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, June 5, 2023 - 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, with limited capacity, while strictly adhering to the **City Facilities Entry Protocols.** 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 & Frontier Channel 3.

Copies of this Agenda packet may be obtained prior to the meeting outside of 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.

Tit is Agenda is subject to revision up to 72 !tours before tlte meeting.

A. CALL TO ORDER AND ROLL CALL

B. CEREMONIALS (Flag Salute and Inspiration)

C. PUBLIC SAFETY REPORT

a. Los Angeles County Sheriffs Department Update
b. Los Angeles County Fire Department Update

D. Presentation

1. **Proclamation -American Public Works Association National Public Works Week**
Presentation of City of Lawndale Proclamation Certificate for National Public Works Week, May 21-27, 2023, to the City of Lawndale Public Works Department.

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

F. COMMENTS FROM COUNCIL

G. CONSENT CALENDAR

Items 2 through 13 will be considered and acted upon under one motion unless a City Councilmember removes individual items for further City Council consideration or explanation.

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

Recommendation: that the City Council approve.

3. Accounts Payable Register

Recommendation: that the City Council adopt Resolution No. CC-2306-024 authorizing the payment of certain claims and demands in the amount of $360,938.06.

4. Minutes of the Lawndale City Council Regular Meeting, May 15, 2023

Recommendation: that the City Council approve.

5. Second Reading and Adoption of Ordinance No. 1200-23 to Amend Chapter 2.04.120 of the Lawndale Municipal Code Regarding Propriety of Conduct at Council Meetings and Adopt Resolution No. CC-2305-021 Amending the "Manual of Procedural Guidelines for the Conduct of City Council Meetings"

Recommendation: that the City Council A.) Approve the second reading and adopt Ordinance No. 1200-23, an ordinance amending Chapter 2.04.120 of the Lawndale Municipal Code regarding Propriety of Conduct at Council Meetings, and waive further reading; B.) Adopt Resolution No. 2305-021 amending the "Manual of Procedural Guidelines for the Conduct of City Council Meetings" to incorporate the revisions being made in the proposed ordinance; and C.) Find this matter exempt from review under the California Environmental Quality Act (CEQA) pnrsuant to CEQA Guideline 15061(b)(3).

6. Second Reading and Adoption of Ordinance No. 1201-23 to provide clarifying amendments to Section 12.08.110 of Title 12 of the Lawndale Municipal Code for Encroachment Permits for Major Improvement Projects

Recommendation: that the City Council approve the second reading and adopt Ordinance No. 1201-23, an Ordinance amending Chapter 12.08 of Title 12 the Lawndale Municipal Code by adding Subsection G to further clarify the requirements for the Encroachment Permits for Major Improvement Projects.

7. Senior Citizen Advisory Committee Appointments 2023 - 2025

Recommendation: that the City Council (a) approve the Mayor's appointments by directing staff to insert the appointees' names in Section 1 and 2 of Resolution No. CC-2306-023; (b) adopt the resolution; and (c) find this item exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15061 (b)(3).

SUCCESSOR AGENCY

8. Minutes of the Successor Agency Meeting, January 6, 2020

Recommendation: that the City Council approve.

9. **Minutes of the Successor Agency Meeting, December 7, 2020**
Recommendation: that the City Council approve.

10. **Minutes of the Successor Agency Meeting, June 21, 2022**
Recommendation: that the City Council approve.

11. **Minutes of the Successor Agency Meeting, December 5, 2022**
Recommendation: that the City Council approve.

LAWNDALE HOUSING AUTHORITY

12. **Minutes of the Housing Authority Meeting, June 28, 2021**
Recommendation: that the City Council approve.

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

H. ADMINISTRATION

CITY COUNCIL/ SUCCESSOR AGENCY/ LAWNDALE HOUSING AUTHORITY

14. **Annual Budget Fiscal Year 2023-24**
Recommendation: that the City Council 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.

CITY COUNCIL

15. **Adoption of Fiscal Year 2023-24 Appropriations Limit**
Recommendation: that the City Council adopt Resolution No. CC-2306-026 approving the Appropriations Limit for Fiscal Year 2023-24.

16. **Approve Agreement with CASC Engineering & Consulting, Inc. for NPDES Permit Compliance Services**
Recommendation: that the City Council approve the contract services agreement for National Pollutant Discharge Elimination System (NPDES) permit compliance services with CASC Engineering and Consulting, Inc. for an amount not-to-exceed $150,000.00 beginning July I, 2023 through June 30, 2026 with two one-year renewal options.

17. **Approve Month-to-Month Agreement with CleanStreet for Street Sweeping Services**
Recommendation: that the City Council approve the month-to-month Agreement with CleanStreet for citywide street sweeping services for the period of June 5, 2023 through December 31, 2023 at a monthly rate of$18,243.50 and not-to-exceed $109,461.00.

18. Armed Security Services Contract
Recommendation: that the City Council authorize the City Manager to approve Southwest Patrol to provide armed guard protection and security services for a two-year agreement on a form to be approved by the City Attorney's office.

19. Appropriate Funding for a Heavy-Duty Dump Truck
Recommendation: that the City Council authorize the appropriation of $30,000 of American Rescue Plan Act (ARPA) funding for the purchase of a new 2022 heavy-duty dump truck available now to be utilized by the Public Works Department.

I. CITY MANAGER REPORT

J. ITEMS FROM CITY COUNCILMEMBERS

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

K. CLOSED SESSION

21. Public Employee Performance Evaluation
The City Council will hold a closed session, pursuant to Government Code section 54957(b), to conduct an employee evaluation concerning the City Manager.

22. Conference with Legal Counsel - Litigation
The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(4): One (1) case.

L. ADJOURNMENT

The regular meetings scheduled to be held on June 19, 2023 and July 3, 2023, were cancelled by order of the City Council on May 15, 2023.

The next regularly scheduled meeting of the City Council will be held at 6:30 p.m. on Monday, July 17, 2023, in the Lawndale City Hall Council Chamber, 14717 Burin Avenue, Lawndale, California.

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

I hereby certify under penalty ofpe1jmy under the laws of the State of California that the Agenda for the regular meeting of the City Council to be held on June 5, 2023, was posted not less than 72 hours prior to the meeting.

/s/ Yvette Hall
Yvette Hall, Assistant City Clerk

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Presentation

June 5, 2023

City Council Meeting

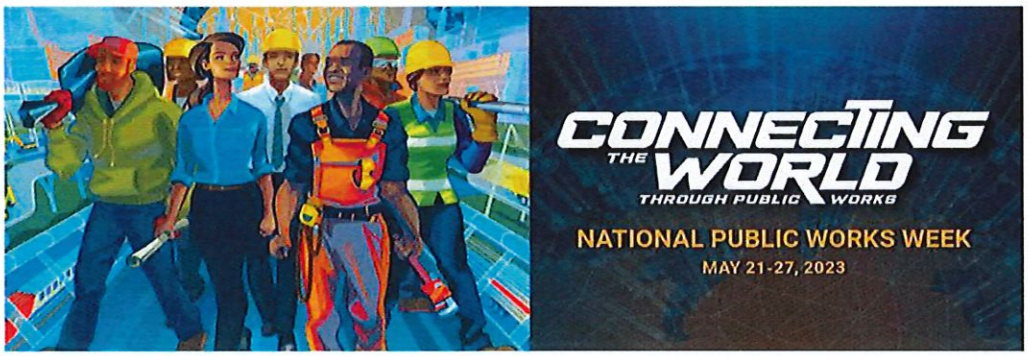
Proclamation
American Public Works Association
National Public Works Week
May 21-27, 2023

Presented To
City of Lawndale Public Works Department

City of Lawndale Proclamation

National Public Works Week

May 21-27, 2023



WHEREAS, public works services provided in our community are an integral part of our residents everyday lives; and

WHEREAS, the support of and understanding of an informed community is vital to the efficient operation of public works systems and programs, including water, sewers, streets and highways, public buildings, and solid waste collection; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the qualify and effectiveness of City facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works employees; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people's attitude and understanding of the importance of the work they perform; **NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Lawndale, California does hereby proclaim May 21-27, 2023, as National Public Works Week.** In doing so, we encourage the community to recognize the contributions made by our public works employees to the health, safety, comfort, and quality of life of the residents in the City of Lawndale.

Proclaimed this 5th Day of June 2023

R. Pullen-Miles

Mayor Robert Pullen-Miles

Mayor Pro Tem Sirley Cuevas

Councilmember Pat Kearney

Councilmember Bernadette Suarez

Councilmember Rhonda H. Gorman

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

DATE: June 5, 2023

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-2306-024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA AUTHORIZING CERTAIN CLAIMS AND DEMANDS IN THE SUM OF $360,938.06

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 204307 through 204403 for the aggregate total of $360,938.06 are hereby authorized.

Effective Date: June 5th, 2023

Approved by:

Hrant Manuelian, Director of Finance

PASSED, APPROVED AND ADOPTED this 5th day of June 2023.

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-2306-024 at a regular meeting of said Council held on the 5th day of June 2023, by the following roll call vote:

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

_____

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
5/11/2023	204307	204332	140,472.22
5/18/2023	204333	204369	135,201.26
5/25/2023	204370	204403	85,264.58
Total Checks			**360,938.06**

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	**360,938.06**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 05/11/2023
Time: 9:55 am
Page: 1

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
204307	05/11/2023	Printed		8122	74 DEGREES HEATING & AIR, INC.	PLANNING DEPOSIT REFUND	2,500.00
204308	05/11/2023	Printed		6878	ALTA LANGUAGE SERVICES, INC.	LISTENING & SPEAKING TEST	68.00
204309	05/11/2023	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	CSD 3RD FLOOR KITCHEN MONTHLY	134.00
204310	05/11/2023	Printed		7470	ARAMARK REFRESHMENT SVCS LLC	COFFEE/TEA - APR. 2023	244.34
204311	05/11/2023	Printed		0166	CITY CLERKS ASSOC OF CALIF	2023 MEMBERSHIP- YVETTE HALL	200.00
204312	05/11/2023	Printed		0615	CLEANSTREET, LLC	STREET SWEEPING CITYWIDE	48,563.64
204313	05/11/2023	Printed		0219	COUNTY OF LA DEPT OF PUBLIC WK	BUILDING INSPECTION SERVICES -	40,159.97
204314	05/11/2023	Printed		1288	EWING IRRIGATION PRODUCTS INC	IRRIGATION SPRINKLER - ROGERS	777.82
204315	05/11/2023	Printed		6636	FRONTIER COMMUNICATIONS	PHONE CHARGE - W. GREEN PARK	118.81
204316	05/11/2023	Printed		8124	CARLOS GOMEZ	PLANNING DEPOSIT REFUND	1,516.46
204317	05/11/2023	Printed		7958	JUST DANCE COMPANY, LLC	INSTRUCTOR FEES - GYMNASTICS	1,410.80
204318	05/11/2023	Printed		5230	LAWNDALE HIGH SCHOOL	STAGE RENTAL - YOUTH PARADE	600.00
204319	05/11/2023	Printed		6445	MICHAEL BAKER INTL, INC	CDBG CONSULTING SERVICES -	6,435.00
204320	05/11/2023	Printed		6123	PRUDENTIAL OVERALL SUPPLY	WEEKLY COVERALL CHARGES	249.72
204321	05/11/2023	Printed		5068A	QUADIENT FINANCE USA INC	CITY HALL POSTAGE - MAR. 2023	1,010.00
204322	05/11/2023	Printed		5895	RICOH USA INC	USAGE CHARGES FOR COPIERS-	3,168.95
204323	05/11/2023	Printed		8123	LUIS ROSAS	CONS & DEMO DEPOSIT REFUND	1,080.00
204324	05/11/2023	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	1,057.52
204325	05/11/2023	Printed		0346	SPARKLETTS	BOTTLE WATER SERVICE- APR.2023	2,151.34
204326	05/11/2023	Printed		5641	SUPERIOR SOUTH BAY PRINTING	11,000 #10 ENVELOPES PRINTED	1,190.70
204327	05/11/2023	Printed		3938	TRANSTECH ENGINEERS INC	PROFESSIONAL SVCS - PWD	18,236.00
204328	05/11/2023	Printed		8121	TRAVEL SERVERS INC.	DEPOSIT - SENIOR TRAVEL CLUB	250.00
204329	05/11/2023	Printed		8120	TUCKER TOURS, LLC	SENIOR TRAVEL CLUB TRIP	5,760.00
204330	05/11/2023	Printed		3672-ASD	U.S. BANK	CREDIT CARD PAYMENT	960.57
204331	05/11/2023	Printed		4715	URBAN FUTURES, INC	DISCLOSURE/COMPLIANCE SVCS	2,022.00
204332	05/11/2023	Printed		0480	VISTA PAINT	GRAFFITI PAINT SUPPLIES	606.58
			Total Checks: 26			**Checks Total (excluding void checks):**	**140,472.22**
			Total Payments: 26			**Bank Total (excluding void checks):**	**140,472.22**
			Total Payments: 26			**Grand Total (excluding void checks):**	**140,472.22**

Check Register Report

City of Lawndale

BANK: WELLS FARGO BANK N.A

Date: 05/17/2023
Time: 4:47 pm
Page: 1

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
WELLS FARGO BANK N.A Checks							
204333	05/18/2023	Printed		0112	ALL CITY MANAGEMENT SVCS, INC	SCHOOL CROSSING GUARD SERVICES	29,321.94
204334	05/18/2023	Printed		7052	AMALEA JOY FISHER, LLC	INSTRUCTOR FEES - SENIOR	1,126.25
204335	05/18/2023	Printed		4185-WEST	AMERICAN STRUCTURAL PEST	MONTHLY PEST CONTROL- CITY	50.00
204336	05/18/2023	Printed		7470	ARAMARK REFRESHMENT SVCS LLC	COFFEE/TEA - AUG. 2022	666.05
204337	05/18/2023	Printed		7660	ARAMSCO INC	CUSTODIAL SUPPLIES	1,677.54
204338	05/18/2023	Printed		0163	CAPITAL OF SOUTH BAY INC.	LED LAMPS - OUTSIDE CITY HALL	106.46
204339	05/18/2023	Printed		6459	CASC ENGINEERING & CONSULTING	NPDES PERMIT COMPLIANCE SVCS -	436.00
204340	05/18/2023	Printed		0169	CENTINELA YOUTH SERVICES	2022/23 PROPORTIONAL FUNDING	6,500.00
204341	05/18/2023	Printed		0615	CLEANSTREET, LLC	STREET SWEEPING CITYWIDE	16,946.70
204342	05/18/2023	Printed		0218	DEPARTMENT OF JUSTICE	FINGERPRINTING APPS(1)-MAR-23	32.00
204343	05/18/2023	Printed		0220	DEPARTMENT OF TRANSPORTATION	TRAFFIC SIGNAL MAINT. -	1,974.50
204344	05/18/2023	Printed		8128	KELLY DO	PLANNING DEPOSIT REFUND	1,525.69
204345	05/18/2023	Printed		1288	EWING IRRIGATION PRODUCTS INC	IRRIGATION PARTS - WILLIAM	74.46
204346	05/18/2023	Printed		0441	GOLDEN STATE WATER CO.	WATER USAGE SERVICES	10,059.37
204347	05/18/2023	Printed		8126	ROBERTO GUILLEN	CLASS REFUND	50.00
204348	05/18/2023	Printed		8127	DYMIKA LANE	CLASS REFUND	89.00
204349	05/18/2023	Printed		7801	IGNATIUS LIN	PRSSC MEETING STIPEND	50.00
204350	05/18/2023	Printed		8107	JOANNE LOEZA	PRSSC MEETING STIPEND	50.00
204351	05/18/2023	Printed		7940	MARIPOSA LANDSCAPES, INC	LANDSCAPE MAINTENANCE SERVICES	33,582.00
204352	05/18/2023	Printed		5560	MITSUBISHI ELECTRIC US, INC	ELEVATOR MAINTENANCE SERVICES	616.46
204353	05/18/2023	Printed		7890	ODP BUSINESS SOLUTIONS LLC	OFFICE SUPPLIES	560.91
204354	05/18/2023	Printed		1140	PACIFIC TIRE SERVICE	2 NEW TIRES FOR VEH#491	350.00
204355	05/18/2023	Printed		7047	PRECISION AUTO CARE, INC	OIL CHANGE, OIL FILTER, & AIR	382.54
204356	05/18/2023	Printed		0411	ROBERT PULLEN-MILES	MILEAGE/MEAL ADVANCE FOR	291.85
204357	05/18/2023	Printed		4457	Q PRESS	BLUE FESTIVAL POSTCARDS 2022	700.35
204358	05/18/2023	Printed		5066A	QUADIENT FINANCE USA INC	CITY HALL POSTAGE - APR. 2023	1,060.16
204359	05/18/2023	Printed		0439	SOUTHERN CALIFORNIA EDISON CO.	UTILITIES ELECTRICITY	16,327.09
204360	05/18/2023	Printed		0211	SOUTHERN CALIFORNIA NEWS GROUP	LEAGAL ADS - BUILDING FEE	461.32
204361	05/18/2023	Printed		3672-CSD	U.S. BANK	CREDIT CARD PAYMENT	1,814.32
204362	05/18/2023	Printed		3672-FIN	U.S. BANK	CREDIT CARD PAYMENT	493.49
204363	05/18/2023	Printed		3672-MSD	U.S. BANK	CREDIT CARD PAYMENT	1,413.90
204364	05/18/2023	Printed		3672-PWD	U.S. BANK	CREDIT CARD PAYMENT	2,241.26
204365	05/18/2023	Printed		2883	UNDERGROUND SERVICE ALERT SC	DIG ALERT TICKETS& MAINT. FEE	74.75
204366	05/18/2023	Printed		3373	VERIZON WIRELESS	M2M ACCOUNT SHARE DATA LINE	25.02
204367	05/18/2023	Printed		3373	VERIZON WIRELESS	DESK & CELL PHONE SERVICE	3,651.96
204368	05/18/2023	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	367.92
204369	05/18/2023	Printed		6697	DANIEL T WOODS	PRSSC MEETING STIPEND	50.00
			Total Checks: 37			**Checks Total (excluding void checks):**	**135,201.26**
			Total Payments: 37			**Bank Total (excluding void checks):**	**135,201.26**
			Total Payments: 37			**Grand Total (excluding void checks):**	**135,201.26**

Check Register Report

City of Lawndale | BANK: WELLS FARGO BANK N.A | Date: 05/24/2023 | Time: 3:40 pm | Page: 1

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
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204370	05/25/2023	Printed		1541	ALESHIRE & WYNDER, LLP	LEGAL SERVICES - APR. 2023	1,110.00
204371	05/25/2023	Printed		6369	AM-TEC TOTAL SECURITY INC.	ALARM SERVICES Q2 2023	925.52
204372	05/25/2023	Printed		2207	ASAP SIGN & BANNER, LLC	YOUTH DAY PARADE BANNERS	3,261.23
204373	05/25/2023	Printed		6823	VIRGINIA ASHLEY	PETTING ZOO PET FAIR 6/03/23	800.00
204374	05/25/2023	Printed		0372C	AT & T - CALNET3	PHONE CHARGES	1,285.32
204375	05/25/2023	Printed		7766	BURKE, WILLIAMS &	LEGAL SERVICES - APR. 2023	35,235.14
204376	05/25/2023	Printed		0190	COLONIAL LIFE & ACCIDENTS, INC	MAY 2023-INS PRE-TAX/POST TAX	2,530.92
204377	05/25/2023	Printed		0216	DELTA DENTAL	MAY 2023 DENTAL PREMIUM	1,830.38
204378	05/25/2023	Printed		0389	DELTA DENTAL INS	MAY 2023 DENTAL PREMIUM	235.02
204379	05/25/2023	Printed		8129	DEPT OF CONSERVATION	STRONG MOTION FEES	1,051.44
204380	05/25/2023	Printed		8128	KELLY DO	CONS & DEMO DEPOSIT REFUND	4,820.00
204381	05/25/2023	Printed		7809	DUNCAN'S SOO BAHK DO LLC	INSTRUCTOR FEES -MARTIAL ARTS	1,965.50
204382	05/25/2023	Printed		2888	EDWARD MACEO EDWARDS	DJ SERVICE- PET FAIR 6/03/23	600.00
204383	05/25/2023	Printed		7817	EVER AFTER EVENT PRODUCTIONS	INSTRUCTOR FEES- DANCE CLASSES	2,520.00
204384	05/25/2023	Printed		0242	FEDEX	OVERNIGHT SHIPPING CHARGE	45.85
204385	05/25/2023	Printed		1568	RAFAEL GUZMAN	PLANNING DEPOSIT REFUND	1,074.87
204386	05/25/2023	Printed		7296	GEORGE HUANTE	CARICATURE SVCS	475.00
204387	05/25/2023	Printed		7991	INTERWEST CONSULTING GROUP INC	CONSTRUCTION INSPECTION	14,010.00
204388	05/25/2023	Printed		0337	MANAGED HEALTH NETWORK	EMPLOYEE ASSIST PROGRAM	91.96
204389	05/25/2023	Printed		7022	PARAMOUNT PET ENTERTAINMENT	REPTILE DISPLAY -PET FAIR 2023	1,367.00
204390	05/25/2023	Printed		7047	PRECISION AUTO CARE, INC	OIL CHANGE VEH# 491	67.81
204391	05/25/2023	Printed		4457	Q PRESS	YOUTH PARADE POSTCARSDS 2023	1,157.93
204392	05/25/2023	Printed		8118	MANUEL RENTERIA	CONS & DEMO DEPOST REFUND	15.00
204393	05/25/2023	Printed		0440	SOUTHERN CALIFORNIA GAS CO.	UTILITY GAS CHARGES	162.44
204394	05/25/2023	Printed		0211	SOUTHERN CALIFORNIA NEWS GROUP	LEGAL ADS - ADOPTED ILLEGAL	840.31
204395	05/25/2023	Printed		8130	KIM TAYLOR	FLATWORK PERMIT REFUND	390.00
204396	05/25/2023	Printed		2002	THE STANDARD, UNIT 22	LIFE,AD&D,LTD INSURANCE PREM -	1,602.98
204397	05/25/2023	Printed		2825	THOMPSON TROPHY MFG, INC.	TROPHIES & RIBBONS FOR YOUTH	1,396.67
204398	05/25/2023	Printed		5319A	THREE BROTHERS PARTY RENTALS	CHAIR/TABLES/ TENTS RENTAL -	2,175.00
204399	05/25/2023	Printed		8120	TUCKER TOURS, LLC	DEPOSIT FOR SUNSET LUAU 6/27	750.00
204400	05/25/2023	Printed		3672-CDD	U.S. BANK	CREDIT CARD PAYMENT	99.00
204401	05/25/2023	Printed		7768	UNITED SITE SERVICES	CREDIT INV-01648853	149.70
204402	05/25/2023	Printed		0479	VISION SERVICE PLAN	VISION PREMIUM MAY 2023	992.53
204403	05/25/2023	Printed		0480	VISTA PAINT	GRAFFITI SUPPLIES	230.06
			Total Checks: 34			**Checks Total (excluding void checks):**	**85,264.58**
			Total Payments: 34			**Bank Total (excluding void checks):**	**85,264.58**
			Total Payments: 34			**Grand Total (excluding void checks):**	**85,264.58**

DRAFT MINUTES
LAWNDALE CITY COUNCIL REGULAR MEETING
May 15, 2023

A. CALL TO ORDER AND ROLL CALL

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

Councilmembers Present: Mayor Robert Pullen-Miles, Mayor Pro Tem Sirley Cuevas, Councilmember Rhonda Hofmann Gorman, Councilmember Bernadette Suarez, Councilmember Pat Kearney.

Other Participants: City Clerk Erica Harbison, City Manager Sean M. Moore, City Attorney Gregory M. Murphy, Assistant City Clerk Yvette Hall, Los Angeles County Sheriff's Department Sergeant Justin Smith, Municipal Services Director Michael Reyes, Finance Director Hrant Manuelian, Community Development Manager Jared Chavez, Interim Public Works Director Ahmad Ansari

B. CEREMONIALS

Councilmember Suarez led the flag salute. Pastor Don Schmolder of Restoration Life Church provided the inspiration.

C. PUBLIC SAFETY REPORT

a. Los Angeles County Sheriff's Department Update

Sergeant Smith summarized the recent law enforcement activities.

Councilmember Hofmann Gorman would like to send a thank you letter to the Sheriff Deputies that performed a traffic stop to ensure the safety of the community.

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

Dr. D'yann Crosby, Educator, introduced herself, and the organization that she founded, Sign with Me, Inc, and provided information about her book regarding sign language for seniors.

Josh Schreiber, Resident, thanked the City Council for choosing an option on the Metro C Line (Green) Extension Project and invited them to participate in a site visit with Metro's Transportation Deputies at the Right-of-Way (ROW). He asked if their individual votes on the Metro C Line (Green) Extension Project could be made public.

Alfonso Fernandez, Resident, commented on a house at 15020 Burin Ave that has been vacant for multiple years. He expressed concerns about health and safety issues due to rodents, overgrown weeds, and trespassing in the house.

E. COMMENTS FROM COUNCIL

Councilmember Hofmann Gorman thanked Dr. Crosby for providing information on the sign language program. She asked City Attorney Murphy if their individual votes on the Metro C Line (Green) Extension Project could be made public and asked City Manager Moore about the vacant house.

City Attorney Murphy stated that the Metro C Line (Green) Extension Project is being handled by a third-party attorney because his firm has a conflict of interest.

City Manager Moore asked Municipal Services Director Reyes to follow-up on the vacant house concerns.

Councilmember Kearney thanked Dr. Crosby for her service and commented that his daughter took her sign-language class.

Councilmember Suarez thanked everyone that made a public comment and also thanked Dr. Crosby for bringing awareness to the hearing-impaired community by creating a non-profit.

Mayor Pro Tem Cuevas thanked Dr. Crosby for organizing the non-profit, Sign with Me, Inc., and commented that her daughter took Dr. Crosby's class.

Mayor Pullen-Miles thanked Dr. Crosby for presenting her book and services and thanked everyone who attended the City Council meeting. He stated that staff will look into the vacant house issues.

F. CONSENT CALENDAR

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

2. **Accounts Payable Register**
   Recommendation: that the City Council adopt Resolution No. CC-2305-022 authorizing the payment of certain claims and demands in the amount of $736,081.61.

3. **Minutes of the Lawndale City Council Regular Meeting, May 1, 2023**
   Recommendation: that the City Council approve.

4. **Approval of Second Amendment to Professional Services Agreement for Codification Services with Quality Code Publishing**
   Recommendation: that the City Council consent to the increase in the cost of municipal code supplements by approving the Second Amendment to Professional Services Agreement for Codification Services with Quality Code Publishing.

5. **South Bay Workforce Investment Board Quarterly Summary Report**
   Recommendation: that the City Council receive and file.

6. **Second Amendment to Contract Service Agreement with Transtech Engineers, Inc. for Professional Engineering and Public Works Oversight Services**
Staff recommends that City Council: a) approve the Second Amendment to the Contract

Services Agreement with Transtech Engineers, Inc. for Professional City Engineer and Public Works Oversight Services by $61,100, for a maximum contract sum amount not to exceed $219,960, in a form approved by the City Attorney; and b) authorize the Director of Finance/City Treasurer to transfer salary savings for the Director of Public Works/City Engineer to the contract services line item in the Public Works Department budget.

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

G. ADMINISTRATION

7. **Introduction and First Reading of Ordinance No. 1200-23 to Amend Chapter 2.04.120 of the Lawndale Municipal Code Regarding Propriety of Conduct at Council Meetings and Adopt a Resolution Amending the "Manual of Procedural Guidelines for the Conduct of City Council Meetings"**
Recommendation: that the City Council A.) Introduce for first reading by title only Ordinance No. 1200-23, an ordinance amending Chapter 2.04.120 of the Lawndale Municipal Code regarding Propriety of Conduct at Council Meetings and waive further reading; B.) Schedule the second reading and adoption of Ordinance No. 1200-23 for the next meeting of the City Council, and schedule the adoption of Resolution No. 2305-021 for the same date; and C.) Find this matter exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15061(b)(3).

Assistant City Clerk Hall presented the staff report.

City Attorney Murphy provided background information on the recent law, SB1100, that addresses disruptions at local government meetings.

A motion was made by Councilmember Suarez and seconded by Councilmember Kearney to introduce for first reading by title only Ordinance No. 1200-23, an ordinance amending Chapter 2.04.120 of the Lawndale Municipal Code regarding Propriety of Conduct at Council Meetings and waive further reading; schedule the second reading and adoption of Ordinance No. 1200-23 for the next meeting of the City Council, and schedule the adoption of Resolution No. 2305-021 for the same date; and find this matter exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15061(b)(3). The motion passed by a vote of 5-0.

City Attorney Murphy read the ordinance by title only and waived further reading.

8. **Potential Reschedule and/or Cancelation of Upcoming City Council Meetings**
Recommendation: that the City Council 1.) Cancel the City Council meeting on Monday, July 4, 2023; and 2.) Reschedule the City Council meetings on Monday, June 19, 2023,

and Monday, September 4, 2023, to Tuesday, June 20, 2023, and Tuesday, September 5, 2023, respectively; or 3.) Provide staff with other guidance and direction.

Assistant City Clerk Hall presented the staff report.

Councilmember Kearney asked if the City Council would like to reschedule or cancel the meetings.

Mayor Pullen-Miles stated that he approves of cancelling all of the meetings.

Councilmember Suarez commented that they can cancel the meetings and schedule a Special Meeting, if needed.

A motion was made by Councilmember Kearney and seconded by Councilmember Suarez to cancel the City Council meetings on Monday, June 19, 2023, Monday, July 3, 2023, and Monday, September 4, 2023. The motion passed by a vote of 5-0.

9. **Approve Ordinance No. 1201-23 Providing Clarifying Amendments to Section 12.08.110**
Recommendation: that the City Council introduce for first reading by title only Ordinance No. 1201-23, an Ordinance amending Chapter 12.08 of Title 12 the Lawndale Municipal Code by adding Subsection G to further clarify the requirements for the Encroachment Permits for Major Improvement Projects.

Interim Public Works Director Ansari presented the staff report.

A motion was made by Councilmember Suarez and seconded by Pro Tem Cuevas to introduce for first reading by title only Ordinance No. 1201-23, an Ordinance amending Chapter 12.08 of Title 12 the Lawndale Municipal Code by adding Subsection G to further clarify the requirements for the Encroachment Permits for Major Improvement Projects. The motion passed by a vote of 5-0.

City Attorney Murphy read the ordinance by title only and waived further reading.

10. **Budget Workshop Fiscal Year 2023-24**
Recommendation: that the City Council provide staff direction regarding the budget.

City Manager Moore provided an overview of the budget process and status of the revenue.

Finance Director Manuelian presented the staff report. He stated that there is a projected decrease in revenue due to two main reasons. He indicated that one reason is the expected fee revenue from the Community Development Department and the other is a one-time settlement payment made by the City. Finance Director Manuelian spoke on the sales tax revenue and Measure L tax and indicated that these two taxes combined make over one-third of the City's budget. He stated that the City's consultant is projecting a flat sales tax revenue and explained that this information is being used to prepare the budget. He spoke on the interest investment revenue. Finance Director Manuelian explained the expenditures and the increase of $675,000. Finance Director Manuelian stated that the main factors for the increase in expenditures are the

costs for the consulting attorney for the Metro C Line (Green) Extension Project, Los Angeles County Sheriff's contract, the Liability Trust Fund Claims Insurance increase, request for Cable TV Supervisor Position, increase in community events costs, and publishing costs for The Lawndalian. Finance Director Manuelian discussed the 2023-24 Budget Ad-Hoc Subcommittee recommendations to decrease the City Council allowance from $3,000 to $2,500 and to reduce conference attendance to a maximum of two Councilmembers per conference, which will save $10,000 to 15,000. He indicated that the Budget Subcommittee recommended that the Blues Festival be cut and to keep the Music Festival. He stated that the Youth Day Parade is the biggest expense, and that the event's increase is just under $10,000. Finance Director Manuelian discussed the fund balance total and projected surplus balance. He also discussed the unknown costs due to the pending Metro litigation and the Labor Union Memorandum of Understanding negotiations.

Councilmember Suarez inquired if sponsorships could be requested for the Community Services Department's events and requested that staff research this.

City Manager Moore stated that he will follow up with Community Services Director Estes to find out if sponsorships can be solicited.

Mayor Pullen-Miles thanked Finance Director Manuelian and staff for preparing the budget report.

Councilmember Suarez asked about the Community Development Department's (CDD) fees and staff costs, how many times The Lawndalian would be published, and requested an update on the American Rescue Plan Act (ARPA) funds.

City Manager Moore responded that the City does not pay for the Building and Safety staff directly and that the ARPA discussion would be brought back at a future meeting.

Finance Director Manuelian commented that the City contracts with Los Angeles County to provide CDD services and explained that there was a cost increase to the City.

Councilmember Kearney provided information on the number of times The Lawndalian was published in the past.

By consensus, the City Council agreed to publish The Lawndalian two times a year.

Councilmember Kearney asked about the increase in costs for the Youth Day Parade.

City Manager Moore responded that the increase in fees were due to the Sheriff's Department fees and overtime for staff.

Councilmember Kearney inquired about the cost for encroachment permits for street closures and the mailing fees.

City Manager Moore responded that permit and encroachment fees were paid to Los Angeles County and the City of Hawthorne as some streets used in the Youth Day Parade belonged to them. He will look into the fees paid and report back at the final budget meeting.

Mayor Pullen-Miles asked about the cost of the Cable TV Consultant and what this position entails.

City Manager Moore responded that the City hired a Cable TV Consultant to install cameras to video record the Youth Day Parade.

By consensus, the City Council recommended that the budget changes discussed be brought back at the next meeting.

H. CITY MANAGER REPORT

City Manager Moore received a tour of the Los Angeles County Sheriff Department's Southwest Station. He thanked Sergeant Smith and Lieutenant Osborne for taking time to show him the facilities.

I. ITEMS FROM CITY COUNCILMEMBERS

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

Councilmember Hofmann Gorman attended the Caltrans Maintenance Standing Committee Meeting, West Basin Municipal Water District's meeting for Elected Officials, and the California Contract Cities Association's Legislative Committee Meeting via Zoom.

Councilmember Kearney attended the Fiscal Year 2022-23 Budget Ad Hoc Subcommittee Meeting, West Basin Municipal Water District's meeting for Elected Officials, Water Replenishment District's Groundwater Festival in Lakewood, and the Liability Trust Fund Committee Meeting.

Councilmember Suarez attended South Bay Cities Council of Governments' (SBCCOG) Steering Committee Meeting, Southern California Association of Governments' (SCAG) Regional Conference, and the Water Replenishment District's Groundwater Festival in Lakewood.

Mayor Pro Tem Cuevas attended the Fiscal Year 2022-23 Budget Ad Hoc Subcommittee Meeting and announced the Health, Safety and Pet Fair on June 3, 2023 at Jane Addams Park.

Mayor Pullen-Miles attended the Los Angeles County Sanitation Districts Meeting, Caltrans Maintenance Standing Committee Meeting and announced that he is partnering with the Local Firefighter's Union 1014 at the Lawndale Fire Station to host a pancake breakfast for the community on May 27, 2023.

J. CLOSED SESSION

12. Conference with Labor Negotiator

The City Council will conduct a closed session, pursuant to Government Code section 54957.6, with the City Manager, the City Attorney, and the City's negotiators, regarding labor negotiations with Local 1895, Council 36, American Federation of State, County

and Municipal Employees, AFL-CIO, representing the City's mid-management and classified employees.

City Attorney Murphy read the aforementioned Closed Session by title.
The City Council convened into closed session at 7:48 p.m.

The City Council reconvened from closed session at 8:56 p.m.

City Attorney Murphy reported that there was no reportable action for Closed Session Item No. J.12, Conference with Labor Negotiator.

K. ADJOURNMENT

There being no further business to conduct, the Mayor adjourned the meeting at 9:00 p.m.

Robert Pullen-Miles, Mayor

ATTEST:

Erica Harbison, City Clerk

Approved: 6/5/2023

Back to Agenda

CITY OF LAWNDALE

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

DATE: June 5, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Yvette Hall, Assistant City Clerk YH

SUBJECT: **Second Reading and Adoption of Ordinance No. 1200-23 to Amend Chapter 2.04.120 of the Lawndale Municipal Code Regarding Propriety of Conduct at Council Meetings and Adopt Resolution No. CC-2305-021 Amending the "Manual of Procedural Guidelines for the Conduct of City Council Meetings"**

BACKGROUND

On August 22, 2022, the California legislature and governor approved Senate Bill 1100 to address disruptions at public local government meetings. Senate Bill 1100 outlines a new process under which the presiding member of a legislative body conducting a meeting, or their designee, may remove an individual for disrupting the meeting. The Bill also specifies the reasons for which an individual may be removed.

STAFF REVIEW

At the May 15, 2023, City Council Meeting, staff prepared a draft ordinance to amend Chapter 2.04.120 of the Lawndale Municipal Code (LMC) regarding the propriety of conduct at City Council meetings and a draft resolution to amend the "Manual of Procedural Guidelines for the Conduct of City Council Meetings" ("Manual") to incorporate the revisions being made in the proposed ordinance. The draft ordinance was introduced for first reading and read by title only.

ENVIRONMENTAL ASSESSMENT

City staff has determined, in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, that the proposed ordinance and resolution are not subject to CEQA review because it can be seen with certainty that there is no possibility that the proposed ordinance and resolution may have a significant effect on the environment.

LEGAL REVIEW

The City Attorney's office has reviewed Ordinance No. 1200-23 and Resolution No. CC-2305-021 and has approved it as to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council:

A. Approve the second reading and adopt Ordinance No. 1200-23, an ordinance amending Chapter 2.04.120 of the Lawndale Municipal Code regarding Propriety of Conduct at Council Meetings, and waive further reading;

B. Adopt Resolution No. 2305-021 amending the "Manual of Procedural Guidelines for the Conduct of City Council Meetings" to incorporate the revisions being made in the proposed ordinance; and

C. Find this matter exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15061(b)(3).

Attachments:

A. Draft Ordinance No. 1200-23
B. Draft Resolution No. 2305-021
C. Manual of Procedural Guidelines for the Conduct of City Council Meetings

Attachment A

ORDINANCE NO. 1200-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA AMENDING CHAPTER 2.04.120 OF THE LAWNDALE MUNICIPAL CODE REGARDING PROPRIETY OF CONDUCT AT COUNCIL MEETINGS

SUMMARY: This ordinance would amend the city's Municipal Code regarding the decorum of conduct at City Council meetings.

WHEREAS, on August 22, 2022, the California legislature and governor approved Senate Bill 1100 to address disruptions at public local government meetings; and

WHEREAS, Senate Bill 1100 outlines a new process in which the presiding member of a legislative body conducting a meeting, or their designee, may remove an individual for disrupting the meeting; and

WHEREAS, the City Council wishes to update Chapter 2.04.120 of the Lawndale Municipal Code regarding the propriety of conduct at City Council meetings.

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

SECTION 1. Add a new Section C of Section 2.04.120 of the Lawndale Municipal Code to read as follows:

C. The presiding officer, or their designee, may remove an individual for disrupting the meeting by the following process for removal:

1. Warn the individual that their behavior is disrupting the meeting and their failure to cease their behavior may result in removal; and

2. Remove the individual if they do not "promptly" cease their disruptive behavior.

SECTION 2. Renumber Section "C" to "D" and "D" to "E" of Section 2.04.120.

SECTION 3. Add Subsections D.9. and D.10. of Section 2.04.120 of the Lawndale Municipal Code to read as follows:

D. For the purpose of this section, prohibited acts shall include, but not be limited to, the following, provided that such acts actually impair or disturb the orderly conduct of the city council meeting:

9. Attempting to make slanderous, profane, or threatening remarks; and

10. Engaging in any other disorderly conduct that disrupts the meeting.

SECTION 4. The City's municipal code publisher, Quality Code Publishing, is directed to reorder the subsections of Section 2.04.120 to alphabetize the terms defined therein.

SECTION 5. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 6. The City Clerk shall certify to the passage and adoption of this ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. This ordinance shall be in full force and effect thirty (30) days after its final passage and adoption, and within fifteen (15) days after its final passage, the City Clerk shall cause it to be published in a newspaper of general circulation and shall post the same at the City Hall.

PASSED, APPROVED, AND ADOPTED this 5th day of June, 2023.

_____

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 duly introduced the foregoing Ordinance No. 1200-23 at its regular meeting held on the 15th day of May, 2023, and duly approved and adopted said ordinance at its regular meeting held on the 5th day of June, 2023, by the following roll call vote:

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

Erica Harbison, City Clerk Date

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney

Attachment B

RESOLUTION NO. CC-2305-021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, AMENDING THE "MANUAL OF PROCEDURAL GUIDELINES FOR THE CONDUCT OF CITY COUNCIL MEETINGS"

WHEREAS, in January 1987, the City Council of the City of Lawndale ("City") established certain procedures for the orderly conduct of City Council business and incorporated said procedures in its *Manual of Procedural Guidelines for the Conduct of City Council Meetings* ("Manual"); and

WHEREAS, on August 22, 2022, the California legislature and governor approved Senate Bill 1100 to address disruptions at public local government meetings; and

WHEREAS, Senate Bill 1100 outlines a new process in which the presiding member of a legislative body conducting a meeting, or their designee, may remove an individual for disrupting the meeting; and

WHEREAS, the City Council wishes to update its "Manual" regarding the propriety of conduct at City Council meetings.

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

SECTION 1. Add a new paragraph (second paragraph) to Page 8, Section 7. The Presiding Officer of its "Manual" to read as follows:

For the purpose of this section, prohibited acts shall include, but not be limited to, the following, provided that such acts actually impair or disturb the orderly conduct of the city council meeting:

1. Speaking without being recognized by the presiding officer;
2. Continuing to speak after the allotted time has expired;
3. Speaking on an item at a time not designated for discussion by the public of that item;
4. Speaking on an item that is not within the jurisdiction of the city council;
5. Attempting to engage the audience rather than the city council;
6. Throwing objects;
7. Creating auditory or visual disturbances, such as ringing bells, blowing whistles, displaying banners, and flashing lights;

8. Refusing to modify conduct after being advised by the presiding officer that the conduct is disrupting, delaying, or impairing the meeting, or disobeying any other lawful order of the presiding officer;

9. Attempting to make slanderous, profane, or threatening remarks; and

10. Engaging in any other disorderly conduct that disrupts the meeting.

SECTION 2. Add a new paragraph (third paragraph) to Page 8, Section 7. The Presiding Officer of its "Manual" to read as follows:

The presiding officer, or their designee, may remove an individual for disrupting the meeting by the following process for removal:

1. Warn the individual that their behavior is disrupting the meeting and their failure to cease their behavior may result in removal; and

2. Remove the individual if they do not "promptly" cease their disruptive behavior.

SECTION 3. The City Clerk shall cause the update of the "Manual" by incorporating the aforementioned amendments upon adoption of this resolution by the City Council.

PASSED, APPROVED AND ADOPTED this 5th day of June, 2023.

_____

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-2305-021 at a regular meeting of said Council held on the 5th day of June, 2023, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

Attachment C

CITY OF LAWNDALE, CALIFORNIA

MANUAL OF PROCEDURAL GUIDELINES FOR THE CONDUCT OF CITY COUNCIL MEETINGS

JANUARY, 1987
(LAST REVISED DECEMBER 2016)

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SECTION 1. SCOPE

This manual shall establish the procedures for the conduct of all meetings of the City Council of the City of Lawndale. The purpose of this manual is to provide that the City's procedures will be consistent with the Brown Act (Government Code Sections 54950 et seq.) and also to establish procedures which will be convenient for the public and contribute to the orderly conduct of the City's business. The procedures herein are in addition to, and not in place of, applicable ordinances and statutes, and in the event of conflict between this manual and applicable ordinances or statutes, the latter shall govern.

SECTION 2. MEETINGS

(A) Regular Meetings. The City Council shall conduct its regular meetings at the time and place established by resolution.

(B) Special Meetings. A special meeting may be called at any time by the presiding officer or by determination of the majority of the City Council. Written notice of any such meeting must be given to all members of the City Council except that such written notice is not necessary for any member who submits a written waiver of notice to the city clerk at or before the time set for the meeting. Written notice of special meetings must be given to all newspapers, radio stations, television stations, or other media who have previously requested the same in accordance with applicable provisions of the Government Code. Such notice will be given by electronic mail at least twenty-four (24) hours before the time set for the special meeting.

(C) Special Emergency Meetings. A special emergency meeting may be called by the presiding officer or by a majority of the City Council where there exists:

(1) a work stoppage, crippling disaster or other activity which severely impairs public health or safety; or

(2) such other circumstances specified by state law as authorizing the conduct of an emergency meeting. Any special emergency meeting shall be called, noticed, and conducted only in accordance with the procedures set forth in state law.

(D) Adjourned Meetings. The City Council may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. If a quorum is not present, less than a quorum may so adjourn. If all members are absent from any regular or adjourned regular meeting, the city clerk may declare the meeting adjourned to a stated time and place and, pursuant to Government Code Section 54955, shall cause a written notice of the adjournment to be delivered personally to each councilmember at least twenty-four (24) hours before the adjourned meeting. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held, within twenty-four (24) hours after the time of adjournment. When a regular or adjourned regular meeting is adjourned as provided herein, the resulting adjourned regular meeting shall be a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

(E) Scheduling of Non-Regular Meetings. It is recognized that circumstances may require that the City Council meet outside of its normal schedule. For example, adjourned and special meetings may be scheduled for budget workshops, workshops with the Sheriff's Department, and strategic planning, and to meet with City commissions. When the need arises to schedule such adjourned or special meetings, staff will adhere to the following procedures:

(1) The city manager or designee shall contact each member of the council to notify him or her that there is a need to hold a special or adjourned meeting, proposing two possible dates/times for such meeting to be held.

(2) The proposed dates shall not conflict with regular meetings or special events of intergovernmental agencies in which the City holds membership, City sponsored special events, or other events which are listed in the City's master calendar.

(3) The meeting shall be scheduled for the date/time at which the greatest number of councilmembers agree to attend, provided that a quorum is assured.

(4) If the same number of councilmembers agree to attend both proposed meeting dates/times, the meeting shall be scheduled for the date/time which occurs first chronologically.

(F) Broadcast of Meetings. All regular meetings of the City Council will be cable televised. Special and adjourned regular meetings may be cable televised at the discretion of the city manager.

SECTION 3. POSTING OF NOTICE & AGENDA

(A) Posting of Notice and Agenda. For every regular or special meeting, the city clerk or designee shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all the items of business to be discussed at the meeting. The notice and agenda may be combined in a single document.

(B) Location of Posting. The notice and agenda shall be posted in a place to which the public has unrestricted access during at least normal business hours and where the notice and agenda are not likely to be removed or obscured by other posted material. Specifically, the notice and agenda shall be posted at the locations designated in Lawndale Municipal Code Section 2.12.080 and on the City's website pursuant to Government Code Section 54954.2 and 54956.

(C) Posting for Regular Meetings. For any regular meeting of the City Council, the notice and agenda shall be posted no later than seventy-two (72) hours prior to the time set for the meeting.

(D) Posting for Special Meetings. For any special meeting of the City Council, the notice and agenda shall be posted no later than twenty-four (24) hours prior to the time set for the meeting.

(E) Affidavit of Posting. Immediately following the posting of the notice and agenda, the city clerk or designee shall complete an affidavit of posting, signed under penalty of perjury and in a form to be developed by the city clerk. The city clerk shall also maintain a record of the time and location of postings.

SECTION 4. AGENDA CONTENTS

(A) Description of Matters. All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description shall include any recommended action and should contain sufficient detail so that a person otherwise unaware could determine the general nature or subject matter of the item by reading the agenda.

(B) Order of Business: The order of business at regularly scheduled meetings of the City Council, as described in the meeting agenda, shall be as follows, in accordance with the procedures specified below. The presiding officer, with the consent of the City Council, may rearrange the order of business for any individual meeting for special circumstances, e.g., to conduct a closed session before taking formal action on an agenda item.

- Call to Order & Roll Call*
- Ceremonials
  Flag Salute*
  Inspiration
- Presentations
- Public Safety Report*
- Items from City Clerk
- Oral Communications - Items Not on the Agenda*
- Comments from Council*
- Consent Calendar
- Public Hearings
- Administration
- City Manager's Report
- Items from Councilmembers*
- Closed Session
- Adjournment*

*Required on all agendas

(1) Other Agency Meetings. If a City agency whose membership constitutes a quorum of the City Council will meet simultaneously with the City Council, that agency shall be identified in the heading of the City Council agenda. The description of specific agenda items will specify the agency to which the proposal is directed.

In addition, if the governing board of such agency will receive a meeting stipend, the following statement shall appear on all City Council agendas:

> The [name of agency] will conduct a [regular][special] meeting. Pursuant to Government Code Section 54952.3, prior to convening the meeting, the mayor will announce the amount of compensation that each councilmember will receive as a result of convening that meeting.

All references to the City Council in this section should be interpreted to apply to the governing boards of other city agencies as well.

(2) Oral Communications. Every agenda posted for any regular, special or adjourned meeting shall contain an item consisting of an opportunity for the public to address the City Council on items of interest to the public within the City Council's subject matter jurisdiction. This public comment period shall be conducted in accordance with the procedures set forth in Section 7, infra.

(3) Consent Calendar. Items of a routine or generally uncontested nature may be approved by the City Council in a single motion by adoption of the *Consent Calendar*. The approval of the *Consent Calendar* shall signify the approval of each matter or recommendation included therein, unless otherwise specified by a councilmember. Upon request of any member of the City Council, an item may be removed from the *Consent Calendar* for separate discussion and/or action.

Staff recommendations to the City Council which require a new appropriation may not be placed on the *Consent Calendar* on the agenda. All such requests must be placed in the *Administration* section of the agenda for discussion prior to action.

Staff recommendations to the City Council which relate to salaries, salary schedules or compensation paid in the form of fringe benefits of the city manager or a department head may not be placed on the *Consent Calendar*. Pursuant to GC 54953(c)(3), such requests must be placed in the *Administration* section of the agenda and orally reported before final action is taken.

(4) Public Hearings. Matters which are required to be heard in a noticed public hearing shall be conducted in the following matter:

(a) Time for Consideration. Matters noticed to be heard by the City Council shall commence at the time specified in the notice of hearing, or as soon thereafter as is reasonably possible, and shall continue until the same has been completed or until other disposition of the matter has been made.

(b) Continuance of Hearings. Any hearing being held or noticed or ordered to be held by the City Council may, by order or notice of continuance, be continued or recontinued to any subsequent meeting in the manner provided for adjourned meetings.

(c) Conduct of Hearing. When a matter for public hearing comes before the City Council, the presiding officer shall request that staff present the staff report and any other relevant evidence, but the presentation of the staff report prior to the formal opening of the public hearing shall not prevent its consideration as evidence. Any such evidence shall be made a part of the record of the public hearing. The presiding officer shall thereupon open the public hearing and inquire if there are any persons present who desire to address the City Council on the matter. Any person desiring to speak or present evidence shall then make his or her presence known to the presiding officer, and upon being recognized, may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the presiding officer. Members of the City Council who wish to ask questions of the speakers or each other, during the public hearing portion, may do so. Members should be mindful that the purpose of the public hearing is to obtain testimony, and not to debate the merits of the item under consideration. Members should avoid debate and expressions of personal opinion until after the close of the public hearing. The presiding officer shall conduct the hearing in such a manner as to afford due process to all affected persons.

All persons interested in the matter being heard by the City Council shall be entitled to submit written evidence or remarks, as well as other graphic evidence. All such evidence presented shall be retained by the city clerk as part of the clerk's record. Prior to declaring the public hearing open, the presiding officer may establish a time limit for the entire public hearing, or establish time limits for the presentation of each individual speaker.

Upon closing of the public hearing by the presiding officer, no additional public testimony shall be solicited or received by the City Council without reopening the public hearing.

(5) Continued Agenda Items. City staff shall endeavor to place any item continued from a previous meeting before new items on the agenda and the date of the last meeting during which the item was continued will be noted in the agenda description.

(6) Items from Council Members. In addition to receiving comment from the public, there is a specific item on the agenda for receiving general comments, announcements, and/or suggestions from members of the City Council, including councilmember reports of attendance at City paid meetings, conferences and other events required by Government Code Section 53232.3. These matters may not be discussed, and if they do not concern an item on the agenda, shall be handled by the presiding officer according to the same procedures set forth for public comment in this Section. No action may be taken on such matters without being placed on a subsequent agenda.

(7) Closed Session. The City Council may hold closed sessions during a regular or special meeting, or at any time otherwise authorized by law, to consider or hear any matter which it is authorized by state law to hear or consider in closed session. If a closed session is included on the agenda, the description of the item need only identify the statutory basis for the closed session, and need not include the specific topic which is the subject of the closed session. During closed session, the City Council may exclude any person or persons which it is authorized by state law to exclude from a closed session. No minutes of the proceedings of the City Council during a closed session are required. No person present at any closed session of the City Council shall breach the confidentiality of such session. There shall be no closed session during any special emergency meeting.

(8) Adjournment. Any City Council member may request that a City Council meeting be adjourned in memory of a deceased person. Upon such action, City staff shall send the appropriate certificate to the family, notifying them of such action of the Lawndale City Council.

(C) Limitation of Actions by Agenda. No action shall be taken by the City Council, on any item not appearing on a posted agenda, subject only to the exceptions listed in subsection (D) below. "Action taken" as used herein shall mean a collective decision made by a majority of the members of the City Council, a collective commitment or promise by a majority of the members of the City Council to make a positive or a negative decision, or an actual vote by a majority of the members of the City Council upon a motion, proposal, resolution, order, or ordinance. With regards to matters not on the agenda, the members of the City Council may ask questions of persons who raise such matters during *Oral Communications* or otherwise, and the presiding officer should handle such matters as provided in Section 7(C) infra, but such questions should be limited to informational purposes, and the City Council should avoid discussions of the merits or giving directions regarding such subjects. With regards to matters raised by members of the City Council under *Items from Councilmembers*, such matters should normally be placed on the agenda and the

presiding officer should handle such matters as provided in Section 5(B)(6) infra, without discussion by the City Council.

(D) Exceptions to Agenda Requirement for Action Taken. The City Council may take action at a meeting on an item not appearing on the agenda for that meeting only under one of the following circumstances:

(1) Upon a majority determination that an "emergency situation," as that term is defined by state law, exists. [See Section 2(C)].

(2) Upon a determination by a two-thirds (2/3) vote of the City Council, or if less than two-thirds of the members are present by a unanimous vote of those members present, that the need to take action arose subsequent to the agenda posting. For the purposes of this subsection, the term "need to take action" shall mean those circumstances whose occurrence creates a situation which is materially different from that which existed at the time the agenda was posted, and which requires the immediate attention of the City Council. The mere failure of any person to notify the City Council or staff of a pre-existing situation requiring City Council attention until after the time for the posting of the agenda shall not be deemed to constitute a "need to take action" hereunder. If the City Council makes a determination pursuant to this subsection, the minutes of the meeting at which the determination is made shall reflect what circumstances gave rise to the "need to take actions and why the item could not be placed on the agenda.

(3) Where the item upon which action is to be taken was included on a properly posted agenda for a prior meeting of the City Council occurring not more than five (5) calendar days prior to the date of the meeting at which action is to be taken, and at the prior meeting the item was continued to the meeting at which action is being taken.

SECTION 5. AGENDA PACKETS

(A) Agendas Packets as Public Records. Pursuant to California Government Code Section 54957.5, the agenda for any meeting of the City Council and any writings pertaining to items of business to be discussed at the meeting are disclosable public records and shall be made available for public inspection. The agenda must clearly list the public office or location at which such records are available for inspection.

(B) Writings Pertaining to Agenda Items. Staff reports and other written materials pertaining to items of business on the agenda shall be prepared by City staff under the direction of the city manager. The content of staff reports shall include any or all of the following, as appropriate:

- Brief description of subject matter
- Staff recommendation
- Background information
- Discussion of issues, analysis and alternatives
- Funding and/or long term fiscal impact
- Legal review
- Commission review

All legislative and legal documents (i.e., ordinances, resolutions, contracts, agreements, memoranda of understanding, and deeds) must be reviewed by the city attorney (or designee) prior to presentation to the City Council.

SECTION 6. PUBLIC COMMENT

(A) Public Comments. The public comment periods shall be for the purpose of allowing members of the public to address the City Council regarding any matter on and not on the agenda and within the subject matter jurisdiction of the City Council. No action may be taken on matters which are not described on the agenda.

Speakers shall address the City Council as a whole and shall not address members of the City Council individually nor members of the City staff. During the public comment periods, members of the City Council shall not engage in discussion or a debate with the speaker.

(B) Limitations. The public comments period shall be limited as follows:

(1) Oral Communications. This public comment period shall occur prior to items of business on the agenda, i.e., the *Consent Calendar*, *Public Hearings* and *Administration* items. Members of the public may address any matter not on the agenda and within the subject matter jurisdiction of the City Council. In the event that all members of the public desiring to address the City Council have not yet had the opportunity to do so after one (1) hour of public comment, the presiding officer may ascertain by consensus of the City Council whether to extend the public comment period, or reschedule the public comment period as the item immediately preceding *Items from Councilmembers*.

(2) Items on the Agenda. Members of the public may address each item listed on the agenda (including council workshops) prior to discussion or deliberation by members of the City Council.

(3) Time Limitations. During *Oral Communications* and the public comment period for an item on the agenda, each member of the public shall be permitted to speak only one (1) time and shall be limited to three (3) minutes in which to speak. However, a member of the public who requires the assistance of a translator shall be permitted to speak only one (1) time and shall be limited to six (6) minutes in which to speak. The city clerk shall ensure that speakers are notified when thirty (30) seconds of the allowable time period remain and when the time limit has been reached. The City Council may, at its discretion and by consensus, extend the time limit for any individual on a case-by-case basis.

(4) Public Hearings. Members of the public may address any item listed as a public hearing item on the agenda prior to discussion by members of the City Council. The order and time allotted for each speaker at a public hearing shall be at the discretion of the presiding officer.

(5) Audiovisual Presentations. The city manager may authorize members of the public to use audiovisual presentations in conjunction with their public comments, subject to the following requirements. A written request for use of an audiovisual presentation and a copy of the presentation itself must be submitted to the city manager's office no later than the end of the last business day prior to the meeting date. The presentation must be submitted on a portable data storage medium such as a flash drive, CD or DVD. Prior to the presentation, staff will pre-screen the presentation for malicious

software ("malware') such as computer viruses and for impermissible content, and take appropriate action.

(C) Procedure.

(1) Any speaker who wishes to address the City Council may complete a speaker request card and submit it to the city clerk. The speaker request card's primary purpose is to ensure that the speaker's name is properly recorded in the meeting minutes and to provide contact information for later staff follow-up, if appropriate. The card will clearly state that it is a public record subject to disclosure. Failure to fill out such a card shall not, standing alone, be a basis for refusing to allow the speaker an opportunity to address the City Council. The city clerk shall forward the speaker cards to the presiding officer.

(2) Upon addressing the City Council, each speaker should be invited but not required to identify himself or herself for the purpose of writing the minutes of the meeting.

(3) At the close of *Oral Communications*, the City Council shall respond to any speaker's comments during the *Comments from Council* period on the agenda. During the *Comments from Council* period, the City Council through its presiding officer may make one of the following determinations:

(a) The subject(s) raised by any speaker do(es) not require investigation or response.

