Director	2022
City of Calexico	City Manager, Chief of Police	2022
City of Cherry Hills Village, CO	Chief of Police	2022
City of Lawndale	Director of Finance / City Treasurer	2022
City of Leavenworth	City Administrator	2022
City of Long Beach	City Treasurer	2022
City of Oceanside	City Manager	2022
City of Oroville	Chief of Police	2022
City of San Jose	Assistant CIO, Chief Information Officer	2022
City of Signal Hill	City Manager	2022
City of Tracy	City Attorney	2022
City of Woodland Park, CO	Chief of Police	2022
County of Stanislaus	Director of Animal Services	2022
East Valley Water District	General Manager/Chief Executive Officer	2022
Los Angeles Co. Vector Control District	General Manager	2022
Metro Parks Tacoma	Chief Financial and Administrative Officer	2022
San Mateo County Transportation Authority	Deputy Director, Transportation Authority; Executive Officer for Civil Rights, Employee & Labor Relations, and Human Resources; District Surveyor, Real Estate	2022 – 2021

Santa Barbara Metropolitan Transit District	Director of Finance and Administration, Director of HR and Risk	2022
Stinson Beach Co. WD	General Manager	2022
City of Colton	Public Works & Utility Services Director	2021
City of Glendale	City Manager	2021
City of San Diego	Director of Transportation	2021
County of Santa Clara	Planning Services Manager/Deputy Director	2021
First 5 Alameda County	Human Resources Director	2021
Humboldt Waste Management Auth.	Executive Director	2021
County of Tulare	Director of Human Resources & Development, Director of Information & Communications Technology	2021 – 2020
Orange County Social Services Agency	Chief Deputy Director, Division Director (3)	2021 – 2019
Tahoe Regional Planning Agency	Director of Human Resources & Organizational Development	2021

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PROJECT TEAM

Frank Rojas (Resides in Riverside, CA)
Recruitment Manager

Frank brings more than thirty (35) years of recruiting experience from the highly competitive direct placement and contracts labor industries and the corporate environment. He has significant experience placing corporate leaders, executive, professional, and technical staff, including individual contributors for the government sector, non-profits, aerospace, architectural and engineering, information technology, petroleum and chemical, energy, power, civil/structural, transportation, and private industry.

Frank began his career in Contract Labor. Over the next 30+ years, he launched seven start-up offices in several states and locations, providing direct placement and contract support to hundreds of clients in virtually all industries and levels of talent. He continued his career in the non-profit environment, managing and building talent acquisition support during significant growth periods. Having been a speaker at several networking and career coaching venues, Frank believes in utilizing traditional recruiting methodology with social media.

In addition to recently completing recruitments for the City of Avalon, City of Vista, County of Riverside, City of Riverside, City of Pasadena, and West Valley Water District, recent successful efforts include positions of Public Works Director, City Manager, Finance Director, County Executive Officer, Director of Human Resources & Development, City Treasurer, DEI Officer, Chief of Police, and Director-level hires for Information Technology, Social Services, Public Works, Community Development, Community Services, Animal Services, and Division/Site General Managers.

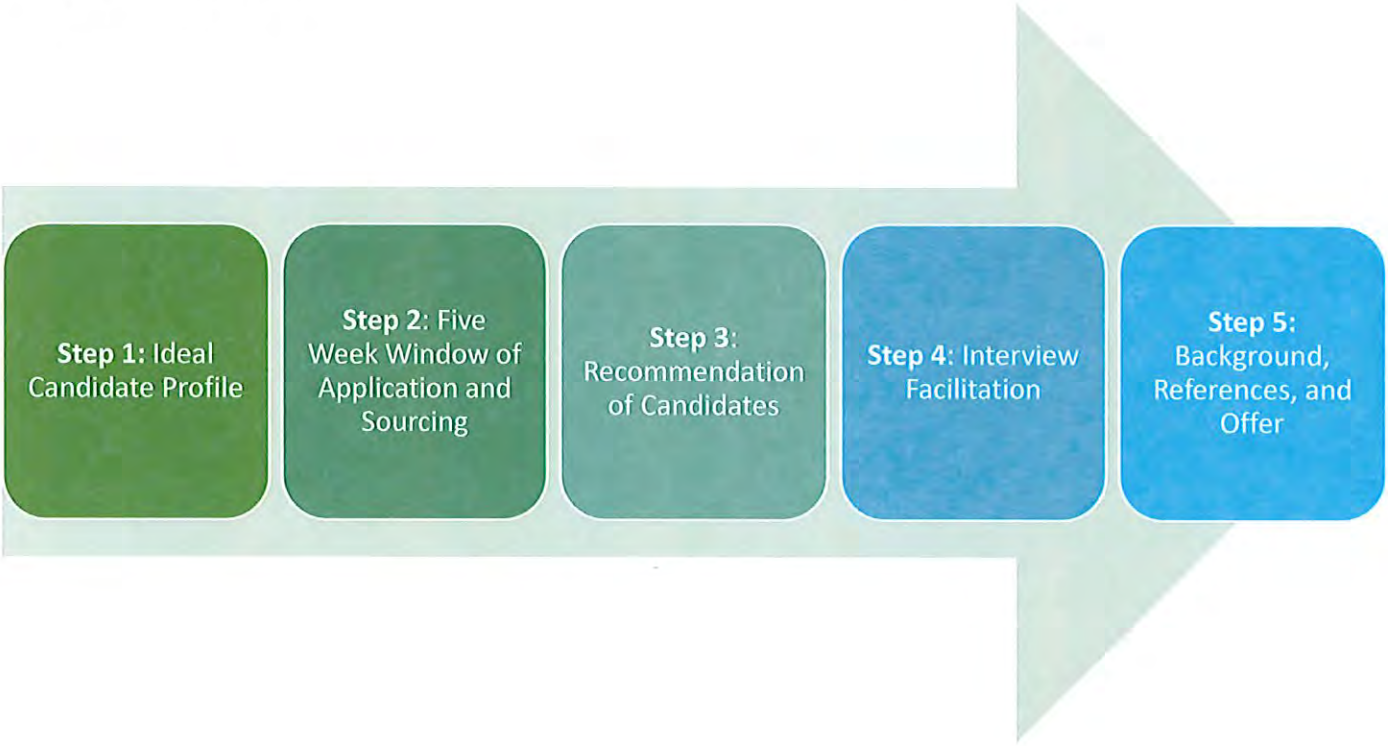
Frank has been named in the top 1% viewed profiles on LinkedIn and has established a strong client and customer base through trust, effective recruiting, relationship building, and teamwork.

PROJECT APPROACH/METHODOLOGY

Our philosophy ensures thorough, thoughtful, and strategic sourcing, evaluation, selection, and vetting of candidates. We reach out directly to potential candidates, referral sources, professional associations, and user groups, etc. by using business media, outreach emails, general advertising, **and most importantly picking up the phone and actively calling passive applicants**. This strategy also includes focused advertising on websites and in publications specific to women and minority candidates.

K&A will provide weekly progress reports to the City and participate in conference calls and onsite meetings as requested.

We are responsible for ensuring compliance, adhering to, and maintaining all legally mandated documentation throughout the process.



Step 1: Ideal Candidate Profile

Developing the profile for the ideal job candidate for the position is crucial for a successful search process.

We will coordinate with the City in identifying and developing:

- The various organizational needs, vision, mission, goals, strengths, challenges, opportunities, and culture of the organization;
- Position competency requirements, i.e., knowledge, skills, and abilities;
- Personal and professional attributes required of and priorities for the new incumbent;
- Type of working relationship senior leadership desire with the new incumbent;
- Advertising strategies in conjunction with a national and/or regional outreach campaign;
- Compensation levels; and
- Schedule of deliverables from K&A.

After meeting(s) with the City, there will be a consensus of the key qualifications and characteristics of the position and the process, action plan, and timetable to be utilized for the recruitment process.

Brochure Design & Posting

Following the development of the candidate profile, an eye-catching recruitment brochure will be professionally produced in coordination with the City's feedback. The brochure will highlight the strengths of the City of Lawndale and the surrounding community. The brochure will feature the organizational structure and services of the City, its mission and goals, pertinent facts regarding the position, and necessary and desirable candidate qualifications.

Step 2: Five Week Window of Application & Sourcing

K&A can, at the request of the City, facilitate community surveys or community outreach forums to encourage feedback from residents. A report of resident comments will be provided to the City prior to first-round interviews.

Our effort will include a variety of activities designed to build the best available candidate pool. Our techniques and methodologies allow us to source from extensive pools of potential candidates and referral sources.

In coordination with the City, K&A will:

- Identify prospects;
- Provide each potential candidate with access to the recruitment brochure;
- Capture interested candidates in our recruitment project database; and
- Provide representative data to the City, including candidate documents, interview notes, and an outline of the recruitment process.

Step 3: Recommendation of Candidates

K&A will provide the City with a report of the leading candidates to further narrow the pool to the most highly qualified and establish the best organizational fit of each potential finalist. This screening process is specifically designed to assess the personal and professional attributes the City has identified and will focus on each candidate's ability, technical competency, and fit with the City's values, culture, and needs. Our assessment will consist of:

- Experience and qualifications;
- Cultural fit based on our understanding of essential intangibles;
- Clarity of any issues identified in the submitted documents;
- Reasons for position interest,
- The level of commitment to the position and the organization; and
- Other issues, including salary requirements.

Step 4: Interview Facilitation

We will advise and develop interviewing strategies and a menu of questions that will help analyze candidates' qualifications and management/work styles. We will facilitate all necessary communications with the City and candidates to ensure everyone is well prepared.

Interview questions will elicit information about each candidate's technical skill set, experience, leadership skills, adaptability, political astuteness, self-awareness, and other important aspects of the ideal candidate profile.

Questions, evaluation tools, and additional materials will be assembled in intuitive and user-friendly interview packets. We will use evaluation criteria agreed to by the City.

The Project Manager will coordinate interviews, interview schedules, and finalize the process. We will provide oversight during the panel interview process and facilitate a focused discussion with the City at the beginning and conclusion of the interviews to identify the most qualified candidate(s) for final interviews.

Step 5: Background, References, and Offer

K&A provides a thorough and quality reference and background check process for our clients. We start by calling candidates' employment and professional references and having an in-depth discussion, covering their strongest business characteristics, work style, interpersonal skills, and position-specific knowledge. All references will be documented and presented in a concise, user-friendly manner.

Background checks are conducted in coordination with a third-party firm to verify educational degrees and employment records and confirm clear driving records, criminal records, and financial history/credit. Reports can be tailored to clients' needs upon request. Safety for clients and their communities is our priority, so rest assured that we, as well as our background contract firm, meet or exceed relevant reporting requirements.

K&A can facilitate and lead the negotiations of the final terms and conditions of employment, such as the compensation package, benefits, and other perquisites (perks). We will notify all candidates not selected as finalists for the position.

Project Schedule

The following is a typical schedule for conducting recruitment efforts. Search efforts for executive recruitments generally take twelve to fourteen (12-14) weeks to complete, allowing enough time for all steps of the process and client schedules.

Weeks	2	4	6	8	10	12	14
Step 1							
Step 2							
Step 3							
Step 4							
Step 5							

K&A Diversity Statement

In 2023, **64% of our placements were women or people of color.** We source candidate pools that are representative of our clients' communities, and we present highly achieved slates of finalists with the same diversity. We use a variety of industry-specific diversity advertising to source a diverse and representative population of candidates. For example, a Fire Chief advertising campaign included posts to International Association of Women in Fire & Emergency Service - Women in Fire, International Association of Black Professional Fire Fighters, Inc., National Association of Hispanic Firefighters, and International EMS & Firefighters Pride Alliance.

This statement serves to reaffirm our commitment to providing equal employment opportunities to all employees and applicants for employment in accordance with equal opportunity and affirmative action laws.

We affirm our personal and official support of these policies, which provide that K&A is committed to implementing the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.

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REFERENCES

We are proud of our past recruitment work with clients to successfully place candidates to meet their organization's needs.

Recruitment & Agency	Contact
City of Riverside DEI (Diversity, Equity, and Inclusion) Officer, Debt & Treasury Manager, Budget Manager	Edward Enriquez, CFO (951) 826-5972 EEnriquez@riverside.gov 3900 Main St, Riverside, CA 92501
City of Palm Springs Fire Chief, City Manager	Stephanie George Director of Human Resources 760.323.8217 Stephanie.George@palmspringsca.gov 3200 E. Tahquitz Canyon Way Palm Springs, CA 92262
City of Pasadena Director of Library & Information Services, Chief of Police, Controller, Director of Parks Recreation and Community Services	Tiffany Jacobs-Quinn, Human Resources Director (626) 744-4126 tjocobsquinn@cityofpasadena.net 100 Garfield Ave, Pasadena, CA 91101
West Valley Water District General Manager	Haydee M. Sainz Human Resources & Risk Manager (909) 820-3712 hsainz@wvwd.org 855 W. Baseline Rd. Rialto, CA 92377

PRICING PROPOSAL

Project

- Director of Public Works/City Engineer

Professional Fee and Expenses

- Total not-to-exceed professional fee of $25,000, which includes all professional services and expenses, including brochure development and design, advertising, printing and shipping, associated consultant travel if required, and background.
- Invoices will be billed monthly in four equal increments of $6,250.

Note: Expenses do not include candidate travel.

Optional: Recruitment Video
In addition to the standard recruitment brochure, K&A can develop a Recruitment Video to better highlight the positive elements of the organization and community. These videos have proven to attract more job seekers and effectively expand the talent pool. Videos run approximately three-minutes in length and highlight the workplace environment, local landscape, and include interviews with selected staff. This video is optional and costs $4,000.

Placement Guarantee

K&A is committed to recommending only the most qualified candidates who meet all the necessary requirements and qualifications and are also a cultural fit for the City. We proactively recruit for each search effort until a successful candidate is placed.

Therefore, we promise to present to the City a selective pool of candidates that met or exceeded our standards during the thorough screening processes and have been identified as ideal matches for the position. Should the City disapprove of all final candidates or should none pass the final interview and reference check process, we will work to find a new slate of candidates at no added cost, with the possible exception of necessary advertising.

In addition, for full recruitments for executive and mid-management positions, should the incumbent leave the position or be terminated from employment within 12 months of hire due to performance issues, we commit to conducting a one-time additional executive search to identify a replacement and only charge related expenses as described in the Pricing Proposal. These expenses will be limited to advertising costs at NTE $3,000.

Overall, K&A's retention rate during the first 12 months of hire is robust and has been above 95% over the last several years.

PROFESSIONAL SERVICES AGREEMENT ACKNOWLEDGEMENT

We will be pleased to sign the City's professional services agreement for recruitment services, however we respectfully request that the City will allow for a period of negotiation of certain terms in the professional services contract related to liability, indemnity, insurance, and other terms. We have found that we have always come to an agreement with all of our clients in the past and appreciate the City's flexibility in reviewing certain terms in a collaborative fashion between our legal counsels.

INSURANCE ACKNOWLEDGEMENT

Gallagher shall at all times during the term of this Agreement and for a period of two (2) years thereafter, obtain and maintain in force the following minimum insurance coverages and limits at its own expense:

- Commercial General Liability (CGL) insurance on an ISO form number CG 00 01 (or equivalent) covering claims for bodily injury, death, personal injury, or property damage occurring or arising out of the performance of this Agreement, including coverage for premises, products, and completed operations, on an occurrence basis, with limits no less than $2,000,000 per occurrence;
- Workers Compensation insurance with statutory limits, as required by the state in which the work takes place, and Employer's Liability insurance with limits no less than $1,000,000 per accident for bodily injury or disease. Insurer will be licensed to do business in the state in which the work takes place;
- Automobile Liability insurance on an ISO form number CA 00 01 covering all hired and non-owned automobiles with limit of $1,000,000 per accident for bodily injury and property damage;
- Umbrella Liability insurance providing excess coverage over all limits and coverages with a limits no less than $10,000,000 per occurrence or in the aggregate;
- Errors & Omissions Liability insurance, including extended reporting conditions of two (2) years with limits of no less than $5,000,000 per claim, or $10,000,000 in the aggregate;
- Cyber Liability, Technology Errors & Omissions, and Network Security & Privacy Liability insurance, including extended reporting conditions of two (2) years with limits no less than $2,000,000 per claim and in the aggregate, inclusive of defense cost; and
- Crime insurance covering third-party crime and employee dishonesty with limits of no less than $1,000,000 per claim and in the aggregate.
- All commercial insurance policies shall be written with insurers that have a minimum AM Best rating of no less than A-VI, and licensed to do business in the state of operation. Any cancelled or non-renewed policy will be replaced with no coverage gap, and a Certificate of Insurance evidencing the coverages set forth in this section shall be provided to Client upon request.

Koff & Associates
A Gallagher Company

Gallagher

SIGNATURE PAGE

We thank you for your consideration of our proposal. We are committed to providing high-quality service and investing in a long-term partnership.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: KOFF & ASSOCIATES
State of California



Frank Rojas **Date: April 5, 2024**

Recruitment Manager

EXHIBIT "B"

SPECIAL REQUIREMENTS

Section 4.2. is hereby amended to add the following:

"4.2.c. Limitation of Liability. Consultant's liability to the City and any other party for any losses, injury or damages to persons or properties or work performed arising out of in connection with this Agreement and for any other claim, whether the claim arises in contract, tort, statute or otherwise, shall be limited to $1,000,000 for the particular project giving rise to the claim. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, CONSULTANT SHALL NOT BE LIABLE FOR ANY SPECIAL, INDIRECT, CONSEQUENTIAL, LOST PROFITS, OR PUNITIVE DAMAGES SUSTAINED OR INCURRED IN CONNECTION WITH THIS AGREEMENT, WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

In connection with the services provided pursuant to the terms of this Agreement, City will pay Consultant as described below upon City's receipt of a written invoice provided by Consultant no more than monthly. City will pay Consultant for work completed, billed monthly in four equal increments of $6,250, not to exceed the Contract Sum of $25,000, which includes all professional services and expenses, including brochure development and design, advertising, printing and shipping, associated consultant travel if required, and background. No mark up on expenses may be added.

DRAFT MINUTES OF THE SUCCESSOR AGENCY TO THE LAWNDALE REDEVELOPMENT AGENCY SPECIAL MEETING June 21, 2022

A. CALL TO ORDER AND ROLL CALL

Chair Pullen-Miles called the meeting to order at 5:33 p.m. in the Lawndale City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California 90260. *The board met concurrently with the City Council; therefore, the minutes order and numbering reflect the concurrent meeting.*

Members Present:	Chair Robert Pullen-Miles, Vice Chair Rhonda Hofmann Gorman, Member Bernadette Suarez, Member Pat Kearney
Members Absent:	Member Sirley Cuevas
Other Participants:	Secretary Erica Harbison, Executive Director Sean M. Moore, Assistant General Counsel Alondra Espinosa, Assistant to the City Manager/Human Resources Director Raylette Felton, Finance Officer Hrant Manuelian, Community Services Director Mike Estes, Municipal Services Director Michael Reyes, Acting Assistant Executive Director Jared Chavez.

B. CEREMONIALS

Member Suarez led the flag salute.

C. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

No public comment provided specific to the Successor Agency to the Lawndale Redevelopment Agency.

E. ADMINISTRATION

1. Fiscal Year 2022-23 Budget Workshop

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

Finance Officer Manuelian provided the staff report on the proposed Fiscal Year 2022-2023 Budget and noted the estimates: a) $18.3 million in revenue, b) $16 million in expenses, c) a budget showing a surplus of about $300,000 d) start the Fiscal Year 2022-2023 $26.5 million in the general fund.

A question-and-answer session ensued between the Members and staff regarding the city's proposed Fiscal Year 2022-2023 Budget for operational and capital expenditures. The Successor Agency and staff discussion included:

1. City Council division 110 – Increase of $8,700.00

2. City Attorney division 120 – No changes.

3. City Clerk division 130 – In Elections funds, increase of $82,000.00 due to the estimated cost for General Municipal Elections held on November 2022.

4. City Manager division 140 - A $105,000.00 decrease due to the vacation payout for the previous City Manager. Member Kearney inquired on the $45,000.00 Contract Services line item. Finance Officer Manuelian responded it was a public relations item removed.

5. Administrative Services division 150 – A decrease of $27,000.00 due to the City Manager recruitment service.

6. Cable TV division- An increase of $165,000 for full time Cable TV supervisor and a system upgrade in the City Council Chambers. The City Council Chambers upgrade will be covered by ARPA funds. Member Kearney inquired on the status of selling the Cable Department van. Executive Director Moore responded staff is reviewing a value estimate and will then advertise the van for sale.

7. General Operations division- A decrease due to PERS contribution increase of $60,000.00 offset by decreases in contract services and equipment for new telephone systems implemented in FY 21-22.

8. Finance division- A decrease of $21,000.00 from a temporary staffing contract removed.

9. Information Systems division- A decrease of $10,000.00 for equipment.

10. Public Safety division- Sheriff's services contract increased 1.5%, $68,000.00.

11. Municipal Services division- An increase $10,000.00 for a salary increase.

12. Public Works Administration division- A decrease of $296,000.00 due to the reduction in capital expenditures for the Street Improvements 20/21 Project.

a. Public Works Grounds and Maintenance division- An increase $291,000.00 due to the increase in the landscape maintenance contract.
b. Public Works Grounds street division- An increase $67,000.00 to reallocate salaries.
c. Public Works Grounds engineering division- A decrease of $29,000 due to no local road safety plan this year.

13. Community Development division - A decrease of $95,000 due to the decrease in contract services for the General Plan update.

14. Community Services division- An increase of $30,000.00 for a full-time Coordinator and 3 part-time staff due to the Community Center opening to the public in July. Finance Officer Manuelian noted a formula error under the Contract Services line item, should be $5,000.00 increase not $140,000.00. Will fix formula error prior to printing the budget book.

An increase of $20,000.00 in Community Events funds, budgeting for 13 events, including the Music Festival this year, and the increase in general cost for all other events. Member Suarez requested staff review event sponsorships to offset some costs. Vice-Chair Hofmann Gorman

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inquired about an additional music event outside of the current Jazz Festival. Executive Director Moore responded that the event would be called a Music Festival to include all music genre. A dialogue ensued between Successor Agency and staff regarding music genres, an additional music event, working with Parks and Recreation Commission and funding for the events. Executive Director Moore responded that staff can research music events and funding ideas and bring back an item for Successor Agency consideration.

Member Kearney and Chair Pullen-Miles inquired on the Public Safety Outreach and National Night Out line items. Municipal Services Director Reyes responded National Night Out is a single event and the Public Safety Outreach is the Coffee with a Cop event. Staff is attempting to promote and initiate a Neighborhood Watch and will potentially cost $100 a month for marketing and meeting refreshments.

Finance Officer Manuelian reported on other capital improvement infrastructure related items funded by ARPA funds: City Hall roof repair, Public Works security gate, and Los Angeles County Sheriffs facility improvements of a block wall with a gate, a facility paint, a water leak repair and closed-circuit television for video surveillance.

Finance Officer Manuelian reported on the City's cash balance and investments. He reported $18 million available in cash, $18.5 in LAIF account, and $3.5 in CD's and will continue to review investments. Vice-Chair Hofmann Gorman inquired about budget wish list items and the replacements of City vehicles. Executive Director Moore responded city vehicle replacements were reviewed and it was recommended to hold off on any purchases due to the current vehicle costs and ARPA monies does not apply to this expense. Vice-Chair Hofmann Gorman requested a copy of the "wish list." Executive Director Moore responded one of the items was a new dump truck and commented the dump truck could last another year. Member Kearney responded that the list included a floodlight, a generator, a pressure washer, a new dump truck, and a carpet cleaning machine, confirmed by Finance Officer Manuelian. Member Kearney responded that the Budget Subcommittee approved the carpet cleaning machine and pressure washer.

Executive Director Moore and Member Kearney commented that the Budget Subcommittee recommendations included updating the City Council Chambers and reviewing the salary survey which staff will be bring forward at a future City Council meeting for consideration.

Finance Officer Manuelian noted the salary increase is not included in the budget, but the estimate would be $250,000-$300,000 as a one-time increase, to bring the salaries up to market, and an estimate of $90,000 going forward for annual step increases.

Chair Pullen-Miles inquired on the process for including the salaries survey during this budget process. Finance Officer Manuelian responded that the complete funds will not come from the General Funds, and it may consume the surplus the city has, and the city is in a position to do so at this time. Member Suarez inquired if the salary survey can be further reviewed and discussed in Closed Session. Executive Director Moore responded that there will be a discussion in a future City Council meeting.

H. ADJOURNMENT

There being no further business to conduct, Chair Pullen-Miles adjourned the meeting at 6:13 p.m.

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Robert Pullen-Miles, Chair

ATTEST:

_____
Erica Harbison, Secretary

Approved: May 6, 2024

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DRAFT MINUTES OF THE SUCCESSOR AGENCY TO THE LAWNDALE REDEVELOPMENT AGENCY REGULAR MEETING December 18, 2023

A. CALL TO ORDER AND ROLL CALL

Chair Pullen-Miles called the meeting to order at 6:34 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California. *The Board met concurrently with the City Council; therefore, the minutes order and numbering reflect the concurrent meeting.*

Members Present:	Chair Robert Pullen-Miles, Vice Chair Sirley Cuevas, Member Bernadette Suarez, Member Pat Kearney, Member Rhonda Hofmann Gorman
Other Participants:	Executive Director Sean M. Moore, General Counsel Gregory M. Murphy, Secretary Erica Harbison, Assistant Secretary Yvette Hall, Deputy City Manager/Director of Human Resources Raylette Felton, Los Angeles County Sheriff's Department Captain Nicole Palomino, Municipal Services Director Michael Reyes, Finance Director Hrant Manuelian, Assistant Executive Director Jared Chavez, Public Works Director Lea Reis, Community Services Director Mike Estes

B. CEREMONIALS

Member Suarez led the flag salute and Pastor Dwight Dudley of Calvary Chapel South Bay provided the inspiration.

E. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

No public comment provided specific to the Successor Agency to the Lawndale Redevelopment Agency.

G. CONSENT CALENDAR

4. Consideration of the Recognized Obligation Payment Schedule (ROPS) 2024-25 and the Administrative Budget for Fiscal Year 2024-25

Recommendation: that the Successor Agency 1) Approve and direct staff to submit to the Los Angeles County Oversight Board and California Department of Finance (DOF) the ROPS 24-25 and Administrative Budget FY 2024-25; and 2) Authorize staff to make any changes requested by the DOF.

5. Minutes of the Redevelopment Successor Agency Meeting – June 5, 2023

Recommendation: that the Board approve.

A motion was made by Vice Chair Cuevas and seconded by Member Kearney to approve the Consent Calendar. The motion passed by a vote of 5-0.

L. ADJOURNMENT

There being no further business to conduct, Chair Pullen-Miles adjourned the meeting at 8:42 p.m.

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Robert Pullen-Miles, Chair

ATTEST:

_____
Erica Harbison, Secretary

Approved: May 6, 2024

DRAFT

DRAFT MINUTES OF THE LAWNDALE HOUSING AUTHORITY SPECIAL MEETING June 21, 2022

A. CALL TO ORDER AND ROLL CALL

Chair Pullen-Miles called the meeting to order at 5:33 p.m. in the Lawndale City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California 90260. *The board met concurrently with the City Council; therefore, the minutes order and numbering reflect the concurrent meeting.*

Commissioners Present:	Chair Robert Pullen-Miles, Vice Chair Rhonda Hofmann Gorman, Commissioner Bernadette Suarez, Commissioner Pat Kearney
Commissioners Absent:	Commissioner Sirley Cuevas
Other Participants:	Secretary Erica Harbison, Executive Director Sean M. Moore, Assistant General Counsel Alondra Espinosa, Assistant to the City Manager/Human Resources Director Raylette Felton, Finance Officer Hrant Manuelian, Community Services Director Mike Estes, Municipal Services Director Michael Reyes, Acting Director of Housing Jared Chavez.

B. CEREMONIALS

Commissioner Suarez led the flag salute.

C. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

No public comment provided specific to the Housing Authority.

E. ADMINISTRATION

1. Fiscal Year 2022-23 Budget Workshop

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

Finance Officer Manuelian provided the staff report on the proposed Fiscal Year 2022-2023 Budget and noted the estimates: a) $18.3 million in revenue, b) $16 million in expenses, c) a budget showing a surplus of about $300,000 d) start the Fiscal Year 2022-2023 $26.5 million in the general fund.

A question-and-answer session ensued between the Commissioners and staff regarding the city's proposed Fiscal Year 2022-2023 Budget for operational and capital expenditures. The Housing Authority staff discussion included:

1. City Council division 110 – Increase of $8,700.00

2. City Attorney division 120 – No changes.

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3. City Clerk division 130 – In Elections funds, increase of $82,000.00 due to the estimated cost for General Municipal Elections held on November 2022.

4. City Manager division 140 - A $105,000.00 decrease due to the vacation payout for the previous City Manager. Commissioner Kearney inquired on the $45,000.00 Contract Services line item. Finance Officer Manuelian responded it was a public relations item removed.

5. Administrative Services division 150 – A decrease of $27,000.00 due to the City Manager recruitment service.

6. Cable TV division- An increase of $165,000 for full time Cable TV supervisor and a system upgrade in the City Council Chambers. The City Council Chambers upgrade will be covered by ARPA funds. Commissioner Kearney inquired on the status of selling the Cable Department van. Executive Director Moore responded staff is reviewing a value estimate and will then advertise the van for sale.

7. General Operations division- A decrease due to PERS contribution increase of $60,000.00 offset by decreases in contract services and equipment for new telephone systems implemented in FY 21-22.

8. Finance division- A decrease of $21,000.00 from a temporary staffing contract removed.

9. Information Systems division- A decrease of $10,000.00 for equipment.

10. Public Safety division- Sheriff's services contract increased 1.5%, $68,000.00.

11. Municipal Services division- An increase of $10,000.00 for a salary increase.

12. Public Works Administration division- A decrease of $296,000.00 due to the reduction in capital expenditures for the Street Improvements 20/21 Project.

a. Public Works Grounds and Maintenance division- An increase of $291,000.00 due to the increase in the landscape maintenance contract.
b. Public Works Grounds Street division- An increase $67,000.00 to reallocate salaries.
c. Public Works Grounds engineering division- A decrease of $29,000 due to no local road safety plan this year.

13. Community Development division - A decrease of $95,000 due to the decrease in contract services for the General Plan update.

14. Community Services division- An increase of $30,000.00 for a full-time Coordinator and 3 part-time staff due to the Community Center opening to the public in July. Finance Officer Manuelian noted a formula error under the Contract Services line item, should be $5,000.00 increase not $140,000.00. Will fix formula error prior to printing the budget book.

An increase of $20,000.00 in Community Events funds, budgeting for 13 events, including the Music Festival this year, and the increase in general cost for all other events. Commissioner Suarez requested staff review event sponsorships to offset some costs. Vice-Chair Hofmann Gorman inquired about an additional music event outside of the current Jazz Festival. Executive

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Director Moore responded that the event would be called a Music Festival to include all music genres. A dialogue ensued between Housing Authority and staff regarding music genres, an additional music event, working with Parks and Recreation Commission and funding for the events. Executive Director Moore responded that staff can research music events and funding ideas and bring back an item for Housing Authority consideration.

Commissioner Kearney and Chair Pullen-Miles inquired on the Public Safety Outreach and National Night Out line items. Municipal Services Director Reyes responded National Night Out is a single event and the Public Safety Outreach is the Coffee with a Cop event. Staff is attempting to promote and initiate a Neighborhood Watch and will potentially cost $100 a month for marketing and meeting refreshments.

Finance Officer Manuelian reported on other capital improvement infrastructure related items funded by ARPA funds: City Hall roof repair, Public Works security gate, and Los Angeles County Sheriffs facility improvements of a block wall with a gate, a facility paint, a water leak repair and closed-circuit television for video surveillance.

Finance Officer Manuelian reported on the City's cash balance and investments. He reported $18 million available in cash, $18.5 in LAIF account, and $3.5 in CD's and will continue to review investments. Vice-Chair Hofmann Gorman inquired about budget wish list items and the replacements of City vehicles. Executive Director Moore responded city vehicle replacements were reviewed and it was recommended to hold off on any purchases due to the current vehicle costs and ARPA monies does not apply to this expense. Vice-Chair Hofmann Gorman requested a copy of the "wish list." Executive Director Moore responded one of the items was a new dump truck and commented the dump truck could last another year. Commissioner Kearney responded that the list included a floodlight, a generator, a pressure washer, a new dump truck, and a carpet cleaning machine, confirmed by Finance Officer Manuelian. Commissioner Kearney responded that the Budget Subcommittee approved the carpet cleaning machine and pressure washer.

Executive Director Moore and Commissioner Kearney commented that the Budget Subcommittee recommendations included updating the City Council Chambers and reviewing the salary survey which staff will be bring forward at a future City Council meeting for consideration.

Finance Officer Manuelian noted the salary increase is not included in the budget, but the estimate would be $250,000-$300,000 as a one-time increase, to bring the salaries up to market, and an estimate of $90,000 going forward for annual step increases.

Chair Pullen-Miles inquired on the process for including the salaries survey during this budget process. Finance Officer Manuelian responded that the complete funds will not come from the General Funds, and it may consume the surplus the city has, and the city is in a position to do so at this time. Commissioner Suarez inquired if the salary survey can be further reviewed and discussed in Closed Session. Executive Director Moore responded that there will be a discussion in a future City Council meeting.

H. ADJOURNMENT

There being no further business to conduct, Chair Pullen-Miles adjourned the meeting at 6:13 p.m.

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_____
Robert Pullen-Miles, Chair

ATTEST:

_____
Erica Harbison, Secretary

Approved: May 6, 2024

DRAFT

DRAFT MINUTES OF THE LAWNDALE HOUSING AUTHORITY REGULAR MEETING June 5, 2023

A. CALL TO ORDER AND ROLL CALL

Chair Pullen-Miles called the meeting to order at 6:34 p.m. in the City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California. *The Board met concurrently with the City Council; therefore, the minutes order and numbering reflect the concurrent meeting.*

Commissioners Present: Chair Robert Pullen-Miles, Vice Chair Sirley Cuevas, Commissioner Bernadette Suarez, Commissioner Pat Kearney, Commissioner Rhonda Hofmann Gorman

Other Participants: Executive Director Sean M. Moore, General Counsel Gregory M. Murphy, Secretary Erica Harbison, Assistant Secretary Yvette Hall, Los Angeles County Sheriff's Department Sergeant Justin Smith, Los Angeles County Fire Department Battalion Chief Brian Kane, Municipal Services Director Michael Reyes, Finance Officer Hrant Manuelian, Director of Housing Jared Chavez, Interim Public Works Director Ahmad Ansari, Community Services Director Mike Estes

B. CEREMONIALS

Vice Chair Cuevas led the flag salute and Pastor George Magdalany of Hope Chapel Hawthorne provided the inspiration.

E. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA (Public Comments)

No public comment provided specific to the Lawndale Housing Authority.

G. CONSENT CALENDAR

12. Minutes of the Housing Authority Meeting, June 28, 2021
Recommendation: that the Commissioners approve.

13. Minutes of the Housing Authority Meeting, June 21, 2022
Recommendation: that the Commissioners approve.

A motion was made by Commissioner Kearney and seconded by Vice Chair Cuevas to approve the Consent Calendar. The motion passed by a vote of 5-0.

H. ADMINISTRATION

14. Annual Budget Fiscal Year 2023-24
Recommendation: that the Commissioners adopt Resolution No. CC-2306-25, adopting the fiscal year 2023-24 operating and capital improvement budget; which includes the City of Lawndale, Lawndale Housing Authority, and Successor Agency to the Lawndale Redevelopment Agency.

Finance Officer Manuelian presented the staff report, which included a PowerPoint presentation.

Commissioner Suarez requested information for a future budget discussion on how other cities fund their Community Development Department.

Finance Officer Manuelian pointed out that due to an oversight, the following community events were not included in the initial budget book: 1) National Night Out; 2) Neighborhood Watch; and 3) Public Safety Outreach events to be budgeted at $2,000 each.

Commissioner Kearney commented on the uniforms worn by the PWD field staff. He opined that the transportation bus funding should not come from the General Fund. Commissioner Kearney offered $1,000 of his discretionary fund to be used to fund the transportation bus.

Commissioner Suarez commented that the transportation bus funding should come from the General Fund, because the residents will attend a meeting for a major infrastructure project that greatly impacts the City. She also made her discretionary funds available to offset the cost.

Chair Pullen-Miles stated that he concurs with Commissioner Suarez's comments about funding the transportation bus with the City's General Fund and inquired about the estimated cost for the transportation bus.

Commissioner Suarez requested that staff inquire with the City of Redondo Beach to possibly share the cost of the transportation bus for the Metro meeting.

Commissioner Hofmann Gorman commented that she will make her discretionary funds available to offset the transportation cost and would like to ask the City of Redondo Beach if they would like to share this cost so their residents can attend the Metro meeting.

Commissioner Kearney requested that $1,000 of his discretionary funds be allocated to the General Fund for the transportation bus.

Vice Chair Cuevas inquired about the National Night Out, Neighborhood Watch, and Public Safety Outreach events which were not included in the initial budget book.

Municipal Services Director Reyes clarified the costs for the Public Safety Outreach and Coffee with a Cop events. He explained the costs for the Neighborhood Watch event and explained that the cost is $500 per quarter.

Chair Pullen-Miles asked about the cost for the Music Festival and stated that he supports keeping the Blues Festival.

Executive Director Moore commented that the recommendation is to combine both festivals to lower the cost.

Discussion ensued among the Commissioners regarding the Blues Festival, Music Festival, attendees, musical expectations and securing sponsorships for the events.

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By consensus, the Commissioners agreed to budget $12,000 for the Blues Festival instead of the Music Festival and requested that a second music event be considered for next fiscal year.

A motion was made by Commissioner Kearney and seconded by Commissioner Suarez to adopt Resolution No. CC-2306-25, adopting the fiscal year 2023-24 operating and capital improvement budget, which includes the City of Lawndale, Lawndale Housing Authority, and Successor Agency to the Lawndale Redevelopment Agency, with an amendment to budget $12,000 for the Blues Festival instead of the Music Festival; and $2,000 each to the National Night Out, Neighborhood Watch, and Public Safety Outreach events. The motion passed 5-0.

K. ADJOURNMENT

There being no further business to conduct, Chair Pullen-Miles adjourned the meeting at 9:34 p.m.

_____
Robert Pullen-Miles, Chair

ATTEST:

_____
Erica Harbison, Secretary

Approved: May 6, 2024

DRAFT

Back to Agenda

CITY OF LAWNDALE

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

DATE: May 6, 2024

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Hrant Manuelian, Director of Finance/Treasurer

SUBJECT: Budget Workshop Fiscal Year 2024-25

BACKGROUND

The purpose of this workshop is for City Council to receive updated information regarding the budget for FY 2024-25; and to provide direction and input for potential changes to the budget. Staff met with the Budget Subcommittee (which includes Mayor Pro Tem Bernadette Suarez and City Councilmember Pat Kearney) on April 30, 2024. The subcommittee provided direction and recommendation to staff in preparing the budget. Their recommendations were taken into consideration and incorporated into the proposed budget presented.

