

Many Faces. One Lakewood.



2022 – 2024 Proposed Budget

Lakewood, California

PROPOSED BUDGET 2022-2024

City Council

Mayor Steve Croft

Vice Mayor Ariel Pe

Council Member Todd Rogers

Council Member Vicki Stuckey

Council Member Jeff Wood





City of Lakewood Budget Narrative

June 3, 2022

**City of Lakewood
Lakewood, California**

It is my pleasure to present to the residents of the City of Lakewood the proposed budget for Fiscal Years (FY) 2022-23 and 2023-24.

Lakewood is a community of distinction, with the dreams and aspirations of maintaining the proud yet modest way of civic life that has defined our city for many generations. People have chosen to live in Lakewood, including multiple generations of families, because of our way of life and the reliable and high quality city services provided by our dedicated staff. A cornerstone in preserving this way of life has been the city's well-established history of prudent fiscal management, strong fiscal oversight, and philosophy of "living within our means."

This proposed budget is in line with those city's guiding principles and traditional values, producing an operational blueprint that preserves those valued services, while maintaining a fiscally-sound organization. While the city's overall expenditure budget (inclusive of special revenue and enterprise funds) is in excess of \$82 million, the General Fund is the largest and most discretionary component of the budget and is extremely important in the provision of essential city services. Also reflective of the city's prudent fiscal management is the inclusion of a rainy-day reserve fund for economic uncertainty equaling 59 percent of the city's annual operating budget that is set by policy and allows the organization to weather funding shortfalls.

It is important to note that without the community's approval of Measure L (the local Transaction and Use Tax) in 2020, this budget and all future budgets for the foreseeable future would be much different in nature. Measure L represents a new source of revenue that has allowed the city to maintain the programs and services that have helped define a quality of life in

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Lakewood that historically has distinguished us from other surrounding cities. We are grateful for the trust that the community has imparted on us and are respectful of the responsibility that we have to ensure that these new funds are spent with the same level of measured prudence that engendered the trust that facilitated the passage of the measure.

These Measure L funds will allow the city to chart a steady fiscal course for decades to come. First and foremost, this will allow the city to maintain core services and programs for Lakewood residents, address infrastructure needs, and focus on strategic long-term funding solutions.

This budget allows the city to continue to preserve and improve the city's infrastructure such as streets, sidewalks, trees and community facilities, through a "save-then-spend" capital financing strategy rather than issuing debt. In the past, operational savings realized each fiscal year were allocated toward the funding of future capital improvement projects. That became more and more difficult over the past decade as the city grew into and began to realize a structural deficit.

Again, thanks in large part to the community's approval of Measure L, the city now has a funding source to maintain our infrastructure and facilities. Accordingly, the proposed budget includes \$6.5 million set aside over the two-year budget period for future-year capital improvement projects (CIPs). This allows the city to continue the progress begun in Fiscal Years 2020-21 and 2021-22 with the first tranche of projects addressing the long backlog of deferred maintenance identified in the comprehensive facilities' condition assessment study. Utilizing a combination of Measure L and grant funds, the city is well on its way to addressing those needs, with a list of prioritized projects continuing on into this budget cycle and beyond.

Although it appears that the worst of the COVID pandemic is behind us, this budget cycle is not without new challenges. In particular, the country is experiencing the worst inflation it has seen in 40 years; the state has been unrelenting in its passage of legislation mandating higher housing density; and, despite major progress in overcoming the worst aspects of the pandemic, there still is uncertainty as to when it will finally be over.

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Even with these challenges, the city's revenues have rebounded to a surprising degree. Similar to many businesses and families, the city's main concern is with rising costs and whether or not the inflation that plagues us will be long-lasting or short-lived. It is with this caution in mind that this proposed budget is 'status quo' in nature and not expansionary. Yes, it does provide for maintaining programs and services as well as maintenance of our infrastructure as indicated above, but it does not enact new spending in a manner that could not be predictably sustained given the uncertainties with the economy.

Following is a more detailed review of the budget specifics:

For the current FY 2021-22 Final Estimate, it is anticipated that the city's General Fund will have a surplus of \$5.6 million. Expenditures have remained below budgeted amounts for the year, while revenues continued to surpass anticipated figures (largely fueled by significant growth in sales tax revenue). While the impacts of the COVID-19 pandemic have been unprecedented, the resulting economic recovery as life began to "normalize" has been extraordinary. As a result, the city has been able to maintain long-established city services, preserve the community's quality of life, and reinforce long-established reserves.

We expect this favorable trend to continue with General Fund operating revenues and expenditures in balanced positions for both upcoming fiscal years included in the proposed budget. Projected surplus funds, available at year-end, would fortify reserves that help secure the city's fiscal health well into the future.

Two-Year Proposed Budget: FY 2022-23 and FY 2023-24

Following is a summary of the General Fund Proposed Budget activity for each of the two upcoming fiscal years, along with a final estimate for the current fiscal year:

FY 2022-23 and FY 2023-24 Two-Year Proposed Budget

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	Final Estimate <u>FY 2021-22*</u>	Proposed <u>FY 2022-23</u>	Proposed <u>FY 2023-24</u>
Sources:			
General Fund Revenues / Transfers In	<u>\$ 68,595,748</u>	<u>\$ 69,616,740</u>	<u>\$ 71,780,362</u>
Total Sources	68,595,748	69,616,740	71,780,362
Uses:			
Departmental Expenditures	\$ 59,995,197	\$ 62,914,056	\$ 63,717,909
<u>CIP Set-aside</u>	<u>3,000,000</u>	<u>3,500,000</u>	<u>3,000,000</u>
Total Uses	62,995,197	66,414,056	66,717,909
Employee labor adjustment costs**	---	750,000	---
Projected Surplus	<u>\$ 5,600,551</u>	<u>\$ 2,452,684</u>	<u>\$ 5,062,453</u>

* For multi-year comparison purposes, internal service funds are not included in FY 2021-22 Estimates.

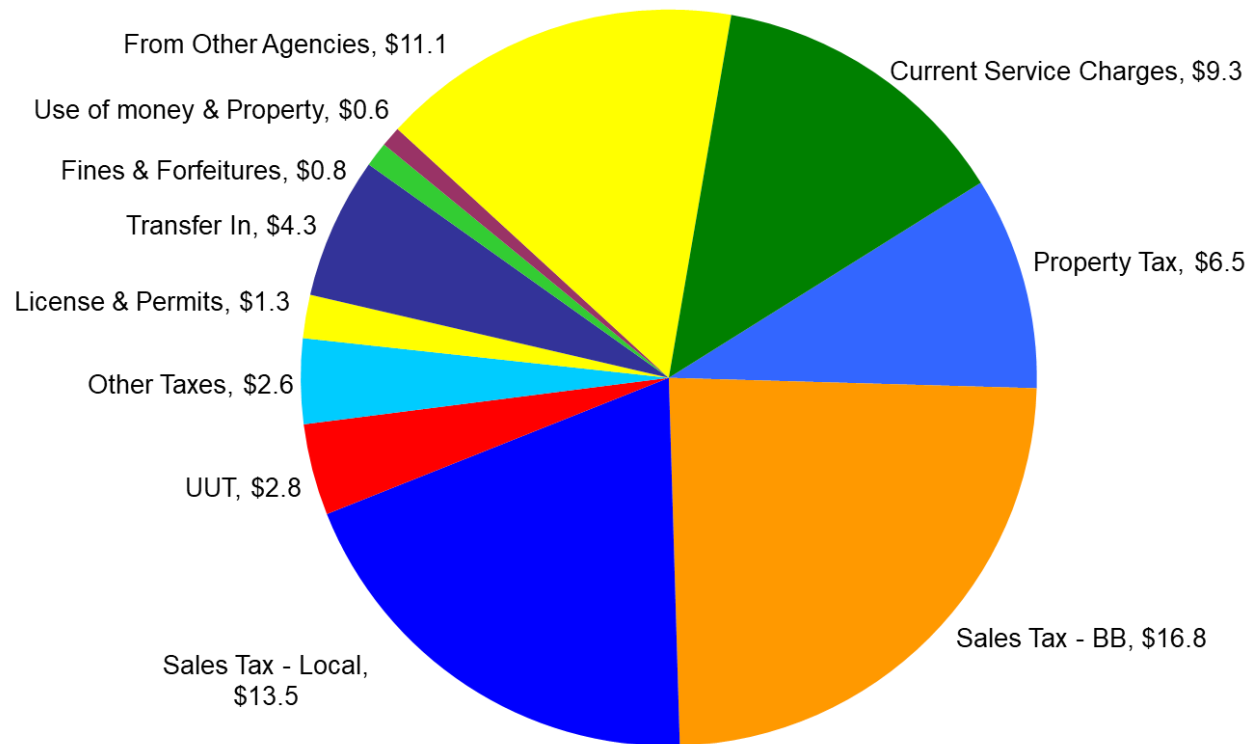
** FY 2022-23 amount is a placeholder. FY 2023-24 amount to be determined.

Revenues / Sources

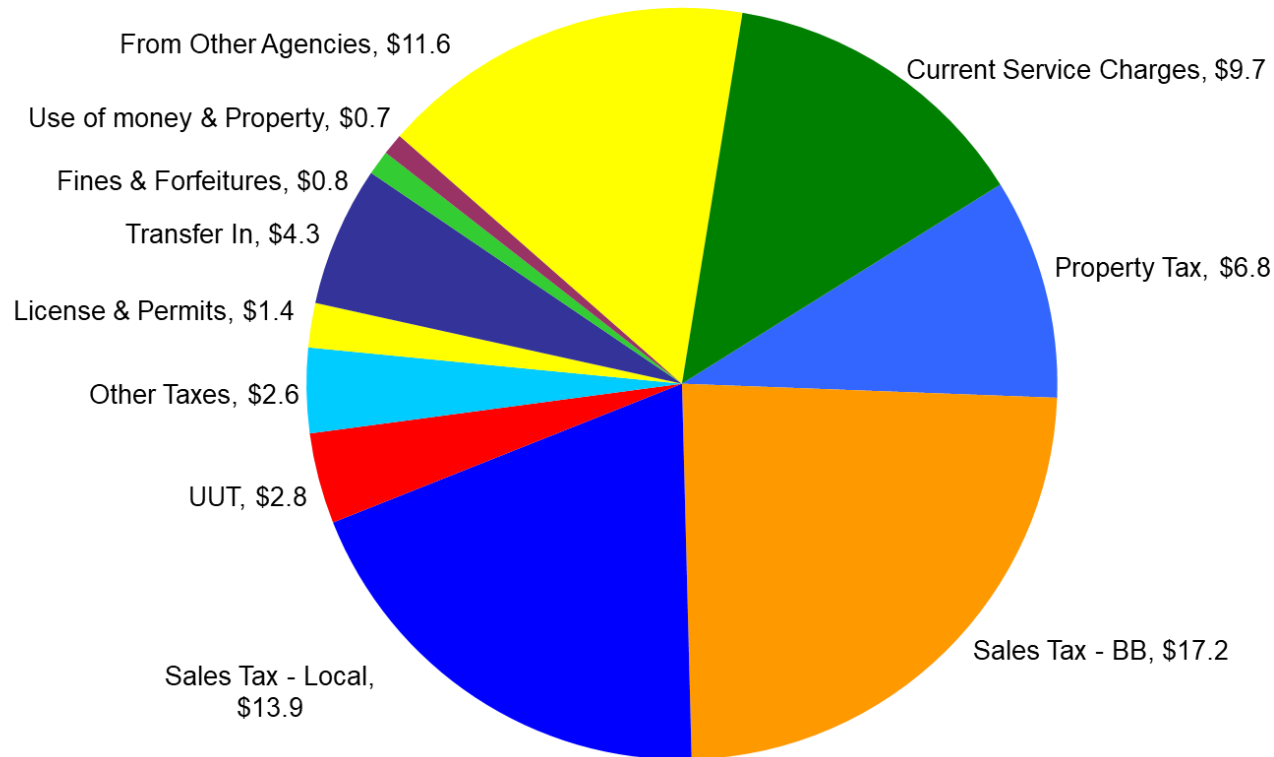
During FY 2022-23 and FY 2023-24 we expect city General Fund revenues (including transfers in) to total \$69.6 million and \$71.8 million, respectively. FY 2022-23 General Fund revenue projections increased by approximately \$1 million due to gains in sales tax revenues – both Bradley-Burns (\$400,000) and Measure L (\$330,000), property tax in-lieu of Vehicle License Fees (VLF) (\$564,900), and property tax (\$330,000), with an offset of \$700,000 as one-time proceeds from the sale of Proposition A Funds were realized in the prior year. FY 2023-24 anticipates a year-over-year increase of more than \$2.1 million from sales tax (\$840,000), VLF (\$490,000), refuse collection (\$397,000), and property tax (\$264,000).

Following are revenue charts for both upcoming years illustrating the relative size of each General Fund revenue component:

FY 2022-23 General Fund Revenues: \$69.6 Million



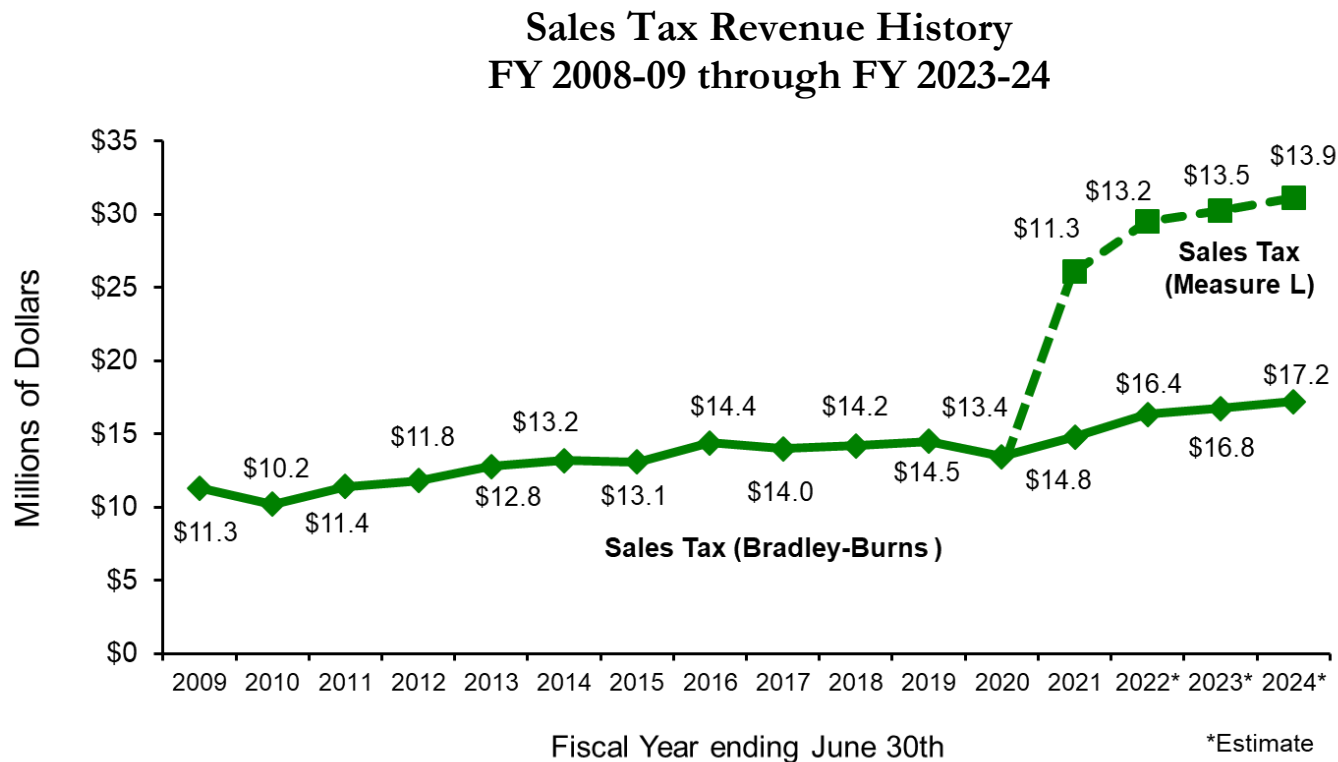
FY 2023-24 General Fund Revenues: \$71.8 Million



Sales Tax Revenue – Similar to many other municipalities throughout the State, the city's largest General Fund revenue source is the Bradley-Burns sales tax revenue component. In past years, this revenue had been stagnant as many traditional retail sales transactions shifted to an online platform where the city receives a much smaller share. In contrast, many of the city's larger retail operators benefitted from consumer spending on goods as the service and travel sectors were largely hampered during and after the height of the COVID-19 pandemic. Better yet, Lakewood voters' approval and subsequent

implementation of Measure L has allowed the city to capture revenue from online transactions by receiving a local 0.75% transaction and use sales tax. Going forward, the likely continued growth of online sales will allow Measure L to remain a timely and much-needed stabilizing force for the city well into the future.

Below is a chart providing a historical perspective of both the Bradley-Burns and more Measure L sales tax revenues:



Note: Amounts through June 30, 2016 include the State-enacted Sales Tax “Triple Flip” Revenue Backfill

Property Tax in Lieu of Vehicle License Fees - The city's share of this State-administered swap for motor vehicle license fees are expected to rise at a moderate pace. We anticipate receiving approximately \$11 million and \$11.5 million during FY 2022-23 and FY 2023-24, respectively.

Property Tax – The Proposed Budget includes over \$6.5 million in Property Tax Revenues for FY 2022-23 and almost \$6.8 million in FY 2023-24. While the City of Lakewood receives a relatively small amount of revenue as a “low property tax” municipality, it is still one of the largest revenue sources available to the city. The significant rise in property values has lifted revenues more than had been anticipated in recent years.

Expenditures / Uses

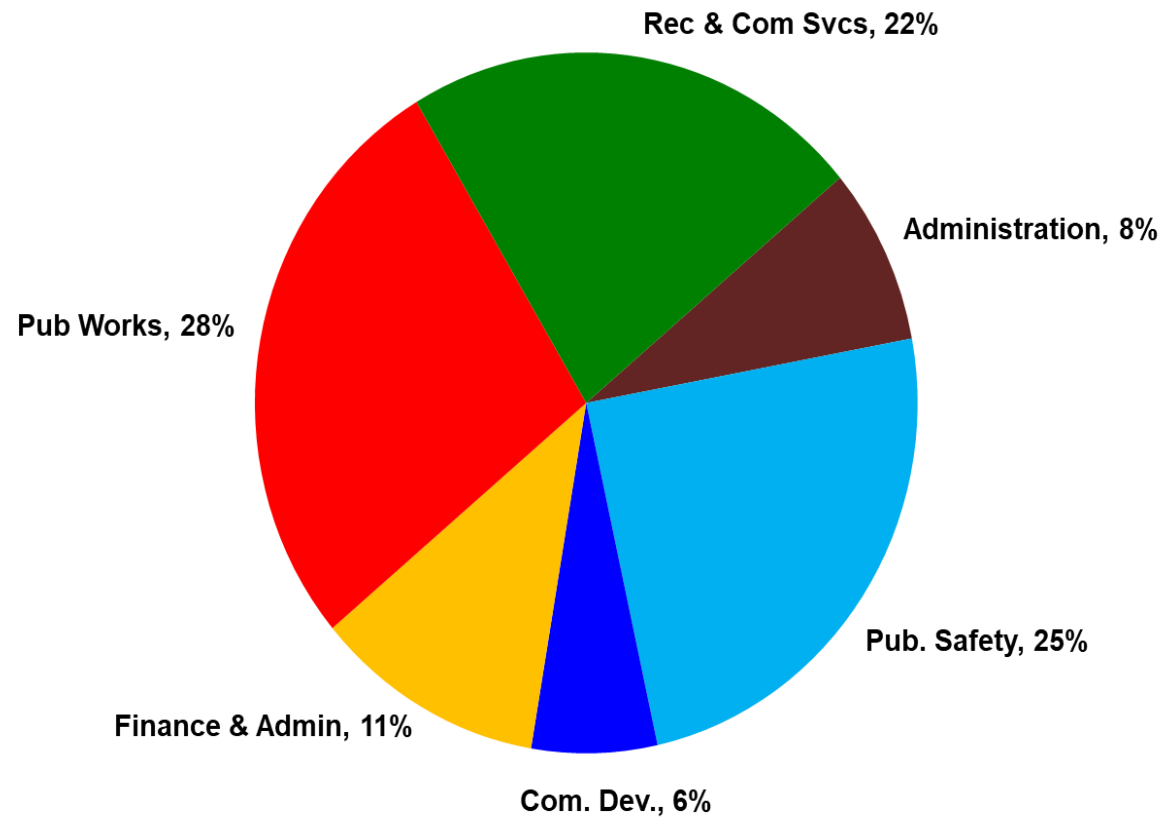
General Fund expenditures and uses are expected to total approximately \$66.4 million in FY 2022-23, or about \$3.4 million more than the current year's final estimate. Some of the larger components of the increase include: \$500,000 designated as a CIP contingency amount, the Los Angeles County Sheriff's Department policing contract and related insurance (\$206,000), extraordinary Sky Knight helicopter maintenance (\$334,000), an increase in the refuse disposal contract (\$350,000), an increase in the tree maintenance contract (\$331,000), CalPERS contribution rates (\$275,000), and the updating of the local hazard mitigation plan (\$100,000). New proposed expenditures also include the addition of a Public Works Associate Engineer who would be dedicated to managing CIPs (\$120,000) and a contract Planning Technician who would assist in the review and processing of planning/building permits in the Community Development Department. In FY 2023-24 we can expect total uses to be \$63.7 million or about \$800,000 more than the prior year. The growth is slightly more than 1% of departmental expenditures, with proportional increases in the same operational areas as the prior year.

While the city does not yet have a labor agreement in place for the next two years, it is appropriate to designate an employee labor adjustment amount (\$750,000) for FY 2022-23. Final terms are being negotiated and it is anticipated that they will be presented for Council consideration in the near future along with those for FY 2023-24.

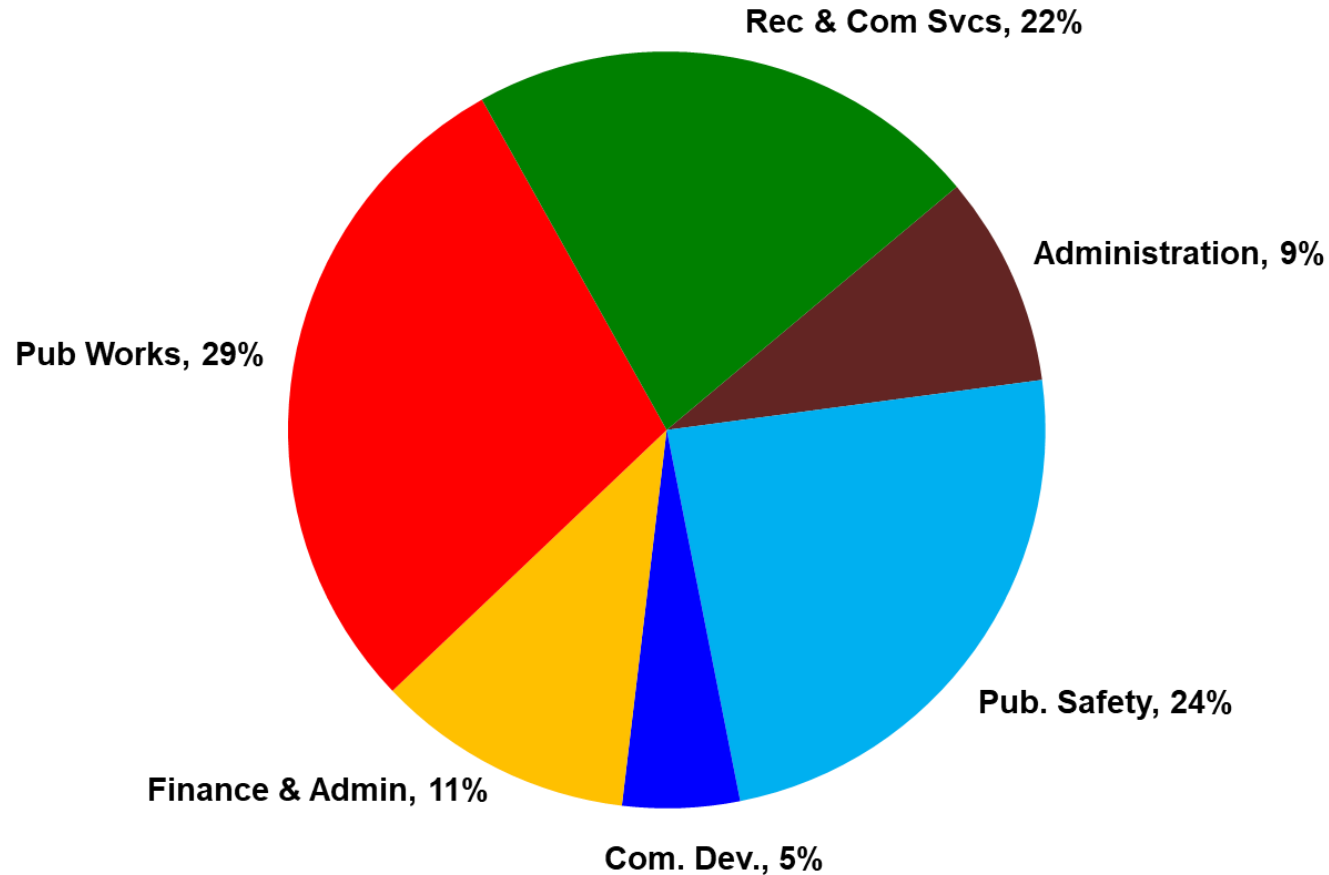
Overall, departmental expenditures are estimated at \$62.9 million in FY 2022-23 and \$63.7 million in FY 2023-24. The three largest department expenditure components (based on gross expenditures) in both years are Public Works, Public Safety, and Recreation & Community Services.

Following are department expenditure charts for both upcoming years graphically showing the relative expenditure component for each department:

FY 2022-23 Departmental Expenditures - \$62.9 Million



FY 2023-24 Departmental Expenditures - \$63.7 Million



WATER UTILITY FUND

For the FY 2021-22 Final Estimate Budget, it is anticipated that there will be a deficit of \$1,384,433 at year's end. Likewise, Water Utility expenses are expected to surpass revenues by \$1,326,607 in FY 2020-21 and \$1,947,302 in FY 2023-24. We expect revenues to decrease somewhat, with projected expenses remaining relatively stable during the two-year budget

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period. The projected deficits are not unanticipated as the prior year's water study included them in the multi-year projection. Nevertheless, the evolving nature of water usage and conservation efforts in California require a vigilant long-term approach.

Following is a summary of the Water Utility Fund Proposed Budget activity for each of the two upcoming fiscal years, along with a final estimate for the current fiscal year:

	Final Estimate <u>FY 2021-22</u>	Proposed <u>FY 2022-23</u>	Proposed <u>FY 2023-24</u>
Sources:			
<u>Revenues</u>	<u>\$ 13,966,400</u>	<u>\$ 13,840,550</u>	<u>\$ 13,398,500</u>
Total Sources	13,966,400	13,840,550	13,398,500
Uses:			
<u>Departmental Expenses / Transfers</u>	<u>\$ 15,350,833</u>	<u>\$ 15,085,157</u>	<u>\$ 15,345,802</u>
Total Uses	15,350,833	15,085,157	15,245,802
Employee labor adjustment costs*	---	82,000	---
Projected Deficit	<u>\$ (1,384,433)</u>	<u>\$ (1,326,607)</u>	<u>\$ (1,947,302)</u>

* FY 2022-23 amount is a placeholder. FY 2023-24 amount to be determined.

Revenues

During FY 2022-23 and FY 2023-24 we are expecting Water Utility revenues to total \$13.8 million and \$13.4 million, respectively. FY 2022-23 revenues are budgeted to be about \$126,000 less than the current year estimate. This is largely due to a decrease in metered water sales (\$426,000), with offsets from anticipated storm water project revenue from the City of Bellflower (\$147,500), and the sale of water to the City of Long Beach (\$128,000). FY 2023-24 anticipates a decrease of approximately \$442,000 with lower metered water sales (\$458,000) being the largest component (and slightly offset by other revenue increases).

Expenses / Uses

Water Utility expenses and fund transfers are expected to total approximately \$15.1 million in FY 2022-23 and \$15.3 million in FY 2023-24. Expenses are largely impacted by water production costs. This has become a more prominent issue as the city is projecting not utilizing as many water rights in the near future and “carrying them over” after paying the replenishment assessment to the Water Replenishment District (WRD). In the coming year, we anticipate exploring more revenue options that would offset the increased expenses.