(b) The subject(s) raised by any speaker should be referred to staff for investigation and/or response.

(c) The subject(s) raised by any speaker should be placed on the agenda for the next appropriate meeting for action by the City Council.

SECTION 7. THE PRESIDING OFFICER

The meeting shall be presided over and chaired by the mayor or, in the mayor's absence, the mayor pro tem. The presiding officer shall have the authority to rule any speaker out of order, including speakers during the public comment period if the subject raised is not within the subject matter jurisdiction of the City Council, or during a public hearing if the speaker is not presenting testimony or evidence relevant to the matter which is the subject of the public hearing. The presiding officer shall have the responsibility for the conduct of meetings in an orderly manner and to prevent the obstruction of business, and in carrying out this responsibility shall have the authority to give the floor to any member of the City Council or public by recognizing them, to prevent the misuse of legitimate forms of motions or privileges, to take matters up out of order, and to order any persons willfully interrupting the meeting to be removed from the room. The presiding officer shall have the responsibility to enforce Section 2.04.120 of the Lawndale Municipal Code pertaining to the propriety of conduct at City Council meetings.

Any determination made by the presiding officer may be appealed by the making of a motion to appeal the ruling by any other member of the City Council. The presiding officer's determination will stand unless a majority of the City Council votes in favor of the motion to appeal the ruling, in which case the ruling of the presiding officer will be overridden. The motion to appeal the ruling is debatable, and the

presiding officer may participate in the debate and the voting on the motion. A vote upon a motion to appeal the ruling is purely a procedural matter, and shall not constitute "action taken" on any substantive question.

SECTION 8. PROCEDURES FOR THE CONDUCT OF MEETINGS

(A) Mayor and Councilmember Seating Arrangements. During all meetings of the City Council held in the City Hall council chamber, the mayor and councilmembers shall be seated as follows, with seating assignments given from the perspective facing the audience:

(1) The mayor and councilmembers shall sit in the five furthest leftward positions on the dais.

(2) The mayor's position shall be the fourth seat from the left.

(3) The mayor pro tempore shall be seated immediately to the mayor's right hand side.

(4) Following the installation of new councilmembers into office, councilmembers leaving office shall immediately step down from the dais. Incumbent councilmembers shall then assume any positions vacated to their right. Newly elected or appointed councilmembers shall be seated at the far left of the dais. If more than one councilmember is newly elected, they shall be seated in order of votes cast, with the lowest vote getter being seated furthest left and the highest vote getter being seated furthest right.

(5) Except as described in subsection (6) below, following the annual rotation of the mayor pro tempore, the exiting mayor pro tempore shall move to the position furthest left on the dais, the newly selected mayor pro tempore shall move to the mayor's right hand side, and the remaining two councilmembers shall move one seat to their right.

(6) Following the annual rotation of the mayor pro tempore during general election years, the newly elected councilmembers shall remain in the furthest left seats and only incumbent councilmembers shall rotate positions as described in subsection (5) above.

(7) To the extent that the foregoing rules do not address councilmember seating changes or rotations, the City Council shall determine the seating location by formal action of the same at a regular, special, or adjourned meeting.

(B) Teleconferencing. Councilmembers unable to be physically present at any City Council meeting may participate in meetings via teleconference subject to the requirements and restrictions established in Government Code section 54953.

(C) Rules of Order. Unless otherwise specified in this manual or by ordinance or resolution, meetings of the City Council shall be conducted in accordance with the most recently revised edition of Rosenberg's Rules of Order. The City Council may in its discretion defer to Robert's Rules of Order under circumstances deemed appropriate. In the event of any conflict between Rosenberg's or Robert's Rules and this manual, the provisions of this manual shall govern.

(D) Legal Officer. In any case of ambiguity or uncertainty in the interpretation or application of this manual to any procedure, the presiding officer may direct such question for a ruling to the City Council's chief legal officer who shall be the parliamentarian of the City Council.

(E) Obtaining the Floor and Making Motions. Any member of the City Council wishing to speak, or any member of the public wishing to address the City Council, must first obtain the floor by being recognized by the presiding officer. The presiding officer must recognize any member of the City Council who seeks the floor when appropriately entitled to address the City Council.

Any member of the City Council, including the presiding officer, may bring a matter of business properly before the City Council by making a motion. Any member, including the presiding officer, except the member making the motion, may second a motion. Once a motion is seconded, it may be opened for discussion and debate.

(F) Voting. After a full opportunity for debate, any member of the City Council may call for a vote by a motion to call the question. If it appears that there is a consensus of opinion among the members of the City Council on the matter to be voted upon, the presiding officer may state the consensus of the City Council and ask if there is any objection. If there is no objection, the consensus as so stated, shall become the order of the City Council. Otherwise, all votes of the City Council shall be by roll call vote. After every vote the city clerk shall declare the result, and on all but consensus votes, shall note for the record the number of votes for or against the question.

(G) Form and Precedence of Related Motions. Once a main motion is properly brought before the City Council and seconded, related motions may be employed in addressing the main motion. These motions take precedence over the main motion, and if properly made and seconded, must be resolved before the main motion can be acted upon. If a main motion is pending, no related motion other than those specifically listed in the Chart of Related Motions attached hereto as Exhibit "A" may be made, and any such motion may be declared out of order by the presiding officer. These related motions may or may not be debatable as indicated in the Chart of Related Motions and Motions of Privilege, Order, or Convenience. Despite the tendency of a main motion or a subsidiary motion thereto, any member of the City Council or the presiding officer may make a motion of privilege, order, or convenience, which once made takes precedence. These related motions may or may not be debatable, as indicated in the Chart of Related Motions attached hereto as Exhibit "A".

(H) Agenda Review. At approximately three (3) hours after the call to order of any meeting of the City Council, the presiding officer may call for agenda review to review with the members the status of all agenda matters, their relative importance and immediacy. The City Council shall determine which matters should still be heard at that meeting and which should be continued to a future meeting, and then take appropriate action.

(I) Temporary Provision Waiver. Any provisions of this manual may be waived or altered upon a finding of a majority of the City Council that such waiver or alteration is justified by special circumstances and provided that such finding is effective only until adjournment of the meeting during which it was established.

(J) Point of Order. Any member of the City Council may call a point of order should the City Council fail to abide by the provisions of this manual, whereupon the City Council shall immediately act upon the point of order by roll call vote.

SECTION 9. PROCEDURE FOR CONSIDERATION OF DEMANDS FOR CORRECTIVE ACTION

(A) Requirement of Written Demand. Prior to any person commencing a judicial action for injunction or mandamus to declare any action taken by the City Council void because of failure to observe Brown Act requirements, such person must first serve upon the city clerk a written demand describing the alleged violation and demanding corrective action. Such demand must be served upon the city clerk in a manner consistent with the requirements of California Government Code Section 54960.1.

(B) Consideration of Corrective Action. Upon receipt of such a demand, consideration of the demand shall immediately be placed on the agenda for the next meeting of the City Council. If the demand is received less than seventy-two (72) hours prior to the time set for the next meeting, the City Council may determine that the notice constitutes the initiation of litigation, and that the need to take action on the threatened litigation arose subsequent to the posting of the agenda, and may consider it at that meeting pursuant to Section 5(D)(2) above. A description of any item so placed on the agenda shall include both consideration of the demand, and the possibility of corrective action by the City Council.

In considering such demands, the City Council shall first determine by motion whether corrective action should be taken. If no motion to take corrective action is carried, the city clerk shall inform the demanding party in writing of the City Council's decision not to cure or correct the challenged action.

(C) Implementing Corrective Action. If a motion to take corrective action passes, the presiding officer may entertain a motion implementing corrective action. Any motion implementing corrective action shall address the concerns raised in the consideration of corrective action. The motion implementing corrective action may include a motion to rescind prior action taken, as appropriate. Passage of a motion to rescind invalidates prior action only as of the time of the passage of the motion, and not from the date of the initial action. The City Council shall notify the party making the demand in writing of its decision to take corrective action, and shall describe any corrective action taken. This notice shall be given to the demanding party as soon as possible after the meeting, but in no event more than thirty (30) days after receipt of the demand.

SECTION 10. INTERPRETATION

This manual shall be liberally construed to effectuate its purpose and no ordinance, resolution, proceeding or other action of the City Council shall be invalidated or the legality thereof otherwise affected by the failure or omission of the City Council to technically comply with, observe or follow the within rules.

SECTION 11. AMENDMENTS

This manual may be amended from time to time as necessary by resolution passed by a majority vote of the City Council.

Back to Agenda

CITY OF LAWNDALE

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

DATE: June 5, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

REVIEWED BY: Ahmad Ansari, Interim Public Works Director/City Engineer

SUBJECT: **Second Reading and Adoption of Ordinance No. 1201-23 to provide clarifying amendments to Section 12.08.110 of Title 12 of the Lawndale Municipal Code for Encroachment Permits for Major Improvement Projects**

BACKGROUND

On February 21, 2023, a Public Hearing was held to introduce Ordinance No. 1197-23 which established rules, regulations, and fees for the purpose of issuing Encroachment Permits for Major Improvement Projects (MIP) within the City of Lawndale. On March 6, 2023, the second Public Hearing was held, and the City Council adopted Ordinance No. 1197-23 to establish Encroachment Permits for Major Improvement Projects.

STAFF REVIEW

Staff received inquiries from utility companies as to applicability of the MIP Encroachment Permit requirements to their projects in the City. In an effort to further clarify the requirements, staff is recommending to add Subsection G to Section 12.08.110 as follows:

> G. The foregoing shall not apply to any pre-existing franchise agreement or other contract between the City and a utility provider where the agreement regulates the utility provider's encroachment into the public right of way. The foregoing also shall not apply to any agreement entered into by the City subsequent to the adoption of this section where the agreement specifically references this section and by its terms supersedes the application of this section.

LEGAL REVIEW

The City Attorney has reviewed Ordinance No. 1201-23 and has approved it as to form.

PUBLIC REVIEW

The first reading was held on May 15, 2023 to introduce Subsection G to Section 12.08.110.

FISCAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council do the following;

A. Approve the second reading and adopt Ordinance No. 1201-23, an Ordinance amending Chapter 12.08 of Title 12 the Lawndale Municipal Code by adding Subsection G to further clarify the requirements for the Encroachment Permits for Major Improvement Projects.

Attachments: Ordinance No. 1201-23

ORDINANCE NO. 1201-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA AMENDING SECTION 12.08.110 OF TITLE 12 OF THE LAWNDALE MUNICIPAL CODE PROVIDING CLARIFICATION REGARDING LIMITATIONS ON ENCROACHMENT PERMITS FOR MAJOR IMPROVEMENT PROJECTS

WHEREAS, the City Council of the City of Lawndale, pursuant to police powers delegated to it by the California Constitution, has the authority to enact legislation that promotes the public health, safety, and general welfare of its residents; and

WHEREAS, the City Council adopted Ordinance No. 1197-23 to establish the procedures for issuance of encroachment permits for major construction projects; and

WHEREAS, utility franchisees and other entities with existing contractual rights to use of the public right-of-way have sought clarification on the limits of Ordinance No. 1197-; and

WHEREAS, the City's intention in adopting ordinance No. 1197-23 was not to impede existing contractual rights in any way and so such clarification is consistent with that intent.

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

SECTION 1. The City Council of the City of Lawndale hereby makes the following findings:

A. The above recitals are true and correct and incorporated fully herein.

B. The existing provisions of the Lawndale Municipal Code for regulating major construction related encroachments and excavations into the City's public right-of-way require clarification to provide assurances to utility franchisees and other holders of pre-existing contractual rights.

SECTION 2. Section 12.08.110 of Chapter 12.08 of the Lawndale Municipal Code is added to read, in its entirety, as shown in Exhibit A.

SECTION 3. This Ordinance is exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where, as here, it can be seen with certainty there is no possibility that adoption of a major construction improvement project encroachment permit program may have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 4. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of any competent

jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance, and each and every section, subsection, sentence, clause and phrase thereof not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 5. The City Clerk shall certify to the passage and adoption of this ordinance, and shall make a minute of the passage and adoption thereof in the records of and the proceedings of the City Council at which the same is passed and adopted. This ordinance shall be in full force and effect thirty (30) days after its final passage and adoption, and within fifteen (15) days after its final passage, the City Clerk shall cause it to be posted and published in a newspaper of general circulation in the manner required by law.

PASSED, APPROVED, AND ADOPTED this 5th day of June 2023.

_____
Robert Pullen-Miles, Mayor

ATTEST:

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

I, Erica Harbison, City Clerk of 0the City of Lawndale, California, do hereby certify that the City Council duly approved and adopted the foregoing Ordinance No. 1201-23 at its regular meeting held on the 5th day of June 2023, by the following roll call vote:

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

_____ _____
Erica Harbison, City Clerk Date

APPROVED AS TO FORM:

_____
Gregory Murphy, City Attorney

EXHIBIT A

Chapter 12.08 EXCAVATIONS AND ENCROACHMENTS

- 12.08.110 Major Improvement Project – Permit Issuance.

12.08.110 Major Improvement Project – Permit Issuance.

A. An encroachment permit for a Major Improvement Project shall be submitted for review and issuance by the City Council. City Council approval shall include such conditions as will mitigate the impacts of the encroachment into the public right of way and the disturbance of vehicular and pedestrian traffic, parking, and the general quality of life for City residents and businesses during and after the completion of the work associated with the permit.

B. At minimum, the applicant for a Major Improvement Project encroachment permit shall repair, upgrade, replace or construct City's public infrastructure adjacent to or as determined to be impacted by the major improvement project to the satisfaction of the City Engineer. The foregoing shall include but not be limited to roadway/right-of-way, pavement (asphalt, concrete, curbs, sidewalk, driveways, etc.), bridges, traffic systems, beautification components, (hardscape, landscape, street furniture, etc.). Where appropriate and consistent with the purpose of this section, the applicant also may be required to repair, upgrade, replace or construct public infrastructure owned or maintained by the California Department of Transportation or other governmental entities.

C. The applicant for the Major Improvement Project shall repair, upgrade, replace or construct such utility systems and infrastructure as are adjacent to, or as are determined to have been impacted by the Major Improvement Project. The foregoing shall include but not be limited to water, sanitary sewer, recycled water, electricity, gas, and information technology/fiber optics.

D. The applicant for the Major Improvement Project shall enter into a maintenance agreement with the City for care and upkeep of the repaired, upgraded, replaced, or newly constructed public infrastructure and/or utility systems described above, at no cost to the City. The term of such maintenance agreement shall be dependent on the scope of the public infrastructure and/or utility systems included in the Major Improvement Project.

E. The foregoing requirements, and such other conditions of approval as will mitigate the impacts of the work associated with the permit, shall be included in or attached to the City Council's approval and shall be subject to enforcement by the City Engineer. Completion of work pursuant to subsections B and C of this section is to be to the City Engineer's satisfaction.

F. Due to the substantial staff time required to oversee the work subject to a Major Improvement Project encroachment permit, a fee of $10,000 shall be deposited with the City upon approval of the permit. That fee will be considered a "time and materials" fee subject to reimbursement if less than the full amount is utilized by City staff and the City Engineer in

G. The foregoing shall not apply to any pre-existing franchise agreement or other contract between the City and a utility provider where the agreement regulates the utility provider's encroachment into the public right of way. The foregoing also shall not apply to any agreement entered into by the City subsequent to the adoption of this section where the agreement specifically references this section and by its terms supersedes the application of this section.

Back to Agenda

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

DATE: June 5, 2023

TO: Honorable City Council

FROM: Mayor Robert Pullen-Miles
Sean M. Moore, City Manager

PREPARED BY: Yvette Hall, Assistant City Clerk

SUBJECT: **Senior Citizen Advisory Committee Appointments 2023 - 2025**

BACKGROUND

On July 7, 2014, the City Council adopted Resolution No. CC-1407-032 expanding the membership to a 12-member Senior Citizen Advisory Committee.

The City Council adopted Resolution No. CC-1903-013, Resolution No. CC-1906-029, and Resolution No. CC-1911-054 appointing eleven Committee members to a term ending on February 28, 2021.

On March 1, 2021, the City Council adopted Resolution No. CC-2103-009, extending the terms of the current membership to begin on March 1, 2021, and end February 28, 2023.

STAFF REVIEW

To be appointed to the Senior Citizen Advisory Committee, a person must submit an application, must be at least 55 years of age, and must reside in the City, or participate in the City's senior citizen program and reside within any of the cities commonly known as the South Bay cities 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.

During the recruitment phase for new and returning members, several of the current members notified the City that they would not be returning. When the current term ended on February 28, 2023, the City did not receive a sufficient number of applicants to achieve a quorum.

The Community Services Department (CSD) and the City Clerk's Department (CCD) increased their recruitment and advertising efforts to solicit additional applicants.

As a result, the City received five (5) applications for appointment to the Committee.

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

Adriana Heidman*	Harlika P. O'Balles*	Timothy H. Roberts
Larry Stouch*	Ruthi Davis*	

A reappointment is indicated by an asterisk (*).

In anticipation that the Mayor would make the appointments and that the City Council would approve the appointments, staff has prepared Resolution No. CC-2306-023 for your consideration.

The CSD and CCD will continue their recruitment efforts to fill the remaining vacancies.

The term for these appointments will start on June 5, 2023, and end February 28, 2025.

ENVIRONMENTAL ASSESSMENT

City staff has determined, in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, that the Senior Citizen Advisory Committee Appointments are not subject to CEQA review because it can be seen with certainty that there is no possibility that these appointments may have a significant effect on the environment as this is an administrative matter.

LEGAL REVIEW

The City Attorney's office has reviewed Resolution No. CC-2306-023 and has approved it as to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council: (a) approve the Mayor's appointments by directing staff to insert the appointees' names in Sections 1 and 2 of Resolution No. CC-2306-023; (b) adopt the resolution; and (c) find this item exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guideline 15061(b)(3).

Attachments: A. Resolution No. CC-2306-023
B. Applications for Appointment to the Senior Citizen Advisory Committee

Attachment A

RESOLUTION NO. CC-2306-023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA, CONFIRMING APPOINTMENTS TO THE SENIOR CITIZEN ADVISORY COMMITTEE

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

WHEREAS, with the adoption of Resolution No. CC-1903-013, Resolution No. CC-1906-029, and Resolution No. CC-1911-054, the City Council appointed eleven Committee members to a term that ended on February 28, 2021; and

WHEREAS, with the adoption of Resolution No. CC-2103-009, the Mayor and City Council extended the Committee members' terms through February 28, 2023; and

WHEREAS, Committee members serve a term beginning March 1 of each odd-numbered year and ending on February 28 of the succeeding odd-numbered year; and

WHEREAS, eligible residents have submitted applications for reappointment to the Committee; and

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

WHEREAS, the Mayor has appointed five (5) of the applicants to the Committee and the City Council wishes to ratify 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 reappointment of Adriana Heidman, Harlika P. O'Balles, Larry Stouch, and Ruthi Davis to the Senior Citizen Advisory Committee.

SECTION 2. The City Council approves the Mayor's appointment of Timothy H. Roberts to the Senior Citizen Advisory Committee.

SECTION 3. All members of the Committee shall serve a term of office to commence on June 5, 2023, 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. The members of the Senior Citizen Advisory Committee shall serve without compensation, unless the City Council, by resolution or otherwise, provides, but may receive reimbursement for necessary travel and other expenses incurred in the performance of an official duty, when such expenditures are first authorized by the City Council.

PASSED, APPROVED AND ADOPTED this 5th day June, 2023.

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-2306-023 at a regular meeting of said Council held on the 5th day of June, 2023, by the following roll call vote:

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

Erica Harbison, City Clerk

APPROVED AS TO FORM:

Gregory M. Murphy, City Attorney

Attachment B

23 JAN 23 10:37AM

View results

Respondent

16 Anonymous

23:30
Time to complete

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

- Planning Commission
- Parks, Recreation & Social Services Commission
- Beautification Committee
- Senior Citizen Advisory Committee
- Media and Technology Advisory Committee
- Personnel Board

2. Full name *

LARRY EDWARD STOUCH

3. Phone number *

[redacted]

4. Email address *

[redacted]

5. Home Address, City & Zip Code *

[redacted] LAWNDALE, CA 90260-1380

6. Years Lived in Lawndale *

22

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

RETIRED

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

SOME UPPER COLLEGE COURSES, A.A. DEGREE.

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

Editor for several magazines from 1977 to 2015. Audio-Video Coordinator for different theatrical organizations and at place of employment. Employee work scheduler while employed.

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 believe that senior representation is greatly needed in any city to bring to the city's attention those concerns pertinent to seniors that may not be apparent to the city government.

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

I have already been on the SCAC in the past few years and feel I have the experience needed t o continue my service in this group.

12. References (include name and phone number)

[redacted]

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]

CITY OF LAWNDALE
APPLICATION FOR APPOINTMENT TO CITY COMMISSIONS, COMMITTEES AND BOARDS

RECEIVED
2023 FEB -8 PM 3:03

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

- ☐ Planning Commission
- ☐ Parks, Recreation & Social Services Commission
- ☐ Cable Commission
- ☐ Beautification Committee
- ☑ Senior Citizen Advisory Committee
- ☐ Personnel Board

Name: RUTH DAVIS Daytime Pho [redacted]

Home Address: [redacted] City: LAWNDALE Zip: 90260

E-mail Addres [redacted] TEXAS

Occupation: PROPERTY MGR

Duties: COLLECT RENTS

Employer: [redacted] Work Phone: ( )

Address: [redacted] ity: LAWNDALE Zip: 90260

Educational Background/Degrees:

Licenses or Special Certificates Held:

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

Organizations to which you belong (professional, technical, community, services):

State specifically why you wish to serve and why you believe you are qualified for the position. (Use additional paper, if necessary): RE-APPLY FOR SENIOR COMMITTEE

References (include name and daytime phone number: (1)

(2)

I hereby certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that any or all information on this form may be verified; b) that this document is a public record subject to disclosure under the Public Records Act c) th [redacted] by the City.

Sign [redacted] Date: 2-8-2023

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

RETURN THIS FORM TO:

CITY CLERK, CITY OF LAWNDALE, 14717 BURIN AVENUE, LAWNDALE, CA. 90260
For information call (310) 973-3213

CITY OF LAWNDALE
APPLICATION FOR APPOINTMENT TO CITY COMMISSIONS, COMMITTEES AND BOARDS

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

- ☐ Planning Commission
- ☐ Parks, Recreation & Social Services Commission
- ☐ Cable Commission
- ☐ Beautification Committee
- ☒ Senior Citizen Advisory Committee
- ☐ Personnel Board

Name: Harlika P. O'Balles Daytime Phone: [redacted]

Home Address: [redacted] City: Hawthorne Zip: 90250

E-mail Address: [redacted] rs. Lived in Lawndale: 49 YEARS

Occupation: Retired Teacher

Duties: _____

Employer: LA Unified School District cell Work Phone: [redacted]

Address: _____ City: L.A. Zip: _____

Educational Background/Degrees: BS Elem Ed., M.A. in Teaching

Licenses or Special Certificates Held: BCLAD- Bilingual-Bicultural, National Board certified

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

Organizations to which you belong (professional, technical, community, services): Math, Science, National Teachers Ass- NTA, UTLA

State specifically why you wish to serve and why you believe you are qualified for the position. (Use additional paper, if necessary). To give give to the community, interested in well-being of seniors in the community

References (include name and daytime phone number: (1) Mike Estes

(2) Claudia Lopez

I hereby certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that any or all information on this form may be verified; b) that this document is a public record subject to disclosure under the Public Records Act c) that, if I am appointed, I will be required to submit to a background check by the City.

Signature: [redacted] Date: 1-19-23

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

RETURN THIS FORM TO:

CITY CLERK, CITY OF LAWNDALE, 14717 BURIN AVENUE, LAWNDALE, CA. 90260

For information call (310) 973-3213

RECEIVED 1/23/2023 10:34 AM

View results

Respondent

18 Anonymous

151:23
Time to complete

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

- Planning Commission
- Parks, Recreation & Social Services Commission
- Beautification Committee
- Senior Citizen Advisory Committee
- Media and Technology Advisory Committee
- Personnel Board

2. Full name *

Adriana Heidman

3. Phone number *

[redacted]

4. Email address *

[redacted]

5. Home Address, City & Zip Code *

[redacted]awndale, CA

6. Years Lived in Lawndale *

44

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

retired

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

college - El Camino & Mt Saint Mary
PTA Honorary Service Award
Distinguished Women of the year award.
BSA - District Award of Merit (highest award at district level)
Wood Badge Leadership Training Award
Cubmaster of the Year Award
Cub Scout Leader Recognition Awards

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

Boy Scouts of America - 22 years
Teachers assistant @ Jane Addams Elementary School 3 years
PTA @ Lucille Smith Elem. & Jane Addams Middle School 3 years
DPAC Lawndale School District Meetings 4 years
A member of the board for the upcoming new middle school - Jane Addams
Attended Jane Addams elementary school site meetings

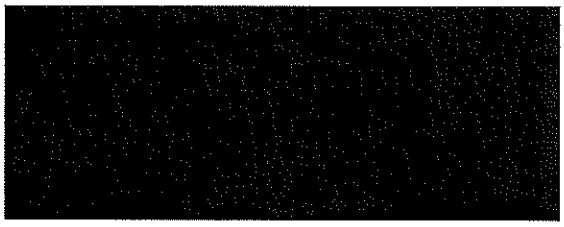
10. State why you wish to serve and why you believe you are qualified for the position (attach optional additional documents such as a resume or bio).

I have worked, with many different organization, both at the children's and adult level, in various capacities. I am organized and am able to assist in the planning of activities to benefit others

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

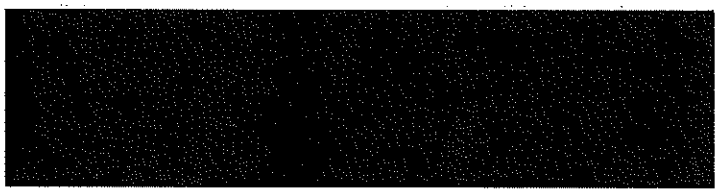
In the capacity of volunteering:
I have volunteered for many years, in various organizations, at different levels. I have taken numerous training classes through the BSA program. This dealt with the protection of the children and leader training geared toward the many different leadership positions I held. Participated, as staff, at numerous function for the benefit of Cub Scouts and Boy Scouts, assisted, as needed, at several University of Scouting events, attended Boy Scout summer camps at Lake Arrowhead, and, during that time, performed duties as Camp Commissioner.
Involved in fundraising for the schools and Boy Scouts. Assisted in all manner of PTA functions to benefit the school and the children in the school. Participated in many field trips some were overnight.
Through the BSA Cub Scout program I was Involved in many of Lawndale's community functions such as, Lawndale Beautification - picking-up litter, Angel Tree Lighting ceremony - caroling,, Lawndale Memorial Day - flag salute, Mark Twain beautification - repainting map on school grounds, Youth Day Parade - Cub Scouts marched in parade, Health & Safety Pet Fair - Cub Scouts had a booth.
Volunteered for the Lawndale Historical Society.

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) *



'23 MAY 18 1:06PM

CITY OF LAWNDALE
APPLICATION FOR APPOINTMENT TO CITY COMMISSIONS, COMMITTEES AND BOARDS

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

- ☐ Planning Commission
- ☐ Parks, Recreation & Social Services Commission
- ☐ Cable Commission
- ☐ Beautification Committee
- ☒ Senior Citizen Advisory Committee
- ☐ Personnel Board

Name: Timothy H. Roberts Daytime Phone: [redacted]

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

E-mail Address: [redacted] Yrs. Lived in Lawndale: 11

Occupation: Instacart / Caregiver

Duties: ~~Online~~ Shopper / companionship

Employer: Instacart Work Phone: [redacted]

Address: N/A (online) City: N/A Zip: N/A

Educational Background/Degrees: High School Diploma / some college

Licenses or Special Certificates Held: N/A

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

Organizations to which you belong (professional, technical, community, services): N/A

State specifically why you wish to serve and why you believe you are qualified for the position. (Use additional paper, if necessary). Since I regularly attend Senior luncheons and activities, I would love to help out any way I can.

References (include name and daytime phone number): (1) Leilani I Kahihifo [redacted]

(2) Lorelei Bresler [redacted]

I hereby certify that this application is complete and true in all respects and understand that any falsification or omission may be cause for disqualification. I understand and agree to the following: a) that any or all information on this form may be verified; b) that this document is a public record subject to disclosure under the Public Records Act c) that, if I am appointed, I will be required to submit to a background check by the City.

Signature: [redacted] Date: 05/18/2023

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

RETURN THIS FORM TO:

CITY CLERK, CITY OF LAWNDALE, 14717 BURIN AVENUE, LAWNDALE, CA. 90260

For information call (310) 973-3213

Back to Agenda

DRAFT MINUTES OF THE SUCCESSOR AGENCY TO THE LAWNDALE REDEVELOPMENT AGENCY REGULAR MEETING January 6, 2020

A. CALL TO ORDER AND ROLL CALL

Chair Pullen-Miles called the meeting to order at 6:35 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 Bernadette Suarez, Member James H. Osborne, Member Pat Kearney, Member Daniel Reid
Other Participants:	Secretary Rhonda Hofmann Gorman, Executive Director Kevin M. Chun, General Counsel Tiffany J. Israel, Los Angeles County Sheriff's Department Captain Duane Allen, Community Services Director Mike Estes, Assistant to the City Manager/Human Resources Director Raylette Felton, Municipal Services Director Michael Reyes, Finance Officer Marla Pendleton, Assistant Executive Director Sean Moore, Assistant Secretary Matthew Ceballos and approximately 17 audience members.

B. CEREMONIALS

Member Reid led the flag salute and Pastor Douglas Gates, The House of Celebration Church, provided the inspiration.

D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

No public comments were provided.

F. CONSENT CALENDAR

7. **Minutes of the Successor Agency Meeting – June 17, 2019**
   Recommendation: that the Board approves.

8. **Recognized Payment Obligation Schedule (ROPS) 20-21 and the Administrative Budget for Fiscal Year 2020-2021**
   Recommendation: that the Successor Agency approve and direct staff to submit to the Los Angeles County Consolidated Oversight Board and California Department of Finance the ROPS 20-21 and Administrative Budget FY 2020-21 and authorize staff to make any changes needed.

A motion by Member Kearney to approve the consent calendar was seconded by Member Reid and carried by a vote of 5-0, following General Counsel Israel's reading of the title of Ordinance No. 1167-20.

K. ADJOURNMENT

There being no further business to conduct, the Chair adjourned the meeting in memoriam of Besse Elisabeth Gherna at 8:31 p.m.

_____
Robert Pullen-Miles, Chair

ATTEST:

_____
Erica Harbison, Secretary

Approved: 6/5/23

Back to Agenda

DRAFT MINUTES OF THE SUCCESSOR AGENCY TO THE LAWNDALE REDEVELOPMENT AGENCY REGULAR MEETING December 7, 2020

A. CALL TO ORDER AND ROLL CALL

Chair Pullen-Miles called the meeting to order at 6:30 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 Bernadette Suarez, Member Pat Kearney, Member Daniel Reid, Member James Osborne, Member-elect Rhonda Hofmann Gorman, Member-elect Sirley Cuevas
Other Participants:	Executive Director Kevin M. Chun, General Counsel Tiffany J. Israel, Los Angeles County Sheriff's Department Lieutenant Leo, Community Services Director Mike Estes, Assistant to the City Manager/Human Resources Director Raylette Felton, Municipal Services Director Michael Reyes, Finance Officer Marla Pendleton, Assistant Executive Director Sean Moore, Assistant Secretary Matthew Ceballos, Interim Public Works Director Lea Reis

B. CEREMONIALS

Member Daniel Reid led the flag salute.

D. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

No public comments were provided.

G. CONSENT CALENDAR

8. Minutes of the Successor Agency Meeting – June 3, 2020
Recommendation: that the Board approves.

9. Recognized Obligation Payment Schedule (ROPS) 21-22 and the Administrative Budget for Fiscal Year 2021-2022
Recommendation: that the Successor Agency approve and direct staff to submit to the Los Angeles County Consolidated Oversight Board and California Department of Finance (DOF) the ROPS 21-22 and Administrative Budget FY 2021-22, and authorize staff to make any changes requested by the DOF.

A motion by Member Reid to approve the consent calendar was seconded by Member Kearney and carried by a vote of 5-0

J. ADJOURNMENT

There being no further business to conduct, the Chair adjourned the meeting at 7:22 p.m.

Robert Pullen-Miles, Chair

ATTEST:

Erica Harbison, Secretary

Approved: 6/5/23

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

A. CALL TO ORDER AND ROLL CALL

Chair Pullen-Miles called the meeting to order at 6:32 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 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, Los Angeles County Sheriff's Department Captain Duane Allen, Battalion Fire Chief Ramon Valdoria, Finance Officer Hrant Manuelian, Community Services Director Mike Estes, Municipal Services Director Michael Reyes, Acting Assistant Executive Director Jared Chavez.

B. CEREMONIALS

Member Pat Kearney led the flag salute and Pastor Dwight Dudley with Calvary Chapel South Bay provided the inspiration.

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

No public comment provided.

G. ADMINISTRATION

11. Annual Budget for Fiscal Year 2022-2023

Recommendation: that the City Council adopt Resolution No. CC-2206-035, approving the citywide budget for fiscal year 2022-2023 as amended based on direction provided by City Council.

Finance Officer Hrant Manuelian provided the staff report for the Annual Budget for Fiscal Year 2022-2023.

Member Pat Kearney inquired if the budget Resolution will be adopted then amended with the updated wage and salary changes.

Assistant General Counsel Alondra Espinosa recommended Members approve the Resolution as presented and any changes be made through an amendment.

Discussion ensued between Members and Assistant General Counsel regarding the process for approving amendments to the Annual Budget can be made tonight before or after the Closed Session item.

Assistant General Counsel Alondra Espinosa responded with a motion to move the item down to after Closed Session.

Chair Robert Pullen-Miles commented with the unanimous consent of the Members to move this item to after the Close Session.

Executive Director Sean M. Moore inquired if the Members wanted to add direction provided regarding an estimate of $12,000-$14,000 to the budget for the second Music Festival.

Chair Robert Pullen-Miles responded that Members would consider the amount for the second Music Festival and any other items related to wages to after the Closed Session meeting.

G. ADMINISTRATION (CONTINUED)

11. Annual Budget for Fiscal Year 2022-2023

Recommendation: that the City Council adopt Resolution No. CC-2206-035, approving the citywide budget for fiscal year 2022-2023 as amended based on direction provided by City Council.

A lengthy dialogue ensued between Members and staff regarding City wages, amending the budget for a second day of the Music Festival, possible sponsorship and Parks and Recreation Commission assistance with the funding of the event.

Assistant General Counsel Alondra Espinoza commented based on the discussions and questions Members have the options to move forward with the budget as is with changes or have a budget amendment item returned at a later date for Members' consideration.

A motion by Member Pat Kearney to approve the budget with a set aside budget line item for $12,000 from the general fund to fund an additional day of the Music Festival and a budget line item for $300,000 from the general fund for wages in the Annual Budget for Fiscal Year 2022-2023. Chair Robert-Pullen Miles second the motion which carried by a vote of 4-0, with Member Sirley Cuevas absent.

K. ADJOURNMENT

There being no further business to conduct, the Chair adjourned the meeting at 8:48 p.m.

Robert Pullen-Miles, Chair

ATTEST:

Erica Harbison, Secretary

Approved: 06/05/23

DRAFT

DRAFT MINUTES OF THE SUCCESSOR AGENCY TO THE LAWNDALE REDEVELOPMENT AGENCY REGULAR MEETING December 5, 2022

A. CALL TO ORDER AND ROLL CALL

Chair Pullen-Miles called the meeting to order at 6:31 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 Rhonda Hofmann Gorman, Member Bernadette Suarez, Member Pat Kearney, Member Sirley Cuevas
Other Participants:	Secretary Erica Harbison, Executive Director Sean M. Moore, General Counsel Greg M. Murphy, Assistant Secretary Yvette Hall, Assistant to City Manager/Director of Human Resources Raylette Felton, Los Angeles County Sheriff's Department Sergeant Justin Smith, Los Angeles County Fire Department Duty Battalion Chief Mike Lewis, Community Services Director Mike Estes, Municipal Services Director Michael Reyes, Finance Officer Hrant Manuelian, Interim Public Works Director Ahmad Ansari, Associate Planner Jose Hernandez.

B. CEREMONIALS

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

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

No public comment provided.

F. CONSENT CALENDAR

9. Consideration of the Recognized Obligation Payment Schedule (ROPS) 2023-24 and the Administrative Budget for Fiscal Year 2023-24

Recommendation: that the Successor Agency 1) Approve and direct staff to submit to the Los Angeles County Oversight Board and California Department of Finance the ROPS 23-24 and Administrative Budget FY 2023-24; and 2) Authorize staff to make any changes requested by the DOF.

10. Minutes of the Redevelopment Successor Agency Meeting – January 18, 2022

Recommendation: that the Board approve.

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

K. ADJOURNMENT

There being no further business to conduct, the Chair adjourned the meeting at 8:51 p.m. in memory of longtime resident Charles "Mac" MacQuarrie.

_____
Robert Pullen-Miles, Chair

ATTEST:

_____
Erica Harbison, Secretary

Approved: 6/5/23

DRAFT

Back to Agenda

DRAFT MINUTES OF THE LAWNDALE HOUSING AUTHORITY REGULAR MEETING June 28, 2021

A. CALL TO ORDER AND ROLL CALL

Chair Pullen-Miles called the meeting to order at 6:32 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 Pat Kearney, Commissioner Bernadette Suarez, Commissioner Rhonda Hofmann Gorman, Commissioner Sirley Cuevas

Other Participants: Secretary Erica Harbison, Executive Director Kevin M. Chun, General Counsel Gregory M. Murphy, Assistant to the City Manager/Human Resources Director Raylette Felton, Municipal Services Director Michael Reyes, Community Services Director Mike Estes, Director of Housing Sean Moore, Assistant Secretary Matthew Ceballos, and Interim Finance Officer Michael Matsumoto

B. CEREMONIALS

Commissioner Sirley Cuevas led the flag salute.

C. ORAL COMMUNICATIONS - ITEMS NOT ON THE AGENDA

No public comment provided.

E. CONSENT CALENDAR

3. Minutes of the Housing Authority Regular Meeting – June 3, 2020
Recommendation: that the Commissioners approve.

A motion by Commissioner Sirley Cuevas to approve the consent calendar was seconded by Vice Chair Kearney and carried by a vote of 5-0.

F. ADMINISTRATION

7. Annual Budget for Fiscal Year 2021-2022
Recommendation: that the City Council (a) consider the proposed changes to the budget and decide on each item; and (b) adopt Resolution No. CC-2106-029, approving the budget for fiscal year 2021-22 as amended.

The Commissioners discussed the proposed budget, agenda item number 6 and agenda item 7 under agenda item 6.

Vice Chair Kearney inquired as to another budget change related to an increase of $3,000 for National Night Out with the Los Angeles Sherriff's Department.
11. After dialogue regarding National Night Out it was approved by the Commissioners to reduce the proposed budget amount of $4,500 to $2,000, as line item 11.

Commissioner Suarez requested staff remove Cable Commissioners $900 stipend due to it being dissolved.
12. It was approved by the Commissioners to remove the Cable Commissioners $900 stipend from the budget, as line item 12.

A motion by Commissioner Cuevas to consider and approve items 1 through 12 as listed in the staff report and subsequently amended and added to by Commissioners, and incorporated into the proposed budget, and direct staff as appropriate, and adopt Resolution No. CC-2106-029, approving and adopting the Annual Budget for Fiscal Year 2021-22 as amended based on direction provided by Commissioners in relation to items 1 through 12 as listed in the staff report, subsequently amended and added to by Commissioners, was seconded by Vice Chair Kearney and carried by a vote of 5-0.

G. ADJOURNMENT

There being no further business to conduct, the Chair adjourned the meeting at 8:10 p.m.

_____
Robert Pullen-Miles, Chair

ATTEST:

_____
Erica Harbison, Secretary

Approved: 6/5/23

Back to Agenda

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

A. CALL TO ORDER AND ROLL CALL

Chair Pullen-Miles called the meeting to order at 6:32 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 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, Los Angeles County Sheriff's Department Captain Duane Allen, Battalion Fire Chief Ramon Valdoria, Finance Officer Hrant Manuelian, Community Services Director Mike Estes, Municipal Services Director Michael Reyes, Acting Director of Housing Jared Chavez.

B. CEREMONIALS

Commissioner Pat Kearney led the flag salute and Pastor Dwight Dudley with Calvary Chapel South Bay provided the inspiration.

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

No public comment provided.

G. ADMINISTRATION

11. Annual Budget for Fiscal Year 2022-2023

Recommendation: that the City Council adopt Resolution No. CC-2206-035, approving the citywide budget for fiscal year 2022-2023 as amended based on direction provided by City Council.

Finance Officer Hrant Manuelian provided the staff report for the Annual Budget for Fiscal Year 2022-2023.

Commissioner Pat Kearney inquired if the budget Resolution will be adopted then amended with the updated wage and salary changes.

Assistant General Counsel Alondra Espinosa recommended Commissioners approve the Resolution as presented and any changes be made through an amendment.

Discussion ensued between Commissioners and Assistant General Counsel regarding the process for approving amendments to the Annual Budget can be made tonight before or after the Closed Session item.

Assistant General Counsel Alondra Espinosa responded that with a motion to move the item down to after Closed Session.

Chair Robert Pullen-Miles commented with the unanimous consent from the Commissioners to move this item to after the Close Session.

Executive Director Sean M. Moore inquired if the Commissioners wanted to add direction provided regarding an estimate of $12,000-$14,000 to the budget for the second Music Festival.

Chair Robert Pullen- Miles responded that Commissioners will consider the amount for the second Music Festival and any other items related to wages to after the Closed Session meeting.

G. ADMINISTRATION (CONTINUED)

11. Annual Budget for Fiscal Year 2022-2023

Recommendation: that the City Council adopt Resolution No. CC-2206-035, approving the citywide budget for fiscal year 2022-2023 as amended based on direction provided by City Council.

A lengthy dialogue ensued between Commissioners and staff regarding City wages, amending the budget for a second day of the Music Festival, possible sponsorship and Parks and Recreation Commission assistance with the funding of the event.

Assistant General Counsel Alondra Espinoza commented based on the discussions and questions Commissioners have the options to move forward with the budget as is with changes or have a budget amendment item returned at a later date for Commissioners' consideration.

A motion by Commissioner Pat Kearney to approve the budget with a set aside budget line item for $12,000 from the general fund to fund an additional day of the Music Festival and a budget line item for $300,000 from the general fund for wages in the Annual Budget for Fiscal Year 2022-2023. Chair Robert-Pullen Miles second the motion which carried by a vote of 4-0, with Commissioner Sirley Cuevas absent.

K. ADJOURNMENT

There being no further business to conduct, the Chair adjourned the meeting at 8:48 p.m.

_____

Robert Pullen-Miles, Chair

ATTEST:

_____

Erica Harbison, Secretary

Approved: 06/05/23

Back to Agenda

CITY OF LAWNDALE

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

DATE: June 5, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Hrant Manuelian, Director of Finance/Treasurer

SUBJECT: Annual Budget Fiscal Year 2023-24

BACKGROUND

Staff met with the Budget Subcommittee (which includes Mayor Pro Tem Sirley Cuevas and City Councilmember Pat Kearney) on May 4, 2023, and had a budget workshop with City Council on May 15, 2023 during the City Council meeting. The subcommittee and City Council provided direction and made recommendations to staff in preparing the budget. These 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 raise interest rates, and the possibility of a recession. Staff is aware of these current issues and considered them in preparing the budget for FY 23-24. The budget as proposed includes actuals to date through March 31 for the current fiscal year along with the proposed budget for FY 23-24.

The following were the significant cuts made to the budget by the budget subcommittee.

- Reduced all 5 councilmember discretionary accounts by $500 each. For FY 22-23 each councilmember's account was budgeted at $3,000, the budget subcommittee recommended reducing the amount to $2,500 each. Total budget savings of $2,500
- Limited the number of council member attendees at each conference to a maximum of two. It was noted that during FY 22-23 some conferences were budgeted with all five members attending. Total budget savings of $15,350.
- Reduced the number of mandatory conferences for the City Manager. Total budget savings of $5,800.
- To only have the Music Festival and not the Blues Festival for FY 23-24. This resulted in a budget savings of $12,000.

There was discussion with the budget subcommittee about the level of services provided by the community center and whether or not to increase services to have the center open on the weekend and also to provide youth sports. Per discussions with the Director of Community Services they would need to hire a full time Community Services Coordinator, 14 part time employees at 1,000 hours each, and additional materials and equipment associated with these programs. The additional costs for having these services would have been approximately $485,000. Based on the current state of the economy and

already reduced revenue projections and increased expense projections it was recommended by the budget subcommittee as well as staff to not add these additional services at this time.

During the Council meeting budget workshop, the Council recommended the following changes:

- Reduced the number of issues of the Lawndalian to be published from 4 down to 2. This resulted in savings of $27,000 in publication and mailing costs.
- Council also recommended to budget for buses to transport residence of the City to the Metro meeting regarding the Greenline expansion. The cost for this is estimated at $7,000 and is included in the budget under General Operations.

Below is a summary of the revenues and expenditures being proposed for the City's Fiscal Year 2023-2024 budget.

Revenues

Total General Fund revenues are budgeted to be $19,504,945 for FY 2023-24. This is a decrease of $1,398,286 when compared to the projected actuals for FY 22-23. The decrease is mainly due to the reduced budget for Building and Planning fees. Also, there was a one-time collection on a class action lawsuit that was settled during the current year for which the city received $333,837. There were no changes in budget revenues from the budget workshop held on May 15, 2023. See budget folder provided for details.

Expenditures

Total General Fund expenditures are estimated to be $18,316,792 for FY 2023-24. This is an increase of $704,302 when compared to the projected actuals for FY 22-23 budget. The largest contributing factor to the increase is due to the increased costs for the Los Angeles County Sheriff's (LASD) services. The following is a summary of the General Fund expenditures by department. There were a few changes noted since the budget workshop. First there was some salary reallocation done within the Public Works department to ensure that we do not go over the allowable allocation amounts for the Special Revenues. Second was that a budget of $7,000 was added to the budget within the General Operation to provide transportation for residents to the Metro Greenline board meeting to voice their opinions. Finally, as per Council recommendation the number of issues of the Lawndalian to be published was reduced down to two for the year for a saving of nearly $27,000. See the budget folder provided for details and line-item explanations.

General Fund Expenditures

Dept #	Department	Projected Actuals 2022-23	Proposed Budget 2023-24	Change
110	City Council	195,633	193,411	(2,222)
120	City Attorney	475,000	660,000	185,000
130	City Clerk	262,764	285,687	22,923
140	City Manager	568,686	608,577	39,891
150	Admin Services	274,212	236,330	(37,882)
160	General Ops	1,865,444	1,805,938	(59,506)
170	Cable TV	59,054	211,887	152,833
180	Information Systems	237,450	229,850	(7,600)
190	Finance	708,520	712,889	4,369
210	Public Safety	6,584,695	7,190,959	606,264
300	Municipal Services	1,294,970	1,343,362	48,392
310	Public Works Admin	1,236,625	571,629	(664,996)
320	Public Works Grounds	1,624,896	1,676,614	51,718
330	Public Works Street	338,417	376,959	38,542
340	Public Works Engineering	98,811	107,759	8,948
410	Community Development	915,659	1,089,711	174,052
510	Community Svc Admin	778,844	895,930	117,086
550	Community Svc Events	92,810	119,300	26,490
		17,612,490	18,316,792	704,302

Significant changes noted:

1. In general costs have increased due to the raises that were given to all employees last year bringing up their salaries to market rates.
2. City Attorney increase is due the hiring of outside legal counsel for the Metro Greenline extension because our current City Attorney is not able to represent the City due to a conflict of interest; and increased hourly rates as per contract for the City Attorney, however budget will remain the same at $550,000.
3. Cable TV increase is due to the possible recruitment of a Cable TV Supervisor.
4. 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 by 7.61% and the liability surcharge on Sheriff's services has increased from 11% to 12%.
5. Public Works Admin decrease is mainly due to the reduction in capital expenditures for the Street Improvements projects as these were completed during FY 22-23. There was additional salary saving realized as we are planning to bring the AB939 work in-house by hiring a Senior Administrative Analyst and terminating the contract for these services resulting in cost savings for the General Fund.
6. Community Development increase is due to increased costs for plan checks, inspections, and additional support staff when needed.
7. Community Services is mainly due to the publishing and mailing costs of the Lawndalian, which is scheduled for two publications; increased costs related to the Youth Day Parade.

In addition to the changes noted above there are two major items that could significantly increase the General Fund expenditures.

- Possibility of litigation against Metro for the Greenline extension,
- The City is currently in negotiations with the union regarding the MOU. This will almost certainly increase the General Fund expenditures depending on how much Council is willing to negotiate with the union.

Fund Balances

Below is the summary of estimated fund balances for the General Fund.

	FY 22-23 Expected Budget	**FY 23-24 Proposed Budget**
Estimated Beginning Balance	26,557,776	29,848,517
Revenues	20,903,231	19,504,945
Expenditures	17,612,490	18,316,792
Estimated Ending Fund Balance	29,848,517	31,036,670

The City has a healthy fund balance. The Government Finance Officers Association (GFOA) best practices recommend that City governments maintain a reserve balance of two months expenditures. The City has a General Fund balance of over 1 and a half years of General Fund expenditures.

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 and City Council to balance the Fiscal Year 2023-24 budget. These items have been incorporated into the proposed budget submitted for City Council approval.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. CC-2306-025, adopting the fiscal year 2023-2024 operating and capital improvement budget; which includes the City of Lawndale, Lawndale Housing Authority, Redevelopment Agency and Lawndale Cable Usage Corporation.

ATTACHMENTS

1. Resolution CC-2306-0025, Adopting the Annual Budget for FY 2023-24
2. Proposed budget for FY 2023-24 (Exhibit A)

RESOLUTION NO. CC-2306-025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA ADOPTING THE ANNUAL BUDGET FOR FISCAL YEAR 2022-2023

WHEREAS, the City Manager has submitted to the City Council a comprehensive Preliminary Proposed Budget for Fiscal Year 2023-24 that includes the City of Lawndale, Lawndale Housing Authority, Redevelopment Agency and Lawndale Cable Usage Corporation; and

WHEREAS, the City Manager and City Council established budgetary goals and objectives during the budget study session on May 15, 2023, and, based on input from the City Council at this work session, the City Manager has submitted to the City Council a comprehensive updated Recommended Budget for Fiscal Year 2023-24; and

WHEREAS, the City Council has considered the Recommended Budget and concurs with the proposed revenue and expenditure plan as outlined by the City Manager.

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

SECTION 1. That the City Manager's proposed annual budget for Fiscal Year 2023-24 is hereby adopted and approved as listed in "Exhibit A"

SECTION 2. That expenditures of public funds in the amount of $42,224,181 are authorized in accordance with the programs and services outlined in said budget.

PASSED, APPROVED AND ADOPTED this 5th day of June, 2023.