The economy is not stable with inflation still on the rise, the federal reserve continuing to keep interest rates high for longer than anticipated, and the possibility of a recession. Staff is aware of these current issues and considered them in preparing the budget for FY 24-25. The budget as proposed in this workshop includes actuals to date for the current fiscal year along with the proposed budget taking into consideration recommendation from the budget subcommittee.

The budget subcommittee discussed the level of services provided by the community center. They considered whether to expand these services to include weekend event reservations. According to the Director of Community Services, operating the facility reservation program would require at least one part-time Senior Recreation Leader to process reservations and six part-time Recreation Leaders to supervise the facilities during the events. The annual cost for these seven part-time employees would range from $118,750 - $144,341. Given the time required to hire and train these employees, the plan is to commence either in September (75% operating) or January 2025 (50% operating), which would result in 75% ($89,063 - $108,256) or 50% ($59,375 - $72,171) of the annual cost, respectively.

Below is a summary of the revenues and expenditures being proposed for the City's Fiscal Year 2024-2025 budget.

Revenues

The estimated total General Fund revenues for FY 2024-25 stand at $20,197,652. This represents an increase of $1,535,707 from the amended revenue budget of FY 2023-24. The primary driver of this increase is the projected rise in tax revenues, which encompass property taxes, sales taxes, TOT, and UUT. Inflation appears to be the main factor contributing to this increase. Another significant source of revenue growth is expected to come from our investments. We have been closely monitoring our investments and have recently achieved higher rates of return. This trend is anticipated to continue as the rates have remained high. We have also been channeling funds into longer-term investments to lock in these rates.

General Fund Revenues

General Fund Revenues	Amended Budget 2023-24	Proposed Budget 2024-25
Taxes	16,396,466	17,419,415
Licenses & Permits	586,000	586,000
Court & Traffic Fines	770,000	670,000
Use of Money & Property	581,159	1,269,412
Charges for Service	253,320	218,320
Other Revenue	75,000	50,000
Community Service	93,000	85,000
Community Development	750,000	750,000
	19,504,945	21,048,147

Please refer to the provided budget folder for more details.

Expenditures

Total General Fund expenditures are estimated to be $19,971,129 for FY 2024-25. This is an increase of $18,648,983 as compared to the FY 23-24 amended budget. The following is a summary of the General Fund expenditures by department. See the budget folder provided for details and line-item explanations.

General Fund Expenditures

Dept #	Department	Amended Budget 2023-24	Proposed Budget 2024-25	Change
110	City Council	193,411	258,552	65,141
120	City Attorney	660,000	660,000	-
130	City Clerk	289,437	426,607	137,170
140	City Manager	608,577	705,801	97,224
150	Admin Services	282,330	301,928	19,598
160	General Ops	1,826,376	2,054,887	228,511
170	Cable TV	229,887	259,040	29,153
180	Information Systems	229,850	232,650	2,800
190	Finance	712,889	892,893	180,004
210	Public Safety	7,193,959	7,440,014	246,055
300	Municipal Services	1,363,822	1,516,846	153,024
310	Public Works Admin	615,928	605,061	(10,867)
320	Public Works Grounds	1,676,614	1,809,205	132,591
330	Public Works Street	378,589	416,519	37,930
340	Public Works Engineering	107,759	117,091	9,332
410	Community Development	1,248,831	1,018,129	(230,702)
510	Community Svc Admin	898,930	1,107,306	208,376
550	Community Svc Events	131,794	148,600	16,806
		18,648,983	19,971,129	1,322,146

Significant changes noted:

1. In general costs have increased due to the newly negotiated MOU with the AFSCME employees and also CMT employees.
2. The increase in the City Clerk's department is due mainly to the election that will take place in November. These are the costs charged to the City by the County.
3. General Operations costs increased due to increased insurance costs and increased PERS retirement costs.
4. Cable TV is now staffed with a full time Cable Television Supervisor and 2 part time Cable TV Production Assistants.
5. Public Safety increase is due to increased rates from the County of LA for Sheriff services. The contract rate for a Deputy Sherriff has increased roughly 3% and the liability surcharge on Sheriff's services is also projected to increase. City is waiting for final contract amount from Sheriff's to finalize budget amounts.
6. Community Development decrease is due to the completion of the General Plan update.
7. Community Services increase is due to the costs included for extra staffing needed to open up the center for reservations. The budget presented is at the 75% level which includes having the center open for reservations starting September 2024. The Budget Subcommittee recommended that they hire four part time staff to help with current operations.

STAFF REVIEW

During this budget session, staff presented the proposed budget to allow the City Council to discuss goals and priorities, the continuation of operational and capital expenditures, and what resources can be appropriately allocated. In addition, staff summarized cost cutting measures discussed and recommended by the budget subcommittee to balance the Fiscal Year 2024-25 budget. These items have been incorporated into this preliminary budget.

Unknown Costs/Reduction in Revenues

There are several factors that could lead to significant increases in expenditures/decreases in revenues:

- Possibility of litigation against Metro for the Greenline extension.
- The upcoming negotiations with the union regarding the MOU.
- The current high-interest-rate economy, with total investments projected to yield over $1.7 million in interest. Any rate cuts by the Federal Reserve could impact this. While we strive to lock in long-term rates to ensure investment returns, most of our investments are in LAIF, a short-term investment that could be significantly affected by rate changes.
- Our sales tax revenues, which are projected to increase by about 2% for FY 24/25 could be negatively impacted by any major changes in the economy.

We continuously monitor these factors and will promptly report any significant. Fluctuations to either revenues or expenditures could substantially impact the General Fund balance.

RECOMMENDATION

There is no formal recommendation with this item, however staff is looking for direction from Council regarding the budget.

ATTACHMENTS

A. Proposed City-Wide Budget for FY 2024-25
B. Proposed Revenue Detail by Fund budget for FY 2024-25
C. Proposed General Fund Expenditures by Fund budget for FY 2024-25

ATTACHMENT A

DEPARTMENT EXPENDITURES

CITY COUNCIL - 110

GENERAL FUND (100-110)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-110-501.200	SALARIES - ELECTED OFFICIALS	27,000	27,000	27,000	42,000	15,000
100-110-505.100	FLEXIBLE BENEFITS	56,572	64,822	64,822	94,822	30,000
100-110-505.200	RETIREMENT	1,797	1,918	1,918	3,035	1,117
100-110-505.300	MEDICARE CONTRIBUTION	1,095	1,331	1,331	609	(722)
100-110-505.700	CITY-PAID INSURANCE	1,465	1,470	1,470	1,470	-
	SUBTOTAL	87,929	96,541	96,541	141,936	45,395
	OPERATIONS					
100-110-510.100	OFFICE SUPPLIES	5,326	4,500	9,000	15,000	6,000
100-110-510.200	REPROGRAPHICS	1,976	1,600	3,320	4,000	680
100-110-510.400	SUBSCRIPTIONS/PUBLICATIONS	120	250	250	250	-
100-110-510.610	MEMBERSHIP/DUES	43,747	47,870	47,870	51,286	3,416
100-110-510.620	TRAVEL/MEETINGS	13,672	23,680	23,680	32,580	8,900
100-110-510.650	MILEAGE REIMBURSEMENT	179	250	250	1,000	750
100-110-540.311	DISCRETIONARY - MAYOR	2,340	2,500	2,500	2,500	-
100-110-540.314	DISCRETIONARY - SUAREZ	-	2,500	2,500	2,500	-
100-110-540.315	DISCRETIONARY - KEARNEY	1,907	2,500	2,500	2,500	-
100-110-540.316	DISCRETIONARY - CUEVAS	850	2,500	2,500	2,500	-
100-110-540.317	DISCRETIONARY - HOFMANN	-	2,500	2,500	2,500	-
100-110-540.330	LAWNDALE HISTORIC SOCIETY	-	-	-		-
	SUBTOTAL	70,117	90,650	96,870	116,616	19,746
	GENERAL FUND TOTAL	**158,046**	**187,191**	**193,411**	**258,552**	**65,141**

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
	Personnel			
501.200	Salaries-Elected Officials	27,000	42,000	Mayor & 4 Council members @ $450/month.
505.100	Flexible Benefits	64,822	94,822	Employee Health benefits.
505.200	Retirement	1,918	3,035	PERS employer contribution.
505.300	Medicare Contribution	1,331	609	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	1,470	1,470	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment AD&D.
	Subtotal	**96,541**	**141,936**	
	Operations			
510.100	Office Supplies	9,000	15,000	Office supplies, printer ink, sympathy flowers, linens, meeting refreshments and snacks: Wreaths for Veterans Day, Memorial Day and 911 Remembrance. City logo shirts for Council. **State of City Breakfast Event ($3,500). Oath of Office ($2,500).**
510.200	Reprographics	3,320	4,000	Mayor letterhead, photo name plates, dais name plates, voting panels, Council photos/frames, supplies for recognition requests and annual employee recognition plaques, certificates, frames, service pins, city lapel pins, and misc. reprographic services.
510.400	Subscriptions/Publications	250	250	Digital/electronic Daily Breeze subscriptions.
510.610	Memberships/Dues	47,870	51,286	League of CA Cities. (LCC)- **$15,500**; So Cal Assoc Gov (SCAG) - **$4,200**; Calif Contract Cities Assoc (CCCA) - **$4,200**; Centinela Youth Services - $6,500; League of Calif Cities - LA County Div. - **$1,250**; So Bay Cities Council of Gov (SBCCOG) - **$19,636 includes CPI and Special Assessment**
510.620	Travel/Meetings	23,680	32,580	CCCA Annual Municipal Seminar - **5 attendees @ $2,100 = $10,500** CCCA Legislative Orientation Tour - 2 attendees @ $2,000 = $4,000 CCCA Fall Seminar - **2 attendees @ $1,550 = $3,100** LCC Annual Voting Conference - 2 **attendees @ $850 = $1,700** **LCC - Mayors and Council Members Academy - 2 attendees @$2,500 =$5,000** SCAG Annual Voting Meeting - 2 Attendees @ $550 + $850= $1,400 **CJPIA Elected Officials Summit - 2 attendees @ $750 = $1,500** LCC City Leaders Summit - 2 attendees @ $2,000 = $4,000. Other travel/ meetings, i.e. PTA, CCCA LASD, CCCA LAFD, LCC Local **Board & Annual Reception** = $1,380

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
510.650	Mileage Reimbursement	250	1,000	Mileage and parking fee reimbursement for attendance at various meetings.
540-311	Discretionary Funds - Mayor	2,500	2,500	$2,500 annual allocation
540-314	Discretionary Funds - Suarez	2,500	2,500	$2,500 annual allocation
540-315	Discretionary Funds - Kearney	2,500	2,500	$2,500 annual allocation
540-316	Discretionary Funds - Cuevas	2,500	2,500	$2,500 annual allocation
540-317	Discretionary Funds - Gorman	2,500	2,500	$2,500 annual allocation
540-330	Lawndale Historic Society	-	-	Lawndale Historic Society
	Subtotal	**96,870**	**116,616**	
	GENERAL FUND TOTAL	**193,411**	**258,552**	

DEPARTMENT EXPENDITURES

CITY ATTORNEY - 120

GENERAL FUND (100-120)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	OPERATIONS					
100-120-530.300	LEGAL SERVICES	465,820	660,000	660,000	660,000	-
	SUBTOTAL	465,820	660,000	660,000	660,000	-
	GENERAL FUND TOTAL	**465,820**	**660,000**	**660,000**	**660,000**	**-**

Budget Detail Worksheet

Dept: City Attorney **Program:** Legal Services - 120

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
	Operations			
530.300	Legal Services	660,000	660,000	City Attorney Services $550,000. Legal services for Metro Greenline $110,000.
	GENERAL FUND TOTAL	**660,000**	**660,000**	

DEPARTMENT EXPENDITURES

CITY CLERK - 130

GENERAL FUND (100-130)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-130-501.100	SALARIES - FULL-TIME	157,236	195,571	195,571	211,108	15,537
100-130-501.200	SALARIES - ELECTED OFFICIALS	4,200	4,200	4,200	4,200	-
100-130-501.400	SALARIES - OVERTIME	172	50	-	-	-
100-130-501.500	LONGEVITY PAY	150	-	-	-	-
100-130-501.600	CAR ALLOWANCE	2,250	2,700	2,700	3,900	1,200
100-130-505.100	FLEXIBLE BENEFIT	21,551	38,893	38,893	56,893	18,000
100-130-505.200	RETIREMENT	12,776	18,471	18,471	27,758	9,287
100-130-505.300	MEDICARE CONTRIBUTION	2,398	2,397	2,897	3,105	208
100-130-505.700	CITY-PAID INSURANCE	1,084	805	805	793	(12)
	SUBTOTAL	201,817	263,087	263,537	307,757	44,220
	OPERATIONS					
100-130-510.100	OFFICE SUPPLIES	1,247	1,750	1,750	1,950	200
100-130-510.200	REPROGRAPHICS	2,488	3,800	3,800	3,000	(800)
100-130-510.400	SUBSCRIPTIONS/PUBLICATION	350	500	500	500	-
100-130-510.600	STAFF DEVELOPMENT	793	1,700	1,700	1,400	(300)
100-130-510.610	MEMBERSHIP/DUES	300	800	800	850	50
100-130-510.620	TRAVEL/MEETINGS	-	4,550	4,550	1,800	(2,750)
100-130-510.650	MILEAGE REIMBURSEMENT	-	350	350	300	(50)
100-130-520.510	EQUIP MAINTENANCE	-	-	300	300	-
100-130-530.100	CONTRACT SERVICES	2,130	9,150	9,150	8,650	(500)
100-130-530.400	ELECTION EXPENSES	55,898	-	-	97,400	97,400
100-130-530.500	LEGAL ADS	2,248	3,000	3,000	2,700	(300)
	SUBTOTAL	65,454	25,600	25,900	118,850	92,950
	GENERAL FUND TOTAL	**267,271**	**288,687**	**289,437**	**426,607**	**137,170**

AMERICAN RESCUE PLAN ACT FUND (285-130)

	OPERATIONS					
285.130.530.100	CONTRACT SERVICES	-	-	12,000	12,000	-
	ARPA FUND TOTAL	**-**	**-**	**12,000**	**12,000**	**-**
	ALL FUNDS TOTAL	**267,271**	**288,687**	**301,437**	**438,607**	**137,170**

Budget Detail Worksheet

Dept.: City Clerk **Program:** City Clerk - 130

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salaries - Full-Time	195,571	211,108	Assistant City Clerk, Administrative Assistance
501.200	Salaries - Elected Officials	4,200	4,200	Elected City Clerk
501.500	Longevity Pay	-	-	Per MOU
501.600	Car Allowance	2,700	3,900	Per MOU
505.100	Flexible Benefits	38,893	56,893	Employee health benefits.
505.200	Retirement	18,471	27,758	PERS City portion.
505.300	Medicare Contribution	2,897	3,105	Federal Medicare 1.45% of Salary
505.700	City-Paid Insurance	805	793	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**263,537**	**307,757**	
	Operations			
510.100	Office Supplies	1,750	1,950	General office supplies for City Clerk department. Two chairs $350, box rolling cart $200, election supplies $200
510.200	Reprographics	3,800	3,000	Printing of municipal code supplemental updates. Increase records digitization and automated process.
510.400	Subscriptions/Publication	500	500	Provides for publications related to the City Clerk's profession.
510.600	Staff Development	1,700	1,400	Attend conferences, trainings, seminars, and workshops for staff and City Clerk. Webinar course $60 for Administrative Assistant, CMC Institute $400 for Administrative Assistant and City Clerk's attendance at one conference CCCA $900.
510.610	Membership/Dues	800	850	City Clerks Association of California (CCAC) and International Institute of Municipal Clerks (IIMC) memberships for the Assistant City Clerk and Administrative Assistant.
510.620	Travel & Meetings	4,550	1,800	$1,000 for hotel for CMC Institute, CCCA hotel $800 for City Clerk
510.650	Mileage Reimbursement	350	300	Mileage reimbursement for travel.
520.510	Equipment Maintenance	300	300	Unanticipated repairs, parts, and labor $300.
530.100	Contract Services	9,150	8,650	City's municipal code maintenance and support $1,600, shredding services $2,000, Records Consultant fee $450, storage $4,000, movers $600
530.400	Election Expenses	-	97,400	Election $91,000 and $6,400 for legal notices
530.500	Legal Advertising	3,000	2,700	Publication of ordinance notices and other required legal notices.
	Subtotal	**25,900**	**118,850**	
	GENERAL FUND TOTAL	**289,437**	**426,607**	

Budget Detail Worksheet

Dept.: City Clerk **Program:** City Clerk - 130

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**285 - American Rescue Plan Act Fund**			
	Operations			
530.100	Contract Services	12,000	12,000	Agenda management system software
	ARPA FUND TOTAL	**12,000**	**12,000**	
	ALL FUNDS TOTAL	**301,437**	**438,607**	

DEPARTMENT EXPENDITURES

CITY MANAGER - 140

GENERAL FUND (100-140)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-140-501.100	SALARIES - FULL-TIME	457,624	470,020	470,020	529,335	59,315
100-140-501.400	SALARIES - OVERTIME	-	-	-	1,000	1,000
100-140-501.500	LONGEVITY PAY	875	875	875	875	-
100-140-501.600	AUTO ALLOWANCE	4,350	4,350	4,350	5,850	1,500
100-140-501.900	MANDATORY LEAVE	2,961	-	-	-	-
100-140-505.100	FLEXIBLE BENEFIT	42,308	45,375	45,375	66,375	21,000
100-140-505.200	RETIREMENT	54,711	58,887	58,887	77,898	19,011
100-140-505.300	MEDICARE CONTRIBUTION	6,956	6,816	6,816	7,675	859
100-140-505.700	CITY-PAID INSURANCE	1,622	1,628	1,628	1,608	(20)
	SUBTOTAL	571,407	587,951	587,951	690,616	102,665
	OPERATIONS					
100-140-510.100	OFFICE SUPPLIES	1,254	750	1,360	1,360	-
100-140-510.610	MEMBERSHIP/DUES	400	2,766	2,766	1,600	(1,166)
100-140-510.620	TRAVEL/MEETINGS	5,958	4,000	8,500	4,225	(4,275)
100-140-540.200	SPECIAL EXPENSES	-	4,000	8,000	8,000	-
	SUBTOTAL	7,612	11,516	20,626	15,185	(5,441)
	GENERAL FUND TOTAL	**579,019**	**599,467**	**608,577**	**705,801**	**97,224**

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
	Personnel Costs			
501.100	Salaries-Full-Time	470,020	529,335	City Manager, Deputy City Manager 50%, Executive Assistant and Office Assistant.
501.400	Salaries-Overtime	-	1,000	Overtime
501.500	Longevity	875	875	Per MOU.
501.600	Auto Allowance	4,350	5,850	Auto Allowance - City Manager and Deputy City Manager 50%.
501.900	Mandatory Leave	-	-	Mandatory Leave
505.100	Flexible Benefit	45,375	66,375	Employee health benefits.
505.200	Retirement	58,887	77,898	PERS City portion and Deferred Compensation Match
505.300	Medicare Contribution	6,816	7,675	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	1,628	1,608	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**587,951**	**690,616**	
	Operations			
510.100	Office Supplies	1,360	1,360	Office supplies, materials and equipment.
510.610	Memberships/Dues	2,766	1,600	Membership to California City Management Foundation (CCMF) $400, and International City Management Association (ICMA) $1200, per City Manager employment agreement.
510.620	Travel/Meetings	8,500	4,225	Attendance to conferences and meetings for City Manager - $725. Attendance to conferences and meetings for Deputy City Manager / HR Director - CalPERS, CJPIA, SCPLRC, CalPERLRA and other - $3,500.
540.200	Special Expenses	8,000	8,000	Employee programs, agency meetings, and misc. supplies, equipment or services.
	Subtotal	**20,626**	**15,185**	
	GENERAL FUND TOTAL	**608,577**	**705,801**	

DEPARTMENT EXPENDITURES

ADMINISTRATIVE SERVICES -150

GENERAL FUND (100-150)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-150-501.100	SALARIES - FULL-TIME	88,872	98,405	98,405	102,399	3,994
100-150-501.500	LONGEVITY PAY	75	75	75	75	-
100-150-501.600	AUTO ALLOWANCE	1,350	1,350	1,350	1,950	600
100-150-505.100	FLEXIBLE BENEFITS	6,482	6,482	6,482	9,482	3,000
100-150-505.200	RETIREMENT	14,001	12,546	12,546	16,695	4,149
100-150-505.300	MEDICARE CONTRIBUTION	1,389	1,427	1,427	1,485	58
100-150-505.700	CITY-PAID INSURANCE	274	275	275	272	(3)
	SUBTOTAL	112,443	120,560	120,560	132,358	11,798
	OPERATIONS					
100-150-510.100	OFFICE SUPPLIES	815	1,500	1,500	1,500	-
100-150-510.400	SUBSCS/PUBLICATIONS	239	850	850	950	100
100-150-510.605	CITY STAFF DEVELOPMENT	600	3,000	3,000	3,000	-
100-150-510.610	MEMBERSHIP/DUES	680	1,020	1,020	1,420	400
100-150-510.630	BENEFIT REIMBURSEMENT		6,400	6,400	7,200	800
100-150-510.800	RECRUITMENT	5,030	55,000	55,000	55,000	-
100-150-530.100	CONTRACT SERVICES	12,059	70,000	70,000	74,500	4,500
100-150-540.200	SPECIAL EXPENSES	8,607	21,000	21,000	23,000	2,000
100-150-550.200	OFFICE EQUIPMENT	-	3,000	3,000	3,000	-
	SUBTOTAL	28,030	161,770	161,770	169,570	7,800
	GENERAL FUND TOTAL	**140,473**	**282,330**	**282,330**	**301,928**	**19,598**

Budget Detail Worksheet

Dept.: Administrative Svcs. **Program:** Administrative Svcs.-150

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100-General Fund**			
	Personnel Costs			
501.100	Salaries-Full-time	98,405	102,399	50% Human Resources Director Salary.
501.500	Longevity Pay	75	75	Per MOU.
501.600	Auto Allowance	1,350	1,950	Auto Allowance- 50% HR Director
505.100	Flexible Benefits	6,482	9,482	Employee health benefits.
505.200	Retirement	12,546	16,695	PERS City portion and Deferred Compensation Match.
505.300	Medicare Contribution	1,427	1,485	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	275	272	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**120,560**	**132,358**	
	Operations			
510.100	Office Supplies	1,500	1,500	Various office supplies.
510.400	Subscriptions/Publications	850	950	Subscriptions to personnel/risk management publications including mandated labor posters for all City facilities, and FLSA manual.
510.605	Citywide Staff Development	3,000	3,000	City-wide staff development and mandatory citywide trainings in harassment prevention, customer service, CPR and other organizational development areas.
510.610	Memberships/Dues	1,020	1,420	Membership in labor relations, risk management and other human resources associations; including SCPLRC $380, MMASC $90, SHRM $270, PARMA $300, CalPELRA membership $380.
510.630	Benefit Reimbursement	6,400	7,200	Employee tuition reimbursement reserve (up to $1,800 per qualified employee x4), and reimbursement expenses related to employee wellness program $100 per employee x10).
510.800	Recruitment	55,000	55,000	Expenses to attract qualified candidates for potential employment opportunities.
530.100	Contract Services	70,000	74,500	Liebert Cassidy consortium $4,500; personnel and employee relations matters $60,000. NeoGov Applicant Tracking System $10,000.

Budget Detail Worksheet

Dept.: Administrative Svcs. **Program:** Administrative Svcs.-150

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
540.200	Special Expenses	21,000	23,000	Misc. costs for department operations including employee programs and contingency $6,000; Employee Recognition/Holiday Event $17,000.
550.200	Office Equipment	3,000	3,000	Replace HR Director's office desk and chairs (one time expense- request increase and carryover to 2023-24).
	Subtotal	**161,770**	**169,570**	
	GENERAL FUND TOTAL	**282,330**	**301,928**	

DEPARTMENT EXPENDITURES

CABLE TELEVISION - 170

GENERAL FUND (100-170)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-170-501.100	SALARIES - FULL-TIME	-	99,434	99,434	125,770	26,336
100-170-501.300	SALARIES - PART-TIME	25,648	52,978	52,978	57,878	4,900
100-170-501.400	SALARIES - OVERTIME	-	-	-	-	-
100-170-501.900	MANDATORY LEAVE	-	-	-	-	-
100-170-505.100	FLEXIBLE BENEFIT	-	12,964	12,964	18,964	6,000
100-170-505.200	RETIREMENT	-	7,637	7,637	9,898	2,261
100-170-505.300	MEDICARE CONTRIBUTION	372	1,442	1,442	2,243	801
100-170-505.700	CITY-PAID INSURANCE	-	402	402	397	(5)
	SUBTOTAL	26,020	174,857	174,857	215,150	40,293
	OPERATIONS					
100-170-510.100	OFFICE SUPPLIES	-	350	700	1,200	500
100-170-510.610	MEMBERSHIPS/DUES	-	-	560	1,500	940
100-170-510.650	MILEAGE REIMBURSEMENT	-	100	250	250	-
100-170-520.510	EQUIPMENT MAINTENANCE	-	500	1,000	1,000	-
100-170-520.600	VEHICLE MAINTENANCE	-	500	1,000	1,000	-
100-170-520.610	VEHICLE FUEL	-	100	200	200	-
100-170-530.100	CONTRACT SERVICES	23,668	31,020	34,020	36,440	2,420
100-170-540.200	SPECIAL EXPENSES	25	1,500	2,300	2,300	-
100-170-550.400	OTHER EQUIPMENT	-	15,000	15,000	-	(15,000)
	SUBTOTAL	23,693	49,070	55,030	43,890	(11,140)
	GENERAL FUND TOTAL	**49,713**	**223,927**	**229,887**	**259,040**	**29,153**

CABLE TELEVISION - 170

Lawndale Cable Usage Corp (217-170)

	CAPITAL					
217-170-550.400	OTHER EQUIPMENT	-	-	-	113,000	113,000
	Cable TV FUND TOTAL	**-**	**-**	**-**	**113,000**	**113,000**
	ALL FUNDS TOTAL	**49,713**	**223,927**	**229,887**	**372,040**	**142,153**

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salaries - Full-Time	99,434	125,770	Cable TV Supervisor (VACANT)
501.300	Salaries - Part-Time	52,978	57,878	Salaries for 2 part-time production assistants; 2.000 total projected hours (1.0 FTE)
505.100	Flexible Benefits	12,964	18,964	Employee health benefits.
505.200	Retirement	7,637	9,898	PERS Employee contribution.
505.300	Medicare Contribution	1,442	2,243	Federal Medicare 1.45% of salary.
505.700	City-paid Insurance	402	397	Employer provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**174,857**	**215,150**	
	Operations			
510.100	Office Supplies	700	1,200	Provides color printer toner replacement, cable ties, tie wraps, and other general office supplies needed in operations.
510.610	Memberships/Dues	560	1,500	SCAN / NATOA membership and attendance to conference.
510.650	Mileage Reimbursement	250	250	Mileage reimbursement for staff.
520.510	Equip. Maintenance	1,000	1,000	Video systems repair and maintenance of video archives, pre-production and post-production systems.
520.600	Vehicle Maintenance	1,000	1,000	Maintenance of video production vehicle.
520.610	Vehicle Fuel	200	200	Video van travel and generator fuel; based on projected usage.
530.100	Contract Services	34,020	36,440	Cablecast System - Service Contract $2,900; Adobe Creative Cloud Service post-production annual subscription $3,240; Envato Music Subscription $300; IEEI Annual Video Server/Archive Service Contract $3,500; DaVinci Resolve Editing Software Systems $300. Professional video systems integration consultant $23,000. Production staff for creative content $3,000. PEG Media library for CATV $200
540.200	Special Expenses	2,300	2,300	DVDs $140; Gaffer's Tape $380; misc. connectors, adapters, hard drives, memory cards, portasble hard-drives, flash drives, misc. items $1,000; Video Van washes $780.
	Subtotal	**40,030**	**43,890**	
	GENERAL FUND TOTAL	**214,887**	**259,040**	

Budget Detail Worksheet

Dept.:	Admin/City TV	Program:		Cable Television - 170
Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**217 - Lawndale Cable Usage Corp**			
	Capital Outlay			
550.400	Other Equipment	-	113,000	Replace/update 2 Cameras ($30,000); update High Capacity Video Storage Server System (Apace) $38,000. Tightrope Cable Cast system live stream $45,000.
	CABLE TV FUND TOTAL	**-**	**113,000**	
	ALL FUNDS TOTAL	**214,887**	**372,040**	

GENERAL OPERATIONS - 160

GENERAL FUND (100-160)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-160-501.800	SICK LEAVE BUY BACK	13,218	25,237	25,237	23,872	(1,365)
100-160-505.200	PERS CONTRIBUTION	717,044	684,077	684,077	820,547	136,470
100-160-505.201	PARS CONTRIBUTION	7,097	7,097	7,097	7,097	-
100-160-505.202	PARS EXCESS FUND	23,900	24,400	33,300	23,900	(9,400)
100-160-505.600	RETIREE'S HEALTH BENEFIT	173,738	162,820	210,000	210,000	-
	SUBTOTAL	934,997	903,631	959,711	1,085,416	125,705
	OPERATIONS					
100-160-510.100	OFFICE SUPPLIES	9,740	10,000	10,000	10,000	-
100-160-510.300	POSTAGE	18,363	15,500	15,500	15,500	-
100-160-515.100	TELECOMMUNICATIONS	84,165	80,000	80,000	85,000	5,000
100-160-515.200	ELECTRICITY	9,267	12,204	9,000	13,000	4,000
100-160-515.300	NATURAL GAS	9,881	5,610	11,000	8,000	(3,000)
100-160-515.400	WATER	12,581	12,560	12,000	13,000	1,000
100-160-520.120	BUILDING EQUIPMENT MAINT	2,554	-	-	5,000	5,000
100-160-520.500	EQUIPMENT RENTAL	34,320	39,000	39,000	39,000	-
100-160-525.200	LIABILITY INSURANCE	377,176	255,385	255,385	406,733	151,348
100-160-525.300	PROPERTY INSURANCE	92,635	107,659	110,000	113,549	3,549
100-160-525.400	WORKERS COMP INS PREMIUM	128,026	172,376	175,200	168,938	(6,262)
100-160-525.600	UNEMPLOYMENT INSURANCE	11,481	18,000	18,000	18,000	-
100-160-530.100	CONTRACT SERVICES	28,792	33,667	33,667	10,000	(23,667)
100-160-530.800	MEDICAL & HEALTH TESTING	1,202	6,000	6,000	6,000	-
100-160-545.100	DEBT SERVICE PAYMENTS	44,266	45,748	45,748	47,281	1,533
100-160-545.400	INTEREST EXPENSE	13,806	12,165	12,165	10,470	(1,695)
	SUBTOTAL	878,255	825,874	832,665	969,471	136,806
	CAPITAL					
100-160-550.400	OTHER EQUIPMENT	456	5,955	34,000	-	(34,000)
	SUBTOTAL	456	5,955	34,000	-	(34,000)
	GENERAL FUND TOTAL	**1,813,708**	**1,735,460**	**1,826,376**	**2,054,887**	**228,511**

Budget Detail Worksheet

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

Account No	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
	Personnel			
501.800	Sick Leave Buy Back	25,237	23,872	Sick Leave Buy Back for eligible employees based on requests submitted by annual deadline.
505.200	PERS Contribution	684,077	820,547	Required employer contribution for PERS. This is the annual required payment on the Employer Unfunded Liability (UAL). This amount is for both Miscellaneous and PEPRA employees.
505.201	PARS Contribution	7,097	7,097	Required unfunded liability contribution for Public Agency Retirement Services (PARS) retirement enhancement plan based on 7/1/21 Actuarial Valuation.
505.202	PARS Excess Fund	33,300	23,900	Contributions required to pay excess benefits payments made from Public Agency Retirement Services (PARS) for 2% annual COLA, and changes in plan related to discount rate and retiree mortality (20 year amortization period to level expense).
505.600	Retiree's Health Insurance	210,000	210,000	Premium payments for retiree health benefits.
	Subtotal	**959,711**	**1,085,416**	
	Operations			
510.100	Office Supplies	10,000	10,000	Citywide office supplies including, paper, coffee service, letterhead, business cards, fax and copier supplies/maintenance.
510.300	Postage	15,500	15,500	Postage, Fed Ex usage, bulk mail permit fees, etc. Bulk mailings ($1,500) needed for Metro letters to residents.
515.100	Telecommunications	80,000	85,000	Citywide telephone system equipment, maintenance and usage; and cellphone program.
515.200	Electricity	9,000	13,000	Electricity for Civic Center complex based on historical usage/cost.
515.300	Natural Gas	11,000	8,000	Natural gas for City Hall.
515.400	Water	12,000	13,000	City Hall facility/grounds water service and Sparkletts water for breakrooms.
520.120	Building Equipment Maint	-	5,000	Citywide Maintenance, repairs, and insurance deductible
520.500	Equipment Rental	39,000	39,000	Office equipment lease & maintenance agreements for photo copy, mail meter, and fax machines.

Budget Detail Worksheet

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

Account No	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
525.200	Liability Insurance	255,385	406,733	California Joint Power Insurance Authority (CJPIA) annual liability insurance contribution; includes crime and pollution legal liability.
525.300	Property Insurance	110,000	113,549	California Joint Power Insurance Authority (CJPIA) annual contribution; includes property risk and earthquake damage.
525.400	Worker's Compensation	175,200	168,938	California Joint Power Insurance Authority (CJPIA) annual contribution; includes general liability, WC primary, and WC excess pool deposits.
525.600	Unemployment Insurance	18,000	18,000	Citywide unemployment Insurance.
530.100	Contract Services	33,667	10,000	Ongoing costs for employee flex spending account administration $1,500 and PARS administration $8,500.
530.800	Medical & Health Testing	6,000	6,000	Citywide new employee screening, first aid claims, random drug testing program, fit-for-duty exams, etc.
545.100	Debt Service Payments	45,748	47,281	California Infrastructure and Economic Development Bank principal payment for financing Charles B Hopper Park project; outstanding principal balance $308,532 as of 6/30/24.
545.400	Interest Expense	12,165	10,470	California Infrastructure and Economic Development Bank interest payment for financing Charles B Hopper Park project; anticipated payoff 8/1/2029.
	Subtotal	**832,665**	**969,471**	
	Capital			
550.400	Other Equipment	34,000	-	
	Subtotal	**34,000**	**-**	
	GENERAL FUND TOTAL	**1,826,376**	**2,054,887**	

FINANCE - 190

GENERAL FUND (100-190)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-190-501.100	SALARIES - FULL-TIME	418,993	461,483	461,483	495,622	34,139
100-190-501.400	SALARIES - OVERTIME	320	1,770	-	-	-
100-190-501.500	LONGEVITY PAY	400	400	400	400	-
100-190-501.600	AUTO ALLOWANCE	2,700	2,700	2,700	3,900	1,200
100-190-501.900	MANDATORY LEAVE	2,972	-	-	-	-
100-190-505.100	FLEXIBLE BENEFIT	55,870	59,247	59,247	86,667	27,420
100-190-505.200	RETIREMENT	31,837	37,682	37,682	49,018	11,336
100-190-505.300	MEDICARE CONTRIBUTION	6,401	6,692	6,692	7,187	495
100-190-505.700	CITY-PAID INSURANCE	1,834	1,985	1,985	1,959	(26)
	SUBTOTAL	521,327	571,959	570,189	644,753	74,564
	OPERATIONS					
100-190-510.100	OFFICE SUPPLIES	3,921	5,000	5,000	5,000	-
100-190-510.200	REPROGRAPHICS	811	1,390	1,390	1,390	-
100-190-510.400	SUBSCRIP./PUBLICATIONS	0	-	100	-	(100)
100-190-510.600	STAFF DEVELOPMENT	3,853	4,000	5,000	5,000	-
100-190-510.610	MEMBERSHIP/DUES	50	125	600	150	(450)
100-190-510.650	MILEAGE REIMBURSEMENT	-	100	100	100	-
100-190-530.100	CONTRACT SERVICES	71,298	83,410	85,410	191,400	105,990
100-190-530.101	BANK FEES	37,929	30,000	30,000	30,000	-
100-190-530.102	PAYROLL FEES	13,066	15,000	15,000	15,000	-
100-190-530.500	LEGAL ADVERTISING	-	100	100	100	-
	SUBTOTAL	130,928	139,125	142,700	248,140	105,440
	GENERAL FUND TOTAL	**652,255**	**711,084**	**712,889**	**892,893**	**180,004**

Budget Detail Worksheet

Dept.:	Finance		Program:	Finance-190
Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salary - Full Time	461,483	495,622	Salary and related paid leave for five full-time employees including a Director, Accounting Manager, Payroll/Accounting Specialist and (2) Accounting Specialists.
501.500	Longevity Pay	400	400	Per MOU.
501.600	Auto Allowance	2,700	3,900	Director Auto Allowance.
501.900	Mandatory Leave	-	-	Mandatory Leave
505.100	Flexible Benefits	59,247	86,667	Employee health benefits.
505.200	Retirement	37,682	49,018	PERS employer contribution and Deferred Comp Match.
505.300	Medicare Contribution	6,692	7,187	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	1,985	1,959	City provided life, long-term disability (LTD) and accidental death and dismemberment (AD&D) insurance.
	Subtotal	**570,189**	**644,753**	
	Operations			
510.100	Office Supplies	5,000	5,000	Provides basic office supplies such as printer ink cartridges, tape, pens, folders, binders and labels acquired through Office Depot. Also includes costs for items such as check stock, business license tags, cash register tape and check signature stamps.
510.200	Reprographics	1,390	1,390	Printing cost for budget books.
510.400	Subscriptions/Publications	100	-	
510.600	Staff Development	5,000	5,000	Annual GFOA accounting update and technical training. CSMFO annual conference for 2 employees. Annual GIOA Conference for City Treasurer.
510.610	Membership/Dues	600	150	Professional membership dues - CSMFO
510.650	Mileage Reimbursement	100	100	Employee reimbursement for use of personal vehicles associated with City business.
530.100	Contract Services	85,410	191,400	Audit services - $50,000 Temporary Accounting Manager Services - $115,000 HdL Revenue Analysis and Sales Tax Recovery (based on contingency fee of 15% of recovered amount) - $8,000 Actuary Services: PARS & GASB Evaluations - $5,000 ACFR Statistical Report - $1,200 GFOA Award Program Fee - $1,100

Budget Detail Worksheet

Dept.: Finance **Program:** Finance-190

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
				Avenu Muniservices Audit report statistical data- $1,100 Tax Prep Fees - $10,000
530.101	Bank Fees	30,000	30,000	Monthly bank and credit card processing fees.
530.102	Payroll Fees	15,000	15,000	Payroll processing reporting.
530.500	Legal Advertisements	100	100	Unforeseen legal ads.
	Subtotal	**142,700**	**248,140**	
	GENERAL FUND TOTAL	**712,889**	**892,893**	

INFORMATION SYSTEMS - 180

GENERAL FUND (100-180)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	OPERATIONS					
100-180-510.100	OFFICE SUPPLIES	-	-	50	50	-
100-180-510.400	SUBSCRIPTIONS/PUBLICATIONS	22,825	16,800	19,800	16,800	(3,000)
100-180-530.100	CONTRACT SERVICES	187,085	195,000	195,000	200,800	5,800
	SUBTOTAL	209,910	211,800	214,850	217,650	2,800.00
	CAPITAL					
100-180-550.400	OTHER EQUIPMENT	22,587	15,000	15,000	15,000	-
	SUBTOTAL	22,587	15,000	15,000	15,000	-
	GENERAL FUND TOTAL	**232,497**	**226,800**	**229,850**	**232,650**	**2,800**