BUDGET CONCLUSION

The FY 2022-23 & 2023-24 Proposed Budget comes on the heels of one of the most turbulent times in the city’s history. Of course, COVID-19 gave rise to fiscal tumult and uncertainty, as well as upending our normal business operations and reordering our service priorities. And, prior to the pandemic, the city struggled with a structural deficit that necessitated unsustainable budget cuts and adjustments, which were only stabilized through the passage of Measure L.

The city has weathered a lot over the last few years, and I am proud to say, thanks to the resilience and resolve of the community, that we have come through it in a manner stronger than many of our neighboring cities. Although external economic factors give a reason to be cautious, the underlying structure of our budget is sound. The proposed budget maintains our levels of service and provides us with the ability to maintain our infrastructure needed to sustain the quality of life that our residents deserve and expect. The city’s long tradition of prudent fiscal management has served us well through these challenging past few years, and will allow us to persevere through the next two years and beyond.

Lakewood remains an exceptional place to live and do business. Notwithstanding the challenges thrust on us by the state and the economy at large, we will remain ever vigilant in our efforts to safeguard the community’s fiscal resources through strong fiscal oversight and an enduring commitment to "living within our means."

Department directors and, indeed, all staff in our organization are incredibly dedicated to serving the community of Lakewood. I am proud of the professionalism in which the organization has dealt with challenges of the past few years. They have displayed unending innovation and flexibility in continuing to meet the needs of the community in an environment of fiscal uncertainty and ever changing pandemic-related regulations.

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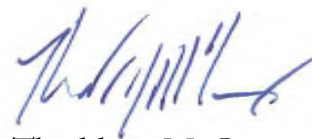
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Those experiences of the recent past have greatly influenced how we approach this budget cycle, in that our creativity and cost efficiency born out of necessity over the last few years will help us mitigate the expected rising costs associated with higher inflation. There too, the City Council's leadership has also been invaluable in guiding us through the past few years and preparing us for today's challenges.

I want to thank the members of the city's budget development team, comprising the department directors, their senior support staff, and, of course, the indefatigable efforts of the Finance & Administrative Services staff who acted as liaisons to the various departments. Their advice and input was critical in the development of this financial plan and they did the heavy lifting in the preparation of the actual document.

In closing, this budget is fiscally sound, as we have a structurally balanced budget that allows the city to live within its means in a sustainable way, notwithstanding fluctuations in the economy. Nevertheless, we will continue to focus on essential services and strategies for keeping the cost of doing the city's business down through cost controls, improved service delivery methods, and strategic investments in technology and employee training and development. With the City Council's continued leadership, we will provide the necessary fiscal stewardship to meet the current and future needs of the community.



Thaddeus McCormack
City Manager

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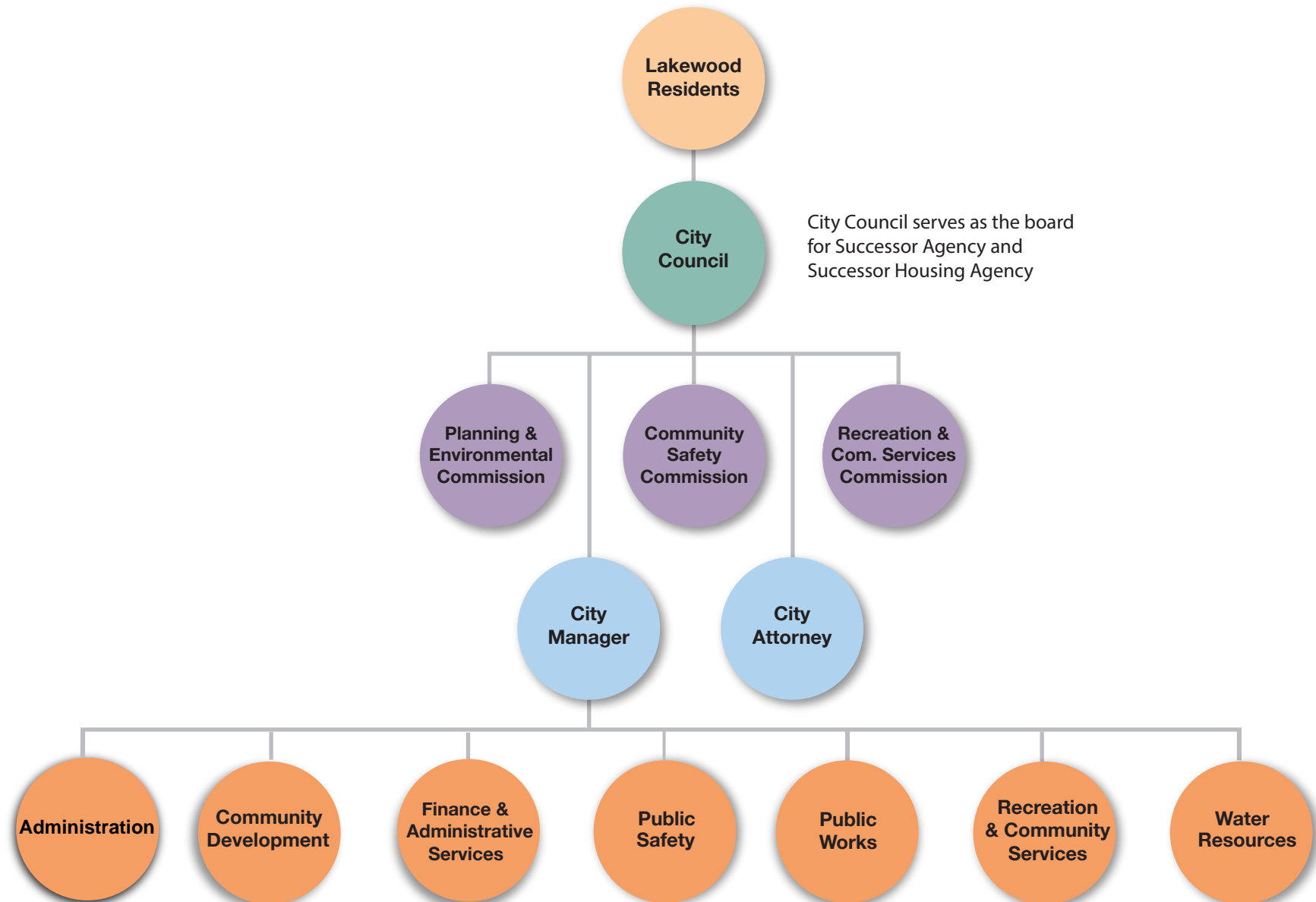


Policies

INTRODUCTION

ORGANIZATION CHART

Proposed Budget 2022-2024 • City of Lakewood



MANAGEMENT TEAM

The budget is prepared under the direction of the City Manager by the Finance and Administrative Services Department. In early spring of each year, operating departments are directed to submit budgetary requests to the Finance and Administrative Services Department for verification and compilation.

While expenditure requests are being prepared, projections of revenues for the year are developed. The requests and projections are presented to the City Manager who then reviews expenditure requests and revenue projections, makes necessary deletions and additions, and recommends a budget to the City Council.

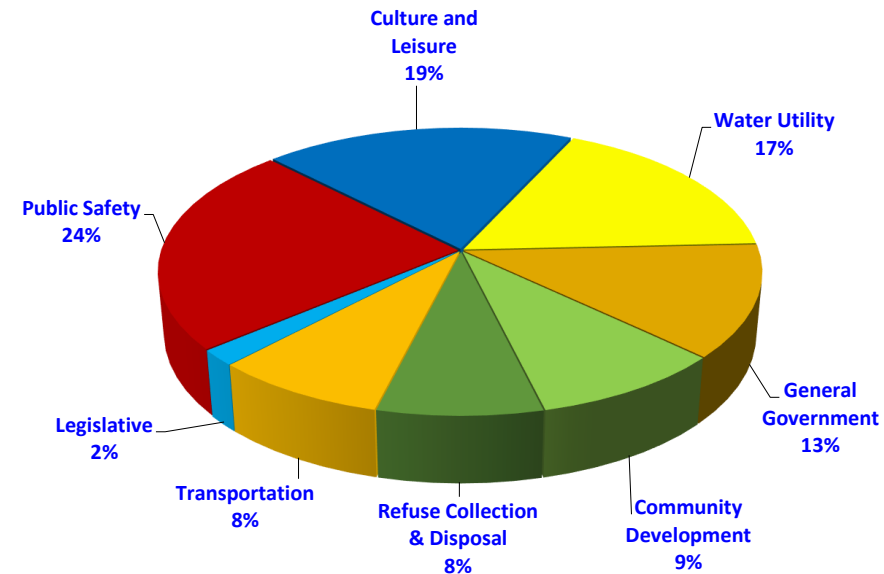
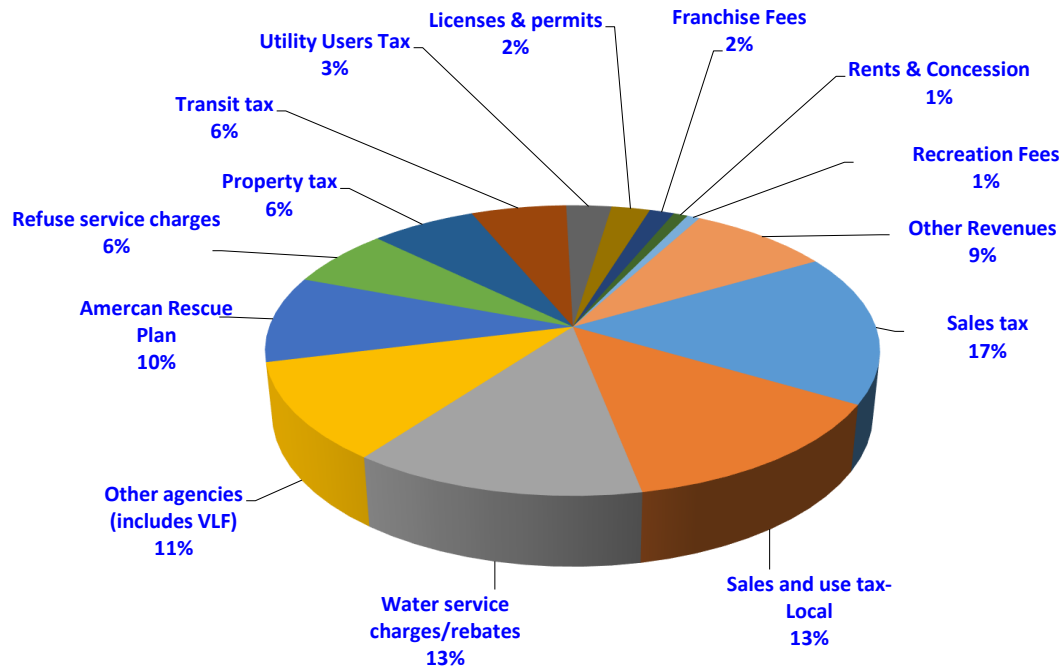
The City Council is scheduled to review the budget at two meetings: a dedicated study session, and a second meeting for adoption where all comments and changes are incorporated into the document.

Executive Management Team

- Thaddeus McCormack, City Manager
- Ivy M. Tsai, City Attorney
- Paolo Beltran, Deputy City Manager
- Abel Avalos, Director of Community Development
- Valarie Frost, Director of Recreation and Community Services
- Jose Gomez, Director of Finance & Administrative Services
- Derek Nguyen, Director of Water Resources
- Kelli Pickler, Director of Public Works
- Joshua Yordt, Director of Public Safety

SUMMARY OF FUNDS

FY 2022-2023 Sources and Uses of Funds



Fiscal Year 2022-2023

Sources of Funds

Sales tax	16,869,000
Sales and use tax- Local	13,530,000
Water service charges/rebates	13,313,000
Other agencies (includes VLF)	10,998,000
American Rescue Plan	9,656,429
Refuse service charges	6,532,540
Property tax	6,511,000
Transit tax	5,895,550
Utility Users Tax	2,795,000
Licenses & permits	2,386,900
Franchise Fees	1,520,000
Rents & Concession	881,150
Recreation Fees	788,550
Other Revenues	8,782,694
\$	100,459,813

Uses of Funds

Public Safety	18,295,274
Culture and Leisure	15,102,565
Water Utility	13,491,957
General Government	11,696,725
Community Development	8,940,318
Refuse Collection & Disposal	6,606,635
Transportation	6,485,206
Legislative	1,779,999
\$	82,398,679

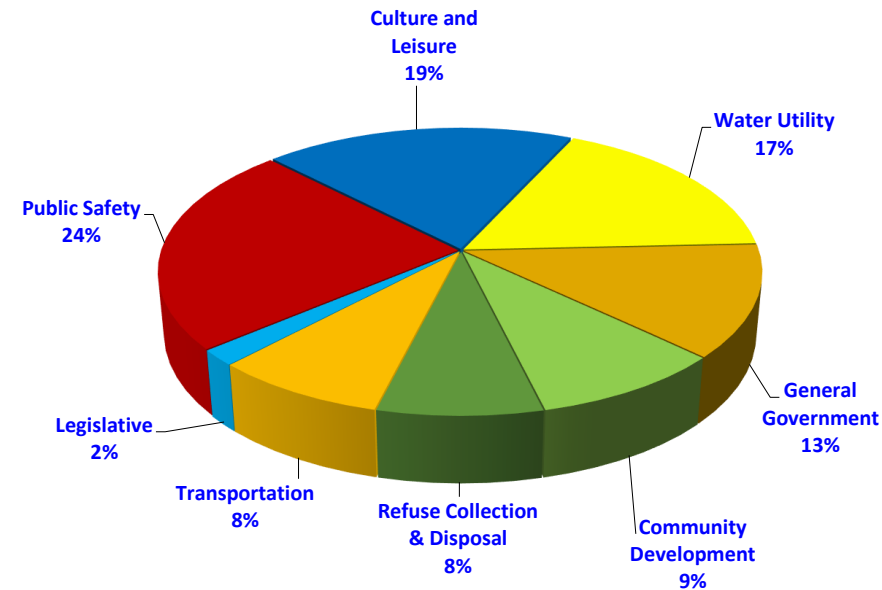
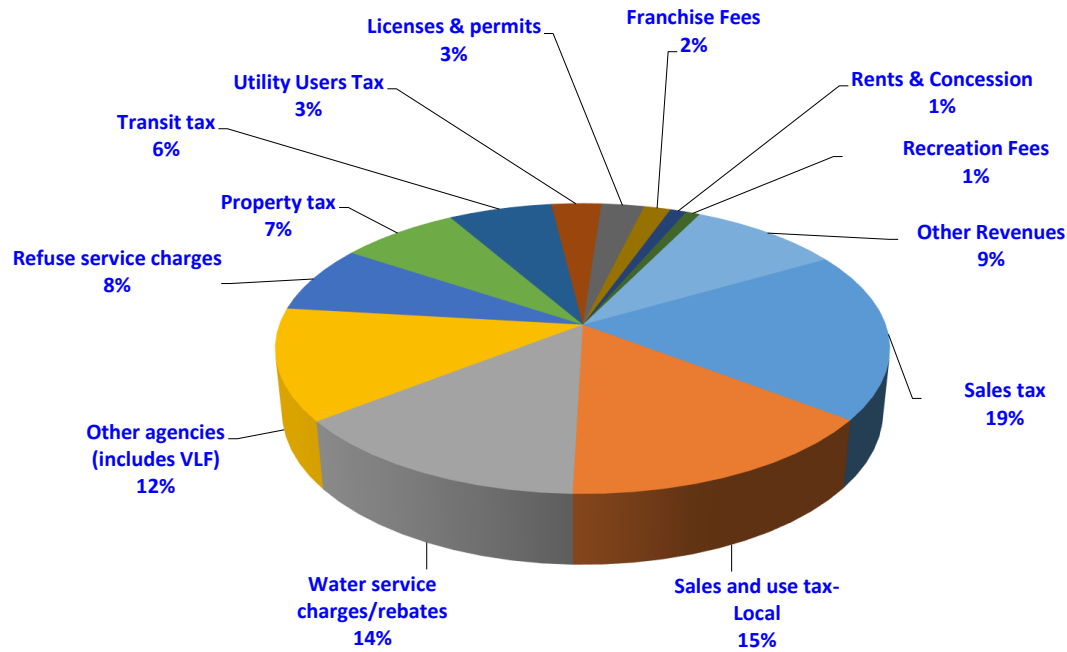
FISCAL YEAR 2022-2023

FUND	Estimated Fund Balance June 30, 2022	Revenues	Appropriations	Reserves & Transfers In / (Out)	Estimated Fund Balance June 30, 2023
<u>General Fund</u>	\$ 19,963,270	\$ 64,373,940	\$ 59,816,600	\$ 2,145,344	\$ 26,665,954
Cable TV Fund	-	727,000	610,853	(116,147)	-
Community Facility Fund	-	195,000	1,027,953	832,953	-
Retiree Medical Fund	-	-	1,458,650	1,458,650	-
Housing Successor Agency Fund	603,801	180,150	203,400	(200,000)	380,551
<u>Special Revenue Funds</u>					
Air Quality Management (AQMD)	363,955	104,000	150,000	-	317,955
American Rescue Plan	641,319	9,656,429	1,274,305	-	9,023,443
CDBG Funds	346,187	456,232	324,532	-	477,887
CDBG Program Income Fund	221,304	41,000	36,088	-	226,216
JAG Grant	(2,151)	-	-	-	(2,151)
Measure M	4,782,348	1,409,850	210,000	-	5,982,198
Measure R	4,664,169	1,247,500	393,887	-	5,517,782
Measure W	1,610,789	5,000	634,150	-	981,639
Park Dedication	135,091	13,200	-	-	148,291
PROP A Recreation	(56,112)	38,440	34,885	-	(52,557)
Prop A Transit Fund	1,102,670	1,969,100	1,496,663	-	1,575,107
Prop C Transit Fund	4,395,282	1,648,350	842,006	-	5,201,626
Road Maintenance & Rehab	5,740,225	1,858,550	300,000	-	7,298,775
State COPS Grant	23,654	201,000	200,000	-	24,654
State Gas Tax	148,772	2,325,100	-	(2,325,100)	148,772
State Park Grant	490,000	-	-	-	490,000
TDA Article-3-Capital	58,539	75,522	-	-	134,061
Used Oil Grant	25,805	20,000	20,000	-	25,805
Other Grant Funds	117,785	73,900	75,250	-	116,435
TOTAL GOVERNMENTAL FUNDS	\$ 45,376,702	\$ 86,619,263	\$ 69,109,222	\$ 1,795,700	\$ 64,682,443

FISCAL YEAR 2022-2023

FUND	Estimated Fund Balance June 30, 2022	Revenues	Appropriations	Reserves & Transfers In / (Out)	Estimated Fund Balance June 30, 2023
Water Utility Operations	\$ 14,025,863	\$ 13,840,550	\$ 13,289,457	\$ (1,795,700)	\$ 12,781,256
TOTAL ENTERPRISE FUNDS	\$ 14,025,863	\$ 13,840,550	\$ 13,289,457	\$ (1,795,700)	\$ 12,781,256
GRAND TOTAL	\$ 59,402,565	\$ 100,459,813	\$ 82,398,679	\$ -	\$ 77,463,699

FY 2023-2024 Sources and Uses of Funds



Fiscal Year 2023-2024

Sources of Funds

Sales tax	17,343,000
Sales and use tax- Local	13,900,000
Water service charges/rebates	12,944,500
Other agencies (includes VLF)	11,488,000
Refuse service charges	6,929,472
Property tax	6,775,000
Transit tax	5,898,950
Utility Users Tax	2,840,000
Licenses & permits	2,443,100
Franchise Fees	1,525,000
Rents & Concession	925,050
Recreation Fees	801,750
Other Revenues	8,676,884
\$	92,490,706

Uses of Funds

Public Safety	18,022,209
Culture and Leisure	15,153,857
Water Utility	13,767,102
General Government	11,797,404
Community Development	7,803,333
Refuse Collection & Disposal	6,923,784
Transportation	6,509,666
Legislative	2,053,349
\$	82,030,704

FISCAL YEAR 2023-2024

FUND	Estimated Fund Balance June 30, 2023	Revenues	Appropriations	Reserves & Transfers In / (Out)	Estimated Fund Balance June 30, 2024
<u>General Fund</u>	\$ 26,665,954	\$ 66,503,162	\$ 60,571,800	\$ 2,131,091	\$ 34,728,407
Cable TV Fund	-	733,000	626,295	(106,705)	-
Community Facility Fund	-	220,000	1,031,714	811,714	-
Retiree Medical Fund	-	-	1,488,100	1,488,100	-
Housing Successor Agency Fund	380,551	180,150	203,400	(200,000)	157,301
<u>Special Revenue Funds</u>					
Air Quality Management (AQMD)	317,955	104,000	10,000	-	411,955
American Rescue Plan	9,023,443	-	-	-	9,023,443
CDBG Funds	477,887	456,232	324,536	-	609,583
CDBG Program Income Fund	226,216	41,000	36,161	-	231,055
JAG Grant	(2,151)	-	-	-	(2,151)
Measure M	5,982,198	1,409,850	215,000	-	7,177,048
Measure R	5,517,782	1,247,500	398,881	-	6,366,401
Measure W	981,639	5,000	658,250	-	328,389
Park Dedication	148,291	13,200	-	-	161,491
PROP A Recreation	(52,557)	38,440	34,847	-	(48,964)
Prop A Transit Fund	1,575,107	1,969,100	1,511,650	-	2,032,557
Prop C Transit Fund	5,201,626	1,648,350	831,468	-	6,018,508
Road Maintenance & Rehab	7,298,775	1,860,000	300,000	-	8,858,775
State COPS Grant	24,654	201,000	200,000	-	25,654
State Gas Tax	148,772	2,328,500	-	(2,328,500)	148,772
State Park Grant	490,000	-	-	-	490,000
TDA Article-3-Capital	134,061	75,522	-	-	209,583
Used Oil Grant	25,805	20,000	20,000	-	25,805
Other Grant Funds	116,435	38,200	18,500	-	136,135
TOTAL GOVERNMENTAL FUNDS	\$ 64,682,443	\$ 79,092,206	\$ 68,480,602	\$ 1,795,700	\$ 77,089,747

FISCAL YEAR 2023-2024

FUND	Estimated Fund Balance June 30, 2023	Revenues	Appropriations	Reserves & Transfers In / (Out)	Estimated Fund Balance June 30, 2024
Water Utility Operations	\$ 12,781,256	\$ 13,398,500	\$ 13,550,102	\$ (1,795,700)	\$ 10,833,954
TOTAL ENTERPRISE FUNDS	\$ 12,781,256	\$ 13,398,500	\$ 13,550,102	\$ (1,795,700)	\$ 10,833,954
GRAND TOTAL	\$ 77,463,699	\$ 92,490,706	\$ 82,030,704	\$ -	\$ 87,923,701

APPROPRIATION SUMMARY

APPROPRIATION SUMMARY

(by Function and Activity)

CITY OF LAKEWOOD**FISCAL YEAR 2022-2023**

Program Activity	Employee Services	Contract Services	Supplies and Other Expenses	Interdepartmental Charges	Equipment	Total
LEGISLATIVE						
1000 Legislative	\$ 192,279	\$ 6,000	\$ 53,000	\$ 0	\$ 0	251,279
1220/40/60 Advisory Commisions	11,030	0	10,950	0	0	21,980
1300 Administration	798,676	0	37,750	0	0	836,426
3000 City Clerk	162,151	17,600	14,300	0	0	194,051
3100 Records Management	165,763	10,400	5,100	0	0	181,263
3220/40 City Legal Services	0	215,000	80,000	0	0	295,000
Total Legislative	1,329,899	249,000	201,100	0	0	1,779,999
GENERAL GOVERNMENT						
2000 Information Technology	226,187	851,595	49,900	0	43,000	1,170,682
2400 Public Information	453,884	104,400	16,400	0	91,600	666,284
2450 Graphics and Copy Center	247,648	4,800	38,000	0	0	290,448
2500 Customer Service	339,673	5,100	31,000	0	0	375,773
2550 Intergovernmental Relations	181,710	85,400	58,250	0	0	325,360
3400 Personnel	395,510	60,650	89,250	0	0	545,410
5000 Finance	1,463,127	182,750	370,851	0	11,500	2,028,228
5200 Insurance	0	71,650	2,799,600	0	0	2,871,250
5400 Purchasing & Stores	296,046	200	7,050	0	500	303,796
6300 Building Maintenance	562,577	155,750	297,650	0	130,000	1,145,977
6900 Fleet	516,338	53,100	537,800	0	379,600	1,486,838
7500 Facilities Maintenance	360,829	29,950	93,900	0	2,000	486,679
Total General Government	\$ 5,043,529	\$ 1,605,345	\$ 4,389,651	\$ 0	\$ 658,200	\$ 11,696,725

APPROPRIATION SUMMARY

(by Function and Activity)

CITY OF LAKEWOOD**FISCAL YEAR 2022-2023**

Program Activity	Employee Services	Contract Services	Supplies and Other Expenses	Interdepartmental Charges	Equipment	Total
PUBLIC SAFETY						
3600 Law Enforcement	\$ 1,398,438	\$ 12,272,000	\$ 90,600	\$ 0	\$ 152,010	\$ 13,913,048
3650 Emergency Preparedness	58,157	137,900	45,700	0	15,000	256,757
3700 Sky Knight Program	186,156	810,650	60,450	0	0	1,057,256
3800 Safety Services - Other	181,730	210,000	12,750	0	0	404,480
5300 Parking Control	657,833	27,100	15,560	0	0	700,493
6200 Animal Control	23,129	573,672	200	0	0	597,001
6500 Graffiti Removal	101,612	0	10,950	0	0	112,562
6820 Street Lighting	45,427	1,205,350	2,900	0	0	1,253,677
Total Public Safety	2,652,482	15,236,672	239,110	0	167,010	18,295,274
TRANSPORTATION						
4300 Transportation	15,074	1,250,000	1,800	0	0	1,266,874
6600 Hardscape Maintenance	184,949	680,000	350	0	0	865,299
6700 Tree Maintenance	448,542	1,177,000	10,600	0	5,000	1,641,142
6800 Street Maintenance	135,901	1,307,803	381	0	0	1,444,085
6810 Traffic Control	8,837	386,100	39,450	0	0	434,387
7200 DASH Program	641,669	8,000	67,750	116,000	0	833,419
Total Transportation	\$ 1,434,972	\$ 4,808,903	\$ 120,331	\$ 116,000	\$ 5,000	\$ 6,485,206

APPROPRIATION SUMMARY

(by Function and Activity)

CITY OF LAKEWOOD**FISCAL YEAR 2022-2023**

<u>Program Activity</u>	<u>Employee Services</u>	<u>Contract Services</u>	<u>Supplies and Other Expenses</u>	<u>Interdepartmental Charges</u>	<u>Equipment</u>	<u>Total</u>
COMMUNITY DEVELOPMENT						
2120 Media Services	\$ 880,822	\$ 7,500	\$ 26,088	\$ 0	\$ 0	914,410
2140 Media Production Center	0	26,600	7,700	0	15,000	49,300
2160 Transit CATV Program	8,108	700	1,062	0	0	9,870
2300 Economic Development	93,566	22,000	0	0	0	115,566
2600 Community Relations	238,446	3,500	89,825	0	0	331,771
4000 Planning	1,072,585	1,127,350	25,150	0	0	2,225,085
4100 Building & Safety	537,521	1,153,954	5,350	0	0	1,696,825
4200 Geographic Info System	0	26,500	9,150	0	0	35,650
4600 Housing Program	213,039	218,700	33,900	0	0	465,639
4700 Code Enforcement	357,046	20,000	171,600	0	0	548,646
5100 Licensing	90,788	4,750	10,050	0	0	105,588
6000 Engineering	1,480,980	631,400	244,588	0	85,000	2,441,968
Total Community Development	4,972,901	3,242,954	624,463	0	100,000	8,940,318
HEALTH						
6100 Solid Waste Collection	290,737	6,290,650	25,248	0	0	6,606,635
Total Health	\$ 290,737	\$ 6,290,650	\$ 25,248	\$ 0	\$ 0	6,606,635

APPROPRIATION SUMMARY

(by Function and Activity)