_____

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-2306-025 at a regular meeting of said Council held on the 5th day of June 2023, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

City of Lawndale
Citywide Fund Balance Projections
For the Fiscal Year Ending on June 30, 2024

Fund #	Fund Title	Estimated Beginning Fund Balance FY 2023-24	Proposed Revenues FY 2023-24	Proposed Transfers In FY 2023-24	Proposed Expenditures FY 2023-24	Proposed Transfers Out FY 2023-24	Proposed Increase (Use) of Funds	Proposed Ending Fund Balance FY 2023-24
100	General Fund	25,583,823	18,661,945		16,476,951		2,184,994	27,768,817
201	Gas Tax Fund	405,462	903,215		865,359		37,856	443,318
202	Air Quality Management District	202,133	46,300		-		46,300	248,433
203	TDA Bikeways Fund	29,137	36,626		-		36,626	65,763
206	Prop A - Local Transit Program	3,209,033	948,133		1,517,168		(569,035)	2,639,998
207	Prop C - Local Transit Program	439,627	793,869		1,954,949		(1,161,080)	(721,453)
210	Narcotics Forfeiture Fund	57,335	1,500		-		1,500	58,835
211	State Cops Grant	182,517	151,500		162,450		(10,950)	171,567
213	CA Law Enforcement Equipment	968	-		5,000		(5,000)	(4,032)
214	Community Development Block Grant	290,349	275,217		309,548		(34,331)	256,018
215	Restricted Urban Development	6,228,339	26,000	164,172	-	-	190,172	6,418,511
216	Used Oil Recycling Fund	3,152	5,000		10,000		(5,000)	(1,848)
217	Lawndale Cable Usage Corp.	206,027	41,500		-		41,500	247,527
227	Dept of Conservation Grant	34,276	8,000		8,400		(400)	33,876
236	Park Development Fund	9,723	-		-		-	9,723
240	Prop C 25 Grant	(627)			34,225		(34,225)	(34,852)
244	Measure R	(725,495)	577,777		1,785,801		(1,208,024)	(1,933,519)
257	Prop A - LA County Parks Maint. Grant	4,058	-		-		-	4,058
271	STP-L Metro Exchange	5,274	600		-		600	5,874
272	Measure M	1,294,981	652,814		659,124		(6,310)	1,288,671
274	SB1 Gas Tax Street Rehab	15,213	797,807		1,161,776		(363,969)	(348,756)
275	Measure R Grant	(70,712)	-		-		-	(70,712)
276	Groundwater Sustainanbility AB939	463,705	184,000		224,487		(40,487)	423,218
277	Community Services FD Recreation	(394,419)	93,000		665,038		(572,038)	(966,457)
278	Community Services - Sr Activities	(43,264)	-		85,092		(85,092)	(128,356)
279	Community Development	1,431,011	750,000		1,089,711		(339,711)	1,091,300
280	Disability Access BL-AB1186	74,439	10,300		-		10,300	84,739
281	Measure A Parks Project	170,000	-		1,395,000		(1,395,000)	(1,225,000)
282	Measure W - Safe Clean Water	314,605	230,000		115,070		114,930	429,535
283	Solid Waste Diversion	72,489	2,000		-		2,000	74,489
285	American Rescue Plan	7,148,138	-		1,407,400		(1,407,400)	5,740,738
288	LPBP Grant	-	-		1,492,922		(1,492,922)	(1,492,922)
289	California Natural Resources CNRA	-	4,000,000		4,000,000		-	-
290	SB2 Grant	-	77,693		-		77,693	77,693
291	Local Early Action Planning (LEAP) Grant	-	116,271		-		116,271	116,271
300	Lawndale Housing Authority	1,859,697	184,172		176,020	164,172	(156,020)	1,703,677
304	City Admin - Successor Agency	574,225	-	250,000	172,720		77,280	651,505
305	Successor Agency - Debt Services	(33,424,677)	3,021,398	3,021,398	3,014,400		3,028,396	(30,396,281)
306	Successor Agency - Disbursement FD	1,846,764	3,271,398		-	3,271,398	-	1,846,764
307	2009 TABS	2,274,258	-	-	-	-	-	2,274,258
			35,868,035	3,435,570	38,788,611	3,435,570	(2,920,576)	
						42,224,181		

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Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	GENERAL FUND					
	Taxes					
100-400.110	Property Tax (AB 1197)	1,637,725	1,708,940	1,791,354	1,743,119	(48,235)
100-400.140	Property Transfer Tax	99,999	53,210	75,000	50,000	(25,000)
100-400.200	Sales Tax	3,847,780	3,890,433	3,737,315	3,887,341	150,026
100-400.201	Prepaid MTS	1,072	600	600	500	(100)
100-400.210	Measure L Transaction Tax	3,368,731	2,917,825	2,802,986	2,915,506	112,520
100-400.300	Franchise Fees	749,277	747,060	660,000	750,000	90,000
100-400.500	Transient Occupancy Tax	601,130	766,892	550,000	650,000	100,000
100-400.600	Utility Users Tax	1,819,007	2,164,302	1,750,000	2,000,000	250,000
100-400.700	Motor Vehicle In-Lieu	4,123,994	4,378,473	4,100,000	4,400,000	300,000
	Total Taxes	16,248,715	16,627,735	15,467,255	16,396,466	929,211
	Licenses & Permits					
100-410.100	Business Licenses	501,273	490,000	490,000	500,000	10,000
100-410.101	Yard Sale Permits	1,336	1,000	1,000	1,000	-
100-410.102	Trailer Permits	48	37	5,000	-	(5,000)
100-410.103	Tobacco License	5,115	4,805	-	5,000	5,000
100-410.110	Dog Licenses	17,182	22,711	13,000	20,000	7,000
100-410.120	Alarm Permits	21,800	20,975	20,000	20,000	-
100-410.900	Late Fees - BL	55,482	40,000	50,000	25,000	(25,000)
100-423.115	Construction/Demo- Application Fee	11,440	22,900	12,000	15,000	3,000
	Total Licenses & Permits	613,675	602,428	591,000	586,000	(5,000)
	Court & Traffic Fines					
100-430.200	Court Fines	47,491	27,731	45,000	25,000	(20,000)
100-430.300	Parking Citations	651,473	594,671	550,000	550,000	-
100-430.400	Parking Bail - DMV	204,193	207,228	180,000	190,000	10,000
100-430.600	False Alarm Fees	-	5,203	-	5,000	5,000
	Total Court & Traffic Fines	903,157	834,833	775,000	770,000	(5,000)
	Use of Money & Property					
100-425.100	Rental Income	15,658	14,412	12,264	14,412	2,148
100-435.100	Interest on Investments	(51,590)	450,000	190,000	566,747	376,747
100-435.200	Interest SA Advance	-	-	-	-	-
	Total Use of Money & Property	(35,932)	464,412	202,264	581,159	378,895
	Charges for Service					
100-410.130	Encroachment Permits	186,700	165,000	185,000	185,000	-
100-410.150	Industrial Waste Permits	44,330	40,000	40,000	40,000	-
100-423.100	Engineering Fees	-	-	4,000		(4,000)
100-423.110	PW Plan Check Fees	4,000	-	-		-
100-423.112	Small Cell Wireless Facility Fee	3,320	3,320	26,000	3,320	(22,680)
100-425.500	Vehicle Impound Fees	20,224	25,000	25,000	25,000	-
	Total Charges for Services	258,574	233,320	280,000	253,320	(26,680)

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	Other Revenue					
100-430.100	Property Damage Reimbursement	740	617	-	-	-
100-430.500	Case Fines/Payments	49,110	450,000	46,500	40,000	(6,500)
100-440.100	Donations/Contributions	2,770	7,171	-	-	-
100-450.100	Miscellaneous Revenue	28,738	110,000	10,000	10,000	-
100-450.101	Miscellaneous - Other	36	-	-	-	-
100-465.500	Reimb. of State Mandates	136,292	-	-	-	-
100-450.110	Insurance Rebate	40,931	25,000	25,000	25,000	-
100-435.300/ 490.101	Sale of City Property/ Capital Gain	8,670	9,357	-	-	-
	Total Other Revenue	267,287	602,145	81,500	75,000	(6,500)
100-480.100	Operating Transfer In	140,061	-	-	-	-
	GENERAL FUND TOTAL	**18,395,537**	**19,364,872**	**17,397,019**	**18,661,945**	**1,264,926**
	GAS TAX FUND					
201-435.100	Interest on Investments		50	50		(50)
201-465.109	Gas Tax 2103	258,531	294,545	294,545	314,998	20,453
201-465.110	Gas Tax 2105	181,349	204,064	204,064	208,592	4,528
201-465.120	Gas Tax 2106	108,319	118,294	118,294	123,078	4,784
201-465.130	Gas Tax 2107	216,742	278,511	278,511	250,547	(27,964)
201-465.140	Gas Tax 2107.5	6,000	6,000	6,000	6,000	-
201-465.160	Loan Repayment					-
	GAS TAX TOTAL	**770,940**	**901,464**	**901,464**	**903,215**	**1,751**
	AQMD FUND					
202-435.100	AQMD - Interest on Investments	(1,803)	1,500	1,500	4,300	2,800
202-465.410	AQMD Allocation	41,973	41,973	40,000	42,000	2,000
	AQMD TOTAL	**40,170**	**43,473**	**41,500**	**46,300**	**4,800**
	TDA BIKEWAYS FUND					
203-465.400	Transportation Develop. Act	0	-	30,801	36,626	5,825
	TDA TOTAL	**-**	**-**	**30,801**	**36,626**	**5,825**

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PROP A FUNDS					
206-425.200	Local Transit-Trolley Fares					-
206-435.100	Interest on Investments	(24,922)	15,000	15,000	43,500	28,500
206-450.100	Misc Revenue					-
206-465.440	Proposition A Rapid Transit	828,274	798,019	798,019	904,633	106,614
	PROP A TOTAL	**803,352**	**813,019**	**813,019**	**948,133**	**135,114**
	PROP C FUNDS					
207-435.100	Interest on Investments	(22,080)	15,000	15,000	43,500	28,500
207-465.430	Proposition C Allocation	687,036	661,936	661,936	750,369	88,433
207-470.100	Other Governmental Agencies					-
	PROP C TOTAL	**664,956**	**676,936**	**676,936**	**793,869**	**116,933**
	ASSET FORFEITURE FUND					
210-435.100	Interest on Investments	(584)	1,500	1,500	1,500	-
	ASSET FORFEITURE TOTAL	**(584)**	**1,500**	**1,500**	**1,500**	**-**
	STATE COPS GRANT FUND					
211-435.100	State COPS - Interest	(1,995)	1,500	1,500	1,500	-
211-465.200	State COPS Grant	161,285	165,271	150,000	150,000	-
	STATE COPS TOTAL	**159,290**	**166,771**	**151,500**	**151,500**	**-**
	CDBG FUND					
214-450.100	Miscellaneous Revenues	-	-		-	-
214-460.300	CDBG	370,666	764,427	764,427	275,217	(489,210)
	CDBG TOTAL	**370,666**	**764,427**	**764,427**	**275,217**	**(489,210)**
	RESTRICTED UDAG FUND					
215-435.100	Interest on Investments	(9,186)	9,500	9,500	26,000	16,500
	UDAG TOTAL	**(9,186)**	**9,500**	**9,500**	**26,000**	**16,500**
	USED OIL RECYCLING FUND					
216-435.100	Interest on Investments	-	-		-	-
216-465.470	Used Oil Block Grant	5,000	5,150	5,000	5,000	-
	USED OIL RECYCLING TOTAL	**5,000**	**5,150**	**5,000**	**5,000**	**-**
	CATV ACCESS FUND					
217-425.400	CATV Access Fees	38,529	40,000	40,000	40,000	-
217-435.100	Interest - Investments	(1,537)	1,500	1,500	1,500	-
217-450.100	Miscellaneous Revenue	-	-	-	-	-
	CATV ACCESS TOTAL	**36,992**	**41,500**	**41,500**	**41,500**	**-**
	DEPT OF CONSERVATION GRANT					
227-466.100	Dept of Conservation Grant	8,425	8,136	8,500	8,000	(500)
	DEPT OF CONSERVATION TOTAL	**8,425**	**8,136**	**8,500**	**8,000**	**(500)**

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	JUSTICE ASSISTED GRANT					
234-465.250	Justice Assisted Grant	-	-	-	-	-
	JUSTICE ASSISTED GRANT TOTAL	**-**	**-**	**-**	**-**	**-**
	PARK DEVELOPMENT FUND					
236-420.100	Park Development Fees		2,400	-	-	-
236-435.100	Interest - Investments	(93)	20	-	-	-
236-465.451	Grants				-	-
	PARK DEV FUND TOTAL	**(93)**	**2,420**	**-**	**-**	**-**
	PROP C 25 GRANT					
240-465.450	Grants		251,730		-	-
	PROP C 25 GRANT TOTAL	**-**	**251,730**	**-**	**-**	**-**
	MEASURE R					
244-435.100	Interest - Investments	(15,670)	3,634	12,000	15,000	3,000
244-465.441	Measure R Local	515,194	496,452	496,452	562,777	66,325
244-465.451	Grants	-		-		-
	MEASURE R TOTAL	**499,524**	**500,086**	**508,452**	**577,777**	**69,325**
	LA COUNTY PARKS MAINTENANCE GRANT					
257-435.100	Interest - Investments	(43)	10	-	-	-
257-465.451	Grants	-	-	-	-	-
	LACPMG TOTAL	**(43)**	**10**	**-**	**-**	**-**
	STP-L METRO EXCHANGE					
271-435.100	Interest - Investments	(359)	10	600	600	-
271-465.451	Grants	-	-	-	-	-
	STP-L METRO EXC. TOTAL	**(359)**	**10**	**600**	**600**	**-**
	MEASURE M LOCAL RETURN					
272-435.100	Interest - Investments	(18,401)	4,267	15,000	15,000	-
272-465.442	Measure M Local	583,001	562,645	562,645	637,814	75,169
272-465.451	Grants	-				-
	MEASURE M TOTAL	**564,600**	**566,912**	**577,645**	**652,814**	**75,169**
	SB1 GAS TAX STREET REHAB					
274-435.100	Interest - Investments	(7,523)	9,000	9,000	12,000	3,000
274-465.150	Rehabilitation	654,914	725,641	725,641	785,807	60,166
	SB1 GAS TAX TOTAL	**647,391**	**734,641**	**734,641**	**797,807**	**63,166**
	MEASURE R GRANT					
275-450.100	Miscellaneous Revenues	-	-	-	-	-
275-465.450	MTA Grant	32,349	-	-	-	-

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	MEASURE R GRANT TOTAL	**32,349**	**-**	**-**	**-**	**-**
	AB-939					
276-400.401	AB939 Franchise Fees	136,004	175,000	175,000	175,000	-
276-435.100	Interest - Investments	(5,218)	6,000	6,000	9,000	3,000
276-450.100	Miscellanous Revenues			-		-
	AB939 TOTAL	**130,785**	**181,000**	**181,000**	**184,000**	**3,000**
	COMMUNITY SERVICES FUND - RECREATION					
277-424.120	Recreation Fees - Participant	13,643	59,743	32,000	93,000	61,000
277-424.150	Recreation Fees - Sports	-	-	11,000	-	(11,000)
277-425.100	Rental Income	1,475	1,060	23,000	-	(23,000)
277-425.101	Community Center Rental Fees	2,514	13,000	250	-	(250)
277-425.102	CC-Administration Fees	-	-	25,000	-	(25,000)
277-425.103	CC-Recreation Staff Fees	-	-	1,300	-	(1,300)
277-425.104	CC-Maintenance Fees	-	-	12,000	-	(12,000)
277-425.105	CC-Utility Fees	-	-	3,500	-	(3,500)
277-425.106	CC- Rental Insurance Fees	-	-	500	-	(500)
277-440.100	Donations/Contributions	44,576	13,000	250	-	(250)
277-440.600	Donation - PRSSC	-	-		-	-
277-450.130	Merchandise Sales	-	-	1,200	-	(1,200)
	Total Operating Revenue	62,208	86,803	110,000	93,000	(17,000)
277-480.100	Operating Transfer In	367,104			-	-
	COMM SVCS - REC TOTAL	**429,312**	**86,803**	**110,000**	**93,000**	**(17,000)**
	COMMUNITY SERVICES - SENIOR ACTIVITIES					
278-440.300	Donations-Seniors Events	-	-	1,000	-	(1,000)
	Total Operating Revenue	-	-	1,000	-	(1,000)
278-480.100	Operating Transfer In	56,398	-		-	-
	COMM SVCS - SR. ACT. TOTAL	**56,398**	**-**	**1,000**	**-**	**(1,000)**
	COMMUNITY DEVELOPMENT					
279-421.100	Planning Fees - General	135,576	209,000	250,000	240,000	(10,000)
279-421.101	Planning BL Review Fee	22,385	19,800	10,000	10,000	-
279-422.100	Building Permit Fees	534,909	672,800	325,000	300,000	(25,000)
279-422.110	Building Plan Check Fees	345,479	565,200	200,000	200,000	-
279-423.120	Sewer Connection Fees	-	1,776	-	-	-
279-450.100	Miscellaneous Revenues	-	-	-	-	-
	Total Operating Revenue	1,038,349	1,468,576	785,000	750,000	(35,000)
279-480.100	Operating Transfer In	-	-	-	-	-
	COMM. DEVELOPMENT TOTAL	**1,038,349**	**1,468,576**	**785,000**	**750,000**	**(35,000)**
	BL-SB1186					
280-410.104	BL - AB1379/SB1186	10,522	10,000	10,000	10,000	-

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
280-435.100	Interest - Investments	(635)	300	300	300	-
	BL-SB1186 TOTAL	**9,887**	**10,300**	**10,300**	**10,300**	**-**
	MEASURE A					
281-465.443	Measure A	-	-	170,000	-	(170,000)
281-465.451	Grants	-	-	-	-	-
	MEASURE A TOTAL	**-**	**-**	**170,000**	**-**	**(170,000)**
	MEASURE W					
282-465.444	Measure W	232,545	233,704	-	230,000	230,000
	MEASURE W TOTAL	**232,545**	**233,704**	**-**	**230,000**	**230,000**
	SOLID WASTE DIVERSION					
283-423.116	Forfeited Security Deposit		11,115		-	-
283-435.100	Interest - Investments	(1,402)	1,500	1,500	2,000	500
	Total Operating Revenue	(1,402)	12,615	1,500	2,000	500
283-480.100	Operating Transfer In	71,400	-		-	-
	SOLID WASTE DIVERSION TOTAL	**69,998**	**12,615**	**1,500**	**2,000**	**500**
	CORONAVIRUS RELIEF FUND					
284-465.850	Coronavirus Relief Fund		-	-	-	-
	CORONAVIRUS RELIEF FUND TOTAL	**-**	**-**	**-**	**-**	**-**
	AMERICAN RESCUE PLAN					
285-465.451	Grants	3,874,069	3,874,069	3,874,069	-	(3,874,069)
	AMERICAN RESCUE PLAN TOTAL	**3,874,069**	**3,874,069**	**3,874,069**	**-**	**(3,874,069)**
	SB1383 Local Assistance Prog					
286-435.100	Interest - Investments	(127)	-	-	-	-
286-465.451	Grants	47,125	-	-	-	-
	SB1383 Local Assistance Prog	**46,998**	**-**	**-**	**-**	**-**
	SB2 Grant					
290-465.451	Grants	-	82,307	-	77,693	77,693
	SB2 Grant	**-**	**82,307**	**-**	**77,693**	**77,693**

Revenue Detail by Fund

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	Local Early Action Planning (LEAP) Grant					
291-465.451	Grants		33,729	-	116,271	116,271
	Local Early Action Planning (LEAP) Grant	**-**	**33,729**	**-**	**116,271**	**116,271**
	LAWNDALE HOUSING AUTHORITY					
300-435.100	Interest - Investments	(14,978)	15,000	15,000	20,000	5,000
300-435.200	Interest - LRA Loan	0	-	-	-	-
300-435.400	Loan Proceeds	31,240	-	-	-	-
300-450.100	Miscellaneous Revenues	-	-	-	-	-
300-480.100	Operating Transfer In (Housing Set-Aside)	160,482	-	-	164,172	164,172
	HOUSING AUTHORITY TOTAL	**176,744**	**-**	**15,000**	**184,172**	**169,172**
	LAWNDALE REDEVELOPMENT SUCCESSOR AGENCY FUND					
304-435.100	Interest - Investments	-	-	-	-	-
304-435.200	Interest - LRA Loan	-	-	-	-	-
304-435.401	Loan Repayment	-	-	-	-	-
304-450.100	Miscellaneous Revenues		-	-	-	-
304-480.100	Operating Transfer In	160,000	250,000	-	-	-
	LRA TOTAL	**160,000**	**250,000**	**-**	**-**	**-**
	SUCCESSOR AGENCY DEBT SERVICE					
305-480.100	Operating Transfer In	2,791,373	3,011,350	3,019,078	3,021,398	2,320
	LRA DEBT SERVICE TOTAL	**2,791,373**	**3,011,350**	**3,019,078**	**3,021,398**	**2,320**
	SUCCESSOR AGENCY DISBURSEMENT FUND					
306-400.900	Tax Increment	2,999,669	3,269,078	3,269,078	3,271,398	2,320
306-435.100	Interest - Investments	-	-	-	-	-
306-480.100	Operating Transfer In		-	-	-	-
	SA DISBURSEMENT FD TOTAL	**2,999,669**	**3,269,078**	**3,269,078**	**3,271,398**	**2,320**
	2009 TABS					
307-435.101	Interest-TABS		-	-	-	-
307-435.402	Bond Proceeds	-	-	-	-	-
307-480.100	Operating Transfer In		-	-	-	
	2009 TABS TOTAL	**-**	**-**	**-**	**-**	**-**
	PRSSC TRUST FUND					
503-435.100	Interest - Investments	(822)	900	900	-	(900)
503-450.131	Fireworks Sales	-	-	-	-	-
	PRSSC TRUST FUND TOTAL	**(822)**	**900**	**900**	**-**	**(900)**
	GRAND TOTAL - ALL FUNDS	**35,004,233**	**37,260,962**	**34,100,929**	**31,868,035**	**(2,426,858)**

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PERSONNEL SUMMARY BY PROGRAM

FULL-TIME POSITIONS

POSITION:	GENERAL (100)	GAS TAX (201)	PROP A (206)	PROP C (207)	CDBG (214)	PORP C25 (240)	MEASURE R (244)	MEASURE M (272)	SB1 (274)	AB939 (276)	RECREATION FUND (277)	SENIOR ACTIVITIES (278)	COMMUNITY DEV FUND (279)	MEASURE W (282)	HOUSING AUTHORITY (300)	SUCCESOR AGENCY (304)	TOTAL
CITY COUNCIL (110)																	
Mayor	1.00																1.00
Council Members:	4.00																4.00
SUBTOTAL	**5.00**																**5.00**
CITY CLERK (130)																	
City Clerk	1.00																1.00
Assistant City Clerk	1.00																1.00
Deputy City Clerk	1.00																1.00
SUBTOTAL	**3.00**																**3.00**
CITY MANAGER (140)																	
City Manager	1.00																1.00
Deputy City Manager/HR Director	0.50																0.50
Executive Assistant	1.00																1.00
Office/Personnel Assistant	1.00																1.00
SUBTOTAL	**3.50**																**3.50**
ADMINISTRATIVE SERVICES (150)																	
Deputy City Manager/HR Director	0.50																0.50
SUBTOTAL	**0.50**																**0.50**
CABLE TELEVISION (170)																	
Cable Television Supervisor	1.00																1.00
SUBTOTAL	**1.00**																**1.00**
FINANCE (190)																	
Director of Finance	1.00																1.00
Accounting Manager	1.00																1.00
Payroll/Accounting Specialist	0.63	0.03	0.07	0.16											0.05	0.06	1.00
Accounting Specialist	1.94		0.02	0.04													2.00
SUBTOTAL	**4.57**	**0.03**	**0.09**	**0.20**											**0.05**	**0.06**	**5.00**
MUNICIPAL SERVICES (300)																	
Municipal Services Director	1.00																1.00
Municipal Services Supervisor	1.00																1.00
Administrative Assistant II	1.00																1.00
Code Enforcement Officer II	2.00																2.00
Municipal Services Officer II	2.00																2.00
Municipal Services Officer I	3.00																3.00
SUBTOTAL	**10.00**																**10.00**

PERSONNEL SUMMARY BY PROGRAM — FULL-TIME POSITIONS

POSITION:	GENERAL (100)	GAS TAX (201)	PROP A (206)	PROP C (207)	CDBG (214)	PORP C25 (240)	MEASURE R (244)	MEASURE M (272)	SB1 (274)	AB939 (276)	RECREATION FUND (277)	SENIOR ACTIVITIES (278)	COMMUNITY DEV FUND (279)	MEASURE W (282)	HOUSING AUTHORITY (300)	SUCCESOR AGENCY (304)	TOTAL
PUBLIC WORKS ADMINISTRATION (310)																	
Director of Public Works	0.15			0.70						0.10				0.05			1.00
Senior Administrative Analyst				0.15					0.15	0.70							1.00
Administrative Analyst	0.20			0.25					0.25	0.25				0.05			1.00
Administrative Assistant II	0.15			0.25			0.25		0.25	0.10							1.00
SUBTOTAL	**0.50**			**1.35**			**0.25**		**0.65**	**1.15**				**0.10**			**4.00**
PUBLIC WORKS GROUNDS (320)																	
Maintenance Supervisor	0.40									0.10							0.50
Maintenance Worker III	0.40									0.10							0.50
Maintenance Worker II	1.00																1.00
Maintenance Worker I	1.00																1.00
SUBTOTAL	**2.80**									**0.20**							**3.00**
PUBLIC WORKS STREETS (330)																	
Maintenance Supervisor	0.10	0.40															0.50
Maintenance Worker III	0.10	0.40															0.50
Maintenance Worker II	0.30	0.80	0.10	0.40			0.20			0.20							2.00
Maintenance Worker I	0.60	1.60	0.20	0.80			0.40			0.40							4.00
SUBTOTAL	**1.10**	**3.20**	**0.30**	**1.20**			**0.60**			**0.60**							**7.00**
PUBLIC WORKS ENGINEERING (340)																	
Associate Engineer	0.10		0.10	0.20		0.25	0.10	0.10	0.10					0.05			1.00
Assistant Engineer	0.10		0.10		0.20		0.10	0.20	0.30								1.00
Public Works Inspector	0.20	0.20	0.10	0.20			0.10	0.20									1.00
SUBTOTAL	**0.40**	**0.20**	**0.30**	**0.40**	**0.20**	**0.25**	**0.30**	**0.50**	**0.40**					**0.05**			**3.00**
COMMUNITY DEVELOPMENT (410)																	
Community Development Director													0.05		0.42	0.53	1.00
Community Development Manager													0.60		0.25	0.15	1.00
Associate Planner													0.60		0.25	0.15	1.00
Administrative Assistant II													0.60		0.25	0.15	1.00
SUBTOTAL													**1.85**		**1.17**	**0.98**	**4.00**
COMMUNITY SERVICES (510)																	
Community Services Director			0.28								0.62	0.10					1.00
Recreation Coordinator			0.20								0.80						1.00
Administrative Assistant II			0.30								0.70						1.00
Transit Driver			1.00														1.00
Senior Nutrition Specialist					0.80						0.20						1.00
SUBTOTAL			**1.78**		**0.80**						**2.32**	**0.10**					**5.00**
GRAND TOTAL ALL POSITIONS:	**32.37**	**3.43**	**2.47**	**3.15**	**1.00**	**0.25**	**1.15**	**0.50**	**1.05**	**1.95**	**2.32**	**0.10**	**1.85**	**0.15**	**1.22**	**1.04**	**54.00**

PERSONNEL SUMMARY BY DIVISION (FULL-TIME)

POSITION	2022-23 Amended	2023-24 Proposed	Change from Prior Year
CITY COUNCIL (110)			
Mayor	1.00	1.00	
Council Members	4.00	4.00	
SUBTOTAL	**5.00**	**5.00**	
CITY CLERK (130)			
City Clerk	1.00	1.00	
Assistant City Clerk	1.00	1.00	
Deputy City Clerk	1.00	1.00	
SUBTOTAL	**3.00**	**3.00**	
CITY MANAGER (140)			
City Manager	1.00	1.00	
Deputy City Manager/HR Director	0.50	0.50	
Executive Assistant	1.00	1.00	
Office/Personnel Assistant	1.00	1.00	
SUBTOTAL	**3.50**	**3.50**	
ADMINISTRATIVE SERVICES (150)			
Deputy City Manager/HR Director	0.50	0.50	
SUBTOTAL	**0.50**	**0.50**	
CABLE TELEVISION (170)			
Cable Television Supervisor	1.00	1.00	
SUBTOTAL	**1.00**	**1.00**	
FINANCE (190)			
Director of Finance	1.00	1.00	
Accounting Manager	1.00	1.00	
Payroll/ Accounting Specialist	1.00	1.00	
Accounting Specialist	2.00	2.00	
SUBTOTAL	**5.00**	**5.00**	
MUNICIPAL SERVICES (300)			
Municipal Services Director	1.00	1.00	
Municipal Services Supervisor	1.00	1.00	
Administrative Assistant II	1.00	1.00	
Code Enforcement Officer II	2.00	2.00	
Municipal Services Officer II	2.00	2.00	
Municipal Services Officer I	3.00	3.00	
SUBTOTAL	**10.00**	**10.00**	
PUBLIC WORKS ADMINISTRATION (310)			
Director of Public Works	1.00	1.00	
Senior Administrative Analyst		1.00	1.00
Administrative Analyst	1.00	1.00	
Administrative Assistant II	1.00	1.00	
SUBTOTAL	**3.00**	**4.00**	**1.00**

PERSONNEL SUMMARY BY DIVISION (FULL-TIME)

POSITION	2022-23 Amended	2023-24 Proposed	Change from Prior Year
PUBLIC WORKS GROUNDS (320)			
Maintenance Supervisor	0.50	0.50	
Maintenance Worker III	0.50	0.50	
Maintenance Worker II	1.00	1.00	
Maintenance Worker I	1.00	1.00	
SUBTOTAL	**3.00**	**3.00**	
PUBLIC WORKS STREETS (330)			
Maintenance Supervisor	0.50	0.50	
Public Works Inspector	1.00	1.00	
Maintenance Worker III	0.50	0.50	
Maintenance Worker II	2.00	2.00	
Maintenance Worker I	4.00	4.00	
SUBTOTAL	**8.00**	**8.00**	
PUBLIC WORKS ENGINEERING (340)			
Associate Engineer	1.00	1.00	
Assistant Engineer	1.00	1.00	
SUBTOTAL	**2.00**	**2.00**	
COMMUNITY DEVELOPMENT (410)			
Community Development Director	1.00	1.00	
Community Development Manager	1.00	1.00	
Associate Planner	1.00	1.00	
Administrative Assistant II	1.00	1.00	
SUBTOTAL	**4.00**	**4.00**	
COMMUNITY SERVICES (510)			
Community Services Director	1.00	1.00	
Recreation Coordinator	1.00	1.00	
Administrative Assistant	1.00	1.00	
Senior Nutrition Specialist	1.00	1.00	
Transit Driver	1.00	1.00	
SUBTOTAL	**5.00**	**5.00**	
TOTAL FULL-TIME POSITIONS	**53.00**	**54.00**	**1.00**

Note: 1 = 40 hours per week

PERSONNEL SUMMARY BY PROGRAM — PART-TIME POSITIONS

	GENERAL (100)	GAS TAX (201)	PROP A (206)	RECREATION FUND (277)	TOTAL
CABLE TV (170)					
Cable TV Production Assistants	2.00				2.00
SUBTOTAL	**2.00**				**2.00**
MUNICIPAL SERVICES (300)					
Municipal Services Officer I	1.00				1.00
Code Enforcement Officer I	1.00				1.00
SUBTOTAL	**2.00**				**2.00**
PUBLIC WORKS GROUNDS (320)					
Maintenance Worker I	1.00				1.00
SUBTOTAL	**1.00**				**1.00**
PUBLIC WORKS STREETS (330)					
Maintenance Worker I		1.00			1.00
SUBTOTAL		**1.00**			**1.00**
COMMUNITY SERVICES ADMINISTRATION (510)					
Transit Driver			1.00		1.00
Recreation Leader				8.00	8.00
Senior Recreation Leader				2.00	2.00
SUBTOTAL			**1.00**	**10.00**	**11.00**
GRAND TOTAL ALL POSITIONS:	**5.00**	**1.00**	**1.00**	**10.00**	**17.00**

NOTE: 1 = 1 Part Time Staff

PERSONNEL SUMMARY BY DIVISION (PART-TIME)

POSITION	2022-23 Amended	2023-24 Proposed	Change from Prior Year
CABLE TV (170)			
Cable TV Production Assistants	2.00	2.00	0.00
SUBTOTAL	**2.00**	**2.00**	**0.00**
MUNICIPAL SERVICES (300)			
Code Enforcement Officer I	1.00	1.00	0.00
Municipal Services Officer II	1.00	1.00	0.00
SUBTOTAL	**2.00**	**2.00**	**0.00**
PUBLIC WORKS ADMINISTRATION (310)			
Office Assistant	1.00	0.00	(1.00)
SUBTOTAL	**1.00**	**0.00**	**(1.00)**
PUBLIC WORKS GROUNDS (320)			
Maintenance Worker I	1.00	1.00	0.00
SUBTOTAL	**1.00**	**1.00**	**0.00**
PUBLIC WORKS STREETS (330)			
Maintenance Worker I	1.00	1.00	0.00
SUBTOTAL	**1.00**	**1.00**	**0.00**
COMMUNITY SERVICES ADMIN. (510)			
Transit Driver	1.00	1.00	0.00
Recreation Leaders	8.00	8.00	0.00
Senior Recreation Leaders	2.00	2.00	0.00
SUBTOTAL	**11.00**	**11.00**	**0.00**
TOTAL PART-TIME POSITIONS	**18.00**	**17.00**	**-1.00**

NOTE: 1 = 1 Part Time Staff

DEPARTMENT EXPENDITURES

CITY COUNCIL - 110

GENERAL FUND (100-110)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-110-501.200	SALARIES - ELECTED OFFICIALS	27,000	27,000	27,000	27,000	-
100-110-505.100	FLEXIBLE BENEFITS	60,825	64,822	64,822	64,822	-
100-110-505.200	RETIREMENT	1,817	1,797	1,797	1,918	121
100-110-505.300	MEDICARE CONTRIBUTION	1,207	1,331	1,331	1,331	-
100-110-505.700	CITY-PAID INSURANCE	1,410	1,410	1,410	1,470	60
	SUBTOTAL	92,259	96,360	96,360	96,541	181
	OPERATIONS					
100-110-510.100	OFFICE SUPPLIES	1,666	7,250	8,005	9,000	995
100-110-510.200	REPROGRAPHICS	918	1,500	3,200	3,320	120
100-110-510.400	SUBSCRIPTIONS/PUBLICATIONS	240	250	250	250	-
100-110-510.610	MEMBERSHIP/DUES	42,892	43,548	43,548	47,870	4,322
100-110-510.620	TRAVEL/MEETINGS	13,227	31,575	31,575	23,680	(7,895)
100-110-510.650	MILEAGE REIMBURSEMENT	50	150	150	250	100
100-110-540.311	DISCRETIONARY - MAYOR	2,743	3,000	3,000	2,500	(500)
100-110-540.314	DISCRETIONARY - SUAREZ	2,205	3,000	3,000	2,500	(500)
100-110-540.315	DISCRETIONARY - KEARNEY	1,795	3,000	3,000	2,500	(500)
100-110-540.316	DISCRETIONARY - CUEVAS	1,723	3,000	3,000	2,500	(500)
100-110-540.317	DISCRETIONARY - HOFMANN	-	3,000	3,000	2,500	(500)
100-110-540.330	LAWNDALE HISTORIC SOCIETY	236	-	750	-	(750)
	SUBTOTAL	67,695	99,273	102,478	96,870	(5,608)
	GENERAL FUND TOTAL	**159,954**	**195,633**	**198,838**	**193,411**	**(5,427)**

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**100 - General Fund**			
	Personnel			
501.200	Salaries-Elected Officials	27,000	27,000	Mayor & 4 Council members @ $450/month.
505.100	Flexible Benefits	64,822	64,822	Employee Health benefits.
505.200	Retirement	1,797	1,918	PERS employer contribution.
505.300	Medicare Contribution	1,331	1,331	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	1,410	1,470	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment AD&D.
	Subtotal	**96,360**	**96,541**	
	Operations			
510.100	Office Supplies	8,005	9,000	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.
510.200	Reprographics	3,200	3,320	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	43,548	47,870	League of CA Cities. (LCCA)- $14,369; So Cal Assoc Gov (SCAG) - $4,033; Calif Contract Cities Assoc (CCCA) - $4,000; Centinela Youth Services - $6,500; League of Calif Cities - LA County Div. - $1,150; So Bay Cities Council of Gov (SBCOG) - $14,568; So Bay Cities Council of Gov (SBCOG) Special Assessment- $3,250.
510.620	Travel/Meetings	31,575	23,680	CCCA Annual Municipal Seminar - 2 attendees @ $2,100 = $10,500 CCCA Legislative Orientation Tour - 2 attendees @ $2,000 = $4,000 CCCA Fall Seminar - 2 attendees @ $1,600 = $8,000 LCC Annual Voting Conference - 2 attendees @ $2000 = $4,000 SCAG Annual Voting Meeting - 2 Attendees @ $550 + $850= $1,400 CJPIA Risk Management Conference - 2 attendees @ $750 = $3,750 LCC City Leaders Summit 2 attendees @ $2,000 = $6,000. Other travel/ meetings, i.e. PTA, APWA, Rotary, CCCA LASD, CCCA LAFD, LCC - Major & Council members total $1,380

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
510.650	Mileage Reimbursement	150	250	Mileage and parking fee reimbursement for attendance at various meetings.
540-311	Discretionary Funds - Mayor	3,000	2,500	$2,500 annual allocation
540-314	Discretionary Funds - Suarez	3,000	2,500	$2,500 annual allocation
540-315	Discretionary Funds - Kearney	3,000	2,500	$2,500 annual allocation
540-316	Discretionary Funds - Cuevas	3,000	2,500	$2,500 annual allocation
540-317	Discretionary Funds - Gorman	3,000	2,500	$2,500 annual allocation
540-330	Lawndale Historic Society	750	-	Lawndale Historic Society
	Subtotal	**102,478**	**96,870**	
	GENERAL FUND TOTAL	**198,838**	**193,411**	

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CITY ATTORNEY - 120

GENERAL FUND (100-120)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	OPERATIONS					
100-120-530.300	LEGAL SERVICES	506,240	475,000	550,000	660,000	110,000
	SUBTOTAL	506,240	475,000	550,000	660,000	110,000
	GENERAL FUND TOTAL	**506,240**	**475,000**	**550,000**	**660,000**	**110,000**

Budget Detail Worksheet

Dept: City Attorney **Program:** Legal Services - 120

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**100 - General Fund**			
	Operations			
530.300	Legal Services	550,000	660,000	City Attorney Services $550,000. Legal services for Metro Greenline $110,000.
	GENERAL FUND TOTAL	**550,000**	**660,000**	

DEPARTMENT EXPENDITURES

CITY CLERK - 130

GENERAL FUND (100-130)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-130-501.100	SALARIES - FULL-TIME	158,970	142,941	189,955	195,571	5,616
100-130-501.200	SALARIES - ELECTED OFFICIALS	4,200	4,200	4,200	4,200	-
100-130-501.400	SALARIES - OVERTIME	725	172	-	-	-
100-130-501.500	LONGEVITY PAY	-	-	150	-	(150)
100-130-501.600	CAR ALLOWANCE	1,575	2,100	2,700	2,700	-
100-130-505.100	FLEXIBLE BENEFIT	23,177	21,645	38,893	38,893	-
100-130-505.200	RETIREMENT	22,838	12,148	26,116	18,471	(7,645)
100-130-505.300	MEDICARE CONTRIBUTION	2,754	2,189	3,533	2,897	(636)
100-130-505.700	CITY-PAID INSURANCE	975	1,031	1,195	805	(390)
	SUBTOTAL	215,214	186,426	266,742	263,537	(3,205)
	OPERATIONS					
100-130-510.100	OFFICE SUPPLIES	429	1,200	1,200	1,750	550
100-130-510.200	REPROGRAPHICS	2,180	2,000	5,960	2,000	(3,960)
100-130-510.400	SUBSCRIPTIONS/PUBLICATION	58	500	500	500	-
100-130-510.600	STAFF DEVELOPMENT	300	816	1,000	1,700	700
100-130-510.610	MEMBERSHIP/DUES	200	400	400	800	400
100-130-510.620	TRAVEL/MEETINGS	-	-	500	4,550	4,050
100-130-510.650	MILEAGE REIMBURSEMENT	-	-	100	200	100
100-130-520.510	EQUIP MAINTENANCE	-	-	800	300	(500)
100-130-530.100	CONTRACT SERVICES	2,890	6,180	6,180	7,350	1,170
100-130-530.400	ELECTION EXPENSES		62,242	88,000	-	(88,000)
100-130-530.500	LEGAL ADS	1,718	3,000	3,000	3,000	-
100-130-580.151	ARPA REIMBURSEMENT	2,000	-	-		-
	SUBTOTAL	9,775	76,338	107,640	22,150	(85,490)
	GENERAL FUND TOTAL	**224,989**	**262,764**	**374,382**	**285,687**	**(88,695)**

Budget Detail Worksheet

Dept.: City Clerk **Program:** City Clerk - 130

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salaries - Full-Time	189,955	195,571	Assistant City Clerk, Administrative Assistance
501.200	Salaries - Elected Officials	4,200	4,200	Elected City Clerk
501.500	Longevity Pay	150	-	Per MOU
501.600	Car Allowance	2,700	2,700	Per MOU
505.100	Flexible Benefits	38,893	38,893	Employee health benefits.
505.200	Retirement	26,116	18,471	PERS City portion.
505.300	Medicare Contribution	3,533	2,897	Federal Medicare 1.45% of Salary
505.700	City-Paid Insurance	1,195	805	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**266,742**	**263,537**	
	Operations			
510.100	Office Supplies	1,200	1,750	General office supplies for City Clerk department. Desk for Assistant City Clerk. City t-shirts
510.200	Reprographics	5,960	2,000	Increase records digitization and automated process.
510.400	Subscriptions/Publication	500	500	Provides for publications related to the department's mission.
510.600	Staff Development	1,000	1,700	Attend conferences, trainings, seminars, and workshops for new staff. Nuts and Bolts training and City Clerk Minutes course.
510.610	Membership/Dues	400	800	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	500	4,550	CCAC annual conference and New Law conference. California Contract Cities Association (CCCA) conference for the City Clerk.
510.650	Mileage Reimbursement	100	200	Mileage reimbursement for travel.
520.510	Equipment Maintenance	800	300	Unanticipated repairs, parts, and labor $300.
530.100	Contract Services	6,180	7,350	City's municipal code maintenance and support $3,500, shredding services $3,500, records retention annual fee $350.
530.400	Election Expenses	88,000	-	No election in FY 23/24
530.500	Legal Advertising	3,000	3,000	Publication of ordinance notices and other required legal notices.
580.151	ARPA Reimbursement	2,000		ARPA Reimbursement
	Subtotal	**109,640**	**22,150**	
	GENERAL FUND TOTAL	**376,382**	**285,687**	

DEPARTMENT EXPENDITURES

CITY MANAGER - 140

GENERAL FUND (100-140)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-140-501.100	SALARIES - FULL-TIME	505,088	445,119	465,338	470,020	4,682
100-140-501.400	SALARIES - OVERTIME	29	-	-	-	-
100-140-501.500	LONGEVITY PAY	875	875	875	875	-
100-140-501.600	AUTO ALLOWANCE	4,150	4,350	4,350	4,350	-
100-140-501.900	MANDATORY LEAVE	2,154	-	-	-	-
100-140-505.100	FLEXIBLE BENEFIT	48,903	45,375	45,375	45,375	-
100-140-505.200	RETIREMENT	48,184	50,857	50,857	58,887	8,030
100-140-505.300	MEDICARE CONTRIBUTION	7,748	6,747	6,747	6,816	69
100-140-505.700	CITY-PAID INSURANCE	1,474	1,563	1,563	1,628	65
	SUBTOTAL	618,605	554,886	575,105	587,951	12,846
	OPERATIONS					
100-140-510.100	OFFICE SUPPLIES	1,297	1,000	1,300	1,360	60
100-140-510.610	MEMBERSHIP/DUES	3,200	1,800	1,800	2,766	966
100-140-510.620	TRAVEL/MEETINGS	4,095	11,000	11,000	8,500	(2,500)
100-140-540.200	SPECIAL EXPENSES	1,705	-	8,000	8,000	-
100-140-580.151	ARPA REIMBURSEMENT	5,000	-	-		-
	SUBTOTAL	15,396	13,800	22,100	20,626	(1,474)
	GENERAL FUND TOTAL	**634,001**	**568,686**	**597,205**	**608,577**	**11,372**

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**100 - General Fund**			
	Personnel Costs			
501.100	Salaries-Full-Time	465,338	470,020	City Manager, Deputy City Manager 50%, Executive Assistant and Office Assistant.
501.500	Longevity	875	875	Per MOU.
501.600	Auto Allowance	4,350	4,350	Auto Allowance - City Manager and Deputy City Manager 50%.
501.900	Mandatory Leave	2,200	-	Mandatory Leave
505.100	Flexible Benefit	45,375	45,375	Employee health benefits.
505.200	Retirement	50,857	58,887	PERS City portion and Deferred Compensation Match
505.300	Medicare Contribution	6,747	6,816	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	1,563	1,628	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**577,305**	**587,951**	
	Operations			
510.100	Office Supplies	1,300	1,360	Office supplies, materials and equipment.
510.610	Memberships/Dues	1,800	2,766	Membership to California City Management Foundation (CCMF) $400, and International City Management Association (ICMA) $1400, per City Manager employment agreement; American Planning Association (APA) #431, American Institute of Certified Planners (AICP) $535.
510.620	Travel/Meetings	11,000	8,500	Attendance to conferences and meetings for City Manager - ICMA or similar - $5,000; and other local meetings as determined. 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.
580.151	ARPA Reimbursement	4,000	-	ARPA Reimbursement
	Subtotal	**26,100**	**20,626**	
	GENERAL FUND TOTAL	**603,405**	**608,577**	

ADMINISTRATIVE SERVICES -150

GENERAL FUND (100-150)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-150-501.100	SALARIES - FULL-TIME	76,468	93,717	93,717	98,405	4,688
100-150-501.500	LONGEVITY PAY	75	75	75	75	-
100-150-501.600	AUTO ALLOWANCE	1,350	1,350	1,350	1,350	-
100-150-505.100	FLEXIBLE BENEFITS	6,482	6,482	6,482	6,482	-
100-150-505.200	RETIREMENT	12,703	14,964	11,223	12,546	1,323
100-150-505.300	MEDICARE CONTRIBUTION	1,236	1,360	1,360	1,427	67
100-150-505.700	CITY-PAID INSURANCE	263	264	264	275	11
	SUBTOTAL	98,578	118,212	114,471	120,560	6,089
	OPERATIONS					
100-150-510.100	OFFICE SUPPLIES	948	1,250	1,500	1,500	-
100-150-510.400	SUBSCS/PUBLICATIONS	230	850	850	850	-
100-150-510.605	CITY STAFF DEVELOPMENT	319	3,000	3,000	3,000	-
100-150-510.610	MEMBERSHIP/DUES	200	900	900	1,020	120
100-150-510.630	BENEFIT REIMBURSEMENT	121	-	3,000	6,400	3,400
100-150-510.800	RECRUITMENT	11,009	12,000	15,000	15,000	-
100-150-530.100	CONTRACT SERVICES	69,561	130,000	130,000	70,000	(60,000)
100-150-540.200	SPECIAL EXPENSES	4,382	8,000	8,000	15,000	7,000
100-150-550.200	OFFICE EQUIPMENT	-	-	2,500	3,000	500
100-150-540.350	RESTR COSTS FROM DONATIONS	2,183	-	-	-	-
100-150-580.150	COVID19 EXPENSES	1,000	-	2,500	-	(2,500)
	SUBTOTAL	89,953	156,000	167,250	115,770	(51,480)
	GENERAL FUND TOTAL	**188,530**	**274,212**	**281,721**	**236,330**	**(45,391)**

Budget Detail Worksheet

Dept.: Administrative Svcs. **Program:** Administrative Svcs.-150

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**100-General Fund**			
	Personnel Costs			
501.100	Salaries-Full-time	93,717	98,405	50% Human Resources Director Salary.
501.500	Longevity Pay	75	75	Per MOU.
501.600	Auto Allowance	1,350	1,350	Auto Allowance- 50% HR Director
505.100	Flexible Benefits	6,482	6,482	Employee health benefits.
505.200	Retirement	11,223	12,546	PERS City portion and Deferred Compensation Match.
505.300	Medicare Contribution	1,360	1,427	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	264	275	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**114,471**	**120,560**	
	Operations			
510.100	Office Supplies	1,500	1,500	Various office supplies.
510.400	Subscriptions/Publications	850	850	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	900	1,020	Membership in labor relations, risk management and other human resources associations; including SCPLRC $300, MMASC $90, SHRM $244, CalPELRA membership $380.
510.630	Benefit Reimbursement	3,000	6,400	Employee tuition reimbursement reserve (up to $1,800 per qualified employee x3), and reimbursement expenses related to employee wellness program $100 per employee x10).
510.800	Recruitment	15,000	15,000	Expenses to attract qualified candidates for potential employment opportunities.
530.100	Contract Services	130,000	70,000	Liebert Cassidy consortium $4,500; personnel and employee relations matters $60,000. NeoGov Applicant Tracking System $5,500.

Budget Detail Worksheet

Dept.: Administrative Svcs. **Program:** Administrative Svcs.-150

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
540.200	Special Expenses	8,000	15,000	Misc. costs for department operations including employee programs and contingency $3,000; Employee Recognition/Holiday Event $12,000.
550.200	Office Equipment	2,500	3,000	Replace HR Director's office desk and chairs (one time expense- request increase and carryover to 2023-24).
580.150	COVID19 Expenses	2,500	-	COVID19 related supplies.
	Subtotal	**167,250**	**115,770**	
	GENERAL FUND TOTAL	**281,721**	**236,330**	

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CABLE TELEVISION - 170

GENERAL FUND (100-170)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-2022	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-170-501.100	SALARIES - FULL-TIME	-	-	94,164	99,434	5,270
100-170-501.300	SALARIES - PART-TIME	29,622	27,609	46,080	52,978	6,898
100-170-501.400	SALARIES - OVERTIME	808	-	-	-	-
100-170-501.900	MANDATORY LEAVE	112	-	-	-	-
100-170-505.100	FLEXIBLE BENEFIT	-	-	12,964	12,964	-
100-170-505.200	RETIREMENT	-	-	10,236	7,637	(2,599)
100-170-505.300	MEDICARE CONTRIBUTION	457	400	2,221	1,442	(779)
100-170-505.700	CITY-PAID INSURANCE	-	-	386	402	16
	SUBTOTAL	30,999	28,009	166,051	174,857	8,806
	OPERATIONS					
100-170-510.100	OFFICE SUPPLIES	403	-	700	700	-
100-170-510.610	MEMBERSHIPS/DUES	-	-	560	560	-
100-170-510.650	MILEAGE REIMBURSEMENT	-	-	250	250	-
100-170-520.510	EQUIPMENT MAINTENANCE	330	-	1,000	1,000	-
100-170-520.600	VEHICLE MAINTENANCE	-	-	1,000	1,000	-
100-170-520.610	VEHICLE FUEL	-	-	200	200	-
100-170-530.100	CONTRACT SERVICES	12,845	31,020	31,020	31,020	-
100-170-540.200	SPECIAL EXPENSES	604	25	2,300	2,300	-
100-170-580.151	ARPA REIMBURSEMENT	1,000	-	-		-
	SUBTOTAL	15,182	31,045	37,030	37,030	-
	GENERAL FUND TOTAL	**46,182**	**59,054**	**203,081**	**211,887**	**8,806**

CABLE TELEVISION - 170

AMERICAN RESCUE PLAN ACT (285-170)

	CAPITAL					
285-170-550.400	OTHER EQUIPMENT	-	132,000	132,000	132,000	-
	ARPA FUND TOTAL	**-**	**132,000**	**132,000**	**132,000**	**-**
	ALL FUNDS TOTAL	**46,182**	**191,054**	**335,081**	**343,887**	**8,806**

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salaries - Full-Time	94,164	99,434	Cable TV Supervisor (VACANT)
501.300	Salaries - Part-Time	46,080	52,978	Salaries for 2 part-time production assistants (1 Vacant); 2.000 total projected hours (1.0 FTE)
505.100	Flexible Benefits	12,964	12,964	Employee health benefits.
505.200	Retirement	10,236	7,637	PERS Employee contribution.
505.300	Medicare Contribution	2,221	1,442	Federal Medicare 1.45% of salary.
505.700	City-paid Insurance	386	402	Employer provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**166,051**	**174,857**	
	Operations			
510.100	Office Supplies	700	700	Provides color printer toner replacement, cable ties, tie wraps and other general office supplies needed in operations.
510.610	Memberships/Dues	560	560	SCAN / NATOA memberships for 5 commissioners and 2 staff.
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	31,020	31,020	Cablecast System - Service Contract $2,800; Adobe Creative Cloud Service post-production annual subscription $2,120; Envato Music Subscription $300; IEEI Annual Video Server/Archive Service Contract $2,500; DaVinci Resolve Editing Software Systems $300. professional video systems integration consultant $23,000.
540.200	Special Expenses	2,300	2,300	DVDs $140; Gaffer's Tape $380; misc. connectors, adapters, hard drives, flash drives, misc. items $1,000; Video Van washes $780.
580.151	ARPA Reimbursement	1,000	-	ARPA Reimbursement
	Subtotal	**38,030**	**37,030**	
	GENERAL FUND TOTAL	**204,081**	**211,887**	

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**285 - American Rescue Plan Act**			
	Capital Outlay			
550.400	Other Equipment	132,000	132,000	Replace Panasonic Camera and *Two High Capacity Video Storage Drives (OWC SSD RAID)* $7,000. Upgrades to Council Chamber AV replacement $125,000.
	ARPA FUND TOTAL	**132,000**	**132,000**	
	GENERAL FUND TOTAL	**336,081**	**343,887**	

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GENERAL OPERATIONS - 160

GENERAL FUND (100-160)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-160-501.800	SICK LEAVE BUY BACK	19,583	13,219	13,219	25,059	11,840
100-160-505.200	PERS CONTRIBUTION	624,363	714,626	714,626	684,077	(30,549)
100-160-505.201	PARS CONTRIBUTION	24,980	7,097	7,097	7,097	-
100-160-505.202	PARS EXCESS FUND	23,700	33,300	33,300	33,300	-
100-160-505.600	RETIREE'S HEALTH BENEFIT	169,691	206,956	256,764	210,000	(46,764)
	SUBTOTAL	862,317	975,198	1,025,006	959,533	(65,473)
	OPERATIONS					
100-160-510.100	OFFICE SUPPLIES	5,629	10,000	10,000	10,000	-
100-160-510.300	POSTAGE	10,128	16,000	14,000	15,500	1,500
100-160-515.100	TELECOMMUNICATIONS	86,570	70,000	70,000	80,000	10,000
100-160-515.200	ELECTRICITY	7,927	8,650	7,000	9,000	2,000
100-160-515.300	NATURAL GAS	6,695	11,500	7,000	11,000	4,000
100-160-515.400	WATER	11,547	12,000	12,000	12,000	-
100-160-520.120	BUILDING EQUIPMENT MAINT	6,000	-	5,000	-	(5,000)
100-160-520.500	EQUIPMENT RENTAL	32,561	37,000	37,000	39,000	2,000
100-160-525.200	LIABILITY INSURANCE	423,589	377,176	377,086	252,855	(124,231)
100-160-525.300	PROPERTY INSURANCE	97,486	92,635	92,635	110,000	17,365
100-160-525.400	WORKERS COMP INS PREMIUM	146,880	168,957	168,957	175,200	6,243
100-160-525.600	UNEMPLOYMENT INSURANCE	18,100	15,300	30,000	18,000	(12,000)
100-160-530.100	CONTRACT SERVICES	8,060	10,000	10,000	17,000	7,000
100-160-530.800	MEDICAL & HEALTH TESTING	947	2,500	6,000	6,000	-
100-160-545.100	DEBT SERVICE PAYMENTS	42,830	44,266	44,266	45,748	1,482
100-160-545.400	INTEREST EXPENSE	15,393	13,806	12,610	11,102	(1,508)
	SUBTOTAL	920,342	889,790	903,554	812,405	(91,149)
	CAPITAL					
100-160-550.400	OTHER EQUIPMENT	12,479	456	-	34,000	34,000
	SUBTOTAL	12,479	456	-	34,000	34,000
	GENERAL FUND TOTAL	**1,795,138**	**1,865,444**	**1,928,560**	**1,805,938**	**(122,622)**

GENERAL OPERATIONS - 160

AMERICAN RESCUE PLAN FUND (285-160)

	OPERATIONS					
285-160-550.300	Vehicles	-	33,737	50,000	-	(50,000)
	ARPA FUND TOTAL	**-**	**33,737**	**50,000**	**-**	**(50,000)**
	ALL FUNDS TOTAL	**1,795,138**	**1,899,181**	**1,978,560**	**1,805,938**	**(172,622)**

Budget Detail Worksheet

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

Account No	Line Item	Amended Budget 2022-23	PROPOSED Budget 2023-24	Description
Fund:	**100 - General Fund**			
	Personnel			
501.800	Sick Leave Buy Back	13,219	25,059	Sick Leave Buy Back for eligible employees based on requests submitted by annual deadline.
505.200	PERS Contribution	714,626	684,077	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	33,300	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). FY2021-22 based on $2,775 month X 12 = $33,300.
505.600	Retiree's Health Insurance	256,764	210,000	Premium payments for retiree health benefits.
	Subtotal	**1,025,006**	**959,533**	
	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	14,000	15,500	Postage, Fed Ex usage, bulk mail permit fees, etc. Bulk mailings ($1,500) needed for Metro letters to residents.
515.100	Telecommunications	70,000	80,000	Citywide telephone system lease, maintenance and usage; and cellphone program.
515.200	Electricity	7,000	9,000	Electricity for Civic Center complex based on historical usage/cost.
515.300	Natural Gas	7,000	11,000	Natural gas for City Hall.
515.400	Water	12,000	12,000	City Hall facility/grounds water service and Sparkletts water for breakrooms.
520.120	Building Equipment Maint	5,000	-	Citywide Maintenance and repairs
520.500	Equipment Rental	37,000	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 2022-23	PROPOSED Budget 2023-24	Description
525.200	Liability Insurance	377,086	252,855	California Joint Power Insurance Authority (CJPIA) annual liability insurance contribution; includes crime and pollution legal liability.
525.300	Property Insurance	92,635	110,000	California Joint Power Insurance Authority (CJPIA) annual contribution; includes property risk and earthquake damage. Potential increase pending due to new vehicles added to pool.
525.400	Worker's Compensation	168,957	175,200	California Joint Power Insurance Authority (CJPIA) annual contribution; includes general liability, WC primary, and WC excess pool deposits.
525.600	Unemployment Insurance	30,000	18,000	Citywide unemployment Insurance.
530.100	Contract Services	10,000	17,000	Ongoing costs for employee flex spending account administration $1,500 and PARS administration $8,500. Charter bus services for Metro meeting for the Greenline Project for opponents of the project.
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	44,266	45,748	California Infrastructure and Economic Development Bank principal payment for financing Charles B Hopper Park project; outstanding principal balance $354,280 as of 6/30/23.
545.400	Interest Expense	12,610	11,102	California Infrastructure and Economic Development Bank interest payment for financing Charles B Hopper Park project; anticipated payoff 8/1/2029.
	Subtotal	**903,554**	**812,405**	
	Capital			
550.400	Other Equipment	-	34,000	Carryover of Citywide Telephone (for Sheriff Department $34,000)
	Subtotal	**-**	**34,000**	
	GENERAL FUND TOTAL	**1,928,560**	**1,805,938**	

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FINANCE - 190

GENERAL FUND (100-190)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-190-501.100	SALARIES - FULL-TIME	256,165	441,734	441,734	461,483	19,749
100-190-501.400	SALARIES - OVERTIME	435	52	-	-	-
100-190-501.500	LONGEVITY PAY	258	400	400	400	-
100-190-501.600	AUTO ALLOWANCE	1,800	2,700	2,700	2,700	-
100-190-501.900	MANDATORY LEAVE	3,337	2,937	-	-	-
100-190-505.100	FLEXIBLE BENEFIT	42,700	59,247	59,247	59,247	-
100-190-505.200	RETIREMENT	35,456	42,802	42,802	37,682	(5,120)
100-190-505.300	MEDICARE CONTRIBUTION	4,523	6,878	6,878	6,692	(186)
100-190-505.700	CITY-PAID INSURANCE	1,309	1,905	1,905	1,985	80
	SUBTOTAL	345,983	558,655	555,666	570,189	14,523
	OPERATIONS					
100-190-510.100	OFFICE SUPPLIES	2,837	4,500	5,000	5,000	-
100-190-510.200	REPROGRAPHICS	801	812	1,000	1,000	-
100-190-510.400	SUBSCRIP./PUBLICATIONS	0	100	100	100	-
100-190-510.600	STAFF DEVELOPMENT	350	3,853	4,000	5,000	1,000
100-190-510.610	MEMBERSHIP/DUES	110	600	600	600	-
100-190-510.650	MILEAGE REIMBURSEMENT	-	-	100	100	-
100-190-530.100	CONTRACT SERVICES	80,370	90,000	90,000	85,800	(4,200)
100-190-530.101	BANK FEES	29,767	35,000	25,000	30,000	5,000
100-190-530.102	PAYROLL FEES	11,951	15,000	15,000	15,000	-
100-190-530.500	LEGAL ADVERTISING	-	-	100	100	-
100-190-580.151	ARPA REIMBURSEMENT	6,000	-	-	-	-
	SUBTOTAL	132,185	149,865	140,900	142,700	1,800
	GENERAL FUND TOTAL	**478,168**	**708,520**	**696,566**	**712,889**	**16,323**

Budget Detail Worksheet

Dept.: Finance **Program:** Finance-190

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salary - Full Time	441,734	461,483	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	2,700	Director Auto Allowance.
501.900	Mandatory Leave	-	-	Mandatory Leave
505.100	Flexible Benefits	59,247	59,247	Employee health benefits.
505.200	Retirement	42,802	37,682	PERS employer contribution and Deferred Comp Match.
505.300	Medicare Contribution	6,878	6,692	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	1,905	1,985	City provided life, long-term disability (LTD) and accidental death and dismemberment (AD&D) insurance.
	Subtotal	**555,666**	**570,189**	
	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	1,000	1,000	Printing cost for budget books. Reduced number of books printed annually.
510.400	Subscriptions/Publications	100	100	Calf. Society Municipal Finance Officers.
510.600	Staff Development	4,000	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	600	Professional membership dues; CSMFO and Cal CPA.
510.650	Mileage Reimbursement	100	100	Employee reimbursement for use of personal vehicles associated with City business.
530.100	Contract Services	90,000	85,800	Audit services - $48,700 HdL Revenue Analysis and Sales Tax Recovery (based on contingency fee of 15% of recovered amount) - $10,200 Actuary Services: PARS & GASB Evaluations - $9,300 GovInvest Program - $5,500 ACFR Statistical Report - $1,000 GFOA Award Program Fee - $1,000

Budget Detail Worksheet

Dept.: Finance **Program:** Finance-190

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
				Avenu Muniservices Audit report statistical data- $1,100 Tax Prep Fees - $9,000
530.101	Bank Fees	25,000	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.
580.151	ARPA Reimbursement	-	-	
	Subtotal	**140,900**	**142,700**	
	GENERAL FUND TOTAL	**696,566**	**712,889**	

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INFORMATION SYSTEMS - 180

GENERAL FUND (100-180)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	OPERATIONS					
100-180-510.100	OFFICE SUPPLIES	-	50	50	50	-
100-180-510.400	SUBSCRIPTIONS/PUBLICATIONS	25,529	23,400	23,400	19,800	(3,600)
100-180-530.100	CONTRACT SERVICES	179,572	190,000	190,000	195,000	5,000
	SUBTOTAL	205,101	213,450	213,450	214,850	1,400.00
	CAPITAL					
100-180-550.400	OTHER EQUIPMENT	15,078	24,000	24,000	15,000	(9,000)
	SUBTOTAL	15,078	24,000	24,000	15,000	(9,000)
	GENERAL FUND TOTAL	**220,179**	**237,450**	**237,450**	**229,850**	**(7,600)**

Budget Detail Worksheet

Dept.: Information Systems **Program:** Information Systems - 180

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	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	23,400	19,800	Website maintenance $4,800; LogMeIn remote access $1,000; Microsoft Office 365 subscription $10,600; Adobe PFD $400, Windows Server upgrade $3,000.
530.100	Contract Services	190,000	195,000	Contract network support $157,500 (1,628 hours); Tyler Tech Accounting Software $8,500; Online CitizenServe Software $29,000.
	Subtotal	**213,450**	**214,850**	
	Capital			
550.400	Other Equipment	24,000	15,000	Equipment replacement costs for computer equipment, printers, keyboards, monitors, network backup tapes and other related items as needed citywide $15,000; computer upgrade at Community Center - Computer Lab $9,000.
	Subtotal	**24,000**	**15,000**	
	GENERAL FUND TOTAL	**237,450**	**229,850**	

DEPARTMENT EXPENDITURES

PUBLIC SAFETY - 210

GENERAL FUND (100-210)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	OPERATIONS					
100-210-520.510	EQUIPMENT MAINTENANCE	615	1,000	1,000	1,000	-
100-210-525.200	LIABILITY INSURANCE	600,347	622,630	622,630	766,924	144,294
100-210-530.700	COUNTY SHERIFF SERVICES	5,551,126	5,933,064	5,933,064	6,391,035	457,971
100-210-530.701	4TH OF JULY SUPPRESSION	16,733	28,000	28,000	32,000	4,000
100-210-530.702	YOUTH DAY PARADE	-	-	-	-	-
	SUBTOTAL	6,168,821	6,584,695	6,584,695	7,190,959	606,265
	GENERAL FUND TOTAL	**6,168,821**	**6,584,695**	**6,584,695**	**7,190,959**	**606,265**

PUBLIC SAFETY - 211

STATE COPS GRANT(211-210)

	OPERATIONS					
211-210-525.200	LIABILITY INSURANCE	12,100	15,221	15,221	17,405	2,184
211-210-530.700	COUNTY SHERIFF SERVICES	110,000	145,045	145,045	145,045	-
	SUBTOTAL	122,100	160,266	160,266	162,450	2,184
	STATE GRANT FUND TOTAL	**122,100**	**160,266**	**160,266**	**162,450**	**2,184**

PUBLIC SAFETY - 213

CA LAW ENFORCEMENT EQUIPMENT (213-210)

	OPERATIONS					
213-210-550.400	OTHER EQUIPMENT	5,000	5,000	5,000	5,000	-
	SUBTOTAL	5,000	5,000	5,000	5,000	-
	STATE GRANT FUND TOTAL	**5,000**	**5,000**	**5,000**	**5,000**	**-**

PUBLIC SAFETY - 234

JUSTICE ASSISTED GRANT (234-210)

	OPERATIONS					
234-210-530.700	COUNTY SHERIFF SERVICES	10,000	-	-	-	-
234-210-530.701	4TH OF JULY SUPPRESSION	-	-	-	-	-
	SUBTOTAL	10,000	-	-	-	-
	JAG GRAND TOTAL	**10,000**	**-**	**-**	**-**	**-**

PUBLIC SAFETY - 284

CORONAVIRUS RELIEF FUND (284-210)

	OPERATIONS					
284-210-530.700	COUNTY SHERIFF SERVICES	27,570	-	-	-	-
	CV RELIEF FUND TOTAL	**27,570**	**-**	**-**	**-**	**-**
	ALL FUNDS TOTAL	**6,333,491**	**6,749,961**	**6,749,961**	**7,358,410**	**608,449**

Budget Detail Worksheet

Dept.: Public Safety **Program:** Police Services - 210

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**100 - General Fund**			
	Operations			
520.510	Equipment Maintenance	1,000	1,000	Vehicle washing, laser certification and maintenance of other equipment as necessary.
525.200	Liability Insurance	622,630	766,924	11% of County Sheriff services contract.
530.700	County Sheriff Services	5,933,064	6,391,035	General and specialized public safety services. 6.4% increase.
530.701	4th of July Suppression	28,000	32,000	4th of July Suppression.
	GENERAL FUND TOTAL	**6,584,695**	**7,190,959**	
Fund:	**211 - State COPS Grant**			
	Operations			
525.200	Liability Insurance	15,221	17,405	County Sheriff services contract.
530.700	County Sheriff Services	145,045	145,045	Portion of general and specialized public safety services paid from COPS grant.
	COPS GRANT FUND TOTAL	**160,266**	**162,450**	
Fund:	**213 - CA Law Enforcement Equipment**			
	Operations			
550.400	Other Equipment	5,000	5,000	Automated license plate reader.
	CALEE FUND TOTAL	**5,000**	**5,000**	
	PUBLIC SAFETY TOTAL	**6,749,961**	**7,358,410**	

MUNICIPAL SERVICES - 300

GENERAL FUND (100-300)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-300-501.100	SALARIES - FULL-TIME	749,823	829,505	829,505	829,505	-
100-300-501.300	SALARIES - PART-TIME	39,590	61,060	61,060	69,160	8,100
100-300-501.400	SALARIES - OVERTIME	3,062	2,700	2,700	3,000	300
100-300-501.500	LONGEVITY PAY	3,030	2,850	2,850	2,850	-
100-300-501.600	AUTO ALLOWANCE	2,700	2,700	2,700	2,700	-
100-300-501.900	MANDATORY LEAVE	8,315	-	-	-	-
100-300-505.100	FLEXIBLE BENEFITS	129,641	129,643	129,643	129,643	-
100-300-505.200	RETIREMENT	88,393	85,991	85,991	98,166	12,175
100-300-505.300	MEDICARE CONTRIBUTION	11,960	14,088	14,088	12,980	(1,108)
100-300-505.700	CITY-PAID INSURANCE	3,998	4,001	4,001	4,168	167
	SUBTOTAL	1,040,511	1,132,538	1,132,538	1,152,172	19,634
	OPERATIONS					
100-300-510.100	OFFICE SUPPLIES	3,234	4,000	4,000	4,000	-
100-300-510.200	REPROGRAPHICS		1,000	2,500	2,500	-
100-300-510.500	UNIFORMS	3,322	4,000	6,000	4,000	(2,000)
100-300-510.600	STAFF DEVELOPMENT	50	500	1,000	1,000	-
100-300-510.610	MEMBERSHIP/DUES	360	500	500	500	-
100-300-520.130	JANITORIAL SUPPLIES		200	200	200	-
100-300-520.510	EQUIPMENT MAINTENANCE	225	500	1,500	1,500	-
100-300-520.600	VEHICLE MAINTENANCE	7,583	7,500	12,000	14,000	2,000
100-300-520.610	VEHICLE FUEL	14,858	15,000	15,000	15,750	750
100-300-530.100	CONTRACT SERVICES	76,542	111,530	111,530	116,940	5,410
100-300-530.200	PROFESSIONAL SERVICES	-	600	600	600	-
100-300-530.500	LEGAL ADS	-	-	-	1,000	1,000
100-300-540.170	ABATEMENT COSTS	-	-	15,000	10,000	(5,000)
100-300-540.200	SPECIAL EXPENSES	2,385	4,500	7,700	7,700	-
100-300-540.400	SPECIAL EVENTS	800	-	-	-	-
100-300-540.740	FIELD OF HONOR	1,978	4,899	5,000	5,000	-
100-300-540.750	HEALTH, SAFETY & PET FAIR	-	5,000	5,000	5,000	-
100-300-540.760	NATIONAL NIGHT OUT	974	1,203	2,000	-	(2,000)
100-300-540.761	NEIGHBORHOOD WATCH	-	-	2,000	-	(2,000)
100-300-540.763	PUBLIC SAFETY OUTREACH	456	-	2,000	-	(2,000)
100-300-550.100	OFFICE FURNITURE	-	1,500	1,500	1,500	-
100-300-580.151	ARPA REIMBURSEMENT	20,000	-	-	-	-
	SUBTOTAL	132,766	162,432	195,030	191,190	(3,840)
	GENERAL FUND TOTAL	**1,173,277**	**1,294,970**	**1,327,568**	**1,343,362**	**15,794**

MUNICIPAL SERVICES - 300

AMERICAN RESCUE PLAN ACT FUND (285-300)

	OPERATIONS					
285.300.501.100	SALARIES - FULL-TIME	-	-	90,000	-	(90,000)
285.300.550.300	VEHICLES	-	105,000	105,000	-	(105,000)
	ARPA FUND TOTAL	**-**	**105,000**	**195,000**	**-**	**(195,000)**
	ALL FUNDS TOTAL	**1,173,277**	**1,399,970**	**1,522,568**	**1,343,362**	**(179,206)**

Budget Detail Worksheet

Dept: Municipal Services **Program:** Municipal Services - 300

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salaries - Full-Time	829,505	829,505	Full time salary for 10 Municipal Services staff.
501.300	Salaries - Part-Time	61,060	69,160	2 Part Time Staff: 1 Code Enforcement and 1 Municipal Svcs Officers (parking & animal control); 2,000 hours total (1 FTE).
501.400	Salaries - Overtime	2,700	3,000	Overtime for scheduled and unscheduled events and assignments, including the annual Pet Fair.
501.500	Longevity Pay	2,850	2,850	Per MOU.
501.600	Auto Allowance	2,700	2,700	Auto Allowance
501.900	Mandatory Leave	-	-	Mandatory Leave
505.100	Flexible Benefits	129,643	129,643	Employee health benefits.
505.200	Retirement	85,991	98,166	PERS City portion Deferred Compensation Match.
505.300	Medicare	14,088	12,980	Federal Medicare 1.45% of salary personnel.
505.100	City-Paid Insurance	4,001	4,168	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**1,132,538**	**1,152,172**	
	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	6,000	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	12,000	14,000	Routine department vehicle maintenance. Purchase and installation of light bars for new vehicles.
520.610	Vehicle Fuel	15,000	15,750	Fuel for department vehicles.
530.100	Contract Services	111,530	116,940	Contract costs for SPCA $98,940; County Animal Control; $12,000; veterinarian services $6,000.