Budget Detail Worksheet

Dept.: Information Systems **Program:** Information Systems - 180

Account No	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
	Operations			
510.100	Office Supplies	50	50	Basic office supplies such as, paper, pens, printer ink.
510.400	Subscriptions/Pub	19,800	16,800	Website maintenance $4,800; LogMeIn remote access $1,000; Microsoft Office 365 subscription $10,600; Adobe PDF $400.
530.100	Contract Services	195,000	200,800	Contract network support $162,800 (1,628 hours); Tyler Tech Accounting Software $9,000; Online CitizenServe Software $29,000.
	Subtotal	**214,850**	**217,650**	
	Capital			
550.400	Other Equipment	15,000	15,000	Equipment replacement costs for computer equipment, printers, keyboards, monitors, network backup tapes and other related items as needed citywide $15,000;
	Subtotal	**15,000**	**15,000**	
	GENERAL FUND TOTAL	**229,850**	**232,650**	

DEPARTMENT EXPENDITURES

PUBLIC SAFETY - 210

GENERAL FUND (100-210)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	OPERATIONS					
100-210-520.510	EQUIPMENT MAINTENANCE	200	2,500	4,000	4,000	-
100-210-525.200	LIABILITY INSURANCE	622,502	766,924	766,924	805,270	38,346
100-210-530.700	COUNTY SHERIFF SERVICES	5,917,895	6,391,035	6,391,035	6,598,744	207,709
100-210-530.701	4TH OF JULY SUPPRESSION	28,989	20,393	32,000	32,000	-
	SUBTOTAL	6,569,586	7,180,852	7,193,959	7,440,014	246,055
	GENERAL FUND TOTAL	**6,569,586**	**7,180,852**	**7,193,959**	**7,440,014**	**246,055**

PUBLIC SAFETY - 211

STATE COPS GRANT(211-210)

	OPERATIONS					
211-210-525.200	LIABILITY INSURANCE	12,100	17,405	17,405	18,275	870
211-210-530.700	COUNTY SHERIFF SERVICES	110,000	145,045	145,045	149,759	4,714
	SUBTOTAL	122,100	162,450	162,450	168,034	5,584
	STATE GRANT FUND TOTAL	**122,100**	**162,450**	**162,450**	**168,034**	**5,584**

PUBLIC SAFETY - 213

CA LAW ENFORCEMENT EQUIPMENT (213-210)

	OPERATIONS					
213-210-550.400	OTHER EQUIPMENT	5,000	468	5,000	-	(5,000)
	SUBTOTAL	5,000	468	5,000	-	(5,000)
	STATE GRANT FUND TOTAL	**5,000**	**468**	**5,000**	**-**	**(5,000)**

PUBLIC SAFETY - 234

JUSTICE ASSISTED GRANT (234-210)

	OPERATIONS					
234-210-530.701	4TH OF JULY SUPPRESSION	-	-	-	11,233	11,233
	SUBTOTAL	-	-	-	11,233	11,233
	JAG GRAND TOTAL	**-**	**-**	**-**	**11,233**	**11,233**

PUBLIC SAFETY - 285

AMERICAN RESCUE PLAN ACT FUND (285-210)

	OPERATIONS					
285-210-550.400	OTHER EQUIPMENT	-	-	-	32,602	32,602
	ARPA FUND TOTAL	**-**	**-**	**-**	**32,602**	**32,602**
	ALL FUNDS TOTAL	**6,696,686**	**7,343,770**	**7,361,409**	**7,651,883**	**290,474**

Budget Detail Worksheet

Dept.: Public Safety **Program:** Police Services - 210

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
	Operations			
520.510	Equipment Maintenance	4,000	4,000	Vehicle washing, laser certification and maintenance of other equipment as necessary.
525.200	Liability Insurance	766,924	805,270	Estimated 12.5% of County Sheriff services contract.
530.700	County Sheriff Services	6,391,035	6,598,744	General and specialized public safety services estimated 3.25% increase. Need final letter with rates from Sheriff to finalize budget.
530.701	4th of July Suppression	32,000	32,000	4th of July Suppression.
	GENERAL FUND TOTAL	**7,193,959**	**7,440,014**	
Fund:	**211 - State COPS Grant**			
	Operations			
525.200	Liability Insurance	17,405	18,275	County Sheriff services contract.
530.700	County Sheriff Services	145,045	149,759	Portion of general and specialized public safety services paid from COPS grant.
	COPS GRANT FUND TOTAL	**162,450**	**168,034**	
Fund:	**213 - CA Law Enforcement Equipment**			
	Operations			
550.400	Other Equipment	5,000	-	
	CALEE FUND TOTAL	**5,000**	**-**	
Fund:	**234 - Justice Assisted Grant**			
	Operations			
530.701	4th of July Suppression	-	11,233	4th of July Suppression.
	JAG TOTAL	**-**	**11,233**	
Fund:	**285 - American Rescue Plan Act Fund**			
	Operations			
550.400	Other Equipment	-	32,602	
	CRF TOTAL	**-**	**32,602**	
	PUBLIC SAFETY TOTAL	**7,361,409**	**7,651,883**	

MUNICIPAL SERVICES - 300

GENERAL FUND (100-300)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-300-501.100	SALARIES - FULL-TIME	823,111	829,505	829,505	857,881	28,376
100-300-501.300	SALARIES - PART-TIME	49,652	69,160	69,160	98,286	29,126
100-300-501.400	SALARIES - OVERTIME	5,202	3,000	3,000	5,000	2,000
100-300-501.500	LONGEVITY PAY	2,850	2,850	2,850	2,600	(250)
100-300-501.600	AUTO ALLOWANCE	2,700	2,700	2,700	3,900	1,200
100-300-501.900	MANDATORY LEAVE	8,508	-	-	-	-
100-300-505.100	FLEXIBLE BENEFITS	129,639	129,643	129,643	189,643	60,000
100-300-505.200	RETIREMENT	93,444	98,166	98,166	108,963	10,797
100-300-505.300	MEDICARE CONTRIBUTION	12,878	12,980	12,980	13,811	831
100-300-505.700	CITY-PAID INSURANCE	4,154	4,168	4,168	4,112	(56)
	SUBTOTAL	1,132,138	1,152,172	1,152,172	1,284,196	132,024
	OPERATIONS					
100-300-510.100	OFFICE SUPPLIES	3,852	4,000	4,000	4,000	-
100-300-510.200	REPROGRAPHICS	528	1,500	2,500	2,500	-
100-300-510.500	UNIFORMS	2,912	2,500	4,000	4,000	-
100-300-510.600	STAFF DEVELOPMENT	475	1,000	1,000	1,000	-
100-300-510.610	MEMBERSHIP/DUES	375	500	500	500	-
100-300-520.130	JANITORIAL SUPPLIES	185	200	200	200	-
100-300-520.510	EQUIPMENT MAINTENANCE	540	1,000	1,500	1,500	-
100-300-520.600	VEHICLE MAINTENANCE	10,297	14,000	14,000	14,000	-
100-300-520.610	VEHICLE FUEL	13,027	15,750	15,750	15,750	-
100-300-530.100	CONTRACT SERVICES	95,811	130,200	130,200	150,200	20,000
100-300-530.200	PROFESSIONAL SERVICES	135	600	600	600	-
100-300-530.500	LEGAL ADS	-	1,000	-	1,000	1,000
100-300-540.170	ABATEMENT COSTS	-	10,000	10,000	10,000	-
100-300-540.200	SPECIAL EXPENSES	6,963	7,700	7,700	7,700	-
100-300-540.400	SPECIAL EVENTS	-	-	-	-	-
100-300-540.740	FIELD OF HONOR		5,000	5,000	5,000	-
100-300-540.750	HEALTH, SAFETY & PET FAIR	4,817	7,000	7,000	7,000	-
100-300-540.760	NATIONAL NIGHT OUT		2,200	2,200	2,200	-
100-300-540.761	NEIGHBORHOOD WATCH		2,000	2,000	2,000	-
100-300-540.763	PUBLIC SAFETY OUTREACH		2,000	2,000	2,000	-
100-300-550.100	OFFICE FURNITURE	1,522	1,500	1,500	1,500	-
	SUBTOTAL	141,439	209,650	211,650	232,650	21,000
	GENERAL FUND TOTAL	**1,273,577**	**1,361,822**	**1,363,822**	**1,516,846**	**153,024**

AMERICAN RESCUE PLAN ACT FUND (285-300)

	OPERATIONS					
285.300.530.100	CONTRACT SERVICES	-	-	249,412	261,600	12,188
285.300.550.300	VEHICLES	120,300	-	-	35,000	35,000
	ARPA FUND TOTAL	**120,300.00**	**-**	**249,412**	**296,600**	**47,188**
	ALL FUNDS TOTAL	**1,393,877**	**1,361,822**	**1,613,234**	**1,813,446**	**200,212**

Budget Detail Worksheet

Dept: Municipal Services — Program: Municipal Services - 300

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salaries - Full-Time	829,505	857,881	Full time salary for 10 Municipal Services staff.
501.300	Salaries - Part-Time	69,160	98,286	3 Part Time Staff: 1 Code Enforcement and 1 Municipal Svcs Officer (parking & animal control), and 1 Emergency Preparedness Officer.
501.400	Salaries - Overtime	3,000	5,000	Overtime for scheduled and unscheduled events and assignments, including the annual Pet Fair.
501.500	Longevity Pay	2,850	2,600	Per MOU.
501.600	Auto Allowance	2,700	3,900	Auto Allowance
501.900	Mandatory Leave	-	-	Mandatory Leave
505.100	Flexible Benefits	129,643	189,643	Employee health benefits.
505.200	Retirement	98,166	108,963	PERS City portion Deferred Compensation Match.
505.300	Medicare	12,980	13,811	Federal Medicare 1.45% of salary personnel.
505.100	City-Paid Insurance	4,168	4,112	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**1,152,172**	**1,284,196**	
	Operations			
510.100	Office Supplies	4,000	4,000	Office supplies based on historical cost.
510.200	Reprographics	2,500	2,500	Printing costs for Administrative Citations, 72-Hour Parking Warning Notice, and other required forms and flyers.
510.500	Uniforms	4,000	4,000	Costs for employee uniforms: pants, jacket, shirts, boots belts, hats, and other necessary items.
510.600	Staff Development	1,000	1,000	Includes training and seminars for all municipal services staff, and certification classes.
510.610	Membership/Dues	500	500	Membership for employees for appropriate professional organizations.
520.130	Janitorial Supplies	200	200	Includes animal control cleaning supplies and additional items as needed.
520.510	Equipment Maintenance	1,500	1,500	Animal control equipment
520.600	Vehicle Maintenance	14,000	14,000	Routine department vehicle maintenance. Purchase and installation of light bars for new vehicles.
520.610	Vehicle Fuel	15,750	15,750	Fuel for department vehicles.
530.100	Contract Services	130,200	150,200	Contract costs for SPCA $115,200; County Animal Control; $12,000; veterinarian services $6,000, Everbridge $17,000 (Emergency Alert System),

Budget Detail Worksheet

Dept: Municipal Services **Program:** Municipal Services - 300

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
530.200	Professional Services	600	600	Hearing officer for contested parking citations ($25 per hearing when exceeding more than five contested citations in a month; estimate 24 per year).
530.500	Legal Ads	-	1,000	Publication cost for legal ads.
540.170	Abatement Costs	10,000	10,000	For Code Enforcement receivership or abatement costs.
540.200	Special Expenses	7,700	7,700	Supports Beautification Committee events: Home awards, Holiday decorating contest, Clean up week; banners, flyers, gift certificates $3,400. Annual cost allocation for Office of Disaster Management for Area G $4,300.
540.400	Special Events	-	-	
540.740	Field of Honor	5,000	5,000	Field of Honor event for Veterans Day
540.750	Health, Safety & Pet Fair	7,000	7,000	Health, Safety and Pet Fair event
540.760	National Night Out	2,200	2,200	National Night Out
540.761	Neighborhood Watch	2,000	2,000	Neighborhood Watch
540.763	Public Safety Outreach	2,000	2,000	Public Safety Outreach
550.100	Office Furniture	1,500	1,500	Replacement of front office desks.
	Subtotal	**211,650**	**232,650**	
	GENERAL FUND TOTAL	**1,363,822**	**1,516,846**	
Fund:	**285 - American Rescue Plan Act Fund**			
	Capital			
530.100	Contract Services	249,412	261,600	City-Wide private armed security
550.300	Vehicles	-	35,000	Vehicle for MSD
	ARPA TOTAL	**249,412**	**296,600**	
	ALL FUNDS TOTAL	**1,613,234**	**1,813,446**	

DEPARTMENT EXPENDITURES

PUBLIC WORKS ADMINISTRATION - 310

GENERAL FUND (100-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-2024	AMENDED BUDGET 2023-2024	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-310-501.100	SALARIES - FULL-TIME	56,825	55,494	55,494	38,745	(16,749)
100-310-501.300	SALARIES - PART-TIME	18,957	6,000	17,939	24,765	6,826
100-310-501.400	SALARIES - OVERTIME	-	-	-	-	-
100-310-501.500	LONGEVITY	-	-	80	-	(80)
100-310-501.600	AUTO ALLOWANCE	223	500	405	585	180
100-310-501.900	MANDATORY LEAVE	1,373	-	-	-	-
100-310-505.100	FLEXIBLE BENEFIT	7,168	6,482	6,482	5,689	(793)
100-310-505.200	RETIREMENT	6,374	6,444	6,444	5,518	(926)
100-310-505.300	MEDICARE	1,175	1,061	1,061	918	(143)
100-310-505.700	CITY -PAID INSURANCE	151	223	223	141	(82)
	SUBTOTAL	92,246	76,204	88,128	76,361	(11,767)
	OPERATIONS					
100-310-510.100	OFFICE SUPPLIES	2,896	2,000	4,000	4,000	-
100-310-510.200	REPROGRAPHICS	1,538	3,500	3,500	3,500	-
100-310-510.400	SUBSCRIP/PUBLICATIONS	133	500	500	1,000	500
100-310-510.600	STAFF DEVELOPMENT		-	2,000	2,000	-
100-310-510.610	MEMBERSHIP/DUES	1,214	1,500	1,500	1,900	400
100-310-510.620	TRAVEL/MEETINGS	-	1,000	1,000	1,000	-
100-310-510.650	MILEAGE REIMB		200	200	200	-
100-310-520.510	EQUIPMENT MAINT		-	-	-	-
100-310-530.100	CONTRACT SERVICES	195,400	100,000	100,000	100,000	-
100-310-530.200	PROFESSIONAL SERV	17,000	26,100	26,100	26,100	-
100-310-540.200	SPECIAL EXPENSES	3,091	2,000	5,000	5,000	-
100-310-580.151	ARPA REIMBURSEMENT			-		-
	SUBTOTAL	221,272	136,800	143,800	144,700	900
	CAPITAL					
100-310-700.279	STREET IMPROVEMENT 20/21					-
100-310-700.280	STREET IMPROVEMENT 21/22	284,000	-	-		-
100-310-700.282	STREET IMPROVEMENT 22/23		284,000	284,000	284,000	-
100-310.700.294	FACILITY NEEDS ASSESSMENT & FEASIBILITY		100,000	100,000	100,000	-
	SUBTOTAL	284,000	384,000	384,000	384,000	-
	GENERAL FUND TOTAL	**597,518**	**597,004**	**615,928**	**605,061**	**(10,867)**

PUBLIC WORKS ADMINISTRATION - 310

GAS TAX FUND (201-310)

	OPERATIONS					
201-310-530.100	CONTRACT SERVICES	3,268	10,000	10,000	10,000	-
201-310-530.200	PROFESSIONAL SERVICES	22,379	20,000	20,000	20,000	-
201-310-560.100	OPERATING TRANSFER OUT					
	SUBTOTAL	25,647	30,000	30,000	30,000	-
	GAS TAX FUND TOTAL	**25,647**	**30,000**	**30,000**	**30,000**	**-**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-2024	AMENDED BUDGET 2023-2024	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
PUBLIC WORKS ADMINISTRATION - 310						
PROP A FUND (206-310)						
	CAPITAL					
206-310-700.297	BUS PAD IMPROVEMENTS	-	560,000	560,000	-	(560,000)
	SUBTOTAL	-	560,000	560,000	-	(560,000)
	PROP A FUND TOTAL	**-**	**560,000**	**560,000**	**-**	**(560,000)**
PUBLIC WORKS ADMINISTRATION - 310						
PROP C FUND (207-310)						
	PERSONNEL					
207-310-501.100	SALARIES - FULL-TIME	61,292	182,038	182,038	165,945	(16,093)
207-310-501.400	SALARIES - OVERTIME	1	20	-	-	-
207-310-501.500	LONGEVITY	60	160	160	60	(100)
207-310-501.600	AUTO ALLOWANCE	380	1,890	1,890	2,730	840
207-310-501.900	MANDATORY LEAVE	761	-	-	-	-
207-310-505.100	FLEXIBLE BENEFIT	8,671	17,502	17,502	20,861	3,359
207-310-505.200	RETIREMENT	7,902	21,897	21,897	25,352	3,455
207-310-505.300	MEDICARE CONTRIBUTION	890	2,633	2,633	2,399	(234)
207-310-505.700	CITY -PAID INSURANCE	388	646	646	539	(107)
	SUBTOTAL	80,345	226,786	226,766	217,886	(8,880)
	OPERATIONS					
207-310-530.100	CONTRACT SERVICES	-	15,000	15,000	15,000	-
207-310-530.200	PROFESSIONAL SERVICES	-	60,000	60,000	60,000	-
	SUBTOTAL	-	75,000	75,000	75,000	-
	CAPITAL					
207-310-700.151	INGLEWD AVE -PHASE I	-	-	-		-
207-310-700.230	TSSP PRAIRIE AVE. NORTH to MBB	-	75,000	75,000	75,000	-
207-310-700.277	RBB/PRAIRE-ARTESIA	184,025	-	-		-
207-310-700.281	SIGN REPLACEMENT PROJ 2021-22	57,685	254,820	254,820	4,820	(250,000)
207-310-700.282	STREET IMPROVEMENT 22/23	-	259,000	259,000	259,000	-
207-310-700.285	ANNUAL SIDEWALK IMPROVEMENT	-	100,000	100,000	100,000	-
207-310-700.286	ANNUAL CITYWIDE STRIPPING	-	500,000	500,000	500,000	-
207-310-700.293	PAVEMENT MANAGEMENT SYSTEM	-	90,000	90,000	90,000	-
207-310-700.296	TRAFFIC MANAGEMENT PLAN	-	80,000	80,000	80,000	-
	SUBTOTAL	241,710	1,358,820	1,358,820	1,108,820	(250,000)
	PROP C FUND TOTAL	**322,055**	**1,660,606**	**1,660,586**	**1,401,706**	**(258,880)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-2024	AMENDED BUDGET 2023-2024	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
PUBLIC WORKS ADMINISTRATION - 310						
USED OIL RECYCLING GRANT (216-310)						
	OPERATIONS					
216-310-540.200	SPECIAL EXPENSES	2,948	10,000	10,000	5,000	(5,000)
	SUBTOTAL	2,948	10,000	10,000	5,000	(5,000)
	USED OIL RECYLING GRANT	**2,948**	**10,000**	**10,000**	**5,000**	**(5,000)**
PUBLIC WORKS ADMINISTRATION - 310						
BEV CONTAINER RECYCLING GRANT (227-310)						
	OPERATIONS					
227-310-540.500	SPECIAL EXPENSES	8,384	8,400	8,400	8,136	(264)
227-310-560.100	OPERATING TRANSFER OUT	-				
	SUBTOTAL	8,384	8,400	8,400	8,136	(264)
	BEV CONTAINER RECYCLING GRANT TOTAL	**8,384**	**8,400**	**8,400**	**8,136**	**(264)**
PUBLIC WORKS ADMINISTRATION - 310						
PROP C 25 GRANTS (240-310)						
	CAPITAL					
240-310-700.151	INGLEWD AVE -PHASE I	-	-	-	-	-
240-310-700.277	RBB/PRAIRE-ARTESIA	1,127,025	-	-	-	-
	SUBTOTAL	1,127,025	-	-	-	-
	PROP C 25 GRANT TOTAL	**1,127,025**	**-**	**-**	**-**	**-**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-2024	AMENDED BUDGET 2023-2024	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PUBLIC WORKS ADMINISTRATION - 310					
	MEASURE R (244-310)					
	PERSONNEL					
244-310-501.100	SALARIES - FULL-TIME	8,960	15,558	15,558	17,292	1,734
244-310-501.500	LONGEVITY	-	-	-	-	-
244-310-501.900	MANDATORY LEAVE	191	-	-	-	-
244-310-505.100	FLEXIBLE BENEFIT	1,462	3,241	3,241	4,741	1,500
244-310-505.200	RETIREMENT	765	1,195	1,195	1,338	143
244-310-505.300	MEDICARE CONTRIBUTION	148	226	226	246	20
244-310-505.700	CITY -PAID INSURANCE	68	101	101	99	(2)
	SUBTOTAL	11,594	20,321	20,321	23,716	3,395
	CAPITAL					
244-310-700.277	RBB/PRAIRE-ARTESIA	1,018,990		-		-
244-310-700.280	STREET IMPROVEMENT 21/22	97,895	168,105	168,105		(168,105)
244-310-700.281	SIGN REPLACEMENT PROJ 2021-22	-	757,078	757,078	757,078	-
244-310-700.285	ANNUAL SIDEWALK IMPROVEMENT	-	250,000	250,000	250,000	-
244-310-700.284	LOCAL ROADWAY SAFETY IMPROV. SIGNS	-	507,078	507,078	507,078	-
	SUBTOTAL	1,116,885	1,682,261	1,682,261	1,514,156	(168,105)
	MEASURE R TOTAL	**1,128,479**	**1,702,582**	**1,702,582**	**1,537,872**	**(164,710)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-2024	AMENDED BUDGET 2023-2024	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
PUBLIC WORKS ADMINISTRATION - 310						
MEASURE M LOCAL RETURN (272-310)						
	CAPITAL					
272-310-700.279	STREET IMPROVEMENT 2020-21	-	-	-		-
272-310-700.280	STREET IMPROVEMENT 21/22	118,415	6,491	-		-
272-310-700.281	SIGN REPLACEMENT PROJ 2021-22	322,564	229,931	229,931	229,931	-
272-310-700.282	STREET IMPROVEMENT 22/23	-	122,000	122,000	122,000	-
272-310-700.285	ANNUAL SIDEWALK IMPROVEMENT	-	250,000	250,000	250,000	-
	SUBTOTAL	440,979	608,422	601,931	601,931	-
	MEASURE M TOTAL	**440,979**	**608,422**	**601,931**	**601,931**	**-**
PUBLIC WORKS ADMINISTRATION - 310						
SB1 GAS TAX STREET REHAB (274-310)						
	PERSONNEL					
274-310-501.100	SALARIES - FULL-TIME	31,346	54,815	54,815	33,556	(21,259)
274-310-501.400	SALARIES - OVERTIME	-	-	-	-	-
274-310-501.500	LONGEVITY	23	160	160	60	(100)
274-310-501-900	MANDATORY LEAVE	191	-	-	-	-
274-310-505.100	FLEXIBLE BENEFIT	4,541	8,427	8,427	7,586	(841)
274-310-505.200	RETIREMENT	3,213	6,032	6,032	3,352	(2,680)
274-310-505.300	MEDICARE	447	788	788	480	(308)
274-310-505.700	CITY -PAID INSURANCE	161	261	261	159	(102)
	SUBTOTAL	39,922	70,483	70,483	45,193	(25,290)
	CAPITAL					
274-310-700.279	STREET IMPROVEMENT 20/21	-				-
274-310-700.280	STREET IMPROVEMENT 21/22	109,597	522,498	522,498		(522,498)
274-310-700.282	STREET IMPROVEMENT 22/23		522,000	522,000	522,000	-
	SUBTOTAL	109,597	1,044,498	1,044,498	522,000	(522,498)
	SB1 GAS TAX TOTAL	**149,519**	**1,114,981**	**1,114,981**	**567,193**	**(547,788)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-2024	AMENDED BUDGET 2023-2024	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
PUBLIC WORKS ADMINISTRATION - 310						
AB939 (276-310)						
	PERSONNEL					
276-310-501.100	SALARIES - FULL-TIME	29,210	120,989	120,989	101,730	(19,259)
276-310-501.500	LONGEVITY PAY	60	380	380	280	(100)
276-310-501.600	AUTO ALLOWANCE	52	270	270	390	120
276-310-501.900	MANDATORY LEAVE	131	-	-	-	-
276-310-505.100	FLEXIBLE BENEFIT	3,849	14,909	14,909	17,068	2,159
276-310-505.200	RETIREMENT	3,175	14,651	14,651	13,078	(1,573)
276-310-505.300	MEDICARE CONTRIBUTION	404	1,738	1,738	1,462	(276)
276-310-505.700	CITY-PAID INSURANCE	132	477	477	372	(105)
	SUBTOTAL	37,013	153,414	153,414	134,380	(19,034)
	OPERATIONS					
276-310-530.100	CONTRACT SERVICES	86,167	-	-	-	-
276-310-560.100	OPERATING TRANSFERS OUT	-	-	-	-	
	SUBTOTAL	86,167	-	-	-	-
	AB939 TOTAL	**123,180**	**153,414**	**153,414**	**134,380**	**(19,034)**
PUBLIC WORKS ADMINISTRATION - 310						
MEASURE A PARKS PROJECT FUND (281-310)						
	CAPITAL					
281-310-700.288	TEEN CENTER PROJECT CATEGORY 1	-	685,000	685,000	685,000	-
281-310-700.289	TEEN CENTER PROJECT CATEGORY 2	-	510,000	510,000	510,000	-
	SUBTOTAL	-	1,195,000	1,195,000	1,195,000	-
	MEASURE A PARKS PROJECT FUND TOTAL	**-**	**1,195,000**	**1,195,000**	**1,195,000**	**-**
PUBLIC WORKS ADMINISTRATION - 310						
Measure W (282-310)						
	PERSONNEL					
282-310-501.100	SALARIES - FULL-TIME	5,132	13,812	13,812	9,456	(4,356)
282-310-501.500	LONGEVITY	8	20	20	-	(20)
282-310-501.600	AUTO ALLOWANCE	20	135	135	195	60
282-310-501.900	MANDATORY LEAVE	34	-	-	-	-
282-310-505.100	FLEXIBLE BENEFIT	611	1,296	1,296	948	(348)
282-310-505.200	RETIREMENT	586	1,715	1,715	1,572	(143)
282-310-505.300	MEDICARE	70	199	199	137	(62)
282-310-505.700	CITY -PAID INSURANCE	20	48	48	27	(21)
	SUBTOTAL	6,481	17,225	17,225	12,335	(4,890)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-2024	AMENDED BUDGET 2023-2024	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	OPERATIONS					
282-310-530.200	PROFESSIONAL SVCS	81,546	91,000	91,000	92,000	1,000
	SUBTOTAL	81,546	91,000	91,000	92,000	1,000
	MEASURE W GRANT	**88,027**	**108,225**	**108,225**	**104,335**	**(3,890)**

PUBLIC WORKS ADMINISTRATION - 310

AMERICAN RESCUE PLAN FUND (285-310)

	CAPITAL					
285-310-520.600	VEHICLE MAINTENANCE	-	10,000	10,000		(10,000)
285-310-550.300	VEHICLES	172,912	-	-		-
285-310-700.291	PW/CITY HALL ROOF REPAIR	691,422	775,400	775,400		(775,400)
285-310-700.290	PWD SECURITY IMPROVEMENT	-	250,000	250,000	100,000	(150,000)
285-310-700.292	LASD FACILITY IMPROVEMENT	1,495	250,000	250,000		(250,000)
285-310-700.295	HVAC PROJECT - COMMUNITY CENTER	53,000	-	-		
	SUBTOTAL	918,829	1,275,400	1,285,400	100,000	(1,175,400)
	AMERICAN RESCUE PLAN FUND TOTAL	**918,829**	**1,275,400**	**1,285,400**	**100,000**	**(1,175,400)**

PUBLIC WORKS ADMINISTRATION - 310

SB 1383 LOCAL ASSISTANCE RECYCLING PROGRAM FUND (286-310)

	OPERATIONS					
286-310-540.200	SPECIAL EXPENSES	-	-	-	122,128	122,128
	SUBTOTAL	-	-	-	122,128	122,128
	LPBP FUND TOTAL	**-**	**-**	**-**	**122,128**	**122,128**

PUBLIC WORKS ADMINISTRATION - 310

PLBP GRANT FUND (288-310)

	CAPITAL					
288-310-700.283	LOCAL ROAD SAFETY IMPROV. STREET	-	1,000,000	1,000,000	1,000,000	-
288-310-700.284	LOCAL ROAD SAFETY IMPROV. SIGNS	-	1,000,000	1,000,000	1,000,000	-
	SUBTOTAL	-	2,000,000	2,000,000	2,000,000	-
	PLBP FUND TOTAL	**-**	**2,000,000**	**2,000,000**	**2,000,000**	**-**

PUBLIC WORKS ADMINISTRATION - 310

CNRA GRANT FUND (289-310)

	CAPITAL					
289-310-700.287	YOUTH DEVELOPMENT CENTER	-	4,000,000	4,000,000	4,000,000	-
	SUBTOTAL	-	4,000,000	4,000,000	4,000,000	-
	CNRA FUND TOTAL	**-**	**4,000,000**	**4,000,000**	**4,000,000**	**-**
	ALL FUNDS TOTAL	**4,932,590**	**15,024,034**	**15,046,447**	**12,412,742**	**(2,745,833)**

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salaries - Full-Time	55,494	38,745	Full time salary allocation for 3 Public Works staff.
501.300	Salaries - Part-Time	17,939	24,765	Office Assistant.
501.500	Longevity Pay	80	-	Per MOU.
501.600	Auto Allowance	405	585	Director auto allowance.
501.900	Mandatory Leave	-	-	Mandatory Leave
505.100	Flexible Benefit	6,482	5,689	Employee health benefits.
505.200	Retirement	6,444	5,518	PERS city contribution and deferred compensation match.
505.300	Medicare	1,061	918	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	223	141	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	88,128	76,361	
	Operations			
510.100	Office Supplies	4,000	4,000	Provides for needed office supplies such as writing instruments, filing, mailing and storage supplies.
510.200	Reprographics	3,500	3,500	Printing cost for parking permits on Hawthorne Blvd $2,000; digitizing records, maps, and other miscellaneous needs.
510.400	Subscriptions/Publications	500	1,000	Local & State resources.
510.600	Staff Development	2,000	2,000	Funding for trainings, conferences, workshops and seminars.
510.610	Membership/Dues	1,500	1,900	APWA and other City and County associations.
510.620	Travel/Meetings	1,000	1,000	Local meetings, trainings, and workshops.
510.650	Mileage Reimbursement	200	200	For use of personal vehicles for official business usage.
520.510	Equipment Maintenance	-	-	Office equipment repairs and maintenance.
530.100	Contract Services	100,000	100,000	City View Permit System $13,000; OPRA Work Order System $3,500; SmartSheet $1,500.
530.200	Professional Services	26,100	26,100	ADA Project Transition Plan carried forward.
540.200	Special Expenses	5,000	5,000	City event for National Public Works Week, and other unforeseen expenses.
	Subtotal	143,800	144,700	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-25	Description
	Capital			
700.279	Street Improvements 20/21	-	-	SB1 Maintenance of Effort (MOE)
700.280	Street Improvements 21/22	-	-	SB1 Maintenance of Effort (MOE)
700.282	STREET IMPROVEMENT 22/23	284,000	284,000	SB1 Maintenance of Effort (MOE)
700.294	FACILITY NEEDS ASSESSMENT & FEASIBILIT	100,000	100,000	Facility Needs
	Subtotal	384,000	384,000	
	GENERAL FUND TOTAL	**615,926**	**605,061**	
Fund:	**201 - Gas Tax**			
	Operations			
530.100	Contract Services	10,000	10,000	Provides for street striping and street legend work.
530.200	Professional Services	20,000	20,000	Consultant support services $20,000 - includes design services, construction management, plan check reviews, and geotechnical services.
	Subtotal	30,000	30,000	
	GAS TAX FUND TOTAL	**30,000**	**30,000**	
Fund:	**206 - Proposition A**			
	Capital			
700.297	Bus Pad Improvements	560,000	-	
	Subtotal	**560,000**	**-**	
	PROP A FUND TOTAL	**560,000**	**-**	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-25	Description
Fund:	**207- Prop C**			
	Personnel			
501.100	Salaries - Full-Time	182,038	165,945	Full time salary allocation for 3 Public Works staff.
501.500	Longevity Pay	160	60	Per MOU.
501.600	Auto Allowance	1,890	2,730	Director auto allowance.
505.100	Flexible Benefit	17,502	20,861	Employee health benefits.
505.200	Retirement	21,897	25,352	PERS city contribution and deferred compensation match.
505.300	Medicare	2,633	2,399	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	646	539	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	226,766	217,886	
	Operations			
530.100	Contract Services	15,000	15,000	Traffic studies and surveys as needed.
530.200	Professional Services	60,000	60,000	Misc. traffic studies and other design services as needed for projects.
	Subtotal	75,000	75,000	
	Capital			
700.230	TSSP Prairie Ave North to MBB	75,000	75,000	
700.277	RB Blvd/Prairie-Artesia	-	-	Redondo Beach Blvd (Hawthorne - Artesia Blvd)
700.281	SIGN REPLACEMENT PROJ 2021-22	254,820	4,820	Annual Citywide Sign Replacement Project - Carryover $4,820
700.282	STREET IMPROVEMENT 22/23	259,000	259,000	Street Improvement Project - Carryover
700.285	ANNUAL SIDEWALK IMPROVEMENT	100,000	100,000	CIP Sidewalk Improvement - Carryover
700.286	ANNUAL CITYWIDE STRIPING	500,000	500,000	CIP Annual Citywide Striping - Carryover $250,000
700.293	PAVEMENT MANAGEMENT PROGRAM	90,000	90,000	CIP Pavement Management System - Carryover
700.296	TRAFFIC MANAGEMENT PLAN	80,000	80,000	
	Subtotal	1,358,820	1,108,820	
	PROP C FUND TOTAL	**1,660,586**	**1,401,706**	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-25	Description
Fund:	**216-Used Oil Recycling Grant**			
	Operations			
540.200	Special Expenses	10,000	5,000	Used Oil OPP11 - Carryover $5,000
	Subtotal	10,000	5,000	
	USED OIL RECYLING GRANT TOTAL	**10,000**	**5,000**	
Fund:	**227-Beverage Container Recycling Grant**			
	Operations			
540.500	Special Expenses	8,400	8,136	Beverage Container Recycling Receptacles.
	Subtotal	8,400	8,136	
	BEV RECYCLING GRANT TOTAL	**8,400**	**8,136**	
Fund:	**240 - Prop C 25 Grant**			
	Capital			
700.151	Inglewood Ave - Phase I	-	-	
700.277	RBB/PRAIRE-ARTESIA	-	-	
	Subtotal	-	-	
	PROP C 25 GRANT TOTAL	**-**	**-**	
Fund:	**244 - Measure R**			
	Personnel			
501.100	Salaries - Full-Time	15,558	17,292	Allocated salary of Administrative Assistant.
501.500	Longevity Pay	-	-	Per MOU.
505.100	Flexible Benefit	3,241	4,741	Employee health benefits.
505.200	Retirement	1,195	1,338	PERS city contribution.
505.300	Medicare	226	246	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	101	99	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	20,321	23,716	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-25	Description
	Capital			
700.277	RBB/Prairie-Artesia	-	-	Street improvements
700.280	Street Improvement 21/22	168,105	-	Street improvements - Carryover
700.281	Sign Replacement Proj 2021-22	757,078	757,078	CIP Sign Replacement - Carryover
700.285	Annual Sidewalk Improvement	250,000	250,000	CIP Sidewalk Improvement - Carryover
700.284	Local Roadway Safety Improv. Signs	507,078	507,078	CIP LRSP - Carryover
	Subtotal	1,682,261	1,514,156	
	MEASURE R TOTAL	**1,702,582**	**1,537,872**	
Fund:	**272-Measure M Local Return**			
	Capital			
700.279	STREET IMPROVEMENT 2020-21	-	-	Street projects - Kingsdale, Alley 145, Alley 147
700.280	STREET IMPROVEMENT 21/22	-	-	Street improvements.
700.281	SIGN REPLACEMENT PROJ 2021-22	229,931	229,931	CIP Sign Replacement - Carryover
700.282	STREET IMPROVEMENT 22/23	122,000	122,000	Street improvements - Carryover
700.285	ANNUAL SIDEWALK IMPROVEMENT	250,000	250,000	CIP Sidewalk Improvement - Carryover
	Subtotal	**601,931**	**601,931**	
	MEASURE M TOTAL	**601,931**	**601,931**	
Fund:	**274-SBI Gas Tax Street Rehab**			
	Personnel			
501.100	Salaries - Full-Time	54,815	33,556	Allocated salary of Administrative Analyst and Administrative Assistant.
501.500	Longevity Pay	160	60	Per MOU.
505.100	Flexible Benefit	8,427	7,586	Employee health benefits.
505.200	Retirement	6,032	3,352	PERS city contribution.
505.300	Medicare	788	480	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	261	159	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	70,483	45,193	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-25	Description
	Capital			
700.279	Street Improvements 20/21	-	-	Street improvements
700.280	Street Improvements 21/22	522,498	-	Street improvements - Carryover
700.220	Street Improvements 22/23	522,000	522,000	Street improvements - Carryover
	Subtotal	1,044,498	522,000	
	SB1 GAS TAX TOTAL	1,114,981	567,193	
Fund:	**276 - AB939**			
	Personnel			
501.100	Salaries - Full-Time	120,989	101,730	Allocated salary of PW Director and Administrative Analyst.
501.500	Longevity Pay	380	280	Per MOU.
501.600	Auto Allowance	270	390	Allocation of PW Director auto allowance.
505.100	Flexible Benefit	14,909	17,068	Employee health benefits.
505.200	Retirement	14,651	13,078	PERS city contribution and deferred compensation match.
505.300	Medicare	1,738	1,462	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	477	372	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	153,414	134,380	
	Operations			
530.100	Contract Services	-	-	Solid Waste Consulting Services.
	Subtotal	-	-	
	AB939 TOTAL	153,414	134,380	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-25	Description
Fund:	**281 - Measure A Parks Project**			
	Capital			
700.288	Teen Center Project Category 1	685,000	685,000	CIP Teen Center - Carryover $95,000
700.289	Teen Center Project Category 2	510,000	510,000	CIP Teen Center - Carryover $75,000
	MEASURE A Parks Project TOTAL	**1,195,000**	**1,195,000**	
Fund:	**282 - Measure W**			
	Personnel			
501.100	Salaries - Full-Time	13,812	9,456	Allocated salary of PW Director and Administrative Analyst.
501.500	Longevity Pay	20	-	Per MOU.
501.600	Auto Allowance	135	195	Allocation of PW Director auto allowance.
505.100	Flexible Benefit	1,296	948	Employee health benefits.
505.200	Retirement	1,715	1,572	PERS city contribution and deferred compensation match.
505.300	Medicare	199	137	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	48	27	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	17,225	12,335	
	Operations			
530.200	Professional Services	91,000	92,000	NPDES Compliance Services Contract - $50,000; Coordinated Integrated Monitoring Program $20,000; SWRCB annual fee $21,000.
	Subtotal	91,000	92,000	
	MEASURE W PROGRAM TOTAL:	**108,225**	**104,335**	
Fund:	**285 - American Rescue Plan**			
520.600	Vehicle Maintenance	10,000		Completed
700.291	City Hall Roof Repair	775,400	-	Carryover
700.290	PWD Security Improvement	250,000	100,000	Carryover $100,000
700.292	LASD Facility Improvement	250,000	-	Carryover
	AMERICAN RESCUE PLAN TOTAL:	**1,285,400**	**100,000**	
Fund:	**286 - SB 1383 LOCAL ASSISTANCE RECYCLING**			
540.200	Special Meetings	-	122,128	Carryover
	SB 1383 LOCAL ASSISTANCE RECYCLING	**-**	**122,128**	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-25	Description
Fund:	**288 - PLBP GRANT**			
700.283	Local Road Safety Improv. Street	1,000,000	1,000,000	
700.284	Local Road Safety Improv. Sign	1,000,000	1,000,000	
	CNRA TOTAL:	**2,000,000**	**2,000,000**	
Fund:	**289 - CNRA Grant**			
700.287	Youth Devewlopment Center	4,000,000	4,000,000	Carryover
	CNRA TOTAL:	**4,000,000**	**4,000,000**	
	ALL FUNDS TOTAL:	**15,046,447**	**12,412,742**	