CITY OF LAKEWOOD

FISCAL YEAR 2022-2023

Program Activity	Employee Services	Contract Services	Supplies and Other Expenses	Interdepartmental Charges	Equipment	Total
CULTURE AND LEISURE						
6400 Park Maintenance	\$ 994,805	\$ 214,450	\$ 134,850	\$ 0	\$ 122,250	\$ 1,466,355
7000 RCS Administration	2,241,690	64,100	69,500	0	1,000	2,376,290
7050/7055 Aquatics Programs	391,999	5,000	17,000	0	0	413,999
7150 Centre Concessions	411,521	64,875	198,700	0	0	675,096
7300 Human Services Program	589,106	56,600	140,350	0	25,000	811,056
7350 Parks/Playground Programs	1,618,994	1,100	101,662	0	9,000	1,730,756
7400 Social/Cultural Programs	499,976	400,630	315,096	0	8,704	1,224,406
7450 Sports Programs	303,916	0	84,220	0	0	388,136
7550 Turf Maintenance	284,474	46,500	15,800	0	0	346,774
7600 RCS Park Maintenance	2,124,046	32,000	967,850	0	84,000	3,207,896
7720/7740 Landscape/Turf Maintenance	1,549,501	62,700	593,600	0	256,000	2,461,801
Total Culture and Leisure	11,010,028	947,955	2,638,628	0	505,954	15,102,565
TOTAL GOVERNMENTAL ACTIVITIES:	\$ 26,734,548	\$ 32,381,479	\$ 8,238,531	\$ 116,000	\$ 1,436,164	\$ 68,906,722
WATER UTILITY						
8000 Administration	1,637,846	846,600	3,283,800	9,000	170,000	5,947,246
8100/8200 Water Production	541,223	246,100	5,496,850	7,000	0	6,291,173
8600 Water Distribution	714,514	68,500	130,337	111,000	10,000	1,034,351
8900 Customer Service	175,587	0	43,600	0	0	219,187
Total Water Utility	3,069,170	1,161,200	8,954,587	127,000	180,000	13,491,957
GRAND TOTAL	\$ 29,803,718	\$ 33,542,679	\$ 17,193,118	\$ 243,000	\$ 1,616,164	\$ 82,398,679

APPROPRIATION SUMMARY

(by Function and Activity)

CITY OF LAKEWOOD**FISCAL YEAR 2023-2024**

Program Activity	Employee Services	Contract Services	Supplies and Other Expenses	Interdepartmental Charges	Equipment	Total
LEGISLATIVE						
1000 Legislative	\$ 192,155	\$ 0	\$ 53,000	\$ 0	\$ 0	\$ 245,155
1220/40/60 Advisory Commisions	11,110	0	10,950	0	0	22,060
1300 Administration	831,722	0	28,750	0	0	860,472
3000 City Clerk	163,748	260,600	14,300	0	0	438,648
3100 Records Management	170,514	10,400	5,100	0	0	186,014
3220/40 City Legal Services	0	221,000	80,000	0	0	301,000
Total Legislative	1,369,249	492,000	192,100	0	0	2,053,349
GENERAL GOVERNMENT						
2000 Information Technology	226,208	733,260	53,400	0	29,100	1,041,968
2400 Public Information	470,334	105,400	16,500	0	0	592,234
2450 Graphics and Copy Center	256,733	4,800	38,000	0	0	299,533
2500 Customer Service	344,442	5,100	32,200	0	0	381,742
2550 Intergovernmental Relations	184,174	86,200	59,250	0	0	329,624
3400 Personnel	395,960	61,150	77,350	0	0	534,460
5000 Finance	1,505,876	189,750	369,643	0	11,500	2,076,769
5200 Insurance	0	84,500	2,943,950	0	0	3,028,450
5400 Purchasing & Stores	299,748	200	7,200	0	500	307,648
6300 Building Maintenance	563,219	166,600	314,550	0	310,000	1,354,369
6900 Fleet	516,287	54,100	544,650	0	251,000	1,366,037
7500 Facilities Maintenance	360,720	29,950	93,900	0	0	484,570
Total General Government	\$ 5,123,701	\$ 1,521,010	\$ 4,550,593	\$ 0	\$ 602,100	\$ 11,797,404

APPROPRIATION SUMMARY

(by Function and Activity)

CITY OF LAKEWOOD**FISCAL YEAR 2023-2024**

Program Activity	Employee Services	Contract Services	Supplies and Other Expenses	Interdepartmental Charges	Equipment	Total
PUBLIC SAFETY						
3600 Law Enforcement	\$ 1,465,235	\$ 12,617,100	82,850	\$ 0	\$ 62,000	\$ 14,227,185
3650 Emergency Preparedness	58,318	37,900	45,950	0	0	142,168
3700 Sky Knight Program	186,506	491,800	58,650	0	0	736,956
3800 Safety Services - Other	183,800	223,000	13,450	0	0	420,250
5300 Parking Control	664,784	27,850	15,560	0	0	708,194
6200 Animal Control	24,165	613,829	200	0	0	638,194
6500 Graffiti Removal	101,927	0	11,700	0	0	113,627
6820 Street Lighting	45,685	987,050	2,900	0	0	1,035,635
Total Public Safety	2,730,420	14,998,529	231,260	0	62,000	18,022,209
TRANSPORTATION						
4300 Transportation	15,062	1,265,000	1,800	0	0	1,281,862
6600 Hardscape Maintenance	185,316	680,000	350	0	0	865,666
6700 Tree Maintenance	453,363	1,177,000	10,600	0	5,000	1,645,963
6800 Street Maintenance	138,829	1,289,047	381	0	0	1,428,257
6810 Traffic Control	8,831	413,750	42,450	0	0	465,031
7200 DASH Program	648,587	8,000	49,300	117,000	0	822,887
Total Transportation	\$ 1,449,988	\$ 4,832,797	104,881	\$ 117,000	\$ 5,000	\$ 6,509,666

APPROPRIATION SUMMARY

(by Function and Activity)

CITY OF LAKEWOOD

FISCAL YEAR 2023-2024

<u>Program Activity</u>	<u>Employee Services</u>	<u>Contract Services</u>	<u>Supplies and Other Expenses</u>	<u>Interdepartmental Charges</u>	<u>Equipment</u>	<u>Total</u>
COMMUNITY DEVELOPMENT						
2120 Media Services	\$ 896,364	\$ 7,500	26,088	\$ 0	\$ 0	929,952
2140 Media Production Center	0	26,600	7,800	0	15,000	49,400
2160 Transit CATV Program	8,108	700	1,062	0	0	9,870
2300 Economic Development	95,021	22,000	0	0	0	117,021
2600 Community Relations	238,490	3,500	99,875	0	0	341,865
4000 Planning	1,104,407	70,600	25,150	0	0	1,200,157
4100 Building & Safety	543,080	1,059,642	5,350	0	0	1,608,072
4200 Geographic Info System	0	26,500	9,150	0	0	35,650
4600 Housing Program	213,425	218,700	33,900	0	0	466,025
4700 Code Enforcement	357,080	20,000	106,100	0	0	483,180
5100 Licensing	90,894	5,000	10,050	0	0	105,944
6000 Engineering	1,550,609	649,450	256,138	0	0	2,456,197
Total Community Development	5,097,478	2,110,192	580,663	0	15,000	7,803,333
HEALTH						
6100 Solid Waste Collection	295,036	6,602,250	26,498	0	0	6,923,784
Total Health	\$ 295,036	\$ 6,602,250	26,498	\$ 0	\$ 0	6,923,784

APPROPRIATION SUMMARY

(by Function and Activity)

CITY OF LAKEWOOD

FISCAL YEAR 2023-2024

<u>Program Activity</u>	<u>Employee Services</u>	<u>Contract Services</u>	<u>Supplies and Other Expenses</u>	<u>Interdepartmental Charges</u>	<u>Equipment</u>	<u>Total</u>
CULTURE AND LEISURE						
6400 Park Maintenance	\$ 995,907	\$ 213,100	\$ 143,850	\$ 0	\$ 122,250	\$ 1,475,107
7000 RCS Administration	2,345,497	62,650	73,600	0	1,000	2,482,747
7050/7055 Aquatics Programs	392,299	5,000	17,100	0	0	414,399
7150 Centre Concessions	414,982	64,875	198,800	0	0	678,657
7300 Human Services Program	589,751	56,600	142,150	0	0	788,501
7350 Parks/Playground Programs	1,624,504	1,100	102,612	0	0	1,728,216
7400 Social/Cultural Programs	502,302	409,600	320,950	0	0	1,232,852
7450 Sports Programs	304,316	0	84,220	0	0	388,536
7550 Turf Maintenance	284,542	46,500	15,800	0	0	346,842
7600 RCS Park Maintenance	2,123,443	32,000	967,850	0	28,000	3,151,293
7720/7740 Landscape/Turf Maintenance	1,562,407	62,700	593,600	0	248,000	2,466,707
Total Culture and Leisure	11,139,950	954,125	2,660,532	0	399,250	15,153,857
 TOTAL GOVERNMENTAL ACTIVITIES: \$	 <u>27,205,822</u> \$	 <u>31,510,903</u>	 <u>8,346,527</u> \$	 <u>117,000</u> \$	 <u>1,083,350</u> \$	 <u>68,263,602</u>
 WATER UTILITY						
8000 Administration	1,695,927	872,600	3,388,600	9,000	80,000 0	6,046,127
8100/8200 Water Production	549,440	269,200	5,622,850	7,500	0 0	6,448,990
8600 Water Distribution	723,336	69,000	135,337	112,000	10,000 0	1,049,673
8900 Customer Services	177,712	0	44,600	0	0 0	222,312
Total Water Utility	3,146,415	1,210,800	9,191,387	128,500	90,000 0	13,767,102
 GRAND TOTAL	 <u>\$ 30,352,237</u> \$	 <u>32,721,703</u>	 <u>17,537,914</u> \$	 <u>245,500</u> \$	 <u>1,173,350</u> \$	 <u>82,030,704</u>

APPROPRIATION SUMMARY

CITY OF LAKEWOOD

CONTRACT SERVICES

Rank	Description	Projected Actual 2021-2022	% of Total	Proposed Budget 2022-2023	% of Total	Proposed Budget 2023-2024	% of Total
1	Law Enforcement	\$ 12,713,511	39.2%	\$ 12,272,000	36.6%	\$ 12,617,100	38.6%
2	Refuse Collection/Disposal Service	5,764,849	17.7%	6,114,950	18.2%	6,563,750	20.1%
3	Tree Maintenance	829,920	2.5%	1,161,000	3.5%	1,161,000	3.5%
4	Street Sweeping	733,500	2.2%	818,803	2.4%	851,047	2.6%
5	Sky Knight	438,050	1.3%	810,650	2.4%	491,800	1.5%
6	Utility Billing Services	695,403	2.1%	727,200	2.2%	758,050	2.3%
7	Animal Control	537,830	1.6%	573,672	1.7%	613,829	1.9%
8	Building Inspection	485,000	1.4%	509,250	1.5%	524,550	1.6%
9	Street Lighting	424,812	1.2%	455,000	1.4%	490,000	1.5%
10	Computer Services	437,000	1.3%	440,750	1.3%	450,110	1.4%
	Sub-total	23,059,875	70.32%	23,883,275	71.20%	24,521,236	74.94%
11	Maintenance Agreement	259,480	0.8%	314,950	0.9%	251,450	0.8%
12	Engineering Services	299,000	0.9%	313,950	0.9%	323,350	1.0%
13	Long Beach Transit	185,620	0.6%	240,000	0.7%	255,000	0.8%
14	Legal Services	210,000	0.6%	215,000	0.6%	221,000	0.7%
15	Audit & Other Financial Services	180,850	0.6%	170,500	0.5%	177,000	0.5%
16	Fire & Security Alarm	129,122	0.4%	158,300	0.5%	169,000	0.5%
17	Traffic Control	147,000	0.5%	158,050	0.5%	169,900	0.5%
18	Code Enforcement	83,000	0.3%	84,500	0.3%	84,500	0.3%
19	Street & Sidewalk Maintenance	80,000	0.2%	80,000	0.2%	80,000	0.2%
20	Catalog	43,100	0.1%	43,100	0.1%	43,100	0.1%
	Sub-total	1,617,172	5.00%	1,778,350	5.30%	1,774,300	5.42%
	All other	7,653,674	24.67%	7,881,054	23.50%	6,426,167	19.64%
	Grand total	\$ 32,330,721	100.00%	\$ 33,542,679	100.00%	\$ 32,721,703	100.00%

REVENUE SUMMARY

REVENUE SUMMARY
CITY OF LAKEWOOD

Description	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
GENERAL FUND:						
Property taxes	\$ 6,009,394	6,217,972	6,003,000	6,181,700	6,511,000	6,775,000
Sales tax	13,552,006	14,915,906	14,712,000	16,465,000	16,869,000	17,343,000
Sales and Use Tax- Local	3,142	11,266,638	10,300,000	13,200,000	13,530,000	13,900,000
Utility users tax	2,650,026	3,034,416	2,716,000	2,775,000	2,795,000	2,840,000
Other taxes	2,023,494	2,096,801	1,948,000	2,030,000	1,930,000	1,930,000
Licenses & permits	1,294,945	1,434,330	1,132,598	1,267,300	1,309,000	1,348,290
Fines & forfeitures	734,643	693,812	781,100	765,600	757,100	757,100
Use of money & property	2,818,986	608,688	993,795	437,773	444,350	461,050
From other agencies	9,712,751	10,423,238	10,483,000	10,509,100	11,074,000	11,564,000
Current service charges	8,442,151	8,798,116	9,148,391	10,016,864	9,130,490	9,560,722
Total General Fund	47,241,538	59,489,917	58,217,884	63,648,337	64,349,940	66,479,162
SPECIAL OLYMPICS FUND:						
Current service charges	8,460	8,254	7,000	4,500	7,000	7,000
Total Special Olympics	8,460	8,254	7,000	4,500	7,000	7,000
COMMUNITY FACILITY FUND:						
Use of money & property	185,293	3,272	175,000	125,000	175,000	200,000
Current service charges	44,310	0	20,000	12,000	20,000	20,000
Total Community Facility	229,603	3,272	195,000	137,000	195,000	220,000
CABLE TV FUND:						
Other taxes	557,337	559,443	550,000	560,000	560,000	565,000
Current service charges	164,327	148,679	167,000	150,000	167,000	168,000
Total Cable TV Fund	721,664	708,122	717,000	710,000	727,000	733,000
AMERICAN RESCUE PLAN						
From other agencies	0	0	0	1,643,571	9,656,429	0
Total Retiree Benefits Fund	0	0	0	1,643,571	9,656,429	0
AQMD FUND:						
Use of money & property	10,269	5,009	5,000	3,000	3,000	3,000
From other agencies	101,076	104,357	100,000	100,000	100,000	100,000
Current service charges	0	0	0	1,000	1,000	1,000
Total AQMD Fund	\$ 111,344	\$ 109,366	\$ 105,000	\$ 104,000	\$ 104,000	\$ 104,000

REVENUE SUMMARY

CITY OF LAKEWOOD

Description	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
CDBG GRANT FUNDS:						
Use of money & property	\$ 13,637	20,768	5,000	5,000	5,000	5,000
From other agencies	229,397	439,723	1,001,444	1,008,108	456,232	456,232
Current service charges	52,634	59,733	35,000	27,000	36,000	36,000
Total CDBG Funds	295,667	520,224	1,041,444	1,040,108	497,232	497,232
HOUSING SUCCESSOR AGENCY						
Use of money & property	78,399	78,296	5,300	150	150	150
Current service charges	109,056	162,000	180,000	180,000	180,000	180,000
Total Housing Successor Fund	187,455	240,296	185,300	180,150	180,150	180,150
MEASURE M						
Use of money & property	57,349	41,889	30,000	30,000	30,000	30,000
Other Agencies	1,102,898	1,155,322	1,137,901	1,137,901	1,379,850	1,379,850
Total Measure R Fund	1,160,247	1,197,211	1,167,901	1,167,901	1,409,850	1,409,850
MEASURE R						
Use of money & property	73,730	43,948	60,000	30,000	30,000	30,000
Other Agencies	978,737	1,019,668	1,004,030	1,004,030	1,217,500	1,217,500
Total Measure R Fund	1,052,467	1,063,617	1,064,030	1,034,030	1,247,500	1,247,500
MEASURE W						
Use of money & property	0	3,378	0	5,000	5,000	5,000
Other Agencies	0	1,818,098	800,000	1,098,745	0	0
Total Measure R Fund	0	1,821,476	800,000	1,103,745	5,000	5,000
PARK DEDICATION FUND:						
Other taxes	7,260	13,200	6,500	13,200	13,200	13,200
Total Park Dedication Fund	7,260	13,200	6,500	13,200	13,200	13,200
PROP A TRANSIT FUND:						
Other taxes	1,575,466	1,636,811	1,613,923	1,613,923	1,957,100	1,957,100
Use of money & property	30,552	22,343	20,000	6,000	12,000	12,000
Current service charges	0	35,690	0	46,387	0	0
Total Prop A Fund	\$ 1,606,018	\$ 1,694,844	\$ 1,633,923	\$ 1,666,310	\$ 1,969,100	\$ 1,969,100

REVENUE SUMMARY
CITY OF LAKEWOOD

Description	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
PROP C TRANSIT FUND:						
Other taxes	\$ 1,306,853	1,357,676	1,338,707	1,338,707	1,623,350	1,623,350
Use of money & property	61,818	41,124	45,000	25,000	25,000	25,000
Total Prop C Fund	1,368,671	1,398,800	1,383,707	1,363,707	1,648,350	1,648,350
ROAD MAINTENANCE & REHAB						
Use of money & property	45,939	39,776	30,000	30,000	30,000	30,000
From other agencies	1,409,006	1,483,973	1,537,746	1,661,515	1,828,550	1,830,000
Total State Gas Tax Fund	1,454,945	1,523,749	1,567,746	1,691,515	1,858,550	1,860,000
STATE GAS TAX FUND/TRAFFIC CONGESTION RELIEF:						
Use of money & property	21,876	11,316	12,000	6,000	10,000	10,000
From other agencies	1,839,042	1,734,629	1,911,288	2,077,211	2,315,100	2,318,500
Total State Gas Tax Fund	1,860,918	1,745,945	1,923,288	2,083,211	2,325,100	2,328,500
SPECIAL GRANTS/ MISC FUNDS:						
Beverage Container Recycling	13,773	21,851	20,041	18,541	18,500	18,500
CASP Certification & Trng Grant	14,792	14,158	17,000	17,000	17,000	17,000
Central Stores	(1,053)	(1,543)	0	0	0	0
Enforceable Obligations	148,003	80,395	500,000	500,624	0	0
JAG Grant	90,559	16,883	0	19,680	0	0
Litter Reduction	0		22,300	0	0	0
Miscellaneous Grants	0	0	300,000	67,000	52,400	16,700
Prop A Recreation Funds	29,145	29,955	29,200	38,440	38,440	38,440
SB2- Housing	0	0	310,000	310,000	0	0
Sewer Reconstruction Fund	5,052	4,350	3,000	3,000	3,000	3,000
State COPS Grant	133,421	193,582	179,500	200,700	201,000	201,000
State Park Bond	0	0	490,000	490,000	0	0
TDA Article 3 - SB821		45,343	0	58,539	75,522	75,522
Used Oil Grant	0	0	9,310	9,310	20,000	20,000
Total Special Grants/ Misc	433,692	404,974	1,880,351	1,732,834	425,862	390,162
TOTAL GOVERNMENTAL FUNDS:	\$ 57,739,949	\$ 71,943,265	\$ 71,896,074	\$ 79,324,119	\$ 86,619,263	\$ 79,092,206

REVENUE SUMMARY**CITY OF LAKEWOOD**

Description	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
WATER OPERATIONS FUND:						
Use of money & property	\$ 337,506	192,399	207,880	164,400	166,800	169,000
Current service charges	50,783	155,960	151,000	293,000	360,750	285,000
Operating revenues	<u>12,762,566</u>	<u>13,752,365</u>	<u>13,998,600</u>	<u>13,509,000</u>	<u>13,313,000</u>	<u>12,944,500</u>
TOTAL WATER FUND:	<u>13,150,855</u>	<u>14,100,723</u>	<u>14,357,480</u>	<u>13,966,400</u>	<u>13,840,550</u>	<u>13,398,500</u>
TOTAL GOVERNMENTAL AND WATER FUND:	\$ <u>70,890,804</u>	\$ <u>86,043,989</u>	\$ <u>86,253,554</u>	\$ <u>93,290,519</u>	\$ <u>100,459,813</u>	\$ <u>92,490,706</u>

REVENUE SUMMARY

CITY OF LAKEWOOD

REVENUE COMPOSITION

Rank	Description	Projected Actual 2021-2022	% of Total	Proposed Budget 2022-2023	% of Total	Proposed Budget 2023-2024	% of Change
1	Sales tax	\$ 16,465,000	17.6%	\$ 16,869,000	16.8%	\$ 17,343,000	18.8%
2	Water utility service charges	13,509,000	14.5%	13,313,000	13.3%	12,944,500	14.0%
3	Sales and Use Tax- Local	13,200,000	14.1%	13,530,000	13.5%	13,900,000	15.0%
4	Motor vehicle in lieu / ERAF	10,433,100	11.2%	10,998,000	10.9%	11,488,000	12.4%
5	Refuse service charges	6,287,452	6.7%	6,532,540	6.5%	6,929,472	7.5%
6	Property tax	6,181,700	6.6%	6,511,000	6.5%	6,775,000	7.3%
7	Utility users tax	2,775,000	3.0%	2,795,000	2.8%	2,840,000	3.1%
8	Gas tax	2,077,211	2.2%	2,315,100	2.3%	2,318,500	2.5%
9	Building Permits & Fees	1,694,400	1.8%	1,746,900	1.7%	1,803,100	1.9%
10	American Rescue Plan	1,643,571	1.8%	9,656,429	9.6%	0	0.0%
	Sub-total	74,266,434	79.5%	84,266,969	75.8%	76,341,572	84.2%
11	Franchise fees	1,520,000	1.6%	1,520,000	1.5%	1,525,000	1.6%
12	Prop A Transit	1,613,923	1.7%	1,957,100	1.9%	1,957,100	2.1%
13	Prop C Transit	1,338,707	1.4%	1,623,350	1.6%	1,623,350	1.8%
14	Measure M	1,137,901	1.2%	1,379,850	1.4%	1,379,850	1.5%
15	Measure W	1,098,745	1.2%	0	0.0%	0	0.0%
16	CDBG (Block Grant)	1,008,108	1.1%	456,232	0.5%	456,232	0.5%
17	Measure R	1,004,030	1.1%	1,217,500	1.2%	1,217,500	1.3%
18	Rents & Concession	822,173	0.9%	881,150	0.9%	925,050	1.0%
19	Business licenses	640,000	0.7%	640,000	0.6%	640,000	0.7%
20	Recreation fees	580,100	0.6%	788,550	0.8%	801,750	0.9%
	Sub-Total	10,763,687	11.5%	10,463,732	10.4%	10,525,832	11.4%
	All other	8,260,398	8.9%	5,729,112	5.7%	5,623,302	6.1%
	Grand total	\$ 93,290,519	100%	\$ 100,459,813	100%	\$ 92,490,706	100%

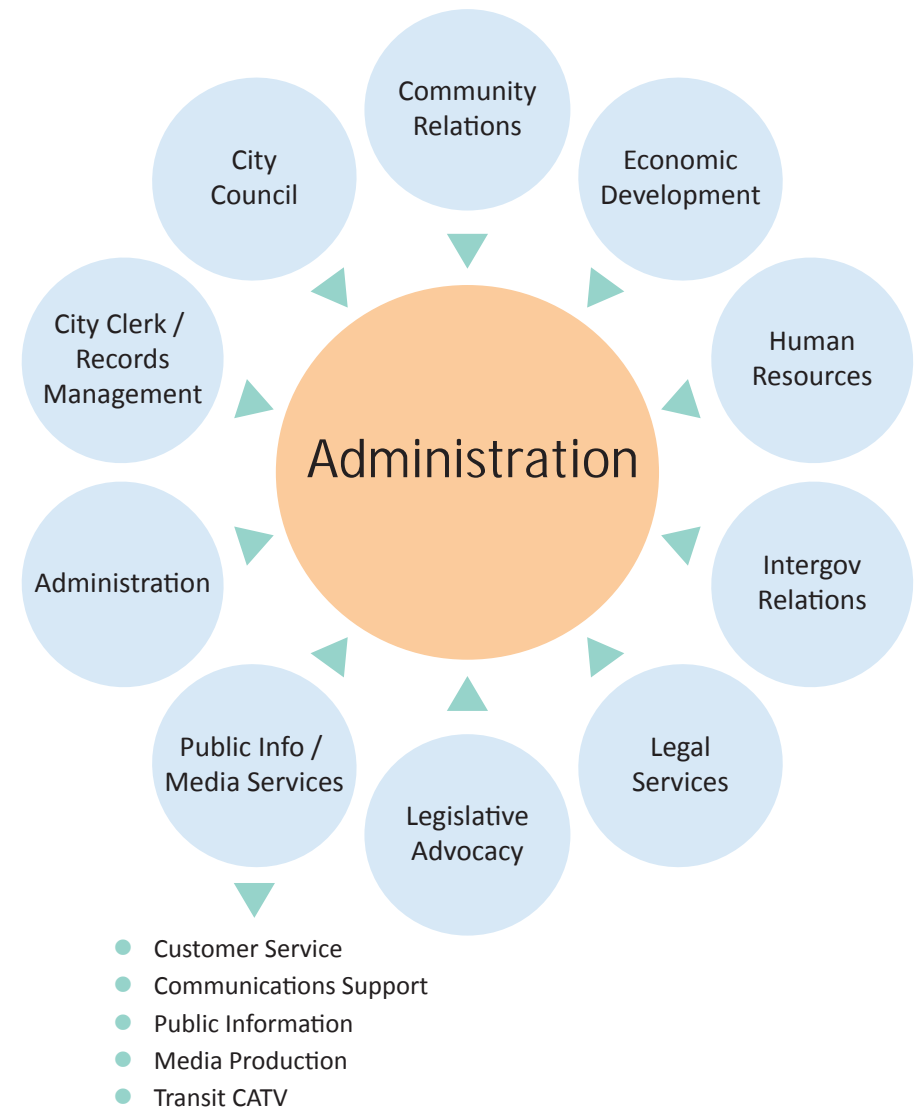
CITY OPERATIONS

Administration

The Administration Department provides overall direction and coordination of City operations to ensure that the City Council's adopted service objectives are met or exceeded and that costs do not exceed budget restrictions. In so doing, the office continually evaluates the organizational structure of the City as it relates to requirements for effective, efficient, and economically minded public services, with a focus on seeking ways to improve the operational capabilities of the City.

The City Manager's Office is the administrative head of the Department and oversees the following City functions: legislative advocacy, economic development, elections, city clerk, community relations, public information, media services, human resources, intergovernmental relations and legal services.

In addition, the City Manager's Office assists the City Council in the development and formulation of policies, goals and objectives, and provides direction to the various city departments. The City Manager's Office is also responsible for representing the City's interests throughout the region and beyond.



General Government

Position Summary

Budgeted Positions (FTEs)	FY 2021-22 Actual	FY 2022-23 Proposed	Change + or (-)	FY 2023-24 Proposed	Change + or (-)
City Manager	1.00	1.00	0.00	1.00	0.00
Deputy City Manager	1.00	1.00	0.00	1.00	0.00
Executive Secretary	1.00	1.00	0.00	1.00	0.00
Administrative Asst. II	1.00	1.00	0.00	1.00	0.00
City Clerk	1.00	1.00	0.00	1.00	0.00
Assistant City Clerk	1.00	1.00	0.00	1.00	0.00
Customer Service Liaison	2.00	2.00	0.00	2.00	0.00
Human Resources Manager	1.00	1.00	0.00	1.00	0.00
Personnel Clerk	1.00	1.00	0.00	1.00	0.00
Personnel Technician	1.00	1.00	0.00	1.00	0.00
Gen Gov-Public Information					
Director of Communications	1.00	1.00	0.00	1.00	0.00
Public Information Specialist	1.00	1.00	0.00	1.00	0.00
Community Relations Mgr	1.00	1.00	0.00	1.00	0.00
Special Events Assistant	1.00	1.00	0.00	1.00	0.00
Senior Producer	1.00	1.00	0.00	1.00	0.00
Media Operations Specialist II	2.00	2.00	0.00	2.00	0.00
Centre AV Technician	2.00	2.00	0.00	2.00	0.00
Print Service Lead Worker	1.00	1.00	0.00	1.00	0.00
Graphics and Media Technician	1.00	1.00	0.00	1.00	0.00
TOTAL	22.00	22.00	0.00	22.00	0.00
Part-Time Hours	19,000	20,000	1,000	21,000	1,000

General Government

Department Summary

Division	Activity	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
1000/1100	City Council and Legislative Advocacy	232,022	264,565	264,565	251,279	245,155
1300/3300	Administration and Internal Admin	543,968	700,793	700,793	836,426	860,472
2300	Economic Development	85,824	113,999	113,999	115,566	117,021
2500	Customer Service	449,101	484,020	484,020	375,773	381,742
2550	Intergov Relations	448,666	393,562	393,562	325,360	329,624
3000	City Clerk	205,289	437,152	468,402	194,051	438,648
3100	Records Management	181,301	179,680	179,680	181,263	186,014
3220/3240	Legal Services	247,454	346,200	346,200	295,000	301,000
3400	Human Resources	527,061	637,468	637,468	545,410	534,460

Gen Gov-Public Information

Division	Activity					
2120	Media Production	941,050	1,038,017	1,038,017	914,410	929,952
2140/2160	Media and Transit TV	26,387	78,891	78,891	59,170	59,270
2400	Public Info. Admin.	432,846	447,993	447,993	666,284	592,234
2450	Graphics and Copy Center	307,934	341,578	341,578	290,448	299,533
2600	Community Relations	336,787	356,447	356,447	331,771	341,865

Total General Government	\$4,965,690	\$5,820,365	\$5,851,615	\$5,382,211	\$5,616,990
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DIVISION 1000 - LEGISLATIVE

The purpose of this activity is for the City Council to serve as the legislative and policy-making body of the City of Lakewood; to act on behalf of the general health, comfort, safety and welfare of the City's inhabitants; and to provide overall direction to the activities, programs, projects and services of the City government.