Budget Detail Worksheet

Dept: Municipal Services **Program:** Municipal Services - 300

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	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	15,000	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	5,000	5,000	Health, Safety and Pet Fair event
540.760	National Night Out	2,000	-	National Night Out
540.761	Neighborhood Watch	2,000	-	Neighborhood Watch
540.763	Public Safety Outreach	2,000	-	Public Safety Outreach
550.100	Office Furniture	1,500	1,500	Replacement of front office desks.
580.151	ARPA Reimbursement	-	-	ARPA Reimbursement
	Subtotal	**195,030**	**191,190**	
	GENERAL FUND TOTAL	**1,327,568**	**1,343,362**	

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PUBLIC WORKS ADMINISTRATION - 310

GENERAL FUND (100-310)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-310-501.100	SALARIES - FULL-TIME	71,093	61,689	61,689	55,494	(6,195)
100-310-501.300	SALARIES - PART-TIME	17,346	25,890	25,890	-	(25,890)
100-310-501.400	SALARIES - OVERTIME	187	-	-	-	-
100-310-501.500	LONGEVITY	69	-	98	80	(18)
100-310-501.600	AUTO ALLOWANCE	352	93	405	405	-
100-310-501.900	MANDATORY LEAVE	5,054	1,373	-	-	-
100-310-505.100	FLEXIBLE BENEFIT	9,590	7,130	7,130	6,482	(648)
100-310-505.200	RETIREMENT	9,251	7,282	7,282	6,444	(838)
100-310-505.300	MEDICARE	1,919	1,245	1,245	801	(444)
100-310-505.700	CITY -PAID INSURANCE	316	233	233	223	(10)
	SUBTOTAL	115,176	104,935	103,972	69,929	(34,043)
	OPERATIONS					
100-310-510.100	OFFICE SUPPLIES	3,754	3,500	4,000	4,000	-
100-310-510.200	REPROGRAPHICS	2,051	1,000	5,000	3,500	(1,500)
100-310-510.400	SUBSCRIP/PUBLICATIONS	880	100	500	500	-
100-310-510.600	STAFF DEVELOPMENT	348	-	2,000	2,000	-
100-310-510.610	MEMBERSHIP/DUES	1,215	1,500	2,500	1,500	(1,000)
100-310-510.620	TRAVEL/MEETINGS	-	-	1,500	1,000	(500)
100-310-510.650	MILEAGE REIMB	56	-	200	200	-
100-310-520.510	EQUIPMENT MAINT	-	-	1,000	-	(1,000)
100-310-530.100	CONTRACT SERVICES	9,867	189,169	76,160	100,000	23,840
100-310-530.200	PROFESSIONAL SERV	300	45,000	45,000	-	(45,000)
100-310-540.200	SPECIAL EXPENSES	21,939	2,500	5,000	5,000	-
100-310-580.151	ARPA REIMBURSEMENT	6,000	-	-	-	-
	SUBTOTAL	46,410	242,769	142,860	117,700	(25,160)
	CAPITAL					
100-310-700.279	STREET IMPROVEMENT 20/21	614,954	220,921	220,921	-	(220,921)
100-310-700.280	STREET IMPROVEMENT 21/22	-	284,000	284,000	-	(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	614,954	888,921	888,921	384,000	(504,921)
	GENERAL FUND TOTAL	**776,540**	**1,236,625**	**1,135,753**	**571,629**	**(564,124)**

PUBLIC WORKS ADMINISTRATION - 310

GAS TAX FUND (201-310)

	OPERATIONS					
201-310-530.100	CONTRACT SERVICES	18,773	-	20,000	10,000	(10,000)
201-310-530.200	PROFESSIONAL SERVICES	69,919	25,000	20,000	20,000	-
201-310-560.100	OPERATING TRANSFER OUT	-	-	-	-	
	SUBTOTAL	88,691	25,000	40,000	30,000	(10,000)
	GAS TAX FUND TOTAL	**88,691**	**25,000**	**40,000**	**30,000**	**(10,000)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	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
	SUBTOTAL	-	-	-	560,000	560,000
	PROP A FUND TOTAL	-	-	-	**560,000**	**560,000**
PUBLIC WORKS ADMINISTRATION - 310						
PROP C FUND (207-310)						
	PERSONNEL					
207-310-501.100	SALARIES - FULL-TIME	176,016	54,924	110,992	182,038	71,046
207-310-501.400	SALARIES - OVERTIME	8	-	-	-	-
207-310-501.500	LONGEVITY	256	138	138	160	22
207-310-501.600	AUTO ALLOWANCE	2,119	301	1,890	1,890	-
207-310-501.900	MANDATORY LEAVE	720	1,500	-	-	-
207-310-505.100	FLEXIBLE BENEFIT	19,562	8,320	15,557	17,502	1,945
207-310-505.200	RETIREMENT	26,652	7,613	22,082	21,897	(185)
207-310-505.300	MEDICARE CONTRIBUTION	2,591	790	2,554	2,633	79
207-310-505.700	CITY -PAID INSURANCE	714	371	562	646	84
	SUBTOTAL	228,638	73,957	153,775	226,766	72,991
	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	726,363	-	-	-	-
207-310-700.230	TSSP PRAIRIE AVE. NORTH to MBB	-	75,000	75,000	75,000	-
207-310-700.277	RBB/PRAIRE-ARTESIA	1,907	443,991	443,991	-	(443,991)
207-310-700.281	SIGN REPLACEMENT PROJ 2021-22	594,542	719,168	719,168	254,820	(464,348)
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	-	250,000	250,000	500,000	250,000
207-310-700.293	PAVEMENT MANAGEMENT SYSTEM	-	90,000	90,000	90,000	-
207-310-700.296	TRAFFIC MANAGEMENT PLAN	-	-	-	80,000	80,000
	SUBTOTAL	1,322,812	1,937,159	1,937,159	1,358,820	(578,339)
	PROP C FUND TOTAL	**1,551,450**	**2,086,116**	**2,165,934**	**1,660,586**	**(505,348)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
PUBLIC WORKS ADMINISTRATION - 310						
RESTRICTED URBAN DEVELOPMENT FD (215-310)						
	OPERATIONS					
215-310-530.200	PROFESSIONAL SVCS	47,461	-	-	-	-
	SUBTOTAL	47,461	-	-	-	-
	URBAN DEVLP FD TOTAL	**47,461**	**-**	**-**	**-**	**-**
PUBLIC WORKS ADMINISTRATION - 310						
USED OIL RECYCLING GRANT (216-310)						
	OPERATIONS					
216-310-540.200	SPECIAL EXPENSES	4,859	5,000	5,000	10,000	5,000
	SUBTOTAL	4,859	5,000	5,000	10,000	5,000
	USED OIL RECYLING GRANT	**4,859**	**5,000**	**5,000**	**10,000**	**5,000**
PUBLIC WORKS ADMINISTRATION - 310						
BEV CONTAINER RECYCLING GRANT (227-310)						
	OPERATIONS					
227-310-540.500	SPECIAL EXPENSES	-	8,400	8,400	8,400	-
227-310-560.100	OPERATING TRANSFER OUT	-	-	-	-	
	SUBTOTAL	-	8,400	8,400	8,400	-
	BEV CONTAINER RECYCLING GRANT TOTAL	**-**	**8,400**	**8,400**	**8,400**	**-**
PUBLIC WORKS ADMINISTRATION - 310						
PROP C 25 GRANTS (240-310)						
	CAPITAL					
240-310-700.151	INGLEWD AVE -PHASE I	332,751	143,101	143,101	-	(143,101)
240-310-700.277	RBB/PRAIRE-ARTESIA	-	2,175,726	2,175,726	-	(2,175,726)
	SUBTOTAL	332,751	2,318,827	2,318,827	-	(2,318,827)
	PROP C 25 GRANT TOTAL	**332,751**	**2,318,827**	**2,318,827**	**-**	**(2,318,827)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
PUBLIC WORKS ADMINISTRATION - 310						
MEASURE R (244-310)						
	PERSONNEL					
244-310-501.100	SALARIES - FULL-TIME	10,488	10,469	16,572	15,558	(1,014)
244-310-501.500	LONGEVITY	70	100	100	-	(100)
244-310-501.900	MANDATORY LEAVE	-	191	-	-	-
244-310-505.100	FLEXIBLE BENEFIT	2,351	707	3,241	3,241	-
244-310-505.200	RETIREMENT	1,308	878	1,812	1,195	(617)
244-310-505.300	MEDICARE CONTRIBUTION	185	157	289	226	(63)
244-310-505.700	CITY -PAID INSURANCE	80	66	97	101	4
	SUBTOTAL	14,482	12,568	22,111	20,321	(1,790)
	CAPITAL					
244-310-700.277	RBB/PRAIRE-ARTESIA	-	1,039,262	1,039,262	-	(1,039,262)
244-310-700.280	STREET IMPROVEMENT 21/22	-	266,000	266,000	168,105	(97,895)
244-310-700.281	SIGN REPLACEMENT PROJ 2021-22	-	507,078	507,078	757,078	250,000
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	-	2,062,340	2,569,418	1,682,261	(887,157)
	MEASURE R TOTAL	**14,482**	**2,074,908**	**2,591,529**	**1,702,582**	**(888,947)**
PUBLIC WORKS ADMINISTRATION - 310						
STP-L METRO EXCHANGE (271-310)						
	PERSONNEL					
271-310-501.100	SALARIES - FULL-TIME	51	-	-	-	-
271-310-505.100	FLEXIBLE BENEFIT	54	-	-	-	-
271-310-505.200	RETIREMENT	5	-	-	-	-
271-310-505.300	MEDICARE	1	-	-	-	-
271-310-505.700	CITY -PAID INSURANCE	3	-	-	-	-
	SUBTOTAL	114	-	-	-	-
	STP EXCHANGE TOTAL	**114**	**-**	**-**	**-**	**-**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
PUBLIC WORKS ADMINISTRATION - 310						
MEASURE M LOCAL RETURN (272-310)						
	CAPITAL					
272-310-700.279	STREET IMPROVEMENT 2020-21	79,412	285,200	285,200	-	(285,200)
272-310-700.280	STREET IMPROVEMENT 21/22	-	452,000	452,000	-	(452,000)
272-310-700.281	SIGN REPLACEMENT PROJ 2021-22	46,655	-	-	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	126,067	1,109,200	1,109,200	601,931	(507,269)
	MEASURE M TOTAL	**126,067**	**1,109,200**	**1,109,200**	**601,931**	**(507,269)**
PUBLIC WORKS ADMINISTRATION - 310						
SB1 GAS TAX STREET REHAB (274-310)						
	PERSONNEL					
274-310-501.100	SALARIES - FULL-TIME	27,871	38,198	38,198	54,815	16,617
274-310-501.400	SALARIES - OVERTIME	-	-	-	-	-
274-310-501.500	LONGEVITY	106	138	138	160	22
274-310-501-900	MANDATORY LEAVE	-	191	-	-	-
274-310-505.100	FLEXIBLE BENEFIT	4,966	3,669	6,482	8,427	1,945
274-310-505.200	RETIREMENT	3,064	2,872	4,167	6,032	1,865
274-310-505.300	MEDICARE	400	283	650	788	138
274-310-505.700	CITY -PAID INSURANCE	164	107	193	261	68
	SUBTOTAL	36,573	45,458	49,828	70,483	20,655
	CAPITAL					
274-310-700.279	STREET IMPROVEMENT 20/21	533,000	-	-	-	-
274-310-700.280	STREET IMPROVEMENT 21/22	-	565,000	565,000	522,498	(42,502)
274-310-700.282	STREET IMPROVEMENT 22/23	-	522,000	522,000	522,000	-
	SUBTOTAL	533,000	1,087,000	1,087,000	1,044,498	(42,502)
	SB1 GAS TAX TOTAL	**569,573**	**1,132,458**	**1,136,828**	**1,114,981**	**(21,847)**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
PUBLIC WORKS ADMINISTRATION - 310						
MEASURE R GRANT (275-310)						
	PERSONNEL					
275-310-501.100	SALARIES - FULL-TIME	51	-	-	-	-
275-310-505.100	FLEXIBLE BENEFIT	54	-	-	-	-
275-310-505.200	RETIREMENT	5	-	-	-	-
275-310-505.300	MEDICARE	1	-	-	-	-
275-310-505.700	CITY -PAID INSURANCE	3	-	-	-	-
	SUBTOTAL	114	-	-	-	-
	MEASURE R GRANT TOTAL	**114**	**-**	**-**	**-**	**-**
PUBLIC WORKS ADMINISTRATION - 310						
AB939 (276-310)						
	PERSONNEL					
276-310-501.100	SALARIES - FULL-TIME	41,397	40,344	40,344	120,989	80,645
276-310-501.500	LONGEVITY PAY	109	70	70	380	310
276-310-501.600	AUTO ALLOWANCE	230	270	270	270	-
276-310-501.900	MANDATORY LEAVE	78	271	-	-	-
276-310-505.100	FLEXIBLE BENEFIT	5,534	5,186	5,186	14,909	9,723
276-310-505.200	RETIREMENT	5,287	5,168	5,168	14,651	9,483
276-310-505.300	MEDICARE CONTRIBUTION	599	676	676	1,738	1,062
276-310-505.700	CITY-PAID INSURANCE	167	169	169	477	308
	SUBTOTAL	53,401	52,154	51,883	153,414	101,531
	OPERATIONS					
276-310-530.100	CONTRACT SERVICES	81,571	86,200	86,200	-	(86,200)
276-310-560.100	OPERATING TRANSFERS OUT	-	-	-	-	
	SUBTOTAL	81,571	86,200	86,200	-	(86,200)
	AB939 TOTAL	**134,972**	**138,354**	**138,083**	**153,414**	**15,331**
PUBLIC WORKS ADMINISTRATION - 310						
MEASURE A PARKS PROJECT FUND (281-310)						
	CAPITAL					
281-310-700.288	TEEN CENTER PROJECT CATEGORY 1	-	590,000	590,000	685,000	95,000
281-310-700.289	TEEN CENTER PROJECT CATEGORY 2	-	435,000	435,000	510,000	75,000
	SUBTOTAL	-	1,025,000	1,025,000	1,195,000	170,000
	MEASURE A PARKS PROJECT FUND TOTAL	**-**	**1,025,000**	**1,025,000**	**1,195,000**	**170,000**
PUBLIC WORKS ADMINISTRATION - 310						
Measure W (282-310)						
	PERSONNEL					
282-310-501.100	SALARIES - FULL-TIME	-	12,533	12,533	13,812	1,279
282-310-501.500	LONGEVITY	-	8	8	20	12
282-310-501.600	AUTO ALLOWANCE	-	135	135	135	-
282-310-505.100	FLEXIBLE BENEFIT	-	1,296	1,296	1,296	-
282-310-505.200	RETIREMENT	-	1,751	1,751	1,715	(36)
282-310-505.300	MEDICARE	-	208	208	199	(9)
282-310-505.700	CITY -PAID INSURANCE	-	46	46	48	2
	SUBTOTAL	-	15,977	15,977	17,225	1,248

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	Operations					
282-310-530.200	PROFESSIONAL SVCS	49,803	82,000	82,000	91,000	9,000
	SUBTOTAL	49,803	82,000	82,000	91,000	9,000
	MEASURE W GRANT	**49,803**	**97,977**	**97,977**	**108,225**	**10,248**

PUBLIC WORKS ADMINISTRATION - 310

AMERICAN RESCUE PLAN FUND (285-310)

	CAPITAL					
285-310-700.291	CITY HALL ROOF REPAIR	-	200,000	775,400	775,400	-
285-310-700.290	PWD SECURITY IMPROVEMENT	-	150,000	150,000	250,000	100,000
285-310-700.292	LASD FACILITY IMPROVEMENT	-	250,000	250,000	250,000	-
	SUBTOTAL	-	600,000	1,175,400	1,275,400	100,000
	AMERICAN RESCUE PLAN FUND TOTAL	**-**	**600,000**	**1,175,400**	**1,275,400**	**100,000**

PUBLIC WORKS ADMINISTRATION - 310

LPBP GRANT FUND (288-310)

	CAPITAL					
288-310-700.283	LOCAL ROAD SAFETY IMPROV. STREET	-	-	1,000,000	1,000,000	-
288-310-700.284	LOCAL ROAD SAFETY IMPROV. SIGNS	-	-	492,922	492,922	-
	SUBTOTAL	-	-	1,492,922	1,492,922	-
	LPBP FUND TOTAL	**-**	**-**	**1,492,922**	**1,492,922**	**-**

PUBLIC WORKS ADMINISTRATION - 310

CNRA GRANT FUND (289-310)

	CAPITAL					
289-310-700.287	TEEN CENTER PROJECT	-	-	4,000,000	4,000,000	-
	SUBTOTAL	-	-	4,000,000	4,000,000	-
	CNRA FUND TOTAL	**-**	**-**	**4,000,000**	**4,000,000**	**-**
	ALL FUNDS TOTAL	**3,696,877**	**11,857,865**	**18,440,853**	**14,485,070**	**(3,955,783)**

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salaries - Full-Time	61,689	55,494	Full time salary allocation for 3 Public Works staff.
501.300	Salaries - Part-Time	25,890	-	Office Assistant.
501.500	Longevity Pay	98	80	Per MOU.
501.600	Auto Allowance	405	405	Director auto allowance.
501.900	Mandatory Leave	-	-	Mandatory Leave
505.100	Flexible Benefit	7,130	6,482	Employee health benefits.
505.200	Retirement	7,282	6,444	PERS city contribution and deferred compensation match.
505.300	Medicare	1,245	801	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	233	223	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	103,972	69,929	
	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	5,000	3,500	Printing cost for parking permits on Hawthorne Blvd $2,000; digitizing records, maps, and other miscellaneous needs.
510.400	Subscriptions/Publications	500	500	Local & State resources.
510.600	Staff Development	2,000	2,000	Funding for trainings, conferences, workshops and seminars.
510.610	Membership/Dues	2,500	1,500	APWA and other City and County associations.
510.620	Travel/Meetings	1,500	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	1,000	-	Office equipment repairs and maintenance.
530.100	Contract Services	76,160	100,000	City View Permit System $13,000; OPRA Work Order System $3,500; SmartSheet $1,500.
530.200	Professional Services	45,000	-	
540.200	Special Expenses	5,000	5,000	City event for National Public Works Week, and other unforeseen expenses.
	Subtotal	142,860	117,700	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
	Capital			
700.279	Street Improvements 20/21	220,921	-	SB1 Maintenance of Effort (MOE)
700.280	Street Improvements 21/22	284,000	-	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 & FEAS	100,000	100,000	Facility Needs
	Subtotal	888,921	384,000	
	GENERAL FUND TOTAL	**1,135,753**	**571,629**	
Fund:	**201 - Gas Tax**			
	Operations			
530.100	Contract Services	20,000	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	40,000	30,000	
	GAS TAX FUND TOTAL	**40,000**	**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 2022-23	Proposed Budget 2023-24	Description
Fund:	**207- Prop C**			
	Personnel			
501.100	Salaries - Full-Time	110,992	182,038	Full time salary allocation for 3 Public Works staff.
501.500	Longevity Pay	138	160	Per MOU.
501.600	Auto Allowance	1,890	1,890	Director auto allowance.
505.100	Flexible Benefit	15,557	17,502	Employee health benefits.
505.200	Retirement	22,082	21,897	PERS city contribution and deferred compensation match.
505.300	Medicare	2,554	2,633	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	562	646	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	153,775	226,766	
	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			
700.263	Inglewood Ave - Phase III	75,000	75,000	
700.277	RB Blvd/Prairie-Artesia	443,991	-	Redondo Beach Blvd (Hawthorne - Artesia Blvd)
700.281	SIGN REPLACEMENT PROJ 2021-22	719,168	254,820	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	250,000	500,000	CIP Annual Citywide Striping - Carryover $250,000
700.293	PAVEMENT MANAGEMENT SYSTEM	90,000	90,000	CIP Pavement Management System - Carryover
700.296	TRAFFIC MANAGEMENT PLAN	-	80,000	
	Subtotal	1,937,159	1,358,820	
	PROP C FUND TOTAL	**2,165,934**	**1,660,586**	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**216-Used Oil Recycling Grant**			
	Operations			
540.200	Special Expenses	5,000	10,000	Used Oil OPP11 - Carryover $5,000
	Subtotal	5,000	10,000	
	USED OIL RECYLING GRANT TOTAL	**5,000**	**10,000**	
Fund:	**227-Beverage Container Recycling Grant**			
	Operations			
540.500	Special Expenses	8,400	8,400	Beverage Container Recycling Receptacles.
	Subtotal	8,400	8,400	
	BEV RECYCLING GRANT TOTAL	**8,400**	**8,400**	
Fund:	**240 - Prop C 25 Grant**			
	Capital			
700.151	Inglewood Ave - Phase I	143,101	-	
700.277	RBB/PRAIRE-ARTESIA	2,175,726	-	
	Subtotal	2,318,827	-	
	PROP C 25 GRANT TOTAL	**2,318,827**	**-**	
Fund:	**244 - Measure R**			
	Personnel			
501.100	Salaries - Full-Time	16,572	15,558	Allocated salary of Administrative Assistant.
501.500	Longevity Pay	100	-	Per MOU.
505.100	Flexible Benefit	3,241	3,241	Employee health benefits.
505.200	Retirement	1,812	1,195	PERS city contribution.
505.300	Medicare	289	226	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	97	101	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	22,111	20,321	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
	Capital			
700.277	RBB/Prairie-Artesia	1,039,262	-	Street improvements
700.280	Street Improvement 21/22	266,000	168,105	Street improvements - Carryover
700.281	Sign Replacement Proj 2021-22	507,078	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	2,569,418	1,682,261	
	MEASURE R TOTAL	**2,591,529**	**1,702,582**	
Fund:	**271 - STPL Metro Exchange**			
	Capital			
700.264	Traffic Signal-Marine/Osage Ave	-	-	Street improvements.
	Subtotal	-	-	
	STP EXCHANGE TOTAL	**-**	**-**	
Fund:	**272-Measure M Local Return**			
	Capital			
700.279	STREET IMPROVEMENT 2020-21	285,200	-	Street projects - Kingsdale, Alley 145, Alley 147
700.280	STREET IMPROVEMENT 21/22	452,000	-	Street improvements.
700.281	SIGN REPLACEMENT PROJ 2021-22	-	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	**1,109,200**	**601,931**	
	MEASURE M TOTAL	**1,109,200**	**601,931**	
Fund:	**274-SBI Gas Tax Street Rehab**			
	Personnel			
501.100	Salaries - Full-Time	38,198	54,815	Allocated salary of Administrative Analyst and Administrative Assistant.
501.500	Longevity Pay	138	160	Per MOU.
505.100	Flexible Benefit	6,482	8,427	Employee health benefits.
505.200	Retirement	4,167	6,032	PERS city contribution.
505.300	Medicare	650	788	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	193	261	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	49,828	70,483	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
	Capital			
700.279	Street Improvements 20/21	-	-	Street improvements
700.280	Street Improvements 21/22	565,000	522,498	Street improvements - Carryover
700.220	Street Improvements 22/23	522,000	522,000	Street improvements - Carryover
	Subtotal	**1,087,000**	**1,044,498**	
	SBI GAS TAX TOTAL	**1,136,828**	**1,114,981**	
Fund:	**276 - AB939**			
	Personnel			
501.100	Salaries - Full-Time	40,344	120,989	Allocated salary of PW Director and Administrative Analyst.
501.500	Longevity Pay	70	380	Per MOU.
501.600	Auto Allowance	270	270	Allocation of PW Director auto allowance.
505.100	Flexible Benefit	5,186	14,909	Employee health benefits.
505.200	Retirement	5,168	14,651	PERS city contribution and deferred compensation match.
505.300	Medicare	676	1,738	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	169	477	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	51,883	153,414	
	Operations			
530.100	Contract Services	86,200	-	Solid Waste Consulting Services.
	Subtotal	86,200	-	
	AB939 TOTAL	**138,083**	**153,414**	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**281 - Measure A Parks Project**			
	Capital			
700.288	Teen Center Project Category 1	590,000	685,000	CIP Teen Center - Carryover $95,000
700.289	Teen Center Project Category 2	435,000	510,000	CIP Teen Center - Carryover $75,000
	MEASURE A Parks Project TOTAL	**1,025,000**	**1,195,000**	
Fund:	**282 - Measure W**			
	Personnel			
501.100	Salaries - Full-Time	12,533	13,812	Allocated salary of PW Director and Administrative Analyst.
501.500	Longevity Pay	8	20	Per MOU.
501.600	Auto Allowance	135	135	Allocation of PW Director auto allowance.
505.100	Flexible Benefit	1,296	1,296	Employee health benefits.
505.200	Retirement	1,751	1,715	PERS city contribution and deferred compensation match.
505.300	Medicare	208	199	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	46	48	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	15,977	17,225	
	Operations			
530.200	Professional Services	82,000	91,000	NPDES Compliance Services Contract - $50,000; Coordinated Integrated Monitoring Program $20,000; SWRCB annual fee $21,000.
	Subtotal	82,000	91,000	
	MEASURE W PROGRAM TOTAL:	**97,977**	**108,225**	
Fund:	**285 - American Rescue Plan**			
700.291	City Hall Roof Repair	775,400	775,400	Carryover
700.290	PWD Security Improvement	150,000	250,000	Carryover $100,000
700.292	LASD Facility Improvement	250,000	250,000	Carryover
	AMERICAN RESCUE PLAN TOTAL:	**1,175,400**	**1,275,400**	
Fund:	**288 - LPBP Grant**			
700.283	Local Road Safety Improvement Street	1,000,000	1,000,000	Carryover
700.284	Local Road Safety Improvement Signs	492,922	492,922	Carryover
	LPBP TOTAL:	**1,492,922**	**1,492,922**	

Budget Detail Worksheet

Dept.: PUBLIC WORKS **Program:** Public Works Administration - 310

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**289 - CNRA Grant**			
700.287	Teen Center Project	4,000,000	4,000,000	Carryover
	CNRA TOTAL:	**4,000,000**	**4,000,000**	
	ALL FUNDS TOTAL:	**18,440,853**	**14,485,070**	

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PUBLIC WORKS GROUNDS & FACILITIES - 320

GENERAL FUND (100-320)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-320-501.100	SALARIES - FULL-TIME	167,314	165,827	165,827	196,583	30,756
100-320-501.300	SALARIES - PART-TIME	10,734	23,010	23,010	27,841	4,831
100-320-501.400	SALARIES - OVERTIME	1,831	750		-	-
100-320-501.500	LONGEVITY PAY	790	720	720	870	150
100-320-501.900	MANDATORY LEAVE	1,758	1,402	1,500	-	(1,500)
100-320-505.100	FLEXIBLE BENEFIT	29,183	25,354	31,114	36,300	5,186
100-320-505.200	RETIREMENT	16,475	14,964	16,994	21,647	4,653
100-320-505.300	MEDICARE CONTRIBUTION	2,821	2,793	3,200	3,247	47
100-320-505.700	CITY-PAID INSURANCE	958	926	926	1,126	200
	SUBTOTAL	231,864	235,746	243,291	287,614	44,323
	OPERATIONS					
100-320-510.100	OFFICE SUPPLIES	484	500	500	500	-
100-320-510.500	UNIFORMS	6,092	9,000	9,000	10,000	1,000
100-320-510.600	STAFF DEVELOPMENT	459	-	2,500	2,500	-
100-320-515.200	ELECTRICITY	116,243	145,125	125,000	147,000	22,000
100-320-515.300	NATURAL GAS	8,716	26,684	16,000	27,000	11,000
100-320-515.400	WATER	103,993	76,841	120,000	80,000	(40,000)
100-320-520.100	MAINTENANCE SUPPLIES	22,005	35,000	50,000	50,000	-
100-320-520.120	BUILDING EQUIP. MAINT.	11,822	62,000	62,000	30,000	(32,000)
100-320-520.200	SMALL TOOLS	4,980	5,000	5,000	5,000	-
100-320-520.300	GROUNDS MAINTENANCE	46,183	83,000	83,000	80,000	(3,000)
100-320-520.310	PLANTS & MATERIALS	9,832	15,000	15,000	35,000	20,000
100-320-520.500	EQUIPMENT RENTAL	1,064	5,000	5,000	5,000	-
100-320-520.510	EQUIPMENT MAINT	8,548	16,000	16,000	16,000	-
100-320-520.600	VEHICLE MAINTENANCE	3,604	12,000	12,000	15,000	3,000
100-320-520.610	VEHICLE FUEL	14,760	30,000	30,000	30,000	-
100-320-530.100	CONTRACT SERVICES	385,983	863,000	863,000	850,000	(13,000)
100-320-530.210	TEMPORARY SERVICES	-	-	-	1,000	1,000
100-320-540.200	SPECIAL EXPENSES	2,509	5,000	5,000	5,000	-
100-320-580.151	ARPA REIMBURSEMENT	67,568	-	-	-	-
	SUBTOTAL	814,845	1,389,150	1,419,000	1,389,000	(30,000)
	GENERAL FUND TOTAL	**1,046,709**	**1,624,896**	**1,662,291**	**1,676,614**	**14,323**

PUBLIC WORKS GROUNDS & FACILITIES - 320

AB939 FUND (276-320)

	PERSONNEL					
276-320-501.100	SALARIES - FULL-TIME	19,597	22,429	22,429	18,046	(4,383)
276-320-501.400	SALARIES - OVERTIME	241	400	-	-	
276-320-501.500	LONGEVITY PAY	25	145	80	80	-
276-320-501.900	MANDATORY LEAVE	115	300	81	-	(81)
276-320-505.100	FLEXIBLE BENEFIT	3,077	3,889	3,889	2,593	(1,296)
276-320-505.200	RETIREMENT	1,968	2,262	2,262	2,236	(26)
276-320-505.300	MEDICARE CONTRIBUTION	322	383	383	260	(123)
276-320-505.700	CITY-PAID INSURANCE	103	116	116	81	(35)
	SUBTOTAL	25,448	29,924	29,240	23,296	(5,944)
	AB939 FUND TOTAL	**25,448**	**29,924**	**29,240**	**23,296**	**(5,944)**
	ALL FUNDS TOTAL	**1,072,157**	**1,654,820**	**1,691,531**	**1,699,910**	**8,379**

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salaries - Full-Time	165,827	196,583	Allocated salaries for Maintenance Supervisor and Maintenance Worker I, II, and III.
501.100	Salaries - Part-Time	23,010	27,841	Salary for part-time Maintenance Worker for weekend special events.
501.500	Longevity Pay	720	870	Per MOU.
501.900	Mandatory Leave	1,500	-	
505.100	Flexible Benefit	31,114	36,300	Employee health benefits.
505.200	Retirement	16,994	21,647	PERS city contribution.
505.300	Medicare	3,200	3,247	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	926	1,126	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**243,291**	**287,614**	
	Operations			
510.100	Office Supplies	500	500	Writing instruments, note pads, white boards, and file folders.
510.500	Uniforms	9,000	10,000	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	125,000	147,000	SCE electricity usage at City and park facilities.
515.300	Natural Gas	16,000	27,000	SoCal Gas usage at City facilities.
515.400	Water	120,000	80,000	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.	62,000	30,000	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.	83,000	80,000	Facility maintenance, lighting, and fencing repairs; irrigation repairs; window repairs, paint supplies, pest control; other misc. repairs & maintenance as needed.

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
520.310	Plants & Materials	15,000	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	12,000	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	863,000	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
530.210	Temporary Services	-	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	**1,419,000**	**1,389,000**	
	GENERAL FUND TOTAL	**1,662,291**	**1,676,614**	
Fund:	**276 - AB979**			
	Personnel			
501.100	Salaries - Full-Time	22,429	18,046	Allocated salaries for Maintenance Supervisor and Maintenance Worker I, II, and III.
501.500	Longevity Pay	80	80	Per MOU.

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
501.900	Mandatory Pay	81	-	
505.100	Flexible Benefit	3,889	2,593	Employee health benefits.
505.200	Retirement	2,262	2,236	PERS city contribution.
505.300	Medicare	383	260	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	116	81	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**29,240**	**23,296**	
	AB939 TOTAL	**29,240**	**23,296**	
	ALL FUNDS TOTAL:	**1,691,531**	**1,699,910**	

DEPARTMENT EXPENDITURES

PUBLIC WORKS STREET MAINTENANCE - 330

GENERAL FUND (100-330)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-330-501.100	SALARIES - FULL-TIME	141,577	93,991	70,493	71,251	758
100-330-501.400	SALARIES - OVERTIME	3,646	2,600	-	-	-
100-330-501.500	LONGEVITY PAY	390	775	260	283	23
100-330-501.900	MANDATORY LEAVE	6,221	1,196	-	-	-
100-330-505.100	FLEXIBLE BENEFIT	33,413	32,640	14,261	14,261	-
100-330-505.200	RETIREMENT	14,218	9,506	6,636	7,689	1,053
100-330-505.300	MEDICARE CONTRIBUTION	2,241	1,681	1,199	1,032	(167)
100-330-505.700	CITY-PAID INSURANCE	980	1,028	425	443	18
	SUBTOTAL	202,686	143,417	93,274	94,959	1,685
	OPERATIONS					
100-330-515.200	ELECTRICITY	31,292	30,000	30,000	30,000	-
100-330-515.400	WATER	55,966	55,000	100,000	60,000	(40,000)
100-330-520.320	LANDSCAPE MAINT	92,400	95,000	95,000	167,000	72,000
100-330-520.600	VEHICLE MAINTENANCE		-	-	-	-
100-330-530.100	CONTRACT SERVICES	3,045	10,000	23,000	20,000	(3,000)
100-330-540.200	SPECIAL EXPENSES	2,229	5,000	5,000	5,000	-
100-330-580.151	ARPA REIMBURSEMENT	8,000	-	8,000	-	(8,000)
	SUBTOTAL	192,933	195,000	261,000	282,000	21,000
	GENERAL FUND TOTAL	**395,619**	**338,417**	**354,274**	**376,959**	**22,685**

PUBLIC WORKS STREET MAINTENANCE - 330

GAS TAX FUND (201-330)

	PERSONNEL					
201-330-501.100	SALARIES - FULL-TIME	175,952	204,444	204,444	214,063	9,619
201-330-501.300	SALARIES - PART TIME	25,421	25,360	25,360	29,224	3,864
201-330-501.400	SALARIES - OVERTIME	5,431	7,219	-	10,000	10,000
201-330-501.500	LONGEVITY PAY	656	800	800	860	60
201-330-501.900	MANDATORY LEAVE	543	1,571	801	-	(801)
201-330-505.100	FLEXIBLE BENEFIT	35,359	41,486	41,486	41,486	-
201-330-505.200	RETIREMENT	17,619	20,169	20,169	23,484	3,315
201-330-505.300	MEDICARE CONTRIBUTION	3,165	3,946	3,946	3,521	(425)
201-330-505.700	CITY-PAID INSURANCE	1,090	1,235	1,235	1,287	52
	SUBTOTAL	265,235	306,230	298,241	323,925	25,684
	OPERATIONS					
201-330-515.200	ELECTRICITY	28,265	25,000	20,000	25,000	5,000
201-330-520.400	STREET MAINTENANCE	19,459	25,000	25,000	30,000	5,000
201-330-520.600	VEHICLE MAINTENANCE	5,903	6,000	6,000	8,000	2,000
201-330-520.610	VEHICLE FUEL	8,500	10,000	10,000	12,000	2,000
201-330-530.100	CONTRACT SERVICES	207,977	243,000	243,000	400,000	157,000
201-330-530.200	PROFESSIONAL SERVICES	-	15,000	15,000	10,000	(5,000)
201-330-540.200	SPECIAL EXPENSES	4,138	5,000	5,000	5,000	-
	SUBTOTAL	274,242	329,000	324,000	490,000	166,000
	GAS TAX FUND TOTAL	**539,477**	**635,230**	**622,241**	**813,925**	**191,684**

PUBLIC WORKS STREET MAINTENANCE - 330

AQMD FUND (202-330)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	CAPITAL					
202-330-550.300	VEHICLES	58,318	-	-	-	-
	SUBTOTAL	58,318	-	-	-	-
	AQMD FUND TOTAL	**58,318**	-	-	-	-

PUBLIC WORKS STREET MAINTENANCE - 330

PROP A FUND (206-330)

	PERSONNEL					
206-330-501.100	SALARIES - FULL-TIME	-	28,075	-	17,735	17,735
206-330-501.400	SALARIES - OVERTIME	-	1,000	-	-	-
206-330-501.500	LONGEVITY PAY	-	-	-	68	68
206-330-505.100	FLEXIBLE BENEFIT	-	5,057	-	3,890	3,890
206-330-505.200	RETIREMENT	-	2,437	-	1,818	1,818
206-330-505.300	MEDICARE CONTRIBUTION	-	433	-	258	258
206-330-505.700	CITY-PAID INSURANCE	-	175	-	121	121
	SUBTOTAL	-	37,177	-	23,890	23,890

PUBLIC WORKS STREET MAINTENANCE - 330

PROP C FUND (207-330)

	PERSONNEL					
207-330-501.100	SALARIES - FULL-TIME	82,255	68,242	68,242	70,940	2,698
207-330-501.400	SALARIES - OVERTIME	2,770	3,159	-	-	-
207-330-501.500	LONGEVITY PAY	236	240	240	270	30
207-330-501.900	MANDATORY LEAVE	163	305	-	-	-
207-330-505.100	FLEXIBLE BENEFIT	17,079	15,557	15,557	15,557	-
207-330-505.200	RETIREMENT	8,268	6,373	6,373	7,271	898
207-330-505.300	MEDICARE CONTRIBUTION	1,286	1,219	1,219	1,029	(190)
207-330-505.700	CITY-PAID INSURANCE	527	463	463	483	20
	SUBTOTAL	112,585	95,558	92,094	95,550	3,456
	OPERATIONS					
207-330-530.100	CONTRACT SERVICES	58,863	75,000	150,000	150,000	-
	SUBTOTAL	58,863	75,000	150,000	150,000	-
	PROP C TOTAL	**171,448**	**170,558**	**242,094**	**245,550**	**3,456**

PUBLIC WORKS STREET MAINTENANCE - 330

MEASURE R FUND (244-330)

	PERSONNEL					
244-330-501.100	SALARIES - FULL-TIME	59,592	30,869	40,945	35,470	(5,475)
244-330-501.400	SALARIES - OVERTIME	1,744	1,546	-	-	
244-330-501.500	LONGEVITY PAY	147	120	144	135	(9)
244-330-501.900	MANDATORY LEAVE	82	122	-	-	-
244-330-505.100	FLEXIBLE BENEFIT	11,780	12,445	9,334	7,779	(1,555)
244-330-505.200	RETIREMENT	5,921	5,099	3,824	3,636	(188)
244-330-505.300	MEDICARE CONTRIBUTION	908	975	731	515	(216)
244-330-505.700	CITY-PAID INSURANCE	352	371	278	242	(36)
	SUBTOTAL	80,524	51,547	55,256	47,777	(7,479)
	MEASURE R TOTAL	**80,524**	**51,547**	**55,256**	**47,777**	**(7,479)**

PUBLIC WORKS STREET MAINTENANCE - 330

AB939 (276-330)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
276-330-501.100	SALARIES - FULL-TIME	19,783	27,297	27,297	35,470	8,173
276-330-501.400	SALARIES - OVERTIME	752	1,203	-	-	
276-330-501.500	LONGEVITY PAY	88	96	96	135	39
276-330-501.900	MANDATORY LEAVE	82	122	-	-	-
276-330-505.100	FLEXIBLE BENEFIT	4,451	6,223	6,223	7,779	1,556
276-330-505.200	RETIREMENT	1,884	2,549	2,549	3,636	1,087
276-330-505.300	MEDICARE CONTRIBUTION	304	487	487	515	28
276-330-505.700	CITY-PAID INSURANCE	138	185	185	242	57
	SUBTOTAL	27,481	38,162	36,837	47,777	10,940
	AB939 TOTAL	**27,481**	**38,162**	**36,837**	**47,777**	**10,940**

PUBLIC WORKS STREET MAINTENANCE - 330

SOLID WASTE DIVERSION FUND (283-330)

	OPERATIONS					
283-330-540.505	STREET LITTER MAINT.	120,855	50,000	50,000	-	(50,000)
	SUBTOTAL	120,855	50,000	50,000	-	(50,000)
	SOLID WASTE DIVERSION TOTAL	**120,855**	**50,000**	**50,000**	**-**	**(50,000)**
	ALL FUNDS TOTAL	**1,393,722**	**1,283,914**	**1,360,702**	**1,531,988**	**171,286**

Budget Detail Worksheet

Dept: PUBLIC WORKS **Program:** PW Street Maintenance - 330

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**100 - General Fund**			
501.100	Salaries - Full-Time	70,493	71,251	Allocated salaries for Maintenance Supervisor, Public Works Inspector and Maintenance Worker I, II, and III.
501.500	Longevity award	260	283	Per MOU.
501.900	Mandatory Leave	-	-	
505.100	Flexible Benefit	14,261	14,261	Employee health benefits.
505.200	Retirement	6,636	7,689	PERS city contribution.
505.300	Medicare	1,199	1,032	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	425	443	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**93,274**	**94,959**	
	Operations			
515.200	Electricity	30,000	30,000	Based on historical use.
515.400	Water	100,000	60,000	Based on historical use.
520.320	Landscape Maintenance	95,000	167,000	Portion of Landscape Maintenance Contract; other portion is allocated to Grounds Contract Services.
530.100	Contract Services	23,000	20,000	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	8,000	-	ARPA Reimbursement
	Subtotal	**261,000**	**282,000**	
	GENERAL FUND TOTAL	**354,274**	**376,959**	
Fund:	**201- Gas Tax**			
	Personnel			
501.100	Salaries - Full-Time	204,444	214,063	Allocation of salaries including Maintenance Supervisor, Inspector, and Maintenance Worker I, II and III.
501.300	Salaries - Part-Time	25,360	29,224	Salary for part-time Maintenance Worker for weekend graffiti removal.
501.400	Salaries - Overtime	-	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 2022-23	Proposed Budget 2023-24	Description
501.500	Longevity Award	800	860	Per MOU.
501.900	Mandatory Leave	801	-	
505.100	Flexible Benefit	41,486	41,486	Employee health benefits.
505.200	Retirement	20,169	23,484	PERS city contribution.
505.300	Medicare	3,946	3,521	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	1,235	1,287	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**298,241**	**323,925**	
	Operations			
515.200	Electricity	20,000	25,000	Street lights and signals expenditures. Based on historical use.
520.400	Street Maintenance	25,000	30,000	Supplies for graffiti abatement $16,000; asphalt repairs $6,000; new and replacement street signs $8,000.
520.600	Vehicle Maintenance	6,000	8,000	Tire maintenance, auto body work, oil changes, and other repairs as needed. Based on historical information.
520.610	Vehicle Fuel	10,000	12,000	Regular gas, diesel, and CNG for vehicles and power tools. Currently purchasing CNG offsite at retail prices.
530.100	Contract Services	243,000	400,000	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	15,000	10,000	Engineering services and studies.
540.200	Special Expenses	5,000	5,000	Miscellaneous permits, licenses, and expenses for traffic control.
	Subtotal	**324,000**	**490,000**	
	GAS TAX FUND TOTAL	**622,241**	**813,925**	

Budget Detail Worksheet

Dept: PUBLIC WORKS **Program:** PW Street Maintenance - 330

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**207 - Proposition C**			
501.100	Salaries - Full-Time	68,242	70,940	Salary allocation for Maintenance Worker I
501.500	Longevity award	240	270	Per MOU.
505.100	Flexible Benefit	15,557	15,557	Employee health benefits.
505.200	Retirement	6,373	7,271	PERS city contribution.
505.300	Medicare	1,219	1,029	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	463	483	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**92,094**	**95,550**	
	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	**242,094**	**245,550**	
Fund:	**244 - Measure R**			
501.100	Salaries - Full-Time	40,945	35,470	Salary allocation for Maintenance Worker I
501.500	Longevity award	144	135	Per MOU.
505.100	Flexible Benefit	9,334	7,779	Employee health benefits.
505.200	Retirement	3,824	3,636	PERS city contribution.
505.300	Medicare	731	515	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	278	242	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**55,256**	**47,777**	
	MEASURE R TOTAL	**55,256**	**47,777**	

Budget Detail Worksheet

Dept: PUBLIC WORKS **Program:** PW Street Maintenance - 330

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**276 - AB939**			
	Personnel			
501.100	Salaries - Full-Time	27,297	35,470	Allocated salary of PW Director and Administrative Analyst.
501.500	Longevity Pay	96	135	Per MOU.
505.100	Flexible Benefit	6,223	7,779	Employee health benefits.
505.200	Retirement	2,549	3,636	PERS city contribution and deferred compensation match.
505.300	Medicare	487	515	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	185	242	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	36,837	47,777	
	AB939 TOTAL	**36,837**	**47,777**	
Fund:	**283 - Solid Waste Diversion**			
	Operations			
540.505	Street Litter Maintenance	50,000	-	Trash receptacles (25 @ $2,000 each)
	Subtotal	**50,000**	-	
	SOLID WASTE DIVERSION TOTAL	**50,000**	-	
	ALL FUNDS TOTAL:	**1,360,702**	**1,531,988**	

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PUBLIC WORKS ENGINEERING - 340

GENERAL FUND (100-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
100-340-501.100	SALARIES - FULL-TIME	31,587	34,418	16,398	36,128	19,730
100-340-501.400	SALARIES - OVERTIME	-	500	-		
100-340-501.500	LONGEVITY PAY	-	400	80	80	-
100-340-501.900	MANDATORY LEAVE	3,298	-	-	-	-
100-340-505.100	FLEXIBLE BENEFIT	5,910	6,272	2,593	5,186	2,593
100-340-505.200	RETIREMENT	2,609	3,582	1,782	4,080	2,298
100-340-505.300	MEDICARE	485	530	262	524	262
100-340-505.700	CITY-PAID INSURANCE	170	190	77	161	84
	SUBTOTAL	44,059	45,892	21,192	46,159	24,967
	OPERATIONS					
100-340-510.100	OFFICE SUPPLIES	488	400	500	500	-
100-340-510.200	REPROGRAPHICS	429	-	1,000	500	(500)
100-340-510.400	SUBSCRIPTIONS/PUBLICATIONS	400	-	100	1,000	900
100-340-510.600	STAFF DEVELOPMENT	1,945	200	3,500	3,500	-
100-340-510.610	MEMBERSHIP/DUES	-	-	500	500	-
100-340-510.620	TRAVEL/MEETINGS	-	-	500	500	-
100-340-510.650	MILEAGE REIMBURSEMENT	100	-	100	100	-
100-340-530.200	PROFESSIONAL SERVICES	42,540	51,000	51,000	52,000	1,000
100-340-530.210	TEMPORARY SERVICES	-	-	3,000	1,000	(2,000)
100-340-540.200	SPECIAL EXPENSES	1,160	1,319	2,000	2,000	-
100-340-580.151	ARPA REIMBURSEMENT	4,000	-	-	-	-
100-340-700.278	LOCAL ROAD SAFETY PLAN STUDY	18,505	-	-	-	-
	SUBTOTAL	69,567	52,919	62,200	61,600	(600)
	GENERAL FUND TOTAL	**113,626**	**98,811**	**83,392**	**107,759**	**24,367**

PUBLIC WORKS ENGINEERING - 340

GAS TAX FUND (201-340)

	PERSONNEL					
201-340-501.100	SALARIES - FULL-TIME	-	-	-	16,398	16,398
201-340-501.500	LONGEVITY PAY	-	-	-	80	80
201-340-505.100	FLEXIBLE BENEFIT	-	-	-	2,593	2,593
201-340-505.200	RETIREMENT	-	-	-	2,045	2,045
201-340-505.300	MEDICARE CONTRIBUTION	-	-	-	238	238
201-340-505.700	CITY-PAID INSURANCE	-	-	-	80	80
	SUBTOTAL	-	-	-	21,434	21,434
	GAS TAX FUND TOTAL	**-**	**-**	**-**	**21,434**	**21,434**

PUBLIC WORKS ENGINEERING - 340

PROP A FUND (206-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
206-340-501.100	SALARIES - FULL-TIME	-	-	-	27,930	27,930
206-340-501.500	LONGEVITY PAY	-	-	-	40	40
206-340-505.100	FLEXIBLE BENEFIT	-	-	-	3,890	3,890
206-340-505.200	RETIREMENT	-	-	-	3,058	3,058
206-340-505.300	MEDICARE CONTRIBUTION	-	-	-	405	405
206-340-505.700	CITY-PAID INSURANCE	-	-	-	121	121
	SUBTOTAL	-	-	-	35,444	35,444
	PROP A FUND TOTAL	**-**	**-**	**-**	**35,444**	**35,444**

PUBLIC WORKS ENGINEERING - 340

PROPOSITION C FUND (207-340)

	PERSONNEL					
207-340-501.100	SALARIES - FULL-TIME	85,754	63,470	63,470	38,085	(25,385)
207-340-501.300	SALARIES - PART TIME		-	-	-	-
207-340-501.500	LONGEVITY PAY	-	160	160	80	(80)
207-340-505.100	FLEXIBLE BENEFIT	10,395	9,075	9,075	5,186	(3,889)
207-340-505.200	RETIREMENT	9,330	6,917	6,917	4,749	(2,168)
207-340-505.300	MEDICARE CONTRIBUTION	1,291	1,054	1,054	552	(502)
207-340-505.700	CITY-PAID INSURANCE	299	270	270	161	(109)
	SUBTOTAL	107,069	80,946	80,946	48,813	(32,133)
	PROP C FUND TOTAL:	**107,069**	**80,946**	**80,946**	**48,813**	**(32,133)**

PUBLIC WORKS ENGINEERING - 340

CDBG FUND (214-340)

	PERSONNEL					
214-340-501.100	SALARIES - FULL-TIME	-	-	-	17,774	17,774
214-340-505.100	FLEXIBLE BENEFIT	-	-	-	2,593	2,593
214-340-505.200	RETIREMENT	-	-	-	1,365	1,365
214-340-505.300	MEDICARE CONTRIBUTION	-	-	-	258	258
214-340-505.700	CITY-PAID INSURANCE	-	-	-	81	81
	SUBTOTAL	-	-	-	22,071	22,071
	CDBG FUND TOTAL:	**-**	**-**	**-**	**22,071**	**22,071**

PUBLIC WORKS ENGINEERING - 340

PROP C 25 FUND (240-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
240-340-501.100	SALARIES - FULL-TIME	-	-	-	27,109	27,109
240-340-505.100	FLEXIBLE BENEFIT	-	-	-	3,241	3,241
240-340-505.200	RETIREMENT	-	-	-	3,381	3,381
240-340-505.300	MEDICARE CONTRIBUTION	-	-	-	393	393
240-340-505.700	CITY-PAID INSURANCE	-	-	-	101	101
	SUBTOTAL	-	-	-	34,225	34,225
	PROP C 25 FUND TOTAL:	**-**	**-**	**-**	**34,225**	**34,225**

PUBLIC WORKS ENGINEERING - 340

MEASURE R (244-340)

	PERSONNEL					
244-340-501.100	SALARIES - FULL-TIME	14,891	55,586	55,586	27,929	(27,657)
244-340-501.500	LONGEVITY PAY	-	80	80	40	(40)
244-340-505.100	FLEXIBLE BENEFIT	2,279	7,779	7,779	3,890	(3,889)
244-340-505.200	RETIREMENT	1,154	5,425	5,425	3,057	(2,368)
244-340-505.300	MEDICARE CONTRIBUTION	236	920	920	405	(515)
244-340-505.700	CITY -PAID INSURANCE	63	232	232	121	(111)
	SUBTOTAL	18,623	70,022	70,022	35,442	(34,580)
	MEASURE R FUND TOTAL:	**18,623**	**70,022**	**70,022**	**35,442**	**(34,580)**

PUBLIC WORKS ENGINEERING - 340

MEASURE M FUND (272-340)

	PERSONNEL					
272-340-501.100	SALARIES - FULL-TIME	-	-	-	45,015	45,015
272-340-501.500	LONGEVITY PAY	-	-	-	80	80
272-340-505.100	FLEXIBLE BENEFIT	-	-	-	6,482	6,482
272-340-505.200	RETIREMENT	-	-	-	4,762	4,762
272-340-505.300	MEDICARE CONTRIBUTION	-	-	-	653	653
272-340-505.700	CITY-PAID INSURANCE	-	-	-	201	201
	SUBTOTAL	-	-	-	57,193	57,193
	MEASURE M FUND TOTAL:	**-**	**-**	**-**	**57,193**	**57,193**