DEPARTMENT EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
PUBLIC WORKS GROUNDS & FACILITIES - 320						
GENERAL FUND (100-320)						
	PERSONNEL					
100-320-501.100	SALARIES - FULL-TIME	156,819	196,583	196,583	207,525	10,942
100-320-501.300	SALARIES - PART-TIME	25,186	27,841	27,841	30,415	2,574
100-320-501.400	SALARIES - OVERTIME	1,095	-	-	-	-
100-320-501.500	LONGEVITY PAY	600	870	870	870	-
100-320-501.900	MANDATORY LEAVE	1,401	-	-	-	-
100-320-505.100	FLEXIBLE BENEFIT	26,769	36,300	36,300	53,100	16,800
100-320-505.200	RETIREMENT	15,681	21,647	21,647	22,713	1,066
100-320-505.300	MEDICARE CONTRIBUTION	2,901	3,247	3,247	3,399	152
100-320-505.700	CITY-PAID INSURANCE	864	1,126	1,126	1,110	(16)
	SUBTOTAL	231,316	287,614	287,614	319,132	31,518
	OPERATIONS					
100-320-510.100	OFFICE SUPPLIES	557	500	500	500	-
100-320-510.500	UNIFORMS	8,060	10,000	10,000	10,600	600
100-320-510.600	STAFF DEVELOPMENT	-	2,500	2,500	2,500	-
100-320-515.200	ELECTRICITY	155,772	147,000	147,000	185,333	38,333
100-320-515.300	NATURAL GAS	24,728	9,000	27,000	7,140	(19,860)
100-320-515.400	WATER	84,432	95,000	80,000	92,000	12,000
100-320-520.100	MAINTENANCE SUPPLIES	32,450	50,000	50,000	50,000	-
100-320-520.120	BUILDING EQUIP. MAINT.	48,383	30,000	30,000	100,000	70,000
100-320-520.200	SMALL TOOLS	3,885	5,000	5,000	5,000	-
100-320-520.300	GROUNDS MAINTENANCE	57,352	80,000	80,000	80,000	-
100-320-520.310	PLANTS & MATERIALS	16,832	35,000	35,000	35,000	-
100-320-520.500	EQUIPMENT RENTAL	1,612	5,000	5,000	5,000	-
100-320-520.510	EQUIPMENT MAINT	15,973	16,000	16,000	16,000	-
100-320-520.600	VEHICLE MAINTENANCE	11,995	15,000	15,000	15,000	-
100-320-520.610	VEHICLE FUEL	17,643	10,000	30,000	30,000	-
100-320-530.100	CONTRACT SERVICES	680,609	850,000	850,000	850,000	-
100-320-530.210	TEMPORARY SERVICES	-	-	1,000	1,000	-
100-320-540.200	SPECIAL EXPENSES	4,776	5,000	5,000	5,000	-
100-320-580.151	ARPA REIMBURSEMENT	-	-	-		-
	SUBTOTAL	1,165,059	1,365,000	1,389,000	1,490,073	101,073
	GENERAL FUND TOTAL	**1,396,375**	**1,652,614**	**1,676,614**	**1,809,205**	**132,591**
PUBLIC WORKS GROUNDS & FACILITIES - 320						
AB939 FUND (276-320)						
	PERSONNEL					
276-320-501.100	SALARIES - FULL-TIME	20,270	18,046	18,046	18,774	728
276-320-501.400	SALARIES - OVERTIME	403	-	-	-	
276-320-501.500	LONGEVITY PAY	145	80	80	80	-
276-320-501.900	MANDATORY LEAVE	297	-	-	-	-
276-320-505.100	FLEXIBLE BENEFIT	2,705	2,593	2,593	3,793	1,200
276-320-505.200	RETIREMENT	2,150	2,236	2,236	2,336	100
276-320-505.300	MEDICARE CONTRIBUTION	340	260	260	271	11
276-320-505.700	CITY-PAID INSURANCE	92	81	81	79	(2)
	SUBTOTAL	26,402	23,296	23,296	25,333	2,037
	AB939 FUND TOTAL	**26,402**	**23,296**	**23,296**	**25,333**	**2,037**

DEPARTMENT EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PUBLIC WORKS GROUNDS & FACILITIES - 320					
	ARPA FUND (285-320)					
	OPERATIONS					
285-320-530.100	CONTRACT SERVICES	-	106,095	106,095		(106,095)
	SUBTOTAL	-	106,095	106,095	-	(106,095)
	CAPITAL					
285-320-550.300	VEHICLES				90,000	90,000
285-320-550.400	EQUIPMENT - POWER WASHER				20,000	20,000
285-320-700.119	CITY HALL FACILITY NEEDS			3,000,000	3,000,000	-
285-320-700.153	HOPPER PARK SHADE EQUIPMENT				20,000	20,000
						-
	SUBTOTAL	-	-	3,000,000	3,130,000	130,000
	ARPA FUND TOTAL	**-**	**106,095**	**3,106,095**	**3,130,000**	**23,905**
	ALL FUNDS TOTAL	**1,422,777**	**1,782,005**	**4,806,005**	**4,964,538**	**158,533**

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salaries - Full-Time	196,583	207,525	Allocated salaries for Maintenance Supervisor and Maintenance Worker I, II, and III.
501.100	Salaries - Part-Time	27,841	30,415	Salary for part-time Maintenance Worker for weekend special events.
501.500	Longevity Pay	870	870	Per MOU.
501.900	Mandatory Leave	-	-	
505.100	Flexible Benefit	36,300	53,100	Employee health benefits.
505.200	Retirement	21,647	22,713	PERS city contribution.
505.300	Medicare	3,247	3,399	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	1,126	1,110	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**287,614**	**319,132**	
	Operations			
510.100	Office Supplies	500	500	Writing instruments, note pads, white boards, and file folders.
510.500	Uniforms	10,000	10,600	Uniform Contract $5,500; footwear (two pairs per employee per year) $4,000; caps and t-shirts $500.
510.600	Staff Development	2,500	2,500	Trainings and workshops.
515.200	Electricity	147,000	185,333	SCE electricity usage at City and park facilities.
515.300	Natural Gas	27,000	7,140	SoCal Gas usage at City facilities.
515.400	Water	80,000	92,000	Water irrigation for City and park grounds.
520.100	Maintenance Supplies	50,000	50,000	Custodial supplies $27,000; graffiti supplies $17,500; buffing & waxing Community Center floors $4,000; keys and pad locks $1,500.
520.120	Building Equipment Maint.	30,000	100,000	Repairs & maintenance including, HVAC, elevators, alarm system, fire sprinkler inspections, and other building repairs.
520.200	Small Tools	5,000	5,000	Replace tools as needed.
520.300	Grounds Maint.	80,000	80,000	Facility maintenance, lighting, and fencing repairs; irrigation repairs; window repairs, paint supplies, pest control; other misc. repairs & maintenance as needed.
520.310	Plants & Materials	35,000	35,000	Soil, fertilizer, plants, and ground cover for facility planters and medians with an emphasis on Hawthorne Blvd and Manhattan Beach Blvd medians for city beautification.
520.500	Equipment Rental	5,000	5,000	Rental cost for equipment required to perform field work, installation of holiday decorations, and support City special events.
520.510	Equipment Maintenance	16,000	16,000	Maintenance of generator, pressure washer, backflows, backhoe, power tools and other services as needed.
520.600	Vehicle Maintenance	15,000	15,000	Vehicle maintenance and repair cost such as, flat tires, smog checks, oil changes, engine maintenance, towing services and other repairs as incurred.
520.610	Vehicle Fuel	30,000	30,000	Regular gas, diesel, and CNG for vehicles and power tools. Currently purchasing CNG offsite at retail prices.
530.100	Contract Services	850,000	850,000	Portion of Landscape Maintenance Contract $251,000; Tree Trimming Contract $490,000; Tree Inventory Services $7,000; Elevator Maintenance Contract $8,000; Alarm System Contract Services $4,000; OPRA Work Order System $3,000; LACDPW Industrial Waste Inspections $50,000

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
530.210	Temporary Services	1,000	1,000	Temporary services to provide maintenance staff assistance as needed.
540.200	Special Expenses	5,000	5,000	Unforeseen incidental expenses.
580.151	ARPA Reimbursement	-	-	ARPA Reimbursement
	Subtotal	**1,389,000**	**1,490,073**	
	GENERAL FUND TOTAL	**1,676,614**	**1,809,205**	
Fund:	**276 - AB979**			
	Personnel			
501.100	Salaries - Full-Time	18,046	18,774	Allocated salaries for Maintenance Supervisor and Maintenance Worker I, II, and III.
501.500	Longevity Pay	80	80	Per MOU.
501.900	Mandatory Pay	-	-	
505.100	Flexible Benefit	2,593	3,793	Employee health benefits.
505.200	Retirement	2,236	2,336	PERS city contribution.
505.300	Medicare	260	271	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	81	79	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**23,296**	**25,333**	
	AB939 TOTAL	**23,296**	**25,333**	
Fund:	**285 - ARPA**			
	Operations			
700.153	Contract Services	106,095	-	Park equipment replacement
	Subtotal	106,095	-	
	Capital			
550.300	Vehicles	-	90,000	2 Pickup trucks for Citywide maintenance services
550.400	Equipment - Power Washer	-	20,000	Equipment for Public Works Dept
700.119	City HALL Facility Needs	3,000,000	3,000,000	Facility needs improvements
700.153	Hopper Park Shade Equipment	-	20,000	Park equipment replacement
	Subtotal	3,000,000	3,130,000	
	ARPA FUND TOTAL	**3,106,095**	**3,130,000**	
	ALL FUNDS TOTAL:	**4,806,005**	**4,964,538**	

PUBLIC WORKS STREET MAINTENANCE - 330

GENERAL FUND (100-330)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-330-501.100	SALARIES - FULL-TIME	114,437	71,251	71,251	74,714	3,463
100-330-501.400	SALARIES - OVERTIME	3,578	1,630	1,630	-	(1,630)
100-330-501.500	LONGEVITY PAY	649	283	283	260	(23)
100-330-501.900	MANDATORY LEAVE	1,257	-	-	-	-
100-330-505.100	FLEXIBLE BENEFIT	35,287	14,261	14,261	20,861	6,600
100-330-505.200	RETIREMENT	11,294	7,689	7,689	8,011	322
100-330-505.300	MEDICARE CONTRIBUTION	1,965	1,032	1,032	1,062	30
100-330-505.700	CITY-PAID INSURANCE	1,138	443	443	436	(7)
	SUBTOTAL	169,605	96,589	96,589	105,344	8,755
	OPERATIONS					
100-330-515.200	ELECTRICITY	32,575	33,000	30,000	36,000	6,000
100-330-515.400	WATER	54,793	82,500	60,000	76,500	16,500
100-330-520.320	LANDSCAPE MAINT	95,000	167,000	167,000	172,675	5,675
100-330-520.600	VEHICLE MAINTENANCE	-	-	-		-
100-330-530.100	CONTRACT SERVICES	2,681	20,000	20,000	21,000	1,000
100-330-540.200	SPECIAL EXPENSES	2,434	5,000	5,000	5,000	-
100-330-580.151	ARPA REIMBURSEMENT	-		-		-
	SUBTOTAL	187,483	307,500	282,000	311,175	29,175
	GENERAL FUND TOTAL	**357,088**	**404,089**	**378,589**	**416,519**	**37,930**

PUBLIC WORKS STREET MAINTENANCE - 330

GAS TAX FUND (201-330)

	PERSONNEL					
201-330-501.100	SALARIES - FULL-TIME	180,568	214,063	214,063	224,269	10,206
201-330-501.300	SALARIES - PART TIME	23,834	29,224	29,224	30,415	1,191
201-330-501.400	SALARIES - OVERTIME	13,649	10,000	10,000	10,000	-
201-330-501.500	LONGEVITY PAY	576	860	860	800	(60)
201-330-501.900	MANDATORY LEAVE	1,571	-	-	-	-
201-330-505.100	FLEXIBLE BENEFIT	34,085	41,486	41,486	60,686	19,200
201-330-505.200	RETIREMENT	17,292	23,484	23,484	24,478	994
201-330-505.300	MEDICARE CONTRIBUTION	3,234	3,521	3,521	3,633	112
201-330-505.700	CITY-PAID INSURANCE	1,034	1,287	1,287	1,269	(18)
	SUBTOTAL	275,843	323,925	323,925	355,550	31,625
	OPERATIONS					
201-330-515.200	ELECTRICITY	25,306	32,000	25,000	32,000	7,000
201-330-520.400	STREET MAINTENANCE	23,280	30,000	30,000	30,000	-
201-330-520.600	VEHICLE MAINTENANCE	5,970	8,000	8,000	8,000	-
201-330-520.610	VEHICLE FUEL	10,000	12,000	12,000	12,000	-
201-330-530.100	CONTRACT SERVICES	205,014	400,000	400,000	387,000	(13,000)
201-330-530.200	PROFESSIONAL SERVICES	-	10,000	10,000	10,000	-
201-330-540.200	SPECIAL EXPENSES	-	5,000	5,000	5,000	-
	SUBTOTAL	269,570	497,000	490,000	484,000	(6,000)
	GAS TAX FUND TOTAL	**545,413**	**820,925**	**813,925**	**839,560**	**25,625**

PUBLIC WORKS STREET MAINTENANCE - 330

PROP A FUND (206-330)

	PERSONNEL					
206-330-501.100	SALARIES - FULL-TIME	-	17,735	17,735	18,647	912
206-330-501.400	SALARIES - OVERTIME	-	-	-	-	-
206-330-501.500	LONGEVITY PAY	-	68	68	60	(8)
206-330-505.100	FLEXIBLE BENEFIT	-	3,890	3,890	5,689	1,799
206-330-505.200	RETIREMENT	-	1,818	1,818	1,892	74
206-330-505.300	MEDICARE CONTRIBUTION	-	258	258	264	6
206-330-505.700	CITY-PAID INSURANCE	-	121	121	119	(2)
	SUBTOTAL	-	23,890	23,890	26,671	2,781
	PROP C TOTAL	**-**	**23,890**	**23,890**	**26,671**	**2,781**

PUBLIC WORKS STREET MAINTENANCE - 330

PROP C FUND (207-330)

	PERSONNEL					
207-330-501.100	SALARIES - FULL-TIME	79,656	70,940	70,940	74,586	3,646
207-330-501.400	SALARIES - OVERTIME	3,722	-	-	-	-
207-330-501.500	LONGEVITY PAY	230	270	270	240	(30)
207-330-501.900	MANDATORY LEAVE	305	-	-	-	-
207-330-505.100	FLEXIBLE BENEFIT	16,226	15,557	15,557	22,757	7,200
207-330-505.200	RETIREMENT	7,471	7,271	7,271	7,567	296
207-330-505.300	MEDICARE CONTRIBUTION	1,253	1,029	1,029	1,055	26
207-330-505.700	CITY-PAID INSURANCE	516	483	483	476	(7)
	SUBTOTAL	109,379	95,550	95,550	106,681	11,131
	OPERATIONS					
207-330-530.100	CONTRACT SERVICES	87,335	150,000	150,000	150,000	-
	SUBTOTAL	87,335	150,000	150,000	150,000	-
	PROP C TOTAL	**196,714**	**245,550**	**245,550**	**256,681**	**11,131**

PUBLIC WORKS STREET MAINTENANCE - 330

MEASURE R FUND (244-330)

	PERSONNEL					
244-330-501.100	SALARIES - FULL-TIME	31,978	35,470	35,470	37,293	1,823
244-330-501.400	SALARIES - OVERTIME	1,777	-	-	-	
244-330-501.500	LONGEVITY PAY	120	135	135	120	(15)
244-330-501.900	MANDATORY LEAVE	122	-	-	-	-
244-330-505.100	FLEXIBLE BENEFIT	6,996	7,779	7,779	11,379	3,600
244-330-505.200	RETIREMENT	2,873	3,636	3,636	3,784	148
244-330-505.300	MEDICARE CONTRIBUTION	487	515	515	528	13
244-330-505.700	CITY-PAID INSURANCE	233	242	242	238	(4)
	SUBTOTAL	44,586	47,777	47,777	53,342	5,565
	MEASURE R TOTAL	**44,586**	**47,777**	**47,777**	**53,342**	**5,565**

PUBLIC WORKS STREET MAINTENANCE - 330

AB939 (276-330)

	PERSONNEL					
276-330-501.100	SALARIES - FULL-TIME	27,416	35,470	35,470	37,293	1,823
276-330-501.400	SALARIES - OVERTIME	1,397	-	-	-	
276-330-501.500	LONGEVITY PAY	80	135	135	120	(15)
276-330-501.900	MANDATORY LEAVE	122	-	-	-	-
276-330-505.100	FLEXIBLE BENEFIT	5,581	7,779	7,779	11,379	3,600
276-330-505.200	RETIREMENT	2,402	3,636	3,636	3,784	148
276-330-505.300	MEDICARE CONTRIBUTION	417	515	515	528	13
276-330-505.700	CITY-PAID INSURANCE	166	242	242	238	(4)
	SUBTOTAL	37,581	47,777	47,777	53,342	5,565
	AB939 TOTAL	**37,581**	**47,777**	**47,777**	**53,342**	**5,565**
	ALL FUNDS TOTAL	**1,181,382**	**1,566,118**	**1,557,508**	**1,646,105**	**88,597**

Budget Detail Worksheet

Dept: PUBLIC WORKS **Program:** PW Street Maintenance - 330

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**100 - General Fund**			
501.100	Salaries - Full-Time	71,251	74,714	Allocated salaries for Maintenance Supervisor, Public Works Inspector and Maintenance Worker I, II, and III.
501.400	Salaries - Overtime	1,630	-	For off-scheduled work, emergencies and special events.
501.500	Longevity award	283	260	Per MOU.
501.900	Mandatory Leave	-	-	
505.100	Flexible Benefit	14,261	20,861	Employee health benefits.
505.200	Retirement	7,689	8,011	PERS city contribution.
505.300	Medicare	1,032	1,062	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	443	436	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**96,589**	**105,344**	
	Operations			
515.200	Electricity	30,000	36,000	Based on historical use.
515.400	Water	60,000	76,500	Based on historical use.
520.320	Landscape Maintenance	167,000	172,675	Portion of Landscape Maintenance Contract; other portion is allocated to Grounds Contract Services.
530.100	Contract Services	20,000	21,000	OPRA $4,000; facility sign replacement $8,000; crack sealing $8,000.
540.200	Special Expenses	5,000	5,000	Certified Unified Program Agency (CUPA) Permit and misc. expenses.
580.151	ARPA Reimbursement	-	-	ARPA Reimbursement
	Subtotal	**282,000**	**311,175**	
	GENERAL FUND TOTAL	**378,589**	**416,519**	
Fund:	**201 - Gas Tax**			
	Personnel			
501.100	Salaries - Full-Time	214,063	224,269	Allocation of salaries including Maintenance Supervisor, Inspector, and Maintenance Worker I, II and III.
501.300	Salaries - Part-Time	29,224	30,415	Salary for part-time Maintenance Worker for weekend graffiti removal.
501.400	Salaries - Overtime	10,000	10,000	For off-scheduled work, emergencies and special events.

Budget Detail Worksheet

Dept: PUBLIC WORKS **Program:** PW Street Maintenance - 330

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
501.500	Longevity Award	860	800	Per MOU.
501.900	Mandatory Leave	-	-	
505.100	Flexible Benefit	41,486	60,686	Employee health benefits.
505.200	Retirement	23,484	24,478	PERS city contribution.
505.300	Medicare	3,521	3,633	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	1,287	1,269	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**323,925**	**355,550**	
	Operations			
515.200	Electricity	25,000	32,000	Street lights and signals expenditures. Based on historical use.
520.400	Street Maintenance	30,000	30,000	Supplies for graffiti abatement $16,000; asphalt repairs $6,000; new and replacement street signs $8,000.
520.600	Vehicle Maintenance	8,000	8,000	Tire maintenance, auto body work, oil changes, and other repairs as needed. Based on historical information.
520.610	Vehicle Fuel	12,000	12,000	Regular gas, diesel, and CNG for vehicles and power tools. Currently purchasing CNG offsite at retail prices.
530.100	Contract Services	400,000	387,000	Street Sweeping Contract; LACDPW Catch Basin Cleanout $1,000; Underground Service Alerts $2,000; Bridge Soffit Lighting $6,000; Concrete/Pavement Repair $10,000; other contract services as needed.
530.200	Professional Services	10,000	10,000	Engineering services and studies.
540.200	Special Expenses	5,000	5,000	Miscellaneous permits, licenses, and expenses for traffic control.
	Subtotal	**490,000**	**484,000**	
	GAS TAX FUND TOTAL	**813,925**	**839,550**	
Fund:	**206 - Prop A**			
501.100	Salaries - Full-Time	17,735	18,647	Allocated salary of PW Director and Administrative Analyst.
501.500	Longevity Pay	68	60	Per MOU.
505.100	Flexible Benefit	3,890	5,689	Employee health benefits.
505.200	Retirement	1,818	1,892	PERS city contribution and deferred compensation match.
505.300	Medicare	258	264	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	121	119	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	23,890	26,671	
	Prop A TOTAL	**23,890**	**26,671**	

Budget Detail Worksheet

Dept: PUBLIC WORKS **Program:** PW Street Maintenance - 330

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**207 - Proposition C**			
501.100	Salaries - Full-Time	70,940	74,586	Salary allocation for Maintenance Worker I
501.500	Longevity award	270	240	Per MOU.
505.100	Flexible Benefit	15,557	22,757	Employee health benefits.
505.200	Retirement	7,271	7,567	PERS city contribution.
505.300	Medicare	1,029	1,055	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	483	476	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**95,550**	**106,681**	
	Operations			
530.100	Contract Services	150,000	150,000	Provides for traffic signal maintenance, street striping and street legend work for major corridors $30,000; LACDPW Traffic Signal Accident Repairs $30,000; LACDPW Traffic Signal Maintenance $80,000; CalTrans Traffic Signal Maintenance for Freeway Ramps $10,000.
	Subtotal	**150,000**	**150,000**	
	PROP C TOTAL	**245,550**	**256,681**	
Fund:	**244 - Measure R**			
501.100	Salaries - Full-Time	35,470	37,293	Salary allocation for Maintenance Worker I
501.500	Longevity award	135	120	Per MOU.
505.100	Flexible Benefit	7,779	11,379	Employee health benefits.
505.200	Retirement	3,636	3,784	PERS city contribution.
505.300	Medicare	515	528	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	242	238	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**47,777**	**53,342**	
	MEASURE R TOTAL	**47,777**	**53,342**	

Budget Detail Worksheet

Dept: PUBLIC WORKS **Program:** PW Street Maintenance - 330

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**276 - AB939**			
	Personnel			
501.100	Salaries - Full-Time	35,470	37,293	Allocated salary of PW Director and Administrative Analyst.
501.500	Longevity Pay	135	120	Per MOU.
505.100	Flexible Benefit	7,779	11,379	Employee health benefits.
505.200	Retirement	3,636	3,784	PERS city contribution and deferred compensation match.
505.300	Medicare	515	528	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	242	238	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	47,777	53,342	
	AB939 TOTAL	**47,777**	**53,342**	
	ALL FUNDS TOTAL:	**1,557,508**	**1,646,105**	

PUBLIC WORKS ENGINEERING - 340

GENERAL FUND (100-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-340-501.100	SALARIES - FULL-TIME	34,313	36,128	36,128	38,622	2,494
100-340-501.400	SALARIES - OVERTIME	394	-	-	-	
100-340-501.500	LONGEVITY PAY	400	80	80	80	-
100-340-501.900	MANDATORY LEAVE	-	-	-	-	-
100-340-505.100	FLEXIBLE BENEFIT	6,056	5,186	5,186	7,586	2,400
100-340-505.200	RETIREMENT	3,488	4,080	4,080	4,384	304
100-340-505.300	MEDICARE	527	524	524	560	36
100-340-505.700	CITY-PAID INSURANCE	202	161	161	159	(2)
	SUBTOTAL	45,380	46,159	46,159	51,391	5,232
	OPERATIONS					
100-340-510.100	OFFICE SUPPLIES	371	500	500	500	-
100-340-510.200	REPROGRAPHICS	-	-	500	500	-
100-340-510.400	SUBSCRIPTIONS/PUBLICATIONS	485	1,000	1,000	5,000	4,000
100-340-510.600	STAFF DEVELOPMENT	300	500	3,500	3,500	-
100-340-510.610	MEMBERSHIP/DUES	-	500	500	500	-
100-340-510.620	TRAVEL/MEETINGS	-	500	500	500	-
100-340-510.650	MILEAGE REIMBURSEMENT	-	100	100	200	100
100-340-530.200	PROFESSIONAL SERVICES	18,152	52,000	52,000	52,000	-
100-340-530.210	TEMPORARY SERVICES	-	1,000	1,000	1,000	-
100-340-540.200	SPECIAL EXPENSES	1,319	2,000	2,000	2,000	-
100-340-580.151	ARPA REIMBURSEMENT	-	-	-		-
100-340-700.278	LOCAL ROAD SAFETY PLAN STUDY	-	-	-		-
	SUBTOTAL	20,627	58,100	61,600	65,700	4,100
	GENERAL FUND TOTAL	**66,007**	**104,259**	**107,759**	**117,091**	**9,332**

PUBLIC WORKS ENGINEERING - 340

GAS TAX FUND (201-340)

	PERSONNEL					
201-340-501.100	SALARIES - FULL-TIME	-	16,398	16,398	17,064	16,984
201-340-501.400	SALARIES - OVERTIME	-	135	-	-	(2,593)
201-340-501.500	LONGEVITY PAY	-	80	80	80	(2,513)
201-340-505.100	FLEXIBLE BENEFIT	-	2,593	2,593	3,793	1,748
201-340-505.200	RETIREMENT	-	2,045	2,045	2,136	1,898
201-340-505.300	MEDICARE CONTRIBUTION	-	238	238	247	167
201-340-505.700	CITY-PAID INSURANCE	-	80	80	79	(21,355)
	SUBTOTAL	-	21,569	21,434	23,399	(5,664)
	OPERATIONS					
201-340-530.200	PROFESSIONAL SERVICES	-	-	-	-	-
	SUBTOTAL	-	-	-	-	-
	GAS TAX FUND TOTAL	**-**	**21,569**	**21,434**	**23,399**	**(5,664)**

PUBLIC WORKS ENGINEERING - 340

PROP A FUND (206-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
206-340-501.100	SALARIES - FULL-TIME	-	27,930	27,930	30,090	2,160
206-340-501.500	LONGEVITY PAY	-	40	40	40	-
206-340-505.100	FLEXIBLE BENEFIT	-	3,890	3,890	5,689	1,799
206-340-505.200	RETIREMENT	-	3,058	3,058	3,316	258
206-340-505.300	MEDICARE CONTRIBUTION	-	405	405	436	31
206-340-505.700	CITY-PAID INSURANCE	-	121	121	119	(2)
	SUBTOTAL	-	35,444	35,444	39,690	4,246
	PROP A FUND TOTAL	**-**	**35,444**	**35,444**	**39,690**	**4,246**

PUBLIC WORKS ENGINEERING - 340

PROPOSITION C FUND (207-340)

	PERSONNEL					
207-340-501.100	SALARIES - FULL-TIME	47,583	38,085	38,085	40,760	2,675
207-340-501.300	SALARIES - PART TIME	1,576	-	-	-	-
207-340-501.500	LONGEVITY PAY	-	80	80	80	-
207-340-505.100	FLEXIBLE BENEFIT	6,335	5,186	5,186	7,586	2,400
207-340-505.200	RETIREMENT	5,216	4,749	4,749	5,103	354
207-340-505.300	MEDICARE CONTRIBUTION	745	552	552	591	39
207-340-505.700	CITY-PAID INSURANCE	189	161	161	159	(2)
	SUBTOTAL	61,644	48,813	48,813	54,279	5,466
	OPERATIONS					
207-340-530.200	PROFESSIONAL SERVICES	6,289	-	-	-	-
	SUBTOTAL	6,289	-	-	-	-
	PROP C FUND TOTAL:	**67,933**	**48,813**	**48,813**	**54,279**	**5,466**

PUBLIC WORKS ENGINEERING - 340

CDBG FUND (214-443)

	PERSONNEL					
214-443-501.100	SALARIES - FULL-TIME	-	-	-	19,420	19,420
214-443-505.100	FLEXIBLE BENEFIT	-	-	-	3,793	3,793
214-443-505.200	RETIREMENT	-	-	-	1,528	1,528
214-443-505.300	MEDICARE CONTRIBUTION	-	-	-	282	282
214-443-505.700	CITY-PAID INSURANCE	-	-	-	79	79
	SUBTOTAL	-	-	-	25,102	25,102
	CDBG FUND TOTAL:	**-**	**-**	**-**	**25,102**	**25,102**

PUBLIC WORKS ENGINEERING - 340

PROP C 25 FUND (240-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
240-340-501.100	SALARIES - FULL-TIME	25,768	27,109	27,109	29,620	2,511
240-340-505.100	FLEXIBLE BENEFIT	3,126	3,241	3,241	4,741	1,500
240-340-505.200	RETIREMENT	2,823	3,381	3,381	3,708	327
240-340-505.300	MEDICARE CONTRIBUTION	393	393	393	429	36
240-340-505.700	CITY-PAID INSURANCE	90	101	101	99	(2)
	SUBTOTAL	32,200	34,225	34,225	38,597	4,372
	OPERATIONS					
240-340-530.200	PROFESSIONAL SERVICES	32,185	-	-	-	-
	SUBTOTAL	32,185	-	-	-	-
	PROP C 25 FUND TOTAL:	**64,385**	**34,225**	**34,225**	**38,597**	**4,372**

PUBLIC WORKS ENGINEERING - 340

MEASURE R (244-340)

	PERSONNEL					
244-340-501.100	SALARIES - FULL-TIME	40,223	27,929	27,929	30,090	2,161
244-340-501.400	SALARIES - OVERTIME	834	-	-	-	
244-340-501.500	LONGEVITY PAY	-	40	40	40	-
244-340-505.100	FLEXIBLE BENEFIT	5,418	3,890	3,890	5,689	1,799
244-340-505.200	RETIREMENT	4,044	3,057	3,057	3,316	259
244-340-505.300	MEDICARE CONTRIBUTION	623	405	405	436	31
244-340-505.700	CITY -PAID INSURANCE	166	121	121	119	(2)
	SUBTOTAL	51,308	35,442	35,442	39,690	4,248
	OPERATIONS					
244-340-530.200	PROFESSIONAL SERVICES	32,956	-	-	-	-
	SUBTOTAL	32,956	-	-	-	-
	MEASURE R FUND TOTAL:	**84,264**	**35,442**	**35,442**	**39,690**	**4,248**

PUBLIC WORKS ENGINEERING - 340

MEASURE M FUND (272-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
272-340-501.100	SALARIES - FULL-TIME	33,305	45,015	45,015	48,332	3,317
272-340-501.400	SALARIES - OVERTIME	767	-	-	-	
272-340-501.500	LONGEVITY PAY	-	80	80	80	
272-340-505.100	FLEXIBLE BENEFIT	4,563	6,482	6,482	9,482	3,000
272-340-505.200	RETIREMENT	3,286	4,762	4,762	5,148	386
272-340-505.300	MEDICARE CONTRIBUTION	516	653	653	701	48
272-340-505.700	CITY-PAID INSURANCE	143	201	201	198	(3)
	SUBTOTAL	42,580	57,193	57,193	63,941	6,748
	OPERATIONS					
272-340-530.200	PROFESSIONAL SERVICES	13,660	-	-	-	-
	SUBTOTAL	13,660	-	-	-	-
	MEASURE M FUND TOTAL:	**56,240**	**57,193**	**57,193**	**63,941**	**6,748**

PUBLIC WORKS ENGINEERING - 340

SB1 GAS TAX STREET REHAB (274-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
274-340-501.100	SALARIES - FULL-TIME	18,979	37,504	37,504	40,978	3,474
274-340-505.100	FLEXIBLE BENEFIT	2,544	5,186	5,186	7,586	2,400
274-340-505.200	RETIREMENT	1,420	3,400	3,400	3,776	376
274-340-505.300	MEDICARE CONTRIBUTION	288	544	544	594	50
274-340-505.700	CITY -PAID INSURANCE	85	161	161	159	(2)
	SUBTOTAL	23,316	46,795	46,795	53,093	6,298
	OPERATIONS					
274-340-530.200	PROFESSIONAL SERVICES	18,727	-	-	-	-
	SUBTOTAL	18,727	-	-	-	-
	SBI GAS TAX TOTAL	**42,043**	**46,795**	**46,795**	**53,093**	**6,298**

PUBLIC WORKS ENGINEERING - 340

MEASURE W FUND (282-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 18152	PROJECTED ACTUAL 52000	AMENDED BUDGET 52000	500 BUDGET 52000	CHANGE FROM PRIOR YEAR
	PERSONNEL					
282-340-501.100	SALARIES - FULL-TIME	-	5,422	5,422	5,924	502
282-340-505.100	FLEXIBLE BENEFIT	-	648	648	948	300
282-340-505.200	RETIREMENT	-	676	676	742	66
282-340-505.300	MEDICARE CONTRIBUTION	-	79	79	86	7
282-340-505.700	CITY-PAID INSURANCE	-	20	20	20	-
	SUBTOTAL	-	6,845	6,845	7,720	875
	MEASURE M FUND TOTAL:	**-**	**6,845**	**6,845**	**7,720**	**875**
	ALL FUNDS TOTAL	**380,872**	**390,585**	**393,950**	**462,602**	**61,023**

Budget Detail Worksheet

Dept: Public Works **Program:** Engineering - 340

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-2025	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salaries - Full-Time	36,128	38,622	Associate Engineer salary allocation.
501.500	Longevity Pay	80	80	Longevity
505.100	Flexible Benefit	5,186	7,586	Employee health benefits.
505.200	Retirement	4,080	4,384	PERS city contribution.
505.300	Medicare	524	560	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	161	159	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**46,159**	**51,391**	
	Operations			
510.100	Office Supplies	500	500	Provides for writing instruments, filing supplies and equipment such as plan racks.
510.200	Reprographics	500	500	Provides for reproduction of project specifications, maps, and scanning services.
510.400	Subscriptions/Publications	1,000	5,000	Provides for Auto Cad subscription ($500), industry publications and journals.
510.600	Staff Development	3,500	3,500	Conferences, workshops, and P.E. prep courses.
510.610	Membership/Dues	500	500	Provides for memberships for industry associations.
510.620	Travel/Meetings	500	500	Conferences and workshops.
510.650	Mileage Reimbursement	100	200	Provides reimbursement for use of personal vehicles for official business usage.
530.200	Professional Services	52,000	52,000	Provides for contract legal review service for Small Cell Wireless Facility Applications which are fully reimbursed by applicant/developer; up to 10 applications $27,000; Design & Survey services $15,000; Paving Standards $10,000.
530.210	Temporary Services	1,000	1,000	Provides for inspection services as needed (third party inspectors).
540.200	Special Expenses	2,000	2,000	Provides for unforeseen engineering related expenses.
	Subtotal	**61,600**	**65,700**	
	GENERAL FUND TOTAL	**107,759**	**117,091**	

Budget Detail Worksheet

Dept: Public Works **Program:** Engineering - 340

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-2025	Description
Fund:	**201- Gas Tax**			
	Personnel			
501.100	Salaries - Full-Time	16,398	17,064	Associate Engineer salary allocation.
501.500	Longevity Pay	80	80	Longevity
505.100	Flexible Benefit	2,593	3,793	Employee health benefits.
505.200	Retirement	2,045	2,136	PERS city contribution and deferred compensation match.
505.300	Medicare	238	247	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	80	79	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**21,434**	**23,399**	
	GAS TAX FUND TOTAL:	**21,434**	**23,399**	
Fund:	**206- Prop A**			
	Personnel			
501.100	Salaries - Full-Time	27,930	30,090	Associate Engineer, Assistant Engineer, and Public Works Inspector salary allocations.
501.500	Longevity Pay	40	40	Longevity
505.100	Flexible Benefit	3,890	5,689	Employee health benefits.
505.200	Retirement	3,058	3,316	PERS city contribution and deferred compensation match.
505.300	Medicare	405	436	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	121	119	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**35,444**	**39,690**	
	PROP A FUND TOTAL	**35,444**	**39,690**	
Fund:	**207- Proposition C**			
	Personnel			
501.100	Salaries - Full-Time	38,085	40,760	Associate Engineer salary allocation.
501.500	Longevity Pay	80	80	Longevity
505.100	Flexible Benefit	5,186	7,586	Employee health benefits.
505.200	Retirement	4,749	5,103	PERS city contribution and deferred compensation match.
505.300	Medicare	552	591	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	161	159	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**48,813**	**54,279**	
	PROP C FUND TOTAL:	**48,813**	**54,279**	