PROGRAMS AND FUNCTIONS

To enact ordinances and resolutions necessary for governing the affairs of the City.

To authorize contracts on behalf of the City.

To approve the annual budget.

To confirm personnel appointments.

To adopt such measures as may be necessary for the protection of the health, comfort, safety, life, welfare and property of the City's inhabitants.

To represent the City at the local, regional, state and federal levels on matters of concern to the City.

BUDGET SUMMARY

Changed Conditions: None.

Proposed Activities: City Council will oversee the Budget focus areas:

- Budget for sustainability
- Keep Lakewood safe
- Preserve neighborhood quality of life
- Foster a sense of community
- Promote economic vitality
- Support a caring community
- Enhance parks and open space
- Highlight governmental transparency and online resources
- Defend our traditional right to contract
- Protect the environment

CITY OF LAKEWOOD

GENERAL GOVERNMENT - 1000 CITY COUNCIL

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	186,190	197,542	200,165	200,165	192,279	192,155
Contract Services	-	-	-	-	6,000	-
Meetings Expense	3,064	3,714	33,300	33,300	22,000	22,000
Special Dept. Supplies	30,717	30,766	31,000	31,000	31,000	31,000
Interdepartmental	-	-	100	100	-	-
TOTAL EXPENDITURES	\$ 219,971	\$ 232,022	\$ 264,565	\$ 264,565	\$ 251,279	\$ 245,155

FUNDING SOURCES

1010 General Fund	\$ 219,971	\$ 232,022	\$ 264,565	\$ 264,565	\$ 251,279	\$ 245,155
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DIVISION 1220/1240/1260- ADVISORY COMMISSIONS

The purpose of this activity is to provide for the Advisory Commissions as appointed by the City Council.

PROGRAMS AND FUNCTIONS

The Planning and Environment Commission established by Resolution 2011-15, which derives its authority from the Government Code of the State of California and Lakewood Ordinance 72-16, acts in an advisory capacity to the City Council. It has the responsibility for studying, planning and making recommendations on matters pertaining to zoning, land use and the City's long-range comprehensive General and Specific Plans.

The Community Safety Commission, established by Resolution 78-22 and amended by Resolution 2011-16, performs all functions and duties assigned to it by the City Council and the Lakewood Municipal Code.

The Recreation and Community Services Commission, established by Resolution 78-22 and amended by Resolution 2011-17, performs all functions and duties assigned to it by the City Council and the Lakewood Municipal Code.

All three Commissions perform other duties as assigned by the City Council.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>
Planning and Environment Commission	\$ 7,900	\$ 7,910
Community Safety Commission	\$ 5,790	\$ 5,850
Recreation and Community Services Commission	\$ 8,290	\$ 8,300

Changed Conditions: None.

Proposed Activities:

- The Planning and Environment Commission will review ways to implement the General Plan, update the zoning ordinance to conform to the General Plan and current trends, and review cases as prescribed.
- The Community Safety Commission will review issues of traffic operations and traffic safety referred to it by the public, City Council or staff.
- The Recreation and Community Services Commission will review the City's Recreation and Community Services programs.

CITY OF LAKEWOOD

1220, 1240, 1260 ADVISORY COMMISSIONS

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	5,301	6,149	10,450	10,450	11,030	11,110
Office Expense	56	37	100	100	100	100
Meetings Expense	572	1,328	3,000	3,000	9,250	9,250
Special Dept. Supplies	7	100	550	550	850	850
Other Operating	225	225	725	725	750	750
TOTAL EXPENDITURES	<u>\$ 6,161</u>	<u>\$ 7,839</u>	<u>\$ 14,825</u>	<u>\$ 14,825</u>	<u>\$ 21,980</u>	<u>\$ 22,060</u>

FUNDING SOURCES

1010 General Fund	\$ 6,161	\$ 7,839	\$ 14,825	\$ 14,825	\$ 21,980	\$ 22,060
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DIVISION 1300/3300 - CITY ADMINISTRATION

The purpose of this activity is to direct the operations and activities of the City, in accordance with City Council policies, in a manner that enhances the effectiveness and efficiency of services, plans and programs.

PROGRAMS AND FUNCTIONS

- To supervise the establishment of the levels of service, plans and programs for each City function.
- To provide for an annual analysis of the City's revenues.
- To direct the preparation of the annual budget.
- To direct a continuing review and evaluation of City services.
- To provide continuing personal contact with the City Council.
- To maintain working relationships with other agencies whose actions affect the City.

BUDGET SUMMARY

Changed Conditions: - None

Proposed Activities: City Administration will oversee the budget focus areas:

- Budget for sustainability
- Keep Lakewood safe
- Preserve neighborhood quality of life
- Foster a sense of community
- Promote economic vitality
- Support a caring community
- Enhance parks and open space
- Highlight governmental transparency and online resources
- Defend our traditional right to contract
- Protect the environment

CITY OF LAKEWOOD

GENERAL GOVERNMENT - 1300/3300 CITY ADMINISTRATION

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	462,791	387,488	527,393	527,393	798,676	831,722
Contract Services	1,103	(95)	-	-	-	-
Facilities Expense	50,355	49,518	59,300	59,300	6,600	6,600
Office Expense	113,241	88,006	91,550	91,550	800	800
Meetings Expense	9,273	5,033	11,500	11,500	12,500	13,500
Special Dept. Supplies	5,537	2,287	2,250	2,250	14,550	4,550
Other Operating	400	-	400	400	3,300	3,300
Interdepartmental	<u>4,420</u>	<u>11,731</u>	<u>8,400</u>	<u>8,400</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 647,120</u>	<u>\$ 543,968</u>	<u>\$ 700,793</u>	<u>\$ 700,793</u>	<u>\$ 836,426</u>	<u>\$ 860,472</u>

FUNDING SOURCES

1010 General Fund	\$ 647,120	\$ 543,968	\$ 700,793	\$ 700,793	\$ 836,426	\$ 860,472
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DIVISION 2120 - MEDIA PRODUCTION

The purpose of this activity is to produce programming for the City cable channel, Vimeo channel, social media, eMagazine, website and radio station to promote community identity. Additionally, audio visual services are provided for City and private events at The Centre and other facilities.

PROGRAMS AND FUNCTIONS

- To produce video programming for CityTV, the City's cable channel.
- To produce monthly and emergency audio programming for KLWD 1620 AM.
- To post video programming to social media outlets such as Vimeo, Facebook and Instagram.
- To provide audio visual training aids and presentation support for City Departments.
- To provide audio visual services, including wireless web access, for meetings and events at The Centre.
- To provide audio visual support at offsite city and catered park events.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>
Contractual Services	\$ 7,500	\$ 7,500
Advertising	\$ 1,500	\$ 1,500

- Changed Conditions:**
- The City's expanding use of social media has increased the need for shorter length videos.
 - Return to normal business levels for public and private events at the Centre.

- Proposed Activities:**
- Increased PT staffing for City and private Centre events.
 - Produce more short format videos for City use on social media, especially Instagram.
 - Produce new Public Safety programs and continue captioning legacy programs.

- Productivity Initiatives:**
-

Performance Measures:	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
New Programs Per Year	100	93	85	95	100	100
Vimeo uploads	112	97	90	98	98	98
Facebook posts	143	122	85	93	95	95
Instagram posts	0	0	20	30	50	60
Franchise Fee Revenue	\$ 532,817	\$ 557,337	\$ 557,337	\$ 557,337	\$ 557,337	\$ 557,337
Audio Visual Fees	\$ 51,347	\$ 44,095	\$ -	\$ 11,500	\$ 20,000	\$ 30,000

CITY OF LAKEWOOD

PUBLIC INFORMATION - 2120 MEDIA PRODUCTION

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	920,515	891,608	936,151	936,151	880,822	896,364
Contract Services	3,600	25,168	28,007	28,007	7,500	7,500
Meetings Expense	-	23	600	600	600	600
Special Dept. Supplies	15,827	16,017	27,459	27,459	21,488	21,488
Other Operating	1,778	1,609	4,000	4,000	4,000	4,000
Interdepartmental	4,377	6,625	5,600	5,600	-	-
Capital Outlay	-	-	36,200	36,200	-	-
TOTAL EXPENDITURES	\$ 946,097	\$ 941,050	\$ 1,038,017	\$ 1,038,017	\$ 914,410	\$ 929,952

FUNDING SOURCES

1020 Cable TV Fund	\$ 599,174	\$ 605,443	\$ 601,382	\$ 601,382	\$ 561,553	\$ 576,895
1025 ARPA	\$ -	\$ -	\$ 52,780	\$ 52,780	\$ -	\$ -
1050 Community Facility	\$ 346,923	\$ 335,607	\$ 383,855	\$ 383,855	\$ 352,857	\$ 353,057

DIVISION 2140/2160 - MEDIA AND TRANSIT TV CABLE PROGRAMMING

The purpose of this division is to strengthen community identity by fostering the development of locally produced cable television programs for the enlightenment of the Lakewood community. Activities in this division are funded by access support payments by Spectrum, Frontier Communications, and AT&T.

PROGRAMS AND FUNCTIONS

- To schedule and operate the mobile production truck, and television studio and field camera equipment, located at The Centre.
- To stream the City channel on the internet.
- To schedule and operate the City radio station KLWD 1620 AM.
- To promote the cost-effective use of the media production center.

BUDGET SUMMARY

Significant Detail:

	<u>2022-2023</u>	<u>2023-2024</u>
Maintenance Agreements	\$ 15,000	\$ 15,000
Office Equipment and Furnishings	\$ 15,000	\$ 15,000

Changed Conditions:

- Council Chambers video coverage is becoming increasingly obsolete. It uses 1985 infrastructure and live camera
- 2015 Mac editing computers are no longer supported for parts replacement and will not be compatible with future

Proposed Activities:

- Replace infrastructure linking CityTV control room to Council Chambers. Upgrade Council Chambers with HD pan/zoom remote cameras and control system in CityTV control room.
- Replace and upgrade 4 Mac editing computers and 4 capture/playback interfaces.

Productivity Initiatives:

- Cross train staff on workflow of (HD file based) backup and restoring of digital media and daily maintenance of the

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
PEG Capital Cable Fees	\$ 164,836	\$ 157,847	\$ 148,496	\$ 107,412	\$ 125,000	\$125,000

CITY OF LAKEWOOD

PUBLIC INFORMATION - 2140/2160 MEDIA AND TRANSIT TV CABLE PROGRAMMING

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	6,973	6,014	29,438	29,438	8,108	8,108
Contract Services	12,212	12,124	26,500	26,500	27,300	27,300
Facilities Expense	4,980	4,565	5,691	5,691	5,700	5,800
Special Dept. Supplies	136	130	2,062	2,062	3,062	3,062
Interdepartmental	-	-	200	200	-	-
Capital Outlay	7,414	3,554	15,000	15,000	15,000	15,000
TOTAL EXPENDITURES	\$ 31,715	\$ 26,387	\$ 78,891	\$ 78,891	\$ 59,170	\$ 59,270

FUNDING SOURCES

1020 Cable TV Fund	\$ 24,606	\$ 20,373	\$ 49,391	\$ 49,391	\$ 49,300	\$ 49,400
3060 Transit - Prop A Fund	7,109	6,014	29,500	29,500	9,870	9,870

DIVISION 2300 - ECONOMIC DEVELOPMENT

The purpose of this activity is to preserve and enhance the economic development climate in Lakewood's commercial-zoned areas.

PROGRAMS AND FUNCTIONS

To assist and attract new businesses to the community, with a focus on sales tax generation and economic diversity.

To assist and retain existing businesses by focusing on operational growth and expansion.

To encourage transactions between owners of commercial-zoned parcels and prospective developers and tenants to further the economic development goals of the General Plan.

To develop and implement an annual Economic Development Action Plan to focus on municipal economic development activities.

To develop policies and programs to further the objectives of this division.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>
Chamber of Commerce Contract	\$ 22,000	\$ 22,000

Changed Conditions:

- The full effect of COVID-19, supply chain challenges and higher inflation on businesses in Lakewood remains to be seen.

Proposed Activities:

- Coordinate with the Chamber of Commerce to implement a Public/Business Resource Navigator program using American Rescue Plan Act funds.
Establish working relationships with shopping center owners/managers and commercial brokers/leasing agents.

Productivity Initiatives:

- Conduct analysis of intergovernmental proposals impacting property tax and the allocation of sales tax.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Sales Tax Revenue	\$ 14,514,584	\$ 13,435,520	\$ 14,787,997	\$ 16,350,000	\$ 16,750,000	\$ 17,220,000
Measure L		\$ 3,142	\$ 11,266,638	\$ 13,200,000	\$ 13,530,000	\$ 13,900,000
Business License Receipts	\$ 635,152	\$ 618,754	\$ 605,355	\$ 640,000	\$ 640,000	\$ 640,000

CITY OF LAKEWOOD

GENERAL GOVERNMENT - 2300 ECONOMIC DEVELOPMENT

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	59,236	63,824	66,999	66,999	93,566	95,021
Contract Services	39,000	22,000	47,000	47,000	22,000	22,000
TOTAL EXPENDITURES	\$ 98,236	\$ 85,824	\$ 113,999	\$ 113,999	\$ 115,566	\$ 117,021

FUNDING SOURCES

1010 General Fund	\$ 98,236	\$ 85,824	\$ 88,999	\$ 88,999	\$ 115,566	\$ 117,021
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DIVISION 2400 - PUBLIC INFORMATION

The purpose of this activity is to enhance communications among the City, the public, City staff and the news media.

PROGRAMS AND FUNCTIONS

To provide information to public, City Council and City staff.

To present an accurate view of the City through active, ongoing communication rather than in reaction to events or news media reports.

To provide messages (through print media, the Internet and other forms of electronic communication) and to manage the communication infrastructure in support of City and community information goals.

To manage the City's photo and video operations.

To introduce new residents to City services and Lakewood's civic culture.

To organize and provide emergency public information in the event of a disaster using the best available technologies.

To provide technical assistance in the form of oral, written and audio-visual materials to departments of City government.

To support citizen participation in public policy formulation, and facilitate civic activities and programs.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
City Newsletter	\$ 47,000	\$ 48,000	Contractual Services	\$ 19,400	\$ 19,400
			Community Survey	\$ 12,000	\$ 12,000

Changed Conditions: The city switched three years ago to a lower-cost newsletter printing company. However, that company was bought out and the new owner was unable to consistently print on time. The city has switched back to its previous long-time printer. That has increased the cost slightly but improved reliability.

Proposed Activities:

- Public Information will pay for renting electronic message boards used for the Illegal Fireworks campaign, transferring responsibility for that from Public Safety.
- Community Surveys will be conducted approx. six times a year using FlashVote.

Productivity Initiatives:

- The City's new website will enable residents to carry out more business online with the City, providing a savings in cost and time to residents and the City.

Performance Measures:

	<u>Actual</u> <u>2018-</u> <u>2019</u>	<u>Actual</u> <u>2019-</u> <u>2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Newsletters	6	10	6	6	6	6
eMagazines	55	103	146	105	110	115
Bill Inserts	10	9	9	9	9	9
Social media posts	488	620	626	660	635	700
Website posts/edits/uploads	800	900	1400	1800	1900	2000

CITY OF LAKEWOOD

PUBLIC INFORMATION - 2400 PUBLIC INFORMATION ADMINISTRATION

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	229,157	266,317	280,632	280,632	453,884	470,334
Contract Services	66,865	53,457	91,640	91,640	104,400	105,400
Office Expense	1,770	1,192	1,750	1,750	2,800	2,800
Meetings Expense	794	1,098	2,000	2,000	2,000	2,000
Special Dept. Supplies	7,640	13,425	17,971	17,971	11,050	11,050
Other Operating	450	550	550	550	550	650
Interdepartmental	71,192	96,807	53,450	53,450	-	-
Capital Outlay	-	-	-	-	91,600	-
TOTAL EXPENDITURES	\$ 377,868	\$ 432,846	\$ 447,993	\$ 447,993	\$ 666,284	\$ 592,234

FUNDING SOURCES

1010 General Fund	\$ 367,307	\$ 418,789	\$ 433,816	\$ 433,816	\$ 561,278	\$ 578,835
1025 ARPA	\$ -	\$ -	\$ -	\$ -	\$ 91,600	\$ -
3060 Transit - Prop A Fund	\$ 10,561	\$ 14,057	\$ 14,177	\$ 14,177	\$ 13,406	\$ 13,399

DIVISION 2450 - GRAPHICS AND COPY CENTER

The purpose of this activity is to facilitate the creative, efficient and economical production of print and electronic brochures, flyers, newsletters, photographs, and forms for all City departments at the lowest possible cost.

PROGRAMS AND FUNCTIONS

To assist City departments with the design, photography and production of electronic and printed publications.
To select proper paper stocks, inks and binding process. To maintain the City's photographic database.
To fill all printing requests from internal customers.
To maintain all photography, printing, binding related printing equipment and computer systems.
To code and store all City forms in Central Stores for available upon request.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Special Supplies	\$ 18,000	\$ 18,000	Office Machine Rental	\$ 4,738	\$ 4,738

Changed Conditions:

- With the tapering of the COVID crisis, City events and programs are returning to their traditional format, leading to an increased need for the printing of flyers and other materials.

Proposed Activities:

- The purchase of more paper and other Special Supplies used for the production of a growing number of flyers and other materials as City events return to traditional formats.

Productivity Initiatives:

- Continue to improve the use of new digital applications to increase productivity.

Performance Measures:

	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>	<u>Estimated</u>
	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Printing Requests	433	355	172	325	400	400
Printing Impressions	409,438	359,846	203,018	325,000	350,000	350,000

CITY OF LAKEWOOD

PUBLIC INFORMATION - 2450 GRAPHICS AND COPY CENTER

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	255,933	279,187	289,578	289,578	247,648	256,733
Contract Services	15,622	12,374	18,500	18,500	4,800	4,800
Office Expense	18,309	8,472	16,500	16,500	15,000	15,000
Special Dept. Supplies	<u>18,390</u>	<u>7,901</u>	<u>17,000</u>	<u>17,000</u>	<u>23,000</u>	<u>23,000</u>
TOTAL EXPENDITURES	<u>\$ 308,254</u>	<u>\$ 307,934</u>	<u>\$ 341,578</u>	<u>\$ 341,578</u>	<u>\$ 290,448</u>	<u>\$ 299,533</u>

FUNDING SOURCES

5010 Graphics and Copy Center	\$ 308,254	\$ 307,818	\$ 341,578	\$ 341,578	\$ 290,448	\$ 299,533
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DIVISION 2500 - CUSTOMER SERVICE

The purpose of this activity is to enhance responsiveness to approximately 8,500 annual requests for service and approximately 40,000 requests for information.

PROGRAMS AND FUNCTIONS

To efficiently and effectively process and monitor requests for services from Lakewood residents.

To efficiently and quickly process RV and trailer parking permits from Lakewood residents and out-of-town visitors.

To measure quality assurance by conducting a *customer satisfaction* questionnaire after the fulfillment of service requests to determine satisfaction in such areas as effectiveness, promptness, employee courteousness and overall satisfaction.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>
Software	\$ 26,500	\$ 27,700
Contract Services	\$ 5,000	\$ 5,000

Changed Conditions: - None

Proposed Activities: - None

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Total Service Requests	7,183	7,224	7,020	9,606	9,700	9,800
Tree Trimming Requests	671	808	770	756	650	600
Total Graffiti Requests	234	403	329	906	950	1,000
Total Street Sweeping Requests	91	86	67	183	190	200
Total Trash/Recycling Requests	44	52	33	42	40	50

CITY OF LAKEWOOD

PUBLIC INFORMATION - 2500 CUSTOMER SERVICE

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	315,427	415,328	450,810	450,810	339,673	344,442
Contract Services	1,020	542	1,100	1,100	5,100	5,100
Office Expense	289	893	500	500	1,000	1,000
Meetings Expense	1,264	50	2,250	2,250	2,750	2,750
Special Dept. Supplies	42,469	23,843	25,360	25,360	27,250	28,450
Interdepartmental	<u>6,625</u>	<u>8,445</u>	<u>4,000</u>	<u>4,000</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 367,094</u>	<u>\$ 449,101</u>	<u>\$ 484,020</u>	<u>\$ 484,020</u>	<u>\$ 375,773</u>	<u>\$ 381,742</u>

FUNDING SOURCES

1010 General Fund	\$ 367,094	\$ 449,101	\$ 484,020	\$ 484,020	\$ 375,773	\$ 381,742
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DIVISION 2550 - INTERGOVERNMENTAL RELATIONS

The purpose of this activity is to provide support to obtain supplemental funding and provide representation in intergovernmental decision making.

PROGRAMS AND FUNCTIONS

To organize intergovernmental activities in support of the Annual Legislative Platform.

To seek assistance to the City through grants or supplemental funds.

To provide ongoing State Capitol representation and, as needed federal representation of City interests.

To establish and expand key coalitions to influence policy outcomes where appropriate.

BUDGET SUMMARY

Significant Detail:		<u>2022-2023</u>		<u>2023-2024</u>
Legislative Advocacy	\$	56,200	\$	57,000
Gateway Cities COG	\$	11,800	\$	11,800

Changed Conditions: - None.

Proposed Activities: - There are several issues that the City is closely monitoring this legislative session. These include protecting the city's right to contract for services, protecting local control, public safety measures, and supporting resources for housing and homelessness.

Intergovernmental Priorities Include:

- Support the provision of municipal services through contracting.
- Support legislation that preserves and enhances local control.
- Support legislation and funding that promote enhanced law enforcement services in the community.
Support continued funding for Community Development Block Grant program (CDBG), Community Oriented Policing Services program (COPS), Justice Assistance Grant program (JAG) and Public, Educational and Government (PEG)
- community access television.
- Oppose preemption of local authority whether by state or federal legislation or ballot measures.
Support legislation that strengthens local control for land use and zoning regulations.
- Support legislation that provides for greater protection to victims of crime and accountability in criminal prosecution and sentencing.
- Support legislation that encourages economic development for cities to create jobs and improve the economy.
- Support legislation that provides resources to cities to improve disaster preparedness, recovery and resiliency.

CITY OF LAKEWOOD

GENERAL GOVERNMENT - 2550 INTERGOVERNMENTAL RELATIONS

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	331,586	335,432	236,630	236,630	181,710	184,174
Contract Services	81,390	66,694	70,732	70,732	85,400	86,200
Meetings Expense	6,684	3,932	39,000	39,000	10,000	10,000
Special Dept. Supplies	2,754	2,080	2,200	2,200	1,250	1,250
Other Operating	<u>38,182</u>	<u>40,528</u>	<u>45,000</u>	<u>45,000</u>	<u>47,000</u>	<u>48,000</u>
TOTAL EXPENDITURES	<u>\$ 460,596</u>	<u>\$ 448,666</u>	<u>\$ 393,562</u>	<u>\$ 393,562</u>	<u>\$ 325,360</u>	<u>\$ 329,624</u>

FUNDING SOURCES

1010 General Fund	\$ 460,596	\$ 448,666	\$ 393,562	\$ 393,562	\$ 325,360	\$ 329,624
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DIVISION 2600 - COMMUNITY RELATIONS

The purpose of this activity is to enhance community pride and identification and to serve as a liaison between the City and various civic and community groups, residents and leaders.

PROGRAMS AND FUNCTIONS

To educate, inform and engage community stakeholders about important issues facing the City through outreach activities, special events and strategic communications.

To enhance interactions and increase contacts with community stakeholders.

To organize annual special events for community promotion purposes, including Memorial Day, Award of Valor, State of the City, and Lakewood Celebrates receptions.

To organize civic involvement opportunities for residents and to facilitate interactions between stakeholders and local government officials.

To promote community pride and identification through Lakewood promotional materials and commemorative items.

To solicit event sponsorships from corporate and community groups to defray out-of-pocket expenses for City-sponsored special events.

To design and purchase commemorative and commendatory items consistent with fulfilling the purpose of this activity.

To host civic and municipal groups and other meetings to advance key communications objectives.

To commemorate civic milestones, individual achievement and achievements by community members through events, publications and presentations.

To facilitate and promote key messages and communications objectives through street banner campaigns, advertising and other strategic outreach efforts.

BUDGET SUMMARY

Significant Detail:

	<u>2022-2023</u>	<u>2023-2024</u>
Special Supplies	\$ 18,000	\$ 18,000
Street Banners	\$ -	\$ 11,000

Changed Conditions:

- Increase in vendors' material costs to produce awards.
- Increase in the cost of florals passed on by vendor

Proposed Activities:

- Increased Special Event costs to accommodate added expenses and return of all events to full in-person status.
- Design and purchase new Street Banners to replace Shop Lakewood banners which are fading from age.

Performance Measures:

	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>	<u>Estimated</u>
	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Special Events Revenue and Sponsorships	\$ 40,982	\$ 24,959	\$ 30	\$ 19,926	\$ 33,400	\$ 35,000
Special Event Costs	\$ 45,411	\$ 57,530	\$ 37,406	\$ 13,459	\$ 52,555	\$ 53,000

CITY OF LAKEWOOD

GENERAL GOVERNMENT - 2600 COMMUNITY RELATIONS

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	249,584	243,525	258,557	258,557	238,446	238,490
Contract Services	70,800	2,800	2,000	2,000	3,500	3,500
Meetings Expense	326	13,123	4,500	4,500	3,300	3,300
Special Dept. Supplies	64,392	44,245	78,115	78,115	83,750	93,750
Other Operating	49,942	3,310	2,775	2,775	2,775	2,825
Interdepartmental	<u>32,590</u>	<u>29,784</u>	<u>10,500</u>	<u>10,500</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 467,634</u>	<u>\$ 336,787</u>	<u>\$ 356,447</u>	<u>\$ 356,447</u>	<u>\$ 331,771</u>	<u>\$ 341,865</u>

FUNDING SOURCES

1010 General Fund	\$ 467,634	\$ 336,787	\$ 356,447	\$ 356,447	\$ 331,771	\$ 341,865
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DIVISION 3000 - CITY CLERK

The purpose of this activity is to provide prompt, efficient and comprehensive service to the public, City Council, City Advisory Commissions and City Council Committees, and staff in the area of information flow, research and dissemination of official recorded data, and certification of the authority of that data. The City Clerk is the filing officer for Statements of Economic Interests and administers General Municipal Elections.

PROGRAMS AND FUNCTIONS

- To coordinate and produce the agenda for City Council meetings.
- To process ordinances and resolutions as required by law.
- To provide and be responsible for the necessary filing of forms in accordance with the Political Reform Act.
- To provide updates of the Lakewood Municipal Code amendments.
- To conduct General Municipal Elections.
- To provide voter registration forms and information.
- To provide certification and duplication of City records.
- To accept service pertaining to claims and litigation against the City for processing by Administrative Services.
- To prepare and issue appropriate public notices pertaining to City Council hearings and actions.
- To publicize public works projects, issue plans and specifications, receive bids and provide results.
- To monitor City contracts, agreements and franchises to ensure compliance is maintained with regard to insurance, bonds and agreement expiration.
- To respond to inquiries and requests pursuant to the California Public Records Act.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>
Municipal Election	\$ 5,000	\$ 248,000

Changed Conditions: - Increase in Contract Services due to General Municipal Election in March 2024

Proposed Activities:

- Administer state mandated conflict of interest laws, including the biennial review of the City's Conflict of Interest Code and annual filing of Statements of Economic Interests.
- Maintain bidder's information available through the City's website to provide contractors, as potential bidders, with access to Notices Inviting Bids, Planholders Lists, Addenda and Bid Results.
- Respond to requests for records pursuant to the California Public Records Act.