PUBLIC WORKS ADMINISTRATION - 340

SB1 GAS TAX STREET REHAB (274-340)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
274-340-501.100	SALARIES - FULL-TIME	34,835	36,802	36,802	37,504	702
274-340-505.100	FLEXIBLE BENEFIT	4,990	5,186	5,186	5,186	-
274-340-505.200	RETIREMENT	2,707	2,749	2,749	3,400	651
274-340-505.300	MEDICARE CONTRIBUTION	553	609	609	544	(65)
274-340-505.700	CITY -PAID INSURANCE	132	154	154	161	7
	SUBTOTAL	43,217	45,500	45,500	46,795	1,295
	SBI GAS TAX TOTAL	**43,217**	**45,500**	**45,500**	**46,795**	**1,295**

PUBLIC WORKS ENGINEERING - 340

MEASURE W FUND (282-340)

	PERSONNEL					
282-340-501.100	SALARIES - FULL-TIME	-	-	-	5,422	5,422
282-340-505.100	FLEXIBLE BENEFIT	-	-	-	648	648
282-340-505.200	RETIREMENT	-	-	-	676	676
282-340-505.300	MEDICARE CONTRIBUTION	-	-	-	79	79
282-340-505.700	CITY-PAID INSURANCE	-	-	-	20	20
	SUBTOTAL	-	-	-	6,845	6,845
	MEASURE M FUND TOTAL:	**-**	**-**	**-**	**6,845**	**6,845**
	ALL FUNDS TOTAL	**282,535**	**295,279**	**279,860**	**416,021**	**136,161**

Budget Detail Worksheet

Dept: Public Works **Program:** Engineering - 340

Account No.	Line Item	Amended Budget 2022-2023	Proposed Budget 2023-2024	Description
Fund:	**100 - General Fund**			
	Personnel			
501.100	Salaries - Full-Time	16,398	36,128	Associate Engineer salary allocation.
501.500	Longevity Pay	80	80	Longevity
505.100	Flexible Benefit	2,593	5,186	Employee health benefits.
505.200	Retirement	1,782	4,080	PERS city contribution.
505.300	Medicare	262	524	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	77	161	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**21,192**	**46,159**	
	Operations			
510.100	Office Supplies	500	500	Provides for writing instruments, filing supplies and equipment such as plan racks.
510.200	Reprographics	1,000	500	Provides for reproduction of project specifications, maps, and scanning services.
510.400	Subscriptions/Publications	100	1,000	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	100	Provides reimbursement for use of personal vehicles for official business usage.
530.200	Professional Services	51,000	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	3,000	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	**62,200**	**61,600**	
	GENERAL FUND TOTAL	**83,392**	**107,759**	

Budget Detail Worksheet

Dept: Public Works **Program:** Engineering - 340

Account No.	Line Item	Amended Budget 2022-2023	Proposed Budget 2023-2024	Description
Fund:	**206- Prop A**			
	Personnel			
501.100	Salaries - Full-Time	-	27,930	Associate Engineer, Assistant Engineer, and Public Works Inspector salary allocations.
501.500	Longevity Pay	-	40	Longevity
505.100	Flexible Benefit	-	3,890	Employee health benefits.
505.200	Retirement	-	3,058	PERS city contribution and deferred compensation match.
505.300	Medicare	-	405	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	-	121	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**-**	**35,444**	
	PROP A FUND TOTAL	**-**	**35,444**	
Fund:	**201- Gas Tax**			
	Personnel			
501.100	Salaries - Full-Time	-	16,398	Associate Engineer salary allocation.
501.500	Longevity Pay	-	80	Longevity
505.100	Flexible Benefit	-	2,593	Employee health benefits.
505.200	Retirement	-	2,045	PERS city contribution and deferred compensation match.
505.300	Medicare	-	238	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	-	80	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**-**	**21,434**	
	GAS TAX FUND TOTAL:	**-**	**21,434**	
Fund:	**207- Proposition C**			
	Personnel			
501.100	Salaries - Full-Time	63,470	38,085	Associate Engineer salary allocation.
501.500	Longevity Pay	160	80	Longevity
505.100	Flexible Benefit	9,075	5,186	Employee health benefits.
505.200	Retirement	6,917	4,749	PERS city contribution and deferred compensation match.
505.300	Medicare	1,054	552	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	270	161	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**80,946**	**48,813**	
	PROP C FUND TOTAL:	**80,946**	**48,813**	

Budget Detail Worksheet

Dept: Public Works **Program:** Engineering - 340

Account No.	Line Item	Amended Budget 2022-2023	Proposed Budget 2023-2024	Description
Fund:	**214 - CDBG**			
501.100	SALARIES - FULL-TIME	-	17,774.00	Associate Engineer salary allocation.
505.100	FLEXIBLE BENEFIT	-	2,593.00	Employee health benefits.
505.200	RETIREMENT	-	1,365.00	PERS city contribution and deferred compensation match.
505.300	MEDICARE CONTRIBUTION	-	258.00	Federal Medicare 1.45% of salary personnel.
505.700	CITY-PAID INSURANCE	-	81.00	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**-**	**22,071**	
	CDBG FUND TOTAL:	**-**	**22,071**	
Fund:	**240 - PROP C 25**			
501.100	SALARIES - FULL-TIME	-	27,109	Associate Engineer salary allocation.
505.100	FLEXIBLE BENEFIT	-	3,241	Employee health benefits.
505.200	RETIREMENT	-	3,381	PERS city contribution and deferred compensation match.
505.300	MEDICARE CONTRIBUTION	-	393	Federal Medicare 1.45% of salary personnel.
505.700	CITY-PAID INSURANCE	-	101	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**-**	**34,225**	
	PROP C 25 FUND TOTAL:	**-**	**34,225**	
Fund:	**244- Measure R**			
	Personnel			
501.100	Salaries - Full-Time	55,586	27,929	Assistant Engineer salary allocation.
501.500	Longevity Pay	80	80	Longevity
505.100	Flexible Benefit	7,779	3,890	Employee health benefits.
505.200	Retirement	5,425	3,057	PERS city contribution.
505.300	Medicare	920	405	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	232	121	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**70,022**	**35,482**	
	MEASURE R FUND TOTAL:	**70,022**	**35,482**	
Fund:	**272 - MEASURE M**			

Budget Detail Worksheet

Dept: Public Works **Program:** Engineering - 340

Account No.	Line Item	Amended Budget 2022-2023	Proposed Budget 2023-2024	Description
	Personnel			
501.100	Salaries - Full-Time	-	45,015	Assistant Engineer salary allocation.
501.500	Longevity Pay	-	80	Longevity
505.100	Flexible Benefit	-	6,482	Employee health benefits.
505.200	Retirement	-	4,762	PERS city contribution.
505.300	Medicare	-	653	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	-	201	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**-**	**57,193**	
	MEASURE M FUND TOTAL:	**-**	**57,193**	
	Personnel			
501.100	Salaries - Full-Time	36,802	37,504	Assistant Engineer salary allocation.
505.100	Flexible Benefit	5,186	5,186	Employee health benefits.
505.200	Retirement	2,749	3,400	PERS city contribution.
505.300	Medicare	609	544	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	154	161	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**45,500**	**46,795**	
	SB1 GAS TAX FUND TOTAL:	**45,500**	**46,795**	
Fund:	**282 - MEASURE W**			
	Personnel			
501.100	Salaries - Full-Time	-	5,422	Assistant Engineer salary allocation.
505.100	Flexible Benefit	-	648	Employee health benefits.
505.200	Retirement	-	676	PERS city contribution.
505.300	Medicare	-	79	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	-	20	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**-**	**6,845**	
	MEASURE W FUND TOTAL:	**-**	**6,845**	
	ALL FUNDS TOTAL	**279,860**	**416,061**	

COMMUNITY DEVELOPMENT - 410

RESTRICTED URBAN DEVELOPMENT FD (215-410)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	OPERATIONS					
215-410-560.100	OPERATING TRANS OUT	9,640	164,136	164,136	164,172	36
	SUBTOTAL	9,640	164,136	164,136	164,172	36
	URBAN DEVLP FD TOTAL	**9,640**	**164,136**	**164,136**	**164,172**	**36**

COMMUNITY DEVELOPMENT - 410

COMMUNITY DEVELOPMENT (279-410)

	PERSONNEL					
279-410-501.100	SALARIES - FULL-TIME	140,636	176,136	176,136	184,514	8,378
279-410-501.200	SALARIES - ELECTED/APPOINTED	2,750	3,500	6,000	6,000	-
279-410-501.400	SALARIES - OVERTIME	3,946	-	-	5,000	5,000
279-410-501.500	LONGEVITY AWARD	-	180	180	180	-
279-410-501.600	AUTO ALLOWANCE	56	-	135	135	-
279-410-505.100	FLEXIBLE BENEFITS	19,092	23,984	23,984	23,984	-
279-410-505.200	RETIREMENT	10,148	14,956	14,956	14,009	(947)
279-410-505.300	MEDICARE CONTRIBUTION	2,372	2,782	2,782	2,645	(137)
279-410-505.700	CITY-PAID INSURANCE	551	721	721	744	23
	SUBTOTAL	**179,551**	**222,259**	**224,894**	**237,211**	**12,317**
	OPERATIONS					
279-410-510.100	OFFICE SUPPLIES	8,750	5,000	5,000	6,000	1,000
279-410-510.400	SUBSCRIPTIONS/PUBLICATIONS	77	500	500	500	-
279-410-510.600	STAFF DEVELOPMENT	-	4,000	4,000	4,000	-
279-410-510.610	MEMBERSHIP/DUES	1,161	2,400	2,400	1,500	(900)
279-410-510.620	TRAVEL/MEETINGS	-	4,000	4,000	4,000	-
279-410-510.640	COMMISSION DEVELOPMENT	-	1,600	1,600	2,500	900
279-410-510.650	MILEAGE REIMBURSEMENT	-	900	900	1,000	100
279-410-530.100	CONTRACT SERVICES	98,389	250,000	464,000	270,000	(194,000)
279-410-530.200	PROFESSIONAL SERVICES	18,307	20,000	20,000	13,000	(7,000)
279-410-530.300	LEGAL SERVICES	34,177	35,000	70,000	70,000	-
279-410-530.210	TEMPORARY SERVICES	-	-	5,000	-	(5,000)
279-410-530.500	LEGAL ADVERTISEMENT	5,382	10,000	10,000	20,000	10,000
279-410-530.600	BUILDING/SAFETY SERVICES	395,167	360,000	360,000	460,000	100,000
279-410-540.200	SPECIAL EXPENSES	1,711	-	-	-	-
279-410-580.151	ARPA REIMBURSEMENT	4,000	-	-	-	-
	SUBTOTAL	**567,120**	**693,400**	**947,400**	**852,500**	**(94,900)**
	COMMUNITY DEVLP FD TOTAL	**746,671**	**915,659**	**1,172,294**	**1,089,711**	**(82,583)**
	ALL FUNDS TOTAL	**756,311**	**1,079,795**	**1,336,430**	**1,253,883**	**(82,547)**

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**215- Restricted Urban Devlp**			
	Operations			
560.100	Operating Transfer Out	164,136	164,172	20% Housing Set Aside SA Loans
	Subtotal	**164,136**	**164,172**	
	UDAG TOTAL:	**164,136**	**164,172**	
Fund:	**279 - Community Development**			
	Personnel			
501.100	Salaries - Full-Time	176,136	184,514	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	135	Auto Allowance
505.100	Flexible Benefits	23,984	23,984	Employee health benefits.
505.200	Retirement	14,956	14,009	PERS city contribution and deferred compensation match.
505.300	Medicare Contributions	2,782	2,645	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	721	744	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**224,894**	**237,211**	
510.100	Office Supplies	5,000	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	4,000	4,000	Provides for needed training for CEQA, Map Act, state law changes $2000, GIS; and supervisor training, planning practices and techniques $2000.
510.610	Membership/Dues	2,400	1,500	Provides for staff and Commissioner memberships in the APA and other planning organizations.

Budget Detail Worksheet

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

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
510.620	Travel/Meetings	4,000	4,000	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	1,600	2,500	Provides for Commission requests, travel & training. PC Academy for 1 day.
510.650	Mileage Reimbursement	900	1,000	Provides reimbursement for use of private vehicle for City business/travel for conferences or trainings.
530.100	Contract Services	464,000	270,000	Subscription and license fees for GIS mapping software. General Plan/HBSP Updates.
530.200	Professional Services	20,000	13,000	CityView software.
530.300	Legal Services	70,000	70,000	Attorney fees
530.210	Temporary Services	5,000	-	Provides for filling of positions during sick, vacation and other absences.
530.500	Legal - Advertising	10,000	20,000	Provides for required legal notices for public hearings.
530.600	Building and Safety	360,000	460,000	Provides for contract services for plan checks plus inspections, and additional support staff when needed.
	Subtotal	**947,400**	**852,500**	
	COMM DEV FUND TOTAL	**1,172,294**	**1,089,711**	
	ALL FUNDS TOTAL	**1,336,430**	**1,253,883**	

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CDBG - SENIOR ACTIVITIES - 423

CDBG (214-423)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
214-423-501.100	SALARIES - FULL-TIME	-	33,749	33,749	33,749	-
214-423-501.400	SALARIES - OVERTIME	-	-	-	-	-
214-423-501.500	LONGEVITY PAY	-	120	120	120	-
214-423-505.100	FLEXIBLE BENEFIT	-	10,371	10,371	10,371	-
214-423-505.200	RETIREMENT	-	2,530	2,530	2,530	-
214-423-505.300	MEDICARE CONTRIBUTION	-	641	641	641	-
214-423-505.700	CITY-PAID INSURANCE	-	309	309	309	-
	SUBTOTAL	-	47,720	47,720	47,720	-
	OPERATIONS					
214-423-530.200	PROFESSIONAL SERVICES	-	-	-	-	-
	SUBTOTAL	-	-	-	-	-
	SENIOR ACTVITIES TOTAL	**-**	**47,720**	**47,720**	**47,720**	**-**

CDBG - STREET IMPROVEMENTS FY 2019-20

CDBG (214-439)

	PERSONNEL					
214-439-501.100	SALARIES - FULL-TIME	65	-	-	-	-
214-439-505.100	FLEXIBLE BENEFIT	71	-	-	-	-
214-439-505.200	RETIREMENT	5	-	-	-	-
214-439-505.300	MEDICARE CONTRIBUTION	2	-	-	-	-
214-439-505.700	CITY-PAID INSURANCE	4	-	-	-	-
	SUBTOTAL	147	-	-	-	-
	OPERATIONS					
214-439-530.100	CONTRACT SERVICES	6,825	-	-	-	-
214-439-530.200	PROFESSIONAL SERVICES	6,370	-	-	-	-
	SUBTOTAL	13,195	-	-	-	-
	CAPITAL					
214-439-700.146	STREET IMPROV		-	-	-	-
	SUBTOTAL	-	-	-	-	-
	STREET IMPROV TOTAL	**13,342**	**-**	**-**	**-**	**-**

CDBG-CV 1011-19 SR ACTIVITIES

CDBG (214-440)

	PERSONNEL					
214-440-501.100	SALARIES - FULL-TIME	30,791	18,401	18,401	18,401	-
214-440-501.300	SALARIES - PART-TIME	10,966	-	-	-	-
214-440-501.400	SALARIES - OVERTIME	37	-	-	-	-
214-440-501.500	LONGEVITY	130	-	-	-	-
214-440-505.100	FLEXIBLE BENEFIT	10,755	2,593	2,593	2,593	-
214-440-505.200	RETIREMENT	3,013	1,375	1,375	1,375	-
214-440-505.300	MEDICARE CONTRIBUTION	479	304	304	304	-
214-440-505.700	CITY-PAID INSURANCE	313	77	77	77	-
	SUBTOTAL	56,484	22,750	22,750	22,750	-

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	OPERATIONS					
214-440-530.200	PROFESSIONAL SERVICES	11,200	16,000	16,000	-	(16,000)
214-440-540.410	SENIOR ACTIVITIES	-	-	-	-	-
	SUBTOTAL	11,200	16,000	16,000	-	(16,000)
	SR ACTIVITIES TOTAL	**67,684**	**38,750**	**38,750**	**22,750**	**(16,000)**

CDBG - STREET RESURFACING FY 2020-21

CDBG (214-441)

	PERSONNEL					
214-441-501.100	SALARIES - FULL-TIME	9,102	-	-	-	-
214-441-505.100	FLEXIBLE BENEFIT	1,323	-	-	-	-
214-441-505.200	RETIREMENT	713	-	-	-	-
214-441-505.300	MEDICARE CONTRIBUTION	145	-	-	-	-
214-441-505.700	CITY-PAID INSURANCE	35	-	-	-	-
	SUBTOTAL	11,318	-	-	-	-
	OPERATIONS					
214-441-530.100	CONTRACT SERVICES	17,630	11,000	11,000	-	(11,000)
214-441-530.200	PROFESSIONAL SERVICES	11,945	-	-	-	-
	SUBTOTAL	29,575	11,000	11,000	-	(11,000)
	CAPITAL					
214-441-700.146	STREET IMPROV	215,567	23,116	23,116	-	(23,116)
	SUBTOTAL	215,567	23,116	23,116	-	(23,116)
	STREET IMPROV TOTAL	**256,460**	**34,116**	**34,116**	**-**	**(34,116)**

CDBG - STREET IMPROVEMENT FY 2021-22

CDBG (214-442)

	OPERATIONS					
214-442-530.100	CONTRACT SERVICES	4,670	11,000	11,000	-	(11,000)
214-442-530.200	PROFESSIONAL SERVICES	9,380	30,000	30,000	-	(30,000)
	SUBTOTAL	14,050	41,000	41,000	-	(41,000)
	CAPITAL					
214-442-700.146	STREET IMPROV	-	346,739	346,739	-	(346,739)
	SUBTOTAL	-	346,739	346,739	-	(346,739)
	STREET IMPROV TOTAL	**14,050**	**387,739**	**387,739**	**-**	**(387,739)**

CDBG - STREET IMPROVEMENT FY 2022-23

CDBG (214-443)

	CAPITAL					
214-443-700.146	STREET IMPROV	-	135,000	135,000	217,007	82,007
	SUBTOTAL	-	135,000	135,000	217,007	82,007
	STREET IMPROV TOTAL	**-**	**135,000**	**135,000**	**217,007**	**82,007**
	CDBG FUND TOTAL	**351,536**	**643,325**	**643,325**	**287,477**	**(355,848)**

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Dept:	Community Development		**Program:**	423 - Senior Nutrition
Fund:	214 - CDBG Fund			
	Personnel			
501.100	Salaries - Full-Time	33,749	33,749	CSD Senior Nutrition Staff;
501.500	Longevity Pay	120	120	Longevity
505.100	Flexible Benefit	10,371	10,371	Employee health benefits.
505.200	Retirement	2,530	2,530	PERS city contribution.
505.300	Medicare	641	641	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	309	309	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**47,720**	**47,720**	
	PROGRAM TOTAL	**47,720**	**47,720**	
Dept:	Community Development		**Program:**	440 - CDBG-CV 1011-19 Sr. Activities
Fund:	214 - CDBG Fund			
	Personnel			
501.100	Salaries - Full-Time	18,401	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	2,593	Employee health benefits.
505.200	Retirement	1,375	1,375	Retirement contribution for PERS.
505.300	Medicare	304	304	1.45% of salary personnel.
505.700	City-Paid Insurance	77	77	LTD, EAP, Life Insurance, ADD.
	SUBTOTAL	**22,750**	**22,750**	
	Operations			
530.100	Contract Services	-	-	Labor Compliance.
530.200	Professional Services	16,000	-	Admin Services
540.410	Senior Activities	-	-	Senior activities
	Subtotal	**16,000**	**-**	
	PROGRAM TOTAL	**38,750**	**22,750**	

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Dept:	Community Development		**Program:**	441 - Street Improvements
Fund:	214 - CDBG Fund			FY 2020-21 Projects
	Personnel			
501.100	Salaries - Full-Time	-	-	Allocated salary for Assistant Engineer.
	SUBTOTAL	-	-	
	Operations			
530.100	Contract Services	11,000	-	Labor Compliance.
530.200	Professional Services	-	-	Admin Services.
	Subtotal	**11,000**	-	
	Capital			
700.146	Street Improvement	23,116	-	Street Improvements FY 2020-21 Projects.
	Subtotal	**23,116**	-	
	PROGRAM TOTAL	**34,116**	-	
Dept:	Community Development		**Program:**	442 - Street Improvements
Fund:	214 - CDBG Fund			FY 2021-22 Projects
	Operations			
530.100	Contract Services	11,000	-	Labor Compliance.
530.200	Professional Services	30,000	-	Admin Services.
	Subtotal	**41,000**	-	
	Capital			
700.146	Street Improvement	346,739	-	Street Improvements FY 2021-22 Projects.
	Subtotal	**346,739**	-	
	PROGRAM TOTAL	**387,739**	-	
Dept:	Community Development		**Program:**	443 - Street Improvements
Fund:	214 - CDBG Fund			FY 2022-23 Projects
	Operations			
	Capital			
700.146	Street Improvement	135,000	217,007	Street Improvements FY 2022-23 Projects.
	Subtotal	**135,000**	**217,007**	
	PROGRAM TOTAL	**135,000**	**217,007**	
Dept:	Community Development		**Program:**	443 - Street Improvements
Fund:	214 - CDBG Fund			FY 2022-23 Projects
	Operations			
	Capital			
700.146	Street Improvement	-	-	Street Improvements FY 2022-23 Projects.
	Subtotal	-	**135,000**	
	CDBG FUND TOTAL	**508,325**	**287,477**	

LAWNDALE HOUSING AUTHORITY- 610

LAWNDALE HOUSING AUTHORITY (300-610)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	PERSONNEL					
300-610-501.100	SALARIES - FULL-TIME	97,652	129,053	129,053	140,278	11,225
300-610-501.400	SALARIES - OVERTIME	1,644	500	-	-	-
300-610-501.500	LONGEVITY AWARD	20	95	95	95	-
300-610-501.600	AUTO ALLOWANCE	469	-	1,124	1,134	10
300-610-505.100	FLEXIBLE BENEFITS	10,463	15,770	15,770	15,817	47
300-610-505.200	RETIREMENT	7,078	15,757	15,757	10,884	(4,873)
300-610-505.300	MEDICARE CONTRIBUTION	1,522	2,164	2,164	2,021	(143)
300-610-505.700	CITY-PAID INSURANCE	349	528	528	491	(37)
	SUBTOTAL	119,198	163,867	164,491	170,720	6,229
	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	**119,198**	**169,167**	**169,791**	**176,020**	**6,229**

Budget Detail Worksheet

Dept: Redevelopment **Program:** Housing Authority - 610

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Fund:	**300 - Lawndale Housing Authority**			
	Personnel			
501.100	Salaries - Full-Time	129,053	140,278	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	1,124	1,134	Auto Allowance
505.100	Flexible Benefits	15,770	15,817	Employee health benefits
505.200	Retirement	15,757	10,884	PERS city contribution and deferred compensation match.
505.300	Medicare Contributions	2,164	2,021	Federal Medicare 1.45% of salary personnel.
505.700	City-Paid Insurance	528	491	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, accidental death & dismemberment (AD&D).
	Subtotal	**164,491**	**170,720**	
	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	**169,791**	**176,020**	

CITY ATTORNEY - 120

SUCCESSOR AGENCY - REDEVELOPMENT FUND (304-120)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	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	127,961	8,295
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	1,441	-
304-610-505.100	FLEXIBLE BENEFITS	8,223	13,530	13,530	13,483	(47)
304-610-505.200	RETIREMENT	6,255	16,246	16,246	10,000	(6,246)
304-610-505.300	MEDICARE CONTRIBUTION	1,342	2,013	2,013	1,848	(165)
304-610-505.700	CITY-PAID INSURANCE	294	478	478	418	(60)
	SUBTOTAL	104,157	153,443	153,443	155,220	1,777.00
	OPERATIONS					
304-610-530.100	CONTRACT SERVICES	4,500	7,000	7,000	9,500	2,500
304-610-560.100	OPERATING TRANSFER	-	-	7,000	7,000	-
	SUBTOTAL	4,500	7,000	14,000	16,500	2,500
	LRA ADMIN. TOTAL	**108,657**	**160,443**	**167,443**	**171,720**	**4,277**
	LRA FUND TOTAL	**108,657**	**161,443**	**168,443**	**172,720**	**4,277**

DEBT SERVICE 610

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

	OPERATIONS					
305-610-545.100	DEBT SERVICE PAYMENTS	-	430,515	430,515	453,453	22,938
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	1,599,506	180
305-610-590.101	BOND DISCOUNT	-	-	-	-	-
	SUBTOTAL	1,300,750	3,009,226	3,009,226	3,014,400	5,174.39
	DEBT SERVICE FUND TOTAL	**1,300,750**	**3,009,226**	**3,009,226**	**3,014,400**	**5,174.39**

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	3,271,398	2,320
	SUBTOTAL	2,951,373	3,269,078	3,269,078	3,271,398	2,320
	DISBURSEMENT FUND TOTAL	**2,951,373**	**3,269,078**	**3,269,078**	**3,271,398**	**2,320**

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	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	127,961	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	1,441	Allocation of auto allowance Community Development Director.
505.100	Flexible Benefits	13,530	13,483	Employee health benefits.
505.200	Retirement	16,246	10,000	Retirement contribution for PERS.
505.300	Medicare Contributions	2,013	1,848	1.45% of salary personnel.
505.700	City-Paid Insurance	478	418	LTD, EAP, Life Insurance, ADD.
	Subtotal	**153,443**	**155,220**	
	Operations			
530.100	Contract Services	7,000	9,500	Annual redevelopment agency audit required by state law $4,500 and SEC Disclosures $5,000.
	Subtotal	**7,000**	**16,500**	
	PROGRAM TOTAL	**160,443**	**171,720**	

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Dept:	Redevelopment		**Program:**	Debt Service - 610
Fund:	305 - Successor Agency - Debt Service			
	Operations			
545.100	Debt Service Payments	430,515	453,453	Principal payment for 2009 Tax Allocation Bonds $370,000 and California Infrastucture and Economic Development Bank loan for Hawthorne Blvd. project $83,453.
545.400	Interest Expense	979,385	961,441	Interest payment for 2009 Tax Allocation Bonds $928,575 and California Infrastucture and Economic Development Bank loan for Hawthorne Blvd. project $32,866.
545.210	LRA Reimbursement	1,599,326	1,599,506	Reimbursement of advances from the City of Lawndale for 2000 & 2001 cooperative agreements/ loans.
	PROGRAM TOTAL	**3,009,226**	**3,014,400**	
Dept:	Redevelopment		**Program:**	Debt Service - 610
Fund:	306 - Successor Agency - Disbursement Fund			
	Operations			
560.100	Operating Transfer Out	3,269,078	3,271,398	Transfer of Tax Incremental Revenue from Successor Agency to Disbursement Fund for payment of City loans and debt Service $3,021,398 and reimburse City for administrative costs $250,000.
	PROGRAM TOTAL	**3,269,078**	**3,271,398**	

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COMMUNITY SERVICES PROGRAMS - 510

GENERAL FUND (100-510)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	OPERATIONS					
100-510-530.100	CONTRACT SERVICES	127,971	145,000	145,656	145,800	144
	SUBTOTAL	127,971	145,000	145,656	145,800	144
	GENERAL FUND TOTAL	**127,971**	**145,000**	**145,656**	**145,800**	**144**

COMMUNITY SERVICES PROGRAMS - 510

PROP A FUND (206-510)

	PERSONNEL					
206-510-501.100	SALARIES - FULL-TIME	62,999	123,594	123,594	142,072	18,478
206-510-501.300	SALARIES - PART-TIME	4,154	-	23,720	25,000	1,280
206-510-501.400	SALARIES - OVERTIME	-	195	-	1,000	1,000
206-510-501.500	LONGEVITY AWARD	392	512	512	557	45
206-510-501.600	AUTO ALLOWANCE	-	756	756	169	(587)
206-510-505.100	FLEXIBLE BENEFIT	10,566	23,077	23,077	23,077	-
206-510-505.200	RETIREMENT	4,955	15,270	15,270	16,037	767
206-510-505.300	MEDICARE CONTRIBUTION	708	2,382	2,382	2,055	(327)
206-510-505.700	CITY-PAID INSURANCE	325	726	726	757	31
	SUBTOTAL	84,099	166,512	190,037	210,724	20,687
	OPERATIONS					
206-510-510.200	REPROGRAPHICS	-	3,000	3,000	4,000	1,000
206-510-520.600	VEHICLE MAINTENANCE	1,279	10,000	10,000	11,000	1,000
206-510-520.610	VEHICLE FUEL	2,897	5,000	5,000	10,000	5,000
206-510-530.100	CONTRACT SERVICES	-	-	-	680,000	680,000
206-510-540.200	SPECIAL EXPENSES	1,000	4,000	4,000	6,000	2,000
	SUBTOTAL	5,176	22,000	22,000	711,000	689,000
	PROP A FUNDS TOTAL	**89,275**	**188,512**	**212,037**	**921,724**	**709,687**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	COMMUNITY SERVICES PROGRAMS - 510					
	RECREATION FUND (277-510)					
	PERSONNEL					
277-510-501.100	SALARIES - FULL-TIME	162,745	201,323	201,323	219,461	18,138
277-510-501.200	SALARIES - CC /APPOINTED	2,950	6,000	6,000	6,000	-
277-510-501.300	SALARIES - PART-TIME	66,951	115,000	160,040	156,458	(3,582)
277-510-501.400	SALARIES-OVERTIME	1,341	4,500	2,000	4,000	2,000
277-510-501.500	LONGEVITY PAY	408	278	278	383	105
277-510-501.600	AUTO ALLOWANCE	2,468	1,674	1,674	1,789	115
277-510-501.900	MANDATORY LEAVE	1,119	156	-	-	-
277-510-505.100	FLEXIBLE BENEFIT	25,036	30,078	30,078	30,078	-
277-510-505.200	RETIREMENT	26,754	22,357	22,357	23,859	1,502
277-510-505.300	MEDICARE CONTRIBUTION	3,949	4,435	4,435	5,436	1,001
277-510-505.700	CITY-PAID INSURANCE	837	983	983	1,024	41
	SUBTOTAL	294,556	386,784	429,168	448,488	19,320
	OPERATIONS					
277-510-510.100	OFFICE SUPPLIES	3,045	6,000	6,000	6,000	-
277-510-510.200	REPROGRAPHICS	1,943	5,000	30,000	25,000	(5,000)
277-510-510.300	POSTAGE	265	2,500	9,300	7,800	(1,500)
277-510-510.400	SUBSCRIPTIONS/PUBLICATIONS	-	-	-	-	-
277-510-510.500	UNIFORMS	-	1,000	2,500	2,500	-
277-510-510.640	COMMISSION DEVELOPMENT	-	400	400	400	-
277-510-510.650	MILEAGE REIMBURSEMENT	-	500	500	700	200
277-510-515.100	TELECOMMUNICATIONS	-	-	-	-	-
277-510-515.300	NATURAL GAS	244	100	400	400	-
277-510-515.400	WATER	7,343	6,000	8,000	8,000	-
277-510-520.510	EQUIPMENT MAINT.	9,093	12,500	15,000	15,000	-
277-510-530.100	CONTRACT SERVICES	20,415	111,170	111,170	132,750	21,580
277-510-540.100	COMMUNITY EVENTS	10,346	-	-	-	-
277-510-540.120	RECREATION ACTIVITIES	1,101	12,500	32,300	14,000	(18,300)
277-510-540.200	SPECIAL EXPENSES	35,219	15,000	2,000	4,000	2,000
277-510-580.151	ARPA REIMBURSEMENT	11,000	-	-	-	-
277-510-560.100	OPERATING TRS OUT	-	-	-	-	-
	SUBTOTAL	100,013	172,670	217,570	216,550	(1,020)
	RECREATION PROGRAMS	**394,569**	**559,454**	**646,738**	**665,038**	**18,300**
	COMMUNITY SERVICES PROGRAMS - 510					
	SENIOR ACTIVITIES FUND (278-510)					
	PERSONNEL					
278-510-501.100	SALARIES - FULL-TIME	24,870	16,453	16,453	16,453	-
278-510-501.300	SALARIES - PART-TIME	-	-	-	-	-
278-510-501.400	SALARIES-OVERTIME	15.00	-	-	-	-
278-510-501.500	LONGEVITY PAY	45	40	40	40	-
278-510-501.600	AUTO ALLOWANCE	232	270	270	743	473
278-510-505.100	FLEXIBLE BENEFIT	2,934	3,000	1,296	1,296	-
278-510-505.200	RETIREMENT	2,455	2,247	2,247	2,266	19
278-510-505.300	MEDICARE CONTRIBUTION	248	230	230	239	9
278-510-505.700	CITY-PAID INSURANCE	109	100	53	55	2
	SUBTOTAL	30,908	22,340	20,589	21,092	503
	OPERATIONS					
278-510-530.100	CONTRACT SERVICES	1,775	40,700	40,700	45,000	4,300
278-510-540.410	SENIOR ACTIVITIES	1,077	11,350	11,350	19,000	7,650
	SUBTOTAL	2,852	52,050	52,050	64,000	11,950
	SENIOR PROGRAMS	**33,760**	**74,390**	**72,639**	**85,092**	**12,453**

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	COMMUNITY SERVICES PROGRAMS - 510					
	MEASURE A PARKS PROJECT (281-510)					
	CAPITAL					
281-510-580.200	MEAS A COMM-BASED CAT1	-	-	-	-	-
281-510-580.210	MEAS A NEIGH PKS CAT2	-	-	-	-	-
281-510-580.211	Measure A TAP Funding	-	-	-	150,000	-
281-510-580.220	MAINTENANCE & SERVICING	-	-	25,000	50,000	25,000
	SUBTOTAL	-	-	25,000	200,000	25,000
	MEASURE A TOTAL	-	-	25,000	200,000	25,000
	ALL FUNDS TOTAL	645,575	967,356	1,102,070	2,017,654	765,584

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Dept:	Community Services		**Program:**	Community Services -510
Fund:	100 - General Fund			
	Operations			
530.100	Contract Services	145,656	145,800	Funding for school crossing guard program for school year 2023-24 at eight approved sites.
	GENERAL FUND TOTAL:	**145,656**	**145,800**	
Dept:	Community Services			
Fund:	206 - Prop A		**Program:**	Community Services -510
	Personnel			
501.100	Salaries-Full-Time	123,594	142,072	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	23,720	25,000	Part-time transit driver for meal delivery and back-up for special transit; 1000 hours per year.
501.500	Longevity Award	512	557	Per MOU
501.600	Auto Allowance	756	169	Auto Allowance
505.100	Flexible Benefits	23,077	23,077	Employee health benefits.
505.200	Retirement	15,270	16,037	PERS City portion and Deferred Compensation Match.
505.300	Medicare Contribution	2,382	2,055	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	726	757	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**190,037**	**210,724**	
	Operations			
510.200	Reprographics	3,000	4,000	Marketing, advertising, and outreach materials for the Lawndale Beat and Lawndale Special Transit transportation service.
520.600	Vehicle Maintenance	10,000	11,000	Maintenance and unforeseen repair costs for three vehicles: Ford Van, Toyota RAV4 and two Special Transit vehicles.
520.610	Vehicle Fuel	5,000	10,000	Vehicle fuel for four department vehicles including two special transit buses.
530.100	Contract Services	-	680,000	Contract for the Lawndale Beat Fixed-Route transportation services.
540.200	Special Expenses	4,000	6,000	Prop A eligible expenses related to Lawndale Beat Fixed-Route Transportation Service.
	Subtotal	**22,000**	**711,000**	
	PROP A TOTAL:	**212,037**	**921,724**	

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
Dept:	Community Services		**Program:**	Recreation Programs
Fund:	277 - Recreation Programs			
	Personnel			
501.100	Salaries-Full-Time	201,323	219,461	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	160,040	156,458	Salaries for part-time recreation staff for Community Center office reception, facility reservations, park monitoring, youth recreation programs, special events and monitoring community center during facility rental events.
501.400	Salaries-Overtime	2,000	4,000	Overtime for full-time staff working special event programs.
501.500	Longevity Pay	278	383	Per MOU.
501.600	Auto Allowance	1,674	1,789	Auto Allowance
505.100	Flexible Benefits	30,078	30,078	Employee health benefits.
505.200	Retirement	22,357	23,859	PERS City portion and Deferred Compensation Match.
505.300	Medicare Contribution	4,435	5,436	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	983	1,024	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**429,168**	**448,488**	
	Operations			
510.100	Office Supplies	6,000	6,000	Supplies for office use.
510.200	Reprographics	30,000	25,000	Funding for two issues of Lawndalian City newsletter ($20,000). Replace worn out banners ($5,000).
510.300	Postage	9,300	7,800	Postage costs for US Mail distribution of two 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	2,500	Uniforms for part-time senior services and parks and recreation staff.
510.640	Commission Development.	400	400	Funds for Parks, Recreation and Social Services Commission (PRSSC) member apparel.

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
510.650	Mileage Reimb.	500	700	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.
515.300	Natural Gas	400	400	Gas utilities for Lawndale Community Center.
515.400	Water	8,000	8,000	Water services for the Lawndale Community Center.
520.510	Equipment Maintenance	15,000	15,000	Funding for quarterly maintenance for the Lawndale Community Center fitness room ($4,000) and unanticipated repair items for other community center elements such as office machines and room elements and other necessary repair items ($4,000). Funding for replacement and repair of park playground equipment ($7,000).
530.100	Contract Services	111,170	132,750	Funding for LA County permit fees for wading pool and community center kitchen ($1000); mail house fees for city newsletter and Annual Youth Day Parade mailings ($3,300), Youth Day Parade event security services, ($35,000), ASCAP annual music licensing fee ($450), and recreation class instructor fees ($93,000).
540.100	Community Events	-	-	All special event items moved to Community Events line item, 100-550-540. 720-780.
540.120	Recreational Activities	32,300	14,000	Funding for first aid supplies for parks and community center ($4,000) and summer day camp ($10,000).
540.200	Special Expenses	2,000	4,000	Funding for Automatic External Defibrillator (AED) replacement cartridge replacement ($2,000), duplicate keys for parks, and recreation facilities ($300), other unanticipated costs ($1700).
580.100	Operating Transfer Out		-	
	Subtotal	**217,570**	**216,550**	
	REC. PROGRAMS TOTAL	**646,738**	**665,038**	

Dept: Community Services **Program:** Senior Programs
Fund: 278 - Senior Programs

	Personnel			
501.100	Salaries-Full-Time	16,453	16,453	Allocation (10%) of Director of Community Services salary.
501.500	Longevity Pay	40	40	Per MOU.
501.600	Auto Allowance	270	743	Auto Allowance
505.100	Flexible Benefits	1,296	1,296	Employee health benefits.
505.200	Retirement	2,247	2,266	PERS City portion and Deferred Compensation Match.

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2022-23	Proposed Budget 2023-24	Description
505.300	Medicare Contribution	230	239	Federal Medicare 1.45% of salary.
505.700	City-Paid Insurance	53	55	City provided long-term disability (LTD), employee assistance program (EAP), life insurance, and accidental death & dismemberment (AD&D).
	Subtotal	**20,589**	**21,092**	
	Operations			
530.100	Contract Services	40,700	45,000	Senior travel club support ($21,000), 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	11,350	19,000	Senior events and activities ($10,000), case management ($7,500), meals-on-wheels ($1,000).
	Subtotal	**52,050**	**64,000**	
	SENIOR PROGRAMS TOTAL	**72,639**	**85,092**	
Dept:	Community Services		**Program:**	Measure A Parks Program
Fund:	281 - Measure A			
	Capital			
580.200	Meas A Comm-Based Cat1	-	-	Restricted capital improvement funds reserved for eventual teen center/municipal services department building project to complement existing $4M grant and other grant funds when received.
580.210	Meas A Comm-Based Cat2	-	-	Restricted capital improvement funds reserved for eventual teen center/municipal services department building project to complement existing $4M grant and other grant funds when received.
580.211	Measure A TAP Funding	-	150,000	TAP Funding
580.220	Maintenance & Servicing	25,000	50,000	Restricted capital improvement to be used on window cleaning services contract for the Lawndale Community Center.
	Subtotal	**25,000**	**200,000**	
	MEASURE A TOTAL	**25,000**	**200,000**	
	ALL FUNDS TOTAL	**1,102,070**	**2,017,654**	

SPECIAL EVENTS - 550

GENERAL FUND (100-550)

ACCOUNT NUMBER	DESCRIPTION	ACTUAL 2021-22	PROJECTED ACTUAL 2022-23	AMENDED BUDGET 2022-23	PROPOSED BUDGET 2023-24	CHANGE FROM PRIOR YEAR
	OPERATIONS					
100-550-540.720	ANGEL TREE LIGHTING	14,209	13,227	13,775	16,700	2,925
100-550-540.725	BLUES FESTIVAL	-	12,235	12,235	-	(12,235)
100-550-540.726	MUSIC FESTIVAL	-	-	12,000	12,000	-
100-550-540.735	EASTER EGG HUNT	8,323	9,275	8,000	10,500	2,500
100-550-540.745	HALLOWEEN HAUNT	6,359	6,286	8,000	10,800	2,800
100-550-540.750	HEALTH, SAFETY AND PET FAIR	8,353	4,277	10,000	11,800	1,800
100-550-540.755	MEMORIAL DAY EVENT	2,310	3,000	3,000	3,500	500
100-550-540.775	YOUTH DAY PARADE	-	44,510	40,000	54,000	14,000
100-550-540.780	YOUTH IN GOVERNMENT DAY	-	-	2,300	-	(2,300)
	SUBTOTAL	39,554	92,810	109,310	119,300	9,990
	GENERAL FUND TOTAL	**39,554**	**92,810**	**109,310**	**119,300**	**9,990**

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2022-2023	Proposed Budget 2023-2024	Description
Dept:	Special Events and Contributions		**Program:**	Special Events/ Contributions - 550
Fund:	100 - General Fund			
	Operations			
540.720	Angel Tree Lighting Event	13,775	16,700	Synthetic skating rink ($6,500), snow sled run and straw bales for understructure ($4,500), trackless train ($1,000), portable restrooms and hand washers ($600), light tower generators ($600), Face painters and balloon artist ($1,500), disc jockey ($600), street banner revisions ($200), event decorating ($800), games package ($400).
540.725	Blues Festival	12,235	-	Not scheduled.
540.726	Music Festival	12,000	12,000	Bands (6,000); sound system (3,600), marketing and advertising (300), portable restrooms and hand washers (600), third party special event insurance (1,000), new street and fence banners (1,025), post card mailings to bands (100).
540.735	Easter Egg Hunt	8,000	10,500	Candy filled eggs (3,000), face painters and balloon artist (1,500), event site decorating for two locations (1,000), event supplies (500), straw bales for easter egg hunt and photo ops (1,000), trackless train (1,000), street and fence banner changes (400), live easter bunny entertainers (800), live bunny petting zoo (350), carnival games rental (350), miscellaneous equipment and supplies (100).
540.745	Halloween Haunt	8,000	10,800	Trick or treat trail candy (1,500), disc jockey (600), face painters and balloon artist (1,500), carnival games rental (400), portable light tower generators (750), arts and crafts supplies (300), costume contest prizes (800), portable restroom and hand washers (700), event site decorations (800), miscellaneous (600); games package rental (350), haunted mansion materials (2,500).
540.750	Health, Safety and Pet Fair	10,000	11,800	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), canopy rentals (1,000), roller skating rink (6,000)
540.755	Memorial Day Event	3,000	3,500	Continental breakfast (1,500), event decorating (500), formal invitations (100), promotional item (700), sound system and personnel (500), Memorial Day wreath (200).

Budget Detail Worksheet

Account No.	Line Item	Amended Budget 2022-2023	Proposed Budget 2023-2024	Description
540.775	Youth Day Parade	40,000	54,000	LASD event security services (34,000), street banner changes (400), awards (1,500), participant snacks and water (600), portable restrooms and hand washers (1,600), rental cars (800), rental truck for grand marshal (300), volunteer food carts (600), vehicle signage (400), face painters and balloon artist (1,500), 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), cable television consultant (6,900), advertising post cards (700), Encroachment permit (300), special event insurance (1,000).
540.780	Youth In Government Day	2,300	-	Not scheduled.
	GENERAL FUND TOTAL:	**109,310**	**119,300**	

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Code	Description	Carryover	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	Details
	Annual Sidewalk Improvement Program							
700.285	207 - Prop C	$100,000	$0	$100,000	$100,000	$100,000	$100,000	Remove and replace existing sidewalk that is cracked, offset, poses a trip hazard at various locations city wide. Locations to be determined.
700.285	272 - Measure M	$250,000	$0	$250,000	$250,000	$250,000	$250,000	
700.285	244 - Measure R	$250,000	$0	$250,000	$250,000	$250,000	$250,000	
	Annual Sidewalk Improvement Program Total:	$600,000	$0	$600,000	$600,000	$600,000	$600,000	
700.293	**Pavement Management Plan**							
	207 - Prop C	$90,000						
	Pavement Management Plan Total:	$90,000						
	Citywide Bus Stop Improvements							Concrete and asphalt improvements at bus stops throughout the City, including but not limited to bus pads, bus turnouts, curbs, gutters, sidewalks, ADA curb ramps, access pads, pedestirans crosswalk, street pavements, transit safety elements and signage.
	206 - Prop A		$560,000					
	Citywide Bus Stop Improvements Project Total:		$560,000					
	Street Improvements Total:	$3,702,603	$560,000	$2,171,000	$2,668,000	$2,096,000	$2,176,000	
	Prairie Avenue TSSP (Matching Fund)							Replace existing equipment on traffic signals such as push buttons and pedestrian displays. LA County to perform work with Lawndale to pay 20%.
700.230	207 - Prop C	$75,000						
	Prairie Avenue TSSP Total:	$75,000						
	Local Roadway Safety Improvements - Signs							Replacement of existing traffic signs and traffic control devices throughout the City.
700.284	244 - Measure R	$507,078						
700.284	288 - LPBP Grant	$492,922						
	Local Roadway Safety Improvements Total:	$1,000,000						
	Redondo Beach Blvd TSSP (Matching Fund)							Replace existing equipment on traffic signals such as push buttons and pedestrian displays. LA County to perform work with Lawndale to pay 20%.
	207 - Prop C			$140,000				
	Redondo Beach Blvd TSSP Total:			$140,000				
	Traffic Management Plan							
	207 - Prop C		$80,000					
	Traffic Management Plan Total:		$80,000					
700.281	**Annual Citywide Sign Replacement Project**							
700.281	207 - Prop C	$4,820	$250,000	$250,000	$250,000	$250,000	$250,000	Replacement of existing traffic signs and traffic control devices that contain critical safety information for drivers based on Local Roadway Safety Plan (LRSP) .
700.281	244 - Measure R	$507,078	$250,000	$250,000	$250,000	$250,000	$250,000	
700.281	272 - Measure M	$229,931	$0	$0	$0	$0	$0	
	Annual Citywide Sign Replacement Project Total:	$741,829	$500,000	$500,000	$500,000	$500,000	$500,000	
	Annual Citywide Striping Project							
700.286	207 - Prop C	$250,000	$250,000	$250,000	$250,000	$250,000	$250,000	Replacment of existing striping throughout the City.
	Annual Citywide Striping Project Total:	$250,000	$250,000	$250,000	$250,000	$250,000	$250,000	
	Traffic Improvements Total:	$2,066,829	$830,000	$890,000	$750,000	$750,000	$750,000	
700.291	**Public Works/City Hall Roof Repair**							Roof replacement at City Hall and Public Works.
	285 - American Rescue Plan Act	$775,400						
700.290	**PWD Security Improvement Project**							CCTV cameras for the PW, LASD, and City Hall.
	285 - American Rescue Plan Act	$150,000	$100,000					
700.292	**LASD Facility Improvement Project**							New gates and improvements to PW and LASD.
	285 - American Rescue Plan Act	$250,000						
700.294	**Facility Need Assessment & Feasiblity Study**							Updates to existing City facilities after ADA assessment completion.
	100 - General Fund	$100,000						
	New Teen Center/MSD Building							
700.287	289 - CNRA Grant Fund	$4,000,000						New Teen Center/MSD Building is planned to replace the existing MSD building at

Code	Description	Carryover	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	Details
	FY21/22 Street Improvement Project							167th Street (Hawthorne to Cul-de-Sac), 167th Street (Osage to Prairie), 169th Street (Hawthorne to Grevillea), Kingsdale Ave (Rosecrans to 147th), Alley Manhattan Beach (Alley Hawthorne to Freeman), Alley 145 (Hawthorne to Burin), Alley 147 (Mansel to Kingsdale), Alley 161 (Prairie to Sombra), & Alley 173 (Inglewood to Condon)
700.146	214 - CDBG	$0						
700.280	274 - SB1	$522,498						
700.280	272 - Measure M	$0						
700.280	244 - Measure R	$168,105						
700.280	100 - General Fund MOE	$0						
	FY21/22 Street Improvement Project Total:	**$690,603**						
	FY22/23 Street Improvement Project							154th Street (Hawthorne to Condon), 154th Street (Hawthorne to Condon & Freeman to Larch), 162nd Street (Hawthorne to End & Sombra to Prairie), 166th Street (Hawthorne to Cul-de-Sac & Inglewood to Condon), 170th Street (Hawthorne to Freeman), Condon Avenue (147th to 156th), Kingsdale Avenue (Marine to 147th), Firmona Avenue (Marine to 147th), Grevillea Avenue (Rosecrans to 145th & 153rd to 154th), Mansel Avenue (145th to 147th & 153rd to 156th), Burin Avenue (Rosecrans to 145th) & other segments.
700.146	214 - CDBG	$135,000						
700.282	274 - SB1	$522,000						
700.282	207 - Prop C	$259,000						
700.282	272 - Measure M	$122,000						
700.282	100 - General Fund MOE	$284,000						
	FY22/23 Street Improvement Project Total:	**$1,322,000**						
	Local Roadway Safety Improvements - Street							147th Street (Grevillea to Condon), 163rd Street (Grevillea to Hawthorne), 163rd Street (Hawthorne to Freeman) & 166th Street (Hawthorne to Prairie) using the Legislative Priority Budget Projects (LPBP) grant fund.
700.283	288 - LPBP Grant	$1,000,000						
	Local Roadway Safety Improvements Total:	**$1,000,000**						
	FY23/24 Street Improvement Project							Hawthorne Blvd - Southbound (Rosecrans to 154th, Manhattan Beach to 160th, & 162nd to 169th), 145th Street (Hawthorne to Larch & Avis to Prairie), 149th Street (Larch to Osage), 153rd Street (Larch to Freeman), 154th Street (Hawthorne to Larch), Eastwood Avenue (154th to Cul-de-Sac), Freeman Avenue (Marine to Cul-de-Sac, Manhattan Beach to 154th & 163rd to 166th), Larch Avenue (Rosecrans to 147th & Manhattan Beach to 153rd), Osage Avenue (154th to Cul-de-Sac) & other segments
	214 - CDBG			$220,000				
	274 - SB1			$536,000				
	207 - Prop C			$214,000				
	272 - Measure M			$317,000				
	100 - General Fund MOE			$284,000				
	FY23/24 Street Improvement Project Total:			**$1,571,000**				
	FY24/25 Street Improvement Project							Hawthorne Blvd - Northbound (Redondo Beach to Rosecrans), 159th Street (Inglewood to Firmona & Hawthorne to Grevillea), 160th Street (Inglewood to Grevillea), 163rd Street (Inglewood to Condon & Firmona to Cul-de-Sac), 165th Street (Inglewood to Condon & Hawthorne to Cul-de-Sac), 168th Street (Inglewood to Condon & Hawthorne to Cul-de-Sac), 169th Street (Inglewood to Condon & Firmona to Cul-de-Sac), 171st Street (Inglewood to Condon & Hawthorne to Cul-de-Sac) & other segments
	214 - CDBG				$228,000			
	274 - SB1				$510,000			
	207 - Prop C				$746,000			
	272 - Measure M				$300,000			
	100 - General Fund MOE				$284,000			
	FY24/25 Street Improvement Project Total:				**$2,068,000**			
	FY25/26 Street Improvement Project							Rosecrans Blvd (Prairie to Larch), Artesia Blvd - Westbound (Redondo Beach to Inglewood), 162nd Street (Inglewood to Firmona), Hawthorne (Manhattan Beach to 154th & 160th to 162nd), Redondo Beach and Prairie, 159th Street (Hawthorne to Prairie), 163rd Street (Prairie to Cul-de-Sac), 164th Street (Hawthorne to Prairie), 168th Street (Hawthorne to Freeman), Freeman Avenue (Manhattan Beach to 162nd & 163rd to 165th & 168th to 170th), Osage Avenue (163rd to 167th) & other segments
	214 - CDBG					$243,000		
	274 - SB1					$541,000		
	207 - Prop C					$382,000		
	272 - Measure M					$46,000		
	100 - General Fund MOE					$284,000		
	FY25/26 Street Improvement Project Total:					**$1,496,000**		
	FY26/27 Street Improvement Project							Inglewood Avenue (Manhattan Beach to 172nd), Inglewood and Manhattan Beach (PCC), Inglewood & Marine (PCC), Marine Avenue (Mansel to West City Limit), Manhattan Beach Boulevard (Inglewood to Freeman), Prairie and Rosecrans (PCC), Prairie & Redondo Beach (PCC), 154th Street (Hawthorne to Condon), Burin Avenue (Rosecrans to 145th), Condon Avenue (147th to 156th), Firmona Avenue (Rosecrans to 147th & Marine to Cul-de-Sac), Mansel Avenue (Rosecrans to 147th & 153rd to 156th) & other segments
	214 - CDBG						$279,000	
	274 - SB1						$554,000	
	207 - Prop C						$310,000	
	272 - Measure M						$149,000	
	100 - General Fund MOE						$284,000	
	FY26/27 Street Improvement Project Total:						**$1,576,000**	

Code	Description	Carryover	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	Details
700.288	281 - Measure A - Community Based (Category 1)	$590,000	$95,000	$95,000	$95,000	$95,000		Burin Avenue and De Oro Lane.
700.289	281 - Measure A - Community Based (Category 2)	$435,000	$75,000	$75,000	$75,000	$75,000		
	100 - General Fund	$0	$0	$0	$0	$0		
	New Teen Center/MSD Building Total:	**$5,025,000**	**$170,000**	**$170,000**	**$170,000**	**$170,000**		
	Facility Improvements Total:	**$6,300,400**	**$270,000**	**$170,000**	**$170,000**	**$170,000**		
	Urban Forest Management Plan							
	100 - General Fund				$ 80,000			
	Integrated Water Master Plan (Recycled/Stormwater)							
	282 - Measure W					$ 80,000		
	Strategy/Planning Total:	**$0**	**$0**	**$0**	**$80,000**	**$80,000**	**$0**	
	PWD CIP TOTAL:	**$12,069,831**	**$1,660,000**	**$3,231,000**	**$3,668,000**	**$3,096,000**	**$2,926,000**	
	100 - General Fund	$384,000	$0	$284,000	$364,000	$284,000	$284,000	
	206 - Prop A	$0	$560,000	$0	$0	$0	$0	
	207 - Prop C	$778,820	$580,000	$954,000	$1,346,000	$982,000	$910,000	
	214 - CDBG	$135,000	$0	$220,000	$228,000	$243,000	$279,000	
	244 - Measure R	$1,432,261	$250,000	$500,000	$500,000	$500,000	$500,000	
	272 - Measure M	$601,931	$0	$567,000	$550,000	$296,000	$399,000	
	274 - SB1	$1,044,498	$0	$536,000	$510,000	$541,000	$554,000	
	282 - Measure W	$0	$0	$0	$0	$80,000	$0	
	285 - ARPA	$1,175,400	$100,000	$0	$0	$0	$0	
	289 - CNRA Grant Fund	$4,000,000	$0	$0	$0	$0	$0	
	281 - Measure A - Community Based (Category 1)	$590,000	$95,000	$95,000	$95,000	$95,000	$0	
	281 - Measure A - Community Based (Category 2)	$435,000	$75,000	$75,000	$75,000	$75,000	$0	
	288- LPBP Grant	$1,492,922	$0	$0	$0	$0	$0	
	PMP FUND	**$12,069,831**	**$1,660,000**	**$3,231,000**	**$3,668,000**	**$3,096,000**	**$2,926,000**	

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CITY OF LAWNDALE

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

DATE: June 5, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Hrant Manuelian, Director of Finance/City Treasurer

SUBJECT: Adoption of Fiscal Year 2023-24 Appropriations limit

BACKGROUND

The Gann Initiative or Proposition 4, referred to as Article XIII B of the Constitution of the State of California, mandated an appropriations limit on various units of government, including the City of Lawndale. At the beginning of each fiscal year the City must, by resolution, establish its appropriations limit.

STAFF REVIEW

The limit for Fiscal Year 2023-24 has been calculated using the methodology and adjustment factors provided by the California Department of Finance. The adjustment factors used by the City are the per capita personal income change and the population annual change.

The appropriations limit for Fiscal Year 2023-24 is $41,778,029. The City's budget appropriation subject to the limit is $16,651,662. The City is well under the limit with remaining capacity of $25,126,367. Approval of Resolution CC-2306-026 will adopt the City's appropriations limit.

LEGAL REVIEW

The City Attorney has reviewed Resolution CC-2306-026 and approved as to form.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution CC-2306-026 approving the Appropriations Limit for Fiscal Year 2023-24.

ATTACHMENTS

1. Resolution No. CC-2306-026
2. Exhibit A - Appropriations Limit Calculation

RESOLUTION NO. CC-2306-026

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAWNDALE, CALIFORNIA APPROVING THE APPROPRIATIONS LIMIT FOR THE FISCAL YEAR ENDING JUNE 30, 2024

WHEREAS, The Gann Initiative or Proposition 4, also known as Article XIIIB of the Constitution of the State of California, was passed by the people; and

WHEREAS, Article XIIIB mandates the calculation and adoption of an annual appropriations limit on various units of government, including the City of Lawndale by adjusting the prior year's appropriation limit for changes in inflation and population; and

WHEREAS, the City's 2023-2024 limit has been calculated by the Finance Department of the City of Lawndale in compliance with all of the provisions of Article XIIIB and using guidelines provided by the League of California Cities; and

WHEREAS, the City Council of the City of Lawndale desires to formally adopt that appropriations limit for the City for fiscal year 2023-2024.

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

SECTION 1. That, in accordance with Article XIIIB of the Constitution of the State of California, the appropriations limit for the City of Lawndale for Fiscal Year 2023-2024 is declared to be $41,778,029 as described in Exhibit "A" attached hereto and incorporated herein, and the appropriations subject to this annual limit for fiscal year 2023-2024 total $16,651,662.

PASSED, APPROVED AND ADOPTED this 5th day of June, 2023.

_____

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-2306-026 at a regular meeting of said Council held on the 5th day of June, 2023, by the following roll call vote:

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

_____
Erica Harbison, City Clerk

APPROVED AS TO FORM:

_____
Gregory M. Murphy, City Attorney

City of Lawndale
Appropriations Limit
Exhibit A

I. Appropriation Limit:

FY 2022-2023 Adopted Limit		40,377,453
Growth/Change Factors:		
Change in City Population (a)	0.9907	
California Per Capita Income Change	1.0444	
Annual Adjustment Factor		1.0347
City's FY 2023-2024 Appropriation Limit		41,778,029

II. Appropriations Subject to Limit:

FY 2023-2024 Proceeds of Tax	16,651,662
III. Amount Under/(Over) Limit (I - II)	25,126,367

(a) Change in population and per capita income change is provided by the State of California Department of Finance.