Budget Detail Worksheet

Dept: Public Works **Program:** Engineering - 340

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-2025	Description
Fund:	**214 - CDBG**			
501.100	SALARIES - FULL-TIME	-	19,420.00	Associate Engineer salary allocation.
505.100	FLEXIBLE BENEFIT	-	3,793.00	Employee health benefits.
505.200	RETIREMENT	-	1,528.00	PERS city contribution and deferred compensation match.
505.300	MEDICARE CONTRIBUTION	-	282.00	Federal Medicare 1.45% of salary personnel.
505.700	CITY-PAID INSURANCE	-	79.00	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**-**	**25,102**	
	CDBG FUND TOTAL:	**-**	**25,102**	
Fund:	**240 - PROP C 25**			
501.100	SALARIES - FULL-TIME	27,109.00	29,620	Associate Engineer salary allocation.
505.100	FLEXIBLE BENEFIT	3,241.00	4,741	Employee health benefits.
505.200	RETIREMENT	3,381.00	3,708	PERS city contribution and deferred compensation match.
505.300	MEDICARE CONTRIBUTION	393.00	429	Federal Medicare 1.45% of salary personnel.
505.700	CITY-PAID INSURANCE	101.00	99	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**34,225**	**38,597**	
	PROP C 25 FUND TOTAL:	**34,225**	**38,597**	
Fund:	**244- Measure R**			
	Personnel			
501.100	Salaries - Full-Time	27,929	30,090	Assistant Engineer salary allocation.
501.500	Longevity Pay	40	40	Longevity
505.100	Flexible Benefit	3,890	5,689	Employee health benefits.
505.200	Retirement	3,057	3,316	PERS city contribution.
505.300	Medicare	405	436	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	121	119	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**35,442**	**39,690**	
	MEASURE R FUND TOTAL:	**35,442**	**39,690**	

Budget Detail Worksheet

Dept: Public Works **Program:** Engineering - 340

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-2025	Description
Fund:	**272 - MEASURE M**			
	Personnel			
501.100	Salaries - Full-Time	45,015	48,332	Assistant Engineer salary allocation.
501.500	Longevity Pay	80	80	Longevity
505.100	Flexible Benefit	6,482	9,482	Employee health benefits.
505.200	Retirement	4,762	5,148	PERS city contribution.
505.300	Medicare	653	701	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	201	198	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**57,193**	**63,941**	
	MEASURE M FUND TOTAL:	**57,193**	**63,941**	
Fund:	**274 - SB1 GAS TAX**			
	Personnel			
501.100	Salaries - Full-Time	37,504	40,978	Assistant Engineer salary allocation.
505.100	Flexible Benefit	5,186	7,586	Employee health benefits.
505.200	Retirement	3,400	3,776	PERS city contribution.
505.300	Medicare	544	594	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	161	159	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**46,795**	**53,093**	
	SB1 GAS TAX FUND TOTAL:	**46,795**	**53,093**	
Fund:	**282 - MEASURE W**			
	Personnel			
501.100	Salaries - Full-Time	5,422	5,924	Assistant Engineer salary allocation.
505.100	Flexible Benefit	648	948	Employee health benefits.
505.200	Retirement	676	742	PERS city contribution.
505.300	Medicare	79	86	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	20	20	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**6,845**	**7,720**	
	MEASURE W FUND TOTAL:	**6,845**	**7,720**	
	ALL FUNDS TOTAL	**393,950**	**462,602**	

PLANNING AND BUILDING ADMINISTRATION - 410

RESTRICTED URBAN DEVELOPMENT FD (215-410)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	OPERATIONS					
215-410-560.100	OPERATING TRANS OUT	164,136	164,136	164,172	212,027	47,855
	SUBTOTAL	164,136	164,136	164,172	212,027	47,855
	URBAN DEVLP FD TOTAL	**164,136**	**164,136**	**164,172**	**212,027**	**47,855**

COMMUNITY DEVELOPMENT (279-410)

	PERSONNEL					
279-410-501.100	SALARIES - FULL-TIME	170,566	214,814	214,814	245,086	30,272
279-410-501.200	SALARIES - ELECTED/APPOINTED	2,100	6,000	6,000	6,000	-
279-410-501.400	SALARIES - OVERTIME	1,095	5,000	5,000	-	(5,000)
279-410-501.500	LONGEVITY AWARD	240	180	180	180	-
279-410-501.600	AUTO ALLOWANCE	-	135	135	195	60
279-410-505.100	FLEXIBLE BENEFITS	22,688	29,904	29,904	46,463	16,559
279-410-505.200	RETIREMENT	12,773	16,336	16,336	19,511	3,175
279-410-505.300	MEDICARE CONTRIBUTION	2,520	3,084	3,084	3,523	439
279-410-505.700	CITY-PAID INSURANCE	721	878	878	971	93
	SUBTOTAL	**212,703**	**276,331**	**276,331**	**321,929**	**45,598**
	OPERATIONS					
279-410-510.100	OFFICE SUPPLIES	4,937	6,000	6,000	6,000	-
279-410-510.400	SUBSCRIPTIONS/PUBLICATIONS	312	500	500	500	-
279-410-510.600	STAFF DEVELOPMENT	99	1,500	3,000	3,000	-
279-410-510.610	MEMBERSHIP/DUES	533	1,500	1,500	2,000	500
279-410-510.620	TRAVEL/MEETINGS	2,056	1,500	3,000	3,000	-
279-410-510.640	COMMISSION DEVELOPMENT	-	1,000	2,500	2,500	-
279-410-510.650	MILEAGE REIMBURSEMENT	-	500	1,000	1,000	-
279-410-520.600	VEHICLE MAINTENANCE				1,200	1,200
279-410-520.610	VEHICLE FUEL	-	1,000	2,000	2,000	
279-410-530.100	CONTRACT SERVICES	240,338	370,000	370,000	15,000	(355,000)
279-410-530.200	PROFESSIONAL SERVICES	12,001	13,000	13,000	15,000	2,000
279-410-530.300	LEGAL SERVICES	27,015	50,000	50,000	70,000	20,000
279-410-530.210	TEMPORARY SERVICES	-	-	-		-
279-410-530.500	LEGAL ADVERTISEMENT	9,695	20,000	20,000	20,000	-
279-410-530.600	BUILDING/SAFETY SERVICES	461,713	500,000	500,000	500,000	-
279-410-540.200	SPECIAL EXPENSES	400	-	-		-
279-410-580.151	ARPA REIMBURSEMENT	-	-	-		-
	SUBTOTAL	**759,099**	**966,500**	**972,500**	**641,200**	**(331,300)**
	CAPITAL					
279-410-530.100	CONTRACT SERVICES	-	-	-	45,000	45,000
279-410-550.400	OTHER EQUIPMENT	-	-	-	10,000	10,000
	SUBTOTAL	-	-	-	55,000	55,000
	COMMUNITY DEVLP FD TOTAL	**971,802**	**1,242,831**	**1,248,831**	**1,018,129**	**(230,702)**
	ALL FUNDS TOTAL	**1,135,938**	**1,406,967**	**1,413,003**	**1,230,156**	**(182,847)**

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2023-24	Proposed Budget 2024-25	Description
Fund:	**215- Restricted Urban Devlp**			
	Operations			
560.100	Operating Transfer Out	164,172	212,027	In support of former affordable housing loan program remaining from LRA.
	Subtotal	**164,172**	**212,027**	
	UDAG TOTAL:	**164,172**	**212,027**	
Fund:	**279 - Community Development**			
	Personnel			
501.100	Salaries - Full-Time	214,814	245,086	Allocated salary cost for Com Dev Director, Com Dev Manager, Assistant Planner and Admin. Asst. II.
501.200	Salaries - Elected/Appointed	6,000	6,000	Stipend of $50 per member per Commission meeting.
501.400	Salaries - Overtime	5,000	-	Provides for overtime for extra time needed to complete the General Plan Update and other special assignments.
501.500	Longevity Award	180	180	Per MOU.
501.600	Auto Allowance	135	195	Auto Allowance
505.100	Flexible Benefits	29,904	46,463	Employee health benefits.
505.200	Retirement	16,336	19,511	PERS city contribution and deferred compensation match.
505.300	Medicare Contributions	3,084	3,523	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	878	971	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**276,331**	**321,929**	
	Operating costs			
510.100	Office Supplies	6,000	6,000	office supplies, document recording, notary, assessor maps, software licenses (Adobe and Blue Beam).
510.400	Subscriptions/Publications	500	500	Provides for CEQA books, APA and other related books, journals, publications and subscriptions to assist staff and grant writing.
510.600	Staff Development	3,000	3,000	Provides for needed training for CEQA, Map Act, state law changes $2000, GIS; and supervisor training, planning practices and techniques $2000.

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2023-24	Proposed Budget 2024-25	Description
510.610	Membership/Dues	1,500	2,000	Provides for staff and Commissioner memberships in the APA and other planning organizations.
510.620	Travel/Meetings	3,000	3,000	Provides for attendance at local conferences, local chapter Director's meetings $2000; American Planning Association conferences, and other related state conferences, lodging, traveling costs, and meetings $2000.
510.640	Commission Development	2,500	2,500	Provides for Commission requests, travel & training. PC Academy for 1 day.
510.650	Mileage Reimbursement	1,000	1,000	Provides reimbursement for use of private vehicle for City business/travel for conferences or trainings.
520.600	Vehicle Maintenance		1,200	Vehicle maintenance for planning staff use.
520.610	Vehicle Fuel	2,000	2,000	Fuel for planning staff vehicle use.
530.100	Contract Services	370,000	15,000	Subscription and license fees for GIS mapping software. General Plan/HBSP Updates.
530.200	Professional Services	13,000	15,000	CityView software.
530.300	Legal Services	50,000	70,000	Attorney fees
530.210	Temporary Services	-	-	Provides for filling of positions during sick, vacation and other absences.
530.500	Legal - Advertising	20,000	20,000	Provides for required legal notices for public hearings.
530.600	Building and Safety	500,000	500,000	Provides for contract services for plan checks plus inspections, and additional support staff when needed.
	Subtotal	**972,500**	**641,200**	
	Capital costs			
530.100	Contract services		45,000	CityView planning services portal and payment processing
510.200	Scanner / Plotter		10,000	Equipment to electronically print and archive planning and engineering drawings.
	Subtotal	**-**	**55,000**	
	COMM DEV FUND TOTAL	**1,248,831**	**1,018,129**	
	ALL FUNDS TOTAL	**1,413,003**	**1,230,156**	

CDBG - Fund 214

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	SENIOR PROGRAMS (214-423)					
	PERSONNEL					
214-423-501.100	SALARIES - FULL-TIME	12,664	17,749	33,749	35,632	1,883
214-423-501.300	SALARIES - PART-TIME	12,173	16,000		-	
214-423-501.400	SALARIES - OVERTIME	-	-	-	-	-
214-423-501.500	LONGEVITY PAY	122	122	120	120	-
214-423-505.100	FLEXIBLE BENEFIT	3,577	10,371	10,371	15,171	4,800
214-423-505.200	RETIREMENT	957	2,530	2,530	2,731	201
214-423-505.300	MEDICARE CONTRIBUTION	318	641	641	503	(138)
214-423-505.700	CITY-PAID INSURANCE	105	309	309	317	8
	SUBTOTAL	29,916	47,722	47,720	54,474	6,754
	OPERATIONS					
214-423-530.200	PROFESSIONAL SERVICES	2,065	6,000	6,000		(6,000)
	SUBTOTAL	2,065	6,000	6,000	-	(6,000)
	SENIOR ACTVITIES TOTAL	**31,981**	**53,722**	**53,720**	**54,474**	**754**
	CDBG-CV 1011-19 SR ACTiVITIES (214-440)					
	PERSONNEL					
214-440-501.100	SALARIES - FULL-TIME	21,477	-	18,401	-	(18,401)
214-440-501.300	SALARIES - PART-TIME	12,902	-	-	-	-
214-440-501.400	SALARIES - OVERTIME		-	-	-	-
214-440-501.900	MANDATORY LEAVE	297	-		-	
214-440-501.500	LONGEVITY		-	-	-	-
214-440-505.100	FLEXIBLE BENEFIT	6,798	-	2,593	-	(2,593)
214-440-505.200	RETIREMENT	1,616	-	1,375	-	(1,375)
214-440-505.300	MEDICARE CONTRIBUTION	424	-	304	-	(304)
214-440-505.700	CITY-PAID INSURANCE	198	-	77	-	(77)
	SUBTOTAL	43,712	-	22,750	-	(22,750)
	OPERATIONS					
214-440-530.200	PROFESSIONAL SERVICES	5,985	-	-	-	-
214-440-540.410	SENIOR ACTIVITIES	-	-	-	-	-
	SUBTOTAL	5,985	-	-	-	-
	SR ACTIVITIES TOTAL	**49,697**	**-**	**22,750**	**-**	**(22,750)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
CDBG - STREET IMPROVEMENT PROJECTS						
	CDBG (214-442)					
	PERSONNEL					
214-44x-501.100	SALARIES - FULL-TIME	7,636	21,420	17,774	19,420	1,646
214-44x-505.100	FLEXIBLE BENEFIT	1,085	3,185	2,593	3,793	1,200
214-44x-505.200	RETIREMENT	572	1,644	1,365	1,528	163
214-44x-505.300	MEDICARE CONTRIBUTION	116	313	258	282	24
214-44x-505.700	CITY-PAID INSURANCE	31	99	81	79	(2)
	SUBTOTAL	9,440	26,661	22,071	25,102	3,031
	OPERATIONS					
214-44x-530.100	CONTRACT SERVICES	14,381	46,240	46,240		(46,240)
214-44x-530.200	PROFESSIONAL SERVICES	17,600	53,458	53,458		(53,458)
	SUBTOTAL	31,981	99,698	99,698	-	(99,698)
	CAPITAL					
214-442-700.146	STREET IMPROV	261,488	302,258	217,007	228,059	11,052
	SUBTOTAL	261,488	302,258	217,007	228,059	11,052
	STREET IMPROV TOTAL	**302,909**	**428,617**	**338,776**	**253,161**	**(85,615)**
	CDBG FUND TOTAL	**389,327**	**482,339**	**415,246**	**307,635**	**(107,611)**

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Dept:	Community Development		**Program:**	423 - Senior Nutrition
Fund:	214 - CDBG Fund			
	Personnel			
501.100	Salaries - Full-Time	33,749	35,632	Salary for Senior Nutrition Specialist for Senior Lunch Program.
501.500	Longevity Pay	120	120	Longevity
505.100	Flexible Benefit	10,371	15,171	Employee health benefits.
505.200	Retirement	2,530	2,731	PERS city contribution.
505.300	Medicare	641	503	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	309	317	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**47,720**	**54,474**	
	Operations			
530.200	Professional Services	6,000	-	Admin. Services
	Subtotal	**6,000**	**-**	
	PROGRAM TOTAL	**53,720**	**54,474**	

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Dept:	Community Development		**Program:**	440 - CDBG-CV 1011-19 Sr. Activities
Fund:	214 - CDBG Fund			
	Personnel			
501.100	Salaries - Full-Time	18,401		Salary for Senior Nutrition Specialist for Senior Lunch Program.
501.300	Salaries - Part-Time	-	-	Salary for part-time Recreation Leader staff for Senior Lunch Program. Assumes 5 days week for entire FY; total hours 2,504 hours(1.2 FTE)
501.500	Longevity	-	-	Longevity pay
505.100	Flexible Benefit	2,593	-	Employee health benefits.
505.200	Retirement	1,375		Retirement contribution for PERS.
505.300	Medicare	304	-	1.45% of salary personnel.
505.700	City-Paid Insurance	77	-	LTD, EAP, Life Insurance, ADD.
	SUBTOTAL	**22,750**	**-**	
	PROGRAM TOTAL	**22,750**	**-**	

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Dept:	Community Development		**Program:**	442 - Street Improvements
Fund:	214 - CDBG Fund			FY 2021-22 Projects completed
	Operations			
530.100	Contract Services	46,240	-	Labor Compliance.
530.200	Professional Services	53,458	-	Admin Services.
	Subtotal	**99,698**	**-**	
	Capital			
700.146	Street Improvement	217,007		Street Improvements-Completed projects.
	Subtotal	**217,007**	**-**	
	PROGRAM TOTAL	**316,705**	**-**	
Dept:	Community Development		**Program:**	443 - Street Improvements
Fund:	214 - CDBG Fund			
	Operations			
501.100	Salaries - Full-Time	17,774	19,420	
505.100	Flexible Benefit	2,593	3,793	
505.200	Retirement	1,365	1,528	
505.300	Medicare	258	282	
505.700	City-Paid Insurance	81	79	
530.100	Contract Services			
530.200	Professional Services			
	Subtotal	**22,071**	**25,102**	
	Capital			
700.146	Street Improvement	-	228,059	FY 2024-25 Approved Projects
	Subtotal	**-**	**228,059**	
	PROGRAM TOTAL	**22,071**	**253,161**	
	CDBG FUND TOTAL	**415,246**	**307,635**	

LAWNDALE HOUSING AUTHORITY- 610

LAWNDALE HOUSING AUTHORITY (300-610)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PERSONNEL					
300-610-501.100	SALARIES - FULL-TIME	74,566	140,278	140,278	160,188	19,910
300-610-501.400	SALARIES - OVERTIME	456	-	-	-	-
300-610-501.500	LONGEVITY AWARD	38	95	95	95	-
300-610-501.600	AUTO ALLOWANCE	-	1,134	1,134	1,638	504
300-610-501.900	MANDATORY LEAVE	71	-	-	-	-
300-610-505.100	FLEXIBLE BENEFITS	10,101	15,817	15,817	25,981	10,164
300-610-505.200	RETIREMENT	5,971	10,884	10,884	15,972	5,088
300-610-505.300	MEDICARE CONTRIBUTION	1,080	2,021	2,021	2,310	289
300-610-505.700	CITY-PAID INSURANCE	334	491	491	543	52
	SUBTOTAL	92,617	170,720	170,720	206,727	36,007
	OPERATIONS					
300-610-510.100	OFFICE SUPPLIES	-	500	500	500	-
300-610-510.200	REPROGRAPHICS	-	250	250	250	-
300-610-510.300	POSTAGE	-	250	250	250	-
300-610-530.100	CONTRACT SERVICES	-	4,100	4,100	4,100	-
300-610-530.200	PROFESSIONAL SERVICES	-	100	100	100	-
300-610-540.200	SPECIAL EXPENSES	-	100	100	100	-
	SUBTOTAL	-	5,300	5,300	5,300	-
	HOUSING AUTHORITY TOTAL	**92,617**	**176,020**	**176,020**	**212,027**	**36,007**

Budget Detail Worksheet

Dept: Redevelopment **Program:** Housing Authority - 610

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Fund:	**300 - Lawndale Housing Authority**			
	Personnel			
501.100	Salaries - Full-Time	140,278	160,188	Community Development Director, CD Manager, Associate Planner and Admin. Assistant II, Accounting/Payroll Specialist.
501.500	Longevity	95	95	Longevity Benefit.
501.600	Auto Allowance	1,134	1,638	Auto Allowance
505.100	Flexible Benefits	15,817	25,981	Employee health benefits
505.200	Retirement	10,884	15,972	PERS city contribution and deferred compensation match.
505.300	Medicare Contributions	2,021	2,310	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	491	543	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**170,720**	**206,727**	
	Operations			
510.100	Office Supplies	500	500	Miscellaneous supplies related to Housing programs on behalf of RDA.
510.200	Reprographics	250	250	Provides for reproduction of documents, maps and exhibits.
510.300	Postage	250	250	Provides for the required mailing of notices and information related to Housing programs.
510.400	Subscriptions	-	-	Provides for affordable housing related books, journals and subscriptions; request based upon historical usage.
530.100	Contract Services	4,100	4,100	Annual Audit ($4,100).
530.200	Professional Services	100	100	Ameri National loan fees.
540.200	Special Expenses	100	100	Provides for funds to cover unexpected costs from Executive Director, Attorney or Housing Authority initiated projects; request based upon anticipated costs.
	Subtotal	**5,300**	**5,300**	
	PROGRAM TOTAL	**176,020**	**212,027**	

CITY ATTORNEY - 120

SUCCESSOR AGENCY - REDEVELOPMENT FUND (304-120)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	OPERATIONS					
304-120-530.320	LITIGATION	-	1,000	1,000	1,000	-
	SUBTOTAL	-	1,000	1,000	1,000	-
	CITY ATTORNEY TOTAL	**-**	**1,000**	**1,000**	**1,000**	**-**

LRA ADMINISTRATION - 610

SUCCESSOR AGENCY - REDEVELOPMENT FUND (304-610)

	PERSONNEL					
304-610-501.100	SALARIES - FULL-TIME	86,432	119,666	119,666	146,426	26,760
304-610-501.400	SALARIES - OVERTIME	987	-	-	-	-
304-610-501.500	LONGEVITY AWARD	25	69	69	69	-
304-610-501.600	AUTO ALLOWANCE	600	1,441	1,441	2,067	626
304-610-505.100	FLEXIBLE BENEFITS	8,223	13,530	13,530	22,568	9,038
304-610-505.200	RETIREMENT	6,255	16,246	16,246	15,806	(440)
304-610-505.300	MEDICARE CONTRIBUTION	1,342	2,013	2,013	2,116	103
304-610-505.700	CITY-PAID INSURANCE	294	478	478	472	(6)
	SUBTOTAL	104,157	153,443	153,443	189,524	36,081.00
	OPERATIONS					
304-610-530.100	CONTRACT SERVICES	4,500	7,000	7,000	10,426	3,426
	SUBTOTAL	4,500	7,000	7,000	10,426	3,426
	LRA ADMIN. TOTAL	**108,657**	**160,443**	**160,443**	**199,950**	**39,507**
	LRA FUND TOTAL	**108,657**	**161,443**	**161,443**	**200,950**	**39,507**

DEBT SERVICE 610

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

	OPERATIONS					
305-610-545.100	DEBT SERVICE PAYMENTS	-	430,515	430,515	471,499	40,984
305-610-545.400	INTEREST EXPENSE	1,300,750	979,385	979,385	961,441	(17,944)
305-610-545.210	LRA REIMBURSEMENT	-	1,599,326	1,599,326	1,744,584	145,258
305-610-590.101	BOND DISCOUNT	-	-	-	-	-
	SUBTOTAL	1,300,750	3,009,226	3,009,226	3,177,524	168,298
	DEBT SERVICE FUND TOTAL	**1,300,750**	**3,009,226**	**3,009,226**	**3,177,524**	**168,298**

DISBURSEMENT FUND 610

SUCCESSOR AGENCY - DISBURSEMENT FUND (306-610)

	OPERATIONS					
306-610-560.100	OPERATING TRANSFER	2,951,373	3,269,078	3,269,078	3,360,584	91,506
	SUBTOTAL	2,951,373	3,269,078	3,269,078	3,360,584	91,506
	DISBURSEMENT FUND TOTAL	**2,951,373**	**3,269,078**	**3,269,078**	**3,360,584**	**91,506**

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Dept:	Redevelopment		**Program:**	City Attorney - 120
Fund:	304 - Successor Agency - Redevelopment			
	Operations			
530.320	Legal Services - Litigation	1,000	1,000	Legal services for LRA.
	Subtotal	1,000	1,000	
	PROGRAM TOTAL	**1,000**	**1,000**	
Dept:	Redevelopment		**Program:**	610 - LRA Administration
Fund:	304 - Successor Agency - Redevelopment			
	Personnel			
501.100	Salaries - Full-Time	119,666	146,426	Salaries for all employees charged to Successor Agency (Community Development and Finance).
501.500	Longevity Award	69	69	Per MOU.
501.600	Auto Allowance	1,441	2,067	Allocation of auto allowance Community Development Director.
505.100	Flexible Benefits	13,530	22,568	Employee health benefits.
505.200	Retirement	16,246	15,806	Retirement contribution for PERS.
505.300	Medicare Contributions	2,013	2,116	1.45% of salary personnel.
505.700	City-Paid Insurance	478	472	LTD, EAP, Life Insurance, ADD.
	Subtotal	**153,443**	**189,524**	
	Operations			
530.100	Contract Services	7,000	10,426	Annual redevelopment agency audit required by state law $4,500, SEC Disclosures $5,000 and other debt service administration fees.
	Subtotal	**7,000**	**10,426**	
	PROGRAM TOTAL	**160,443**	**199,950**	

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Dept:	Redevelopment		**Program:**	Debt Service - 610
Fund:	305 - Successor Agency - Debt Service			
	Operations			
545.100	Debt Service Payments	430,515	471,499	Principal payment for 2009 Tax Allocation Bonds $385,000 and California Infrastucture and Economic Development Bank loan for Hawthorne Blvd. project $86,499.
545.400	Interest Expense	979,385	961,441	Interest payment for 2009 Tax Allocation Bonds $909,700 and California Infrastucture and Economic Development Bank loan for Hawthorne Blvd. project $27,153.
545.210	LRA Reimbursement	1,599,326	1,744,584	Reimbursement of advances from the City of Lawndale for 2000 & 2001 cooperative agreements/ loans.
	PROGRAM TOTAL	**3,009,226**	**3,177,524**	
Dept:	Redevelopment		**Program:**	Debt Service - 610
Fund:	306 - Successor Agency - Disbursement Fund			
	Operations			
560.100	Operating Transfer Out	3,269,078	3,360,584	Tax Incremental Revenue approved by DOF will be receipted in Fund 306 Successor Agency Disbursement Fund for payment of City loans, debt service of 2009 Tax Allocation Bond, California Infrastucture and Economic Development Bank loan for Hawthorne Blvd. project and reimburse City for administrative costs $250,000, net of prior period adjustments.
	PROGRAM TOTAL	**3,269,078**	**3,360,584**	

COMMUNITY SERVICES PROGRAMS - 510

GENERAL FUND (100-510)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	OPERATIONS					
100-510-530.100	CONTRACT SERVICES	113,478	145,800	145,800	156,400	10,600
	SUBTOTAL	113,478	145,800	145,800	156,400	10,600
	GENERAL FUND TOTAL	**113,478**	**145,800**	**145,800**	**156,400**	**10,600**

COMMUNITY SERVICES PROGRAMS - 510

PROP A FUND (206-510)

	PERSONNEL					
206-510-501.100	SALARIES - FULL-TIME	78,714	142,075	142,072	147,893	5,821
206-510-501.300	SALARIES - PART-TIME	-	25,000	25,000	25,525	525
206-510-501.400	SALARIES - OVERTIME	-	1,000	1,000		(1,000)
206-510-501.500	LONGEVITY AWARD	490	502	557	557	-
206-510-501.600	AUTO ALLOWANCE	502	756	169	1,092	923
206-510-505.100	FLEXIBLE BENEFIT	12,951	23,077	23,077	33,756	10,679
206-510-505.200	RETIREMENT	10,036	15,270	16,037	18,891	2,854
206-510-505.300	MEDICARE CONTRIBUTION	1,275	2,382	2,055	2,509	454
206-510-505.700	CITY-PAID INSURANCE	436	726	757	747	(10)
	SUBTOTAL	104,404	210,788	210,724	230,970	20,246
	OPERATIONS					
206-540-510.200	REPROGRAPHICS	-	3,000	4,000	4,000	-
206-540-520.600	VEHICLE MAINTENANCE	6,303	10,000	11,000	11,000	-
206-540-520.610	VEHICLE FUEL	-	10,000	10,000	11,000	1,000
206-540-530.100	CONTRACT SERVICES	-	683,150	683,150	840,050	156,900
206-540-540.200	SPECIAL EXPENSES	35	4,000	6,000	6,000	-
206-540-550.300	VEHICLES	-	263,333	263,333	-	(263,333)
	SUBTOTAL	6,338	973,483	977,483	872,050	157,900
	PROP A FUNDS TOTAL	**110,742**	**1,184,271**	**1,188,207**	**1,103,020**	**178,146**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
COMMUNITY SERVICES PROGRAMS - 510						
RECREATION FUND (277-510)						
	PERSONNEL					
277-510-501.100	SALARIES - FULL-TIME	225,490	226,000	219,461	250,277	30,816
277-510-501.200	SALARIES - CC /APPOINTED	2,100	6,000	6,000	6,000	-
277-510-501.300	SALARIES - PART-TIME	98,963	156,458	156,458	280,383	123,925
277-510-501.400	SALARIES-OVERTIME	4,804	4,000	4,000	4,000	-
277-510-501.500	LONGEVITY PAY	285	383	383	433	50
277-510-501.600	AUTO ALLOWANCE	2,021	1,789	1,789	2,418	629
277-510-501.900	MANDATORY LEAVE	156	-	-	-	-
277-510-505.100	FLEXIBLE BENEFIT	28,064	30,078	30,078	43,997	13,919
277-510-505.200	RETIREMENT	29,214	23,859	23,859	30,343	6,484
277-510-505.300	MEDICARE CONTRIBUTION	4,924	5,436	5,436	7,675	2,239
277-510-505.700	CITY-PAID INSURANCE	969	1,024	1,024	1,011	(13)
	SUBTOTAL	396,990	455,027	448,488	626,537	178,049
	OPERATIONS					
277-510-510.100	OFFICE SUPPLIES	3,002	6,000	6,000	6,000	-
277-510-510.200	REPROGRAPHICS	2,604	25,000	25,000	33,500	8,500
277-510-510.300	POSTAGE	1,790	7,800	7,800	7,800	-
277-510-510.400	SUBSCRIPTIONS/PUBLICATIONS	-	-	-		-
277-510-510.500	UNIFORMS	58	1,250	2,500	1,250	(1,250)
277-510-510.640	COMMISSION DEVELOPMENT	-	400	400	500	100
277-510-510.650	MILEAGE REIMBURSEMENT	-	500	700	1,000	300
277-510-515.100	TELECOMMUNICATIONS	-	-	-		-
277-510-515.300	NATURAL GAS	17	100	400	400	-
277-510-515.400	WATER	6,638	8,000	8,000	8,000	-
277-510-520.510	EQUIPMENT MAINT.	6,913	15,000	15,000	17,000	2,000
277-510-530.100	CONTRACT SERVICES	94,750	132,750	132,750	130,050	(2,700)
277-510-540.100	COMMUNITY EVENTS		-	-	3,000	3,000
277-510-540.120	RECREATION ACTIVITIES	5,564	12,000	12,000	10,000	(2,000)
277-510-540.200	SPECIAL EXPENSES	12,691	15,000	7,000	5,000	(2,000)
277-510-580.151	ARPA REIMBURSEMENT		-	-		-
277-510-560.100	OPERATING TRS OUT	-	-	-		-
	SUBTOTAL	134,027	223,800	217,550	223,500	5,950
	RECREATION PROGRAMS	**531,017**	**678,827**	**666,038**	**850,037**	**183,999**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
COMMUNITY SERVICES PROGRAMS - 510						
SENIOR ACTIVITIES FUND (278-510)						
	PERSONNEL					
278-510-501.100	SALARIES - FULL-TIME	18,685	25,000	16,453	17,121	668
278-510-501.300	SALARIES - PART-TIME	-	-	-	-	-
278-510-501.400	SALARIES-OVERTIME		-	-	-	-
278-510-501.500	LONGEVITY PAY	53	40	40	40	-
278-510-501.600	AUTO ALLOWANCE	177	743	743	390	(353)
278-510-505.100	FLEXIBLE BENEFIT	3,378	4,000	1,296	1,896	600
278-510-505.200	RETIREMENT	2,305	4,210	2,266	2,919	653
278-510-505.300	MEDICARE CONTRIBUTION	254	400	239	248	9
278-510-505.700	CITY-PAID INSURANCE	130	160	55	55	-
	SUBTOTAL	24,982	34,553	21,092	22,669	1,577
	OPERATIONS					
278-510-530.100	CONTRACT SERVICES	22,642	24,000	24,000	38,200	14,200
278-510-540.410	SENIOR ACTIVITIES	8,880	11,350	21,000	19,000	(2,000)
278-510-540.411	SENIOR TRAVEL SUPPORT	-	21,000	21,000	21,000	-
	SUBTOTAL	31,522	56,350	66,000	78,200	12,200
	SENIOR PROGRAMS	**56,504**	**90,903**	**87,092**	**100,869**	**13,777**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
COMMUNITY SERVICES PROGRAMS - 510						
MEASURE A PARKS PROJECT (281-510)						
	CAPITAL					
281-510-580.200	MEAS A COMM-BASED CAT1	-	-	-	597,124	597,124
281-510-580.210	MEAS A NEIGH PKS CAT2	-	-	-	443,498	443,498
281-510-580.211	Measure A TAP Funding	-	-	150,000	285,000	150,000
281-510-580.220	MAINTENANCE & SERVICING	-	-	50,000	100,000	50,000
	SUBTOTAL	-	-	200,000	1,425,622	1,240,622
	MEASURE A TOTAL	-	-	**200,000**	**1,425,622**	**1,240,622**
COMMUNITY SERVICES PROGRAMS - 510						
YOUTH DEVELOPMENT CENTER-FED GRANT PROJECT (253-510)						
	CAPITAL					
253-510-700.287	YOUTH DEVELOPMENT CENTER				4,000,000	4,000,000
	SUBTOTAL	-	-	-	4,000,000	4,000,000
	FEDERAL GRANTS TOTAL	-	-	-	**4,000,000**	**4,000,000**
	ALL FUNDS TOTAL	**811,741**	**2,099,801**	**2,287,137**	**7,635,948**	**5,627,144**

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Dept:	Community Services		**Program:**	Community Services -510
Fund:	100 - General Fund			
	Operations			
530.100	Contract Services	145,800	156,400	Funding for school crossing guard program for academic year 2024-25 for eight approved school sites. Increase (10,744) due to second year of two-year agreement.
	GENERAL FUND TOTAL:	**145,800**	**156,400**	
Dept:	Community Services			
Fund:	206 - Prop A		**Program:**	Community Services -510
	Personnel			
501.100	Salaries-Full-Time	142,072	147,893	Full salary for Special Transit Operator and partial salary allocations for Director of Community Services, Administrative Assistant II, and Recreation Coordinator (VACANT).
501.300	Salaries-Part-Time	25,000	25,525	Salary for part-time transit driver for meals on wheels meal delivery, senior special transit program, back-up driver for essential transportation services. Position is limited to fewer than 1,000 per year.
501.400	Salaries-Overtime	1,000	-	Community Services Department overtime. Line item reduced ($5,000) due to reduced special event programs and overtime opportunities.
501.500	Longevity Award	557	557	Per MOU
501.600	Auto Allowance	169	1,092	Auto Allowance
505.100	Flexible Benefits	23,077	33,756	Employee health benefits (Dpts 510 & 540).
505.200	Retirement	16,037	18,891	PERS City portion and Deferred Compensation Match.
505.300	Medicare Contribution	2,055	2,509	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	757	747	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**210,724**	**230,970**	
	Operations			
			Program:	Community Services - Transit -540
510.200	Reprographics	4,000	4,000	Marketing, advertising, and outreach materials for the Lawndale Beat and Lawndale Special Transit transportation service.
520.600	Vehicle Maintenance	11,000	11,000	Maintenance and unforeseen repair costs for four vehicles: Ford Van, Toyota RAV4 and two Special Transit vehicles.
520.610	Vehicle Fuel	10,000	11,000	Vehicle fuel for four department vehicles including two special transit buses. Increase (1,000) due to potential rise in gasoline prices in FY 2024-25.

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
530.100	Contract Services	683,150	840,050	Operator costs for contract services agreement for the Lawndale Beat Fixed-Route transportation service. Increase (108,050) and for GTFS maintenance and hosting ($5,000) for FY 2024-25. Overall increase (113,050) due to increaed hourly operator costs and GTFS maintenance and hosting services for the Lawndale Beat Fixed-route transportation service.
540.200	Special Expenses	6,000	6,000	Prop A eligible expenses related to Lawndale Beat Fixed-Route Transportation Service and Lawndale Special Transit program. No increase to line item.
550.300	Vehicles	263,333	-	Special transit bus
	Subtotal	**977,483**	**872,050**	
	PROP A TOTAL:	**1,188,207**	**1,103,020**	

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
Dept:	Community Services		**Program:**	Recreation Programs
Fund:	277 - Recreation Programs			
	Personnel			
501.100	Salaries-Full-Time	219,461	250,277	Allocation of salaries for Director of Community Services, Administrative Assistant II, Senior Nutrition Specialist, and Recreation Coordinator (VACANT).
501.200	Salaries-Elected/Appointed	6,000	6,000	Parks, Recreation and Social Services Commission member stipends. Five (5) members x $50 per meeting x 24 meetings.
501.300	Salaries-Part-Time	156,458	280,383	Salaries for part-time recreation staff for community center supervision, park supervision and special event program supervision, setup and breakdown activities. Increase due to potentailly This cost includes returning the facility reservation program at the 75% level, September 1, 2024 - June 30, 2025. Park supervision program will remain a roving system at which one employee supervises all six parks on a rotational basis. Increase (84,860) due to potential return of facility reservation program at the 75% level and reopening to community center on Saturdays from 10:00 am to 2:00 pm.
501.400	Salaries-Overtime	4,000	4,000	Overtime for full-time staff on an as needed basis and for weekend and evening special event programs. No increase.
501.500	Longevity Pay	383	433	Per MOU.
501.600	Auto Allowance	1,789	2,418	Auto Allowance
505.100	Flexible Benefits	30,078	43,997	Employee health benefits.
505.200	Retirement	23,859	30,343	PERS City portion and Deferred Compensation Match.
505.300	Medicare Contribution	5,436	7,675	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	1,024	1,011	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**448,488**	**626,537**	
	Operations			
510.100	Office Supplies	6,000	6,000	Purchasing of equipment and supplies for community center reception desk and community services department employee office needs.

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
510.200	Reprographics	25,000	33,500	Funding for two issues of Lawndalian City newsletter (25,000). Increase due to rising production costs for elements such as labor, paper and printing supplies. Funding to replace worn out special event banners (5,000). Funding for Youth Day Parade resident mailers (3,500). Increase (8,500) due to shift of youth day parade resident mailers from contract services line item increase (3,500) in projected costs for city newsletter (5,000).
510.300	Postage	7,800	7,800	Postage costs for US Mail distribution of two city newsletter mailings plus one youth day parade notification mailer to all Lawndale resident and business addresses (7,500). Annual permit for reduced bulk mail fees (300).
510.500	Uniforms	2,500	1,250	Uniforms for part-time senior services and parks and recreation staff. Decrease (1,250) due to recent purchase of staff uniforms in March 2024 for part-time employees.
510.640	Commission Development.	400	500	Funds for Parks, Recreation and Social Services Commission (PRSSC) member apparel. Increase (100) due to rising costs.
510.650	Mileage Reimb.	700	1,000	Mileage for parks and recreation staff performing roving park supervision and facility opening and closing tasks. Funds increased due to operational change utilizing roving staff as opposed to onsite park supervision. Increase (300) due to potential rising gasoline costs. Funds available upon staff request.
515.300	Natural Gas	400	400	Utility costs for gas-powered elements for the Lawndale Community Center usage.
515.400	Water	8,000	8,000	Water services for the Lawndale Community Center. No increase; however, City expects water usage to increase due to increasing activites at the community center such as potential return of facility reservation program, opening on Saturdays and potential water rate increases.
520.510	Equipment Maintenance	15,000	17,000	Increase (2,000) in funding due to rising costs. Funding to be used for maintenance and equipment replacement for the Lawndale Community Center fitness room (5,000) and unanticipated repair items for other community center elements such as office machines, room elements and other necessary repair items (5,000). Funding for replacement and repair of park playground equipment (7,000). Funding to be used on an as needed basis.