Productivity Initiatives: - Electronic storage of the Lakewood Municipal Code provides for immediate updates following code revisions.

Performance Measures: - Effective and timely response to information and records requests to comply with Calif. Public Records Act.

	<u>Actual</u> <u>2018-19</u>	<u>Actual</u> <u>2019-20</u>	<u>Actual</u> <u>2020-21</u>	<u>Projected</u> <u>2021-22</u>	<u>Estimated</u> <u>2022-23</u>	<u>Estimated</u> <u>2023-24</u>
Records Requests Processed	181	235	252	270	285	300

CITY OF LAKEWOOD

GENERAL GOVERNMENT - 3000 CITY CLERK

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	167,710	177,585	183,588	183,588	162,151	163,748
Contract Services	214,887	14,500	238,500	269,750	17,600	260,600
Meetings Expense	1,210	3,023	4,000	4,000	4,000	4,000
Special Dept. Supplies	2,470	2,535	3,364	3,364	4,400	4,400
Other Operating	1,823	5,105	7,200	7,200	5,900	5,900
Interdepartmental	1,692	2,541	500	500	-	-
TOTAL EXPENDITURES	\$ 389,792	\$ 205,289	\$ 437,152	\$ 468,402	\$ 194,051	\$ 438,648

FUNDING SOURCES

1010 General Fund	\$ 389,792	\$ 205,289	\$ 437,152	\$ 468,402	\$ 194,051	\$ 438,648
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DIVISION 3100 - RECORDS MANAGEMENT

The purpose of this activity is to maintain an effective records management system for the storage, preservation and efficient retrieval of official City records.

PROGRAMS AND FUNCTIONS

To maintain, preserve and effectively retrieve records, files and indexes of all legal documents, as required by law, and good records management practices.

To maintain the active and inactive vaults as an efficient resource by eliminating outdated or useless records, through use of optical storage and the establishment of effective retention schedules.

To provide assistance at departments' requests in determining value and appropriate retention of their records.

To coordinate the annual destruction of obsolete records in accordance with the California Government Code and other state and federal requirements.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>
Document Imaging System Support	\$ 9,400	\$ 9,400

Changed Conditions: - Change in Other Operating is due to increase in staff training cost and membership dues.

Proposed Activities:

- Use document imaging software and hardware for records retrieval and reference.
- Prepare newly-created and existing records for transfer to optical storage.
- Continue to convert permanent, low-reference records to optical storage to free storage space.
- Scan case files to free physical storage space.
- Provide training for Management Aide to become a Certified Municipal Clerk.

Productivity Initiative: - Transfer of records to optical storage to enhance file integrity and speed retrieval.

Performance Measures:

- Maximize available storage space by managing retention of records and shredding of additional documents approved for destruction.
- Purge obsolete and duplicate records to accommodate active files.
- Transfer permanent and frequently retrieved records to optical storage as approved.

	<u>Actual 2018-2019</u>	<u>Actual 2019-2020</u>	<u>Actual 2020-2021</u>	<u>Projected 2021-2022</u>	<u>Estimated 2022-2023</u>	<u>Estimated 2023-2024</u>
Types of Records Controlled by Retention Schedules	151	192	157	162	165	170
Volume of Records Available Through Document Imaging System	1,140,000	1,258,569	1,268,000	1,278,229	1,288,000	1,298,000

CITY OF LAKEWOOD

GENERAL GOVERNMENT - 3100 RECORDS MANAGEMENT

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	159,814	169,380	167,384	167,384	165,763	170,514
Contract Services	9,482	9,463	9,550	9,550	10,400	10,400
Meetings Expense	-	-	250	250	250	250
Special Dept. Supplies	1,814	2,138	1,746	1,746	3,100	3,100
Other Operating	<u>515</u>	<u>320</u>	<u>750</u>	<u>750</u>	<u>1,750</u>	<u>1,750</u>
TOTAL EXPENDITURES	<u>\$ 171,625</u>	<u>\$ 181,301</u>	<u>\$ 179,680</u>	<u>\$ 179,680</u>	<u>\$ 181,263</u>	<u>\$ 186,014</u>

FUNDING SOURCES

1010 General Fund	\$ 171,625	\$ 181,301	\$ 179,680	\$ 179,680	\$ 181,263	\$ 186,014
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DIVISION 3220/3240 - CITY LEGAL SERVICES

The purpose of this activity is to provide legal advice and guidance to the City Council, Advisory Commissions and City staff in a manner assuring a sound legal basis for contemplated policies and administrative decisions, through the City Attorney, City Prosecutor and outside legal services.

PROGRAMS AND FUNCTIONS

City Attorney:

- To render legal opinions and deliver legal services as requested by authorized City officials.
- To prepare all agreements and contracts to be executed by and on behalf of the City or to approve the same as to form.
- To approve all notices given by any City officer at any official City hearing or concerning any official City business.
- To frame all ordinances and resolutions by the legislative body.
- To attend all regular meetings of the City Council and attend meetings of the Planning and Environment Commission as needed and other Advisory Commissions when the business requires legal services or advice.
- To perform extraordinary services as required.

City Prosecutor:

- To render legal opinions and deliver legal services as it relates to City prosecution in the abatement of cases in violation of the Lakewood Municipal Code.
- To file charges and prosecute cases, which have not been abated as authorized by City officials.
- To provide legal advice on all abatement team related cases and determine the best course of action.

Outside Legal Services:

- To provide legal representation in those matters requiring specific expertise.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>
Contract Legal Services	\$ 215,000	\$ 221,000
Outside Legal Services	\$ 45,000	\$ 45,000

Changed Conditions: - Increase in Contract due to anticipated increase in legal fees.

Proposed Activity: - Anticipate no change in function from prior year.

CITY OF LAKEWOOD

GENERAL GOVERNMENT - 3220/3240 LEGAL SERVICES

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Contract Services	20,100	201,000	210,000	210,000	215,000	221,000
Special Dept. Supplies	<u>77,065</u>	<u>46,454</u>	<u>136,200</u>	<u>136,200</u>	<u>80,000</u>	<u>80,000</u>
TOTAL EXPENDITURES	<u>\$ 97,165</u>	<u>\$ 247,454</u>	<u>\$ 346,200</u>	<u>\$ 346,200</u>	<u>\$ 295,000</u>	<u>\$ 301,000</u>

FUNDING SOURCES

1010 General Fund	\$ 97,165	\$ 247,454	\$ 346,200	\$ 346,200	\$ 295,000	\$ 301,000
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DIVISION 3400 - HUMAN RESOURCES

The purpose of this activity is to operate and maintain a professional personnel and employee relations program in accordance with City Rules, Regulations and Procedures, and the Memorandum of Understanding between the City and employee association.

PROGRAMS AND FUNCTIONS

To maintain personnel records.

To administer the employees' benefit programs.

To provide qualified candidates to departments for appointment to positions, by efficient and consistent application of the merit system.

To maintain effective employee-management relations through timely communications and prompt resolution of personnel problems.

To meet and confer with employee association and maintain the Memorandum of Understanding.

To fairly and effectively administer the City's Personnel System, including the Personnel Rules, Regulations and Procedures and the Memorandum of Understanding.

To emphasize employee safety and accident prevention through the administration of an effective employee Injury and Illness Prevention Program.

To manage the Workers' Compensation Program with emphasis on early return to work.

To respond in a timely manner to new or changed employment, health and safety mandates promulgated by State and Federal agencies.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Advertising	\$ 1,500	\$ 1,500	Live Scan	\$ 6,500	\$ 6,500
Medical Exams	\$ 10,000	\$ 10,000	Training	\$ 37,000	\$ 25,000

Changed Conditions:

- Change in Contract Services due to normalization of legal services costs.
- Change in Other Operating due to new training program.

Proposed Activities:

- Continue to update and maintain the job classification plan.
- Continue to train supervisors on best management practices for employment and safety.
- Continue to update health and safety written programs and post on the City's Intranet.

Performance Measures:	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-24</u>
Safety and Risk Mgmt. Training Hours	2,565	2,160	1,850	1,600	2,600	2,600
Total Job Applications	3,063	2638	3,030	2,500	2,500	2,500
New Hires/Promotions:						
* Full-Time Employees	18	21	25	20	20	20
* Part-Time & Seasonal Employees	135	43	94	100	100	100
Total Employment Recruitments	32	34	29	45	35	35
NEOGOV online applicant tracking:						
* Total Job Posting Hits	34,351	30,577	17, 524	25,000	30,000	30,000
* Total Online Job Applications	3,031	2,616	3,019	1,500	2,500	2,500

CITY OF LAKEWOOD

GENERAL GOVERNMENT - 3400 HUMAN RESOURCES

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	408,255	427,200	437,328	437,328	395,510	395,960
Contract Services	85,122	62,328	123,900	123,900	60,650	61,150
Office Expense	1,294	758	1,000	1,000	1,500	1,500
Meetings Expense	208	182	2,000	2,000	2,000	2,000
Special Dept. Supplies	20,777	18,967	32,440	32,440	26,950	26,950
Other Operating	14,721	17,099	40,000	40,000	58,800	46,900
Interdepartmental	3,140	527	800	800	-	-
Capital Outlay	307	-	-	-	-	-
TOTAL EXPENDITURES	\$ 533,824	\$ 527,061	\$ 637,468	\$ 637,468	\$ 545,410	\$ 534,460

FUNDING SOURCES

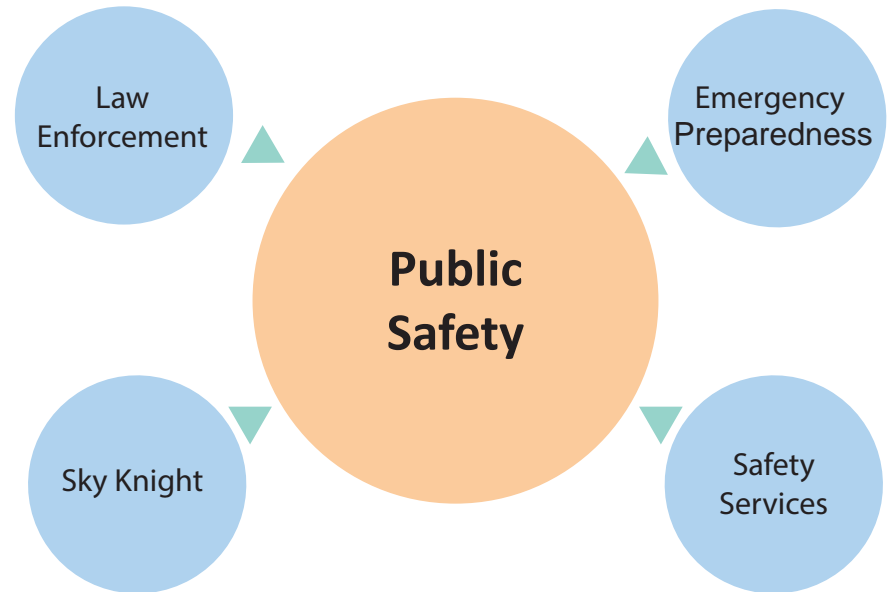
1010 General Fund	\$ 533,824	\$ 527,061	\$ 629,968	\$ 629,968	\$ 545,410	\$ 534,460
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Public Safety

The Public Safety Department coordinates and directs all Public Safety Services for the City of Lakewood including Law Enforcement, Sky Knight, Emergency Preparedness, and Community Safety Services.

The department oversees the administration of the City's contract with the Los Angeles County Sheriff's Department and the Lakewood Substation for law enforcement services in the City.

The Sky Knight Helicopter Program continues to provide aerial support and assistance for law enforcement personnel in the region. Lastly, the Public Safety Department runs several public outreach programs such as Lakewood's Neighborhood Watch Program, the Community Safety Center located in Lakewood Center Mall, and the Crossing Guard Program.



PUBLIC SAFETY

Position Summary

Budgeted Positions (FTEs)	FY 2021-22 Actual	FY 2022-23 Proposed	Change + or (-)	FY 2023-24 Proposed	Change + or (-)
Director of Public Safety	1.00	1.00	0.00	1.00	0.00
Public Safety Manager	1.00	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	1.00	0.00	1.00	0.00
Public Safety Supervisor	1.00	1.00		1.00	
Public Safety Program Coordinator	1.00	1.00	0.00	1.00	0.00
Community Safety Specialist	1.00	1.00	0.00	1.00	0.00
Helicopter Pilot II	1.00	1.00	0.00	1.00	0.00
Total	7.00	7.00	0.00	7.00	0.00
Part-Time Hours	25,000	24,000	(1,000)	25,000	1,000.00

Public Safety

Department Summary

Division Activity	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024
	Actual	Revised Budget	Projected Actual	Proposed Budget	Proposed Budget
3600 Law Enforcement	13,117,324	14,338,294	14,340,915	13,913,048	14,227,185
3650/7250 Emergency Preparedness	181,892	214,034	211,334	256,757	142,168
3700 Sky Knight	975,933	747,598	747,598	1,057,256	736,956
3800 Safety Services	54,668	376,346	376,346	404,480	420,250
Total Public Safety	\$14,147,926	\$15,676,272	\$15,676,193	\$15,631,541	\$15,526,559

DIVISION 3600 - LAW ENFORCEMENT

The purpose of this activity is to provide comprehensive public safety/law enforcement services to address the needs and concerns of the Lakewood community. The Public Safety Department oversees Lakewood's contract policing services with the Los Angeles County Sheriff's Department and city provided public safety services, including crime prevention education and outreach delivered through programs, community meetings, special events, and civilian Community Safety Officers.

PROGRAMS AND FUNCTIONS

To provide, under contract with Los Angeles County Sheriff's Department, general law enforcement and traffic enforcement, jail services, community relations, special crime suppression, homeless outreach, and the Criminal and Nuisance Abatement program.

To utilize city-employed civilian Community Service Officers to reduce response times on calls for service generated out of the Lakewood Sheriff's Station. CSOs respond to non-suspect related calls for service, traffic collisions, and conduct latent print and DNA investigations.

To provide a comprehensive community-based public education and outreach through crime prevention programs, community meetings, special events, and the Special Assignment Officer's Program.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Sheriff's Contract Policing Services	\$ 10,700,000	\$ 11,072,000	Sheriff's Liability Trust Fund	\$ 1,148,000	\$ 1,296,000
ALPR camera maintenance/replacement	\$ 52,000	\$ 52,000	New ALPR cameras	\$ 75,000	\$ 40,000

- Changed Conditions:**
- Increase in Contract Services provides for an average 2% increase of Deputy Sheriff Unit in FY23 and estimated increase of 3.5% FY24. Liability Trust Fund remains at 11% for FY23 and estimated to be 12% for FY24.
 - Increase in designated patrols by Community Safety Officers focusing on neighborhood nuisance activity pertaining to property crimes, parking violations, homelessness, illegal vending and scavenger activity.
 - Increase in opportunities for public engagement with law enforcement, fire, and public safety, through delivery of community meetings, new programs and expanded variety of public safety events.

- Proposed Activities:**
- Maximize efficient use of contract law enforcement to strategically address public safety concerns.
 - Develop new and strengthen existing crime prevention initiatives for the Lakewood Community.
 - Increase community education and engagement with law enforcement and public safety.

- Productivity Initiatives:**
- Encourage higher participation of community members in public safety programs and attendance of events.
 - Fund the Special Assignment Team Detective using state grants.
 - CSOs respond to increased number of calls for service and service requests generated by the community.

- Performance Measures:**
- Increase number of community crime prevention programs and events and encourage growth of community participation.
 - Average deputy sheriff response time to emergent and priority calls reduces due to CSOs taking non-suspect, and non-injury calls for service.

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Average LASD Response Time						
<i>Emergent</i>	3.3	3.0	2.7	3.8	3.8	3.8
<i>Priority</i>	9.6	10.2	7.8	10.2	10.5	10.5
<i>Routine</i>	44.0	35.7	33.4	40.7	40.5	40.5
CSO Response						
<i>Calls for Service</i>	N/A	700*	1100*	2,520	2,570	2,600
<i>Traffic Collisions</i>	N/A	300*	500*	1,175	1,200	1,225
<i>Latent Print/DNA</i>	N/A	500*	600*	780	790	795
<i>Service Requests</i>	N/A	200*	300*	280	300	320
Community Attendance						
<i>Community Meetings</i>	N/A	75*	120*	200*	250	275
<i>Crime Prevention Programs</i>	100	120*	120*	140*	160	170
<i>Community Events</i>	300	400*	100*	500*	700	800

*Asterisk indicate data impacted by Covid-19 pandemic

CITY OF LAKEWOOD

PUBLIC SAFETY - 3600 LAW ENFORCEMENT

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	785,684	1,058,758	1,278,283	1,278,283	1,398,438	1,465,235
Contract Services	11,467,822	11,839,137	12,713,511	12,713,511	12,272,000	12,617,100
Facilities Expense	5,444	11,676	12,000	12,000	12,000	12,000
Office Expense	299	472	8,177	8,177	7,950	6,700
Meetings Expense	4,120	3,676	8,700	8,700	15,000	18,850
Special Dept. Supplies	19,426	29,942	61,455	61,455	52,850	43,450
Other Operating	1,034	950	3,000	3,000	2,800	1,850
Interdepartmental	31,573	36,864	27,850	27,850	-	-
Capital Outlay	-	135,849	225,318	227,939	152,010	62,000
TOTAL EXPENDITURES	\$ 12,315,403	\$ 13,117,324	\$ 14,338,294	\$ 14,340,915	\$ 13,913,048	\$ 14,227,185

FUNDING SOURCES

1010 General Fund	\$ 12,001,368	\$ 12,828,106	\$ 13,997,856	\$ 14,000,477	\$ 13,658,038	\$ 14,027,185
1025 ARPA	\$ -	\$ -	\$ 64,375	\$ 64,375	\$ 55,010	\$ -
1336 STATE COPS	\$ 223,475	\$ 272,335	\$ 254,232	\$ 254,232	\$ 200,000	\$ 200,000
1371 JAG Grant	\$ 90,559	\$ 16,883	\$ 21,831	\$ 21,831	\$ -	\$ -

DIVISION 3650 - EMERGENCY MANAGEMENT

The purpose of this activity is to provide comprehensive emergency management and emergency preparedness services to address the needs of the Lakewood community. The Office of Emergency Management oversees Lakewood's emergency response and emergency preparedness activities and programs for organization staff and community members. Services and programs are delivered through a wide variety of trainings, educational campaigns and community and staff engagement.

PROGRAMS AND FUNCTIONS

To provide relevant and practical emergency response and emergency preparedness activities in line with national, state, and county guidance, in order to prepare Lakewood community members and Lakewood staff members to respond to natural and manmade disasters and emergencies.

To utilize public education campaigns and public engagement opportunities to ready Lakewood community members in identifying emergency situations, knowing how to properly and safely respond, and preparing themselves and their neighbors to work together during an emergency.

To maintain Lakewood's status as compliant with national, state, and county legislative initiatives in the field of emergency management.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
LHMP, EOP, Mass Communications	\$ 130,000	\$ 30,000	LASD Radios for RCV	\$ 15,000	-
Events and Programs	\$ 20,200	\$ 18,950	Training	\$ 11,800	\$ 12,000

Changed Conditions:	<ul style="list-style-type: none"> - Emergency Management Division 3650 created July 1, 2022. Emergency Management Division realigned within the Public Safety Department. - Funding for community programs increased to prepare for CERT program modifications, and funds for annual Public Safety and Emergency Preparedness Expo within the 3650 division - <i>moved from 3600 division</i>. - Funding for training for Office of Emergency Management staff to attend professional development and legislative initiative training sessions to maintain compliance under related laws. - One time funding for RCV radio upgrades in order for Lakewood to maintain radio communications with Lakewood Sheriff's Station when LASD transitions to LA-RICS in 2023. - Contractual services funding to be used for Local Hazard Mitigation Plan and Emergency Operations Plan five year update, as required by the State and County and implement mass notification system.
Proposed Activities:	<ul style="list-style-type: none"> - Maintain Lakewood's compliance with legislation pertaining to emergency response. - Educate and train Lakewood community and staff on current emergency response practices. - Upgrade existing aged technologies in order to better position Lakewood's emergency response readiness.
Productivity Initiatives:	<ul style="list-style-type: none"> - Provide regular opportunities for Lakewood residents and staff to engage in response readiness. - Upgrade the LASD radios inside the RCV, evaluate current level of satellite technology services. - Complete the required five year updates for the Local Hazard Mitigation Plan and Emergency Operations Plan.
Performance Measures:	<ul style="list-style-type: none"> - Encourage growth of community participation in emergency preparedness programs and events. - Provide regular emergency management trainings for Lakewood employees.

	<u>Actual 2018-2019</u>	<u>Actual 2019-2020</u>	<u>Actual 2020-2021</u>	<u>Projected 2021-2022</u>	<u>Estimated 2022-2023</u>	<u>Estimated 2023-2024</u>
CERT Graduates	N/A	N/A	N/A	N/A	60	60
Survive for 7 Attendance	N/A	N/A	N/A	N/A	90	90
HAM Radio Class						
Residents	N/A	N/A ⁶⁶	N/A	N/A	30	30
City Staff	N/A	N/A	N/A	N/A	0	5
Staff Trainings/Exercises	N/A	N/A	N/A	N/A	5	5

CITY OF LAKEWOOD

PUBLIC SAFETY- 3650/7250 EMERGENCY MANAGEMENT

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	128,264	139,742	145,057	145,057	58,157	58,318
Contract Services	7,847	7,847	7,847	7,847	137,900	37,900
Facilities Expense	8,659	8,765	8,483	8,483	9,750	11,050
Office Expense	-	-	-	-	1,000	1,000
Meetings Expense	-	-	-	-	500	500
Special Dept. Supplies	6,695	8,858	23,512	20,812	22,350	21,100
Other Operating	1,260	1,465	3,135	3,135	12,100	12,300
Interdepartmental	6,673	5,674	11,000	11,000	-	-
Capital Outlay	-	9,541	15,000	15,000	15,000	-
TOTAL EXPENDITURES	\$ 159,398	\$ 181,892	\$ 214,034	\$ 211,334	\$ 256,757	\$ 142,168

FUNDING SOURCES

1010 General Fund	\$ 159,398	\$ 181,892	\$ 189,034	\$ 186,334	\$ 256,757	\$ 142,168
1025 ARPA	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -

DIVISION 3700 - SKY KNIGHT

The purpose of this activity is to provide airborne law enforcement to the cities of Cerritos and Lakewood.

PROGRAMS AND FUNCTIONS

To provide helicopter patrol service to Lakewood and Cerritos, with the costs shared by the two participating cities.

To provide airborne law enforcement observation, direction and backup to ground units in handling all types of calls for service.

To patrol remote areas such as open space recreational areas, flood control channels, vacant areas and rooftops.

To provide airborne law enforcement mutual aid support to Los Angeles County Sheriff's Aero Bureau and surrounding policing agencies.

BUDGET SUMMARY

Significant Detail:

	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Helicopter Maintenance Contract	\$ 629,000	\$ 295,500	Deputy Observer Contract	\$ 181,650	\$ 196,300
Helicopter Insurance	\$ 40,000	\$ 40,000	Pilot Safety Training	\$ 11,600	\$ 11,600

Changed Conditions:

- Increase for Helicopter Maintenance due to one of the helicopters undergoing required 2,200 hour overhaul.
- Increase in Contract Services provides for an average 2% increase of Deputy Sheriff Unit in FY23 and estimated increase of 3.5% FY24. Liability Trust Fund remains at 11% for FY23 and estimated to be 12% for FY24.
- Increase in Training as result of using new training provider and new training program through Robison Helicopters.

Proposed Activities:

- Continue mutual aid response program between Sky Knight and Los Angeles County Sheriff's Aero Bureau.
- Train relief deputy observers assigned to Sky Knight.
- Collaboration with neighboring cities to join Sky Knight program.
Sky Knight helicopter with Chief Pilot and Deputy Observer to participate in community events such as
- National Night Out, Public Safety & Emergency Preparedness Expo and Festival of Flight at Long Beach Airport.

Productivity Initiatives:

- Share cost of deputy observers with Los Angeles County Sheriff's Department.
- Adjust Sky Knight schedule as necessary to address the high-call service hours.
- Work with maintenance contractor to ensure continued quality aircraft maintenance.

Performance Measures:

- Respond to an estimated 4,000 calls for service this program year.
Maintain Sky Knight emergency response time average under 2.5 minutes from dispatch to crime scene.
- Provide a minimum of 1,000 flight hours of law enforcement to the two-city region.

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Calls for Service	3,850	3,800	3,830	3,900	4,000	4,000
Flight Time in Hours	1,040	1,020	1,021	956	1,020	1,020
Percent Share by City						
Cerritos	42	68 42	42	42	42	42
Lakewood	58	58	58	58	58	58

CITY OF LAKEWOOD

PUBLIC SAFETY- 3700 SKY KNIGHT

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	183,809	185,295	207,314	207,314	186,156	186,506
Contract Services	396,618	711,475	438,050	438,050	810,650	491,800
Special Dept. Supplies	52,293	51,684	56,074	56,074	8,800	7,000
Other Operating	16,176	27,479	46,160	46,160	51,650	51,650
TOTAL EXPENDITURES	<u>\$ 648,895</u>	<u>\$ 975,933</u>	<u>\$ 747,598</u>	<u>\$ 747,598</u>	<u>\$ 1,057,256</u>	<u>\$ 736,956</u>

FUNDING SOURCES

1010 General Fund	\$ 648,895	\$ 975,933	\$ 747,598	\$ 747,598	\$ 1,057,256	\$ 736,956
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DIVISION 3800 - SAFETY SERVICES

The purpose of this activity is to provide safe passage for unaccompanied elementary-aged school children. Crossing guards provide unaccompanied elementary-aged school children with education on pedestrian safety in addition to being escorted through intersections. Secondly, education and outreach to elementary-aged school children is provided annually through the Public Safety Department's school safety program. Public Safety program staff provide age-appropriate curriculum on safety topics including awareness of strangers, pedestrian safety, fire safety and emergency preparedness, internet safety and education on making healthy choices to prevent adolescent use of vaping, drugs and alcohol.

PROGRAMS AND FUNCTIONS

To deliver high quality crossing guard services to unaccompanied elementary-aged students traveling to and from school in the mornings and afternoons during the school year.

To train city employed crossing guards to provide outstanding customer service and high quality education on pedestrian safety to all whom utilize their service.

To provide a meaningful and comprehensive safety program to elementary students within local elementary schools that address today's challenges faced by youth.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Contract Crossing Guard Service	\$ 210,000	\$ 223,000	School Safety Programs	\$ 8,000	\$ 8,500

Changed Conditions:

- Update School Safety Program curriculum to provide relevant learning topics using contemporary materials and learning tools.
- Contract crossing guard services provided at ten sites within Bellflower and ABC unified school districts.

Proposed Activities:

- Continue to provide high quality crossing guard services for elementary students city wide.
- Provide regular training for crossing guards to ensure staff deliver high quality service.
- Deliver relevant and meaningful safety education to elementary aged students enrolled in elementary schools within Lakewood.

Productivity Initiatives:

- Hold annual back to school training and bi-weekly trainings for city employed crossing guards.
- Provide high quality safety education to elementary aged students for each school district within the city.

Performance Measures:

- Perform regular evaluations of crossing guards and provide corrective actions as necessary to ensure highest level of attention to safety is maintained.
- Provide high quality safety education to students in grades TK-6th for the fifteen elementary schools within Lakewood.

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Elementary Students Crossed	1,342	816*	N/A*	900*	1,200	1,100
Crossing Guard Trainings	4	1*	0*	1*	12	12
Elementary Schools Visited	14	3*	0*	0*	16	16
Students Reached	7,166	1800*	0*	0*	7,000	6,900

*Asterisk indicates impact from Covid-19 pandemic

CITY OF LAKEWOOD

PUBLIC SAFETY - 3800 SAFETY SERVICES

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	170,820	50,168	242,746	242,746	181,730	183,800
Contract Services	15	-	120,000	120,000	210,000	223,000
Meetings Expense	-	-	4,000	4,000	3,750	3,950
Special Dept. Supplies	478	992	9,000	9,000	9,000	9,500
Interdepartmental	<u>1,162</u>	<u>3,508</u>	<u>600</u>	<u>600</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 172,476</u>	<u>\$ 54,668</u>	<u>\$ 376,346</u>	<u>\$ 376,346</u>	<u>\$ 404,480</u>	<u>\$ 420,250</u>

FUNDING SOURCES

1010 General Fund	\$ 172,476	\$ 54,668	\$ 376,346	\$ 376,346	\$ 404,480	\$ 420,250
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Community Development

The Community Development Department is responsible for the administration, implementation and enforcement of the City's land use and development policies.