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CITY OF LAWNDALE

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

DATE: June 5, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Ahmad Ansari, Interim Director of Public Works/City Engineer

SUBJECT: Approve the Agreement with CASC Engineering & Consulting, Inc. for NPDES Permit Compliance Services

BACKGROUND

The Clean Water Act established requirements for storm water discharges under the National Pollutant Discharge Elimination System (NPDES) federal program. In response to those requirements, the Los Angeles Regional Water Quality Control Board (Regional Board) has issued five-year permits. The City of Lawndale and 84 other cities are now permittees under the R4-2021-0105 Regional Phase I MS4 NPDES Permit. Individually and collectively the permittees are required to comply with the permit provisions to prevent storm water discharges to cause violations of water quality standards.

STAFF REVIEW

The City of Lawndale is required to discharge stormwater through its storm drain system that is free from all pollutants except as allowed by the regulatory requirements of the State and Regional water Quality Control Boards. The permit brings higher water quality standards requiring technical expertise to develop a plan that addresses potential pollutants of concern within our watershed in the most efficient and effective manner. The complexity and scope of effort required to comply with the MS4 permit continues to grow, as do the penalties of non-compliance.

CASC Engineering & Consulting, Inc. (CASC) has provided the City of Lawndale with a thorough understanding of the MS4 permit and the scope of work that is supported by a committed and highly qualified staff to perform the services. Additionally, they have over twenty seven (27) years of providing consultant services to many government agencies

CASC prioritizes the programs that need to be implemented in the most cost effective manner in order for the City to be in compliance with the Regional Board. The current service agreement with CASC is due to expire on June 30, 2023. Staff is recommending awarding a new professional services agreement to CASC Engineering and Consulting, Inc. for NPDES permit compliance services for a new term of three years with the option to extend for an additional two one-year terms, subject to satisfactory performance.

LEGAL REVIEW

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

FISCAL IMPACT

The annual budget for NPDES consulting services is $50,000 and the funding is included in the Public Works Department operational budget for the 2023/2024 fiscal year. The total agreement is not to exceed $150,000.00 for the three-year term.

RECOMMENDATION

Staff recommends that the City Council approve the contract services agreement for NPDES permit compliance services with CASC Engineering and Consulting, Inc. for an amount not-to-exceed $150,000.00 beginning July 1, 2023 through June 30, 2026 with two one-year renewal options.

Attachments: CASC Engineering and Consulting, Inc. Agreement

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) COMPLIANCE SERVICES

This Contract Services Agreement ("Agreement") is made and entered into this 5th day of June, 2023, by and between the City of Lawndale, a municipal corporation ("City"), and CASC Engineering and Consulting, Inc., a California corporation ("Consultant"). The term Consultant includes professionals performing in a consulting capacity. The parties hereto agree as follows:

1.0 SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide the work and services specified in the "Scope of Services" attached hereto as *Exhibit "A"* and incorporated herein by this reference. Consultant 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 Consultant's Proposal. The Scope of Services shall include the Consultant'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. Consultant 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. Consultant 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 Consultant'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, Consultant warrants that Consultant (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 Consultant, 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 Consultant. Any increase in compensation must be approved by the City Council. It is expressly understood by Consultant that the provisions of

this Section shall not apply to services specifically set forth in the Scope of Services or reasonably contemplated therein. Consultant 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 Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor.

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. Consultant shall comply with all applicable environmental laws, ordinances, codes and regulations of Federal, State, and local governments. Consultant 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, Consultant 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 One hundred fifty thousand dollars ($150,000.00) ("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 Consultant'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 Consultant at all project meetings reasonably deemed necessary by the City.

Consultant agrees that if Consultant 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 Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant 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 Consultant wishes to receive payment, no later than the first (1st) working day of such month, Consultant 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 Consultant 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. City will review each invoice submitted by Consultant to determine whether the work performed and expenses incurred are in compliance with this Agreement. If no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by City, the invoice will be returned by City to Consultant for correction and resubmission. City reserves the right to withhold future payment to Consultant if any aspect of the Consultant's work is found substantially inadequate.

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. Consultant 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.

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 Consultant, 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 Consultant 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 Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused; Consultant'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 begin on July 1, 2023 and continue in full force and effect until completion of the services no later than June 30, 2026 with two 1-year extension options at the discretion of the City.

4.0 COORDINATION OF WORK

4.1 Representative of Consultant. Michael Kolbenschlag is hereby designated as being the representative of Consultant 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 Consultant 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 Consultant 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 Consultant's responsibility to assure that the

Contract Officer is kept informed of the progress of the performance of the services and the Consultant 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 Consultant.

4.3 Prohibition Against Subcontracting or Assignment. The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant 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 Consultant taking all transfers into account on a cumulative basis. A prohibited transfer or assignment shall be void. No approved transfer shall release the Consultant or any surety of Consultant 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 Consultant or employees, perform the services required herein, except as otherwise set forth herein. Consultant 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. Consultant represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by Consultant as employees. Consultant 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 Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant. In the event that Consultant or any employee of Consultant 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 Consultant 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 Consultant or any staff Consultant used to provide services under this Agreement are employees of the City.

5.0 INSURANCE AND INDEMNIFICATION

5.1 Insurance. Consultant 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 $1,000,00.00 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 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 professional liability insurance in an amount not less than $1,000,000.00 per claim with respect to loss arising from the actions of Consultant performing professional services hereunder 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 three (3) years after completion of the services required by this Agreement.

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 be not 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, Consultant 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 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 5.1 shall 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 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 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 shall require the subcontractor to maintain the same policies of insurance that the Consultant is required to maintain pursuant to this Section 5.1.

5.2 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 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 Consultant, its officers, employees of subcontractors (or any entity or individual for which Consultant shall bear 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 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 Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, employees or subcontractors of Consultant.

6.0 RECORDS AND REPORTS

6.1 Reports. Consultant 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. Consultant 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 Consultant, its employees, and subcontractors 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 Consultant 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. Consultant may retain copies of such documents for its own use and Consultant shall have an unrestricted right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Except as necessary for the performance of services under this Agreement, no documents prepared under this Agreement may be released by Contractor to any other person or entity without City's prior written approval.

6.4 Confidentiality of Information. All information gained or work product produced by Contractor in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law. Contractor, its officers, employees, or agents, may not, without prior written authorization from the City Manager 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 Contractor gives City notice of such court order or subpoena. If Contractor, or any officer, employee, or agent of Contractor, provides any information or work product in violation of this Agreement, then City will have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct. Contractor must promptly notify City should Contractor, 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 Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. 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.

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 Consultant agrees to submit to the personal jurisdiction of such court in the event of such action.

7.2 Retention of Funds. Consultant hereby authorizes City to deduct from any amount payable to Consultant (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 Consultant's acts or omissions in performing or failing to perform Consultant'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 Consultant, 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 Consultant 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 non-defaulting 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, Consultant shall immediately cease all work or services hereunder except such

as may be specifically approved by the Contract Officer. Consultant 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 Consultant. If termination is due to the failure of the Consultant 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 Consultant 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 Consultant 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 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.

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; Consultant. Consultant 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. Consultant 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 Consultant will be performing a specialized or general service for the City and there is substantial likelihood that the Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision, the Consultant and its officers, or employees, as applicable, shall be subject to the City's Conflict of Interest Code.

8.4 Covenant Against Discrimination. Consultant 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. Consultant 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 Consultant, 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. This Agreement is binding upon the heirs, executors, administrators, successors and assigns of the parties.

9.6 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 will be considered executed when the signature page of a party is delivered by facsimile or other electronic transmission. Such electronic signatures will have the same effect as an original signature, provided that a wet signature copy is also mailed to the other party.

9.7 Modification of Agreement. No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and by the City Council or City Manager,

as applicable. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

[SIGNATURES ON FOLLOWING 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:
CASC Engineering and Consulting, Inc.
a California corporation

By: _____
Name: Richard J. Sidor
Title: President

By: _____
Name: Michelle E. Furlong
Title: Secretary/Treasurer

Address: 633 West Route 66, Suite A
Glendora, CA 91740

EXHIBIT "A"

SCOPE OF SERVICES

1. **PROGRAM ASSISTANCE**
   A. CONSULTANT will prepare, with input from the City, an Annual Report of compliance with the Los Angeles County MS4 Permit in a format as required by the Permit and submit the report to the RWQCB by December 15th each year.
   B. CONSULTANT will attend monthly NPDES permit meetings, coordinate with other Permittees and the RWQCB on behalf of the City.
   C. CONSULTANT will provide monthly progress reports to the City.

2. **ILLICIT CONNECTION/ILLICIT DISCHARGES (IC/ID) DETECTION AND ELIMINATION PROGRAM**
   A. CONSULTANT will develop an IC/ID database for the City. Details of all IC/ID incidents reported and investigated will be tracked in the database as required in the MS4 Permit.
   B. CONSULTANT will assist the City with the detection and elimination of actual or potential illicit connections and illicit discharges throughout the City in compliance with the requirements of the LA MS4 permit. CONSULTANT staff will respond within four hours of notification of a spill or discharge incident and/or within 48 hours of a report of an illicit connection to conduct an on-site investigation. CONSULTANT will coordinate the investigation with other agencies including LA County Flood Control, RWQCB, USEPA, and local emergency response agencies. Up to four incidents per contract year will be investigated at no additional cost to the City.

3. **PUBLIC AGENCY ACTIVITIES PROGRAM**
   CONSULTANT will assist the City with a program to minimize stormwater pollution impacts from City-owned or operated facilities. This program will include:

   A. Facility and Activity Management
      CONSULTANT will prepare an inventory of City facilities that are potential sources of stormwater pollution. All facilities will be incorporated into a GIS database that will include all specific fields of information required by the MS4 Permit. The inventory will be updated a minimum of one time during the 5-year permit cycle.

   B. Inventory of Existing Development for Retrofitting Opportunities
      CONSULTANT will develop an inventory of retrofitting opportunities within areas of existing development in the City as required by Part VI.9.d of the LA MS4 NPDES Permit. Sites will be identified that could be retrofitted to address the impacts of existing development through regional or sub-regional projects which reduce the discharge of storm water pollutants into the MS4. After developing a list of potential areas for retrofitting, those areas will be evaluated and ranked on the basis of feasibility, cost effectiveness, pollutant removal effectiveness, area treated, public acceptance, and maintenance requirements. Highly feasible projects will be recommended for inclusion

in flood control or other infrastructure improvements, either as off-site mitigation for New Development projects or as standalone projects.

C. Public Agency Facility and Activity Management

1. CONSULTANT will evaluate all City facilities to determine if coverage under the Industrial General Permit (IGP) is required. CONSULTANT will also develop procedures to review and assess the impacts of flood management projects on the receiving waters and evaluate existing structural flood control facilities to determine if retrofitting is feasible.

2. CONSULTANT shall prepare and deliver one two-hour training session to educate City employees on implementation and maintenance of the required BMPs.

3. CONSULTANT will prepare a list of required BMPs for all City facilities, including City fleet-washing areas and Landscape, Park, and Recreational Facilities, based on the activities, materials, and waste products associated with the facility. Those facilities will then be inspected to determine if the required BMPs are being implemented.

D. Review the City's Integrated Pest Management (IPM) Program

1. CONSULTANT will review and comment on the City's IPM program including policies, procedures, and/or ordinances requiring minimal pesticide usage and will suggest changes to encourage IPM techniques for all City facilities and activities.

2. CONSULTANT will prepare and annually update the inventory of pesticides used by all City departments and contractors and quantify pesticide use by City staff and hired contractors. CONSULTANT will develop a Pesticide and Fertilization Applicator's Manual that will include protocols for the routine and non-routine application of pesticides and policy for the purchase, application, and storage of fertilizers.

E. Provide Municipal Employee and Contractor Training

CONSULTANT will provide annual stormwater training to City employees in targeted positions whose interactions, jobs, and activities affect stormwater quality in the City. Topics will include an overview of the entire stormwater program as well as specific requirements of various departments or personnel. Components of the City's IMP program and IC/ID programs will be covered in detail.

4. PUBLIC OUTREACH:

CONSULTANT will provide the City with assistance in implementing the Public Information and Participation Program. Specific assistance will be provided with watershed-based public education materials and culturally effective outreach materials.

5. ADDITIONALLY REQUIRED SERVICES

A. Perform additional "As-Needed Services"

CONSULTANT will perform other MS4 Permit required services as requested by the City to assist the City with compliance, including, but not limited to, review of Low Impact Development (LID) or Stormwater Mitigation Plans, review of Stormwater Pollution Prevention Plans (SWPPPs), performance of Construction Stormwater inspections,

performance of Industrial/Commercial Facility inspections, assistance with the Stormwater Multi Application Reporting and Tracking System (SMARTS), review and inspection of post construction BMPs, or additional water quality monitoring services not listed below. CONSULTANT will provide a work plan and cost estimate for any requested additional services and will not proceed without written authorization by the City's contract manager and approval of a contract amendment if necessary.

B. Stormwater Outfall Monitoring
CONSULTANT shall perform stormwater outfall grab sampling at the locations and frequency required by the Lawndale Draft Integrated Monitoring Program submitted to the RWQCB. CONSULTANT shall perform up to three investigations per contract year. Additional investigations will require a contract amendment.

C. Non-Stormwater Outfall Screening
CONSULTANT shall perform non-stormwater outfall screening at the locations and frequency required by the Lawndale Draft Integrated Monitoring Program submitted to the RWQCB. CONSULTANT shall perform up to five investigations per contract year. Additional investigations will require a contract amendment.

D. Non-Stormwater Source Investigations
CONSULTANT shall perform non-stormwater source investigations as necessary when non-stormwater discharges are discovered or reported. CONSULTANT shall perform one investigation per contract year. Additional investigations will require a contract amendment.

E. Non-Stormwater Sampling
CONSULTANT shall perform non-stormwater sampling as necessary when non-stormwater discharges are discovered during outfall screenings, or are reported to the City. CONSULTANT shall perform up to two sampling events per contract year.

Cost for laboratory analysis of stormwater or non-stormwater sampling shall be paid directly by the City to the lab.

EXHIBIT "B"

SPECIAL REQUIREMENTS

None.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

Consultant will be paid monthly for the services provided to the City in the prior month on each of the tasks outlined in Exhibit "A" at the rates set forth below upon City's receipt of a detailed invoice from Consultant. Each invoice must detail the time spent on each task, the title and rate of each person performing the work, and the percentage of completion for each task based on the total hours per task allocated to that task for that year as set forth in the table below. Contractor's invoices to the City may not exceed the amount of fifty thousand dollars ($50,000.00) in any one year of this term or a total of one hundred fifty thousand dollars ($150,000.00) over the three-year term.

The rates payable to the Consultant include all out-of-pocket expenses incurred by Consultant in connection with the services provided to City. Consultant will not be reimbursed for any expenses incurred performing work under this Agreement.

Compensation Schedule (Annual)

Project Number: 1378-0005-00
Project Description: NPDES Compliance Services, FY 2023-2024 +
Rate Schedule: 2023
Contract Type: T&M, line item budgets to match $50,000 annual P.O.
Authorized Amount: $50,000 per year
Client Name: City of Lawndale
Client Contact: Grace Huizar
CASC Manager: Ed Suher
CASC Director: MLK
CASC Principal: Rick Sidor
CASC Office: Glendora
Department: WQ

Basis for Ind/Comm Inspections:
80+ Ind/Comm Facility Inspections annually
Reinspections at 10%
Enforcement letters at 1 per 100

May 17, 2023

				$175	$165	$135	$125	$95	
Task No.	Task Description	Frequency	Budget	Program Manager	Project Manager	Senior Inspector	Inspector/ Analyst	Admin. Assist.	TOTAL HOURS
1	**NPDES/MS4 Program Assistance**								
1A.1	Prepare Annual & WMP Progress Reports	Annually/Semi-Annually	$ 11,975.00		65		10		75.0
1A.2	Prepare SCWP Plan and Report	Annually	$ 1,980.00		12				12.0
1A.3	DC WMG meetings; City meetings/add'l Svcs	On-going	$ 3,405.00	1	12		10		23.0
2	**IC/ID Program**								
2A.1	Update IC/ID Database	Annually	$ 250.00				2		2.0
2A.2	Conduct IC/ID Investigations	Estimate 1 per year	$ 975.00		1	6			7.0
3	**Public Agency Activities Program**								
3A.1	Update Inventory of City Facilities	Annually	$ 745.00		3		2		5.0
3A.2	Post-Con BMP inspections/update databases	Annually	$ 2,100.00		2	2	12		16.0
3B	Update Catch Basin inventory	Annually	$ 415.00		1		2		3.0
3C.1	Inspect City Facilities, Parks, Yards	Annually	$ 1,830.00		2		12		14.0
3D.1	Update IPM Program & Pesticide Report	Annually	$ 415.00		1		2		3.0
3E	Provide Employee/Contractor Training	Annually	$ 1,830.03		10			1.895	11.9
4	**Industrial/Commercial Facility Insp.**								
4A	Perform Ind/Comm Inspections/dbase updates	Annually	$ 15,950.00	1	4	24	95		124.0
5	**Public Outreach**								
5A	Assist with PIPP Implementation	Annually	$ 1,145.00		2		5	2	9.0
6	**Statewide Trash Amendments Support**								
6A	Trash compliance methodology and planning	On-going	$ 990.00		6				6.0
6B	Assist with trash excluder permitting/installation	On-going	$ 5,335.00		24		11		35.0
6C	Revise inventory and docs as necessary	On-going	$ 660.00		4				4.0
		Total Annual Amount	$ 50,000.03	2	149	32	163	3.895	340.9

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

Consultant will provide services as directed by the City and as specified in Exhibits A and C. The term of this Agreement will continue in full force and effect until completion of the services but no later than June 30, 2026. The City, in its sole discretion, has the option to extend the Agreement for as many as two one-year extensions. To exercise its option to extend, at least 90 days prior to the expiration of the Agreement, the City Manager must give Consultant written notice of City's intent to exercise the option and City and Consultant must enter into an amendment to this Agreement.

Back to Agenda

CITY OF LAWNDALE

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

DATE: June 5, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Ahmad Ansari, Interim Director of Public Works/City Engineer
Hrant Manuelian, Director of Finance

SUBJECT: Approve a Month-to-Month Agreement with CleanStreet for Street Sweeping Services

BACKGROUND

The City's street sweeping services have been provided by CleanStreet for the past 22 years. The company has been dependable and has provided satisfactory service to Lawndale. The agreement provides for weekly street sweeping services and debris diversion for 56 curb miles of residential streets, twice weekly services for business district streets, five times weekly along Hawthorne Blvd, once weekly services for the alleys, and bi-weekly services for the medians and City parking lots, for a total of 157.4 curb miles per week. Current services are provided at a cost of $18,243.50 per month ($218,922 annually).

STAFF REVIEW

CleanStreet has established a long-term relationship with the City. They are a reliable company and are known to respond to requests for information and assistance in a timely manner. The agreement with CleanStreet was set to expire on February 28, 2023. In anticipation of this date, staff reached out to CleanStreet to establish a new agreement at the current contract rate. CleanStreet was not agreeable to the offer, therefore, on March 21, 2023 staff released a Request for Proposals for Sweeping / Cleaning of Streets, Alleys and Parking Lots. The proposals were due on April 18, 2023 by 2:00 p.m and the City Clerk confirmed that only one (1) proposal was received from SCA of CA, LLC dba CleanStreet.

The proposal submitted by CleanStreet is complete and comprehensive, however, the proposed annual rate is significantly higher than expected. Staff was directed to release a new Request for Proposals and perform a stronger outreach to as many street sweeping companies as possible. In the meantime, CleanStreet has continued to provide street sweeping services and has now agreed to a month-to-month agreement until December 31, 2023 at the expired contract rate.

LEGAL REVIEW

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

City Council Meeting – June 5, 2023
Approve Month-to-N=Month Agreement with CleanStreet

FUNDING

The street sweeping service is funded via Gas Tax Funds; Street Maintenance – Contract Services. In the current FY22/23 and in the proposed FY23/24 budgets, there is sufficient funding for this service. No further funding is requested.

RECOMMENDATION

Staff recommends approving the month-to-month Agreement with CleanStreet for citywide street sweeping services for the period of June 5, 2023 through December 31, 2023 at a monthly rate of $18,243.50 and not-to-exceed $109,461.00

Attachment: CleanStreet Agreement

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR

STREET SWEEPING SERVICES

This Contract Services Agreement ("Agreement") is made and entered into this 5th day of June, 2023, by and between the City of Lawndale, a municipal corporation ("City"), and CleanStreet ("Contractor"). The term Contractor includes professionals performing in a consulting capacity. 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 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 therefor.

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 One Hundred Nine Thousand Four Hundred Sixty One dollars ($109,461) ("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. City will review each invoice submitted by Contractor to determine whether the work performed and expenses incurred are in compliance with this Agreement. If no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by City, the invoice will be returned by City to Contractor for correction and resubmission. City reserves the right to withhold future payment to Contractor if any aspect of the Contractor's work is found substantially inadequate.

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.

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 December 31, 2023.

4.0 COORDINATION OF WORK

4.1 Representative of Contractor. David Padilla 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 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.

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 $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.

(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than $5,000,000.00 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 $_____ per claim with respect to loss arising from the actions of Contractor performing professional services hereunder on behalf of the City. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Contractor agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

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 be not 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. If the Contractor'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 Contractor.

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 Design Professional Liability. When the law establishes a professional standard of care for Contractor'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", 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, 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 Design Professional Liability. Other than in the performance of design 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, 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 and subcontractors 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. 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. Except as necessary for the performance of services under this Agreement, no documents prepared under this Agreement may be released by Contractor to any other person or entity without City's prior written approval.

6.4 Confidentiality of Information. All information gained or work product produced by Contractor in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law. Contractor, its officers, employees, or agents, may not, without prior written authorization from the City Manager 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 Contractor gives City notice of such court order or subpoena. If Contractor, or any officer, employee, or agent of Contractor, provides any information or work product in violation of this Agreement, then City will have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct. Contractor must promptly notify City should Contractor, 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 Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. 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.

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 non-defaulting 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 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. This Agreement is binding upon the heirs, executors, administrators, successors and assigns of the parties.

9.6 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 will be considered executed when the signature page of a party is delivered by facsimile or other electronic transmission. Such electronic signatures will have the same effect as an original signature, provided that a wet signature copy is also mailed to the other party.

9.7 Modification of Agreement. No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and by the City Council or City Manager,

as applicable. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

[SIGNATURES ON FOLLOWING 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

CONTRACTOR:
CleanStreet
a [California corporation]

By: _____
Name:
Title:

By: _____
Name:
Title:

Address:

EXHIBIT "A"

SCOPE OF SERVICES

1. DEFINITIONS. Whenever the following terms are used in this Exhibit, they shall have the following meaning:

a) "Alleys" means all dedicated alleys in the City of Lawndale. The City has approximately six (6) alley centerline miles.

b) "Business District" means that territory described as commercial, industrial or manufacturing district in the zoning map of the City of Lawndale.

c) "Curb-Mile" means swept path not less than five (5) feet wide for cumulative total length of 5,280 feet.

e) "Debris" means all litter, rubbish, leaves, sand, dirt, garbage and other foreign material removable from a paved area with a street sweeper.

f) "Director of Public Works" means the official designated as the Director of Public Works of the City, or any of his/her authorized representatives.

g) "Median Islands" means the raised portion of the street between opposing lanes of traffic.

h) "Parking Lots" means all City-owned parking lots. The City has eleven (11) parking lots at City-owned facilities as described on "Exhibit E". Parking lots also include the median parking along Hawthorne Boulevard. The term also applies to the School District owned parking lots at Jane Addams Middle School, Roger Anderson and William Green Elementary School.

i) "Regular Sweeping" means of street alleys, parking lots, median and other areas at pre-arranged scheduled intervals.

j) "Residential District" means that portion of the City not included within the business district.

k) "Streets mean all dedicated public right-of-way within the existing or future corporate limits of the City of Lawndale.

2. REGULAR SCHEDULED STREET SWEEPING.

Contractor shall furnish all labor, material and equipment necessary and shall weekly sweep, according to the current posted schedule, all existing streets, alleys, median islands, intersections and parking lots located within the present corporate limits of the City, in accordance with Exhibit "D".

Sweeping shall normally consist of a single pass over an area. Additional passes shall be made as necessary in problem areas where silt, leaves, debris, water or other conditions warrant special attention. In the event that the results of a sweeping are considered unsatisfactory by the Contract Officer, the Contractor shall sweep or clean the unsatisfactory area again at no cost to the City, within two (2) calendar days, without interruption in the regular sweeping schedule.

The aforementioned weekly scheduled street sweeping (Exhibit "E") shall be adhered to by Contractor unless deviation is authorized by the Contract Officer. The schedule is based on a five (5) days per week sweeping schedule. When deviation is authorized due to inclement weather, Contractor shall sweep the area missed as soon as weather conditions will permit. The Contractor shall perform all extra work caused by such weather without additional charge; this work shall not be considered emergency work as discussed in Exhibit "B".

Services consist of weekly street sweeping and debris diversion for 56 curb miles of residential streets, twice weekly services for business district streets; five times weekly services along Hawthorne Blvd; once weekly services for the alleys; and bi-weekly services for the medians and City parking lots, for a total of 157.4 curb miles per week.

3. SWEEPING/CLEANING OF STREETS, ALLEYS AND PARKING LOTS.

In addition to the work required above, the Contract Officer may from time to time request additional sweeping service to be compensated for at the hourly rate specified in Exhibit "C". Such requests shall be preceded by twenty-four (24) hours' notice from the Contract Officer to Contractor.

4. STREET SWEEPING EQUIPMENT

In compliance with the South Coast Air Quality Management District (AQMD) Rule 1186.1 – Less Polluting Sweeper, Contractor shall provide alternative-fuel sweepers or otherwise less-polluting sweeper for sweeping operations undertaken for the City. The Contractor shall normally use a broom type street sweeper approved by the Contract Officer, to clean the equipment used, including stand by or back up equipment, which shall not be more than five (5) years old at any time during the life of this contract or any amendment. Street Sweepers shall have a minimum five (5) cubic yard capacity. All mobile units shall be clearly marked with the Contractor's name and vehicle number and Contractor's telephone number prominently displayed for purposes of identification.

5. TRAFFIC COUNTERS

The Contractor is cautioned that, at various times and locations, portable traffic counting equipment of a type which is activated by vehicles coming in contact with a hose placed in

the roadway, are used in the City. Caution shall be used by the Contractor to avoid damaging said equipment. If the Contractor, while in the performance of his contract duties, damages or causes to be damaged any of the aforementioned traffic counting equipment or appurtenances, he shall bear the entire cost of the restoration, repair, inspection, testing or replacement of said damaged equipment.

6. STANDARD OF PERFORMANCE

The primary objective of street sweeping is to pick up all leaves, paper, dirt, rocks, cans or other debris to ensure free flow of water in the gutters and maintain streets, alleys and parking lots in the state of cleanliness. The Contract Officer will make the final determination as to whether the work has been satisfactorily completed and shall order the Contractor to re-sweep or re-do in a satisfactory manner any areas the Contract Officers seems such work necessary.

7. HOLIDAYS

The Contractor is not required to sweep streets on Sundays, nor on any City holidays including the following: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Juneteenth Day, Fourth of July, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Day, or any additional holidays set forth in any collective bargaining agreement which may be entered between Contractor and its employees, a copy of which is to be provided to City. No modification of this holiday schedule shall be effective unless authorized in writing by the Contract Officer. Scheduled sweeping for each of the foregoing holidays shall be made up within seven (7) days after such holiday unless deviation is authorized by the Contract Officer.

8. MUNICIPAL SERVICES OFFICER-COORDINATION

The City may utilize a Municipal Services Officer to cite vehicles for parking during street sweeping hours. The Contractor shall coordinate his sweeping activities with the Municipal Services Officer. All cost for this coordination is included within the Contract Sum; no additional compensation is allowed.

9. SUPERVISION

The Contractor agrees that its performance of each of the provisions of this Agreement shall be to the standards set by the Contractor and the Contract Officer of the City to insure cleanliness, health and sanitation and that Contractor shall ensure the sweeping of streets and disposal of all sweepings in accordance with the provisions of this Agreement unless it is modified in writing by, or under the authority of, the Contract Officer. All work shall be done in a thorough and workmanlike manner in accordance with generally accepted good practices in the street sweeping industry.

10. DIVERSION/DISPOSAL OF SWEEPINGS

The Contractor shall provide for the legal disposal of all street sweepings. The Contractor shall provide for the composting and/or recycling or reuse of 100% of the street sweeping materials by weight in accordance with Assembly Bill 939 to reduce and/or minimize solid waste generation from the street sweeping operation. Contractor is responsible for monitoring how the street sweepings will be diverted at selected facilities and for selecting

alternative facilities if necessary to ensure full diversion credit. Failure to do so places the Contractor in default, and City has the option, but not obligation, to direct Contractor where to deliver the material.

11. COMPLAINTS

Complaints regarding Contractor's performance shall be transmitted to Contractor's office in writing, e-mail or via telephone and handled by Contractor's superintendent. A report shall be made promptly by Contractor and given back to the Contract Officer. Repeat complaints may be handled by joint visit to the site by a City Inspector and the Contractor's Superintendent. All complaints are to receive a follow-up response within a twenty-four (24) hour period after Contractor has been notified.

12. DIVERSION REPORTS

In addition to performance of services reports required by the Contract Officer, Contractor shall prepare and submit a report documenting tonnage of street sweeping debris collections delivered to each facility and copies of weight tickets for each load. Reports shall be submitted for each calendar quarter and shall be provided to the City by the 20th of the month following the end of the calendar quarter.

13. FEES AND GRATUTIES

Contractor shall not, nor shall it permit, any agent, employee or subcontractor employed by it to request, solicit, demand or accept, any compensation or gratuity for the sweeping of streets as herein defined, except such compensation as may be provided by this Agreement or as herein permitted.

14. CHANGE

The Contract Officer may at any time, by written order, direct that changes may be made in the work, specifications and route schedules relating to this Agreement. If any such changes cause an increase or decrease in the cost of, or the time required for performance of this Agreement, an equitable adjustment shall be made in Contractor's compensation or street sweeping schedule, or both; and this Agreement shall be modified in writing accordingly and approved by both parties hereto. Any claim by Contractor for any adjustment under this clause must be asserted within thirty (30) days from the date of receipt by Contractor of the notification of such changes, or such claim for adjustment shall be waived. Nothing in this paragraph shall excuse Contractor form proceeding with the performance of its obligations hereunder as so changed.

15. CONTRACTOR STAGING AREA

Contractor is responsible for securing an area for staging equipment and vehicles used to perform all services required under the Agreement at Contractor's sole cost. The City will not provide an area for staging. Contractor shall not stage equipment or vehicles at the Public Works Yard or on other City-owned property.

EXHIBIT "B"

SPECIAL REQUIREMENTS

A new Section 2.4 is added to the Agreement to read as follows:

"2.4 Prevailing Wages; Indemnification. Contractor and all subcontractors shall comply with the State Labor standards. State Labor standards provisions, including prevailing wage requirements, will be enforced such that the general rate of per diem wages (prevailing wage) shall be paid for each craft, classification, or type of worker needed to execute the contract to all workers employed in the execution of the contract for the work to be performed by CleanStreet. The State General Prevailing Wage Determination is as established by the California Department of Industrial Relations for Los Angeles County. *(Refer to http://www.dir.ca.gov/OPRL/PWD/Determinations/Statewide/C-TT.pdf for additional information.)* The 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 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 Contractor is required to post at the job site the prevailing rate of per diem wages and other notices prescribed by regulation.

The Contractors and all subcontractors must submit electronic certified payroll records weekly directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) no less than monthly and must 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.

Contractor shall indemnify, defend with legal counsel approved by the City, and hold the City and City's Parties harmless from and against any all liability, loss, damage, costs, or expenses (including attorneys' fees and court costs) arising from or as a result of any action, claim, or determination relating in any way to the failure to properly pay of prevailing wages. Moreover, the City retains the right to settle or abandon any such the matter without the Contractor's consent as to the City's liabilities or rights only."

- A new Section 5.1(e) is added to the Agreement to read as follows:

(e) Cyber Liability Insurance. The cyber liability insurance must include the following coverage:

- Liability arising from the theft, dissemination and/or use of confidential or personally identifiable information; including credit monitoring and regulatory fines arising from such theft, dissemination or use of the confidential information.

- Network security liability arising from the unauthorized use of, access to, or tampering with computer systems.
- Liability arising from the failure of technology products (software) required under the Agreement for Contractor to properly perform the services intended.
- Electronic media liability arising from personal injury, plagiarism or misappropriation of ideas, domain name infringement or improper deep-linking or framing, and infringement or violation of intellectual property rights.
- Liability arising from the failure to render professional services.
- If coverage is maintained on a "claims-made" basis, Contractor must maintain such coverage for an additional period of three years following termination of the Agreement.

1. SURETIES AND INSURANCE

Contractor shall provide the City with an annual Faithful Performance Bond and a Labor and Material Bond (Payment Bond) in a form an amount approved by the City within fifteen (15) days from the date of written notice of the award of this Agreement as described in the Request for Proposal for Sweeping/Cleaning of Streets, Alleys and Parking Lots. **At least thirty (30) days prior to the commencement of the second year of services to be provided under this Agreement, and each year thereafter that this Agreement shall be in effect, Contractor must provide the City with copies of the new annual Performance and Payment Bonds** in the same amounts as required above and otherwise meeting the conditions of this section.

The **Faithful Performance Bond** shall be in the sum of not less than $_____. The **Payment Bond** shall be in the sum of not less than $_____. In addition to the requirements above, the bonds must comply with the requirements set forth in the Agreement.

The payment bond shall contain the original notarized signature of an authorized officer of the surety and affixed thereto shall be a certified and current copy of his power of attorney. **The payment bond shall be unconditional.**

All insurers and sureties must be rated A or better according to the most recent A.M. Best Co. Rating Guide. The selected Contractor shall deliver, concurrently with execution of this Agreement and delivery of said payment bond and performance bond, to the City the following documents:

(a) A copy of the "Certificate of Authority" of the Insurer or Surety issued by the Insurance Commissioner, which authorizes the Insurer or Surety to transact surety insurance in the State of California; or

(b) A certificate from the Clerk of the County of Los Angeles that the "Certificate of Authority" of the Insurer or Surety has not been surrendered, revoked, canceled, annulled, or suspended or, in the event the "Certificate of Authority" of the Insurer or Surety has been suspended, that renewed authority has been granted.

Failure of Contractor to deliver these documents by the time of execution of this Agreement shall require the City to refrain from entering or continuing the Agreement, as applicable, as Contractor will be deemed to have failed to ensure the sufficiency of the Insurer or Surety to the satisfaction of the City, as required by the provisions of the Bond and Undertaking Law, Code of Civil Procedure 995.660.

Upon receipt of any bonds, City shall contact the bond company to verify the bond's validity.

2. CONTRACTORS EMPLOYEES

A. Work Force, Background Checks

The parks and parking lots at Jane Addams, Rogers/Anderson, and William Green schools, which will be part of the work provided pursuant to this contract with the City, are owned by the Lawndale Elementary School District. Contractor hereby warrants that she/he and all employees or agents of Contractor who may provide services 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 contact with children. In addition, Contractor agrees to provide City with Live Scan fingerprints and the related criminal background check for each employee or agent of Contractor who may provide services pursuant to this Agreement.

B. Uniforms and Clothing

The Contractor's employees shall wear uniform shirts that have the Contractor's company name and the employee's first name clearly displayed on the shirt while providing the services required under this Agreement. All shirts worn by Contractor's employees shall be of the same color, material and style and shall have a neat and clean appearance.

C. Emergency Services

Contractor shall provide the City with the names and telephone numbers of at least two (2) contacts who can be called by City representatives when emergency conditions occur. Such work shall be performed for additional compensation unless the emergency condition is created as a result of Contractor's negligence. Emergency work does not include work required as the result of the weather as described above. Emergency work will be compensated at the hourly rate established in Exhibit "C". The City shall call for such assistance only in the event of a genuine and substantial emergency. Upon notification by the City of emergency conditions, the Contractor shall arrive to the site and report status within one (1) hour and Contractor shall charge a maximum of one (1) hour personnel response time for any response to an emergency call requiring a representative of Contractor to travel to the City.

3. LEVEL OF MAINTENANCE

(A) All work shall be performed in accordance with the Schedule of Performance (Exhibit "D") so as to maintain the aesthetic appearance, safety, and usefulness of the streets, alleys, medians, and parking lots.

(B) The City shall make routine inspections of all streets, alleys, and parking lots included in this Agreement and shall advise Contractor of any deficiencies noted. The results of each inspection shall be recorded and retained for reference.

The Contractor shall compensate the City for all time required for any re-inspection and related supervision by the City's Public Works Inspector as a result of noted deficiencies at a rate including actual time, fringe benefits, and mileage costs incurred by the City.

(C) Notices and penalties for non-performance are set forth as follows:

1) Deficiency Notice: The Contractor is required to correct deficiencies within one (1) working day after notification by City.

2) Withholding of Payment: Provided work under the Deficiency Notice has not been completed by Contractor, payment for addressing the subject deficiency shall be withheld until the deficiency is corrected or remedied by the City. Such costs shall be determined by the City based on a percentage of the item cost per month for the area in question, using the cost for that task.

3) City's Right to Correct Deficiency: One (1) working day after issuing a Deficiency Notice to Contractor, City shall re-inspect the noted deficiency to verify whether the deficiency has been corrected to the satisfaction of the City. If the deficiency is not corrected the City may correct the deficiency and shall receive a bill credit for the costs incurred to do so.

4. Description of Deficiencies

- Performance deficiency. Examples include: failure to comply with conditions, specifications, reports, schedules and/or directives from the Contract Officer or City Engineer. Deduction may be based upon costs provided by the Contractor on the Bid Worksheets submitted at the time of bid or as deemed appropriate by the City's Representative.

- Failure to provide adequate equipment in compliance with City specifications and/or as requested by the City's Representative.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

1. The City shall pay the Contractor $18,243.50 per month for the scope of work.

2. The City shall pay the Contractor an additional sum at the rate of $24.00 per hour per street sweeper for any special street sweeping service requested by the city and performed by the Contractor; provided, however, that said hourly rate shall only apply to actual street sweeping time and shall not apply to the Contractor's travel time to and from the designated work site. The minimum work order for additional work shall be one (1) hour in any one (1) day. After that initial hour, the time will be billed in increments of six minutes (0.1 hours).

3. Failure to Perform Required Work – Deductions. In the event the Contractor fails to complete the sweeping in a satisfactory manner, as required by this Agreement, because of equipment breakdown or reasons other than inclement weather, the City may deduct from the monthly compensation due to the Contractor the amount per curb mile which is unsatisfactorily performed at the rate specified in Section 2 of this Exhibit.

Failure to provide adequate equipment in compliance with City specifications and/or as requested by the City's Representative. May result in a deduction of up to $250 per instance per workday.

As set forth in Exhibit "B", when a deficiency is not corrected the City may correct the deficiency and shall receive a bill credit for the costs incurred to do so.

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

The term of this Agreement is 6 months commencing June 5, 2023 through December 31, 2023.

The regular scheduled street sweeping shall be provided as follows:

a) Streets in the residential district shall be swept once (1) a week in accordance with the schedule provided by the Director of Public Works. Residential areas are swept from 8:00 a.m. to 1:00 p.m., Monday through Friday. [Approximately fifty-six (56) curb miles].

b) Hawthorne Boulevard shall be swept five (5) times a week between the hours of 2 a.m. to 6 a.m. [Approximately four (4) curb miles].

c) Streets in the business district (with the exception of Hawthorne Blvd.) shall be swept twice (2) each week in accordance with the schedule provided by the Director of Public Works. [Approximately eleven (11) curb miles].

d) Alleys shall be swept once (1) a week according to the schedule provided by Director of Public Works. [Approximately five (5) curb miles]

e) Median islands shall be swept once (1) every other week according to the schedule provided by the Director of Public Works. [Approximately six (6) curb miles].

f) Parking lots shall be swept once (1) every other week according to the schedule provided by the Director of Public Works.

g) Sweeping along signed routes shall be completed during hours and on the days posted. Sweeping shall not commence along a sign route until ten (10) minutes after the time posted for the sweeping period.

EXHIBIT "E"

CITY OWNED PARKING LOTS

City of Lawndale - Sweeping/Cleaning of Streets, Alleys and Parking Lots

City Owned Parking Lots

No.	Name	Description	Address	(Sq. Ft.) Area	No. of Parking Spaces
1	City Hall Parking Lot	Parking lot to the south of City Hall	14717 Burin Avenue	11,000	30
2	City Hall Parking Lot	Parking Lot to the east of City Hall	S/W Corner of 147th and Burin	17,700	40
3	Community Center Structure	Parking structure (8'-2" clearance) and adjacent driveway	14700 Burin Avenue	12,625	50
4	Annex Parking Lot	Parking lot north of Del Oro Ave. and west of Burin Ave.	N/W Corner of Del Oro Ave./Burin Ave.	3,000	7
5	Jane Addams Park Parking Lot	Parking lot north of Jane Addams Park.	S/E Corner of Marine Ave./Firmona Ave.	14,000	37
6	William Green Park Parking Lot	Parking lots to the north of William Green Park	S/E Corner of 168th St./Firmona Ave.	16,000	37
7	William Green Park Parking Lot	Parking lot to the west of William Green Park	168th Street	8,000	20
8	Roger Anderson Park Parking Lot	Parking lot to the south of Rogers Anderson Park	4167 Manhattan Beach Blvd.	33,000	37
9	Public Works Yard Parking Lot	Parking lot at the Public Works Yard	4722 Manhattan Beach Blvd.	26,000	40
10	Community Center North Pkg Lot	Parking lot on Grevillea Avenue	14616 Grevillea Avenue	1,900	7
			Subtotal:	143,225	305
11	Burin House Parking Lot	Parking lot to the south of Community Center	14700 Burin Avenue	4,800	6
12	Hawthorne Blvd. Parking Lots	Parking lots along Hawthorne Boulevard in median islands	Hawthorne Bl. From Rosecrans Ave. to Redondo Beach Blvd.	248,000	238
			Total:	391,225	543

Back to Agenda

CITY OF LAWNDALE

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

DATE: June 5, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Michael Reyes, Municipal Services Director

SUBJECT: **Armed Security Services Contract**

BACKGROUND

Recently, residents and staff have become aware of a growing number of quality-of-life violations that are affecting residents and merchants within the City of Lawndale. While the Sheriff's Department does address problems stemming from the homeless camping on streets and from vendors operating without proper business licenses, their more crucial duties such as gang suppression and responding to emergencies does limit the amount of time that LASD personnel have available for minor violations of the City of Lawndale Municipal Code. For this reason, Staff has solicited bids from Armed Security Service providers who can be brought in to specifically target these minor crimes, while also serving to provide additional patrols of the City to protect the community from more serious crimes.

STAFF REVIEW

Over the past year, the City has become aware of several minor municipal code violations and quality of life issues that have become more and more prevalent. Some of these violations include an increase in the number of unlicensed vendors and food trucks that are operating without permits after City Staff have gone home for the day.

The City has also experienced an increase in the number of homeless individuals that are camping overnight on city sidewalks and at City facilities, which may be correlated to an increase in petty thefts which have also been more frequent over the past year involving City owned vehicles and buildings.

For this reason, the City wishes to supplement our Sheriff's Department by hiring an Armed Security Services company to provide additional protection and security for the residents and merchants of Lawndale, as well as to handle unlicensed vending and homeless encampment issues. City Staff put out a Request for Proposal seeking bids for Armed Security Companies and invited three companies to interview and give presentations to City Staff. After considering the needs of the City, and weighing multiple factors such as cost, experience levels, presentation, and references, City Staff choose Southwest Patrol as the best suited match for the City of Lawndale.

Southwest Patrol currently provides armed security services to the cities of Lakewood and Bellflower, as well as to the Garden Grove and La Habra School Districts. Southwest Patrol has been providing security services to private and public institutions for 29 years and emphasizes training for their officers, and a highly selective process for hiring their guards. Southwest Patrol will maximize the appearance

and presence of their security officers, which will include uniforms, equipment and vehicles, to convey professionalism and competency to the residents of Lawndale.

LEGAL REVIEW

The City Attorney has reviewed the proposed agreement and approves it as to form.

FISCAL IMPACT

The cost for each guard comes to $50 per hour, and the staff is requesting 1,100 hours of coverage per year for two years totaling $110,000. These costs will be paid from the ARPA and have already been budgeted for therefore, no additional appropriation is needed.

RECOMMENDATION

Staff recommends that City Council authorize the City Manager to approve Southwest Patrol to provide armed guard protection and security services for a two-year agreement on a form to be approved by the City Attorney's office.

Attachment: 1) Southwest Patrol Proposal
2) Professional Services Agreement with Southwest Patrol
3) Proposals Submitted

ATTACHMENT 1

SOUTHWEST PATROL, INC.
1800 E. Lambert Rd. #155
Brea, CA 92821

Toll Free: (800) 716-0600
Fax: (714)729-3906

Submittal: April 6, 2023

Proposal for City of Lawndale Armed Security Services at Multiple City Facilities and Parks

Account Manager: Mike Gagon
Email: Mike@southwestpatrol.com

Cell: (562)455-6341

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John Stirn
President, Southwest Patrol, Inc.
1800 E. Lambert Rd. #155
Brea, CA 92821
Office: (714)729-3905

April 5, 2023

City of Lawndale
Attention: Michael Reyes
Director of Municipal Services
14616 Grevillea Ave
Lawndale, CA 90260

Cover Letter

Dear Mr. Reyes,

Southwest Patrol, Inc. is submitting the enclosed proposal in response to the Request for Proposal for City of Lawndale Armed Security Services at Multiple City Facilities and Parks. I, John Stirn, and the Account Manager Mike Gagon, understand by submitting the enclosed proposal, the terms and conditions contained in the proposal become part of this document, and Southwest Patrol, Inc. will be bound by the terms of the enclosed proposal, subject to its terms and conditions, if selected as the successful applicant.

By submitting the enclosed proposal, I certify that Southwest Patrol, Inc. meets the minimum requirements for this contract:

1. Southwest Patrol, Inc. has been a leader in providing security services to private and public institutions for 29 years. I have provided a list of references to verify our commitment and dedication to our clients.
2. Possess a valid and active California issued private patrol operator license, License Number 15937.

This proposal is for armed security services at Harold E. Hofmann Community Center, Lawndale City Hall Courtyard, Lawndale City Hall Memorial Wall, Harold E. Hoffman Community Center and Lawndale City Hall Parking Lots, Lawndale Municipal Services Building, Lawndale Public Works Building, Three City-owned pools, and patrol of

specified services in Lawndale City streets and neighborhoods. This proposal is for the two-year contract period for the above-mentioned locations.

I, and the Account Manager, Mike Gagon, have authority to represent Southwest Patrol, Inc. for this proposal.

John Stirn
President, Southwest Patrol, Inc.
1800 E. Lambert Rd. #155
Brea, CA 92821
(714)729-3905

Mike Gagon
Account Manager, Southwest Patrol, Inc.
1800 E. Lambert Rd. #155
Brea, CA 92821
(562)455-6341

Company History

Background

Southwest Patrol, Inc. is fully licensed, bonded, and insured to provide private security services to Southern California since 1994. The company is led by a senior management team with over 45-combined years of experience in law enforcement and private security. Southwest Patrol, Inc. has an A+ rating from the Better Business Bureau serving Los Angeles, Riverside, and San Bernardino Counties. In addition, we are proud members of the California Association of Licensed Security Agencies, Guards and Associates, California Bureau of Security, and Investigative Services, the American Society for Industrial Security International, Los Angeles Chamber of Commerce, and the Business Consumer Alliance. These memberships allow us to continuously improve our training, stay current with industry standards, and participate within our communities to understand their opportunities and challenges.

Services

Southwest Patrol, Inc. provides the following services, customized to meet our clients' individual needs:

- Uniformed Officer/Plainclothes Officers
- Armed/Unarmed Officers
- Security Patrol Services
- Bodyguards/Executive Protection
- Escort Services
- Internal Theft & Loss Prevention Services
- Investigations
- Undercover operations
- Security Consultations

References

Southwest Patrol, Inc. has been a leader in providing security services to private and public institutions for 29 years. Below is a list of references to verify the commitment and dedication to our clients:

Reference	Contact
City of Bellflower 16600 Civic Center Dr. Bellflower, CA 90706	Joel Hockman (562)925-0124
City of Lakewood 5050 Clark Ave Lakewood, CA 90712	Josh Yordt (562)866-9771
Chino Valley Fire District 14011 City Center Dr Chino Hills, Ca 91709	Scott Atkinson (909)816-7682
Garden Grove School District 8211 Lampson Ave Garden Grove, CA 92841	Cathy Joseph (714)663-6394
Option Center 2416 S. Main St Santa Ana, CA 92707	Laura Lesniak (714)668-1530
Victoria Grove HOA 526 Queensland Cir Corona, CA 92879	C.W. Bock (951)354-0732
Costa Mesa Square 3030 Harbor Dr Costa Mesa, CA 92626	Steve Welch (818)780-0684
Mira Mesa (H-Mart) 9200-9600 Mira Mesa Blvd San Diego, CA 92126	Doug Packwood (858)245-7544
La Habra School District 500 N. Walnut St La Habra, Ca 90631	Carol Argomaniz (562)690-2321
Association Management 14780 Pipeline Ave Chino Hills, CA 91709	Celina Perez (909)444-7655

Security Operations

Organization

President

John Stirn, President of Southwest Patrol, Inc. is involved in all aspects of the company. John has a background in law enforcement and opened Southwest Patrol, Inc. in 1994 to create a security company that is cost effective, customizable to their clients, highly trained and experienced, with a professional appearance. John performs monitoring at random throughout the operations to ensure the client is receiving the level of service they expect, and that is required from his employees.

Account Manager

Mike Gagon will be the Account Manager if awarded the City of Lawndale contract for armed security services. Mike will be your point of contact for any opportunities or challenges that arise during the time of contract. Mike has been with Southwest Patrol, Inc. since 2005 and is considered a subject matter expert in the industry.

Operations Manager

Pete Macias oversees all of Operations including Supervisors, Guards and Armed Guards, Supervisors, and training officers. Pete will be responsible for executing on this contract and to ensure our guards are exceeding your expectations.

Senior Training Officer

The Senior Training Officer is a hands-on professional responsible for the development and implementation of the company's training programs. Each officer is enrolled in a structured training program, from new employee orientation, loss-prevention, security awareness, and site-specific continuing education program. The Senior Training Officer tracks training progress, and adjusts curriculum as needed to continuously improve the training program over time.

Supervisors

You will have various supervisors that will oversee all the Armed Guards throughout the city. It is the responsibility of the supervisor to do routine checks on their employees to ensure timeliness and assurance that the employees are fit for duty. The supervisor will visit each employee multiple times throughout their shift to monitor performance and assist with conflict resolution if needed. The supervisor will verify the employee is

meeting all rest breaks based on their scheduled shift and taking either on-duty or off-duty meal periods as necessary. If the employee is not able to arrive for the schedule work assignment, or must end their work assignment earlier than scheduled, the employee must speak to the supervisor directly, an email or text message will result in the same as a no show and disciplinary action will be taken.

Armed Security Guards

You will have Armed Security Guards assigned to this contract. The guards will be responsible for completing Daily Activity Reports each hour throughout their shifts. These reports will help to communicate any activity throughout the city as well as serve as a control to monitor their timeliness and effectiveness on the job. All armed guards complete a background check prior to hire, have a valid Bureau of Security and Investigative Services state-issued registration, and always carry on their person their active licenses to carry and operate a firearm.

Personnel Selection

The selection process includes an assessment of each applicant's character, ability, reputation, habits, and associates. Each applicant is required to take both oral and written examinations, as well as complete a thorough background investigation. In addition, a complete criminal history check through the Department of Justice and the Bureau of Security and Investigative Service is conducted. An assessment of each applicant's profile and training is then made to ascertain if their background and prior employment is adequate for the City of Lawndale's specific needs. Additionally, all of our officers receive extensive training to develop their interpersonal relation skills to be discreet and non-confrontational in situations requiring their intervention.

Training

Southwest Patrol, Inc. believes an effective training program is the best way to distinguish our company from others. Training is critical to our safety and success of both our employees and the communities we serve. Employees are trained in loss-prevention, security awareness, first aid/CPR, AED, Impact Baton and Firearms. A training curriculum can be created to tailor the needs of the City of Lawndale including providing site-specific training where necessary.

In addition, Southwest Patrol, Inc. offers career advancement for high performing security officers to participate in the supervisor-training course under the direction of the Operations Manager and the Senior Training Officer. Once a candidate meets the minimum qualifications for a supervisor position and demonstrates the ability to lead

and influence a team into continuous improved performance, that individual will be promoted within the organization.

Uniforms

Southwest Patrol, Inc. will maximize dress, appearance, and bearing as a means of conveying professionalism and competency to the public. Great emphasis is placed on how an officer looks and how they conduct themselves. We offer uniform options to fit your needs or can tailor a unique uniform to meet your standards of appearance.

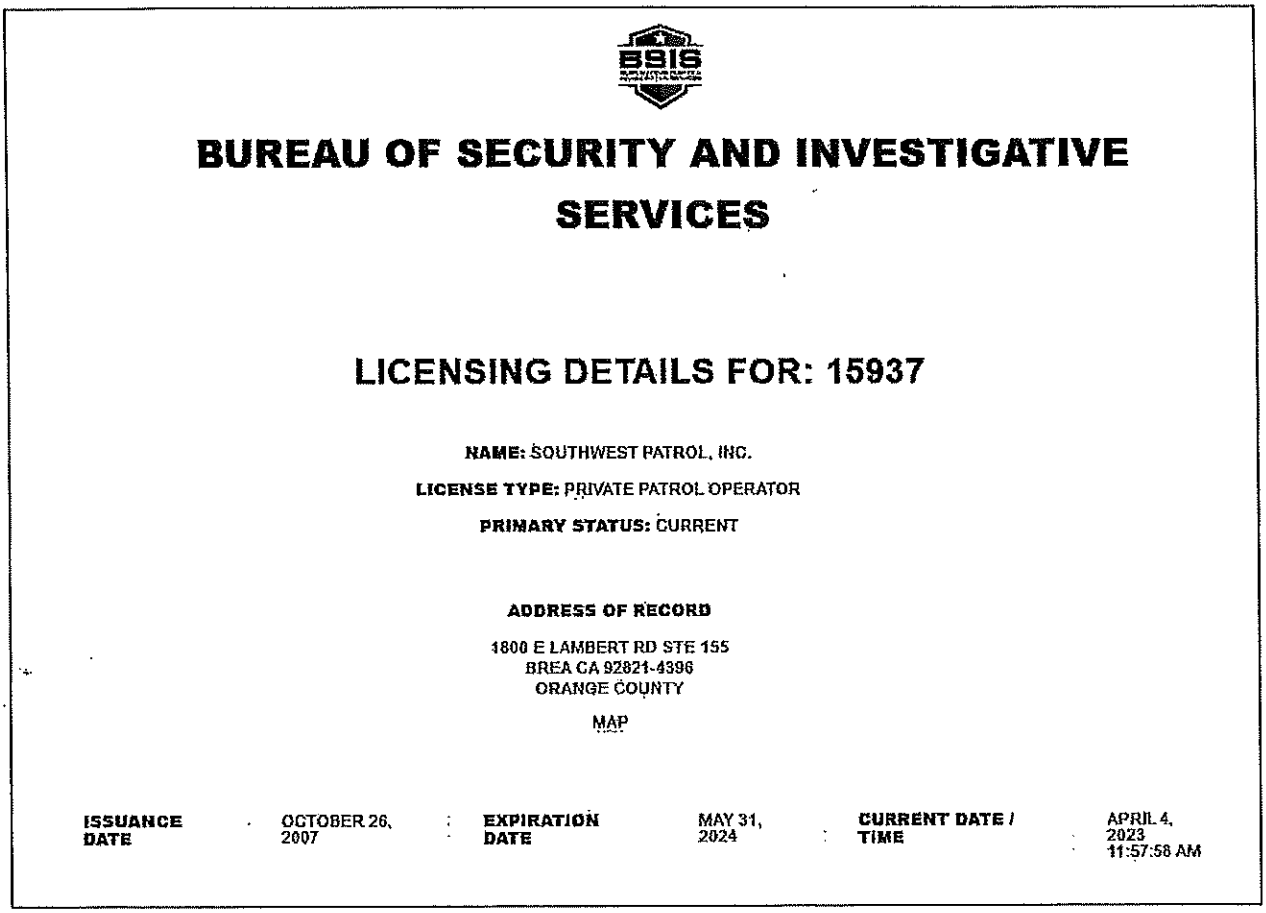
Equipment

Armed security officers are equipped with flashlights, handcuffs, radio, batons, pepper spray, and firearms. The type of equipment each officer carries can be modified to fit the needs to the client. Officers are not permitted to carry any equipment that they are not trained and licensed to carry and in addition to being authorized by Southwest Patrol, Inc.

Southwest Patrol, Inc. utilizes professional vehicles fully equipped with emergency equipment such as dispatch radios, cellular phones, traffic cones, first-aid kits, emergency lights, and spotlights.

Private Patrol Operators License

Southwest Patrol, Inc. possess a valid and active California issued private patrol operator license. License Number 15937 was issued on October 26, 2007, and expires on May 31, 2024. Southwest Patrol, Inc. commits to keep this license current for the duration of the contract.



BSIS

BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

LICENSING DETAILS FOR: 15937

NAME: SOUTHWEST PATROL, INC.

LICENSE TYPE: PRIVATE PATROL OPERATOR

PRIMARY STATUS: CURRENT

ADDRESS OF RECORD

1800 E LAMBERT RD STE 155
BREA CA 92821-4396
ORANGE COUNTY

MAP

ISSUANCE DATE	OCTOBER 26, 2007	**EXPIRATION DATE**	MAY 31, 2024	**CURRENT DATE / TIME**	APRIL 4, 2023 11:57:58 AM

Required Insurances

Southwest Patrol, Inc. will procure, maintain, and provide the City with proof of insurance and coverage as specified in Exhibit 1, Section 5 in the request for proposal.

Southwest Patrol, Inc. currently carries Commercial General Liability, Automobile, and Workers Compensation and Employers' Liability insurance through HUB International Insurance Services, Inc. If awarded this contract, the company is prepared to name the City of Lawndale as an additional insured with limits of: General Aggregate of $5.0 million, Each occurrence of $2.0 million, Workers Compensation and Employers' liability of $1.0 million per accident, Automobile liability of $1.0 million, and Professional Liability or Error and omissions Insurance of $5.0 million per claim. Below is a redacted copy of a current insurance policy, Southwest Patrol, Inc. acknowledges the amounts may not meet or exceed the amount required for this contract but is prepared to increase the coverage amounts if awarded the contract with City of Lawndale.