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
530.100	Contract Services	132,750	130,050	Funding for LA County permit fees for wading pool and community center kitchen (1,000); mail house fees for city newsletter and Annual Youth Day Parade mailings (3,600), Youth Day Parade event security services, (40,000), ASCAP annual music licensing fee (450), and recreation class instructor fees (85,000). Instructor revenue payments offset by facility reservation revenue of approximately 16,000. Decrease in line item (2,700) due to a decrease in projected instructor revenue.
540.100	Community Events		3,000	Purchase of two portable sound systems for special event programs and off site activities.
540.120	Recreational Activities	12,000	10,000	Funding for first aid supplies for parks and community center (2,000). Funding for recreation equipment for parks and community center (8,000). Decrease (4.000) in line item due to elimination of summer day camps expenses.
540.200	Special Expenses	7,000	5,000	Funding for Automatic External Defibrillator (AED) replacement cartridge replacements ($2,000), duplicate keys for parks, and recreation facilities ($300), other unanticipated costs ($2,700).
580.100	Operating Transfer Out		-	
	Subtotal	**217,550**	**223,500**	
	REC. PROGRAMS TOTAL	**666,038**	**850,037**	

Dept: Community Services **Program:** Senior Programs
Fund: 278 - Senior Programs

	Personnel			
501.100	Salaries-Full-Time	16,453	17,121	Allocation (10%) of Director of Community Services salary.
501.500	Longevity Pay	40	40	Per MOU.
501.600	Auto Allowance	743	390	Auto Allowance
505.100	Flexible Benefits	1,296	1,896	Employee health benefits.
505.200	Retirement	2,266	2,919	PERS City portion and Deferred Compensation Match.
505.300	Medicare Contribution	239	248	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	55	55	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**21,092**	**22,669**	
	Operations			
530.100	Contract Services	24,000	38,200	Community center kitchen pest control services ($1,800), portable restroom rental for McKenzie Gardens ($1,400), senior fitness classes ($30,000).
540.410	Senior Activities	21,000	19,000	Senior events and activities ($10,000), case management ($7,500), meals-on-wheels ($1,000).

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2023-24	Adopted Budget 2024-25	Description
540.411	Senior Travel	21,000	21,000	Senior travel club support
	Subtotal	**66,000**	**78,200**	
	SENIOR PROGRAMS TOTAL	**87,092**	**100,869**	
Dept:	Community Services		**Program:**	Measure A Parks Program
Fund:	281 - Measure A			
	Capital			
580.200	Meas A Comm-Based Cat1	-	597,124	Restricted capital improvement funds reserved for Lawndale Youth Development Center project. Available on a reimbursement basis. Restricted funding is available for use on recreation based projects only such as LYDC skate park and passive recreation space.
580.210	Meas A Comm-Based Cat2	-	443,498	Restricted capital improvement funds reserved for Lawndale Youth Development Center project. Available on a reimbursement basis. Restricted funding is available for use on recreation based projects only such as LYDC skate park and passive recreation space.
580.211	Measure A TAP Funding	150,000	285,000	Los Angeles County Technical Assistance Program (TAP). Restricted funding for Lawndale Youth Development Center project pre-construction costs. Funding must be used prior to December 2025. An unknown amount may or may not be used in FY 2023-24.
580.220	Maintenance & Servicing	50,000	100,000	Restricted capital improvement funding to be used on maintenenace and servcing costs for Los Angeles County funded projects such as Lawndale Community Center.
	Subtotal	**200,000**	**1,425,622**	
	MEASURE A TOTAL	**200,000**	**1,425,622**	
Dept:	Community Services		**Program:**	Federal Grants
Fund:	253 - Federal Grants (Other)			
	Capital			
700.287	Youth Development Center		4,000,000	Restricted grant funding available on a reimbursement basis to be used exclusively on Lawndale Youth Development Center project building element only.
	Subtotal	**-**	**4,000,000**	
	FEDERAL GRANTS (OTHER) TOTAL		**4,000,000**	
	ALL FUNDS TOTAL	**2,287,137**	**7,635,948**	

SPECIAL EVENTS - 550

GENERAL FUND (100-550)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	OPERATIONS					
100-550-540.720	ANGEL TREE LIGHTING	13,226	18,853	18,700	19,400	700
100-550-540.725	BLUES FESTIVAL	1,155	12,000	12,000	13,100	1,100
100-550-540.726	MUSIC FESTIVAL	-	-	12,000	13,100	1,100
100-550-540.735	EASTER EGG HUNT	10,260	10,500	10,500	11,500	1,000
100-550-540.745	HALLOWEEN HAUNT	6,352	9,294	9,294	10,800	1,506
100-550-540.750	HEALTH, SAFETY AND PET FAIR	1,927	11,800	11,800	12,300	500
100-550-540.755	MEMORIAL DAY EVENT		-	3,500	4,000	500
100-550-540.775	YOUTH DAY PARADE	-	240	54,000	61,400	7,400
100-550-540.780	YOUTH IN GOVERNMENT DAY	-	-	-	3,000	3,000
	SUBTOTAL	39,022	62,687	131,794	148,600	16,806
	GENERAL FUND TOTAL	**39,022**	**62,687**	**131,794**	**148,600**	**16,806**

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-2025	Description
Dept:	Special Events and Contributions		**Program:**	Special Events/ Contributions - 550
Fund:	100 - General Fund			
	Operations			
540.720	Angel Tree Lighting Event	18,700	19,400	Synthetic skating rink (6,500), snow sled run and straw bales for understructure (6,500), trackless train (1,250), portable restrooms and hand washers (750), light tower generators (750), Face painters and balloon artist (1,750), disc jockey (600), street banner revisions (300), event decorating (1,000). Increase (2,700) due to added elements such as additional twelve tons of snow, fourth snow sled run lane and understructure materials.
540.725	Blues Festival	12,000	13,100	Bands (7,000); sound system (4,000), marketing and advertising materials (650), portable restrooms and hand washers (750), street banner changes (300), post card mailings to bands (100), miscellaneous (300). Increase (1,100) due to rising costs for band, sound system and sound engineer services.
540.726	Music Festival	12,000	13,100	Bands (7,000); sound system (4,000), marketing and advertising (650), portable restrooms and hand washers (750), street banner changes (300), post card mailings to bands (100), miscellaneous (300). Increase (1,100) due to rising costs for band, sound system and sound engineer services.
540.735	Easter Egg Hunt	10,500	11,500	Candy filled eggs (3,200), face painters and balloon artist (1,750), event site decorating for two locations (1,000), event supplies (750), straw bales for easter egg hunt and photo ops (1,000), trackless train (1,250), street and fence banner changes (300), live easter bunny entertainers (800), live bunny petting zoo (400), miscellaneous equipment and supplies (450). Increase (1,000) due to anticipated increase in costs.
540.745	Halloween Haunt	9,294	10,800	Trick or treat trail candy (2,500), disc jockey (600), face painters (2) and balloon artist (2) (2,500), portable light tower generators (1,000), arts and crafts supplies (300), costume contest prizes (1,000), portable restroom and hand washers (800), event site decorations (1,000), miscellaneous (600), mini pumpkins for arts and crafts (500). Increase (500) due to increase in trick-or-treat trail candy and prizes for costume contest prizes. No increase in line item.

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2023-2024	Adopted Budget 2024-2025	Description
540.750	Health, Safety and Pet Fair	11,800	12,300	Mobile screening unit (700), street banners (700), disc jockey (600), face painters and balloon artist (1,500), healthy snacks station (500), event site decorating (800), potential equipment rentals (1,000), roller skating rink (6,500). Increase (2,300) due to cost increase for roller skating rink and equipment rentals.
540.755	Memorial Day Event	3,500	4,000	Continental breakfast (1,500), event decorating (600), formal invitations (100), promotional item (800), sound system and personnel (800), Memorial Day wreath (200). Increase (500) in costs due to projected cost increases.
540.775	Youth Day Parade	54,000	61,400	LASD event security services (40,000), street banner changes (400), awards (2,000), participant snacks and water (750), portable restrooms and hand washers (1,600), rental cars (800), volunteer food carts (600), vehicle signage (1,000), face painters and balloon artist (1,750), resident/business street closure mailer postage and mail house fees (1,200), sound system (600), permit envelopes for street closure mailing (1,100), announcer services (500), audio and visual consultant (8,000), advertising post cards (700), encroachment permit (400). Increase (7,400) due to annual increase in security services, awards, audio and visual consultant.
540.780	Youth In Government Day		3,000	Continental breakfast and lunch for students and school staff, awards for students, site decorations, momento for participating students.
	GENERAL FUND TOTAL:	**131,794**	**148,600**	

ATTACHMENT B

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	GENERAL FUND					
	Taxes					
100-400.110	Property Tax (AB 1197)	1,737,813	1,743,119	1,743,119	1,863,724	120,605
100-400.140	Property Transfer Tax	84,755	45,000	50,000	50,000	-
100-400.200	Sales Tax	3,920,410	3,822,098	3,887,341	3,991,172	103,831
100-400.201	Prepaid MTS	770	723	500	500	-
100-400.210	Measure L Transaction Tax	3,384,911	2,842,618	2,915,506	2,973,816	58,310
100-400.300	Franchise Fees	741,252	750,000	750,000	750,000	-
100-400.500	Transient Occupancy Tax	793,777	785,000	650,000	810,905	160,905
100-400.600	Utility Users Tax	2,143,226	2,075,000	2,000,000	2,116,500	116,500
100-400.700	Motor Vehicle In-Lieu	4,378,474	4,616,479	4,400,000	4,847,303	447,303
	Total Taxes	17,185,388	16,680,037	16,396,466	17,403,920	1,007,454
	Licenses & Permits					
100-410.100	Business Licenses	482,036	500,000	500,000	500,000	-
100-410.101	Yard Sale Permits	896	1,000	1,000	1,000	-
100-410.102	Trailer Permits	67	-	-	-	-
100-410.103	Tobacco License	4,805	5,000	5,000	5,000	-
100-410.110	Dog Licenses	28,937	20,000	20,000	20,000	-
100-410.120	Alarm Permits	21,651	20,000	20,000	20,000	-
100-410.900	Late Fees - BL	36,480	25,000	25,000	25,000	-
100-423.115	Construction/Demo- Application Fee	24,314	32,000	15,000	15,000	-
	Total Licenses & Permits	599,186	603,000	586,000	586,000	-
	Court & Traffic Fines					
100-430.200	Court Fines	29,131	25,000	25,000	25,000	-
100-430.300	Parking Citations	603,252	435,500	550,000	450,000	(100,000)
100-430.400	Parking Bail - DMV	222,747	195,000	190,000	190,000	-
100-430.600	False Alarm Fees	8,978	10,000	5,000	5,000	-
	Total Court & Traffic Fines	864,108	665,500	770,000	670,000	(100,000)
	Use of Money & Property					
100-425.100	Rental Income	15,372	14,412	14,412	14,412	-
100-435.100	Interest on Investments	753,293	1,250,000	566,747	1,255,000	688,253
100-435.200	Interest SA Advance	-	-	-	-	-
	Total Use of Money & Property	768,665	1,264,412	581,159	1,269,412	688,253
	Charges for Service					
100-410.130	Encroachment Permits	154,405	100,000	185,000	150,000	(35,000)
100-410.150	Industrial Waste Permits	44,513	40,000	40,000	40,000	-
100-423.100	Engineering Fees	-	-	-	-	-
100-423.110	PW Plan Check Fees	-	-	-	-	-
100-423.112	Small Cell Wireless Facility Fee	-	3,320	3,320	3,320	-
100-425.500	Vehicle Impound Fees	16,000	25,000	25,000	25,000	-
	Total Charges for Services	214,918	168,320	253,320	218,320	(35,000)

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	Other Revenue					
100-430.100	Property Damage Reimbursement	617	-	-	-	-
100-430.500	Case Fines/Payments	467,871	80,000	40,000	40,000	-
100-440.100	Donations/Contributions	9,469	3,500	-	-	-
100-450.100	Miscellaneous Revenue	109,982	3,000	10,000	10,000	-
100-450.101	Miscellaneous - Other		-	-	-	-
100-465.451	Grants	0	72,000	-	-	-
100-465.500	Reimb. of State Mandates	4,808	-	-	-	-
100-450.110	Insurance Rebate		-	25,000	25,000	-
100-435.300/ 490.101	Sale of City Property/ Capital Gain	9,358	-	-	-	-
	Total Other Revenue	602,105	158,500	75,000	75,000	-
100-480.100	Operating Transfer In		-	-	-	-
	GENERAL FUND TOTAL	**20,234,370**	**19,539,769**	**18,661,945**	**20,222,652**	**1,560,707**
	GAS TAX FUND					
201-435.100	Interest on Investments	2,575	-	-	11,000	11,000
201-465.109	Gas Tax 2103	259,076	279,847	314,998	282,277	(32,721)
201-465.110	Gas Tax 2105	180,951	193,509	208,592	197,348	(11,244)
201-465.120	Gas Tax 2106	108,674	113,676	123,078	115,877	(7,201)
201-465.130	Gas Tax 2107	246,605	264,308	250,547	269,702	19,155
201-465.140	Gas Tax 2107.5	6,000	6,000	6,000	6,000	-
201-465.160	Loan Repayment	0	-			-
	GAS TAX TOTAL	**803,881**	**857,340**	**903,215**	**882,204**	**(21,011)**
	AQMD FUND					
202-435.100	AQMD - Interest on Investments	3,190	4,300	4,300	11,000	6,700
202-465.410	AQMD Allocation	52,077	42,000	42,000	42,000	-
	AQMD TOTAL	**55,267**	**46,300**	**46,300**	**53,000**	**6,700**
	TDA BIKEWAYS FUND					
203-465.400	Transportation Develop. Act	-	-	36,626	31,719	(4,907)
	TDA TOTAL	**-**	**-**	**36,626**	**31,719**	**(4,907)**

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	PROP A FUNDS					
206-425.200	Local Transit-Trolley Fares	-	-	-	-	-
206-435.100	Interest on Investments	52,458	43,500	43,500	124,000	80,500
206-450.100	Misc Revenue	118,582	-	-	-	-
206-465.440	Proposition A Rapid Transit	859,772	904,633	904,633	868,607	(36,026)
	PROP A TOTAL	**1,030,812**	**948,133**	**948,133**	**992,607**	**44,474**
	PROP C FUNDS					
207-435.100	Interest on Investments	31,461	43,500	43,500	50,000	6,500
207-465.430	Proposition C Allocation	713,157	750,369	750,369	720,486	(29,883)
207-470.100	Other Governmental Agencies					-
	PROP C TOTAL	**744,618**	**793,869**	**793,869**	**770,486**	**(23,383)**
	ASSET FORFEITURE FUND					
210-435.100	Interest on Investments	983	1,500	1,500	2,000	500
	ASSET FORFEITURE TOTAL	**983**	**1,500**	**1,500**	**2,000**	**500**
	STATE COPS GRANT FUND					
211-435.100	State COPS - Interest	4,053	1,500	1,500	9,000	7,500
211-465.200	State COPS Grant	165,271	186,159	150,000	180,000	30,000
	STATE COPS TOTAL	**169,324**	**187,669**	**161,500**	**189,000**	**37,500**
	CDBG FUND					
214-450.100	Miscellaneous Revenues	-	-	-	-	-
214-460.300	CDBG	372,464	275,217	275,217	268,304	(6,913)
	CDBG TOTAL	**372,464**	**275,217**	**275,217**	**268,304**	**(6,913)**
	RESTRICTED UDAG FUND					
215-435.100	Interest on Investments	21,447	26,000	26,000	57,000	31,000
	UDAG TOTAL	**21,447**	**26,000**	**26,000**	**57,000**	**31,000**
	USED OIL RECYCLING FUND					
216-435.100	Interest on Investments	-	-	-	-	-
216-465.470	Used Oil Block Grant	5,150	-	5,000	5,000	-
	USED OIL RECYCLING TOTAL	**5,150**	**-**	**5,000**	**5,000**	**-**
	CATV ACCESS FUND					
217-425.400	CATV Access Fees	36,199	40,000	40,000	40,000	-
217-435.100	Interest - Investments	3,082	1,500	1,500	7,000	5,500
217-450.100	Miscellaneous Revenue	-	-	-	-	-
	CATV ACCESS TOTAL	**39,281**	**41,500**	**41,500**	**47,000**	**5,500**
	DEPT OF CONSERVATION GRANT					
227-466.100	Dept of Conservation Grant	8,136	-	8,000	8,080	80
	DEPT OF CONSERVATION TOTAL	**8,136**	**-**	**8,000**	**8,080**	**80**

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	JUSTICE ASSISTED GRANT					
234-465.250	Justice Assisted Grant	-	-	-	11,233	11,233
	JUSTICE ASSISTED GRANT TOTAL	**-**	**-**	**-**	**11,233**	**11,233**
	PARK DEVELOPMENT FUND					
236-420.100	Park Development Fees	2,400	-	-	-	-
236-435.100	Interest - Investments	172	-	-	-	-
236-465.451	Grants	0	-	-	-	-
	PARK DEV FUND TOTAL	**2,572**	**-**	**-**	**-**	**-**
	PROP C 25 GRANT					
240-465.450	Grants	1,684,107	-	-	-	-
	PROP C 25 GRANT TOTAL	**1,684,107**	**-**	**-**	**-**	**-**
	MEASURE R					
244-435.100	Interest - Investments	23,421	15,000	15,000	31,700	16,700
244-465.441	Measure R Local	534,713	562,777	562,777	540,365	(22,412)
244-465.451	Grants	684,087	-	-	-	-
	MEASURE R TOTAL	**1,242,221**	**577,777**	**577,777**	**572,065**	**(5,712)**
	LA COUNTY PARKS MAINTENANCE GRANT					
257-435.100	Interest - Investments	34	-	-	-	-
257-465.451	Grants	-	-	-	-	-
	LACPMG TOTAL	**34**	**-**	**-**	**-**	**-**
	STP-L METRO EXCHANGE					
271-435.100	Interest - Investments	78	600	600	150	(450)
271-465.451	Grants	-	-	-	-	-
	STP-L METRO EXC. TOTAL	**78**	**600**	**600**	**150**	**(450)**
	MEASURE M LOCAL RETURN					
272-435.100	Interest - Investments	34,255	15,000	15,000	75,000	60,000
272-465.442	Measure M Local	604,875	637,814	637,814	612,413	(25,401)
272-465.451	Grants	-	-	-	-	-
	MEASURE M TOTAL	**639,130**	**652,814**	**652,814**	**687,413**	**34,599**
	SB1 GAS TAX STREET REHAB					
274-435.100	Interest - Investments	13,757	12,000	12,000	38,000	26,000
274-465.150	Rehabilitation	709,429	761,057	785,807	813,530	27,723
	SB1 GAS TAX TOTAL	**723,186**	**773,057**	**797,807**	**851,530**	**53,723**
	MEASURE R GRANT					
275-450.100	Miscellaneous Revenues	-	-	-	-	-
275-465.450	MTA Grant	0	-	-	-	-

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	MEASURE R GRANT TOTAL	-	-	-	-	-
	AB-939					
276-400.401	AB939 Franchise Fees	191,718	175,000	175,000	175,000	-
276-435.100	Interest - Investments	8,117	9,000	9,000	15,000	6,000
276-450.100	Miscellanous Revenues	2,800	-	-	-	-
	AB939 TOTAL	**202,635**	**184,000**	**184,000**	**190,000**	**6,000**
	COMMUNITY SERVICES FUND - RECREATION					
277-423.117	Deposit Revenue	23,436	-	-	-	
277-424.120	Recreation Fees - Participant	80,368	93,000	93,000	85,000	(8,000)
277-424.150	Recreation Fees - Sports	140	-	-	-	-
277-425.100	Rental Income	1,060	1,865	-	-	-
277-425.101	Community Center Rental Fees	17,781	13,431	-	-	-
277-425.102	CC-Administration Fees	-	-	-	-	-
277-425.103	CC-Recreation Staff Fees	-	-	-	-	-
277-425.104	CC-Maintenance Fees	-	-	-	-	-
277-425.105	CC-Utility Fees	-	-	-	-	-
277-425.106	CC- Rental Insurance Fees	-	-	-	-	-
277-440.100	Donations/Contributions	2,000	3,000	-	-	-
277-440.600	Donation - PRSSC	-	-	-	-	-
277-450.130	Merchandise Sales	-	-	-	-	-
	Total Operating Revenue	124,785	111,296	93,000	85,000	(8,000)
277-480.100	Operating Transfer In	-	-	-	-	-
	COMM SVCS - REC TOTAL	**124,785**	**111,296**	**93,000**	**85,000**	**(8,000)**
	COMMUNITY SERVICES - SENIOR ACTIVITIES					
278-440.300	Donations-Seniors Events	-	-	-	-	-
	Total Operating Revenue	-	-	-	-	-
278-480.100	Operating Transfer In		-		-	-
	COMM SVCS - SR. ACT. TOTAL	-	-	-	-	-
	COMMUNITY DEVELOPMENT					
279-421.100	Planning Fees - General	184,841	240,000	240,000	240,000	-
279-421.101	Planning BL Review Fee	18,343	15,000	10,000	10,000	-
279-422.100	Building Permit Fees	633,196	625,000	300,000	300,000	-
279-422.110	Building Plan Check Fees	464,062	230,000	200,000	200,000	-
279-423.120	Sewer Connection Fees	1,776	-	-	-	-
279-450.100	Miscellaneous Revenues	-	-	-	-	-
	Total Operating Revenue	1,302,218	1,110,000	750,000	750,000	-
279-480.100	Operating Transfer In	-	-	-	-	-
	COMM. DEVELOPMENT TOTAL	**1,302,218**	**1,110,000**	**750,000**	**750,000**	-
	BL-SB1186					

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
280-410.104	BL - AB1379/SB1186	9,911	10,000	10,000	10,000	-

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
280-435.100	Interest - Investments	1,192	300	300	2,500	2,200
	BL-SB1186 TOTAL	**11,103**	**10,300**	**10,300**	**12,500**	**2,200**
	MEASURE A					
281-465.443	Measure A	-	-	-	-	-
281-465.451	Grants	-	-	-	-	-
	MEASURE A TOTAL	**-**	**-**	**-**	**-**	**-**
	MEASURE W					
282-435.100	Interest - Investments	4,836	-	-	20,000	20,000
282-465.444	Measure W	233,705	233,388	230,000	230,000	-
	MEASURE W TOTAL	**238,541**	**233,388**	**230,000**	**250,000**	**20,000**
	SOLID WASTE DIVERSION					
283-423.116	Forfeited Security Deposit	11,320	-	-	-	-
283-435.100	Interest - Investments	2,311	2,000	2,000	5,000	3,000
	Total Operating Revenue	13,631	2,000	2,000	5,000	3,000
283-480.100	Operating Transfer In	-	-	-	-	-
	SOLID WASTE DIVERSION TOTAL	**13,631**	**2,000**	**2,000**	**5,000**	**3,000**
	CORONAVIRUS RELIEF FUND					
284-465.850	Coronavirus Relief Fund	-	-	-	-	-
	CORONAVIRUS RELIEF FUND TOTAL	**-**	**-**	**-**	**-**	**-**
	AMERICAN RESCUE PLAN					
285-465.451	Grants	1,084,440	-	-	-	-
	AMERICAN RESCUE PLAN TOTAL	**1,084,440**	**-**	**-**	**-**	**-**
	SB1383 Local Assistance Prog					
286-435.100	Interest - Investments	569	-	-	-	-
286-465.451	Grants		-	-	-	-
	SB1383 Local Assistance Prog	**569**	**-**	**-**	**-**	**-**
	Prop 68 2018 Parks Bond Act					
287-465.451	Grants	-	198,387	198,387	198,387	-
	Prop 68 2018 Parks Bond Act	**-**	**198,387**	**198,387**	**198,387**	**-**
	PLBP Grant					
288-465.451	Grants	-	2,000,000	2,000,000	2,000,000	-
	PLBP Grant	**-**	**2,000,000**	**2,000,000**	**2,000,000**	**-**
	SB2 Grant					
290-465.451	Grants	82,307	77,693	77,693	78,000	307
	SB2 Grant	**82,307**	**77,693**	**77,693**	**78,000**	**307**

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2022-23	PROJECTED ACTUAL 2023-24	AMENDED BUDGET 2023-24	ADOPTED BUDGET 2024-25	CHANGE FROM PRIOR YEAR
	Local Early Action Planning (LEAP) Grant					
291-465.451	Grants	33,729	116,271	116,271	116,500	229
	Local Early Action Planning (LEAP) Grant	**33,729**	**116,271**	**116,271**	**116,500**	**229**
	LAWNDALE HOUSING AUTHORITY					
300-435.100	Interest - Investments	25,639	20,000	20,000	54,000	34,000
300-435.200	Interest - LRA Loan		-	-	-	-
300-435.400	Loan Proceeds		-	-	-	-
300-450.100	Miscellaneous Revenues		-	-	-	-
300-480.100	Operating Transfer In (Housing Set-Aside)	319,865	164,172	164,172	212,027	47,855
	HOUSING AUTHORITY TOTAL	**345,504**	**184,172**	**184,172**	**266,027**	**81,855**
	LAWNDALE REDEVELOPMENT SUCCESSOR AGENCY FUND					
304-435.100	Interest - Investments	4,133	-	-	-	-
304-435.200	Interest - LRA Loan	-	-	-	-	-
304-435.401	Loan Repayment	-	-	-	-	-
304-450.100	Miscellaneous Revenues		-	-	-	-
304-480.100	Operating Transfer In	250,000	250,000	250,000	250,000	-
	LRA TOTAL	**254,133**	**250,000**	**250,000**	**250,000**	**-**
	SUCCESSOR AGENCY DEBT SERVICE					
305-480.100	Operating Transfer In	3,011,350	3,021,398	3,021,398	3,162,299	140,901
	LRA DEBT SERVICE TOTAL	**3,011,350**	**3,021,398**	**3,021,398**	**3,162,299**	**140,901**
	SUCCESSOR AGENCY DISBURSEMENT FUND					
306-400.900	Tax Increment	3,279,488	3,271,398	3,271,398	3,412,299	140,901
306-435.100	Interest - Investments	-	-	-	-	-
306-480.100	Operating Transfer In		-	-	-	-
	SA DISBURSEMENT FD.TOTAL	**3,279,488**	**3,271,398**	**3,271,398**	**3,412,299**	**140,901**
	2009 TABS					
307-435.101	Interest-TABS	52,291	-	-	-	-
307-435.402	Bond Proceeds	-	-	-	-	-
307-480.100	Operating Transfer In		-	-	-	
	2009 TABS TOTAL	**52,291**	**-**	**-**	**-**	**-**
	PRSSC TRUST FUND					
503-435.100	Interest - Investments	981	-	-	-	-
503-450.131	Fireworks Sales	-	-	-	-	-
	PRSSC TRUST FUND TOTAL	**981**	**-**	**-**	**-**	**-**
	GRAND TOTAL - ALL FUNDS	**37,814,766**	**35,491,838**	**34,316,422**	**36,427,455**	**2,111,033**

ATTACHMENT C

General Fund Expenditures

Dept #	Department	Amended Budget 2023-24	Proposed Budget 2024-25	Change
110	City Council	193,411	258,552	65,141
120	City Attorney	660,000	660,000	-
130	City Clerk	289,437	426,607	137,170
140	City Manager	608,577	705,801	97,224
150	Admin Services	282,330	301,928	19,598
160	General Ops	1,826,376	2,054,887	228,511
170	Cable TV	229,887	259,040	29,153
180	Information Systems	229,850	232,650	2,800
190	Finance	712,889	892,893	180,004
210	Public Safety	7,193,959	7,440,014	246,055
300	Municipal Services	1,363,822	1,516,846	153,024
310	Public Works Admin	615,928	605,061	(10,867)
320	Public Works Grounds	1,676,614	1,809,205	132,591
330	Public Works Street	378,589	416,519	37,930
340	Public Works Engineering	107,759	117,091	9,332
410	Community Development	1,248,831	1,018,129	(230,702)
510	Community Svc Admin	898,930	1,107,306	208,376
550	Community Svc Events	131,794	148,600	16,806
		18,648,983	19,971,129	1,322,146

Back to Agenda

CITY OF LAWNDALE

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

DATE: May 6, 2024

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Raylette Felton, Deputy City Manager/ Human Resources Director

SUBJECT: **Request to Relocate City Council Meetings for the Month of May and June**

BACKGROUND

In November 2023, City Council approved the City Council Chamber Audio Visual Technology Project to upgrade the City's existing equipment. Based on the project timelines for completion, staff is requesting that City Council consider changing the City Council meeting location for the month of May and June.

STAFF REVIEW

The installation of the audio and visual equipment in the City Council Chambers will begin on May 15, 2024. Based on the project timeline, the installation and testing of the equipment is estimated to be completed the week of June 17, 2024. In review of the City Council meeting schedule, staff believes there is a need to maintain the scheduled meetings as there will be agenda items for City Council's consideration. As such, staff is recommending that the City Council meetings scheduled for May 20th, June 3rd, and June 17th, be held in the Harold E. Hofmann Community Center 2nd Floor Meeting Room. During this process, the City Council meetings will be recorded and uploaded to the City's Cable Television Channel platforms the next day. The project installation period will also impact all meetings held in the City Council Chambers and staff will work with the City departments to coordinate the relocation of these meetings during this period as well.

LEGAL REVIEW
N/A.

FISCAL IMPACT
N/A.

RECOMMENDATION

Staff respectfully recommends that City Council 1) discuss and approve the relocation of the City Council meetings scheduled for May 20, 2024, June 3, 2024, and June 17, 2024, to the Harold E. Hofmann Community Center; or 2) discuss alternatives for future City Council meetings for the month of May and June and provide direction to staff.

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

DATE: May 6, 2024

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Mike Estes, Director of Community Services
Yvette Hall, Assistant City Clerk

SUBJECT: **Youth Advisory Committee Appointments**

BACKGROUND

Pursuant to City Council Policy 94-09, Policies Pertaining to City Council Formed Committees, the Lawndale Youth Advisory Committee (YAC) is "an advisory body to the City Council on matters relating to youth and teen programs and activities." Appointed YAC members serve a two-year term that begins in October of each even-numbered year and ends on September 30 of each even-numbered year.

Members of the Youth Advisory Committee must be Lawndale residents in grades six through twelve, and no older than 18 years of age.

STAFF REVIEW

Application Review
The City has received nine applications for appointment to YAC; however, two applicants are not qualified for appointment due to non-residency status. Per City Council Policy 94-09, Policies Pertaining to City Council Formed Committees, each appointed member must be a resident of Lawndale at the time of application. City staff has confirmed that seven of the nine applicants are eligible for appointment.

YAC Returns After Inactivity
YAC has been inactive since March 2020 for various reasons; however, the City is looking forward to the return of YAC as they provide important input to the City Council on the needs of the youth and teens including teen programming and future youth-related capital improvement projects, including the Lawndale Youth Development Center currently in the early planning stages, and potential development of an outdoor skate park.

The Purpose of the YAC
The committee shall be an advisory body to the City Council on matters relating to youth and teen programs and activities. When requested by the City Council, the committee shall identify the needs of youth and teens and propose new programs intended to meet those needs. The committee shall periodically review existing programs and shall report its conclusions and recommend actions by the City Council. The committee members will be encouraged to assist in the planning and organizing of and attend youth and teen events planned for Lawndale residents.

Traditional YAC Meeting Calendar (Recommendation 2)
YAC will meet no fewer than once per month on the second Tuesday of each month at 5:30 p.m. at the Lawndale Community Center, second floor Conference Room. The traditional YAC term begins in October of any applicable even-numbered year and concludes September 30 of the subsequent even-numbered year. In this case YAC would not begin meeting until October 2024. **Note**: Previous YAC bodies did not meet during the months of July, August, and September due to members desiring to be uncommitted during their summer break (July and August) and the City allowing the students to get settled into the new school year (September).

Traditional Two-year Term Extended (Recommendation 1)
Since September 30, 2024, would typically be the end of the term for YAC, if the City Council wishes YAC to begin meeting as soon as possible, staff suggests that the terms be filled immediately by extending them approximately five months for a term beginning on May 6, 2024, and extending through September 30, 2026, for a term of 29 months.

New YAC Meeting Schedule (Recommendation 1)
New YAC terms have traditionally begun in October. However, if City Council desires YAC to meet as soon as possible, City staff proposes that YAC meets for the first time in June (if the terms are extended) and allow the committee members to determine if they want to meet during the months of July, August, and September - months where it was traditionally difficult to gather a quorum due to summer break and the upstart of the respective school year.

Appointment of Eligible Applicants
Applications from the respective seven applicants have been reviewed by Mayor Pullen-Miles and are presented to the City Council to confirm the Mayor's appointments.

Arely Rodriguez	Vianna Gomez	Maximus Gomez
Isabella Meza	Amada Saenz Iglesias	Reeam Elokour
Sadia Patel		

Resolution No. CC-2405-072
Staff has prepared and attached Resolution No. CC-2405-072 and will insert the names of the candidates appointed by Mayor Pullen-Miles upon concurrence of the City Council.

LEGAL REVIEW

The City Attorney's office has reviewed Resolution No. CC-2405-072 and approved it as to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council:

1. Approve Recommendation 1 to appoint the seven eligible YAC applicants referred to in the table above by adopting Resolution No. CC-2405-072 and directing staff to insert the appointees' names in Section 1 of the Resolution; and extend the terms for the appointed candidates by five months for a 29-month term beginning May 6, 2024, and concluding on September 30, 2026; or
2. Approve Recommendation 2 to appoint the seven eligible YAC applicants referred to in the table above by adopting Resolution No. CC-2405-072 and directing staff to insert the appointees' names in Section 1 of the Resolution; and refrain from extending the terms and revert to the traditional YAC two-year term beginning on October 1, 2024, and concluding on September 30, 2026; or
3. Provide further direction.

Attachments: A. Resolution No. CC-2405-072
B. Applications for Appointment to the Youth Advisory Committee

ATTACHMENT A

RESOLUTION NO. CC-2405-072

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA CONFIRMING APPOINTMENTS TO THE LAWNDALE YOUTH ADVISORY COMMITTEE

WHEREAS, the City Council established the Youth Advisory Committee on October 7, 2013, by adopting Resolution No. CC-1310-048 and amending Council Policy No. 94-09; and

WHEREAS, the Youth Advisory Committee shall be made of up to seven Lawndale residents in grades six through twelve and who are 18 years old or younger; and

WHEREAS, pursuant to LMC Section 2.40.230, Youth Advisory Committee members serve a two-year term beginning October 1 of each even-numbered year and ending September 30 of the succeeding even-numbered year; and

WHEREAS, the City Clerk's Department has received applications for appointment to the Youth Advisory Committee; and

WHEREAS, the Community Services Department staff has reviewed the applications and determined that the applicants are qualified for appointment; and

WHEREAS, pursuant to LMC Section 2.40.030, Youth Advisory Committee members are appointed by the Mayor, with the approval of the City Council; and

WHEREAS, the applications were reviewed by the Mayor and City Council; and

WHEREAS, the Mayor desires to appoint applicants to the Youth Advisory Committee, and the City Council desires to confirm the appointments.

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

SECTION 1. The City Council approves the Mayor's appointment of the following as members of the Lawndale Youth Advisory Committee: _____, _____, _____, _____, _____, _____, _____.

SECTION 2. The Youth Advisory Committee members shall serve a term commencing on (to be determined) and expiring on September 30, 2026, unless earlier removed.

PASSED, APPROVED AND ADOPTED this 6th day of May, 2024.

_____
Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of the City of Lawndale, California, do hereby certify that the City Council of the City of Lawndale duly approved and adopted the foregoing Resolution No. CC-2405-072 at a regular meeting of said Council held on the 6th day of May 2024, by the following roll call vote:

Name	Voting		Present, Not Voting		Absent
	Aye	No	Abstain	Not Participating	
Robert Pullen-Miles, Mayor					
Bemadette Suarez, Mayor Pro Tern					
Pat Kearney					
Rhonda Hofmann Gorman					
Sirley Cuevas					

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

ATTACHMENT B

CITY OF LAWNDALE
APPLICATION FOR APPOINTMENT TO THE YOUTH ADVISORY COMMITTEE

'24 APR 11 5:43PM

Applicant's name: Arely Rodriguez Daytime phone: [redacted]

Parent/guardian's name: Candelaria Pantoja Daytime phone: _____

Home address [redacted] City: Lawndale Zip: 90260

E-mail address [redacted] Are you 18 years of age or less? Yes ☒ No ☐

School: New Roads School Grade in school: 10

Do you wish to mention any school activities, community service, church, clubs, or scholastic involvements or achievements?

In school, I am an active participant in the Latinos Unidos Affinity club as well as their social media manager. I am secretary of Business Club and part of the Student Leadership Committee. I am also student manager for the baseball team and oversee their social media as well. Outside of school I am a selected member of the UCLA Riordan Scholars Program. I am also a babysitter and a returning CIT at Camp Bob Waldorf.

What special talents, hobbies or characteristics do you have that you can bring to the Youth Advisory Committee?

To the youth advisee committee, I will make sure to bring along my great leadership skills as well as all of my enthusiasm to all meetings. As an active participant of multiple leadership programs and positions, I've learned many skills that I take with me which allow me to be the best leader I can in any community. I am also very proficient with multiple editing softwares like Adobe Premiere Pro and IMovie, I love making films!

What do you think are the greatest needs of Lawndale youth today?

I feel that one of the greatest needs of Lawndale youth today is the need for more accessible opportunities to help students succeed in high school. I was lucky enough to be introduced to many of these programs all across LA & I would love to do the same for the youth of my own city. I know the importance of knowing about these programs & how much they change lives & help lead our youth towards a successful career path.

What qualities do you believe make a good role model for Lawndale youth?

My experiences have taught me to perceive leadership as being able to effectively listen to other viewpoints, to understand and appreciate other peoples values. I view a role model as someone who has a balanced mixture of empathy and a sense of awareness; someone who can set goals and objectives and share them with your peers. I know that anyone with these qualities would be the best role model for the youth of Lawndale.

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

I believe that experience is the best teacher, and that I see becoming a member of the youth advisory committee as the opportunity that will allow me to find out what it takes to become a true leader of our city. To attend and be a part of the committee would be such a privilege and if selected, I will work hard to contribute my strong work ethic and determination to succeed in all discussions.

References, such as teachers, principals, mentors, school counselors. (Use a separate sheet of paper for additional references.)

Name: Alejandra Bonilla Relationship: School College Councilor Daytime Phone: [redacted]

Name: Lynn Harvey Relationship: Mentor Daytime Phone: [redacted]

I hereby certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand that references listed may be contacted and understand that information pertaining to my qualifications to serve on the Youth Advisory Committee may be verified. Additionally, I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered a public record.

Applicant Signature: [redacted] **Date:** 04/10/2024

I give permission for my son/daughter to serve as a member of the City of Lawndale Youth Advisory Committee. I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered a public record.

Parent/Guardian Signature: [redacted] **Date:** 04/10/2024

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

For information about the committee, call the Community Services Department (310) 973-3270

RETURN THIS FORM TO:

CITY CLERK, CITY OF LAWNDALE, 14717 BURIN AVENUE, LAWNDALE, CA. 90260

CITY OF LAWNDALE
APPLICATION FOR APPOINTMENT TO THE YOUTH ADVISORY COMMITTEE

'24 APR 22 3:47PM

Applicant's name: VIANNA GOMEZ

Daytime phone: [redacted]

Parent/guardian's name: SONOKO GOMEZ

Daytime phone: [redacted]

Home address: [redacted]

City: LAWNDALE Zip: 90260

E-mail address: [redacted]

Are you 18 years of age or less? Yes ☒ No ☐

School: Will Rogers Middle School

Grade in school: 7

Do you wish to mention any school activities, community service, church, clubs, or scholastic involvements or achievements?
Teen Advisory at the Lawndale library.

What special talents, hobbies or characteristics do you have that you can bring to the Youth Advisory Committee?
I am creative, athletic, and smart.