The Department administers the City's General Plan and the City's zoning, building, subdivision, and environmental regulations to ensure the orderly physical growth of the community.

Community Development consists of: Planning (advanced and current planning activities), Building and Safety (plan check, permit issuance, and inspection), Neighborhood Preservation (Code Enforcement, Fair Housing, Residential rehabilitation Programs), and Geographic Information System (assists all departments with graphical and informational products). The department also oversees the use of transportation funds and the Community Development Block Grant program.



Community Development

Position Summary

Budgeted Positions (FTEs)	FY 2021-22 Actual	FY 2022-23 Proposed	Change + or (-)	FY 2023-24 Proposed	Change + or (-)
Director of Community Development	1.00	1.00	0.00	1.00	0.00
Assistant Director of Community Development	1.00	1.00	0.00	1.00	0.00
Senior Planner	1.00	1.00	0.00	1.00	0.00
Assistant Planner	1.00	1.00	0.00	1.00	0.00
Administrative Clerk	1.00	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	1.00	0.00	1.00	0.00
Building Clerk	1.00	1.00	0.00	1.00	0.00
Community Conservation Representative	3.00	3.00	0.00	3.00	0.00
Community Development Coordinator	1.00	1.00	0.00	1.00	0.00
Community Development Technician	1.00	1.00	0.00	1.00	0.00
Housing Specialist	1.00	1.00	0.00	1.00	0.00
Neighborhood Preservation Manager	1.00	1.00	0.00	1.00	0.00
TOTAL	14.00	14.00	0.00	14.00	0.00
Part-Time Hours	300.00	300.00	-	300.00	-

Community Development

Department Summary

Division Activity	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024
	Actual	Revised Budget	Projected Actual	Proposed Budget	Proposed Budget
4000 Planning Administration	967,046	1,027,845	1,172,370	2,225,085	1,200,157
4100 Building and Safety	1,437,784	1,579,471	1,579,471	1,696,825	1,608,072
4200 Geographic Information System	142,288	35,650	35,650	35,650	35,650
4300 General Transportation	1,160,373	2,233,808	2,233,808	1,266,874	1,281,862
4600 Housing Programs	499,398	501,851	501,851	465,639	466,025
4700 Code Enforcement	388,807	415,973	424,973	548,646	483,180
Total Community Development	\$4,595,696	\$5,794,598	\$5,948,123	\$6,238,719	\$5,074,946

DIVISION 4000 - PLANNING

The purpose of this activity is to plan, coordinate, and monitor growth and development of the city through preparation and implementation of the General Plan, Specific Plans, zoning and subdivision ordinances, the California Environmental Quality Act of 1970 and other state and federal planning-related laws, and to administer the Community Development Block Grant Program.

PROGRAMS AND FUNCTIONS

- To review all proposed development for compliance with applicable ordinances and regulations of the City.
- To provide information, enforce requirements and monitor the mitigation measures as required by the California Environmental Quality Act of 1970.
- To serve as the professional staff to the Planning & Environment Commission and the Development Review Board (DRB) and for Staff Design Review (SDR).
- To conduct special studies on areas dealing with the urban, physical and social environment.
- To inform the public on the procedures and regulations for all development, and serve as the center for coordinated development permit processes.
- To prepare, review and recommend revisions to the General Plan, and enforce the General Plan goals and policies.
- To prepare the environmental documents required by the Housing and Community Development Act.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Contract Services	\$ 60,000	\$ 60,000	DRB Architectural Services	\$ 5,000	\$ 5,000

- Changed Conditions:**
- Contract Services continues at \$60,000 to include consultant services to prepare the State-mandated General Plan Environmental Justice Element.
 - Development Review Board case load decreased due to certain municipal code amendments and state-mandates prohibiting discretionary reviews.
- Proposed Activities:**
- Promote efforts to revitalize the city's commercially-zoned properties and preserve its economic base. Anticipate new commercial development in the city. Completion of various infill housing projects.
 - Continue to participate in subregional local government groups, including the Gateway Cities Council of Governments (COG) Economic Development Committee and the Planning Directors' Committee.
 - Prepare an Environmental Justice Element and update the Safety Element of the General Plan.
 - Work with Public Works to install a new Community Development / Public Works customer service counter using SB-2 funds.
- Productivity Initiatives:**
- Continue to conduct electronic planning reviews and maintain planning forms and applications on the City website.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Site Plan Approvals	1,367	1,420	1227	819	1,150	1,100
Development Review Board Cases	216	110	69	33	35	35
Conditional Use Permit Cases	28	14	11	13	14	13

CITY OF LAKEWOOD

COMMUNITY DEVELOPMENT - 4000 PLANNING ADMINISTRATION

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	789,939	832,030	859,111	859,111	1,072,585	1,104,407
Contract Services	23,661	107,115	139,180	283,705	1,127,350	70,600
Office Expense	2,222	3,145	4,200	4,200	5,200	5,200
Meetings Expense	711	-	400	400	3,100	3,100
Special Dept. Supplies	9,177	7,780	8,904	8,904	9,700	9,700
Other Operating	4,188	3,942	6,850	6,850	7,150	7,150
Interdepartmental	13,144	13,034	9,200	9,200	-	-
TOTAL EXPENDITURES	\$ 843,042	\$ 967,046	\$ 1,027,845	\$ 1,172,370	\$ 2,225,085	\$ 1,200,157

FUNDING SOURCES

1010 General Fund	\$ 746,775	\$ 775,489	\$ 678,076	\$ 822,601	\$ 1,044,262	\$ 1,076,075
1025 ARPA	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -
1030 CDBG Current Year	\$ 96,267	\$ 101,012	\$ 140,315	\$ 140,315	\$ 124,073	\$ 124,082
1500 STATE - LEAP GRANT	\$ -	\$ 90,545	\$ 209,454	\$ 209,454	\$ 56,750	\$ -

DIVISION 4100 - BUILDING REGULATION

The purpose of this activity is to protect the public health and safety through implementation of the regulations of the building code, plumbing code, electrical code, mechanical code and all other related codes of the City.

PROGRAMS AND FUNCTIONS

To provide plan check services by utilizing plan checkers through a contract with Los Angeles County Department of Public Works Building & Safety (DPWBS) with a plan checker located in City Hall.

To provide building inspections by utilizing building inspectors through a contract with Los Angeles County DPWBS.

To enforce the building laws of the City via contract employees under a service agreement.

To provide for building inspection of inadequately maintained or substandard structures, which are a detriment to the health, safety and general welfare of the public or occupants thereof under the provisions of the building code.

To provide for pollution control inspection, inspections of ground disposal wastewater, checking of special plans, map updating and special engineering services beyond the resources of the City staff.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>
LA County DPWBS	\$ 1,034,854	\$ 1,060,542

Changed Conditions:

- Change in Contract Services due to anticipated increase in Los Angeles County DPWBS Building and Safety contract service fees. Anticipated impacts to service demand due to COVID-19 pandemic.

Proposed Activities:

- Anticipated development activities: continued improvements at Lakewood Center, construction and various in-fill housing development projects.

Productivity Initiatives:

- Continue to scan building records for retrieval by computer and provide public access through a public computer at the building and safety counter. Increase online capabilities for improved customer service.
- Continue use of the Los Angeles County Data and Permit Tracking System (DAPTS) building and safety permit system, to improve tracking of plan check status, and to increase the number of digital plan checks processed.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Building & Safety Permits Issued	3,765	3,396	3,853	3,810	3,920	4,000
Number of Inspections	5,276	5,305	5,435	5,690	5,800	5,900
Completed Plan Checks	856	784	855	955	980	1,000
Revenue Generated:						
Plan Check	\$ 457,310	\$ 420,197	\$ 495,411	\$ 465,700	\$ 480,000	\$ 495,000
Building Permits	\$ 1,238,707	\$ 1,151,664	\$ 131,794	\$ 1,163,000	\$ 1,198,000	\$ 1,234,000

CITY OF LAKEWOOD

COMMUNITY DEVELOPMENT - 4100 BUILDING AND SAFETY

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	476,051	519,130	606,425	606,425	537,521	543,080
Contract Services	856,725	914,509	966,000	966,000	1,153,954	1,059,642
Special Dept. Supplies	3,872	3,788	4,446	4,446	4,450	4,450
Other Operating	799	-	900	900	900	900
Interdepartmental	<u>1,193</u>	<u>358</u>	<u>1,700</u>	<u>1,700</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 1,338,640</u>	<u>\$ 1,437,784</u>	<u>\$ 1,579,471</u>	<u>\$ 1,579,471</u>	<u>\$ 1,696,825</u>	<u>\$ 1,608,072</u>

FUNDING SOURCES

1010 General Fund	\$ 1,338,640	\$ 1,437,784	\$ 1,579,471	\$ 1,579,471	\$ 1,696,825	\$ 1,608,072
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DIVISION 4200 - GEOGRAPHIC INFORMATION SYSTEM

The purpose of this activity is to plan and supervise the implementation of the Geographic Information System (GIS) projects. GIS is a computer-based tool for mapping and analyzing information. GIS technology integrates common database information with the unique visualization and geographic analysis benefits offered by maps.

PROGRAMS AND FUNCTIONS

- To provide GIS products and services, and to coordinate GIS needs for all City departments.
- To set priorities for data acquisition and development.
- To provide GIS technical support and to inform, advise and assist the departments in the training of staff.
- To assure that GIS data is organized in an efficient manner to optimize its use and the effectiveness of the GIS system.
- To coordinate and provide City contract service providers with GIS products and services.
- To keep City GIS technologies current with industry standards and to plan for future GIS technological developments and implementations.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Software Maintenance	\$ 16,500	\$ 16,500	Aerial Photography	\$ 10,000	\$ 10,000
Equipment Maintenance	\$ 2,700	\$ 2,700	Printing Supplies	\$ 3,000	\$ 3,000

- Changed Conditions:**
- Increased utilization of mobile and online GIS applications has decreased the number of printed maps produced annually.
 - Annual software maintenance agreements are anticipated to increase over the next two years.

- Proposed Activities:**
- Prepare data, maps and graphics using the GIS system.
 - Assist other departments with creation, printing or publishing of GIS data, maps and graphics.
 - Continue to provide technical support and training for GIS data, maps and graphics.
 - Continue to develop, manage and maintain the City's GIS database.
 - Provide graphic art support for other City departments.
 - Continue to work with the Los Angeles Regional Imagery Acquisition Consortium (LARIAC) to reduce GIS costs.

- Productivity Initiatives:**
- Continue to convert antiquated paper map information into GIS databases.
 - Provide GIS software training and support to key personnel in all City departments.
 - Increase the number of online GIS applications available to all City staff.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
GIS Goods and Services Provided	3,602	2,068	1,632	1,500	1,400	1,400

CITY OF LAKEWOOD

COMMUNITY DEVELOPMENT - 4250 GEOGRAPHIC INFORMATION SYSTEM

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	52,322	88,586	-	-	-	-
Contract Services	26,517	49,820	26,500	26,500	26,500	26,500
Office Expense	2,099	3,555	2,700	2,700	2,700	2,700
Meetings Expense	1,293	-	2,300	2,300	2,300	2,300
Special Dept. Supplies	995	327	4,000	4,000	4,000	4,000
Other Operating	-	-	150	150	150	150
TOTAL EXPENDITURES	\$ 83,226	\$ 142,288	\$ 35,650	\$ 35,650	\$ 35,650	\$ 35,650

FUNDING SOURCES

1010 General Fund	\$ -	\$ 69,000	\$ 35,650	\$ 35,650	\$ 35,650	\$ 35,650
6020 GIS	\$ 83,226	\$ 73,288	\$ -	\$ -	\$ -	\$ -

DIVISION 4300 - GENERAL TRANSPORTATION

The purpose of this activity is to plan and supervise the implementation of transportation improvement projects.

PROGRAMS AND FUNCTIONS

To provide plans for the implementation of transportation facility/service improvements.

To ensure continued ready access to community centers, social service offices, medical care, shopping areas, recreational facilities and other essential destinations.

To provide a means of improving the infrastructure necessary to support transit services.

To perform ongoing research into the transportation needs of all residents and integrate this into future transportation planning.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Long Beach Transit	\$ 225,000	\$ 255,000	91-605 Freeway Study	\$ 10,000	\$ 10,000
Prop A Exchange	\$ 1,000,000	\$ 1,000,000			

Changed Conditions:

- Increases in the per rider cost for Fixed Route and Dial-A-Lift services.
- Change in Contract Services includes Prop A fund exchange with other municipalities.

Proposed Activities:

- Continue planning for improved transit facilities.
- Provide for operating subsidies to Long Beach Transit for fixed route and Dial-A-Lift.
- Continue to work with the Gateway Council of Governments and pursue grants with Metro and SCAQMD to fund projects that will improve transportation and reduce air emissions.
- Continue to implement the Congestion Management Program while Metro develops an alternative program.

Productivity Initiatives:

- Use computer and appropriate software for tracking all new development.
- Continue to work with a consortium of cities on common projects of regional nature.
- Continue to develop new GIS data, maps, and functionality that support transportation efforts.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Fixed Route Ridership	1,179,906	930,111	718,187	771,168	824,149	881,839
Fixed Route Subsidy	\$ 122,597	\$ 132,104	\$ 119,917	\$ 133,577	\$ 142,578	\$ 152,558
Dial-A-Lift Ridership	2,522	1,921	499	1,274	2,000	2,500
Dial-A-Lift Subsidy	\$ 92,557	\$ 74,727	\$ 19,411	\$ 52,043	\$ 81,700	\$ 102,125

CITY OF LAKEWOOD

COMMUNITY DEVELOPMENT - 4300 GENERAL TRANSPORTATION

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	6,674	5,603	18,857	18,857	15,074	15,062
Contract Services	1,216,831	1,149,328	2,195,620	2,195,620	1,250,000	1,265,000
Meetings Expense	-	-	250	250	250	250
Special Dept. Supplies	91	-	802	802	800	800
Other Operating	-	-	750	750	750	750
Interdepartmental	<u>31,544</u>	<u>5,442</u>	<u>17,529</u>	<u>17,529</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 1,255,139</u>	<u>\$ 1,160,373</u>	<u>\$ 2,233,808</u>	<u>\$ 2,233,808</u>	<u>\$ 1,266,874</u>	<u>\$ 1,281,862</u>

FUNDING SOURCES

3000 AQMD Fund	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
3060 Transit - Prop A Fund	\$ 1,243,224	\$ 1,147,391	\$ 2,212,520	\$ 2,212,520	\$ 1,248,287	\$ 1,263,281
3070 Transit - Prop C Fund	\$ 1,914	\$ 2,982	\$ 11,288	\$ 11,288	\$ 8,587	\$ 8,581

DIVISION 4600 - HOUSING PROGRAMS

The purpose of this activity is to utilize Community Development Block Grant (CDBG) and repayment of the Lakewood Successor Agency loans to provide funding for projects, rehabilitation programs, and services that assist Lakewood's low to moderate-income residents. Fair housing activities, including education and outreach, are provided to Lakewood landlords and tenants.

PROGRAMS AND FUNCTIONS

To administer CDBG programs as outlined in Lakewood's Five-Year Consolidated Plan.

To distribute grants and loans to qualifying residents for home improvements.

To administer CDBG funds for housing rehabilitation and create programs to meet housing assistance goals.

To educate and assist residents with fair housing issues.

To make residents aware of available rental assistance programs, through Section 8 operated by the Housing Authority of the County of Los Angeles.

BUDGET SUMMARY

Changed Conditions:

- Received CDBG-CV funds as part of the Coronavirus, Relief, and Economic Securities Act (CARES Act).

Proposed Activities:

- Implement emergency programs to assist residents by utilizing the CDBG-CV funds to prevent, prepare for, and to respond to the coronavirus.
- Sell existing Successor Agency vacant lots for the development of affordable housing.
- Continue to encourage property rehabilitation and maintenance by offering grants and deferred loans.
- Continue to contract with a consultant to assist residents with fair housing needs.
- Continue to market housing programs to ensure citizen participation.

Productivity Initiatives:

- The duration and severity of the coronavirus could affect future CDBG funding allocations.
- Continue to explore new market strategies to generate more interest in housing programs.
- Monitor CDBG Single-Family Rehabilitation Loan Paybacks to anticipate budget projections.

Performance Measures:

- Fund ten Single-Family Residential Rehabilitation loans.
- Fund six Fix-Up/Paint-Up Program grants.

	<u>Actual 2018-2019</u>	<u>Actual 2019-2020</u>	<u>Actual 2020-2021</u>	<u>Projected 2021-2022</u>	<u>Estimated 2022-2023</u>	<u>Estimated 2023-2024</u>
Number of Loans Funded	9	6	10	10	10	10
Number of Grants	6	5	6	6	6	6
Amount Loaned	\$ 162,000	\$ 108,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000
Amount Repaid						
CDBG	\$ 15,000	\$ 52,633	\$ 59,733	\$ 30,000	\$ 35,000	\$ 40,000
LHSA	\$ 148,595	\$ 111,045	\$ 163,890	\$ 150,000	\$ 130,000	\$ 150,000

CITY OF LAKEWOOD

COMMUNITY DEVELOPMENT - 4600 HOUSING PROGRAMS

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	243,114	247,198	246,437	246,437	213,039	213,425
Contract Services	149,495	225,563	221,795	221,795	218,700	218,700
Office Expense	35	-	300	300	300	300
Meetings Expense	-	-	300	300	300	300
Special Dept. Supplies	19,426	26,468	29,839	29,839	30,150	30,150
Other Operating	1,418	169	3,180	3,180	3,150	3,150
TOTAL EXPENDITURES	\$ 413,487	\$ 499,398	\$ 501,851	\$ 501,851	\$ 465,639	\$ 466,025

FUNDING SOURCES

1010 General Fund	\$ 219,927	\$ 216,710	\$ 209,443	\$ 209,443	\$ 181,051	\$ 181,364
1030 CDBG-Fair Housing	\$ 38,395	\$ 38,645	\$ 38,695	\$ 38,695	\$ 38,700	\$ 38,700
3025 SB2 Housing	\$ -	\$ 6,918	\$ 3,100	\$ 3,100	\$ -	\$ -
3901 Housing Admin	\$ 127,350	\$ 207,102	\$ 209,800	\$ 209,800	\$ 209,800	\$ 209,800
8010 CDBG Program Inc.	\$ 27,815	\$ 30,023	\$ 40,813	\$ 40,813	\$ 36,088	\$ 36,161

DIVISION 4700 - CODE ENFORCEMENT

The purpose of this activity is to enhance the quality of life for residents of Lakewood by ensuring compliance with all adopted City codes that govern the proper use and maintenance of private properties.

PROGRAMS AND FUNCTIONS

To protect the health and safety of residents and the general public.

To respond to service requests concerning residential and commercial property violations.

To educate citizens on codes related to the state, county, city, and local ordinances.

To coordinate compliance efforts with outside agencies, such as the County of Los Angeles: Fire Department, Sheriff Department, and Vector Control.

To adhere to the policies and goals of the Community Development Department and the General Plan by helping to sustain safe, healthy living conditions for residents and businesses.

BUDGET SUMMARY

Changed Conditions:

- Established a lien process for administrative citations.

Proposed Activities:

- Implement proactive enforcement of commercial properties to identify and address property maintenance issues such as landscaping, feather flag signs, trash, and lighting.
- Continue to review and implement code enforcement best practices.
- Continue the use of office conferences and administrative citations to gain compliance with simple cases.
- Utilize the hearing process, criminal citations, and prosecution to gain compliance for more complex cases.
- Continue to maintain a capable Nuisance Abatement Team to deal with extreme cases that affect the health and safety of Lakewood residents.

Productivity Initiative:

- Fund the abatement process for two substandard properties per year.
- Explore the receivership process of properties that pose a health and safety issues.

Performance Measures:

	<u>Actual 2018-2019</u>	<u>Actual 2019-2020</u>	<u>Actual 2020-2021</u>	<u>Projected 2021-2022</u>	<u>Estimated 2022-2023</u>	<u>Estimated 2023-2024</u>
Service Requests Received	1,076	1,074	979	775	800	850
Service Requests Cleared	928	948	817	550	600	650

CITY OF LAKEWOOD

COMMUNITY DEVELOPMENT - 4700 CODE ENFORCEMENT

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	372,214	382,399	401,881	401,881	357,046	357,080
Contract Services	200	883	8,878	17,878	20,000	20,000
Meetings Expense	-	-	200	200	200	200
Special Dept. Supplies	3,180	3,567	3,598	3,598	169,000	103,500
Other Operating	<u>1,212</u>	<u>1,958</u>	<u>1,416</u>	<u>1,416</u>	<u>2,400</u>	<u>2,400</u>
TOTAL EXPENDITURES	<u>\$ 376,806</u>	<u>\$ 388,807</u>	<u>\$ 415,973</u>	<u>\$ 424,973</u>	<u>\$ 548,646</u>	<u>\$ 483,180</u>

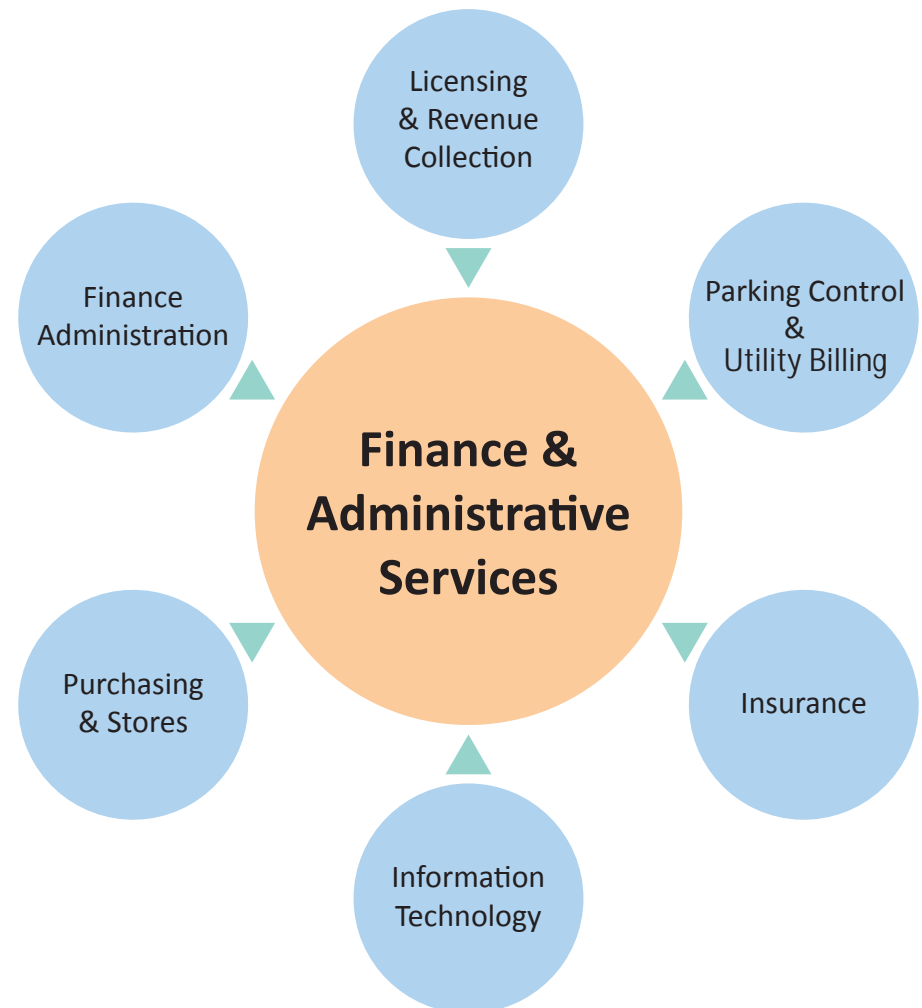
FUNDING SOURCES

1010 General Fund	\$ 347,152	\$ 357,515	\$ 378,188	\$ 378,188	\$ 505,902	\$ 440,434
1030 CDBG - Current Year	\$ 29,654	\$ 31,292	\$ 37,785	\$ 46,785	\$ 42,744	\$ 42,746

Finance and Administrative Services

The Finance and Administrative Services Department coordinates the day-to-day financial transactions of the City and is responsible for all accounting, cashiering, financial planning and reporting, investment, purchasing, warehousing, risk management, and information technology activities of the City.

The department administers the City's utility (water & trash) billing, parking control, and business license operations. The department also manages various internal operations such as budgeting and overhead recovery, purchasing, warehousing, and processes all daily incoming and outgoing mail.



Finance and Administrative Services

Position Summary

Budgeted Positions (FTEs)	FY 2021-22 Actual	FY 2022-23 Proposed	Change + or (-)	FY 2023-24 Proposed	Change + or (-)
Director of Finance and Admin Services	1.00	1.00	0.00	1.00	0.00
Asst. Director of Finance and Admin Services	1.00	1.00	0.00	1.00	0.00
IT Services Manager	1.00	1.00	0.00	1.00	0.00
Senior Accountant	1.00	1.00	0.00	1.00	0.00
Administrative Services Manager	1.00	1.00	0.00	1.00	0.00
Utility Billing Supervisor	1.00	1.00	0.00	1.00	0.00
Accountant	2.00	2.00	0.00	2.00	0.00
Accounting Technician	4.00	4.00	0.00	4.00	0.00
Senior Account Clerk	2.00	2.00	0.00	2.00	0.00
Administrative Secretary	1.00	1.00	0.00	1.00	0.00
Public Utility Customer Service	2.00	2.00	0.00	2.00	0.00
Purchasing Officer	1.00	1.00	0.00	1.00	0.00
Purchasing Clerk	1.00	1.00	0.00	1.00	0.00
Parking Control Supervisor	1.00	1.00	0.00	1.00	0.00
Parking Control Officer	3.00	3.00	0.00	3.00	0.00
TOTAL	23.00	23.00	0.00	23.00	0.00

Part-Time Hours	11,000	12,000		12,000	-
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Finance and Administrative Services

Department Summary

Division Activity	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024
	Actual	Revised Budget	Projected Actual	Proposed Budget	Proposed Budget
2000 Information Technology	899,170	1,198,362	1,198,362	1,170,682	1,041,968
5000 Administration	1,633,050	2,454,552	2,461,875	2,028,228	2,076,769
5100 Business Licensing	93,869	168,458	168,458	105,588	105,944
5200 Insurance	2,422,356	2,743,501	2,743,501	2,871,250	3,028,450
5300 Parking Control	690,298	851,806	851,806	700,493	708,194
5400 Purchasing	328,767	356,750	356,750	303,796	307,648
Total Finance and Admin Services	\$6,067,510	\$7,773,429	\$7,780,752	\$7,180,037	\$7,268,973

DIVISION 2000 - INFORMATION TECHNOLOGY

The purpose of this activity is to account for the equipment, development and operating costs of information technology, which includes network applications, office automation systems, Internet, email and Enterprise Resource Planning applications for all departments.

PROGRAMS AND FUNCTIONS

To support all departments in the use of information technology.

To assure appropriate levels of network and desktop security and anti-malware protection are established and maintained.

To maintain and update the management of information technologies for all City departments.

To obtain and/or develop, implement and maintain additional applications to meet the information needs of all departments.

To provide scheduled maintenance and updates for all workstations, servers and networking equipment.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Maintenance Agreement	\$ 314,950	\$ 251,450	Equipment	\$ 43,000	\$ 29,000
Training	\$ 17,100	\$ 17,300			

Changed Conditions:

- Increase in equipment budget is due to a planned ERP system upgrade requiring two additional servers.
- Increase in maintenance agreement budget is due to increased costs to maintain enhanced network security in the current global climate.

Proposed Activities:

- 2023 Complete the upgrade of the City's Enterprise Resource Planning (ERP) system started in 2022.
- 2024 Implement enhancements to City's ERP system.
- 2023 and 2024 Expand remote access capability.

Productivity Initiatives:

- Expand Employee Self Service for time-entry to all employees.
- Complete process reengineering for Human Capital Management (HCM) and Finance processes.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Servers Maintained	13	13	13	13	15	15
Workstations Supported	220	220	220	240	250	250
Domain Addresses	220	220	220	278	300	300
Network Users	220	220	220	260	270	280

CITY OF LAKEWOOD

FINANCE & ADMINISTRATIVE SERVICES - 2000 INFORMATION TECHNOLOGY

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	236,676	246,680	258,820	258,820	226,187	226,208
Contract Services	579,307	588,686	827,158	827,158	851,595	733,260
Facilities Expense	26,079	20,338	21,450	21,450	21,450	21,450
Special Dept. Supplies	6,916	9,416	28,834	28,834	11,350	14,650
Other Operating	8,893	-	10,700	10,700	17,100	17,300
Interdepartmental	114	2	-	-	-	-
Capital Outlay	3,438	34,048	51,400	51,400	43,000	29,100
TOTAL EXPENDITURES	\$ 861,423	\$ 899,170	\$ 1,198,362	\$ 1,198,362	\$ 1,170,682	\$ 1,041,968

FUNDING SOURCES

1010 General Fund	\$ 861,423	\$ 899,170	\$ 1,060,362	\$ 1,060,362	\$ 1,104,987	\$ 1,041,968
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DIVISION 5000 - ADMINISTRATIVE SERVICES

The purpose of this activity is to maintain strict accountability of all money received by and disbursed by the City, and to provide complete and accurate financial information in proper form and on a timely basis.