SOUTPAT-03 BRORRELL

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/3/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
HUB International Insurance Services Inc.
641 W Cromwell Avenue
Suite 101
Fresno, CA 93711

CONTACT NAME: [redacted]
PHONE (A/C, No, Ext): [redacted] FAX (A/C, No): [redacted]
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Insurance Company	18058
INSURER B: Arch Insurance Company	11150
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Southwest Patrol, Inc.
1380 E. Lambert Rd
Suite 155
Brea, CA 92821

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR	X	X	PHPK2516649	2/5/2023	4/1/2024	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC						GENERAL AGGREGATE	$ 3,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$ 3,000,000
								$
A	AUTOMOBILE LIABILITY X ANY AUTO			PHPK2516745	2/5/2023	4/1/2024	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per person)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB X OCCUR			PHUB552697	2/5/2023	4/1/2024	EACH OCCURRENCE	$ 5,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 5,000,000
	DED RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	X	WAW0842928(5)	4/1/2022	4/1/2023	X PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

[redacted]

CERTIFICATE HOLDER
[redacted]

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Cost Proposal

Item Description	A. Hourly Rate, Year One: (7/3/2023 – 6/30/2024)	B. Hourly Rate, Year Two: (7/1/2024 – 6/30/2025)	C. Maximum Contract Cost, Year One: (A x 2,000 Hours)	D. Maximum Contract Cost, Year Two: (B x 2,000 Hours)	E. Total Cost, Full Two Years of Services: (C + D) (7/3/2023 – 6/30/2025)
One Armed Officer	$55	$55	$110,000	$110,000	$220,000
Item Description	**F. Added Costs, Year One: (7/3/2023 – 6/30/2024)**	**G. Added Costs, Year One: (7/3/2023 – 6/30/2024)**	**H. Added Costs, Year Two: (7/1/2024 – 6/30/2025)**	**I. Added Costs, Year Two: (7/1/2024 – 6/30/2025)**	**J. Total Added Costs, Full Two Years: (F+G+H+I) (7/3/2023 – 6/30/2025)**
Additional Costs, if Applicable	$27.50	$27.50	$27.50	$27.50	$3,960 +
Describe Additional Costs, if Applicable:	Holiday Pay	Overtime	Holiday Pay	Overtime	18 Holidays + any overtime
Totals	(A + F)	(B + G)	(C + H)	(D + I)	(E + J)

Total Cost for Services for One Year Agreement, 7/3/2023 – 6/30/2024:	$111,980+

Total Costs for Services for Two Year Agreement, 7/3/2023 – 6/30/2025:	$111,980+

ATTACHMENT 2

CITY OF LAWNDALE

CONTRACT SERVICES AGREEMENT FOR

ARMED SECURITY SERVICES

This Contract Services Agreement ("Agreement") is made and entered into this __day of ___ , 2023, by and between the City of Lawndale, a municipal corporation ("City"), and Southwest Patrol ("Contractor"). The term Contractor includes professionals performing in a consulting capacity. 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 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 therefor.

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 one hundred and ten thousand dollars ($110,000) ("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. City will review each invoice submitted by Contractor to determine whether the work performed, and expenses incurred are in compliance with this Agreement. If no charges or expenses are disputed, the invoice will be approved and paid. In the event any charges or expenses are disputed by City, the invoice will be returned by City to Contractor for correction and resubmission. City reserves the right to withhold future payment to Contractor if any aspect of the Contractor's work is found substantially inadequate.

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.

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 June 30, 2025.

4.0 COORDINATION OF WORK

4.1 Representative of Contractor. Mike Gagon is hereby designated as 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 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.

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 $2,000,000.00 per occurrence for all covered losses and no less than $5,000,000.00 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.

(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 liability insurance in an amount not less than $5,000,000.00 per claim with respect to loss arising from the actions of Contractor performing professional services hereunder on behalf of the City. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Contractor agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

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. If the Contractor'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 Contractor.

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 Design Professional Liability. When the law establishes a professional standard of care for Contractor'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", 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, 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 Design Professional Liability. Other than in the performance of design 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, 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 in the 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 and subcontractors 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. 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. Except as necessary for the performance of services under this Agreement, no documents prepared under this Agreement may be released by Contractor to any other person or entity without City's prior written approval.

6.4 Confidentiality of Information. All information gained or work product produced by Contractor in performance of this Agreement will be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor may not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the City Manager, except as may be required by law. Contractor, its officers, employees, or agents, may not, without prior written authorization from the City Manager 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 Contractor gives City notice of such court order or subpoena. If Contractor, or any officer, employee, or agent of Contractor, provides any information or work product in violation of this Agreement, then City will have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Contractor's conduct. Contractor must promptly notify City should Contractor, 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 Contractor or be present at any deposition, hearing or similar proceeding. Contractor agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Contractor. 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.

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 non-defaulting 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 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. This Agreement is binding upon the heirs, executors, administrators, successors and assigns of the parties.

9.6 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 will be considered executed when the signature page of a party is delivered by facsimile or other electronic transmission. Such electronic signatures will have the same effect as an original signature, provided that a wet signature copy is also mailed to the other party.

9.7 Modification of Agreement. No amendment to or modification of this Agreement will be valid unless made in writing and approved by Consultant and by the City Council or City Manager,

as applicable. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver will be void.

[SIGNATURES ON FOLLOWING 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

[NOTE TO STAFF: TWO signatures are required if the Contractor is a corporation, company or partnership. Delete this note in preparing your agreement.]

CONTRACTOR:
Southwest Patrol

By: _____
Name: John Stirn
Title: President

By: _____
Name: Mike Gagon
Title: Account Manager

Address: Southwest Patrol
1800 E. Lambert Rd. #155
Brea, CA 92821

EXHIBIT "A"

SCOPE OF SERVICES

General Scope of Services and Contractual Hours:

Southwest Patrol will provide armed security services not to exceed 2,000 hours annually on a fiscal year basis commencing July 1 and ending June 30 of each year. Ideally, this coverage should be the equivalent of 38 hours of patrol services per week. Shifts shall begin at 6:00 pm and end at 2:00 am but may change as needed. Shifts will include patrols of Lawndale Civic Center areas defined above primarily between 6:00 pm until 8:00 pm. After 6:00 pm officers will be required to patrol all Lawndale public facilities, City-owned parks and Lawndale streets and neighborhoods either randomly or as determined by the City, both on foot and by vehicle. Southwest Patrol Officers will be expected to report any criminal activity that they observe to LASD deputies contracted to Lawndale. They will also be expected to make contact with individuals engaging in any activity not permitted by the City of Lawndale, including illegal vending and camping on public streets and at public facilities. These public facilities should include, but not be limited to the following City facilities:

- Harold E. Hofmann Community Center located at 14700 Burin Avenue, Lawndale, CA 90260
- Lawndale City Hall Courtyard located at 14717 Burin Avenue, Lawndale, CA 90260
- Lawndale City Hall Memorial Wall located at 14717 Burin Avenue, Lawndale, CA 90260
- Harold E. Hofmann Community Center and Lawndale City Hall Parking Lots located at 14700 and 14717 Burin Avenue, Lawndale, CA 90260
- Lawndale Municipal Services Building, 14616 Grevillea Avenue, Lawndale, CA 90260
- Lawndale Public Works Building, 4723 Manhattan Beach Blvd., Lawndale, CA 90260
- Three City-owned parks
- Patrol of and specified services in Lawndale City streets and neighborhoods

Consultant Personnel Requirements:

Southwest Patrol Officers shall provide licensed personnel equipped and trained in appropriate procedures for armed security services, which will include, but not limited to continuous patrols throughout the designated supervision areas, positive conflict resolution skills, a friendly and non-confrontational demeanor and the ability to receive and convey information related to the services being sought by the City. Southwest Patrol will also be expected to contact any homeless individuals within the City and remove them from any private or public property if they are trespassing or violating local camping ordinances and assist them in relocating to shelters or other

proper locations for habitation. Southwest Patrol Officers shall also be expected to contact any vendors selling food or other items without proper licenses and permits and stop their unlicensed sales and/or ensure they depart from the City.

Consultant Personnel Replacement Procedure:

Southwest Patrol shall ensure that adequate reserve personnel is available to immediately replace any armed security personnel that is late or fails to show up for a scheduled assignment. Southwest Patrol shall inform the designated Municipal Services Department staff the name of the individual replacing the primary personnel assigned and when such individual will be in place in cases of absence, tardiness or other circumstances that render the City without the required coverage. The City shall not be billed for time during which armed security services are not provided.

Contractor Supervision:

Southwest Patrol shall provide supervisory personnel to randomly check on its employees providing armed security services to the City to ensure that the applicable services are being performed as required by Southwest Patrol and the City. The designated supervisory personnel must be available to designated City personnel via cell phone during the times in which services are being provided to the City.

Contractor Training:

Southwest Patrol shall provide armed security personnel who are licensed and properly trained for the performance of all duties as armed security officers. Southwest Patrol's employees shall conduct themselves in accordance with the requirements of the laws and codes of the State of California pertaining to armed security officers. No security officer(s) shall be placed into service with the City for any reason without possessing the required licensing and being properly trained by Southwest Patrol according to its company's adopted training methods.

Uniforms/Apparel:

While providing service to the City each armed security officer(s) shall (1) wear a Southwest Patrol's designated and supplied uniform that is easily recognizable as the uniform of a security officer; and (2) possess safety and communication device(s) with the ability to contact the local law enforcement agency, company dispatch, and the company supervisor or other applicable company management personnel.

EXHIBIT "B"

SPECIAL REQUIREMENTS

No additional special requirements are necessary.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

Southwest Patrol shall be compensated at a rate of $50.00 per hour per armed security officer, for up to 1100 hours per year, for a total of $55,000 annually. This contract shall be in effect for two years at this rate.

1100 hours per year, amounts to roughly 91.67 hours per month or 21.15 hours per week of guard time that will be due to the City.

Southwest Patrol shall bill the City for time worked, billing in increments of six minutes (0.1 hours). The City will not be billed for time for an officer to travel to or from City facilities or for time while an officer is on a break. The City will not pay a higher hourly rate because an officer is being paid overtime by Southwest Patrol.

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

Unless directed otherwise by the City in writing, Southwest Patrol shall provide one properly trained and licensed employee to serve as a security officer for the City at the following days and times at the designated locations identified in Exhibit "A":

Tuesdays 6:00 pm until Wednesday 2:00 am.

Fridays 6:00 pm until Saturday 2:00 am.

Alternating Saturdays will make up the remaining time the City has contracted for with Southwest Patrol.

The City's facilities will be closed on all City observed holidays; however, security services may be requested on these days by the City:

ATTACHMENT 3

City of Lawndale

REQUEST FOR PROPOSALS
FOR
ARMED SECURITY SERVICES AT MULTIPLE CITY FACILITIES AND PARKS

Date Due: Thursday, April 6, 2023, 12:00PM

PROPOSAL BY

Alltech Industries, Inc.
301 E. Pomona Blvd
Monterey Park, CA 91755
Office: (323) 450-2168
Fax (323) 450-2169
hperez@alltechguards.com

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Alltech Industries, Inc.

P.O. Box 4042, Montebello, CA 90640
Tel. (323) 450-2168 Fax. (323) 450-2169

A. Cover Letter

April 6, 2023

City of Lawndale
Attention: City Clerk's Office
Armed Security Services Proposal
14717 Burin Avenue
Lawndale, CA. 90260

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Dear Evaluation Committee,

Alltech Industries, Inc desires to become the provider of Armed Security Services at Multiple City Facilities and Parks, for the City of Lawndale. Alltech Industries, Inc is a security guard service provider, serving the California area since 2002, with our primary focus on City contracts and School Districts. We are licensed through the California Consumer Affairs, Bureau of Security and Investigative Services, Private Patrol Operator license number 16674, with an expiration date of July 31, 2024, held by Qualified Manager, and President Oscar Gamez.

We are able to offer a wide range of services such as emergency services, special events, vehicle patrols, crossing guard, fire watch, parking lot attendant and pass through patrols. We like to emphasize that Alltech Industries, Inc prides itself in being able to offer exceptional customer services and satisfy our clients, as well as our employees, which minimizes our turnover rate, and maintains the same officer at a given location. We are currently providing services to the following cities: Carson, Victorville, Oxnard and Thousand Oaks, as well as the Montebello Police Department. We also provide services to several school Districts, including Hesperia Unified School District, Anaheim Elementary School District, and Fullerton Joint High School District. We can assure the City of Lawndale that we can provide the services described in the scope of work and more. In the past we have provided services to several Transportation Centers such as the Montebello/Commerce Transportation Center, Santa Clarita Metrolink Station, Pomona Transit Center, and we have served the Victor Valley Transportation Authority as well as Foothill Transit.

Alltech Industries, Inc. would like to acknowledge that we have received and reviewed the Request For Proposals, Alltech Industries, Inc. agrees to all terms and conditions, and will comply with all requirements. Alltech Industries, Inc. stands firm by the prices we have quoted and proposal for the services required, and will hold the quote firm and valid for 180 days, we also, propose to be the prime and sole provider of Services.

Upon reviewing the attached information we hope that you are able to get a sense of who we are and how we operate. It is very important to us to be able to complete the task that are assigned to us without any problems. Furthermore, it is very important that we are able to provide

exceptional customer services not only to the staff of the City of Lawndale, but also, to the clients, visitors and neighbors of Lawndale. All officers will receive training on Customer Service and de-escalation in order to be able to know how to handle all types of situations they may come across.

The following people can be contacted for clarification, with any further question, or to negotiate a contract:

Hilda Perez, Operations Manager
Cell: (760)486-0779
hperez@alltechguards.com
Tel: (323)450-2168
Fax: (323)450-2169

Oscar Gamez, President
Cell: (714)604-7688
ogamez@alltechguards.coml
Tel: (323)450-2168
Fax: (323)450-2169

Thank you for allowing Alltech Industries, Inc. to submit our Proposal to provide ArmedSecurity Services to the City of Lawndale. Please know that we are here to serve you and meet your security needs. Any additional information or questions that you may have feel free to contact me, as we look forward to serving the City of Lawndale.

Sincerely,

Hilda Perez – Operations Manager
Alltech Industries, Inc.
PO Box 4042
Montebello, CA 90640

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B. Company History

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Company Name: Alltech Industries Inc.
In Business Since: 10/07/2002
Incorporated in California in July of 2010
Private Patrol Operator Number: 16674, PPO License 2002-2010: 14700
License Expiration: 7/31/2024
Areas of Coverage: San Bernardino County, San Diego County, Los Angeles County, Orange County, Riverside County and Ventura County
Services Provided: Unarmed and Armed foot, bicycle, and vehicle patrols, armed vehicle escort services, pass through site patrols, lock-up services, alarm response, emergency services, Park Ranger, Parking Enforcement, alarm installation and monitoring.

Office Address:	Mailing Address:
301 E. Pomona Blvd. Suite B,	P.O. Box 4042
Monterey Park, CA 91755	Montebello, CA 90640

Office Phone Number/24 hour dispatch: (323) 796-0596
Office Number: (323) 45
Bid Contact: Oscar Gamez (714) 604-7688, Hilda Perez (760) 486-0779

Alltech Industries, Inc (AII) is a security company providing, armed and unarmed vehicle escort services and foot, bicycle and vehicle patrols, crossing guard services and Parking Enforcement, covering Southern and Central California, with a corporate office located in Los Angeles and a satellite office in Victorville, AII employs approximately 95 full and part time employees. While our office is in Los Angeles, we are capable of serving all of Southern California, and have Officers throughout the area to handle any last minute request and emergencies. With a one hour response time our clients have been impressed with our response time to last minute coverage's and emergencies.

Currently our focus has been to expand to different municipalities, government agencies and school districts, we have provide services for different Cities, such as Huntington Park, Pomona, Santa Monica, San Jacinto, Montebello, Santa Clarita, Thousand Oaks, Carson and Inglewood. As well as provide New Construction and Fire Watch Security Guard Services to the Los Angeles Unified School District. Furthermore, we provide afterhours patrols and alarm response to Victor Valley Elementary School District, Hesperia Unified School District, Anaheim Elementary School District, and Fullerton Joint Union High School District.

AII recognizes that today's business enterprises are comprised of varied and valuable assets, such as people, property, products, information, financial infrastructure, reputation and shareholders. We also believe that not every business and client has the same needs. Due to this, AII, tailors and customizes its services to suit the needs of its customers. We are not just a security guard company, but a partner committed to enhancing the safety, security and success of our clients. As a result our clients continue to choose AII as their service provider, we are pleased to have clients that continue to renew their contract with us and feel that we provide exceptional service. AII is confident that we can provide the City of Lawndale, with the exceptional Armed Security Guard Services that it needs as well as provide any unexpected or as needed services that may arise at any moment's notice.

Our growth the first couple of years cannot be measured with percentages, but rather with the type of clients we have. As we gained experience and our reputation of providing exceptional service grew our customers changed, no longer providing services to bars and nightclubs, and including national companies such as Schneider National, Aramark, and Target. Our company also expanded to include high-rise buildings, apartments, management companies, and shopping centers. Currently, our focus is on government contracts, state contracts, local municipalities and school district contracts.

Currently we provide services to 6 School Districts. For the Los Angeles Unified School District (LAUSD) we provide a range of services, the bulk of the work that we provide is Fire Watch Services. A school may have non working fire alarms, and we are assigned to constantly walk the property or area, and look out for fire. Some schools may have children present while we are on duty. We also provide services for the new construction department, schools that have been completed by the contractor, but have not opened for classes. We have on occasion served as a crossing guard at intersection that have needed repair and were deemed unsafe to cross. We started with LAUSD in 2010; our contract was up in 2015. We were awarded the contract once again. Currently, since the pandemic started, we are providing security services to several food pods located at schools providing lunch.

Five of the School Districts have similar scopes of work, Hesperia Unified School District, Fullerton Joint Union High School District, Anaheim Elementary Unified District, Covina-Valley Unified School District and Victor Valley Elementary School District. We provide vehicle patrols during after school hours, officers drive in a company vehicle from school to school/facility, inspecting the school/facilities and making sure there are no trespassers, vandalism or break-ins, as well as making sure that the sites are all properly locked up. Aside from the vehicle patrols, we also respond to alarm calls. The majority of which are normally false calls, but on occasion there have been break-ins, and our officers have conducted arrest.

Alltech Industries, Inc. has provided services to several Transit Centers, including Santa Clarita Transit centers, Pomona Transit Center, Montebello/Commerce Transit Center and Victor Valley Transit Ceenter duties have included patrolling the facility and parking facilities, as well as assisting visitor. Assistance may be showing visitors how to use the machines, the maps, giving directions, walking them to their car, and summoning the appropriate emergency personnel.

For the City of Huntington Park, we provided Park Ranger Services; officers patrolled the park on bicycle and on vehicle patrolled several City parks. Officers were responsible for enforcing City Park regulations, and worked closely with the Huntington Park Police Department.

Alltech Industries, Inc. has a vast amount of experience in the Security field, and we are confident that we can provide the City of Lawndale with the services it needs and be able to offer you more.



C. Supplemental Information

AII constantly is receiving employment applications from officers seeking to work as security guards. Once a contract is assigned to AII, we begin searching through our pool of potential candidates. To obtain an extensive group of candidates, AII turns to local vocational centers and training academies, there we are able to view list of potential job seekers and post openings. Announcements are also placed in local papers and Internet search engines such as Caljobs. Once we have obtained an adequate pool of candidates we begin the hiring/screening process.

All security officers will be 21 years of age or older. They will have a high school diploma or GED. Security officers will speak, understand and write English proficiently. They will have at least two year of security officer experience, approximately 2,000 to 4,000 hours. They will have a current guard card and updated licenses for equipment used while on duty. They would have completed the new 40-hour training requirement mandated by The Department of Consumer Affairs before they commence employment. An extensive work history, background check and credit check will be conducted. Drug testing will be given before a security officer is hired and random drug testing will continue throughout employment.

Equal Opportunity Employer-AII does not discriminate against women, minorities or people with disabilities; we are an equal opportunity employer.

Criminal/Credit Background Check- Before employment the security officer has to pass a credit check and a criminal background check done through the California Department of Justice. Background check is conducted by running a LiveScan. Residence and past employer verifications are conducted. Employment is not granted if there is a conviction of any of the following: felony, violent misdemeanor, sex crime, military discharge (unless honorable), or if there is a pattern of irresponsible behavior.

Department of Motor Vehi[illegible]s Check- Security officers must submit a Dep[illegible]tment of Motor Vehicles record [illegible] will affect the hiring the indiv[illegible]uals hiring. Officers will also have to pass our Driver Test which consist of a wr[illegible]

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Physical Exam- Officers are to get a physical before the start of contract. Officers must be in good condition to stand for a long period of time, and carry 25lbs.

Licenses and Permits- Each officer must have on file a current guard card and permits to carry and use maze, handcuffs, baton and/or a gun, if needed. Officers will be certified in Basic First Aid and Cardio Pulmonary Resuscitation (CPR). As well as certified in Powers of Arrest and have a valid class "C" driver's license. An onsite driving test and written test will be given to officer required to drive while on duty. Officer must carry licenses and permits when on duty, and shall present them when asked by post management or authorized officer. Once employed status of Licenses is randomly checked through the Bureau of Security and Investigation Services, if at any time licenses are suspended or placed on hold the officer is terminated.

Bilingual Skills- Our officers must have the ability to read, write, understand and speak English. Some of our clients do require that the officer be bilingual, and we are able to provide guards that are able to read, write, understand and speak Spanish.

Alcohol and Controlled Substances- AII has a NO tolerance policy on Alcohol and controlled substances. Employees will be subjected to random drug/alcohol screenings; failure to pass such screening will be grounds for immediate termination. Reporting to work under the influence of alcohol or illegal drugs will result in the immediate termination of employment and removal from post.

Before an officer is sent to any location an officer receives hours of training at our facility as well as outside facilities. Every location and client is different; therefore when an officer gets assigned to a specific location, the officer is trained on the everyday operation of the location for 30-40 hours, and post orders. A supervisor will accompany the officer to the site and conduct hours of on the job training to ensure that the officer understand the tasks that need to be completed and that they are being fulfilled adequately. While on site the supervisor will monitor the officer's work to ensure that it is done correctly. The officer will also be quizzed on possible scenarios to ensure proper response. Once the officer understand the post orders, a supervisor will conduct random inspections to ensure that the officer understand the tasks, officer will be re-trained if needed. The state of California requires each officer to receive 40 hours of training when becoming a security officer and an additional 8 hours every year. In addition to the requirements AII provides more hours of training. The amount of hours an officer is trained depends on the post orders of the location and the task that need to be completed. If AII feels that an officer needs more training it will be provided. AII will conduct intensive training courses to keep the security officers updated on changes in the security field. These sessions consist of viewing videotapes, lectures and on the job training. Courses are also taken at the local ROP program, Community Colleges and Guard Training academies. AII sends its guard to different locations for training as each loc[illegible] ying subjects, amongst other, will be covered:

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Report Writing- The course c[illegible]vers Security terminology, details to include a[illegible] the type of important information [illegible]

Public Speaking- Officers take a customer interaction course, covering public and client interaction and customer service.

Customer Focus- Officer recognizes gender and racial harassment and discrimination. Stereotyping. Introduction to Diversity, ethics and professionalism

Parking and Traffic Control- This course covers access control procedures, maintain safety awareness, safety signs, proper use of traffic control equipment. Handling traffic flow and large gatherings. Emergency evacuation procedures.

Powers of Arrest- Officers must have a California BSIS issued guard card, which covers Powers of Arrest.

Legal Powers and Limitations- Roles of a security officer. Introduction to criminal, civil and administrative procedure, and BSIS codes & Regulations

CPR & First Aid- Class given by the American Red Cross, covering techniques and laws.

Driver Safety Training- This course includes laws and proper ways to drive and maintain yourself safe, followed by a written test and a behind the wheel test.

Accident- Officers will receive training on what to do in case of an accident, who must be contacted and where information is located.

Fire Protection and Prevention- Officers take two course, one course covers Hazardous material and how to prevent fire or damage. The second course covers Fire protection and fire watch conduct and procedures.

Appearance and Grooming- How to take care of the uniform and use of company equipment.

Crisis Management- Gives the security officer direction and a template to use for response to a crises. Bad weather, terrorist attack, hazardous materials.

Officer Safety- Discuses threat assessment, blood borne pathogens, environmental and hazardous materials.

Handling Difficult People- Covers the following topics; communications, conflict management, speaking constructively, valuing diversity, negotiating and verbal diffusion.

Workplace Violence- Detecting unusual behavior. Warning signs (Worker to Worker) Client to Customer and supervisor to subordinate.

Crowd Control- How to properl and safely participate in crowd control or ri situations.

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Interview Techniques- This cours prepares officers to conduct an interview and explain the difference in the various levels of interviews. The officers learns how to dialogue with a witness, victim and suspect. Course topics include interviewers responsibility, documentation, confidentiality, types of interviews, locations for interviews, note taking and demeanor of the officer

Crime scenes- Officer learns the importance of preserving a crime scene. How to protect it, documenting evidence, recording the scene, preventing crime scene contamination, controlling access and assisting law enforcement.

Weapons of mass destruction- Prevention and deterrence of the use of chemical agents, biological agents, radiological materials and explosive devices.

Principles of safeguarding information- Covers all policy matter and procedures concerning access and restriction of client information.

Labor Relations- The study and practice of managing unionized employment situations. This course covers labor history, labor law, Union Organizing, contract bargaining and the modified response to different scenarios.

Heat Illness prevention- The human body response during heat stress and hydrations procedures to treat heat exhaustion.



D. References

Hesperia Unified School District
15576 Main Street
Hesperia, CA 92345
Virginia Gutierrez
Director - Purchasing, Facilities, Warehouse
(760) 244-4411 Ext. 7304
July 2014 - Present
virginia.gutierrez@hesperiausd.org
Provide 3 vehicle patrols of all the schools and alarm response. $505,000 annually

Fullerton Joint Union High School District
Dale McCurry
1021 S Leslie St
La Habra, CA 90631
(714)680-5609
dmccurry@fjuhsd.org
2015-Present
$220,000 annually
Afterhour vehicle patrol of all schools in the district, respond to alarm calls.

Anaheim Elementary School District
1001 S East St,
Anaheim, CA 92805
Lenny Damico, Director, Maintenance & Operations
(714) 517-7551 x4303 or (714) 863-2853, ldamico@anaheimelementary.org
July 2018- Present, $85,000/year
Provide 1 after hours vehicle patrol and alarm response of all the District schools and facilities.



Los Angeles Department of Water and Power
Loryn Lam
Security Services Division
(213) 367-2708
Loryn.Lam@ladwp.com
Amount Varies on sites
Provide Security services and vehicle patrol at various sites. Sites can last a couple weeks or months.

City of Victorville
14343 Civic Drive
Victorville, CA 92392
Elizabeth Salcido, Purchasing Division
(760) 243-6371
esalcido@victorvilleca.gov
Provide security services at City Hall, the library and events at City Facility.

City Of Carson
Kenneth Mckay
Manager - Public Safety Services
701 E Carson Street
Carson, CA 90745
(310) 952-1700, x 1605
kmckay@carson.ca.us
Provide officers at a City facility.

City of Thousand Oaks
Joel Diaz Facilities
Division Supervisor Finance Department
Office : (805) 449-2238
jdiaz@toaks.org
Afterhours patrol and lock up of city facilities.

City of Oxnard
Fredi Contreras
Housing Maintenance and Operations Superintendent
Maintenance and Capital Fund Division
Oxnard Housing Authority
805-385-7887
fredi.contreras@oxnard.org
Provide Security Services at Housing facilities.

E. Security Operations

AII recognizes that today's business enterprises are comprised of varied and valuable assets, such as people, property, products, information, financial infrastructure, reputation and shareholders. We also believe that not every business and client has the same security needs. Due to this, AII, tailors and customizes its services to suit the needs of its customers. We are not just a security guard company, but a partner committed to enhancing the safety, security and success of our clients. As a result our clients continue to choose AII as their security service provider, we are pleased to have clients that continue to renew their contract with us and feel that we provide exceptional service. AII is confident that we can provide City of Lawndale with the exceptional Armed Security services that it needs as well as provide any unexpected or as needed services that may arise at any moment's notice. The task and work that our highly trained officers complete, vary from post and from client, some locations require more services than others while at other post our clients want us to conduct specific tasks. We pride ourselves in being able to satisfy our clients and give them the service that they want and meet their expectations, consistently. Our highly trained staff will execute the following tasks while on duty at the City of Lawndale:

a. Peace and Order- Officers will deter any disorderly conduct or breeches of peace, which can cause harm to visitors, personnel and the community, as well as damage/loss of property. As well as address and confront any disorderly conduct and notify the appropriate agency when further action is required or requested.

b. Customer Service- Officer will be courteous, friendly, attentive and helpful to the needs of the City of Lawndale, its visitors and residents. They will be trained to confront the public, especially when dealing with possible delinquents, violators, and transients in a courteous but assertive manner, as well as be trained in the daily operations of the parks. The staff will be trained in confrontations and how to behave and de-escalate situations where the public may be aggressive or angry towards our staff or city employees.

c. Emergency Assistance- In the case of an emergency our staff will summon for the appropriate assistance, as well as notify dispatch and the posts emergency contacts. Officers will be trained to handle any situation and assist the notified agency, as well as do crown control.

d. Equipment- All Officers will be trained and know how to properly operate all equipment that they will be responsible for using. Which includes, but is not limited to vehicles, flashlights, and vest. All equipment will be provided by AII to each Officer.

e. Miscellaneous Duties- Other duties will be conducted by the Security Officers on a site by site basis. Duties must be discussed prior to hire to ensure that tasks are being conducted, duties are added to the post orders, and that all Officers are trained properly.

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f. Dispatch- AII dispatch is available 24 hours a day 7 days a week, via telephone at (323) 796-0596. All Officers will have a cell phone to communicate with a dispatcher at any moment. Officers are to report on and off duty via and report when approaching a possibly dangerous situation. Clients will be able to contact a supervisor at the dispatch number at any time.

g. Post Orders- Post Orders will be prepared by the Operations Manager and verified by the General Manager and by the site management. Security Officers will be trained and know the post orders. Post Orders are to have a detailed description of the Officers job duties, as well as contain emergency numbers and emergency procedures.

h. Supervision and Operations- AII contact person for the City contract will be Oscar Gamez, the President. Mr. Gamez will then be responsible for ensuring that all Field Supervisors (on site manager) are aware of any changes or problems with the performance aspect of the contract. An Operation Manager will also be assigned to the contract; The Operations Manager acts as the second person in command, and will be in constant communication with the President and be aware of anything occurring with the contract. The Operations Manager is responsible for ensuring compliance with the contract, hiring personnel, and oversees billing. Before an Officer is assigned permanently the security officer will have between 30-40 hours of on the job training, which will cover an overview of the site, post orders, and the execution of the post orders. The supervisor will make sure that Security Officers are in full and complete uniform and that all rules and regulations that have been placed at the post are enforced. If there are any discrepancies, the supervisor will take necessary measures to correct such discrepancies. These measures include but are not limited to removing a security guard from location for retraining on the post training or warning strike against the officer. Supervisor will also be in charge of making sure that all DAR's and Incident Reports are clear and filled out correctly. The supervisor will also be responsible for conducting unannounced inspections of the Park Attendants daily, weekly, and reporting to the President/Operations Manager.

Alltech Industries, Inc assures that aside from the manager, the supervisors are aware of the duties conducted at all post. Supervisors and the Operations Manager will be constantly checking in with the Officers to ensure compliance with the post orders, the Operations Manager will also be reviewing the post orders, reports and dispatch activity to ensure that the employees and supervisors are providing the best quality of services. Employees, including Supervisors, are monitored by AII management to ensure that all Supervisors/Officers are conducting the best to their abilities and that the client is receiving quality service. A log of reviews is maintained and disciplinary action is taken when not complying with policy and or post orders.

i. Escorting- Officer will assist employees and facility/park visitors/guest by escorting them to their vehicle, on the premises, if needed.



Alltech Industries, Inc's, goals are to provide exceptional Armed Security services to the City of Lawndale and to meet all contract requirements. In order to accomplish these objectives, AII will assemble a start-up team that will involve the Operations Manager, General Manager, Lead-Supervisor, Supervisors and office staff. This team will develop a comprehensive Pre Start-up plan that will define goals to be achieved before the start date. A Post Start-up plan will also be developed to make sure that our preliminary work has been completed and that every aspect of our services is correct and complies with contract requirements. Normally two (2) to four (4) weeks are required for a smooth, logical and orderly start-up, of course four (4) weeks is preferred. AII has prepared the following security Pre Start-Up schedule that sets forth a chronological order of events to be undertaken before the start date, the plan can and would be adjusted if the start-up time is shorter.

Sequential Activities to Complete the Scope of Work

a. Coordination
   1. Appoint a Start-Up Team
   2. Joint Meeting with City of Lawndale
   3. Start-Up Team review meeting
b. Human Resources
   1. Recruitment
   2. Interviewing/Screening/Review of Qualifications
   3. Back Ground Checks, Employment Physicals, Drug Test
   4. Processing of New Hires
c. Training (conducted by supervisors or Training Academy)
   1. Classroom training
   2. Missing Certifications Training
   3. On-Site Training
d. Scheduling (Supervisors)
   1. Meet with City of Lawndale for final schedules/Changes
   2. Assign approved schedules to trained personnel
e. Uniforms/Equipment (Office Staff)
   1. Issue uniforms
   2. Order Equipment
   3. Orde[illegible]
   4. Post [illegible]rders

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Schedule for Completing Tasks

	Pre Start-Up Plan	Week 1	Week 2	Week 3	Week 4
	Coordination				
	Appoint a Transition Team	C			
	Joint Meeting with Client	C		C	
	Transition Team Review Meetings	C	C	C	C
	Human Resources				
	Recruitment, Flyers, Job Fair, Ads	C			
	Interviewing/Screening/Review of Qualifications	W	C		
	Background Checks, Drug Testing, Employment Physical	W	W	C	
	Processing New Hires	W	W	C	
	Training				
	Classroom Training		W	W	C
	Missing Certifications		W	W	C
	On-Site Training			W	C
	Scheduling				
	Finalize Schedules with Client			W	C
	Assigned Schedules to trained personnel			W	C
	Uniform/Equipment				
	Issue Uniforms			W	C
	Order Equipment		W		C
	Order Forms		W		C

C = Completion
W = Working toward Completion

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BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

LICENSING DETAILS FOR: 16674

NAME: ALLTECH INDUSTRIES INC

LICENSE TYPE: PRIVATE PATROL OPERATOR

PRIMARY STATUS: CURRENT

PREVIOUS NAMES: ALLTECH PROTECTIVE SERVICES 7/30/2010 AKA ❖ ALLTECH INDUSTRIES INC 7/30/2010 ❖ ALLTECH INDUSTRIES INC DBA ALLTECH PROTECTIVE SERVICES INC

ADDRESS OF RECORD

PO BOX 4042
MONTEBELLO CA 90640-9301
LOS ANGELES COUNTY

ISSUANCE DATE

JULY 30, 2010

EXPIRATION DATE

JULY 31, 2024

CURRENT DATE / TIME

AUGUST 11, 2022
11:15:6 AM

LICENSE RELATIONSHIPS

PPO TO QUALIFIED MANAGER

LICENSE/REGISTRATION ROLE: PRIVATE PATROL OPERATOR
RELATED PARTY ROLE: QUALIFIED MANAGER
NAME: GAMEZ ALAVEZ, OSCAR ARMANDO
VIEW MORE DETAILS

ADDRESS :
LOS ANGELES CA 90063
LOS ANGELES COUNTY

PRESIDENT

LICENSE/REGISTRATION ROLE: BUSINESS LICENSE
RELATED PARTY ROLE: PRINCIPAL
NAME: PEREZ, HILDA
VIEW MORE DETAILS

ADDRESS NOT DISCLOSED

VICE-PRESIDENT

LICENSE/REGISTRATION ROLE: BUSINESS LICENSE
RELATED PARTY ROLE: PRINCIPAL
NAME: GAMEZ ALAVEZ, OSCAR ARMANDO
VIEW MORE DETAILS

ADDRESS NOT DISCLOSED

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H. Cost Proposal

Item Description	A. Hourly Rate, Year One: (7/3/2023 – 6/30/2024)	B. Hourly Rate, Year Two: (7/1/2024 – 6/30/2025)	C. Maximum Contract Cost, Year One: (A x 2,000 Hours)	D. Maximum Contract Cost, Year Two: (B x 2,000 Hours)	E. Total Cost, Full Two Years of Services: (C + D) (7/3/2023 – 6/30/2025)
One Armed Officer	$38.99	$38.99	$77,980.00	$77,980.00	$155,960.00
Item Description	**F. Added Costs, Year One: (7/3/2023 – 6/30/2024)**	**G. Added Costs, Year One: (7/3/2023 – 6/30/2024)**	**H. Added Costs, Year Two: (7/1/2024 – 6/30/2025)**	**I. Added Costs, Year Two: (7/1/2024 – 6/30/2025)**	**J. Total Added Costs, Full Two Years: (F+G+H+I) (7/3/2023 – 6/30/2025)**
Additional Costs, if Applicable	$0.00	$0.00	$0.00	$0.00	$0.00
Describe Additional Costs, if Applicable:	N/A	N/A	N/A	N/A	
Totals	(A + F) $38.99	(B + G) $38.99	(C + H) $77,980.00	(D + I) $77,980.00	(E + J) $155,960.00

Total Cost for Services for One Year Agreement, 7/3/2023 – 6/30/2024:	$77,980.00

Total Costs for Services for Two Year Agreement, 7/3/2023 – 6/30/2025:	$155,960.00

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SOUTHWEST PATROL, INC.
1800 E. Lambert Rd. #155
Brea, CA 92821

Toll Free: (800) 716-0600
Fax: (714)729-3906

Submittal: April 6, 2023

Proposal for City of Lawndale
Armed Security Services at Multiple City Facilities and Parks

Account Manager: Mike Gagon
Email: Mike@southwestpatrol.com

Cell: (562)455-6341

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John Stirn
President, Southwest Patrol, Inc.
1800 E. Lambert Rd. #155
Brea, CA 92821
Office: (714)729-3905

April 5, 2023

City of Lawndale
Attention: Michael Reyes
Director of Municipal Services
14616 Grevillea Ave
Lawndale, CA 90260

Cover Letter

Dear Mr. Reyes,

Southwest Patrol, Inc. is submitting the enclosed proposal in response to the Request for Proposal for City of Lawndale Armed Security Services at Multiple City Facilities and Parks. I, John Stirn, and the Account Manager Mike Gagon, understand by submitting the enclosed proposal, the terms and conditions contained in the proposal become part of this document, and Southwest Patrol, Inc. will be bound by the terms of the enclosed proposal, subject to its terms and conditions, if selected as the successful applicant.

By submitting the enclosed proposal, I certify that Southwest Patrol, Inc. meets the minimum requirements for this contract:

1. Southwest Patrol, Inc. has been a leader in providing security services to private and public institutions for 29 years. I have provided a list of references to verify our commitment and dedication to our clients.
2. Possess a valid and active California issued private patrol operator license, License Number 15937.

This proposal is for armed security services at Harold E. Hofmann Community Center, Lawndale City Hall Courtyard, Lawndale City Hall Memorial Wall, Harold E. Hoffman Community Center and Lawndale City Hall Parking Lots, Lawndale Municipal Services Building, Lawndale Public Works Building, Three City-owned pools, and patrol of

specified services in Lawndale City streets and neighborhoods. This proposal is for the two-year contract period for the above-mentioned locations.

I, and the Account Manager, Mike Gagon, have authority to represent Southwest Patrol, Inc. for this proposal.

John Stirn
President, Southwest Patrol, Inc.
1800 E. Lambert Rd. #155
Brea, CA 92821
(714)729-3905

Mike Gagon
Account Manager, Southwest Patrol, Inc.
1800 E. Lambert Rd. #155
Brea, CA 92821
(562)455-6341

Company History

Background

Southwest Patrol, Inc. is fully licensed, bonded, and insured to provide private security services to Southern California since 1994. The company is led by a senior management team with over 45-combined years of experience in law enforcement and private security. Southwest Patrol, Inc. has an A+ rating from the Better Business Bureau serving Los Angeles, Riverside, and San Bernardino Counties. In addition, we are proud members of the California Association of Licensed Security Agencies, Guards and Associates, California Bureau of Security, and Investigative Services, the American Society for Industrial Security International, Los Angeles Chamber of Commerce, and the Business Consumer Alliance. These memberships allow us to continuously improve our training, stay current with industry standards, and participate within our communities to understand their opportunities and challenges.

Services

Southwest Patrol, Inc. provides the following services, customized to meet our clients' individual needs:

- Uniformed Officer/Plainclothes Officers
- Armed/Unarmed Officers
- Security Patrol Services
- Bodyguards/Executive Protection
- Escort Services
- Internal Theft & Loss Prevention Services
- Investigations
- Undercover operations
- Security Consultations

References

Southwest Patrol, Inc. has been a leader in providing security services to private and public institutions for 29 years. Below is a list of references to verify the commitment and dedication to our clients:

Reference	Contact
City of Bellflower 16600 Civic Center Dr. Bellflower, CA 90706	Joel Hockman (562)925-0124
City of Lakewood 5050 Clark Ave Lakewood, CA 90712	Josh Yordt (562)866-9771
Chino Valley Fire District 14011 City Center Dr Chino Hills, Ca 91709	Scott Atkinson (909)816-7682
Garden Grove School District 8211 Lampson Ave Garden Grove, CA 92841	Cathy Joseph (714)663-6394
Option Center 2416 S. Main St Santa Ana, CA 92707	Laura Lesniak (714)668-1530
Victoria Grove HOA 526 Queensland Cir Corona, CA 92879	C.W. Bock (951)354-0732
Costa Mesa Square 3030 Harbor Dr Costa Mesa, CA 92626	Steve Welch (818)780-0684
Mira Mesa (H-Mart) 9200-9600 Mira Mesa Blvd San Diego, CA 92126	Doug Packwood (858)245-7544
La Habra School District 500 N. Walnut St La Habra, Ca 90631	Carol Argomaniz (562)690-2321
Association Management 14780 Pipeline Ave Chino Hills, CA 91709	Celina Perez (909)444-7655

Security Operations

Organization

President

John Stirn, President of Southwest Patrol, Inc. is involved in all aspects of the company. John has a background in law enforcement and opened Southwest Patrol, Inc. in 1994 to create a security company that is cost effective, customizable to their clients, highly trained and experienced, with a professional appearance. John performs monitoring at random throughout the operations to ensure the client is receiving the level of service they expect, and that is required from his employees.

Account Manager

Mike Gagon will be the Account Manager if awarded the City of Lawndale contract for armed security services. Mike will be your point of contact for any opportunities or challenges that arise during the time of contract. Mike has been with Southwest Patrol, Inc. since 2005 and is considered a subject matter expert in the industry.

Operations Manager

Pete Macias oversees all of Operations including Supervisors, Guards and Armed Guards, Supervisors, and training officers. Pete will be responsible for executing on this contract and to ensure our guards are exceeding your expectations.

Senior Training Officer

The Senior Training Officer is a hands-on professional responsible for the development and implementation of the company's training programs. Each officer is enrolled in a structured training program, from new employee orientation, loss-prevention, security awareness, and site-specific continuing education program. The Senior Training Officer tracks training progress, and adjusts curriculum as needed to continuously improve the training program over time.

Supervisors

You will have various supervisors that will oversee all the Armed Guards throughout the city. It is the responsibility of the supervisor to do routine checks on their employees to ensure timeliness and assurance that the employees are fit for duty. The supervisor will visit each employee multiple times throughout their shift to monitor performance and assist with conflict resolution if needed. The supervisor will verify the employee is

meeting all rest breaks based on their scheduled shift and taking either on-duty or off-duty meal periods as necessary. If the employee is not able to arrive for the schedule work assignment, or must end their work assignment earlier than scheduled, the employee must speak to the supervisor directly, an email or text message will result in the same as a no show and disciplinary action will be taken.

Armed Security Guards

You will have Armed Security Guards assigned to this contract. The guards will be responsible for completing Daily Activity Reports each hour throughout their shifts. These reports will help to communicate any activity throughout the city as well as serve as a control to monitor their timeliness and effectiveness on the job. All armed guards complete a background check prior to hire, have a valid Bureau of Security and Investigative Services state-issued registration, and always carry on their person their active licenses to carry and operate a firearm.

Personnel Selection

The selection process includes an assessment of each applicant's character, ability, reputation, habits, and associates. Each applicant is required to take both oral and written examinations, as well as complete a thorough background investigation. In addition, a complete criminal history check through the Department of Justice and the Bureau of Security and Investigative Service is conducted. An assessment of each applicant's profile and training is then made to ascertain if their background and prior employment is adequate for the City of Lawndale's specific needs. Additionally, all of our officers receive extensive training to develop their interpersonal relation skills to be discreet and non-confrontational in situations requiring their intervention.

Training

Southwest Patrol, Inc. believes an effective training program is the best way to distinguish our company from others. Training is critical to our safety and success of both our employees and the communities we serve. Employees are trained in loss-prevention, security awareness, first aid/CPR, AED, Impact Baton and Firearms. A training curriculum can be created to tailor the needs of the City of Lawndale including providing site-specific training where necessary.

In addition, Southwest Patrol, Inc. offers career advancement for high performing security officers to participate in the supervisor-training course under the direction of the Operations Manager and the Senior Training Officer. Once a candidate meets the minimum qualifications for a supervisor position and demonstrates the ability to lead

and influence a team into continuous improved performance, that individual will be promoted within the organization.

Uniforms

Southwest Patrol, Inc. will maximize dress, appearance, and bearing as a means of conveying professionalism and competency to the public. Great emphasis is placed on how an officer looks and how they conduct themselves. We offer uniform options to fit your needs or can tailor a unique uniform to meet your standards of appearance.

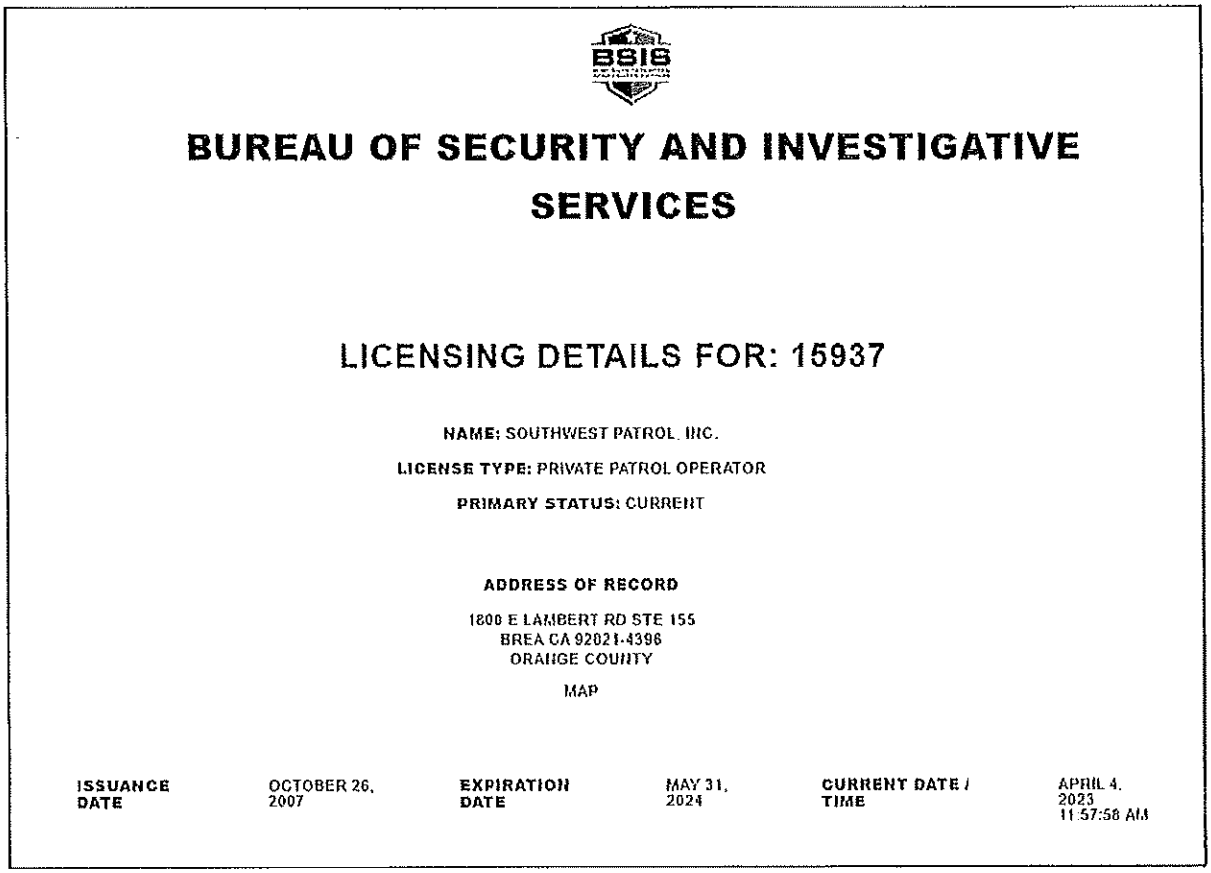
Equipment

Armed security officers are equipped with flashlights, handcuffs, radio, batons, pepper spray, and firearms. The type of equipment each officer carries can be modified to fit the needs to the client. Officers are not permitted to carry any equipment that they are not trained and licensed to carry and in addition to being authorized by Southwest Patrol, Inc.

Southwest Patrol, Inc. utilizes professional vehicles fully equipped with emergency equipment such as dispatch radios, cellular phones, traffic cones, first-aid kits, emergency lights, and spotlights.

Private Patrol Operators License

Southwest Patrol, Inc. possess a valid and active California issued private patrol operator license. License Number 15937 was issued on October 26, 2007, and expires on May 31, 2024. Southwest Patrol, Inc. commits to keep this license current for the duration of the contract.



BSIS

BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

LICENSING DETAILS FOR: 15937

NAME: SOUTHWEST PATROL, INC.

LICENSE TYPE: PRIVATE PATROL OPERATOR

PRIMARY STATUS: CURRENT

ADDRESS OF RECORD

1600 E LAMBERT RD STE 155
BREA CA 92821-4396
ORANGE COUNTY

MAP

ISSUANCE DATE	OCTOBER 26, 2007	**EXPIRATION DATE**	MAY 31, 2024	**CURRENT DATE / TIME**	APRIL 4, 2023 11:57:58 AM

Required Insurances

Southwest Patrol, Inc. will procure, maintain, and provide the City with proof of insurance and coverage as specified in Exhibit 1, Section 5 in the request for proposal.

Southwest Patrol, Inc. currently carries Commercial General Liability, Automobile, and Workers Compensation and Employers' Liability insurance through HUB International Insurance Services, Inc. If awarded this contract, the company is prepared to name the City of Lawndale as an additional insured with limits of: General Aggregate of $5.0 million, Each occurrence of $2.0 million, Workers Compensation and Employers' liability of $1.0 million per accident, Automobile liability of $1.0 million, and Professional Liability or Error and omissions Insurance of $5.0 million per claim. Below is a redacted copy of a current insurance policy, Southwest Patrol, Inc. acknowledges the amounts may not meet or exceed the amount required for this contract but is prepared to increase the coverage amounts if awarded the contract with City of Lawndale.

SOUTPAT-03 BBORRELL

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/3/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
HUB International Insurance Services Inc.
648 W Clinton Ave
Suite 101
Fresno, CA 93711

CONTACT NAME: [redacted]
PHONE (A/C, No, Ext): [redacted] FAX (A/C, No):
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Philadelphia Indemnity Insurance Company	18058
INSURER B: Arch Insurance Company	11150
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Southwest Patrol, Inc.
1600 E. Lambert Rd
Suite 155
Brea, CA 92821

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR	X	X	PHPK2311849	2/5/2023	4/1/2024	EACH OCCURRENCE $ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) $ 100,000 MED EXP (Any one person) $ 5,000 PERSONAL & ADV INJURY $ 1,000,000 GENERAL AGGREGATE $ 5,000,000 PRODUCTS - COMP/OP AGG $ 5,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO JECT LOC						
	OTHER:						
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK2311849	2/5/2023	4/1/2024	COMBINED SINGLE LIMIT (Ea accident) $ 1,000,000 BODILY INJURY (Per person) $ BODILY INJURY (Per accident) $ PROPERTY DAMAGE (Per accident) $
							$
A	UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE			PHUB850597	2/5/2023	4/1/2024	EACH OCCURRENCE $ 5,000,000 AGGREGATE $ 5,000,000
	DED RETENTION $						$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below		X	WAWC01420335	4/1/2022	4/1/2023	X PER STATUTE OTH-ER E.L. EACH ACCIDENT $ 1,000,000 E.L. DISEASE - EA EMPLOYEE $ 1,000,000 E.L. DISEASE - POLICY LIMIT $ 1,000,000

[redacted]

CERTIFICATE HOLDER
[redacted]

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Cost Proposal

Item Description	A. Hourly Rate, Year One: (7/3/2023 – 6/30/2024)	B. Hourly Rate, Year Two: (7/1/2024 – 6/30/2025)	C. Maximum Contract Cost, Year One: (A x 2,000 Hours)	D. Maximum Contract Cost, Year Two: (B x 2,000 Hours)	E. Total Cost, Full Two Years of Services: (C + D) (7/3/2023 – 6/30/2025)
One Armed Officer	$55	$55	$110,000	$110,000	$220,000
Item Description	**F. Added Costs, Year One: (7/3/2023 – 6/30/2024)**	**G. Added Costs, Year One: (7/3/2023 – 6/30/2024)**	**H. Added Costs, Year Two: (7/1/2024 – 6/30/2025)**	**I. Added Costs, Year Two: (7/1/2024 – 6/30/2025)**	**J. Total Added Costs, Full Two Years: (F+G+H+I) (7/3/2023 – 6/30/2025)**
Additional Costs, if Applicable	$27.50	$27.50	$27.50	$27.50	$3,960 +
Describe Additional Costs, if Applicable:	Holiday Pay	Overtime	Holiday Pay	Overtime	18 Holidays + any overtime
Totals	(A + F)	(B + G)	(C + H)	(D + I)	(E + J)

Total Cost for Services for One Year Agreement, 7/3/2023 – 6/30/2024:	$111,980+

Total Costs for Services for Two Year Agreement, 7/3/2023 – 6/30/2025:	$111,980+

Response to:

RFP: FOR ARMED SECURITY SERVICES AT MULTIPLE CITY FACILITIES AND PARKS

April 5, 2023

Howard Fridkin,
Senior Security Consultant
Citiguard, inc
22736 Vanowen St., Ste. 300
West Hills, CA 91307

Michael Reyes,
Director of Municipal Services
City of Lawndale
Attention: City Clerk's Office
14717 Burin Avenue
Lawndale, CA. 90260

Dear Mr. Reyes:

We at Citiguard, Inc. would like to express our sincere gratitude for the opportunity to submit our proposal for security services to your esteemed organization. Our dedicated and experienced Citiguard team assures you that we will provide an unparalleled security plan to monitor and promptly de-escalate any criminal activity at the designated locations specified by your city, which include the Harold E. Hofmann Community Center, Lawndale City Hall Courtyard, Lawndale City Hall Memorial Wall, Lawndale City Hall Parking Lots, Lawndale Municipal Services Building, Lawndale Public Works Building, three city-owned parks, and patrol and specified services in Lawndale City streets and neighborhoods.

We understand the criticality of maintaining public safety, and with our unwavering commitment and assurance, we guarantee to provide you with a comprehensive and effective security solution that will keep your city secure and safeguard your citizens.
Our partnership with the Bakersfield Police Department has enabled us to provide exceptional security services, which have been pivotal in fortifying the safety of their city.

We are eager to establish a solid association with the City of Lawndale and provide the same level of professionalism, work ethics, and diligence in delivering the essential security you demand. We look forward to the opportunity to serve your organization and keep your city safe.

Sincerely,

Howard Fridkin
Sr. Security Consultant
Tel: 800-613-5903
Email: howard@citiguardinc.com
Authorized to execute documents on behalf of Citiguard, inc.

TABLE OF CONTENTS

COMPANY HISTORY.....1 - 2

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The Following documents are attached to the END of this RFP response:

1. COMPANY BROCHURE (supplemental information)
2. PRIVATE PATROL OPERATORS LICENSE
3. PROOF OF INSURANCE
4. CITY OF LAWNDALE COST PROPOSAL SHEET

COMPANY HISTORY

Citiguard is an S Corporation that was founded in 2007 by two dedicated individuals who had observed numerous deficiencies in the security services provided by other companies they had previously worked for. In response, they established an upstart model that would address all clients' concerns. Initially, Citiguard started as a basic guard services provider with less than a dozen employees. However, over the past 16 years, the company has grown to a workforce of over 4,000 employees and office supporting staff devoted to safeguarding both the assets and personnel of each client.

Today, Citiguard is one of the most trusted security guard companies in the Southern California Region, rapidly approaching the top in Central and Northern California. We provide security guard services to some of the largest Property Management Companies, Health Care Organizations, Automotive Industries, Hospitals, Construction Companies, Fortune 500 businesses, and a variety of city and government facilities that require unarmed and armed protection for the public and the safeguarding of their properties against the extreme rise of vandalism and the new pandemic of homeless and transients.

At Citiguard, our reputation for maintaining the highest professional standards for diligent onsite security vigilance and protective response continues to exceed client expectations. Our security protection consultants are highly educated and experienced, with over 60 years of combined experience. They manage highly trained and skilled field security supervisors and security guards, who undergo yearly refresher courses and continuous on-the-job training to ensure they are always prepared for our clients' needs.

Our valued clients appreciate the training, experience, and knowledge of our field supervisory team and the excellence of our security team's advanced training. As a result, we now have 7 offices throughout California, located in Los Angeles, Irvine, Rancho Cucamonga, San Diego, Sacramento, Oakland, and West Hills.

At Citiguard, we are committed to providing impeccable security services, and we strive to maintain our reputation as a trusted and reliable security company. Citiguard has been providing world-class security services since 2007. We have a diverse clientele that includes schools, community centers, city construction projects, dealerships, museums, hospitals, shopping centers, airports, residential and commercial properties, high-profile special events, and the City of Bakersfield, where we assist their police department with extra security for their city.

Our invaluable experience in handling large-scale projects comes with the ever-challenging unpredictability of emergency situations constantly erupting at heavily populated facilities and locations.

For example, we provide ongoing security services to the Los Angeles Homeless Services Authority (LAHSA), which never fails to prove its demand for enhanced safety. We provide a dynamic security plan for 24/7 coverage between 36 properties with as many as 28 guards per shift, ensuring the safety of both the public and the properties.

At Citiguard, we take pride in offering over sixty years of combined experience in the security guard service industry, providing proficiency, capability, aptitude, and dependability to fortify security in the most expansive areas to a single location, posting one guard. We believe that nothing less than incomparable safeguarding should be given to all our contracts.

We excel in providing elite security services to various city and government facilities, especially homeless shelters, by deploying ex-military and ex-police Security Personnel trained to prevent harm, theft, and vandalism to your properties and the safety of the public. At Citiguard, we are committed to providing our clients with the highest level of security services, and we strive to maintain our reputation as a trusted and reliable security company.

REFERENCES

PRIMSTOR
9450 Jefferson Blvd., B2
Culver City, CA 90232
Contact person: Marie Galindo
Tel: 310-652-1177 / 213-223-5519
Email: mgalindo@primestor.com

Start date: April, 2015
Contract amount: $ 1.5 million
Term of contract: Ongoing:
Service: 30 armed guards, 24/7, patrol & monitor six shopping centers, de-escalate criminal activity and eject unlawful visitors.

CA DEPARTMENT OF TRANSPORTATION
1657 Riverside Dr.
Redding, CA 96001
Contact person: Amanda Andersen, Contract Manager
Tel: 530-225-3347
Email: amanda.andersen@dot.ca.gov

Start date: April, 2021
Contract amount: $2.3 million
Term of contract: Ongoing
Service: 12 unarmed security guards, 24/7, patrol & monitor four storage facility locations and eject unauthorized visitors.