What do you think are the greatest needs of Lawndale youth today?
Having events to unite the youths in Lawndale.

What qualities do you believe make a good role model for Lawndale youth?
Creative, academically smart, and much more.

State specifically why you wish to serve and why you believe you are qualified for the position. (Use additional paper, if necessary.)
I want to bring events that are not currently available in lawndale, but other communities enjoy.

References, such as teachers, principals, mentors, school counselors. (Use a separate sheet of paper for additional references.)

Name: Mrs. Salinas Relationship: Math Teacher Daytime Phone: [redacted]

Name: _____ Relationship: _____ Daytime Phone: _____

I hereby certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand that references listed may be contacted and understand that information pertaining to my qualifications to serve on the Youth Advisory Committee may be verified. Additionally, I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered a public record.

Applicant Signature: [redacted] **Date:** 4/16/24

I give permission for my son/daughter to serve as a member of the City of Lawndale Youth Advisory Committee. I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered a public record.

Parent/Guardian Signature: [redacted] **Date:** 4/16/24

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For information about the committee, call the Community Services Department (310) 973-3270

RETURN THIS FORM TO:

CITY CLERK, CITY OF LAWNDALE, 14717 BURIN AVENUE, LAWNDALE, CA. 90260

CITY OF LAWNDALE
APPLICATION FOR APPOINTMENT TO THE YOUTH ADVISORY COMMITTEE

Applicant's name: MAXIMUS GOMEZ

Daytime phone: [redacted] 4/22 3:47PM

Parent/guardian's name: SONOKO GOMEZ

Daytime phone: [redacted]

Home address: [redacted]

City: LAWNDALE Zip: 90260

E-mail address: [redacted]

Are you 18 years of age or less? Yes ☒ No ☐

School: California Academy of Mathmatics and Science

Grade in school: 10

Do you wish to mention any school activities, community service, church, clubs, or scholastic involvements or achievements?
Lawndale Youth Teen Advisory Board.

What special talents, hobbies or characteristics do you have that you can bring to the Youth Advisory Committee?
I am determined and motivated.

What do you think are the greatest needs of Lawndale youth today?
To create more interactive activities around the city.

What qualities do you believe make a good role model for Lawndale youth?
Someone who is diligent, smart and humble.

State specifically why you wish to serve and why you believe you are qualified for the position. (Use additional paper, if necessary.)
I want to bring more activities such as teen egg hunts and teen halloween competitions, along with the already existing parades, in Lawndale.

References, such as teachers, principals, mentors, school counselors. (Use a separate sheet of paper for additional references.)

Name: Mrs. Brown Relationship: English Teacer Daytime Phone: [redacted]

Name: _____ Relationship: _____ Daytime Phone: _____

I hereby certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand that references listed may be contacted and understand that information pertaining to my qualifications to serve on the Youth Advisory Committee may be verified. Additionally, I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered a public record.

Applicant Signature: [redacted] **Date:** 4/16/24

I give permission for my son/daughter to serve as a member of the City of Lawndale Youth Advisory Committee. I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered a public record.

Parent/Guardian Signature: [redacted] **Date:** 4/16/24

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For information about the committee, call the Community Services Department (310) 973-3270

RETURN THIS FORM TO:

CITY CLERK, CITY OF LAWNDALE, 14717 BURIN AVENUE, LAWNDALE, CA. 90260

'24 APR 25 8:24AM

CITY OF LAWNDALE
APPLICATION FOR APPOINTMENT TO THE YOUTH ADVISORY COMMITTEE

Applicant's name: Isabella Meza

Daytime phone: [redacted]

Parent/guardian's name: Alejandro Meza

Daytime phone: [redacted]

Home address [redacted] City: Lawndale Zip: 90260

E-mail address [redacted]

Are you 18 years of age or less? Yes ☒ No ☐ less than 18

School: Lawndale Highschool

Grade in school: 10

Do you wish to mention any school activities, community service, church, clubs, or scholastic involvements or achievements?
I have done many community service hours at the Lawndale Library, school, South bay outreach, and at hawthorne city hall. sports I have participated in is cheer and track & field. I am in the debate club, Upward Bound, UCLA EOP, and participated in the LA national history day, I got honorable mention on a podcast.

What special talents, hobbies or characteristics do you have that you can bring to the Youth Advisory Committee?
I have strong dedication to everything I commit to, I am a very nice buddy person, I have self-discipline, I am very motivational, I have a positive mindset, I can put smiles on people's faces and make an awkward room less awkard.

What do you think are the greatest needs of Lawndale youth today?
I believe the greatest needs of Lawndale youth today is a safe get away place from what I've noticed is teens today have a lot of pressure on them with maintaining school and their personal life.

What qualities do you believe make a good role model for Lawndale youth?
sympathy, kindness, equality, strong, passionate, inspirational, involvement, awareness, integrity, accountability, Respect, hardworking, confidence

State specifically why you wish to serve and why you believe you are qualified for the position. (Use additional paper, if necessary.) I wish to serve because I want to help build a positive youth community and meet new people with the same desire. I hope to make a difference in my community and encourage others to do so as well. I believe I am qualified for this position because I am a teen with knowledge & resources of other youths in lawndale.

References, such as teachers, principals, mentors, school counselors. (Use a separate sheet of paper for additional references.)

Name: Angelica Mejia Relationship: Principal Daytime Phone: [redacted]

Name: Lauren Birnbryer Relationship: Counselor Daytime Phone: [redacted]

I hereby certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand that references listed may be contacted and understand that information pertaining to my qualifications to serve on the Youth Advisory Committee may be verified. Additionally, I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered a public record.

Applicant Signature: [redacted] **Date:** 4/14/24

I give permission for my son/daughter to serve as a member of the City of Lawndale Youth Advisory Committee. I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered a public record.

Parent/Guardian Signature: [redacted] 4/14/24

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

For information about the committee, call the Community Services Department (310) 973-3270

RETURN THIS FORM TO:

CITY CLERK, CITY OF LAWNDALE, 14717 BURIN AVENUE, LAWNDALE, CA. 90260

CITY OF LAWNDALE
APPLICATION FOR APPOINTMENT TO THE YOUTH ADVISORY COMMITTEE

Applicant's name: Sadia Patel Daytime phone: [redacted]

Parent/guardian's name: May Co Daytime phone: _____

Home address: [redacted] City: Lawndale Zip: 90260

E-mail address: [redacted] Are you 18 years of age or less? Yes ☒ No ☐ less than 18

School: Lawndale High School Grade in school: 10th

Do you wish to mention any school activities, community service, church, clubs, or scholastic involvements or achievements?

- volunteer at local masjid / mosque - have been in ASB before
- president of Speech and Debate, NHD, NHS, and CSF club and Muslim Student Association as well

What special talents, hobbies or characteristics do you have that you can bring to the Youth Advisory Committee?

- leadership experience - social
- determination - has run many events centered around community bonding

What do you think are the greatest needs of Lawndale youth today?

- education - lack of community bonding
- scholarships or other forms of financial aid

What qualities do you believe make a good role model for Lawndale youth?

- prior leadership qualities and experience
- quick problem solving - connection with youth and knowledge of them

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

- I want to be apart of the Lawndale Youth advisory committee to inspire collaboration amongst our youth and improve our bonding and willingness to help each other. I am good because I have lots of previous leadership experience, solve issues, organize, punctuate

References, such as teachers, principals, mentors, school counselors. (Use a separate sheet of paper for additional references.)

Name: Salvador Aguilar Relationship: Teacher Daytime Phone: [redacted]

Name: Albert Chan Relationship: Teacher Daytime Phone: [redacted]

I hereby certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand that references listed may be contacted and understand that information pertaining to my qualifications to serve on the Youth Advisory Committee may be verified. Additionally, I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered a public record

Applicant Signature: [redacted] **Date:** 04/09/2024

I give permission for my son/daughter to serve as a member of the City of Lawndale Youth Advisory Committee. I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered

Parent/Guardian Signature: [redacted] **Date:** 04/09/2024

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RETURN THIS FORM TO:

CITY CLERK, CITY OF LAWNDALE, 14717 BURIN AVENUE, LAWNDALE, CA. 90260

Reference Sheet

	Name:	Relationship:	Daytime Phone:
Counselor:	Lauren Birnbryer	Counselor	[redacted]
[redacted]			
Teacher:	Mr. Hophan (Equity Cordinator)	Teacher	[redacted]
Club Advisors	Mr. Mir	Teacher	

State
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CITY OF LAWNDALE
APPLICATION FOR APPOINTMENT TO THE YOUTH ADVISORY COMMITTEE

Applicant's name: Amadd Saenz Iglesias

Daytime phone: [redacted]

Parent/guardian's name: Osiris Iglesias & Clifford Saenz

Daytime phone: [redacted]

Home address: [redacted]

City: Lawndale Zip: 90260

E-mail address [redacted]

Are you 18 years of age or less? Yes ☑ No ☐

School: Lawndale High School

Grade in school: 10

Do you wish to mention any school activities, community service, church, clubs, or scholastic involvements or achievements?
I have been in wrestling for around 2 years, I help out my church every week with whatever they need like the first communion kids, I recently joined anatomy club and last year I was in the yearbook club.

What special talents, hobbies or characteristics do you have that you can bring to the Youth Advisory Committee?
I am really kind and outgoing trying to help people to get along with each other and tend to spend my free time helping others out.

What do you think are the greatest needs of Lawndale youth today?
having them to go to events and finding other things to do other than being on their phones wasting time they could use wisely.

What qualities do you believe make a good role model for Lawndale youth?
having someone that is capable to uplift people and involves everyone and also hears what they have to say because thats important.

State specifically why you wish to serve and why you believe you are qualified for the position. (Use additional paper, if necessary.) I believe that I would bring people together and help people hear what's going on around them. I have always loved working with people and was in leadership in middle school for 2 years. I would be a big help!

References, such as teachers, principals, mentors, school counselors. (Use a separate sheet of paper for additional references.)

Name: SEAN STOCUM Relationship: TEACHER/COACH Daytime Phone: [redacted]

Name: Oscar A Piña Relationship: Counselor Daytime Phone: [redacted]

I hereby certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand that references listed may be contacted and understand that information pertaining to my qualifications to serve on the Youth Advisory Committee may be verified. Additionally, I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered a public record.

Applicant Signature: [redacted] **Date:** 4-12-24

I give permission for my son/daughter to serve as a member of the City of Lawndale Youth Advisory Committee. I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered a public record.

Parent/Guardian Signature: [redacted] **Date:** 4-12-24

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For information about the committee, call the Community Services Department (310) 973-3270

RETURN THIS FORM TO:

CITY CLERK, CITY OF LAWNDALE, 14717 BURIN AVENUE, LAWNDALE, CA. 90260

CITY OF LAWNDALE
APPLICATION FOR APPOINTMENT TO THE YOUTH ADVISORY COMMITTEE

'24 APR 25 8:26AM 8:24AM

Applicant's name: Reeam Elokour Daytime phone: [redacted]

Parent/guardian's name: Muna Elokour Daytime phone [redacted]

Home address: [redacted] City: Lawndale Zip: 90260

E-mail address: [redacted] Are you 18 years of age or less? Yes ☒ No ☑ less than 18

School: Lawndale Highschool Grade in school: 10

Do you wish to mention any school activities, community service, church, clubs, or scholastic involvements or achievements?

Some of my extracurriculars and school involvements include serving as the sports team manager for Pop Football and Softball. Additionally, I am actively involved in several clubs and programs, such as the Debate and Anatomy Clubs, as well as Upward Bound and UCLA EMOP.

What special talents, hobbies or characteristics do you have that you can bring to the Youth Advisory Committee?

I bring strong leadership skills to the Youth Advisory Committee, offering support to fellow youth in achieving their goals. As part of today's youth, I understand the need for encouragement and involvement in our community. I'm committed to effective communication, empathy and equity, ensuring all voices are heard in order to empower our youth and make a positive impact.

What do you think are the greatest needs of Lawndale youth today?

Lawndale's youth today are in need of free opportunities to pave their path to success. It's crucial we prioritize establishing good mental health support systems, creating an environment youth feel supported and motivated to actively participate in their community, while leaving behind detrimental habits.

What qualities do you believe make a good role model for Lawndale youth?

Some qualities that make me a good role model for Lawndale youth is my balancing skills that allow me to do many things at once, effectively and efficiently. This will prove helpful for the Lawndale youth as we can guide them towards multi-tasking activities to foster their good candidates for colleges.

State specifically why you wish to serve and why you believe you are qualified for the position. (Use additional paper, if necessary.) I wish to serve because I want to guide our youth in order to push them towards the right path. I believe I'm suitable for this position because having me on the team will hopefully allow more and more individuals to be interested in becoming involved in their community.

References, such as teachers, principals, mentors, school counselors. (Use a separate sheet of paper for additional references.)

Name: Karen Hicks Relationship: Counselor Daytime Phone [redacted]

Name: Angelica Mejia Relationship: Principal Daytime Phone [redacted]

I hereby certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand that references listed may be contacted and understand that information pertaining to my qualifications to serve on the Youth Advisory Committee may be verified. Additionally, I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered a public reco[redacted]

Applicant Signature: [redacted] Date: 4-8-24

I give permission for my son/daughter to serve as a member of the City of Lawndale Youth Advisory Committee. I understand that the personal contact information provided on this application is considered confidential but that the remainder of the application may be considered [redacted]

Parent/Guardian Signature: [redacted] Date: 4-8-24

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

For information about the committee, call the Community Services Department (310) 973-3270

RETURN THIS FORM TO:

CITY CLERK, CITY OF LAWNDALE, 14717 BURIN AVENUE, LAWNDALE, CA. 90260

Back to Agenda

CITY OF LAWNDALE

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

DATE: May 6, 2024

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Public Works & City Engineering Oversight/Contract Project Manager
Hrant Manuelian, Director of Finance
Nick Petrevski, Associate Engineer NP

SUBJECT: **Appropriate Additional Funding for Parks, Civic Center, and Sheriff Station Parking Lot Rehabilitation Project**

BACKGROUND

The Parks, Civic Center, and Sheriff Station Parking Lot Rehabilitation Project aims to address the deteriorating condition of the existing parking lots, ensuring the safety and accessibility of these crucial infrastructures for residents and visitors alike. The parking lots within the City have been in service for several years, accommodating the parking needs of residents, businesses, and visitors. However, due to continuous usage, natural wear and tear, and insufficient maintenance, these parking facilities have begun to exhibit signs of deterioration. Cracks, potholes, uneven surfaces, and faded markings are some of the prevalent issues observed across various parking lots, which not only compromise the aesthetics but also pose safety hazards to pedestrians and vehicles.

On March 4, 2024, staff recommended and City Council awarded a construction contract to Onyx Paving Company, Inc. for Parks, Civic Center, and Sheriff Station Parking Lots. Construction started late March and all major work is now nearly completed, ahead of schedule.

STAFF REVIEW

Staff had anticipated and allocated $486,486 plus an additional $73,000 in contingency funds for this project. During grinding and excavation operation, the contractor encountered unforeseen conditions in the Civic Center and in Rogers-Anderson Park parking lots. The condition is related to localized loose subgrade, commonly referred to as "pumping" which leads to asphalt rutting. The rutting of asphalt was not identified in the initial assessment of the parking lot. However, upon closer inspection during excavation, it became evident that the existing substrate conditions had contributed to the issue.

The unforeseen conditions of asphalt rutting necessitate extra efforts by the contractor, and requires additional funding to cover the costs associated with the proposed solution. The additional funding required to cover the cost of the corrective measures, including materials, labor, and equipment amounts to approximately $46,000. The corrective measures include removing 13 inches and replacing with 2-inch cap over 3-inch base over 8-inch crushed miscellaneous base.

In order to have additional funds available until the construction is fully completed, in case other unforeseen costs would arise, staff is respectfully requesting a total budget of $50,000 to supplement the contingencies for this project. It is likely that there would be surplus upon completion of the project.

LEGAL REVIEW

City Attorney has reviewed and approved staff report.

FISCAL IMPACT

Appropriate $50,000 of additional ARPA funds to account 285-310-700.298 ARPA Parking Lot Rehabilitation.

RECOMMENDATION

1. Staff recommends that the City Council authorize the appropriation of funds in the amount of $50,000 to the Parks, Civic Center, and Sheriff Station Parking Lot Project, to cover unforeseen conditions as presented; and
2. Approve the Contract Amendment.

ATTACHMENTS

A. Contract Amendment
B. Agreement for Parks, Civic Center, and Sheriff Station Parking Lot Rehabilitation Project

Attachment A

FIRST AMENDMENT TO AGREEMENT FOR
PARKS, CIVIC CENTER, AND SHERIFF PARKING LOT REHABILITATION PROJECT

This FIRST AMENDMENT TO AGREEMENT (the "First Amendment") is made and entered into this 6th day of May, 2024, by and between the CITY OF LAWNDALE, a municipal corporation (herein "City") and Onyx Paving Company, Inc., a General Contractor, a limited liability corporation (herein "Consultant").

RECITALS

WHEREAS, City and Consultant entered into that certain Agreement entitled "Agreement for Parks, Civic Center, and Sheriff Station Parking Lot Rehabilitation Project (the "Agreement") on or about March 4, 2024, and

WHEREAS, in the performance of the work pursuant to the Agreement, subsurface conditions were found that were not discoverable upon reasonable investigation prior to commencement of work and which materially affect the cost of the work; and

WHEREAS, it is the desire of the City and the Consultant to amend the Agreement as set forth in this First Amendment to account for the additional costs arising from the subsurface conditions.

AMENDMENT

NOW, THEREFORE, it is hereby agreed that the Agreement is amended as follows:

SECTION 1. ARTICLE III of the Agreement is amended, it its entirety, to read as follows:

"City agrees to pay and Contractor agrees to accept in full payment for this Work or Improvement the stipulated sum of not more than Six Hundred Nine Thousand, Four Hundred Eighty Six and 0/100 Dollars ($609,486), which includes contingency amounts."

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

[SIGNATURES ON THE FOLLOWING PAGE.]

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

CITY:

_____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke, Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

CONSULTANT:
Onyx Paving Company, Inc.
A Limited Liability Corporation

By: _____
Corey Kirschner
Chief Executive Officer

By: _____
Corey Kirschner
Secretary

Address: 2890 E. La Cresta Ave.
Anaheim, CA 92806
714-632-6699

[END OF SIGNATURES]

Attachment B

AGREEMENT

THIS AGREEMENT, made and entered into by and between the **CITY OF LAWNDALE, CALIFORNIA,** hereinafter referred to as the **"City,"** and **Onyx Paving Company, Inc.** hereinafter referred to as the **"Contractor,"**

WITNESSETH: That the parties hereto do mutually agree as follows:

ARTICLE I: For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by said City, said Contractor agrees with said City to construct the work under the City's specification entitled **"Parks, Civic Center, and Sheriff Station Parking Lot Rehabilitation Project"** and to perform and complete in a good and workmanlike manner all the work pertaining thereto shown on the drawings and described in the specifications herein, to furnish at his own proper cost and expense all tools, equipment, labor, and materials necessary therefor, except such material and equipment as in said specifications as expressly stipulated to be furnished by said City, and to do everything required by this Agreement and the said specifications and plans.

ARTICLE II: For furnishing all said materials and labor, furnishing and removing all plant, temporary works or structures, tools and equipment and doing all the work contemplated and embraced in this Agreement, also for all loss and damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties which may arise from or be encountered in the prosecution of the work until its acceptance by said City, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work, except such as in the said specifications are expressly stipulated to be borne by said City, and for well and faithfully completing the work the whole thereof, in the manner shown and described in said drawings and specifications and in accordance with the requirements of the Engineer, said City will pay and said Contractor shall receive in full compensation therefor the prices named in the Bidding Schedule of the Bid hereto attached.

ARTICLE III: City agrees to pay and Contractor agrees to accept in full payment for this Work or Improvement the stipulated sum of **Four Hundred Eighty Six Thousand, Four Hundred Eighty Six and 0/100 Dollars ($486,486.00).**

City agrees to make monthly payments and final payment in accordance with the method set forth in the Specifications.

ARTICLE IV: All work to be done under this contract shall be completed within **ONE HUNDRED (100) consecutive working days**, exclusive of maintenance periods, beginning on the date stipulated in the written Notice to Proceed issued by the Engineer. Any changes in time and/or price are to be submitted to the City Engineer, in writing, within 2 days of the occurrence giving rise to the request and shall request a formal decision from the City within 10 days and shall include data supporting the request.

ARTICLE V: Time is of the essence with respect to the performance by Contractor of its duties. Failure of the Contractor to complete the work within the time allowed will result in damages being sustained by the City. Such damages are, and will continue to be, impracticable and extremely difficult to determine. For each consecutive calendar day, or portion thereof, in excess of the time specified for completion of the work (as adjusted), the Contractor shall pay to the City, or the City may deduct from any payments due or to become due to Contractor, the sum of $1,000.00 per day.

Execution of this Agreement shall constitute agreement by the City and the Contractor that the specified liquidated damages per day is the minimum value of the costs and actual damage caused by the failure of the Contractor to complete the work within the allotted time, that such is liquidated damages and shall not be construed as a penalty, and that such sum may be deducted from payments due the Contractor if such delay occurs.

ARTICLE VI: The City hereby promises and agrees with said Contractor to employ, and does hereby employ, said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to for the price aforesaid, and hereby contracts to pay for the same, at the time, in the manner, and upon the conditions set forth in said specifications; and the said parties for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE VII: The Notice Inviting Sealed Bids, the Instructions to Bidders, the Bid, the Specifications, and the Drawings mentioned therein, all addenda issued prior to the opening of the bid by the City, all contract change orders issued after execution of the Contract Agreement, the Special Provisions, Non-Collusion Declaration, Faithful Performance Bond, Payment Bond, all of which are essential parts of this contract, are hereby incorporated in and made part of this Agreement.

ARTICLE VIII: Contractor acknowledges and agrees to comply with the provisions of the State Labor Code requiring every employer to pay at least the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute this contract. State general prevailing wage determination as established by the California Department of Industrial Relations (available at http://www.dir.ca.gov/DLSR/PWD/index.htm). The statutory provisions for penalties for failure to pay prevailing wages and/or failure to otherwise comply with state's wage and hour laws will be enforced.

The applicable prevailing rate of per diem wages are on file at the City of Lawndale Department of Public Works, 4722 Manhattan Beach Blvd., Lawndale, California 90260, and are available to any interested party on request. The Contractor is required to post at the job site the prevailing wage rate of per diem wages and other notices prescribed by regulation.

ARTICLE IX: The Contractor shall supply the City with certificates of insurance for the types and amounts of insurance required for this project as described in the Instructions to Bidders for this project. Said certificates must comply with all requirements for sufficient insurance as described in the Instructions to Bidders.

ARTICLE X: The Contractor hereby agrees that the Contactor and any subcontractor under him submit weekly to the DIR directly and provide copy to City, certified copies of the payroll records for all said workers and shall comply with all statutory requirements relating to certified copies of payroll records, including the maintenance of the records, their certification, and their availability for inspection as required by Labor Code Section 1776 and as required under Subsection 7-2.6 of said Standard Specifications for Public Works Construction. In addition, the Contractor and any subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) in a format prescribed by the Labor Commissioner no less than monthly as follows:

These new requirements will apply to all public works projects that are subject to the prevailing wage requirements of the Labor Code without regard to funding source.

The applicable prevailing rate of per diem wages are on file at the City of Lawndale Department of Public Works, 4722 Manhattan Beach Boulevard, Lawndale, California 90266, and are available to any interested party on request. The Contractor is required to post at the job site the prevailing rate of per diem wages as determined by the Director of the Department of Industrial Relations and other notices prescribed by regulation.

ARTICLE XI: Pursuant to Labor Code Section 1725.5, Contractor and any subcontractor must be registered with the California Department of Industrial Relations prior to performing any work under this Agreement. Further, this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

ARTICLE XII: Contractor shall indemnify, defend with legal counsel approved by City, and hold harmless City, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable legal counsel fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Contractor's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole or active negligence or willful misconduct of the City. Should conflict of interest principles preclude a single legal counsel from representing both City and Contractor, or should City otherwise find Contractor's legal counsel unacceptable, then Contractor shall reimburse the City its costs of defense, including without limitation reasonable legal counsels fees, expert fees and all other costs and fees of litigation. The Contractor shall promptly pay any final judgment rendered against the City (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the Contractor's negligent, reckless or wrongful performance. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

Contractor obligations under this section apply regardless of whether or not such claim, charge, damage, demand, action, proceeding, loss, stop notice, cost, expense, judgment, civil fine or penalty, or liability was caused in part or contributed to by an Indemnitee. However, without affecting the rights of City under any provision of this Agreement, Contractor shall not be required to indemnify and hold harmless City for liability attributable to the active negligence of City,

provided such active negligence is determined by agreement between the parties or by the findings of a court of competent jurisdiction. In instances where City is shown to have been actively negligent and where City's active negligence accounts for only a percentage of the liability involved, the obligation of Contractor will be for that entire portion or percentage of liability not attributable to the active negligence of City.

ARTICLE XIII: Contractor's services are being provided to the City as that of an independent contractor. Contractor represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by the Contractor as employees. In the event that Contractor or any employee, agent, or subcontractor of Contractor providing serviees under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor to the City, then Contractor shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penaltics, judgements, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Contractor or any persons Contraetor used to provide services under this Agreement are employees of the City.

ARTICLE XIV: The City, in accordance with Public Contract Code Section 22300, shall permit the substitution of securities for any moneys withheld by the City to secure performance under a contract. The City hereby incorporates herein all of the provisions set forth in Public Contract Code Section 22300.

ARTICLE XV: In the performance of this agreement, the Contractor shall not engage in, nor permit others he may hire to engage in, discrimination in the employment of persons because of their race, reiigious creed, color, or national origin, except as provided in Government Code Section 12940. Violation of this provision may result in the imposition of penalties as provided in Labor Code Section 1735.

ARTICLE XVI: It is to be made known that the improvement contemplated in the performanee of this contract may require by the State of California shall exercise general supervision; the State of California, therefore, shall have the right to assume full and direct control over this contract whenever the State of California, at its sole discretion, shall determine that its responsibility to the United States so requires.

ARTICLE XVII: The Contractor shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the contract and such other records as may be deemed necessary by the City to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit purposes to the City or any authorized representative and will be retained for 3 years after the expiration of this contract, unless permission to destroy them is granted by the City.

ARTICLE XVIII: No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.

Similarly, Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

ARTICLE XIX: The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

ARTICLE XX: Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.

CITY: CITY OF LAWNDALE, CALIFORNIA

Dated March 5, 2024

By: _____
MAYOR

ATTEST:

_____
CITY CLERK

Approved as to form:

_____
CITY ATTORNEY

Dated March 18, 2024

CONTRACTOR: Onyx Paving Company Inc

By: _____
Corey Kirschner

_____
CHIEF EXECUTIVE OFFICER

By: _____
Corey Kirschner

_____
SECRETARY

Back to Agenda

CITY OF LAWNDALE

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

DATE: May 6, 2024

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Public Works & City Engineering Oversight, Contract Project Manager
Hrant Manuelian, Finance Director
Nabi Sidiqi, Assistant Engineer

SUBJECT: **Award of Construction Contract for 147th Street Crosswalks as part of the FY 2023/24 Annual Striping Project**

BACKGROUND

The FY 2023/24 Annual Striping Project aims to address traffic safety citywide. Specifically, at this time, the growing safety concerns caused by high-speed traffic on 147th Street from Hawthorne Blvd to Prairie Avenue. In order to mitigate this, staff is recommending the installation of continental crosswalks at the intersections where such crosswalks don't currently exist. These measures aim to enhance pedestrian safety by clearly delineating pedestrian crossing areas, promoting visibility, and encouraging drivers to reduce speed. At its January 19, 2023 meeting, the City's Traffic Committee discussed the traffic safety concerns on 147th Street. Public Works staff determined striping additional crosswalks which would be a proactive initial steps to create a safer environment for pedestrians and motorists.

STAFF REVIEW

The Notice Inviting Bids was advertised on the City website and only one bid was received and opened on Monday, April 29, 2024 by the City Clerk's office staff in accordance with City bidding procedures. The bid was received with bid bonds, evidence of contract licensing, insurance coverage, and project references for contracts of similar size and scope. The bid received is listed in the table below:

Bidder Name	Bid Amount
Superior Pavement Markings Inc.	$ 33,388.00

Staff reviewed the bid which was received from Superior Pavement Markings, Inc. from Cypress, California, evaluating accuracy, cost, experience, and references. As a result of the bid analysis, staff finds that this bidder has submitted a responsible and responsive bid for the project in the amount of $33,388.00.

Staff evaluated reasons why other bidders may not have been interested in submitting bids, and determined that it was due to small size of the project. Nonetheless, Superior Pavement Markings, Inc.'s bid is well within the industry's standard reasonable limits and staff recommends the award, due to urgency of addressing traffic safety on this segment of roadway.

LEGAL REVIEW

City Attorney has reviewed and approved staff report and agreement as to form.

FISCAL IMPACT

Total cost of this project including materials, installation, and contingencies is estimated to be $38,396.20. Funding for this project will be made available from Proposition C grant fund. Currently there is $500,000 budgeted for this project in the available funding. Therefore, the project budget will cover the full cost of this project. The project cost and funding breakdown are as follows:

Project Cost Estimate:	
Construction Bid Amount	$33,388.00
Construction Contingency (15%)	$5,008.20
Total Project Cost Estimate	$38,396.20

Funding Required:	
Proposition C funds (207-310-700.286)	$500,000
Total Available Funding	$500,000

RECOMMENDATION

Staff recommends that the City Council:

1. Award the construction contract in the amount of $33,388.00 to Superior Pavement Marking Inc. of Cypress, California, for 147th Street between Hawthorne Blvd. and Prairie Avenue as part of the FY 2023/24 Annual Striping Project; and,

2. Approve the construction contingency amount of $5,008.20 for the project to avoid delays and facilitate timely project completion.

ATTACHMENT

A. Construction Contract
B. Location Map

Attachment A

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR

FY 2023/24 ANNUAL STRIPING PROJECT

This Contract Services Agreement ("Agreement") is made and entered into this 6th day of May, 2024, by and between the City of Lawndale, a municipal corporation ("City"), and Superior Pavement Markings Inc. ("Contractor"). The term Contractor includes professionals performing in a consulting capacity or contractors performing contract services. The parties hereto agree as follows:

1.0 SERVICES OF CONTRACTOR

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Contractor shall provide the work and services specified in the "Scope of Services" attached hereto as *Exhibit "A"* and incorporated herein by this reference. Contractor warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

1.2 Contractor's Proposal. The Scope of Services shall include the Contractor's proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction.

1.4 Licenses, Permits, Fees and Assessments. Contractor shall obtain at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the services required by this Agreement; and shall indemnify, defend and hold harmless City against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work. By executing this Agreement, Contractor warrants that Contractor (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.

1.6 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such

extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of up to five percent (5%) of the Contract Sum or $25,000, whichever is less, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation, therefore.

1.7 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as *Exhibit "B"* and incorporated herein by this reference. In the event of a conflict between the provisions of *Exhibit "B"* and any other provisions of this Agreement, the provisions of *Exhibit "B"* shall govern.

1.8 Environmental Laws. Contractor shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Contractor shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Contractor shall be compensated in accordance with the "Schedule of Compensation" attached hereto as *Exhibit "C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of Thirty-Eight Thousand Three Hundred Ninety-Six Dollars and Twenty Cents ($38,396.20) ("Contract Sum"), except as provided in Section 1.6. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Contractor's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the City.

Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 Method of Payment. Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Contractor wishes to receive payment, no later than the

first (1st) working day of such month, Contractor shall submit to the City, in a form approved by the City's Director of Finance, an invoice for services rendered prior to the date of the invoice. Except as provided in Section 7.2, City shall pay Contractor for all expenses stated thereon which are approved by City pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form.

2.3 Availability of Funds. It is mutually understood between the parties that this Agreement is valid and enforceable only if sufficient funds are made available by the City Council of the City for the purposes of this Agreement. The availability of funding is affected by matters outside the City's control, including other governmental entities. Accordingly, the City has the option to void the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

3.0 PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as *Exhibit "D"*, if any, and incorporated herein by this reference. When requested by the Contractor, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding sixty (60) days cumulatively.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor shall, within ten (10) days of the commencement of such delay, notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused; Contractor's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall continue in full force and effect until completion of the services no later than July 5, 2024.

4.0 COORDINATION OF WORK

4.1 Representative of Contractor. Darren Veltz is hereby designated as being the representative of Contractor authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith.

It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for City to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced, nor may his responsibilities be substantially reduced by Contractor without the express written approval of City.

4.2 Contract Officer. The City's City Manager is hereby designated as the representative of the City authorized to act in its behalf with respect to the work and services and to make all decisions in connection therewith ("Contract Officer"). It shall be the Contractor's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Contractor shall refer any decisions which must be made by City to the Contract Officer. The City may designate another Contract Officer by providing written notice to Contractor.

4.3 Prohibition Against Subcontracting or Assignment. The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of City.

4.4 Independent Contractor. Neither the City nor any of its employees shall have any control over the manner or means by which Contractor, its agents or employees, perform the services required herein, except as otherwise set forth herein. Contractor shall perform all services required herein as an independent contractor of City and shall remain under only such obligations as are consistent with that role. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor.

5.0 INSURANCE AND INDEMNIFICATION

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

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

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000 per accident for all covered losses.

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

(d) Professional Liability or Error and Omissions Insurance. A policy of _____ insurance in an amount not less than $1,000,000.00 per claim with respect to loss arising from the actions of Contractor performing professional services hereunder on behalf of the City.

All of the above policies of insurance shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall also provide that said insurance may not be cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Contractor shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until Contractor has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Contractor agrees that the provisions of this Section 5.1 shall not be construed as limiting in any way the extent to which Contractor may be held responsible for the payment of damages to any persons or property resulting from Contractor's activities or the activities of any person or persons for which Contractor is otherwise responsible.

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

In the event that the Contractor is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to this Section 5.1.

5.2 Indemnification.

(a) Indemnity for Professional Liability. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Contractor, its officers, agents, employees of subcontractors (or any entity or individual for which Contractor shall bear legal liability) in the performance of professional services under this Agreement.

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

6.0 RECORDS AND REPORTS

6.1 Reports. Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

6.2 Records. Contractor shall keep, and require subcontractors to keep, such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Contractor, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of such documents and materials. Contractor may retain copies of such documents for its own use and Contractor shall have an unrestricted right to use the concepts embodied therein. Any use of such completed documents by City for other projects and/or use of uncompleted documents without specific written authorization by the Contractor will be at the City's sole risk and without liability to Contractor and the City shall indemnify the Contractor for all damages resulting therefrom. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom.

7.0 ENFORCEMENT OF AGREEMENT

7.1 California Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 Retention of Funds. Contractor hereby authorizes City to deduct from any amount payable to Contractor (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Contractor's acts or omissions in performing or failing to perform Contractor's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Contractor to insure, indemnify, and protect City as elsewhere provided herein.

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

7.4 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Contractor shall immediately cease all work or services

hereunder except such as may be specifically approved by the Contract Officer. Contractor shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation and City shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

7.5 Completion of Work After Termination for Default of Contractor. If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.6 Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

8.0 CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest; City. No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.

8.3 Conflict of Interest; Contractor. Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Contractor shall comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code which is on file in the City Clerk's office. Accordingly, should the City Manager determine that Contractor will be performing a specialized or general service for the City and there is substantial likelihood that the Contractor's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Contractor and its officers, agents or employees, as applicable, shall be subject to the City's Conflict of Interest Code.

8.4 Covenant Against Discrimination. Contractor covenants that, by and for itself, its executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

9.0 MISCELLANEOUS PROVISIONS

9.1 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer, City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Contractor, to the person at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

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

9.3 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by an instrument in writing signed by both parties.

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

9.5 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

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

CITY:
CITY OF LAWNDALE,
a municipal corporation

By:_____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

CONTRACTOR:
Superior Pavement Markings Inc.
a [California corporation]

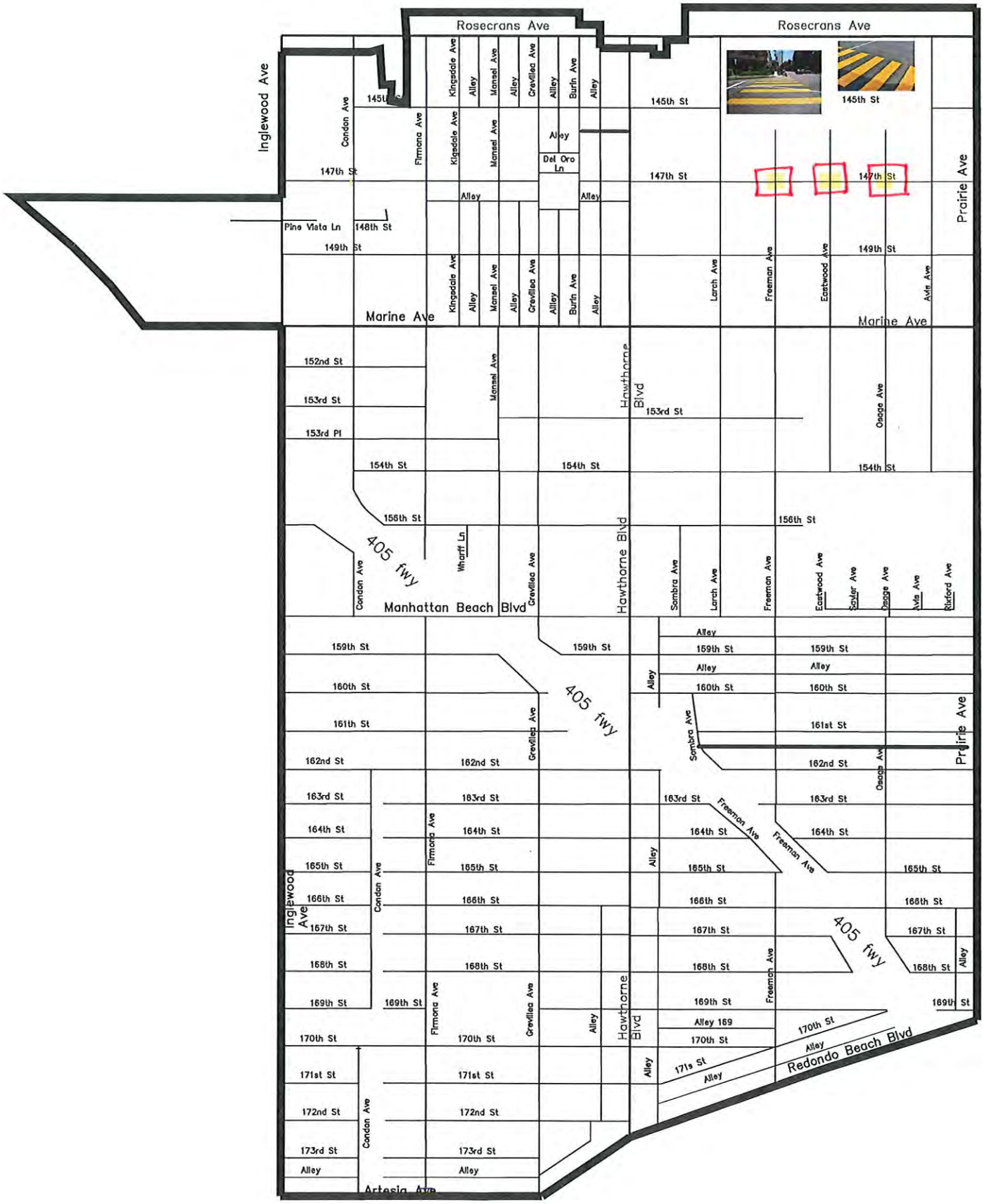
By: _____
Name: Darren Veltz
Title: President

By: _____
Name: Darren Veltz
Title: Secretary

Address: 5312 Cypress Street,
Cypress, CA 90630

Attachment B

Project Limits



CITY OF LAWNDALE

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

May 6, 2024

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Mike Estes, Director of Community Services

SUBJECT: First Amendment to Contract Services Agreement for Instructor to Use City Facilities - Duncan's Soo Bahk Do, LLC

BACKGROUND

The City's Community Services Department facilitates recreation-based classes for both Lawndale and non-Lawndale residents. Each business entity hired to instruct classes at the Lawndale Community Center enters into a fiscal year agreement with the City for an amount consistent with the previous year's participation levels.