PROGRAMS AND FUNCTIONS

- To maintain and operate the general accounting system of the City and its departments.
- To invest with the maximum safety, yield and liquidity cash in excess of that required to meet current obligations.
- To maintain and operate the customer services, billing, and collection system for City utilities.
- To determine water and trash billing rates for City utilities.
- To prepare the budget
- To prepare the payroll and maintain payroll records on all employees.
- To prepare the City's Annual Financial Report as well as financial reports requested by the State Controller's Office and other agencies, as required.

- To provide risk management services in an effort to safeguard the assets and resources of the City.
- To file all required tax reports.
- To maintain an inventory of all City assets.
- To track grants from all sources.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Contract Services	\$ 117,000	\$ 122,000	Credit Card Fees	\$ 49,000	\$ 51,000
Audit Services	\$ 56,500	\$ 58,000	Banking Services	\$ 26,500	\$ 28,000

- Changed Conditions:**
- Change in Special Department Supplies due to the increased volume of credit card transactions and online payments for City services.
 - Change in Contract Services due to additional software for GASB 87 Compliance
- Proposed Activities:**
- Submit financial statements to the Government Finance Officers Association (GFOA). The City has received "Outstanding Awards" every year since 1981.
- Productivity Initiatives:**
- Closely monitor the budget and make the necessary adjustments related to economic impacts.
- Performance Measures:**
- Continue to have 99% of temporary idle funds invested in order to optimize interest earned on these funds.

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Accounts Payable Invoices	10,028	9,108	8,708	10,200	10,500	10,500
Accounts Payable Checks	5,153	4,830	4,176	4,547	4,500	4,500
Regular Utility Bills	147,098	143,612	146,188	144,673	146,600	144,410
Investment Earnings - City	\$ 688,781	\$ 615,718	\$ 449,703	\$ 300,000	\$ 300,000	\$ 300,000

CITY OF LAKEWOOD

FINANCE & ADMINISTRATIVE SERVICES - 5000 FINANCE ADMINISTRATION

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	1,041,495	1,125,461	1,226,466	1,226,466	1,463,127	1,505,876
Contract Services	194,608	250,579	181,827	189,150	182,750	189,750
Office Expense	25,174	9,849	15,000	15,000	115,500	116,500
Meetings Expense	3,778	2,743	6,000	6,000	6,500	6,500
Special Dept. Supplies	219,150	227,607	241,422	241,422	246,251	244,043
Other Operating	1,755	2,230	763,787	763,787	2,600	2,600
Interdepartmental	5,104	12,896	13,550	13,550	-	-
Capital Outlay	1,368	1,685	6,500	6,500	11,500	11,500
TOTAL EXPENDITURES	\$ 1,492,432	\$ 1,633,050	\$ 2,454,552	\$ 2,461,875	\$ 2,028,228	\$ 2,076,769

FUNDING SOURCES

1010 General Fund	\$ 1,491,071	\$ 1,564,989	\$ 1,688,158	\$ 1,695,481	\$ 2,022,044	\$ 2,070,537
1030 CDBG Current Year	\$ 1,211	\$ 68,061	\$ 6,607	\$ 6,607	\$ 6,184	\$ 6,232
2902 Enforceable Obligation	\$ 150	\$ -	\$ 759,787	\$ 759,787	\$ -	\$ -

DIVISION 5100 - LICENSING AND REVENUE COLLECTION

The purpose of this activity is to administer and enforce the business license ordinance of the City. This activity also provides for centralized cashiering for all City activities.

PROGRAMS AND FUNCTIONS

- To maintain all records relating to over 5,000 business licenses.
- To maintain records on resale permits issued by State Board of Equalization to businesses in Lakewood.
- To investigate business license applications requiring study and complaints.
- To maintain records on business permits issued using a computerized business license system.
- To provide staff support for the License and Permit Hearing Board.
- To provide centralized cashiering for all City activities.
- To collect and record all revenues of the City.
- To process and maintain permit records on film, fireworks stands, entertainment and other special events.

BUDGET SUMMARY

- Changed Conditions:**
- Updated software that allows for online business license renewals; saving staff time and making it easier for Lakewood businesses to renew online.
- Proposed Activities:**
- Continue to foster a business friendly environment by partnering with other agencies to provide small and new business helpful information on how to create a successful business.
- Productivity Initiatives:**
- Follow-up on resident complaints regarding non-compliant businesses

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Home Occupation Licenses	859	623	647	600	650	650
Lakewood Business Locations	1,888	1,740	1,703	1,650	1,700	1,700
Contractors/Businesses Outside Lakewood	900	1,356	1,361	1,300	1,350	1,350
Total Business Licenses Issued	3,496	3,719	3,711	3,550	3,700	3,700
Total Annual Revenue	\$ 635,152	\$ 618,754	\$ 605,355	\$ 640,000	\$ 640,000	\$ 640,000

CITY OF LAKEWOOD

FINANCE & ADMINISTRATIVE SERVICES - 5100 LICENSING

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	95,051	89,335	93,703	93,703	90,788	90,894
Contract Services	2,800	2,800	72,305	72,305	4,750	5,000
Office Expense	235	16	250	250	300	300
Meetings Expense	99	-	200	200	250	250
Special Dept. Supplies	1,348	1,718	2,000	2,000	9,500	9,500
TOTAL EXPENDITURES	\$ 99,533	\$ 93,869	\$ 168,458	\$ 168,458	\$ 105,588	\$ 105,944

FUNDING SOURCES

1010 General Fund	\$ 99,533	\$ 93,869	\$ 168,458	\$ 168,458	\$ 105,588	\$ 105,944
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DIVISION 5200 - INSURANCE

The purpose of this activity is to coordinate and administer risk management and insurance either secured by the City or through participation in the Joint Powers Insurance Authority.

PROGRAMS AND FUNCTIONS

To secure proposals in anticipation of the expiration of insurance policies.
 To maintain liaison with insurance carriers.
 To process claims against the City filed with the California Joint Powers Insurance Authority (CJPIA).
 To administer risk management for the City.
 To administer retiree medical plan.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Liability Insurance (CJPIA)	\$ 813,050	\$ 894,350	Unemployment Insurance	\$ 25,000	\$ 25,000
Retiree Medical	\$ 330,000	\$ 336,600	Environmental Liability Insurance	\$ 11,000	\$ 12,000
Worker's Compensation (CJPIA)	\$ 174,250	\$ 191,700	Employee Bond	\$ 6,600	\$ 6,900
Earthquake Insurance (CJPIA)	\$ 200,000	\$ 210,000			
Property Damage Insurance (CJPIA)	\$ 127,000	\$ 140,000			

Changed Conditions:

- Change in Other Operating is mostly attributed to the overall increase in insurance coverage for worker's compensation, property damage, and earthquake insurance coverage.
- Change in Contract Services due to anticipated increase in administration of insurance coverage.

Proposed Activities:

- Annual applications for liability, property and workers' compensation insurance will be completed.
- Continue quarterly meetings of the City Safety Committee.

Productivity Initiatives:

- Conduct departmental safety inspections by designated safety coordinators.
- Coordinate periodic CJPIA inspections to ensure safety procedures are being followed.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Liability Program Costs	\$ 554,774	\$ 563,928	\$ 675,581	\$ 739,358	\$ 813,050	\$ 894,350
Property Damage	\$ 57,023	\$ 63,987	\$ 84,977	\$ 101,972	\$ 127,000	\$ 140,000
Earthquake Insurance	\$ 146,170	\$ 149,295	\$ 161,657	\$ 193,988	\$ 200,000	\$ 210,000
Workers' Compensation*	\$ 180,137	\$ 113,616	\$ 148,889	\$ 193,620	\$ 174,250	\$ 191,700
Unemployment Insurance	\$ 27,217	\$ 31,173	\$ 22,913	\$ 27,000	\$ 25,000	\$ 25,000
Liability Claims	84	53	51	50	55	55
Workers' Compensation Claims	15	24	16	20	15	15

* Includes rebates based on actual experience

CITY OF LAKEWOOD

FINANCE & ADMINISTRATIVE SERVICES - 5200 INSURANCE

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Contract Services	24,303	22,903	44,883	44,883	71,650	84,500
Office Expenses	3,149	3,549	3,849	3,849	4,200	4,500
Meetings Expense	1,169	-	1,200	1,200	1,200	1,200
Other Operating	<u>2,213,349</u>	<u>2,395,904</u>	<u>2,693,569</u>	<u>2,693,569</u>	<u>2,794,200</u>	<u>2,938,250</u>
TOTAL EXPENDITURE	<u>\$ 2,241,970</u>	<u>\$ 2,422,356</u>	<u>\$ 2,743,501</u>	<u>\$ 2,743,501</u>	<u>\$ 2,871,250</u>	<u>\$ 3,028,450</u>

FUNDING SOURCES

1010 General Fund						
1070 Retiree Medical Fund	\$ 2,241,970	\$ 2,422,356	\$ 2,743,501	\$ 2,743,501	\$ 2,871,250	\$ 3,028,450

DIVISION 5300 - PARKING CONTROL

The purpose of this activity is to enforce parking regulations throughout the City in adherence to the California Vehicle Code. It is the City's desire to achieve parking compliance, therefore, reducing the number of citations issued.

PROGRAMS AND FUNCTIONS

To obtain compliance with the City's parking ordinances and California Vehicle Code.

To collect revenue in payment of all parking fines including outstanding citations through a collection agency.

To process citations, issue "Notices" to those who do not pay citations on time and generate Department of Motor Vehicle (DMV) "holds" for unpaid citations. (75% of citations are issued to vehicles parked in violation of the ordinance prohibiting parking during street sweeping hours.)

To address the increase of service requests related to parking of vehicles on city streets and public right-of-ways.

BUDGET SUMMARY

Significant Detail:

	<u>2022-2023</u>	<u>2023-2024</u>
T2 Parking Software	\$ 25,100	\$ 25,850
Hearing Examiner	\$ 2,000	\$ 2,000

Changed Conditions:

- Effective January 1, 2018 the California Department of Motor Vehicle increased the fee for registration holds for delinquent citations from \$3 to \$4.
- Effective July 1, 2018 Assembly Bill 503 (Lackey) requires a mandatory payment plan and removes late fees and DMV registration hold assessment fees based on low-income eligibility criteria.

Proposed Activities:

- Clear service requests within five to seven days of receipt.

Productivity Initiatives:

- Implement a new in-house parking control program, which will improved the enforcement of the City's parking regulations and adhere to the California Vehicle Code guidelines.
- Continue aggressive follow-up on delinquent citations through DMV and collection services.
- Implement online citation appeals to improve customer service.
- Address habitual, unpaid parking accounts by enforcing CVC 22651(l).
- Adhere to ADA guidelines with Citywide effort to inform residents of CVC 22500(f)-sidewalk obstruction.
- Continue to work towards compliance of street sweeping violations.
- Continue to maintain online payment system to increase revenue collection.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Amount Collected	\$ 576,169	\$ 531,232	\$ 532,702	\$ 550,000	\$ 550,000	\$ 550,000
Number of Citations Issued (Includes Warnings)	23,000	17,573	20,794	26,600	27,000	27,000
Administrative Towing Fees	\$ 25,830	\$ 26,910	\$ 34,389	\$ 38,000	\$ 35,000	\$ 35,000
Number of Service Requests Handled	1,296	911	1,214	1,250	1,300	1,300
Number of Vehicles Towed (By the City)	28	37	69	75	70	70

CITY OF LAKEWOOD

FINANCE & ADMINISTRATIVE SERVICES - 5300 PARKING CONTROL

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	553,071	624,069	724,462	724,462	657,833	664,784
Contract Services	22,429	22,150	27,014	27,014	27,100	27,850
Meetings Expense	2,397	462	1,000	1,000	2,200	2,200
Special Dept. Supplies	5,094	4,918	13,080	13,080	13,110	13,110
Other Operating	125	125	250	250	250	250
Interdepartmental	<u>29,830</u>	<u>38,574</u>	<u>86,000</u>	<u>86,000</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 612,946</u>	<u>\$ 690,298</u>	<u>\$ 851,806</u>	<u>\$ 851,806</u>	<u>\$ 700,493</u>	<u>\$ 708,194</u>

FUNDING SOURCES

1010 General Fund	\$ 612,946	\$ 690,298	\$ 851,806	\$ 851,806	\$ 700,493	\$ 708,194
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DIVISION 5400 - PURCHASING AND STORES

The purpose of this activity is to provide efficient and cost effective administration of the purchasing and warehouse operations, and to obtain necessary supplies and equipment at the required quality and least cost to the City.

PROGRAMS AND FUNCTIONS

- To solicit informal and formal bids for the purchase of equipment and supplies.
- To exercise quantity and quality control over purchases.
- To deliver equipment and supplies to departments.
- To maintain an inventory of supplies for recurring City needs.
- To update stock specifications and standard purchasing forms.
- To maintain strong relationships with vendors.
- To continually search the market for lower prices for equipment and supplies.
- To collect and dispose of surplus equipment and materials.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Office Equipment Maintenance	\$ 1,100	\$ 1,200	Special Supplies	\$ 1,500	\$ 1,500

Changed Conditions: - Change in Contract Services due to moving of copier expense to Graphics Copy Center

Proposed Activities: - Continue to maintain inventory at economically efficient levels.
- Purchase products made from recycled and recyclable materials when available, operationally practical and economically beneficial.

Productivity Initiatives: - Expand use of the Internet for procurement activities to increase operational efficiency.

Performance Measures: - Dispose of surplus equipment as soon as practical to optimize the salvage value received.
- Deliver stock items required by City departments within three working days, and most buyout items will be delivered within 7 working days after receipt of requisition.
- Generate and distribute formal bid packages within 5 working days after receipt from City departments.

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Purchase Orders Issued	3,248	2,626	2,692	2,600	2,600	2,600
Warehouse Stock Items (On Hand)	620	620	620	620	620	620
Revenue - Surplus Property	\$ 3,091	\$ 5,600	\$ 20,580	\$ 3,500	\$ 2,000	\$ 2,000

CITY OF LAKEWOOD

FINANCE & ADMINISTRATIVE SERVICES - 5400 PURCHASING AND STORES

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	304,459	311,242	333,410	333,410	296,046	299,748
Contract Services	-	-	-	-	200	200
Facilities Expense	-	445	1,000	1,000	1,100	1,200
Office Expense	2,939	6,911	9,300	9,300	300	300
Meetings Expense	-	-	200	200	500	500
Special Dept. Supplies	3,776	5,025	4,540	4,540	4,650	4,650
Other Operating	381	380	400	400	500	550
Interdepartmental	3,372	4,764	7,400	7,400	-	-
Capital Outlay	-	-	500	500	500	500
TOTAL EXPENDITURES	\$ 314,927	\$ 328,767	\$ 356,750	\$ 356,750	\$ 303,796	\$ 307,648

FUNDING SOURCES

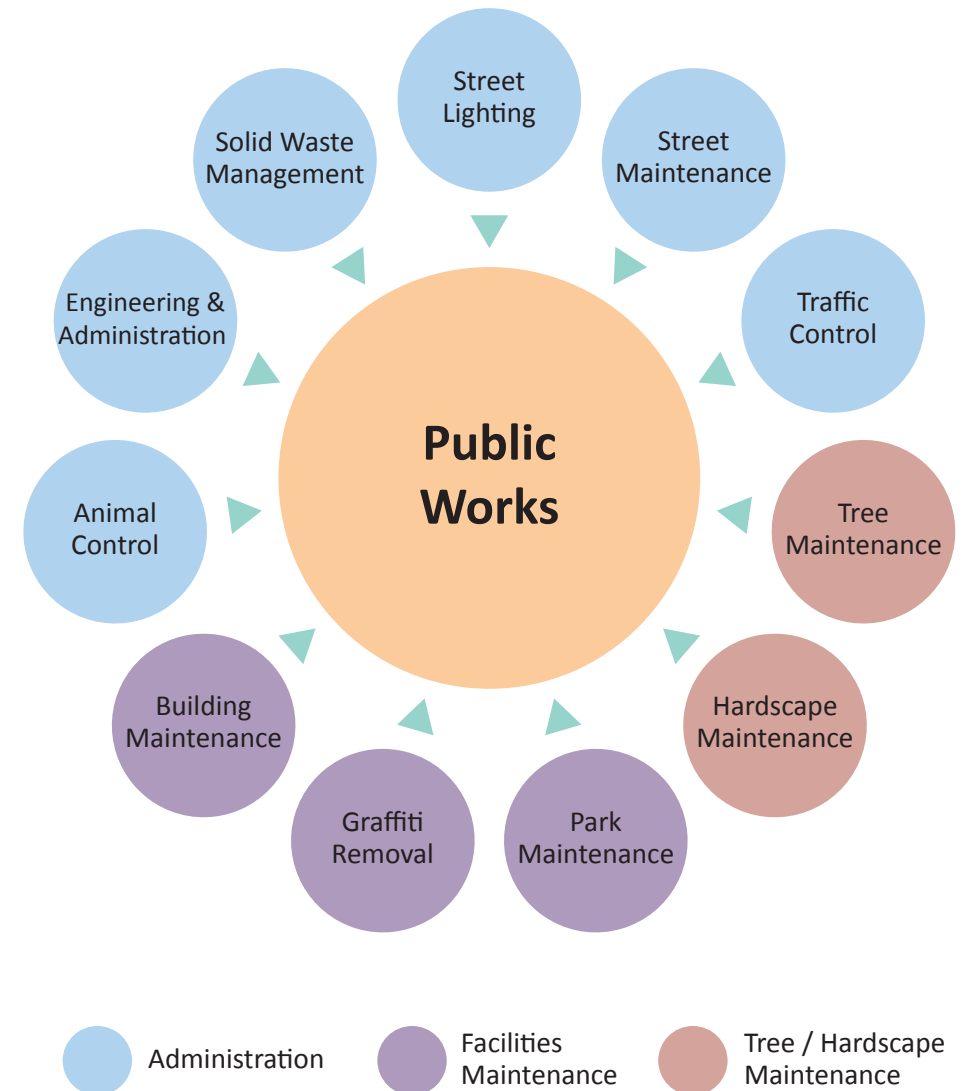
1010 General Fund	\$ 314,927	\$ 328,767	\$ 356,750	\$ 356,750	\$ 303,796	\$ 307,648
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Public Works

The Public Works Department is responsible for the planning, design and construction of all City Capital Improvement Projects, including roadway, water, sewer, and drainage infrastructure; and city buildings and recreation facilities.

Public Works has four major divisions: Administration and Engineering, Facilities Maintenance, Tree and Hardscape Maintenance and Fleet Maintenance.

Public Works provides essential maintenance services for 9.5 square miles of Lakewood, including, 200 centerline miles of streets and alleys, 370 miles of sidewalk, 9 parks, numerous buildings and community centers, 2 corporation yards, 122 vehicles, 280 pieces of equipment, 27,500 trees, 77 signalized intersections and 5,540 city-owned street lights. Public Works oversees animal control and provides graffiti removal city-wide.



Public Works

Position Summary

Budgeted Positions (FTEs)	FY 2021-22 Actual	FY 2022-23 Proposed	Change + or (-)	FY 2023-24 Proposed	Change + or (-)
Director of Public Works	1.00	1.00	0.00	1.00	0.00
Assistant Director of Public Works	1.00	1.00	0.00	1.00	0.00
Assistant Project Manager	1.00	1.00	0.00	1.00	0.00
Environmental Program Manager	1.00	1.00	0.00	1.00	0.00
Associate Civil Engineer	0.00	1.00	1.00	1.00	0.00
Facility Maintenance Supervisor	1.00	1.00	0.00	1.00	0.00
Fleet Manager	1.00	1.00	0.00	1.00	0.00
Tree & Hardscape Supervisor	1.00	1.00	0.00	1.00	0.00
Public Works Engineer	0.00	1.00	1.00	1.00	0.00
Maintenance Electrician	2.00	2.00	0.00	2.00	0.00
Public Works Inspector	1.00	0.00	(1.00)	0.00	0.00
Public Works Technician	1.00	1.00	0.00	1.00	0.00
Skill Trades Worker	5.00	5.00	0.00	5.00	0.00
Tree Lead Worker	1.00	1.00	0.00	1.00	0.00
Senior Management Analyst	1.00	1.00	0.00	1.00	0.00
Maintenance Carpenter	1.00	1.00	0.00	1.00	0.00
Maintenance Painter	2.00	2.00	0.00	2.00	0.00
Maintenance Plumber	1.00	1.00	0.00	1.00	0.00
Administrative Secretary	1.00	1.00	0.00	1.00	0.00
Fleet Maintenance Lead Technician	1.00	1.00	0.00	1.00	0.00
Fleet Maintenance Technician	2.00	2.00	0.00	2.00	0.00
Tree Trimmer II	1.00	1.00	0.00	1.00	0.00
Skill Trades Lead Worker	1.00	1.00	0.00	1.00	0.00
Tree Trimmer I	1.00	1.00	0.00	1.00	0.00
Senior Clerk	2.00	2.00	0.00	2.00	0.00
Maintenance Worker	1.00	1.00	0.00	1.00	0.00
TOTAL	32.00	33.00	1.00	33.00	0.00
Part-Time Hours	8,560	8,560	-	8,560	-

Public Works

Department Summary

Division Activity	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024
	Actual	Revised Budget	Projected Actual	Proposed Budget	Proposed Budget
6000 Engineering and Administration	1,407,318	1,777,746	1,777,746	2,441,968	2,456,197
6100 Solid Waste Management	5,703,162	6,349,386	6,349,386	6,606,635	6,923,784
6200 Animal Control	511,740	559,834	559,834	597,001	638,194
6300 Building Maintenance	1,024,327	1,163,321	1,163,321	1,145,977	1,354,369
6400 Park Maintenance	1,399,365	1,643,370	1,643,370	1,466,355	1,475,107
6500 Graffiti Removal	102,700	131,425	131,425	112,562	113,627
6600 Hardscape Maintenance	757,756	763,872	763,872	865,299	865,666
6700 Tree Maintenance	1,380,189	1,653,700	1,653,700	1,641,142	1,645,963
6800 Street Maintenance	1,144,844	1,238,830	1,255,875	1,444,085	1,428,257
6810 Traffic Control	293,788	398,644	407,221	434,387	465,031
6820 Street Lighting	1,165,587	1,255,973	1,255,973	1,253,677	1,035,635
6900 Fleet	1,132,431	1,376,181	1,445,320	1,486,838	1,366,037
Total Public Works	\$16,023,207	\$18,312,282	\$18,407,043	\$19,495,926	\$19,767,867

DIVISION 6000 - ENGINEERING AND ADMINISTRATION

The purpose of this activity is to provide for ongoing administrative functions of the City's Public Works Department. The department's activities encompass most functions within the public rights-of-way and City-owned property.

PROGRAMS AND FUNCTIONS

To manage capital improvement projects within the established budget and schedule.

To maintain ongoing administrative functions and provide a high standard of physical facilities and services.

To continuously monitor and supervise public works functions being conducted by Los Angeles County and private contractors.

To study, plan and implement an integrated solid waste reduction program.

To provide traffic engineering, safety programs and staff support to the Community Safety Commission.

To administer the "Gatekeeper" emergency response programs, which responds to emergency requests during non-business hours.

To maintain the City's phone and security systems, and provide input to management on changing issues affecting the City.

To administer the City's National Pollutant Discharge Elimination System (NPDES) storm water program.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2023-2024</u>	<u>2023-2024</u>
Contract Services	\$ 140,000	\$ 150,000	Communications	\$ 116,000	\$ 119,000
Consulting Services (NPDES)	\$ 260,000	\$ 260,000	Contract Personnel	\$ 88,650	\$ 90,000
Permit Fees (NPDES)	\$ 61,600	\$ 66,500			

Changed Conditions:

- Contract Services for clean-up of abandoned homeless encampment
- Change in Special Department due to unfulfilled anticipated increase cost in permit fees.

Proposed Activities:

- Continue maintenance projects for the City's infrastructure, including administration of water capital improvement projects.
- Identify alternative funding sources for public improvements and stormwater regulations.

Productivity Initiatives:

- Continue to closely monitor construction activities to ensure highest quality result and minimize change orders.
- Evaluate feasibility and cost effectiveness of existing and potential privatized services.
- Complete capital improvement projects.

Performance Measures:

	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>	<u>Estimated</u>
	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Street Clean-up Requests	8	12	10	12	10	11
Hazardous Waste Clean-up Requests	14	4	14	10	12	10
Catch Basin Clean-up Requests	21	3	5	4	5	3

CITY OF LAKEWOOD

PUBLIC WORKS - 6000 ENGINEERING AND ADMINISTRATION

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	829,258	857,708	1,035,970	1,035,970	1,480,980	1,550,609
Contract Services	328,394	436,134	587,893	590,571	631,400	649,450
Facilities Expense	35,141	39,067	42,418	42,418	116,000	119,000
Office Expense	824	2,535	2,182	2,182	2,200	2,200
Meetings Expense	3,249	1,532	12,700	10,500	13,950	13,950
Special Dept. Supplies	69,293	50,806	66,155	66,155	109,038	117,538
Other Operating	2,392	1,426	2,828	2,350	3,400	3,450
Interdepartmental	14,260	18,110	27,600	27,600	-	-
Capital Outlay	0	0	0	0	85,000	0
TOTAL EXPENDITURES	\$ 1,282,811	\$ 1,407,318	\$ 1,777,746	\$ 1,777,746	\$ 2,441,968	\$ 2,456,197

FUNDING SOURCES

1010 General Fund	\$ 1,063,511	\$ 1,012,145	\$ 1,438,994	\$ 1,438,994	\$ 2,024,568	\$ 2,054,197
1025 ARPA	\$ -	\$ -	\$ 2,837	\$ 2,837	\$ 25,000	\$ -
1623 MEAS W	\$ 219,300	\$ 395,173	\$ 335,915	\$ 335,915	\$ 392,400	\$ 402,000
3070 Prop C						

DIVISION 6100 - SOLID WASTE MANAGEMENT

The purpose of this activity is to provide for the efficient and economical collection of refuse and recyclable materials. A private contractor collects the City's refuse, recycling and commercial/multi-residential family recycling. This service is provided through regulations established by City ordinance, collection contract, and state legislation.

PROGRAMS AND FUNCTIONS

To administer the City's municipal solid waste collection and disposal.

To provide the Dial-A-Dump program for bulky residential items.

To comply with the regulations of AB 939 - Integrated Waste Management Act

To comply with the regulations of AB 341 - Mandatory Commercial Recycling, AB1826 - Mandatory Commercial Organics Recycling, and SB1383 - Short-Lived Climate Pollutant Reduction Strategy.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Collection Services	\$ 6,114,950	\$ 6,420,700	Used Oil Program	\$ 20,000	\$ 20,000
Professional Services	\$ 25,000	\$ 25,000	Beverage Container Grant	\$ 18,500	\$ 18,500

Changed Conditions: - Increase in Contract Services for collection and disposal contract based upon contractual blended CPI.

Proposed Activities:

- Continue to administer contract for collection of refuse and recyclables with EDCO.
- Continue to work with EDCO on promoting, monitoring and reporting commercial, multi-family, and organic recycling activities.
- Monitor compliance with AB 939, AB341, AB1826 and SB1383 requirements.
- Continue specialized recycling programs for residents, such as paper shredding event, greenwaste and collection of other recyclable items.
- Continue to administer grants for used oil and beverage container collection program.
- Finalize Construction & Demolition (C&D)/CalGreen Ordinance.
- Continue to promote county programs such as: Household Hazardous Waste Round-Ups, Smart Gardening Program and the Clean LA website.