LAHSA
707 Wilshire Blvd 10th Floor
Los Angeles, CA 90017
Contact Person: Elsie Nwankwo,
Coordinator, Contracts & Procurement
Tel: 213-225-8429
Cell: 213-216-2558
Email: enwankwo@lahsa.org
Website: www.lahsa.org

Start date: April, 2020
Contract amount: $12 million
Term of contract: Ongoing
Service: 800 unarmed security guards, 24/7, patrol & monitor 32 locations, keep track of the comings and goings of all boarders and de-escalating aggressive behavior and eject disruptive individuals.

GARDENA MEMORIAL HOSPITAL
1145 W. Redondo Beach Blvd.
Gardena, CA 90247
Contact Person: Steve Stevens, Director
Tel: 909-270-9663
Email: sstevens@avantihospitals.com

Start date: March, 2020
Contract amount: $1.5 million
Term of Contract: Ongoing
Service: 5 armed guards, 24/7, patrol & monitor each entrance to identify visitors and staff, and eject unauthorized individuals.

PATH (Highland Gardens Hotel for homeless)
340 n. Madison Ave.
Los Angeles, CA 90004
Contact person: Tescia Uribe
Tel: 213-446-5002
Email: tesciau@epath.org

Contract amount: $ 2 million
Term of contract: Ongoing
Service: 16 unarmed security guards, 24/7, patrol & monitor, keeping track of the comings and goings of all boarders and de-escalating aggressive behavior and disruptive individuals.

SECURITY OPERATIONS

As a leader in the security industry, Citiguard is committed to providing comprehensive armed security services to protect city facilities. Our program is designed to ensure the safety and security of all personnel and property within city facilities.

Assessment and Planning: The first step in our program is to conduct a thorough assessment of the facility and develop a customized security plan tailored to its specific needs. Our security experts will evaluate potential threats and vulnerabilities and create a detailed plan that includes security measures such as perimeter fencing, access control systems, and surveillance cameras.

Armed Security Personnel: Citiguard employs only the most highly-trained and experienced armed security personnel, many of whom have backgrounds in law enforcement or the military. Our guards undergo extensive background checks, training, and certification to ensure they are equipped to handle any situation. They are trained to identify potential threats and respond quickly and effectively to protect the facility and its occupants.

Armed Response: In the event of an emergency or security breach, Citiguard armed security personnel are trained to respond quickly and decisively. Our armed response team will work in conjunction with local law enforcement to neutralize any threat and protect the facility and its occupants.

Technology Integration: To enhance our armed security services, we use the latest technology, including access control systems, surveillance cameras, and alarm systems. These tools enable us to monitor and control access to the facility and respond quickly to any security breach.

Regular Evaluations: Citiguard understands that security needs can change over time, which is why we conduct regular evaluations of our security program and adjust our approach as needed. We work closely with our clients to ensure that their security needs are always met.

In conclusion, Citiguard's comprehensive armed security program is designed to protect city facilities from potential threats and ensure the safety of all occupants. Our approach is customized to meet the unique needs of each facility and is based on the latest security best practices and technology. With our highly-trained personnel, armed response capabilities, and regular evaluations, we are confident in our ability to provide the highest level of security services to our clients.

END

Bureau of Security and Investigative Services

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

Private Patrol Operator

License No. PPO121572

Issue Date: 09/20/2022
Valid Until: 09/30/2024

CITIGUARD
22736 VANOWEN ST STE 300
WEST HILLS, CA 91307-2656

The above is licensed as a Corporation with the State of California Bureau of Security and Investigative Services.

CEO - SAMI NOMAIR
CFO - SAMI NOMAIR
Secretary - SAMI NOMAIR
Qualified Manager - GHARZAI NOMAIR

PLACE RENEWAL HERE

Valid Until: 09/30/2024

Receipt No. 10345

This Original License must be kept for the life of the license and posted in Public View.

The above named is a licensed Private Patrol Operator in the State of California, subject to the filing for renewal and the payment of the statutory fee by the expiration date.
The license is issued pursuant to, and continues in effect subject to compliance with, the provisions of Chapter 11.5 of Division 3 of the Business and Professions Code of the State of California, and the Rules and Regulations established thereunder, and the above named licensee is duly authorized under said Chapter.

Department of Consumer Affairs
Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002
(916) 322-4000

- - - POST IN PUBLIC VIEW - - -

1204.CERT04L.110216

9. COST PROPOSAL

The matrix below must be completed and submitted with each proposal to identify your company's costs for the services being requested in Section I (A) and (B). For cells A – E, please provide only one dollar/cent amount for each cell in said row. For cells F – I, please provide only one dollar/cent amount for each cell in the first row of cells and describe the additional cost items in the second row of cells, if necessary. In the third row of cells, please total each column and include one dollar/cent amount. In the final row of the table below, please enter a grand total dollar/cent amount for services for a two-year agreement beginning July 3rd, 2023 through June 30th, 2025.

Item Description	A. Hourly Rate, Year One: (7/3/2023 – 6/30/2024)	B. Hourly Rate, Year Two: (7/1/2024 – 6/30/2025)	C. Maximum Contract Cost, Year One: (A x 2,000 Hours)	D. Maximum Contract Cost, Year Two: (B x 2,000 Hours)	E. Total Cost, Full Two Years of Services: (C + D) (7/3/2023 – 6/30/2025)
One Armed Officer	$36.00 (vehicle included)	$37.00 (vehicle included)	$72,000.00	$74,000.00	$146,000.00
Item Description	**F. Added Costs, Year One: (7/3/2023 – 6/30/2024)**	**G. Added Costs, Year One: (7/3/2023 – 6/30/2024)**	**H. Added Costs, Year Two: (7/1/2024 – 6/30/2025)**	**I. Added Costs, Year Two: (7/1/2024 – 6/30/2025)**	**J. Total Added Costs, Full Two Years: (F+G+H+I) (7/3/2023 – 6/30/2025)**
Additional Costs, if Applicable	N/A	N/A	N/A	N/A	N/A
Describe Additional Costs, if Applicable:	N/A	N/A	N/A	N/A	N/A
Totals	(A + F) $36.00	(B + G) $37.00	(C + H) $72,000.00	(D + I) $74,000.00	(E + J) $146,000.00

Total Cost for Services for One Year Agreement, 7/3/2023 – 6/30/2024:	$72,000.00

Total Costs for Services for Two Year Agreement, 7/3/2023 – 6/30/2025:	$74,000.00

10. SUBMISSION OF PROPOSALS

All proposals must include all items A through G, as required in Section VIII, Proposal Contents. Proposals not fully completing the Cost Proposal table in Section IX will be disqualified. The contents of each proposal must be clear, concise, and complete. The

APRIL 5, 2023



CITY OF LAWNDALE PROPOSAL

Cover Letter

4/5/2023
City of Lawndale
Attn: City Clerk's Office
Armed Security Services Proposal

Thank you for your time, review, and consideration of our proposal submission for Armed Security Guard Services. After a thorough review & discussion of the RFP, we would like to express our interest and commitment to provide the services as described. Power Security Group has been providing top of the line Armed Guard services to government agencies for the last 10 years. We can accomplish the scope of work in a comprehensive and thorough manner to meet the needs of the City of Lawndale with extensive experience and efficiency providing security services that encompasses multiple jobs and can guarantee high quality, reliable and stable services without interruption.

- Proposer: Power Security Group, Inc.
  1390 W. 6th Street, Ste, 120
  Corona, CA 92882
  O: 877-769-3703 F: 877-667-2854
  sid@pssca.com

- Contractual Responsibility: Sid Hashemi, Director of Operations
  1390 W. 6th Street, Ste. 120
  Corona, CA 92882
  Sid@pssca.com
  951-898-6004 / 951-283-9661
  Mr. Hashemi is the person authorized to bind the company.

To coincide with the scope of work, Power Security Group understands that it is critical to have an open line of communication with the public, client staff, and other vendors servicing the patrol locations to help create a safe and peaceful environment. We will work to promote a mutual trust with everyone within the post assignment areas. Security officers assigned for this contract are Goodwill Ambassadors; answer questions, provide information and give directions, with a professional attitude and demeanor that is cooperative, tactful, and conveys a sense of confidence to employees and visitors. Security personnel assigned to this contract have 3-years professional experience in security services and proven, trustworthy key, and card key holders. They maintain their security guard license and complete required training, and continuing education courses.

We will provide excellent service for this contract, and it will show in our performance. We are flexible to the changing needs of the City of Lawndale including those needs on limited notice. Our electronic proposal submission represents a firm offer which remains in effect for 180 days from the filing deadline. All information submitted is true and correct. As our firm's Director of Operations, I am authorized to negotiate and sign any legally binding contract on behalf of our firm. If you should have any questions, please contact my office for further assistance. Thank you for your time, review, and consideration of our proposal submission.

Respectfully,

Sid Hashemi
Director of Operations
sid@pssca.com
877-769-3703

Company History

Power Security Group is a Private Patrol Operator (PPO), licensed by the State of California, Bureau of Security and Investigative Services (B.S.I.S.), Department of Consumer Affairs (DCA), license number 17051, held by a Qualified Manager. We are a full-service private security company providing Security Officer and Patrol Services since 2008 in Northern and Southern California. Our corporate office location is in, Corona, CA, with satellite offices in Sacramento and San Diego. We are structured as an "S" Corporation, licensed, bonded, and fully insured. We are an Equal Opportunity Employer having successful working relationships with large numbers of employees from diverse backgrounds.

We are a trusted leader with proven expertise in a wide range of industries, with the staffing resources to provide security personnel who are highly skilled and trained for today's security needs. We have the experience, qualifications, staffing capabilities, and resources, to provide outstanding services. We feel our proven reputation working in a wide range of industries such as, event venues, school districts, libraries, logistics, municipal departments, State, County, City and Government agencies demonstrates a measurable benefit to our clients. The wide variety of clients we service is a testament to our ability to adapt and implement procedures that ensure our security officers remain proactive.

Power Security Group is a customer service-oriented organization, experienced and qualified to provide outstanding service. We have the staffing resources and dedication to provide services that will be of great value with a "hands on" engaged owner, management team, and highly recommended security personnel, together we bring a strong team with over a decade of experience in the security services industry. Our project team possesses significant collective experience gained through successful contractual agreements. The team combines the wisdom of experience with the latest in industry practices and technology. We consider it a best practice to have recurring in-person meetings scheduled with every client, giving them the opportunity to voice any small concerns they have before they turn in to contract-threatening issues.

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Tel: 877.769.3703 Fax: 877.667.2854
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Supplemental Information

Please see attached Exhibit A "Capability Statement"

1390 W. 6th Street #120 ★Corona, Ca 92882
Tel: 877.769.3703 Fax: 877.667.2854
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References

CITY OF BURBANK METROLINK STATION

124 S. LAKE ST.	BURBANK	91510	
BILL PARRISH	SUPERVISOR	818-238-3800	F: 818-238-3803
bparrish@ci.burbank.ca.us			
START: MAY 2015	END: MAY 2016	85,000 SQ. FT.	$140,000

Service:

Armed security at the downtown metro station, providing foot and vehicle patrol services on both sides of the tracks, parking lots, loading platforms and ramps. Provides a highly visible element of safety, deter suspicious persons and unwanted criminal activity, vehicle thefts, burglaries, vandalism and graffiti in all areas of the station including restrooms and elevators. Discourage unsafe activity such as skateboarding and individuals interfering with the operations of the station. Secure buildings with door checks, provide access control and direct passengers on the platform to the area they should be for travel. Validate tickets and provide public rails system train information, travel schedules, and information regarding bus and shuttle services. Escort patrons to and from their vehicles, deter extended loitering, camping and transient activity, and process abandoned vehicles for tow. Enforce "NO SMOKING LAW", and other policy violations such as disturbing the peace, loud music, littering and fighting.

Reduced the amount of homeless traffic by 95%.

DEPARTMENT OF TRANSPORTATION - CALTRANS DISTRICT 7

100 MAIN ST.	LOS ANGELES	90012	
PATRICK S. MANWARRING	SUPERINTENDENT	310-342-6167	F: 310-233-7439
Patrick.manwarring@dot.ca.gov			Contract amount
START: MARCH 2014	END: MARCH 2016		$173,000

Service:

Armed Security Guard vehicle & foot patrol services at designated locations and approximately 71 homeless camps, within the surrounding Los Angeles County Metropolitan area freeways. Discourage right of away trespassing and encroachment violations by various persons including homeless and vagrants. Escort Caltrans employees to and from their vehicles. Direct traffic,

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process abandoned vehicles for tow and discourage illegal encampments. Post a 72 hour written notice to vacate the premises. After the 72 hours, the guards remove the individuals who are violating the occupied illegal encampments and their personal property. Occupants are informed of alternatives within the community.

DEPARTMENT OF TRANSPORTATION – CALTRANS DISTRICT 4

111 GRAND AVENUE	OAKLAND, CA	94612	Contract#:04A5476
RAS CUSH	CONTRACT MAGR	510-286-4703	
ras.cush@dot.ca.gov			$2,202,604.00
START: 06/08/2018	END: 6/8/2021		

Service:

Maintain a presence to discourage disruptive behavior in the lobby and parking lots with general public, enforce evictions if necessary and maintain a secure and orderly atmosphere for staff and public. Security stationed at lobby desk and performs foot patrols every hour. Security guard service is uniformed and armed, covering posts such as, main console, rover, supervisor and parking garage. Coverage is 24 hours. The scope of work assigns various tasks to the specific post worked, duties include but are not limited to:
Check in / Check out procedures, visitor log, directions, reports, check in/check out Caltrans vehicles.
Escort staff as needed by request.

AMERICAN OPAL, SOCIETY / OPAL, GEM & JEWELRY SHOW

1340 SANDERSON	ANAHEIM, CA	92806	
VERONICA PURPUA	MANAGER	714-501-9959	
angeldragonflight@yahoo.com			1,000 attendance
START: ongoing	END:		

Service:

Armed Security Officer services, 24-hour, 3 day event. Protect vendor sales and high dollar merchandise. Access control, Escort vendors to and from unloading areas and escort event staff transporting large amounts of cash. Check vendor badges before access, monitor restricted areas, bag checks, security screening using Hand Wand Metal Detectors.

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BELFOR USA GROUP

2920 W. WHITE STAR AVE.	ANAHEIM, CA	92806	
MARK CHENELIA	CONTRACTOR	714-632-7685	714-632-7688
Mark.chenelia@belfor.com			
START: JAN 2011	END: CURRENT ONGOING		

Service:

Armed and Unarmed security officer services and Fire Watch for multiple properties / locations throughout California ongoing.

CORONA POINTE RESORT

Address: 3957 Pierce St. Riverside, CA 92505
Contact Person: Jena Davis, Community Dir. Email: jdavis@amcliving.com
Phone: 951-351-8333 Fax: 951-351-2414
Size: 714 Units $150,000

Start Date: JULY 2015 End Date: NOV 2016

Service:

Armed and Unarmed Security Officer vehicle, golf cart and foot patrol of the entire community Deter homeless and trespassers, remove trespassers and their belongings by escorting them off the property. Observe and report maintenance issues, vandalism and graffiti. Video surveillance in two locations of the community. Deliver official notices to residents at the request of property management.

Corona Pointe is the largest apartment complex in the Inland Empire 714 units.

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Security Operations

The City of Lawndale, like others in southern California, faces the ongoing struggle against loitering, vandalism, homeless camps, and graffiti. Power Security Group has combatted this challenge across California for nearly two decades. Although the problem is not entirely avoidable, negating the negative affects against the city is a task we are experts in. We provide services based on a triangle of action we have developed to implement the cities scope into action and prevent crime in cities facing these problems. Detecting the problem, deterring its occurrence, and prompt defense when the problem arises, encompasses the triangle. Each point is dependent on the other insuring the success of system, negating the affects and losses to the city. We have detected problems that the city is facing, and we are most qualified to implement professional security guard services that will deter loitering, vandalism, homeless camps, and graffiti across the city in all service areas. When we are faced with such problems, we pride our guards who are highly trained and fully equipped to compromise a solution and minimize affects against your city. Our goals reflect your desires for a safe city. At Power Security your ideas are paralleled with our action, a formula with only one result, success.

Power Security has acquired and maintained some of the most desirable security accounts in Southern and Northern California. Our reputation of professionalism and integrity has earned us the respect of hundreds of clients in scores of industries. The wide variety of clients we service is a testament to our ability to adapt and implement procedures that ensure our staff remain proactive. Power Security is one of the very few security companies who provides in classroom training. We do not provide online training. At Power Security Academy our instructors are BSIS, NRA, and Red Cross certified and experts in their chosen field. Our philosophy is to be a good corporate citizen and to maintain strong employee retention and recognition programs by believing in the dignity of our work and maintaining respect for the individual. This philosophy has resulted in a 97% customer retention rate over the past 5 years. Power Security Group's method for contract service begins with a focus on people. We invest in our managers, supervisors, and security officers so they are trained and capable of performing to

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our standards. Our on-going system of quality audits ensures our customers a high-level of service. If you select us, you will benefit from the results we deliver!

We can guarantee high quality, reliable and stable services without interruption. The City of Lawndale can be assured that our services will provide; security continuity, coordination, and control. You will benefit from the results we deliver using practices such as; providing good personnel and labor relation practices that support the reliability and quality of services, including turnover rate, increase in employee morale, encourage better training, and help promote a stable and professional workforce that is best able to address emergencies and serious public safety risks.

Power Security Group is a customer service-oriented organization, experienced and qualified to provide outstanding service for this contract. We are certain that we have the staffing resources and dedication to provide you with services that will be of great value to the City of Lawndale with a "hands-on" engaged owner, management team, and highly recommended security personnel, together we bring a strong team with over 20-years, experience in the security services industry.

Our security personnel are approachable work together to create a welcome environment at all post assignment locations. Our project team possesses significant collective experience gained through successful contractual agreements and successful completion of same / similar services. The team share a high level of professional expertise, combining the wisdom of experience with the latest in industry practices and technology. Most of our employees have multilingual capabilities. Though, modest in size, Power Security Group has the capability to handle large projects through staff cross-training. In addition our current and anticipated workload is such that we do not anticipate any challenges to meet the needs and requirement of the City of Lawndale. The firm is financially stable, with no conditions that might impede our ability to provide the services.

Power Security Group guarantees the provision of the best security guards, management analysts, administrative support staff and subject matter experts available, and ensure quality by managing the project in adherence with requirements set forth in the RFP along with the implementation of quality controls that support the security services industry standards. Our

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process for managing the business operations and resource management needs of the city of Lawndale are as follows:

Power Security Group's project management team will periodically review tasks and ensure timely response and quality staffing, so all risks are minimized, and quality performance standards are maintained throughout the term of the agreement. The project manager will oversee the work of all team members. Our project organization provides clear lines of authority and communication. The Operations Manager will maximize proactive processes that will prevent problems and will be prepared to take corrective action whenever called for by the situation at hand. Oversight and monitoring of the daily operations will be the responsibility of the Project Manager. The Project Team will be available 24/7 through the Communications and Dispatch Center.

Power Security Group is best prepared to handle the security needs of the City of Lawndale. Our transition team is fully committed to the implementation of our professional services to the city. Upon notification of contract award Power Security Group will immediately mobilize our transition team. Our transition team is led by our Director of Operations and consist of members from the management department. We believe that the combined experience of our project / transition team enables us to properly address any and all issues that may arise during the term, and creates a professional seamless, stress-free environment for you. Members of our project / transition team are highly knowledgeable in all local, state, and federal laws that govern the security industry.

We will approach the project in a few phases that we require in order to successfully complete a project and meet clients standards. The first phase is prior to the start of the project. At this time we will identify and detect major problems the service areas are facing and come up with viable solutions. Following this phase we will move into the implementation phase where all action is required by members of the team, including guards being aware. The next phase is quality control, and this encompasses all the training and attention we will put into guaranteeing the success of the guards. We have outlined this phase in more detail below.

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The biggest problem we have noticed within the City of Lawndale is Homelessness and we are experts in insuring they are of no harm to the service areas. Our approach to this problem is second to none. Read our Experience with the homeless community below.

- **Homeless Population Outreach Experience:** We have had great success in dealing with homeless persons, encampments, and unstable/behavior problem individuals. Our BSIS certified onsite training instructor developed and implemented a 2-hour training course on this topic and is a mandatory course as a condition of employment. When we first took over the Covina Valley Unified School District contract, the homeless issues were extensive, but within 6 months we reduced the amount homeless issues by 95% maintained that percentage for 8 years. We made individual hygiene bags of trial size shampoos, soaps, razors, etc. (donations we received from employees, friends, and the community at large). We partner with the Lyft up Lives Thrift Store (located by our office) where the owner donates men and women clothing, socks, jackets, and blankets. We keep a supply of the bags and clothing in the trunk of each patrol vehicle. The patrol officer uses these items as a negotiating tool in an effort to remove homeless persons who are trespassing and loitering. The guards speak to the individuals like human beings, offer resources provided by the city and worked closely with Covina PD. We continue using these tools with the City of Covina, City of Coachella, Etiwanda School District, Shopping Centers, Libraries including the business center where our Corona office is located.

High level quality supervision is vital to our success. Supervisors have extensive management training, demonstrate leadership ability, excellent communication skills and certified in crisis intervention, First Aid, CPR and AED. They have the authority to make sound decisions and management support to enforce the decision. Security officer supervisor will coordinate training, scheduling, monitor performance behavior to ensure contract compliance, maintain discipline, ensure that post orders and procedures are followed, conduct routine inspections, and provide coverage support when needed.

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All security personnel assigned to this contract are diligent and dependable, trained in public reception and conflict resolution skills, will be at least 21 years of age, have 3-years experience in the security services industry, be in good physical health and able to stand and/or walk for an entire shift. Be able to speak, read and write English in a clear concise manner. They have the ability to meet and interact positively and courteously with the general public. Trained experts when dealing with the public and alcohol consumption, trained in De-escalation techniques to be able to deal with potential hostile persons or situations.

The post orders will outline procedures and protocols for responding to medical emergencies, bomb threats, riots, fires, earthquakes, hazardous spills and suspicious packages. Extensive training is completed to accomplish the post orders. Security personnel are very familiar with observing and reporting maintenance issues, injuries, vandalism or damage to property, security incidents, unattended bags or packages. Able to act reasonably and quickly in determining what constitutes an emergency situation. A field security officer supervisor will oversee the performance of the assigned security officers and ensure that security guard activities are taking place and the required places and times.

The security officers assigned for this contract will protect the safety of persons on the site, provide resources, answer questions, give directions, prevent and minimize fire, theft, damage and trespassers in the service areas.

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STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002
(916) 322-4000

PRIVATE PATROL OPERATOR

License No. PPO17051

Valid Until: 12/31/2023

Receipt No. 8859

POWER SECURITY GROUP INC.
1390 W 6TH ST STE 120
CORONA, CA 92882-3539

In accordance with the provisions of Division 3, Chapter 11.5 of the Business and Professions Code, the company named hereon is issued a Private Patrol Operator License Renewal.

---- NON-TRANSFERABLE ----- POST IN PUBLIC VIEW -----

WPIPPO 10/2015

54-PG014-S0000416-1/1

9. COST PROPOSAL

The matrix below must be completed and submitted with each proposal to identify your company's costs for the services being requested in Section I (A) and (B). For cells A – E, please provide only one dollar/cent amount for each cell in said row. For cells F – I, please provide only one dollar/cent amount for each cell in the first row of cells and describe the additional cost items in the second row of cells, if necessary. In the third row of cells, please total each column and include one dollar/cent amount. In the final row of the table below, please enter a grand total dollar/cent amount for services for a two-year agreement beginning July 3rd, 2023 through June 30th, 2025.

Item Description	A. Hourly Rate, Year One: (7/3/2023 – 6/30/2024)	B. Hourly Rate, Year Two: (7/1/2024 – 6/30/2025)	C. Maximum Contract Cost, Year One: (A x 2,000 Hours)	D. Maximum Contract Cost, Year Two: (B x 2,000 Hours)	E. Total Cost, Full Two Years of Services: (C + D) (7/3/2023 – 6/30/2025)
One Armed Officer	$35.00	$35.00	$70,000.00	$70,000.00	$140,000.00
Item Description	**F. Added Costs, Year One: (7/3/2023 – 6/30/2024)**	**G. Added Costs, Year One: (7/3/2023 – 6/30/2024)**	**H. Added Costs, Year Two: (7/1/2024 – 6/30/2025)**	**I. Added Costs, Year Two: (7/1/2024 – 6/30/2025)**	**J. Total Added Costs, Full Two Years: (F+G+H+I) (7/3/2023 – 6/30/2025)**
Additional Costs, if Applicable					
Describe Additional Costs, if Applicable:					
Totals	$35.00 (A + F)	$35.00 (B + G)	$70,000.00 (C + H)	$70,000.00 (D + I)	$140,000.00 (E + J)

Total Cost for Services for One Year Agreement, 7/3/2023 – 6/30/2024:	$70,000.00

Total Costs for Services for Two Year Agreement, 7/3/2023 – 6/30/2025:	$140,000.00

10. SUBMISSION OF PROPOSALS

All proposals must include all items A through G, as required in Section VIII, Proposal Contents. Proposals not fully completing the Cost Proposal table in Section IX will be disqualified. The contents of each proposal must be clear, concise, and complete. The

Exhibit A

"Capability Statement"

What makes us different?
OUR PEOPLE

Founded in 2008, Power Security Group is a security guard service company with a reputation for performance, service, and value. We take pride in a professional service that gets results.

Ever Ready for Protection!

What sets Power Security Group apart from the competition?

- Our People
- Award winning customer service excellence and quality
- Qualified, Competent, Trained & Experienced Security Work Force & Management Staff
- Dedication and Long-Term stability within the Security Services Industry
- Effective Supervision Oversight
- "Hands on" Management Teams
- Client Relationship Management
- Flexible to your requirements
- Transparent
- Employee Retainment
- Effective and Reliable Management Deliverables
- Customer Service Tools and Guard Tour Software
- Innovative Approaches to reduce Risk and Costs

Our clients benefit from the results we deliver, and it will show in our performance!

The success of our business is dependent on the trust and confidence we earn from our clients, customers, and employees. We gain credibility by adhering to our commitments, displaying honesty, integrity and reaching company goals solely through honorable conduct. It is critical to have an open line of communication with client staff, the public and other vendors we may come in contact with to help create a safe and peaceful environment. We work to promote a mutual trust with everyone within the post assignment areas. Contract Compliance is a priority for our security guard service, with emphasis on:

- High Professional Standards
- Project a Professional and Alert Demeanor with a Highly Visible Security Presence
- Respond Quickly and Effectively to Security Related Concerns

Our qualified security officers are highly skilled and trained for today's security needs. Their highly visible presence projects a positive appearance and demeanor. They are able to assist the public under demanding conditions while remaining professional, courteous, and tactful. Uniformed security guards are trained to act as a criminal deterrent by

adopting the principals of the C.P.O.P. (community police officer program) methodology. Simply put, *we are the Ambassadors of Goodwill,* our guards are encouraged to be an approachable source of information for client staff, residents, customers, and the public. Letting the public know that we are there for them generates a feeling of community and safety. Security officers are trained to make visible foot patrols throughout their post assignments in undetermined patterns. Prior to any post assignment, the security officers must complete training in Public Reception and De-escalation Techniques.

We have the staffing capabilities, resources, experience, and qualifications to provide outstanding service. We offer onsite investigations and mobile patrols in addition to standing guard services. We offer access to a guard management dashboard for increased accountability.
We're trusted by more clients than any other provider in Southern California. Our clients see a 90% decrease in incidents on average. Our security officers undergo the strictest security training in the state. We have been fulfilling the security needs for a wide range of industries for over a decade.
Our proven reputation working with different municipal departments, State, County, City and Government agencies demonstrates a measurable benefit to our clients. Most of our contracts are referred to us by "word-of-mouth" from our happy and satisfied clients and other business associates.

Our security officer's display professionalism, thoroughness, interest, alertness, and a suspicious mind. The slightest doubt or suspicion about anything will be noted and questioned.

Power Security Group is one of the very few security companies who provides in classroom training.
We own our on-site, State licensed training academy, with instructors that are B.S.I.S., NRA, and Red Cross Certified and experts in their chosen field. At Power Security Academy we go above and beyond the State required training:

- **State of California / B.S.I.S.**
  - 40-hours of training in security guard skills
  - 8-hours annual refresher training
- **Power Security Academy**
  - 40-hours of training in security guard skills
  - 24-hours annual training
  - 48-hour pre-assignment training
  - 4-hour Orientation
  - On-the-job training
  - Quarterly Continuing Education training
  - Sexual Harassment
  - Fire Extinguisher
  - Workplace Violence
  - De-escalation
  - Crisis Intervention
  - Library of over 200 topics in training

FIRM PROFILE

General Information

Registered Company Name:	Power Security Group, INC
Year Founded:	2008
Year Incorporated:	2014
State of Incorporation:	California
Corporation Type:	Subchapter S
D-U-N-S Number:	079291726
CAGE Code:	730T1
PPO 17051	Held by a Qualified Manager

NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS)

561612 – Security Guard / Patrol Services
99046 – Guard and Security Services
99000 – Security Services
91893 – Security Consulting

Locations

Corporate Office	Corona, CA	2000 sq ft
Satellite Office 2820 Northgate #A Sacramento, CA 95833		1200 sq ft
Satellite Office 40675 California Oaks Rd Murrieta, CA 92562		990 sq ft

Workforce

189 Employees

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Capability Statement

"RELIABILITY, PROFESSIONALISM, AND THE ABILITY TO FOLLOW PROCEDURE ARE A MUST"

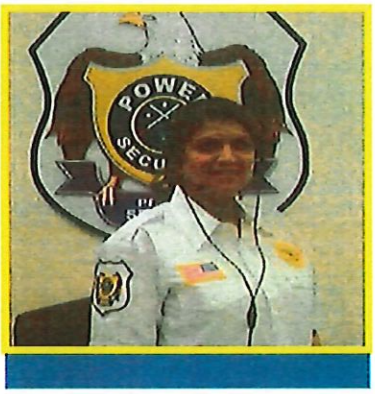
24-Hour Communication and Dispatch Center
open 24-hours a day, 7-days a week, including holidays for emergencies, special and unforeseen events, or incidents.

24 HOUR COMMUNICATION & DISPATCH CENTER
877-769-3703

Our experienced and highly trained operators monitor the attendance and performance of every scheduled employee.
Our operators are proactive, problem solvers, and committed to providing the highest levels of customer service.

Automated Post Orders
Once a client's post orders, emergency response plans, and crisis managements plans are updated, they are digitized and provided to our operators so that they can be used as a resource during an emergency or alternative resource if the security officer on-site has a question regarding the duties at the job-site.

Power Security Group continues investing in new software programs and computer-based technologies to enhance our level of service and efficiency, resulting in a greater return on your security investment.
After hours calls are dispatched to the roving Supervisor for immediate assistance.
Our management team and supervisors are available 24/7. Help is there when you need it anytime of the day or night.



Your business not only deserves outstanding service, but effective complete and timely communication 24/7.

★
Questions are addressed in a timely and professional manner
★
Communications among the security team is effective
★

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Unique Qualifications:

- **Multi-Lingual Employees.**
- **Ambassadors of Goodwill: We are customer friendly and treat all visitors, vendors, client staff and the public as customers, and we pay attention to the details.** Our security officers maintain safety and security by always enforcing the rules and regulations. Power Security Group security officers are the Ambassadors of Goodwill engaging the community at-large to create a welcome environment. Customer service is a priority when the guards are interacting with members of the public, answering questions in a courteous manner, and establishing area awareness. They are professional, helpful, and courteous, exercise authority without the use of physical force and capable of handling the public under demanding conditions.
- **Uniform Program:**
  Power Security provides uniforms to security personnel at no cost and uniforms are replaced due to normal wear and tear on a regular basis to ensure a highly professional appearance is maintained always. The uniform program starts when the guard is hired. Our program exceeds industry standards because of the attention to detail and commitment to ensure a professional look. The Program Coordinator is trained to measure for proper fit, provides education and tips on how to wear the uniform properly. The coordinator works with the field supervisors to maintain the inspection program's compliance in the field. Field supervisors observe the security officer's uniform for wear and tear, if any uniforms need to be exchanged or replaced, the supervisor will direct them to the Uniform Coordinator. This ensures that our Security Officers always look professional. A small uniform inventory is kept in each Supervisor patrol vehicle for emergencies.
- **Uniform and Appearance:** A neatly uniformed, well-groomed security professional commands respect and authority and helps to project a professional image for your property. **You will never see a Power Security Group guard wearing a sloppy, unfitted uniform!**
- **Coverage Support:** all security officers check in/out with our 24/7 Communications and Dispatch center. When a security officer does not check in within the assigned time frame of his/her scheduled work shift, dispatch sends a notification to the supervisor who will take the appropriate steps to ensure that the assigned post is covered. If a security officer is late or cannot arrive for their assigned shift, he/she is required to provide as much notice as possible and to speak directly to a supervisor or management. Emails, text messages or voice mails are not acceptable methods of communicating tardiness or absence. Security officers who are tardy or absent are subject to disciplinary action. Security officers who fail to arrive for their scheduled shift and fail to notify their supervisor in advance of that absence are subject to disciplinary action up to and including possible termination.
- **Training:** *All training is done in the classroom, we never do online training!* We own our on-site Power Security Training Academy and training program, both, licensed by the State of California, B.S.I.S. and Department of Consumer Affairs. Our training program exceeds the required hours of training mandated by the State of California. Our instructors are BSIS, NRA, and Red Cross Certified, and experts in their chosen field. All Security personnel must complete the following mandatory training courses and pass the written test:
- Sleeping on the Job
- Public Relations / Reception
- De-Escalation Techniques
- Report Writing
- Crisis Invervention
- Handling Difficult People
- Observation / Documentation
- Communications
- Legal / Liability
- Workplace Violence
- *The above courses are required in addition to the State requirements for training in security officer skills*

Security Guard Data for years 2021 & 2022:

- Locked and secured over 3500 unlocked gates
- Locked and secured 94 unlocked – closed doors
- Locked and secured 66 open doors
- 4 Arrests
- Alarm Response Calls over 10,000 +

- **Guard Patrol System:**
  Guard Trak
  Power Security Group uses Q.R. Code technology to track the movement of our security guards, **in real time.** We create a custom QR code with for each security guard patrolling your property. The guards use a cell phone to scan the QR code which provides a date and time stamp, the guards name and GPS location. There is also a text field where the guard can report incidents, when they make contact with trespassers, or observe any maintenance or repair issues. In addition to tracking the guard's movement, there are other options the client might be interested in as described below:
  - The start and end times for each shift worked.
  - Clock in and out for meal periods.
  - Briefly describe a "security finding" designated by the client.

The data is supported by Google Sheets and is in real time. With a user-name and password the client can view the patrols or specific data any time day or night and can create reports, daily, weekly, monthly or yearly. All data is stored on our secure network for 2 years or for the term of the contract.

Guard Trak Highlights:

- Improves client communications with automatic reports and real-time information dashboards.
- When security officers check in for duty, the take a selfie and upload it for quality assurance compliance.
- View incidents and tasks as they are assigned.
- Monitor the progress of security officers as they complete their guard patrols.
- The dashboard of operations ensures the security officers are getting their jobs done right.
- Geo fencing records the location of the officer. If the officer goes outside of the geo fencing area, our dispatch will be notified.
- Our 24/7 Communications and Dispatch Center monitors the security officers activity with live updates from the service area's.
- Dispatch will get an alert if a security officer has not clocked in at the scheduled time.

Services We Provide:

- Mobile Patrol
- Armed Guard
- Unarmed Guard
- Emergency Response Services 24/7
- Mobile Patrol Drive-Through Services
- Pandemic Ready
- Crossing Guard
- After School Events/Programs
- School Sporting Events
- Parking Enforcement
- Supervision Oversight
- Lobby Desk / Public Reception
- Event Management
- School Security Guard
- Cash-in-transit
- Investigations
- Access Control
- Fire Watch
- Long Term Assignments
- Short Term Assignments
- Alarm Response Management
- Secure Lock Up
- Theft and Loss Prevention
- Crowd Control
- Monitoring Heavy Equipment
- Video Surveillance
- Security Escort
- Traffic & Parking Lot Control

Industries We Serve:

- Forestry and Open Space Land
- COVID-19 portable hospitals and testing sites
- City / County Buildings and Facilities
- Governmental Agencies
- Libraries
- Special Districts
- Charter Schools
- State and Federal Agencies
- Commercial Buildings
- Other Public Facilities
- HOA'S & Gated Communities
- Mobile Home Communities
- Large and Small Office Buildings
- Community Centers
- Warehouses
- School Districts
- Sporting Events
- Retail Shopping Centers
- Religious Congregations
- Transportation
- Medical / Health Care Facilities
- Constructions Sites
- Parks & Recreation
- Manufacturing
- Logistics
- Maritime / Ports
- Hotels
- Convention Centers
- Private Parties
- Airports
- Water Districts

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Capability Statement

CONTRACT EXPERIENCE

State / Government
Department of Transportation – Caltrans District 4
Department of Transportation – Caltrans District 7
Department of General Services
Department of Water and Resources
California Department of Public Health
California Corrections Health Care Services
Cleveland National Forest
Los Angeles State Historic Park
Internal Revenue Service - Auctions

County
County of Riverside
Registrar of Voters / Assessor County Clerk
COVID-19 testing & vaccination sites
Emergency Management Department
County of Riverside EDA
Riverside County Flood Control
County of Riverside Purchasing and Fleet
Charles Meigs Community Center
Lakeland Community Center
Perret Park
Millcreek Wetlands Preservation
Regional Park and Open Space District
Riverside County Library System

City
City of Coachella
City of El Cajon
City of Covina
City of Riverside
City of Elk Grove
Coachella Senior Center
Covina Parks and Recreation
Covina Downtown Parking Structure
Covina West Parking Structure
Los Angeles Department of Water and Power
Hemet Ryan Airport
Port of Long Beach / Jacobs Management
City of Burbank
Riverside Airport

Libraries
Desert Hot Springs Library
Grace Mellman Library
Home Gardens Library
Indio Library
Lake Elsinore Library
Mead Valley Library
Perris Library
Sun City Library
Rubidoux Library
La Quinta Library
Coachella Library
San Jacinto Library
Valle Vista Library
Glen Avon Library
Cathedral City
Temecula Library

Transportation
Covina Metrolink
Burbank Downtown Metrolink
Merced Transit Authority
Department of Transportation

School Districts
Covina Valley Unified School District
San Diego Unified School District
Etiwanda School District
Rosemead School District
Rowland School District
Vista School District
Charter Oak School District
Alliance College Ready Schools

Construction / Restoration
Belfor USA Group
Restoration Management
Arcadis
ACI Grading
Hensel Phelps
Boral
Caliber Collision
Charles King Company
Pacific Tank

Manufacturing / Warehouse / Logistics
Anaco
Circor Aerospace
Weber Logistics
Team Logisitics
Parker Hanifan
ClarCor
Kelterite
Corodata
RIVCO Innovation Warehouse

Retail
North Main Plaza
Archibald Town Center
Pomona Business Center
Pomona Temple Center
University Heights Shopping Center
Village Center Plaza
Steer n' Stein
Outletinc.com

Office Buildings:
Crown Investment
Arlington Recovery Community Building

Firewatch:
Moreno Valley Hospital
RMC Big Future School

Events
American Cancer Society Relay for Life
Coachella Mariachi Festival (1,000 attendance)
Orange County Fairgrounds
Elk Grove District 56

City of Elk Grove
- Dicken's Festival
- Festival of lights
- Party on the Palms
- Salute, Red, White & Blue

American Opal Society, Gem & Jewelry Show
Phoenix Club / Oktoberfest (30,000 attendance)
Covina Valley District Sports Complex
BBQ & Brews
Pacific Hills Banquet and Catering Club
Columbian Festival (6000 attendance)
Persian New Year Concert (15,000 attendance)
Self Help Graphics (3000+ attendance)
As You Like It Catering

Housing / Residential / HOA's / Hotels
Village Grove HOA & Park
Promontory Pointe HOA
Cielo Vista Apartments
Hulen Place
Corona Pointe Resort
Bunker Hill Apartments
Direct Property Management
Summerwood Village
Prospera Hotels, Inc.
Homewood Suites
Hyatt House
Hyatt Place
Cortona Anaheim
Hampton Inn and Suites

City of Coachella / LLMS-Housing:
Tierra Del Sol
Rancho Las Flores
Posada Del Valle
Las Plumas
Somerset
Sundate
Los Jardines
Aventine
Visa Escondida
Valencia

San Diego Housing Commission:
- Alaquinas Apartments
- Courtyard
- VLC
- Eastman
- Juniper
- Hotel Sandford Senior Apartments
- Homeless Housing Project

Kern Housing Authority:
- Green Gardens
- Haven Cottages
- Plaza Towers / Annex

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Coverage Support

All security officers check in/check out with our 24-hour Communications and Dispatch Center. When the security officer does not check in within the assigned time frame, the dispatcher notifies the supervisor of the issue, and the supervisor will take appropriate steps to ensure that the assigned post is covered. The Supervisor will ensure the post is covered even if he/she must cover it.

All security guards are required to be on their assigned location, in complete uniform, at the start of their assigned shift.

- ✓ *In the event that a security guard is late for their assigned shift, they are to notify the supervisor as soon as possible. The supervisor will then arrange for the current guard to remain on-site until relieved by the late guard.*
- ✓ *In the event that a security guard is unable to work their assigned shift, they are to notify the supervisor at least 4-hours prior to the start of their scheduled work shift. Then the supervisor will assign a guard from our "Flex Team" to cover the work shift.*
- ✓ *In the event that a security guard has not arrived to start their scheduled work shift, the on-duty security guard will notify the supervisor and is not permitted to leave their assigned post until properly relieved.*

Security officers who are tardy or absent with or without a valid reason are subject to disciplinary action. Security officers who fail to arrive for their scheduled shift and also fail to notify their supervisor in advance of that absence are subject to disciplinary action up to and including possible termination.

Emails or text messages are not acceptable methods of communicating tardiness or absence.

Flex Team

The "Flex Team" is a 5-member team of capable, and proficient security guards, in place locally, and cross-trained in all aspects of our contracts. Coverage support is maintained to fill an assignment when a regular guard, is a no-show, calls-off, illness, emergency leave, has scheduled vacation time or there is a scheduling conflict. If, for any reason, coverage or replacement is not available the supervisor shall cover the assigned post.

TRAINING:

We have a system in place for retention of training certificates, licenses, and permits which are readily available upon request. Security personnel assigned for this contract are trained to deal with difficult and hostile situations, and diversity training. Quarterly training in continuing education courses is mandatory for our work force. Procedures and protocols are included in the post op orders binder and kept at each location for the guards to reference. Upon award we will draft post orders for the STANRTA review and approval.

We own our onsite State licensed training academy and security program which means we can guarantee 100% that any security officer assigned to this contract has completed all training requirements, including, continuing education and yearly training. At Power Security Academy, the instructors have a unique way of keeping the workforce engaged in training. All instructors are B.S.I.S., NRA, and Red Cross Certified and experts in their chosen field. Security personnel assigned to this contract will complete the following training prior to assignment:

Security Officer instruction as mandated by the State of California
Patrol Procedures
Basic, Intermediate, and Advanced Report Writing
Observation and Incident Reporting
Security Awareness
Legal Aspects of Private Security
Security Officer Conduct
Principles of Radio Communications
Principles of Access Control
Principles of Safeguarding Sensitive Security Information
Emergency Response Procedures
Life Safety Awareness
Workplace Violence
Sexual Harassment
Discrimination
Diversity
Conflict Resolution Awareness
Traffic Control (Parking Lot and City Street)
Parking Lot Security
Crowd Control
Terrorism (Recognition, Response, and Recovery)
Responding to Bomb Threats
Responding to Natural Disasters
Crisis Management
Motor Vehicle and Defensive Driving Training
Heat Illness Prevention and Response
Site Specific Training
Health and Safety Training OSHA
Safety & Security Procedures/Policies

Annual Training
Leadership, Professionalism & Ethics
Crisis Intervention
Property Crimes
General Criminal Statutes
Crimes Against Children
Sex Crimes
Controlled Substances
Laws of Arrest
Search and Seizure
Presentation of Evidence
Court Room Demeanor
Investigative Report Writing
Vehicle Operations
Use of Force/De-escalation
Crimes in Progress
Handling Disputes/Crowd Control
Critical Incidents
Crime Scenes, Evidence, and Forensics
Custody
Arrest and Control
Gang Awareness
Weapons Violations
Terrorism Awareness

Training Program Outline:
Key Points -

- On-site State licensed training facility
- B.S.I.S. approved training program
- Red Cross, NRA and BSIS Certified Instructors
- No 3rd parties are ever used for continuing education
- All classes and training incorporate DHS concepts as part of our curriculum
- Principals and Methodology of the Community Police Officer Program (C.P.O.P.)

Training that Boosts Employee Performance, helps us gain the competitive edge!
Our program includes a wide range training and continuing education courses designed for all security officers through executive level management. We actively strive to ensure that our employees are being taught the correct and proper information and techniques always, and understand the how and why of the scenario. On a yearly basis, our company offers more than 80+ hours of additional classroom, field, and on-going training above the state mandated requirements. Our security officers' responsibility is keeping our client's properties, sites and staff safe and secure. Our officers undergo extensive and continuous training to ensure they are prepared for any situation.
The quality of job performance is directly linked to our training program, therefore, Power Security Group (PSG) spends a large portion of company resources to create effective training programs. Training sessions are interactive and include scenario based training, lecture, discussion, power point presentations, in field, on-site and professional training videos.

Security officers must pass a written examination to demonstrate that he/she understands the subject matter and is qualified to perform the basic duties of a private security officer. An appropriate assessment and evaluation accompany training to measure the security officer's knowledge of the training subject. Students receive a Certificate for each course completed.

All our security officers must complete a 4-hours of orientation training and 48 hours of pre-assignment training with a special section dedicated exclusively to our expectations of the PSG security officer, including proper behavior on the job site, punctuality, and the importance of respectful treatment of the public, clients, and law enforcement. Patrol security officers must meet the same requirements including additional training with our Patrol Division in courses such as; Defensive Driving Course in real time using freeways, highways, toll roads, off-road, street, residential, parking lots, etc. and, Motor Vehicle and Driver Safety.

Considerable time is spent stressing the consequences for violating company policies such as; sleeping on the job, abandoning post or using electronic entertainment devices while on duty. Violations, disciplinary procedures, and termination process are clearly outlined in our Employee Policy Handbook.

The following pages provide detailed overviews for each level of training, from security officer basic courses, and on-the-job training to specialty training programs like CPR/AED/First Aid certification. In addition, programs have been developed for every employee – security officers, supervisors, account managers and even executive development courses.

Orientation Training **4 Hours**

This training covers business operations, the Employee Policy Handbook, Expectations of the Employer, Customer Service/Professional Conduct and Violations of Company Policies. Some of the topics covered in orientation are, but not limited to the following:

Employer Policies & Procedures	Vision & Mission Statements	Disciplinary Process
Time & Attendance	Performance/Attitude/Behavior	Chain of Command
Sleeping on the Job	Post Abandonment	Uniform & Appearance*

***Uniform & Appearance**

The uniform & appearance component of training is led by a member of our management team, who dress in full uniform for this 15-minute show and tell which covers the proper way to wear the uniform, and care for the uniform, from head to toe. Including the correct way to put on the duty belt, add a holster, pouch, handcuffs and case.

Pre-Assignment Training **48 Hours**

Each security officer must complete 48 hours of pre-assignment training in a wide range of topics to enhance the security officer's skills and performance. Scenario based training is very effective for when the security officer experiences a hands-on a situation, he/she will know how to respond. Topics included:

Officer Safety	Post Orders & Assignments	Radio 10-Codes
Authority of the individual Security Officer	Emergency Response Procedures	Harassment and Discrimination
Evacuation Procedures	Workplace Violence	Observation & Documentation
Workplace Security Awareness	Fire Safety Course	Technology in security
Parking Lot/Traffic Control	Officer Safety	Trespassing
Patrolling Techniques/Routes	Active Shooter	Public Safety
Urban Terrorism	Preserving the Incident Scene	Legal / Liability Aspects

Surveillance Awareness	Report Writing	Interview Techniques
Use of force and force continuum	Blood Borne Pathogens	Bomb Threats
Communication & It's Significance		Basic First Aid
Customer Service	Public Relations	Diversity in the workplace
Ethics, honesty, professional image, and proper conduct	Fire prevention and control	Fire Equipment
Information security	Laws of evidence	Legal aspects of security
Testimony & Court Procedures	Nature and role of private security	Note taking/report writing
Physical security and access control	Preserving the incident scene	Cal Osha Safety training
Alcohol & Substance abuse	Patrol Methods & Patrol Hazards	

On-The-Job Training **8 Hours+**

On the job training is client specific and could be up to 2 weeks, depending on the site, location, and client requirements. The on-the-job training process is site-specific and customized according to the complexity of the worksite. The on-the-job training checklist is completed and entered into our online employee database providing a checkpoint for this important phase of officer training.

- On Post Application of Classroom taught lessons
- Learning site-specific per post orders
- Site safety guidelines

Continuing Education / Specialty Courses

CPR/AED/First Aid	Officer Safety Preparing & Protecting Security Personnel in Emergencies (OSHA)	Access Control 1 & 2
Parking / Traffic Control	Handling Difficult People	Supervision
Preparing for Mass Casualty Incidents	Self-Defense 1 & 2	Alcohol Law and ID Recognition
Motor Vehicle / Driver Safety	Defensive Driving Course	School Security Guard
Multi-hazard Planning	Managerial Health and Safety	Commuter Rail Safety/Security Training
Crowd / Riot Control	Arrests, Search & Seizure	Courtroom Demeanor
BSIS Certified Firearms	Firearms Requalification	BSIS Certified Baton Training
Pepper Spray	Crisis Response	Alarm Response Management
Lock and key control	Conflict Resolution	Advanced Report Writing
Theft Prevention		

Annual Training **16 Hours**

On a yearly basis, employees must complete 16 hours of continuing education, which can be a refresher course of a topic that the individual completed previously, site specific training, or supervisor recommended training. The State requires 8-hours of annual training, however we have over 80 hours of continuing education available to employees.

Management Training

PSG 100% supports continuing education. Our management team leads by example, always working towards continuing education programs. Each security officer must have completed all the pre-assignment training, including the mandatory

and elective courses prior to being accepted for management training. Advance training is available in the following subjects:

Situational Awareness	Defensive Tactics	Risk Mitigation
Certified Crowd Control Manager	Homeland Security Behavioral Detection	Fundamentals of Emergency Management
Emergency Planning	Leadership and Influence	Decision Making & Planning
Effective Communication	Diversity Awareness	Intro Incident Command Systems (IS)
Intro Continuity of Operations (IS)	US Homeland Security Active Shooter	Diversity Awareness

Homelessness Issues:

- **Homeless Population Outreach Experience:** We have had great success in dealing with homeless persons, encampments, and unstable/behavior problem individuals. Our BSIS certified onsite training instructor developed and implemented a 2-hour training course on this topic and is a mandatory course as a condition of employment. When we first took over the Covina Valley Unified School District contract, the homeless issues were extensive, but within 6 months we reduced the amount homeless issues by 95% maintained that percentage for 8 years. We made individual hygiene bags of trial size shampoos, soaps, razors, etc. (donations we received from employees, friends, and the community at large). We partner with the Lyft up Lives Thrift Store (located by our office) where the owner donates men and women clothing, socks, jackets, and blankets. We keep a supply of the bags and clothing in the trunk of each patrol vehicle. The patrol officer uses these items as a negotiating tool in an effort to remove homeless persons who are trespassing and loitering. The guards speak to the individuals like human beings, offer resources provided by the city and worked closely with Covina PD. We continue using these tools with the City of Covina, City of Coachella, Etiwanda School District, Shopping Centers, Libraries including the business center where our Corona office is located.

Supervision:
High level quality supervision is vital to our success. Supervisors have extensive management training, demonstrate leadership ability, and excellent communication skills. They have the authority to make sound decisions, supported by the management department. To ensure contract compliance, Security officer supervisors coordinate training, scheduling, monitor performance, conduct routine inspections, and make sure the post orders and procedures are being followed.

Armed Security Guard:
Power Security Group has the staffing resources to provide both armed and unarmed security officers. Armed security officers are licensed by the State to carry an exposed firearm with their weapon linked to the license through B.S.I.S. Armed guards are responsible for the carrying, storing and maintenance of their firearm. Every 2 years Armed guards must re-qualify for certification.
<u>Armed guards assigned to this contract:</u>
• Ability to employ firearms and less lethal weapons and tactics to protect yourself and others.
• Demonstrated ability to safely, and responsibly carry a firearm, store, maintain, and transport the firearm. Including less lethal weapons, and other assigned equipment.
• Demonstrated ability to maintain an Exposed Firearms license/registration as mandated by the State and B.S.I.S.
• Demonstrated ability to participate in and pass firearms and less lethal weapons training and qualification courses without restrictions.
<u>Arrest and Detention:</u>
Security guards may make citizen arrests or detain individuals who jeopardize the safety of employees, clients and/or property. Power Security Group's security officers may only make a citizen's arrests in true life-or-death situations under the following conditions:
1. The local law enforcement agency would not be able to respond in time to prevent injury or death to the victim, or the escape of the suspect;
2. The security officer has witnessed a felony taking place;

3. The post orders must give permission to make a citizen's arrest for that specific site.

Use of Force

Power Security Group discourages the use of any physical force except when necessary. Reasonable physical force can only be used in self-defense, in defense of another person, or to make a lawful citizen's arrest. If it becomes necessary to use physical force, the security officer must justify its use.

- Attempts to resolve the incident without the use of force must have been tried and found to be not effective.
- The level of force must be the minimum amount needed to stop the attack or make the arrest;
- Any force must cease when the subject is subdued and order is restored.

Armed Guard Training

The Bureau of Security and Investigative Services (BSIS) is the controlling agency for security guards in the State of California. Although PC 832 is not required training for Armed guards, most of the topics covered is part of our training program at Power Security Academy.

Course Outline:

Power to Arrest

BSIS Firearms Training and Qualifications:

Course of Firearms Training (CCR Section 635)
Bureau-approved Firearms Training Facility, or
Bureau-approved Firearms Training Instructor
Pass the written examination
Pass range qualifications
Must qualify with the caliber of weapon that will be carried while on duty.

FIREARMS TRAINING INSTRUCTOR	Sadiq Hashemi	License No.: TIF2332
FIREARMS TRAINING FACILITY	Power Security Academy	License No.: TFF1460
CERTIFICATE OF ELIGIBILITY	Department of Justice	No.: 23571
NATIONAL RIFLE ASSOCIATION	Sadiq Hashemi	Range Safety Officer
NATIONAL RIFLE ASSOCIATION	Sadiq Hashemi	Certified Instructor
DOJ CERTIFIED INSTRUCTOR	Sadiq Hashemi	DOJ C.I. No.: 201173
AEROSOL WEAPONS OC INSTRUCTOR	Sadiq Hashemi	No.: 2031

Partial PC 832 training:
Leadership, Professionalism & Ethics
Crisis Intervention
Property Crimes
General Criminal Statutes
Crimes Against Children 4
Sex Crimes
Controlled Substances
Laws of Arrest
Search and Seizure
Presentation of Evidence

Investigative Report Writing
Vehicle Operations
Use of Force/De-escalation
Patrol Techniques
Crimes in Progress
Handling Disputes/Crowd Control
Critical Incidents
Crime Scenes, Evidence, and Forensics
Custody
Arrest and Control
First Aid, CPR, and AED
Firearms/Chemical Agents
Gang Awareness
Weapons Violations
Terrorism Awareness

Bureau of Security and Investigative Services

Required Training Courses

Applicants for a BSIS Firearms Permit must complete the following training:

- **Power to Arrest**

  Applicants must complete training in the power to arrest. The training may be administered by a Bureau-approved firearms or baton training facility or an organization or school approved by the Bureau. Security Guards may also obtain the training from their employing PPO or from Bureau-approved trainers. Applicants may verify a licensed PPO or training facility by accessing the Verify a License page on the Bureau's website. To confirm if an organization or school is approved by the Bureau to administer the training, email bsis@dca.ca.gov.

  Applicants must complete the Course of Firearms Training (CCR Section 635) at a Bureau-approved Firearms Training Facility, from a Bureau-approved Firearms Training Instructor, and pass the written examination and range qualifications. Applicants must qualify with the caliber of weapon that will be carried while on duty. For information on Bureau-approved Firearms Training Facilities, visit the Verify a License page available on the Bureau's website. The *BSIS Firearms Training Manual* is also available on the Bureau's website.

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CITY OF LAWNDALE

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

DATE: June 5, 2023

TO: Honorable Mayor and City Council

FROM: Sean M. Moore, City Manager

PREPARED BY: Ahmad Ansari, Interim Director of Public Works/City Engineer
Hrant Manuelian, Director of Finance

SUBJECT: Appropriate funding for a Heavy-Duty Dump Truck

BACKGROUND

The City currently owns one (1) 2007 Chevrolet HD 3500 dump truck that operates on compressed natural gas (CNG). This truck has exceeded its useful life requiring extensive repairs and maintenance, but more importantly the CNG tank expires on December 31, 2023, and the vehicle will not be operable.

At the mid-year budget review on February 21, 2023, the City Council approved $305,000 for vehicle purchases for the Municipal Services, General Operations, and Public Works Departments. All of the needed vehicles have been purchased, however, due to ongoing rising costs the amount of funding that was appropriated was not sufficient to purchase the heavy-duty dump truck.

STAFF REVIEW

Staff contacted several dealerships in search of a heavy-duty dump truck without success. One of the difficulties in finding a truck is due to the short supply of vehicles in the current economy and the other hindrance is the cost. The cost of vehicles increased much more than anticipated and after buying the Escape and Rangers that were approved at mid-year, there is not sufficient funding to purchase the dump truck.

The two options for the City are to find a brand new 2022 dump truck on a lot or order a new 2023 to be manufactured which will take up to 18 months for delivery. The 18-month delivery/wait would not be advisable due to the CNG fuel tank expiring at the end of this year forcing the vehicle to be inoperable hence, a new 2022 is being recommended. In either option, additional funding is needed in the amount of $30,000. Based on the pricing that staff has encountered, the dump truck is going to cost approximately $98,500.

LEGAL REVIEW

N/A

FISCAL IMPACT

The cost to purchase a heavy-duty dump truck is approximately $98,500. Staff is requesting an appropriation in the amount of $30,000 of ARPA funds for this vehicle purchase.

RECOMMENDATION

Staff recommends that the City Council authorize the appropriation of $30,000 of ARPA funding for the purchase of a new 2022 heavy-duty dump truck available now to be utilized by the Public Works Department.

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PHONE (310) 973-3200 ♦ www.lawndalecity.org

DATE: June 5, 2023

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.

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

DATE: June 5, 2023

TO: Honorable Mayor and City Council

FROM: Yvette Hall, Assistant City Clerk

SUBJECT: Public Employee Performance Evaluation – City Manager

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

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

DATE: June 5, 2023

TO: Honorable Mayor and City Council

FROM: Yvette Hall, Assistant City Clerk

SUBJECT: Conference with Legal Counsel – Litigation
The City Council will conduct a closed session, pursuant to Government Code section 54956.9(d)(4): One (1) case.

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