STAFF REVIEW

In fiscal year 2023-24, Duncan's Soo Bahk Do, LLC (DSBD) has one of the City's most successful contract recreation programs offering martial arts classes each Monday and Wednesday evening from 5:00 to 7:00 pm at the Lawndale Community Center. On average, DSBD offers six classes per quarter, or approximately twenty four classes per fiscal year.

Revenue Payment Structure:
Due to Assembly Bill 5 (AB5), which requires the City to move as far away as possible from any potential employer/employee relationship, instructors are paid 100% of class revenues as opposed to the former 70/30 split payment structure. The City's portion of revenue is based upon a facility use fee of $25.00 per hour for all instructors under contract with the City.

Revenue Limits in Original Agreement:
The 2023-24 fiscal year agreement between the City and DSBD approved by the City Council in July 2023 was for a not to exceed amount of $17,000.00. This amount was based upon actual participation numbers and revenue amounts paid to the instructor in FY 2022-23. Contract class programs typically run in cycles as certain classes become more popular than others and vice-versa.

Actual Revenue Projections:
Effective the end of the winter quarter, second session, DBSD has been paid $14,022 in revenue of which $2,713.00 has been retained by the City for the use of the Community Center Main Event Room for approximately 108 hours of instructional time. Therefore, with two class sessions remaining, DSBD will exceed the original contract amount at the close of the second session of the spring quarter.

Actual Revenue Projections (Cont.):
Therefore, this amendment is necessary to avoid any future payment delays for revenues due to the instructor in FY 2023-24. With the spring quarter traditionally being the most popular quarter in terms of enrollment, we estimate that DSBD will exceed $17,000.00 in revenue for FY 2023-24; however, will likely finish somewhere below $22,000.00 in total revenue for FY 2023-24.

First Amendment Details:
The first amendment agreement between the City and DSBD is for a total amount not to exceed $22,000.00, or an additional $5,000.00 above the original contract services agreement amount approved by the City Council in July 2023.

LEGAL REVIEW

The City Attorney's office has reviewed the attached First Amendment to Contract Services Agreement for Instructor to Use City Facilities and has approved it to form.

FISCAL IMPACT

The fiscal impact to the City will be indirect as only revenues collected by the City will be paid to the instructor at the conclusion of each class for the actual number of participants enrolled and program fees collected. Past and future FY 2023-24 payments to DSBD have/will be paid from the FY 2023-24 Community Services Department Budget, Contract Services line item – 277-510-530.100.

RECOMMENDATION

Staff recommends that the City Council:

1. Approve the attached First Amendment to Contract Services Agreement to Use City Facilities between the City of Lawndale and Duncan's Soo Bahk Do, LLC for a total not to exceed amount of $22,000.00 and authorize the City Manager to sign the amendment; or

2. Provide further direction

Attachments:

A. First Amendment to Contract Services Agreement for Instructor to Use City Facilities

B. Original Agreement to Contract Services Agreement for Instructor to Use City Facilities

C. FY 2023-24 Instructor Actual Revenue and Revenue Projection Spreadsheet

Attachment A

FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT FOR INSTRUCTOR TO USE CITY FACILITIES

This FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT (the "First Amendment") is made and entered into this 6th day of May 2024, by and between the CITY OF LAWNDALE, a municipal corporation (herein "City") and Duncan's Soo Bahk Do, LLC a California corporation (herein "Instructor").

RECITALS

WHEREAS, City and Instructor entered into that certain Agreement entitled "Contract Services Agreement for Instructor to Use City Facilities" (the "Agreement") on or about July 3, 2023, and

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

AMENDMENT

NOW, THEREFORE, it is hereby agreed that the Agreement is amended as follows:

SECTION 2, PAYMENT FOR SERVICES, Basic Fee Amount, Sub Section 2.1 is amended as follows:

2.1 Basic Fee Amount. The City will remit to the Instructor 100% of net class revenues collected by the City from registered participants for the classes taught as described in this Agreement; however, not to exceed $22,000.00. Net class revenues shall be defined as gross revenues, minus a facility use fee of $25.00 per hour for actual time teaching classes for the use of designated class space for recreation classes and other events co-promoted by the City's Department of Community Services. Revenues due to Instructor exceeding $22,000.00 during the term of this Agreement will require an amendment to this Agreement to be approved by the City Council in an open meeting prior to additional payments being made to Instructor.

MISCELLANEOUS PROVISIONS

1. Other Terms Unchanged. Subject to the foregoing amendments, the remainder of the terms in the Agreement will remain the same and are hereby ratified.

2. Authority to Execute. Each party represents and warrants that all necessary action has been taken by such party to authorize the undersigned to execute this First Amendment and to bind the parties to the performance of its obligations.

3. Counterparts, Facsimile or other Electronic Signatures. This First Amendment may be executed in several counterparts, each of which will be deemed an original, and all of which, when taken together, constitute one and the same instrument. The First Amendment will be considered executed when the signature of a party is delivered by facsimile or other electronic transmission. Such facsimile or other electronic signature will have the same effect as an original signature.

4. Severability. If any term, condition or covenant of this First Amendment is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this First Amendment will not be affected and the First Amendment will be read and construed without the invalid, void or unenforceable provision.

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

[SIGNATURES BELOW]

CITY:

_____
Sean M. Moore, City Manager

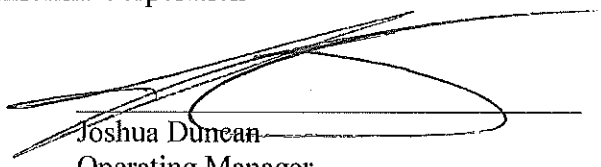
ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke, Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

CONTRACTOR:
Duncan's Soo Bahk Do, LLC
A California Corporation

By: 
Joshua Duncan
Operating Manager

Address: 2017 Lomita Blvd., #239
Lomita, CA 90717

[END OF SIGNATURES]

Attachment B

CITY OF LAWNDALE
AGREEMENT FOR INSTRUCTOR TO USE CITY FACILITIES

This Agreement is made as of the date of execution by the City below by and between the City of Lawndale, California, a municipal corporation, ("City") and Duncan's Soo Bahk Do, a California corporation ("Instructor").

RECITALS

A. Instructor desires to provide four sessions of martial arts classes comprised of one session each summer, fall, winter and spring. Each session will be comprised of approximately eight classes, excluding certain holidays, at the Harold E. Hofmann Community Center located at 14700 Burin Avenue, Lawndale, CA 90260. Instructor may use the City facility each Monday and Wednesday during the term of this Agreement between the hours of 4:30 p.m. and 7:30 p.m. excluding certain holidays.

B. Instructor represents that he/she has all required licenses, permits and approvals required by law to teach the classes at issue at a City facility pursuant to this Agreement.

C. This Agreement will expire on June 26, 2024.

Therefore, City and the Instructor mutually agree as follows:

1. THE INSTRUCTOR'S USE OF CITY FACILITY.

1.1. Recitals. The foregoing Recitals are true and correct and incorporated into this Agreement by this reference.

1.2. Submittals to the City. On or before July 6, 2023, the Instructor will provide the following documents to the Community Services Department: a completed W9 form, proof of successful completion of an adult and child CPR and First Aid class, proof of all insurance required, the Live Scan fingerprints and related criminal background checks as required by Section 1.6 of this Agreement, a copy of Instructor's business license, and proof of medical certification as required in Section 1.7 of this Agreement. If Instructor has no staff, Instructor must provide a written statement, in a form approved by the City's Risk Manager, signed under the penalty of perjury confirming that he has no staff in lieu of Worker's Compensation Insurance.

On or before October 5, 2023, Instructor shall provide proof of current First Aid and Adult Child CPR/AED Certification with a completion date no older than two years to the Community Services Department.

On or before October 5, 2023, Instructor shall complete a Live Scan criminal background check as required in Section 1.6 prior to classes under this Agreement beginning.

On or before October 5, 2023, Instructor shall provide test results per Section 1.7 no older than four years to the Community Services Department.

1.3. Term; Arrival and Set-Up.

1.3.1 Instructor may use the City's facility for the time periods described in Recital A, unless terminated earlier as provided in this Agreement. During Instructor's use times Instructor shall have exclusive use of the area designated for his use. Instructor acknowledges and agrees that the City and other third parties will use said area at other times and Instructor may not leave materials, tools, or equipment in the City facility.

1.3.2 The Instructor is solely responsible for the preparation and facility set-up of his/her class and for providing all required tools and equipment.

1.4. Performance. In the event the Instructor must cancel any classes, he must notify the students and the City's Community Services Coordinator at least 48 hours in advance of the classes in question. If Instructor cancels classes, the City will work with the Instructor to make up the same number of classes cancelled prior to the end of that session.

1.5. Responsibilities of the City. The City will notify Instructor, at least 48 hours in advance if possible, if for any reason the City cancels or needs to relocate any class to another location.

1.6. Background Check. Instructor warrants that she/he and all staff of Instructor who may use the City facility to teach a class pursuant to this Agreement who may have contact with children have never been convicted of any offense specified in Public Resources Code Section 5164 or Penal Code Section 11105.3 which would preclude any such person from working with children. In addition, Instructor agrees to provide City with Live Scan fingerprints and the related criminal background check for Instructor and all staff of Instructor who may provide services pursuant to this Agreement who may have contact with children.

1.7. Medical Check. Instructor warrants that she/he and any staff of Instructor who may provide services pursuant to this Agreement who may have contact with children has been examined and has been found to be free of communicable tuberculosis within the last two years as required by *Public Resource Code Section 5163.* In addition, Instructor agrees to provide the City with the medical certificate confirming the testing and result for Instructor and any staff of Instructor who may provide services pursuant to this Agreement who may have contact with children.

1.8. Taking or Using of Photos and Videos of Students. Instructor agrees that she/he and its staff and agents may only make video recordings and take photographs of students of classes provided pursuant to this Agreement after receiving (A) prior written notice from the City's Community Services Coordinator and (B) signed consent forms from the students, or in the case of a student who is a minor, from the students' parent or guardian. Moreover, should the Instructor desire to use the photos or video for any purpose other than personal use, including but not limited to advertising the Instructor's business on flyers or on the internet or social media, such specific purpose must be clearly described in the notice signed by the City and students. Instructor's violation of this section is grounds for immediate termination of this Agreement and Instructor will be barred from contracting with the City for a minimum of three years.

2. PAYMENT FOR SERVICES.

2.1. Basic Fee Amount. The City will remit to the Instructor 100% of net class revenues collected by the City from registered participants for the classes taught as described in this Agreement; however, not to exceed $17,000.00. Net class revenues shall be defined as gross revenues, minus a facility use fee of $25.00 per hour for actual time teaching classes for the use of designated class space for recreation classes and other events co-promoted by the City's Department of Community Services. Revenues due to Instructor exceeding $17,000.00 during the term of this Agreement will require an amendment to this Agreement to be approved by the City Council in an open meeting prior to additional payments being made to Instructor.

2.2. Time of Payment. The City will process payment for the Instructor midway through and at the conclusion of each session, upon City's receipt and verification of signed invoices for classes that have been taught by Instructor. Invoices must be submitted to the City's Community Services Department in a form satisfactory to the City's Director of Finance.

3. GENERAL PROVISIONS.

3.1. Termination.

3.1.1. The City may cancel this Agreement or any of the classes described in this Agreement at any time with or without cause.

3.2. Indemnity. The Instructor agrees to indemnify, hold harmless and defend the City, the City Council, and every officer, employee and agent of the City from any and all claims, losses, or actions brought by any person or persons resulting directly or indirectly from the wrongful or negligent acts, errors, and omissions of the Instructor and its staff and agents, including any claims and damages arising from the use of unauthorized images (i.e. photographs) of students and their invitees as well as any claims arising in any way in connection with or by Instructor's staff and agents.

3.3. Non-Discrimination. In connection with the use of the City facility at issue in this Agreement, neither the Instructor nor its staff or agents may discriminate against any employee or member of the public because of race, religion, color, sex, or national origin or sexual orientation.

3.4. Entire Agreement. This Agreement supersedes any and all other agreements, either oral or written, between the parties and contains all of the covenants and agreements between the parties with respect to the subject matter of this Agreement. Each party acknowledges that no representations, inducements, or agreements, orally or otherwise, have been made by either party or anyone acting on its behalf which are not embodied in this Agreement and that any other agreement or statement not contained in the Agreement is not valid or binding. Any modifications of this Agreement will be effective only if memorialized in a writing signed by both parties.

3.5. Governing Law. This Agreement is governed by the laws of the State of California and any lawsuit or action relating in any way to this Agreement must be filed in Los Angeles County, California.

3.6. Prohibition Against Subcontracting or Assignment. Instructor agrees not to contract with any person or entity to perform in whole or in part in connection with the use of the City facility under this Agreement. Neither this Agreement nor any interest in this Agreement may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any prohibited assignment or transfer is void.

3.7. Independent Contractor. The City will not have any control over the manner, mode, or means by which Instructor performs the classes at the City facility under this Agreement except as described in this Agreement. Instructor will teach the classes as an independent contractor. Instructor will not at any time or in any manner represent that it or any of its employees or staff are employees of City. Instructor represents and warrants that the personnel used to teach the classes in the City facility pursuant to this Agreement are classified by Instructor as employees. In the event that Instructor or any employee of Instructor using the City facility under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the City, then Instructor shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Instructor or any staff of Instructor used to teach classes at a City facility are employees of the City.

Instructor must not promote classes other than the classes Instructor offers at the City, whether by word of mouth, flyers, or other printed materials, while teaching classes at City facilities.

3.8. Insurance. Unless otherwise stated in writing by the City's Risk Manager, Instructor must procure and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension, the following policies of insurance:

(a) Commercial General Liability Insurance. A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured must not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits must be no less than $1,000,000.00 per occurrence and $2,000,000.00 aggregate. Additionally, the City and each of its officers, employees and agents must be mentioned as additional insureds and each insurance certificate must be accompanied by all applicable additional insured endorsement pages.

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000.00 per accident for all covered

losses. However, this requirement will not apply if Instructor has no employees and Instructor provides the letter signed under penalty of perjury as described in Section 1.2.

(c) Sexual Misconduct/ Molestation Liability Insurance. A policy of sexual misconduct/molestation liability insurance appropriate to the Instructor's profession, with limits no less than $1,000,000.00 million per occurrence, $2,000,000.00 aggregate.

(d) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis will not be required as Instructor is not required to use an automobile in connection with the use of a City facility under this Agreement. However, Instructor understands that automobile insurance and/or financial responsibility is required on any vehicle operated or parked on California roadways. Instructor agrees that s/he will carry evidence of automobile insurance and/or financial responsibility in her/his vehicle at all times and that proof of same must be provided as specified: when requested by law enforcement; when renewing vehicle registration; when the vehicle is involved in a traffic collision. Accordingly, Instructor agrees that if s/he will be driving a vehicle to commute to or otherwise in connection with the classes provided pursuant to the Agreement, Instructor must comply with the following:

Minimum liability insurance requirements for private passenger vehicles (per California Insurance Code Section 11580.1b):

- $15,000 for injury/death to one person;
- $30,000 for injury/death to more than one person; and
- $5,000 for damage to property.

Liability insurance compensates a person other than the policy holder for personal injury or property damage. Comprehensive or collision insurance does not meet vehicle financial responsibility requirements.

The following are acceptable types of insurance/financial responsibility:

- A motor vehicle liability insurance policy;
- A cash deposit of $35,000 with DMV;
- A DMV issued self-insurance certificate; or
- A surety bond for $35,000 from a company licensed to do business in California.

If the Instructor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or higher limits maintained by the Instructor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Said policies of insurance must not be cancelled without providing 10 days' prior written notice by registered mail to the City. In the event any of the policies of insurance are cancelled or

amended, prior to the cancellation or amendment date, Instructor must submit new evidence of insurance in conformance with this Section to the Director of Community Services. Use of the City facility pursuant to this Agreement may not begin until Instructor has provided City with and City's Risk Manager has approved of the Certificates of Insurance or appropriate insurance binders evidencing the required insurance coverage.

Instructor agrees that the provisions of this Section will not be construed as limiting in any way the extent to which Instructor may be held responsible for the payment of damages to any persons or property resulting from Instructor's activities or the activities of any person or persons for which Instructor is otherwise respousible.

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

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

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

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

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

[SIGNATURES ON NEXT PAGE]

CITY:
City of Lawndale
14717 Burin Avenue
Lawndale, CA. 90260

By: _____
Sean M. Moore, City Manager

Date: 7/20/23

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

Stephanie Gulley for
Gregory M. Murphy, City Attorney

INSTRUCTOR:
Duncan's Soo Bahk Do
2017 Lomita Blvd., #239
Lomita, CA 90717

By: _____
Joshua Duncan
Operating Manager

Date: 7/7/23

Date: 8/8/23

Attachment C

FY 2023-24 Instructor Payment Spreadsheet - Actual and Projected Payments			
Note: Facility Use Fee Counts Against Budget Amount, Updated 4/15/24			
Instructor: Duncan's Soo Bahk Do, LLC			
Session:	**Amount Paid/Projected**	**Running Total**	**Facility Use Fees**
Summer, Session I	$3,764.00	$3,764.00	$700.00
Summer, Session II	$0.00	$3,764.00	$0.00
Summer Total:	**$3,764.00**	**$3,764.00**	$700.00
Fall, Session I	$2,760.00	$6,524.00	$525.00
Fall, Session II	$2,778.00	$9,302.00	$525.00
Fall Total:	**$5,538.00**	**$9,302.00**	**$1,050.00**
Winter, Session I	$2,683.00	$11,985.00	$481.25
Winter, Session II	$2,036.75	$14,021.75	$481.25
Winter Total:	**$4,719.75**	**$14,021.75**	**$962.50**
Spring, Session I	$0.00	$14,021.75	
Spring, Session II	$0.00	$14,021.75	
Spring Total	**$0.00**	**$14,021.75**	**$0.00**
FY 2023-24 Total	**$14,021.75**	**$14,021.75**	**$2,712.50**

Notes:	Completed:
Original Contract Amount, 17,000.00	Yes
Original PO Amount, 17,000.00	Yes
Contract Amount Increased to $22,000.00 on May 6, 2024	Pending

CITY OF LAWNDALE

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

DATE: May 6, 2024

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Michael Reyes, Director of Municipal Services

SUBJECT: **Illegal Fireworks Suppression Plan for 2024**

BACKGROUND

The City of Lawndale, like many municipalities is challenged in the days and months before and after the July 4th holiday with an onslaught of illegal fireworks usage which create noise and air pollution, health and safety issues, and a general disturbance for the community. While the City Council wishes to continue the use and sales of legal, safe and sane fireworks, they have also expressed their strong desire to limit the amount of illegal fireworks being used each year, and authorized stringent enforcement against those causing such disturbances in the community.

STAFF REVIEW

Three years ago, City Staff and LASD launched its first Illegal Fireworks Suppression Plan which included several concepts for stopping the sale and use of illegal fireworks during the July 4th holiday season. Now in its fourth year, Staff has learned many lessons from the prior three years, both in terms of things that worked well, and things that were not so successful. This report is to inform the City Council of Staff's recommendations for the 2024 Illegal Fireworks Suppression Plan for this July 4th holiday season including the implementation of changes learned from the previous years.

LASD PRESENCE

SAO Deputies

- The four Special Assignment Officers (SAO's) assigned to the City are currently scheduled to work morning to afternoon shifts seven days a week. The first two-man SAO crew is scheduled to work Sunday - Wednesday, and the second SAO crew from Wednesday - Saturday.

- For this year's Illegal Fireworks Suppression detail, all four SAO deputies will begin their shifts at 1600 hours (4:00 PM) and work until 0200 hours (2:00 AM) starting Thursday, July 4th, 2024. Adjusting their shifts will position them to observe more illegal fireworks violations which typically occur in the evening and early morning hours. This is a departure from the 2021 Illegal Fireworks Suppression Plan in which SAO's shifted their schedules eight weeks ahead of the July 4th holiday. This lengthier time frame took SAO's away from their regular daylight patrol

duties in favor of fireworks suppression, but yielded only two citations, indicating this extended schedule change was not optimal.

- On Thursday, July 4th, all four SAO deputies will work the same shift (1600 – 0200 hours) so that the City can have the largest deputy presence during the anticipated heaviest period of illegal firework usage.

Additional Deputies

- In addition to the four SAO deputies, overtime deputies will be added to work July 4th, (1800 - 0200 hours), but with slightly shorter shifts, with their focus being dedicated to illegal fireworks suppression.

- These overtime deputies will be working as two-man units, which will allow deputies to observe violating parties in the act of lighting illegal fireworks much easier than in an individual one-man car. This is a change from the past three Illegal Fireworks Suppression Plans, in that deputies will not utilize undercover vehicles this year. The rationale behind this is that deputies in marked black and white cruisers show a heavy presence which in turn will create a visual deterrent, with the emphasis to not issue the maximum number of citations, but to instead discourage illegal fireworks usage altogether.

Sheriff's Department Enforcement Plan

- Deputies will make contact with violating parties who are observed in possession of illegal fireworks and issue Administrative Citations provided by the City. Illegal fireworks will also be confiscated by the deputies when possible.

- Deputies will be provided with a list of addresses where illegal fireworks were observed and cited from previous years. Administrative citations issued to first time offenders will begin at $2500 per citation.

- When deputies observe illegal fireworks emanating from places where physical barriers exist which prevent the deputies from seeing the violating party, such as fences and backyard walls, deputies will begin to fill out an Administrative Citation with as much information as they can provide, such as address of property, time of incident, and include any photographic evidence that they can gather, along with a brief narrative on the front of the citation describing their observation. These partially completed citations will then be submitted to Municipal Services Department staff who will then use the information provided by deputies to issue a citation to the property owner from information available in the City's Citizen Serve program the next day.

COMMUNICATIONS WITH THE COMMUNITY

Staff also plans to increase awareness within the community advising of the restrictions and penalties associated with the use and sale of illegal fireworks, through the following steps:

- Heavy rotation on the City's social media sites, cable TV channel, and City website advising of increased presence by deputies, and the issuance of Administrative Citations to property owners for allowing illegal fireworks to be used on their property.

- Message trailers will be deployed on Hawthorne Boulevard displaying the current fine amounts as well as a banner spanning Hawthorne Boulevard advising that illegal fireworks are prohibited.

- Signs will also be added on major streets (Hawthorne Blvd, Prairie Ave., Marine Ave., Manhattan Beach Blvd., etc.) in high visibility areas, so residents driving past can be aware of the increased citations amounts and restrictions against illegal fireworks.

- Permanent metal signs have been placed by Public Works staff on several streets and in neighborhoods where a high concentration of illegal fireworks have been used in the past. These new signs replace the older signs and reflect the increase in the bail amount for illegal fireworks usage.

LEGAL REVIEW

The City Attorney has been consulted in the development of this plan and approves the implementation of these strategies so long as LASD concurs in their implementation. The City Attorney has examined each of these concepts and has determined that each of these new measures has been implemented by other cities to combat illegal firework usage.

FISCAL IMPACT

City staff expects the Sheriff's Department to deploy additional Deputies on an overtime basis for the suppression efforts on July 4th. While the total number of Sheriff Department personnel is still under review, Staff projects an additional 15-40 deputies for the suppression efforts with a projected cost of approximately $30,000. Unlike previous years, additional deputies will only be working on the actual July 4th holiday, while coverage on July 3rd will be handled by the four Special Assignment Officers already assigned to Lawndale.

RECOMMENDATION

Staff recommends that the City Council review the Illegal Fireworks Suppression Plan for 2024. This Suppression Plan follows the protocols introduced in the original 2021 Illegal Fireworks Suppression Plan but alters the Special Assignment Officers (SAO's) schedule shift to begin on Thursday, July 4th.

CITY OF LAWNDALE

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

DATE: May 6, 2024

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Public Works & City Engineering Oversight, Contract Project Manager
Nabi Sidiqi, Assistant Engineer
Hrant Manuelian, Finance Director

SUBJECT: **Award of Construction Contract for the Public Works and City Hall Facility Needs Project**

BACKGROUND

In January 2024, staff earmarked $3 million of American Rescue Plan Act (ARPA) funds to implement infrastructure improvements specifically for the renovation of City Hall and the Public Works Department facilities. On March 18, 2024, the City Council directed staff to proceed with advertising the plans and specifications to solicit bids for the renovations at City Hall and Public Works Department facilities.

City Hall

The scope of renovations will include painting the interior and exterior of the building, replacing the carpet in the offices and replacing the flooring in the kitchen and restrooms, the kitchen will be remodeled to include new cabinets, appliances, and furniture. The restrooms will be fully remodeled to include new plumbing and fixtures, and in the council chambers and main conference room the carpet textured walls will be replaced, ceiling tiles will be updated, and furniture for City staff will be renewed. The lighting throughout the building will be upgraded with new energy efficient lighting as well as the ventilation systems with air regulation.

Public Works Department

The scope of renovations will include painting the interior, replacing the carpeted areas with commercial grade tile flooring, replacing the ceiling tiles (many are broken and damaged due to age), and replacing office furniture as needed. The kitchen will be remodeled to include new flooring, appliances, and cabinetry, and the restrooms will be fully revamped. The lighting will be upgraded with new energy efficient lighting as well as the ventilation systems with air regulation. Also, the auto bays are in need of new garage doors for safety and functionality.

The Public Works Department serves as the Emergency Operations Center and requires facilities to be setup for extended stays for emergency response personnel. Therefore, the showers and locker rooms need to be remodeled to be functional. The deteriorating condition of the current tile flooring poses a safety risk to city staff, who are vulnerable to tripping hazards. Addressing these improvements aims to modernize and enhance the functionality, safety, and overall quality of the City's infrastructure.

STAFF REVIEW

The Notice Inviting Bids was advertised on the City website and Bids were received and opened on Tuesday, April 30, 2024 by the City Clerk's office staff in accordance with City bidding procedures. Three bids were received with bid bonds, evidence of contract licensing, insurance coverage, and project references for contracts of similar size and scope. Bids received are listed in the table below:

Bidder Name	**Bid Amount**
Developers General Contracting, LLC	$ 2,720,000.09
Guy Construction Inc	$ 2,750,800.96
Point Design, Inc.	$ 2,804,700.44

Staff reviewed the bid from Developers General Contracting LLC of Irvine, California, evaluating accuracy, cost, experience, and references. As a result of the bid analysis, staff finds that this bidder has submitted the lowest responsible and responsive bid for the project in the amount of $2,720,000.09.

Schedule and Logistics
Staff is mindful of schedule and logistics with regards to the order and phasing of the project and will coordinate the details with the contractor to minimize impact to the City staff workplaces both in City Hall and in Public Works Department facilities. This will inelude logistics of temporary relocation and alternate work locations while the improvements are underway.

LEGAL REVIEW

City attorney reviewed and approved staff report and agreement.

FISCAL IMPACT

Total cost of this project including materials, installation, and contingencies is estimated to be $2,720,000.09. Funding for this project will be made available from ARPA fund. Currently there is $3,000,000 budgeted for this project in the available funding. Therefore, the project budget will cover the full cost of the Public Works & City Hall Facility Needs Project. The project cost and funding breakdown are as follows:

Project Cost Estimate:	
Construction Bid Amount	$2,720,000.09
Construction Contingency (10%)	$272,000.01
Total Project Cost Estimate	$2,992,000.10
Funding Required:	
American Rescue Plan Act (285-310-700.299)	$3,000,000.00
Total Available Funding	$3,000,000.00

RECOMMENDATION

Staff recommends that the City Council:

1. Award construction contract to Developers General Contracting LLC in the amount of $2,720,000.09 for the Public Works & City Hall Facility Needs Project; and,
2. Approve the construction contingency amount of $272,000.01 for the project to avoid delays and facilitate timely project completion.

ATTACHMENT

A. Construction Contract

Attachment A

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR

PUBLIC WORKS & CITY HALL FACILITY NEEDS PROJECT

This Contract Services Agreement ("Agreement") is made and entered into this 6th day of April, 2023, by and between the City of Lawndale, a municipal corporation ("City"), and Developers General Contracting LLC ("Contractor"). The term Contractor includes professionals performing in a consulting capacity or contractors performing contract services. The parties hereto agree as follows:

1.0 SERVICES OF CONTRACTOR

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Contractor shall provide the work and services specified in the "Scope of Services" attached hereto as *Exhibit "A"* and incorporated herein by this reference. Contractor warrants that all work or services set forth in the Scope of Services will be performed in a competent, professional and satisfactory manner.

1.2 Contractor's Proposal. The Scope of Services shall include the Contractor's proposal or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency having jurisdiction.

1.4 Licenses, Permits, Fees and Assessments. Contractor shall obtain at its sole cost and expense, such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Contractor shall have the sole obligation to pay for any fees, assessments, taxes, including applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Contractor's performance of the services required by this Agreement; and shall indemnify, defend and hold harmless City against any claim for such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work. By executing this Agreement, Contractor warrants that Contractor (a) has thoroughly investigated and considered the scope of services to be performed, (b) has carefully considered how the work and services should be performed, and (c) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement.

1.6 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such

extra work may be undertaken unless a written order is first given by the Contract Officer to the Contractor, incorporating therein any adjustment in (i) the Contract Sum, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Contractor. Any increase in compensation of up to five percent (5%) of the Contract Sum or $25,000, whichever is less, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. It is expressly understood by Contractor that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Contractor hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Contractor anticipates and that Contractor shall not be entitled to additional compensation, therefore.

1.7 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as *Exhibit "B"* and incorporated herein by this reference. In the event of a conflict between the provisions of *Exhibit "B"* and any other provisions of this Agreement, the provisions of *Exhibit "B"* shall govern.

1.8 Environmental Laws. Contractor shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Contractor shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

2.0 COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Contractor shall be compensated in accordance with the "Schedule of Compensation" attached hereto as *Exhibit "C"* and incorporated herein by this reference, but not exceeding the maximum contract amount of **Two Million Seven Hundred Twenty Thousand and Nine Cents ($2,720,000.09)** ("Contract Sum"), except as provided in Section 1.6. The method of compensation may include: (i) a lump sum payment upon completion, (ii) payment in accordance with the percentage of completion of the services, (iii) payment for time and materials based upon the Contractor's rates as specified in the Schedule of Compensation, but not exceeding the Contract Sum or (iv) such other methods as may be specified in the Schedule of Compensation. Compensation may include reimbursement for actual and necessary expenditures approved by the Contract Officer in advance if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Contractor at all project meetings reasonably deemed necessary by the City.

Contractor agrees that if Contractor becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services or, if Contractor is providing design services, the cost of the project being designed, Contractor shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Contractor is providing design services, the estimated increased or decreased cost estimate for the project being designed.

2.2 Method of Payment. Unless some other method of payment is specified in the Schedule of Compensation, in any month in which Contractor wishes to receive payment, no later than the

first (1st) working day of such month, Contractor shall submit to the City, in a form approved by the City's Director of Finance, an invoice for services rendered prior to the date of the invoice. Except as provided in Section 7.2, City shall pay Contractor for all expenses stated thereon which are approved by City pursuant to this Agreement generally within thirty (30) days, and no later than forty-five (45) days, from the submission of an invoice in an approved form.

2.3 Availability of Funds. It is mutually understood between the parties that this Agreement is valid and enforceable only if sufficient funds are made available by the City Council of the City for the purposes of this Agreement. The availability of funding is affected by matters outside the City's control, including other governmental entities. Accordingly, the City has the option to void the whole Agreement or to amend the Agreement to reflect unanticipated reduction in funding for any reason.

3.0 PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Contractor shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as *Exhibit "D"*, if any, and incorporated herein by this reference. When requested by the Contractor, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding Ninety (90) days cumulatively.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Contractor shall, within ten (10) days of the commencement of such delay, notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay and extend the time for performing the services for the period of the enforced delay when and if, in the judgment of the Contract Officer, such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Contractor be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused; Contractor's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term. Unless earlier terminated in accordance with Section 7.4 below, this Agreement shall continue in full force and effect until completion of the services no later than August 30, 2024.

4.0 COORDINATION OF WORK

4.1 Representative of Contractor. Abdul Khalil Mohtasebzada is hereby designated as being the representative of Contractor authorized to act on its behalf with respect to the work or services specified herein and to make all decisions in connection therewith.

It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for City to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced, nor may his responsibilities be substantially reduced by Contractor without the express written approval of City.

4.2 Contract Officer. The City's City Manager is hereby designated as the representative of the City authorized to act in its behalf with respect to the work and services and to make all decisions in connection therewith ("Contract Officer"). It shall be the Contractor's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Contractor shall refer any decisions which must be made by City to the Contract Officer. The City may designate another Contract Officer by providing written notice to Contractor.

4.3 Prohibition Against Subcontracting or Assignment. The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Contractor shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred or assigned without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Contractor taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Contractor or any surety of Contractor of any liability hereunder without the express consent of City.

4.4 Independent Contractor. Neither the City nor any of its employees shall have any control over the manner or means by which Contractor, its agents or employees, perform the services required herein, except as otherwise set forth herein. Contractor shall perform all services required herein as an independent contractor of City and shall remain under only such obligations as are consistent with that role. Contractor shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor.

5.0 INSURANCE AND INDEMNIFICATION

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

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

(b) Workers' Compensation Insurance. A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than $1,000,000 per accident for all covered losses.

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

(d) Professional Liability or Error and Omissions Insurance. A policy of _____ insurance in an amount not less than $1,000,000.00 per claim with respect to loss arising from the actions of Contractor performing professional services hereunder on behalf of the City.

All of the above policies of insurance shall be primary insurance. The general liability policy shall name the City, its officers, employees and agents ("City Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the City and the City's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall also provide that said insurance may not be cancelled without providing ten (10) days prior written notice by registered mail to the City. In the event any of said policies of insurance are cancelled or amended, Contractor shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section 5.1 to the Contract Officer. No work or services under this Agreement shall commence until Contractor has provided City with Certificates of Insurance or appropriate insurance binders evidencing the above insurance coverages and said Certificates of Insurance or binders are approved by City.

Contractor agrees that the provisions of this Section 5.1 shall not be construed as limiting in any way the extent to which Contractor may be held responsible for the payment of damages to any persons or property resulting from Contractor's activities or the activities of any person or persons for which Contractor is otherwise responsible.

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

In the event that the Contractor is authorized to subcontract any portion of the work or services provided pursuant to this Agreement, the contract between the Contractor and such subcontractor shall require the subcontractor to maintain the same policies of insurance that the Contractor is required to maintain pursuant to this Section 5.1.

5.2 Indemnification.

(a) Indemnity for Professional Liability. When the law establishes a professional standard of care for Contractor's services, to the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless City and the City's Parties from and against any and all losses, liabilities, damages, costs and expenses, including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Contractor, its officers, agents, employees of subcontractors (or any entity or individual for which Contractor shall bear legal liability) in the performance of professional services under this Agreement.

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

6.0 RECORDS AND REPORTS

6.1 Reports. Contractor shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require.

6.2 Records. Contractor shall keep, and require subcontractors to keep, such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required.

6.3 Ownership of Documents. All drawings, specifications, reports, records, documents and other materials prepared by Contractor, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of such documents and materials. Contractor may retain copies of such documents for its own use and Contractor shall have an unrestricted right to use the concepts embodied therein. Any use of such completed documents by City for other projects and/or use of uncompleted documents without specific written authorization by the Contractor will be at the City's sole risk and without liability to Contractor and the City shall indemnify the Contractor for all damages resulting therefrom. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify City for all damages resulting therefrom.

7.0 ENFORCEMENT OF AGREEMENT

7.1 California Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 Retention of Funds. Contractor hereby authorizes City to deduct from any amount payable to Contractor (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Contractor's acts or omissions in performing or failing to perform Contractor's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Contractor to insure, indemnify, and protect City as elsewhere provided herein.

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

7.4 Termination Prior to Expiration of Term. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice to the other party. Upon receipt of any notice of termination, Contractor shall immediately cease all work or services

hereunder except such as may be specifically approved by the Contract Officer. Contractor shall be entitled to compensation for the reasonable value of the work product actually produced prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation and City shall be entitled to reimbursement for any compensation paid in excess of the services rendered.

7.5 Completion of Work After Termination for Default of Contractor. If termination is due to the failure of the Contractor to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Contractor for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.6 Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, shall be entitled to reasonable attorneys' fees, whether or not the matter proceeds to judgment, and to all other reasonable costs for investigating such action, taking depositions and discovery, including all other necessary costs the court allows which are incurred in such litigation.

8.0 CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Contractor, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest; City. No officer or employee of the City shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects his financial interest or the financial interest of any corporation, partnership or association in which he is interested, in violation of any State statute or regulation.

8.3 Conflict of Interest; Contractor. Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement. Contractor shall comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code which is on file in the City Clerk's office. Accordingly, should the City Manager determine that Contractor will be performing a specialized or general service for the City and there is substantial likelihood that the Contractor's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Contractor and its officers, agents or employees, as applicable, shall be subject to the City's Conflict of Interest Code.

8.4 Covenant Against Discrimination. Contractor covenants that, by and for itself, its executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement. Contractor shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, marital status, national origin or ancestry.

9.0 MISCELLANEOUS PROVISIONS

9.1 Notice. Any notice or other communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer, City of Lawndale, 14717 Burin Avenue, Lawndale, California 90260, and in the case of the Contractor, to the person at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

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

9.3 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by an instrument in writing signed by both parties.

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

9.5 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

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

CITY:
CITY OF LAWNDALE,
a municipal corporation

By:_____
Robert Pullen-Miles, Mayor

ATTEST:

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:
Burke Williams & Sorensen, LLP

_____
Gregory M. Murphy, City Attorney

CONTRACTOR:
Developers General Contracting LLC
a [California corporation]

By: _____
Name: Abdul Khalil Mohtasebzada
Title: President

By: _____
Name: Abdul Khalil Mohtasebzada
Title: Secretary

Address: 2102 Business Center Dr.,
Irvine, CA 92612

Back to Agenda

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

DATE: May 6, 2024

TO: Honorable Mayor and City Council

FROM: Yvette Hall, Assistant City Clerk

SUBJECT: Mayor/Councilmember Report of Attendance at Meetings and/or Events

No supporting documentation was forwarded to the City Clerk Department for this item.