Performance Measures: - The following statistics are based upon the City's annual reports to the Cal Recycle using Los Angeles County Disposal Reporting System:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Residential to SERRF	10,934	10,658	7,516	7,500	7,400	7,450
Residential Trash	13,014	14,379	18,716	18,100	17,999	16,950
Commercial to SERRF	6,095	5,748	4,280	4,200	4,500	4,850
Commercial Trash	10,687	10,557	10,538	10,430	10,250	10,100
Commercial Recycling	643	680	622	750	800	850
Residential Recycling	6,291	6,555	6,747	6,800	6,950	7,100
Residential Green Waste	11,406	12,371	11,459	11,850	12,010	12,250

CITY OF LAKEWOOD

PUBLIC WORKS - 6100 SOLID WASTE MANAGEMENT

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	243,319	276,438	389,688	389,688	290,737	295,036
Contract Services	5,225,442	5,406,307	5,890,252	5,890,252	6,290,650	6,602,250
Meetings Expense	886	192	2,500	2,500	2,500	2,500
Special Dept. Supplies	7,881	20,025	66,701	66,701	22,448	23,698
Other Operating	<u>-60</u>	<u>200</u>	<u>245</u>	<u>245</u>	<u>300</u>	<u>300</u>
TOTAL EXPENDITURES	<u>\$ 5,477,468</u>	<u>\$ 5,703,162</u>	<u>\$ 6,349,386</u>	<u>\$ 6,349,386</u>	<u>\$ 6,606,635</u>	<u>\$ 6,923,784</u>

FUNDING SOURCES

1010 General Fund	\$ 5,466,756	\$ 5,692,449	\$ 6,303,621	\$ 6,303,621	\$ 6,568,135	\$ 6,905,284
1600 Litter Reduction	\$ -					
1630 Used Oil Grant	\$ 1,205	\$ -	\$ -	\$ -	\$ 20,000	\$ -
1640 Beverage Container Grant	\$ 9,507	\$ 10,713	\$ 45,765	\$ 45,765	\$ 18,500	\$ 18,500

DIVISION 6200 - ANIMAL CONTROL

The purpose of this activity is to provide for animal control services for the City by contract with the Southeast Animal Control Authority (SEAACA) in Downey. SEAACA is a joint powers authority with eight cities as member agencies serving as the governing board.

PROGRAMS AND FUNCTIONS

To administer the animal control services contract with SEAACA which includes dog licensing, field patrol, pet adoption programs and investigation of complaints regarding animal cruelty, barking and strays.

To provide and promote pet vaccination clinics.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>
SEAACA	\$ 573,672	\$ 613,829

Changed Conditions:

- Change in Contract Services due to an anticipated increase of 6% in the SEAACA contract.

Proposed Activities:

- Continue to promote SEAACA's public education campaigns to help residents understand how to live with local wildlife such as possums, raccoons and coyotes.
- Continue to coordinate with SEAACA to provide vaccination clinics. These clinics give residents an opportunity to obtain low cost vaccinations in conjunction with obtaining licenses for their pets.
- Propose amendments to Lakewood Municipal Code to reflect SEAACA's model ordinance.
- Review license fees.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Number of Dogs Licensed	7,746	7,982	7921	7,900	7,900	7,900
Service Calls Handled by SEAACA	2,313	2,081	2423	2,500	2,500	2,500
Service Requests Handled by Lakewood	49	117	130	130	130	130
Dogs Returned to Their Owners	140	130	51	80	80	80
Cats Returned to Their Owners	15	5	2	3	3	3
Dogs Placed in New Homes	95	58	30	40	40	40
Cats Placed in New Homes	70	49	29	35	35	35

CITY OF LAKEWOOD

PUBLIC WORKS - 6200 ANIMAL CONTROL

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	20,813	20,790	21,800	21,800	23,129	24,165
Contract Services	467,374	490,743	537,830	537,830	573,672	613,829
Special Dept. Supplies	<u>136</u>	<u>207</u>	<u>204</u>	<u>204</u>	<u>200</u>	<u>200</u>
TOTAL EXPENDITURES	<u>\$ 488,323</u>	<u>\$ 511,740</u>	<u>\$ 559,834</u>	<u>\$ 559,834</u>	<u>\$ 597,001</u>	<u>\$ 638,194</u>

FUNDING SOURCES

1010 General Fund	\$ 488,323	\$ 511,740	\$ 559,834	\$ 559,834	\$ 597,001	\$ 638,194
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DIVISION 6300 - BUILDING MAINTENANCE

The purpose of this activity is to provide skill trades services to repair and maintain City Hall, The Centre at Sycamore Plaza, City-owned parcels, and Nixon and Arbor Maintenance Yards.

PROGRAMS AND FUNCTIONS

To administer service contracts for HVAC, elevator, security, roof warranty, electrical and fire protection systems.

To provide setup and logistical support for block parties and special events held city-wide.

To coordinate the contract to install City's street banner and holiday decorations.

To troubleshoot, repair and maintain building-related structures, maintenance systems and equipment.

To provide for maintenance of utilities for City Hall, The Centre at Sycamore Plaza, Nixon and Arbor Maintenance Yards, Fidler House and Sheriff Annex building.

To provide for the disposal of hazardous materials used at the Nixon and Arbor Maintenance Yards, and hazardous material removed from the public rights-of-way.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Utilities (Electric/Gas/Water)	\$ 189,500	\$ 203,600	Contract Services	\$ 43,000	\$ 46,250
Street Banner Program	\$ 48,000	\$ 48,000	Fire/Security Alarm Contract	\$ 60,000	\$ 63,650
HVAC Maintenance and Repair	\$ 39,900	\$ 42,900	Building Maintenance	\$ 25,600	\$ 27,500

Changed Conditions: - None

Proposed Activities: - Perform routine and extraordinary maintenance on HVAC systems, plumbing and electrical systems, telephone and security systems, elevators and building structures.

Performance Measures:

- Continue developing inventory and assessment of all facilities maintained under this department/division.
- Continue joint Centre/Public Works coordination meetings to facilitate completion of work orders and facility rehabilitation at The Centre at Sycamore Plaza.

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Work Orders Completed	930	426	462	500	500	500

CITY OF LAKEWOOD

PUBLIC WORKS - 6300 BUILDING MAINTENANCE

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	553,826	611,257	653,552	653,552	562,577	563,219
Contract Services	107,616	107,120	140,213	140,213	155,750	166,600
Facilities Expense	176,382	192,981	203,800	203,800	219,350	235,350
Office Expense	1,243	1,257	1,300	1,300	1,500	1,500
Special Dept. Supplies	35,995	44,037	75,206	75,206	76,050	76,950
Other Operating	560	-	750	750	750	750
Interdepartmental	55,740	60,995	88,500	88,500	-	-
Capital Outlay	-	6,680	-	-	130,000	310,000
TOTAL EXPENDITURES	\$ 931,362	\$ 1,024,327	\$ 1,163,321	\$ 1,163,321	\$ 1,145,977	\$ 1,354,369

FUNDING SOURCES

1010 General Fund	\$ 931,362	\$ 1,024,327	\$ 1,163,321	\$ 1,163,321	\$ 1,145,977	\$ 1,354,369
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DIVISION 6400/6470/6475 - PARK MAINTENANCE

The purpose of this activity is to provide skill trades services to repair and maintain all park and recreational facilities including swimming and wading pools, except for landscaping, irrigation and janitorial services.

PROGRAMS AND FUNCTIONS

To administer service contracts for HVAC, elevator, security, roof warranty, electrical and fire protection systems.

To repair and maintain all park buildings, including Burns Community Center, Weingart Senior Center and Lakewood Youth Center.

To repair and maintain the City's swimming and wading pools.

To repair and maintain park fencing and park site furnishings.

To repair and maintain playground equipment, athletic fields and court lighting, area lighting and hardscape on park/community center facilities.

To provide setup and logistical support for special park and recreational events, such as The Block Party, The Fiesta, Halloween Carnivals, Public Safety Expo and Concerts in the Park.

To troubleshoot and repair building-related structures, systems and equipment.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Capital Equipment	\$ 122,250	\$ 122,250	HVAC Maintenance	\$ 54,050	\$ 57,550
Parts and Materials	\$ 50,500	\$ 54,300	Ballfield Relamping Services	\$ 12,363	\$ 13,290
Fire/Security Contract	\$ 87,300	\$ 93,850	Contract Services	\$ 43,750	\$ 47,050

Changed Conditions:

- Change in Capital Outlay is due to increased cost of HVAC maintenance and increase in contract services due to an anticipated 3.5% CPI increase.

Proposed Activities:

- Continue to update the inventory and conduct assessment of all facilities maintained under this department/division.
- Continue annual inspection of facilities by Facility Preservation Committee to identify minor capital improvements.
- Continue to enter city equipment assets into computerized work order system.
- Resumed ballfield relamping.

Complete 75% of work orders within five working days, excluding work orders that require long lead times.

Productivity Initiatives:

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Work Orders Completed	1,530	1,354	1426	1,400	1,500	1,500

CITY OF LAKEWOOD

PUBLIC WORKS - 6400 PARK MAINTENANCE

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	981,536	1,028,790	1,131,891	1,131,891	994,805	995,907
Contract Services	119,841	151,171	181,532	181,532	214,450	213,100
Facilities Expense	29,594	37,502	46,192	46,192	50,500	54,300
Special Dept. Supplies	58,043	64,326	76,264	76,264	83,000	88,200
Other Operating	1,185	-	-	-	1,350	1,350
Interdepartmental	18,673	21,524	25,250	25,250	-	-
Capital Outlay	<u>58,371</u>	<u>96,052</u>	<u>182,241</u>	<u>182,241</u>	<u>122,250</u>	<u>122,250</u>
TOTAL EXPENDITURES	<u>\$ 1,267,243</u>	<u>\$ 1,399,365</u>	<u>\$ 1,643,370</u>	<u>\$ 1,643,370</u>	<u>\$ 1,466,355</u>	<u>\$ 1,475,107</u>
 <u>FUNDING SOURCES</u>						
1010 General Fund	\$ 1,267,243	\$ 1,399,365	\$ 1,643,370	\$ 1,643,370	\$ 1,466,355	\$ 1,475,107

DIVISION 6500 - GRAFFITI REMOVAL

The purpose of this activity is to remove graffiti from all City-owned buildings and private structures. Residents, business owners and staff members are encouraged to report graffiti visible on public and private property.

PROGRAMS AND FUNCTIONS

- To remove graffiti from City-owned buildings and facilities.
- To respond to all requests to remove graffiti identified by City departments and others through work orders, city service requests or emergency calls.
- To remove graffiti from privately-owned buildings and fences upon request by the property owner.

BUDGET SUMMARY

Significant Detail:		<u>2022-2023</u>		<u>2023-2024</u>
Paint & Equipment	\$	9,250	\$	9,950
Changed Conditions:	<ul style="list-style-type: none">- Change in Special Department due to upward trend in graffiti resulting in the need for more graffiti removal supplies.			
Proposed Activities:	<ul style="list-style-type: none">- Continue to remove highly offensive graffiti within hours and notify Los Angeles County Sheriff's on weekly basis.			

	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>	<u>Estimated</u>
<u>Number of Service Requests Received:</u>						
Public/Private Property	234	403	351	820	600	600
<u>Number of Work Orders Received:</u>						
Graffiti Removal on City Facilities	23	31	33	37	34	34

CITY OF LAKEWOOD

PUBLIC WORKS - 6500 GRAFFITI REMOVAL

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	89,663	88,732	112,941	112,941	101,612	101,927
Special Dept. Supplies	6,885	7,467	9,984	9,984	10,950	11,700
Interdepartmental	6,853	6,501	8,500	8,500	-	-
TOTAL EXPENDITURES	\$ 103,401	\$ 102,700	\$ 131,425	\$ 131,425	\$ 112,562	\$ 113,627

FUNDING SOURCES

1010 General Fund	\$ 103,401	\$ 102,700	\$ 131,425	\$ 131,425	\$ 112,562	\$ 113,627
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DIVISION 6600 - HARDSCAPE MAINTENANCE

The purpose of this activity is to provide a comprehensive hardscape maintenance and improvement program for public rights-of-way, parks and City-owned facilities. Hardscape includes sidewalk, curb, gutter, asphalt and American Disability Act (ADA) handicapped ramps.

PROGRAMS AND FUNCTIONS

To provide an ongoing public information program, which responds to residential hardscape maintenance requests.

To conduct sidewalk, curb and gutter repairs city-wide.

To conduct annual city-wide sidewalk inspection to assess and document sidewalk conditions.

To administer hardscape-related capital improvement projects.

To maintain hardscape database by electronic means.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Hardscape Repair	\$ 620,000	\$ 620,000	Patching	\$ 60,000	\$ 60,000

Changed Conditions: CPI increase to the base amount so the city can continue to provide necessary pedestrian access throughout the City

- Proposed Activities:**
- Coordinate contract hardscape repairs in response to service requests.
 - Continue a city-wide inspection of sidewalks to eliminate vertical displacements.
 - Continue grinding program to eliminate minor vertical displacements without costly concrete replacement.
 - Continue alternative repair methods to allow preservation of trees, where possible, such as bridging sidewalk over roots or obtaining sidewalk easements on private property.

Performance Measures:

	<u>Actual 2018-2019</u>	<u>Actual 2019-2020</u>	<u>Actual 2020-2021</u>	<u>Projected 2021-2022</u>	<u>Estimated 2022-2023</u>	<u>Estimated 2023-2024</u>
Sidewalk Grinding	293	225	238	260	260	260
Sidewalk Ramping	371	421	408	350	350	350
* Sidewalk Repair – Square Footage	28,130	39,879	40,907	40,000	47,000	47,000
* Curb/Gutter – Lineal Footage	11,975	2,187	2,328	3,000	3,200	3,200
* Access Ramps Installed	4	5	4	6	8	8

**Does not include concrete repairs
done under street projects*

CITY OF LAKEWOOD

PUBLIC WORKS - 6600 HARDSCAPE MAINTENANCE

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	194,023	203,668	207,519	207,519	184,949	185,316
Contract Services	357,953	553,731	556,000	556,000	680,000	680,000
Special Dept. Supplies	<u>353</u>	<u>357</u>	<u>353</u>	<u>353</u>	<u>350</u>	<u>350</u>
TOTAL EXPENDITURES	<u>\$ 552,329</u>	<u>\$ 757,756</u>	<u>\$ 763,872</u>	<u>\$ 763,872</u>	<u>\$ 865,299</u>	<u>\$ 865,666</u>

FUNDING SOURCES

1010 General Fund	\$ 256,389	\$ 281,388	\$ 287,872	\$ 287,872	\$ 265,299	\$ 265,666
1621 Measure R	\$ 221,000	\$ 246,368	\$ 238,000	\$ 238,000	\$ 300,000	\$ 300,000
3015 SB-1	\$ 74,940	\$ 230,000	\$ 238,000	\$ 238,000	\$ 300,000	\$ 300,000

DIVISION 6700 - TREE MAINTENANCE

The purpose of this activity is to provide a comprehensive management program for the approximately 30,000 trees located on public rights-of-way, parks and other City-owned facilities.

PROGRAMS AND FUNCTIONS

To provide an ongoing inspection program which responds to residential tree maintenance requests.

To provide emergency tree service 24 hours per day, 7 days per week.

To conduct an ongoing reforestation program to replace trees removed where hardscape damage, storm damage, disease and vandalism have occurred.

To maintain and manage computerized inventory history and work order databases.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
GRID Trimming	\$ 1,161,000	\$ 1,161,000	Pest Control	\$ 1,000	\$ 1,000

Changed Conditions:

- Change in Contract Services includes an increase in West Coast Arborist tree maintenance contract and tree planting in each fiscal year which includes pest control for treatment of Shot-Hole Borer Beetle and other insect controls.
- Continue funding the increase for contractual agreement based on percentage increases per year of the contract with WCA.

Proposed Activities:

- Continue contracting tree maintenance services to support special projects or programs.
- Apply for tree planting grants through the CALFIRE Urban & Community Forestry Program.
- Continue using private sector contracting to augment scheduled trimming and remove large tree species for hardscape improvement citywide.
- Continue funding tree replanting to ensure our status as a Tree City USA is maintained.
- Continue to recycle greenwaste.
- Maintenance of easement rights-of-way.
- Continue training budget for full-time staff.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Contract Trims	6,725	7,788	6,875	6,700	5,070	5,695
Tree Plantings	467	285	240	250	250	250
Tree Removals	236	400	226	180	150	150
Service Requests	672	820	839	670	550	550

CITY OF LAKEWOOD

PUBLIC WORKS - 6700 TREE MAINTENANCE

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	455,899	470,936	463,527	463,527	448,542	453,363
Contract Services	768,220	821,938	898,145	898,245	1,177,000	1,177,000
Office Expense	460	200	500	500	500	500
Meetings Expense	362	175	350	350	600	600
Special Dept. Supplies	6,493	4,842	7,953	7,853	8,050	8,050
Other Operating	562	651	925	925	1,450	1,450
Interdepartmental	74,793	79,883	86,100	86,100	-	-
Capital Outlay	<u>42,888</u>	<u>1,564</u>	<u>196,200</u>	<u>196,200</u>	<u>5,000</u>	<u>5,000</u>
TOTAL EXPENDITURES	<u>\$ 1,349,677</u>	<u>\$ 1,380,189</u>	<u>\$ 1,653,700</u>	<u>\$ 1,653,700</u>	<u>\$ 1,641,142</u>	<u>\$ 1,645,963</u>

FUNDING SOURCES

1010 General Fund	\$ 1,349,677	\$ 1,380,189	\$ 1,653,700	\$ 1,653,700	\$ 1,641,142	\$ 1,645,963
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DIVISION 6800 - STREET MAINTENANCE

The purpose of this activity is to maintain City streets, bridges, alleys, drainage facilities, parkway panels and medians, street striping and markings, and traffic and street name signs. Various private contractors and the Los Angeles County Department of Public Works (DPW) provide these services.

PROGRAMS AND FUNCTIONS

To maintain the City's public rights-of-way in a safe condition for use by motorists and pedestrians.

To provide improvements recommended by the City's Community Safety Commission and adopted by the City Council.

To administer the City's street sweeping contract, and investigate and resolve all related service requests.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Street Sweeping	\$ 818,803	\$ 851,047	Traffic Control	\$ 170,000	\$ 175,000
Street Maintenance/Repair	\$ 125,000	\$ 130,000	Bridge Repair	\$ 24,000	\$ 37,000
Contract Services	\$ 142,000	\$ 68,000			

Changed Conditions:

Change in Contract Services due to:

- Estimating an increase in street sweeping due to CPI increase of 7.5% each fiscal year.
- Performing citywide traffic counts.

Proposed Activities:

- Conduct repairs identified in latest bridge inspection report provided by Los Angeles County DPW.
 - Maintain pavement evaluation and inventory, and update as needed.
 - Continue to maintain house number curb painting as needed.
- FY24 includes inspection of City's 11 non-NBI bridges

Performance Measures:

	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>	<u>Estimated</u>
	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Curb Number Addresses Painted	9,700	7,692	7,042	7,000	7,000	7,000
Major	984,000	0	178,000	1,500,000	430,000	500,000
Collector	0	0	0	0	153,000	150,000
Local	1,874,000	0	0	0	112,000	140,000

CITY OF LAKEWOOD

PUBLIC WORKS - 6800 STREET MAINTENANCE

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	138,941	148,011	156,977	156,977	135,901	138,829
Contract Services	910,567	996,476	1,081,500	1,098,545	1,307,803	1,289,047
Special Dept. Supplies	353	357	353	353	381	381
TOTAL EXPENDITURES	<u>\$ 1,049,861</u>	<u>\$ 1,144,844</u>	<u>\$ 1,238,830</u>	<u>\$ 1,255,875</u>	<u>\$ 1,444,085</u>	<u>\$ 1,428,257</u>

FUNDING SOURCES

1010 General Fund	\$ 893,273	\$ 944,844	\$ 1,038,830	\$ 1,055,875	\$ 1,234,085	\$ 1,213,257
1622 Meas M	\$ 156,588	\$ 200,000	\$ 200,000	\$ 200,000	\$ 210,000	\$ 215,000

DIVISION 6810 - TRAFFIC CONTROL

The purpose of this activity is to provide for the ongoing operation, maintenance and energy requirements of 77 signalized intersections and three warning flashers. Thirty-one of the intersections are shared with adjoining jurisdictions, and the cost of maintenance and energy requirements is proportionally split among the affected agencies.

PROGRAMS AND FUNCTIONS

To administer the contract for maintenance of traffic signals, highway safety lights and illuminated street name signs.
To coordinate with other jurisdictions for shared intersections.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
LA County Maintenance	\$ 158,050	\$ 169,900	Long Beach Maintenance	\$ 9,700	\$ 10,450

Changed Conditions: - None

- Proposed Activities:
- Continue to perform night safety lighting checks at signalized intersections to insure public safety and cost effectiveness.
 - Continue to perform routine maintenance and emergency repairs of all Lakewood controlled intersections by Los Angeles County Department of Public Works.

Performance Measures:	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Traffic Signal Maintenance Calls	72	66	53	60	60	60

CITY OF LAKEWOOD

PUBLIC WORKS - 6810 TRAFFIC CONTROL

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	1,959	4,225	10,570	10,570	8,837	8,831
Contract Services	317,558	251,645	351,423	360,000	386,100	413,750
Facilities Expense	32,452	37,918	36,600	36,600	39,400	42,400
Special Dept. Supplies	-	-	51	51	50	50
TOTAL EXPENDITURES	\$ 351,969	\$ 293,788	\$ 398,644	\$ 407,221	\$ 434,387	\$ 465,031

FUNDING SOURCES

1010 General Fund	\$ 268,552	\$ 298,140	\$ 316,600	\$ 316,600	\$ 340,500	\$ 366,150
1621 Measure R	\$ 83,417	\$ (4,352)	\$ 82,044	\$ 90,621	\$ 93,887	\$ 98,881

DIVISION 6820 - STREETLIGHTING

The purpose of this activity is to provide for the maintenance of City-owned streetlights by City Light and Power (CLP), which comprises about 75% of the street lighting in Lakewood. This activity also provides for the energy costs of both the City-owned system and the Southern California Edison (SCE) owned and maintained system, which accounts for the remaining 25%.

PROGRAMS AND FUNCTIONS

To coordinate with CLP for maintenance and operation of City-owned streetlights. To coordinate with SCE for maintenance and operation of SCE system. To provide improvements recommended by the City's Community Safety Commission and adopted by the City Council.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
CLP Services	\$ 707,350	\$ 451,050	SCE-owned System	\$ 255,000	\$ 275,000
Electrical Energy (City-owned)	\$ 200,000	\$ 215,000	Light Repair	\$ 43,000	\$ 46,000

Changed Conditions: - Change in Contract Services due to CPI increase for CLP contract.

Proposed Activities:

- Conduct night street lighting checks for major arterial streets and safety lighting at intersections to increase public safety.
- Continue to replace deteriorated poles as needed.

Performance Measures:

	<u>Actual 2018-2019</u>	<u>Actual 2019-2020</u>	<u>Actual 2020-2021</u>	<u>Projected 2021-2022</u>	<u>Estimated 2022-2023</u>	<u>Estimated 2023-2024</u>
Street Lights						
SCE-owned	1,430	1,430	1,430	1,430	1,430	1,430
City-owned	5,410	5,410	5,410	5,410	5,410	5,410
Service Requests Received	192	190	160	170	170	170
Light Standards Replaced	6	3	6	4	10	10

CITY OF LAKEWOOD

PUBLIC WORKS - 6820 STREET LIGHTING

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	47,417	48,981	50,518	50,518	45,427	45,685
Contract Services	1,085,021	1,116,249	1,202,582	1,202,582	1,205,350	987,050
Special Dept. Supplies	353	357	353	353	350	350
Other Operating	<u>-</u>	<u>-</u>	<u>2,520</u>	<u>2,520</u>	<u>2,550</u>	<u>2,550</u>
TOTAL EXPENDITURES	<u>\$ 1,132,791</u>	<u>\$ 1,165,587</u>	<u>\$ 1,255,973</u>	<u>\$ 1,255,973</u>	<u>\$ 1,253,677</u>	<u>\$ 1,035,635</u>

FUNDING SOURCES

1010 General Fund	\$ 1,132,791	\$ 1,165,587	\$ 1,255,973	\$ 1,255,973	\$ 1,253,677	\$ 1,035,635
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DIVISION 6900 - FLEET MAINTENANCE

The purpose of this activity is to perform preventive maintenance and repair of all City vehicles, equipment and standby generators.

PROGRAMS AND FUNCTIONS

To repair vehicles and equipment as required.
 To prepare specifications for new vehicles and equipment.
 To monitor the City's Biennial Inspection of Terminals (BIT) program.
 To operate a preventive maintenance program for vehicles and equipment.
 To train equipment operators on proper preventive maintenance and operation of assigned equipment.
 To smog test vehicles as required by state law.
 To manage the City's fuel system which consists of gasoline, diesel and compressed natural gas.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Gasoline and Natural Gas	\$ 236,000	\$ 236,000	Contract Services	\$ 45,000	\$ 45,000
Special Supplies	\$ 150,000	\$ 155,000	Body and Paint Repairs	\$ 15,000	\$ 15,000
			Machinery and Equipment	\$ 369,600	\$ 241,000

Changed Conditions:

- Purchase of two trucks and two utility vehicles
- Replacement of five compressed natural gas tanks

Proposed Activities:

- Administer vehicle and equipment replacement program.
- Conduct annual vehicle inspections to comply with state-mandated emission standards.
- Conduct routine preventive maintenance inspection on all equipment.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Preventative Maintenance	920	1,017	928	875	1,000	1,000
Unscheduled Repairs	715	537	573	555	600	600
Scheduled Repairs	990	1,020	1,076	950	1,000	1,000
Road Calls	40	20	34	23	20	20
Vehicle Emission Reports	37	39	35	37	35	35

CITY OF LAKEWOOD

PUBLIC WORKS - 6900 Fleet

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	550,529	566,711	579,403	579,403	516,338	516,287
Contract Services	15,383	45,343	51,000	51,000	53,100	54,100
Facilities Expense	31,286	28,908	34,050	34,050	34,050	34,050
Office Expense	2,898	3,068	3,087	3,087	3,250	3,450
Special Dept. Supplies	365,067	323,077	493,538	493,538	494,950	501,550
Other Operating	535	2,425	2,553	2,553	5,550	5,600
Interdepartmental	7,995	16,202	22,050	22,050	-	-
Capital Outlay	6,995	146,697	190,500	259,639	379,600	251,000
TOTAL EXPENDITURES	\$ 980,688	\$ 1,132,431	\$ 1,376,181	\$ 1,445,320	\$ 1,486,838	\$ 1,366,037

FUNDING SOURCES

5030 General Fund	\$ 980,688	\$ 992,686	\$ 1,195,681	\$ 1,264,820	\$ 1,121,838	\$ 1,141,037
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Recreation and Community Services

The Recreation and Community Services Department is comprised of the Program Division and the Environmental Resources Division.

The Program Division manages the City's recreation facilities inclusive of parks, community centers, and pools and coordinates recreation programs for residents of all ages and abilities.

The Environmental Resources Division oversees the City's landscaped areas including parkways and medians. Together, personnel in the two divisions plan, coordinate, and manage park and pool programs, community special events, human and senior service programs, landscaped areas and custodial maintenance throughout the city.



RECREATION AND COMMUNITY SERVICES

Position Summary

Budgeted Positions (FTEs)	FY 2021-22 Actual	FY 2022-23 Proposed	Change + or (-)	FY 2023-24 Proposed	Change + or (-)
Director of Recreation and Community Services	1.00	1.00	0.00	1.00	0.00
Asst. Director of Recreation and Community Svcs	1.00	1.00	0.00	1.00	0.00
Parks Superintendent	1.00	1.00	0.00	1.00	0.00
Administrative Clerk	6.00	6.00	0.00	6.00	0.00
Administrative Secretary	1.00	1.00	0.00	1.00	0.00
Community Services Manager	4.00	4.00	0.00	4.00	0.00
Community Services Supervisor	8.00	8.00	0.00	8.00	0.00
Community Transportation Supervisor	1.00	1.00	0.00	1.00	0.00
Community Transportation Dispatcher	1.00	1.00	0.00	1.00	0.00
Environmental Resources Supervisor	2.00	2.00	0.00	2.00	0.00
Irrigation Repair Worker	2.00	2.00	0.00	2.00	0.00
Licensed Pesticide Applicator	1.00	1.00	0.00	1.00	0.00
Light Equipment Operator	1.00	1.00	0.00	1.00	0.00
Park Maintenance Lead Worker	2.00	2.00	0.00	2.00	0.00
Park Maintenance Worker	20.00	21.00	1.00	21.00	0.00
Recreation Program Coordinator	1.00	1.00	0.00	1.00	0.00
Senior Park Maintenance Worker	7.00	7.00	0.00	7.00	0.00
TOTAL	60.00	61.00	1.00	61.00	0.00
Part-Time Hours	143,000	162,000	19,000	162,000	-

Recreation and Community Services

Department Summary

Division	Activity	2020-2021	2021-2022	2021-2022	2022-2023	2023-2024
		Actual	Revised Budget	Projected Actual	Proposed Budget	Proposed Budget
	7000 RCS Administration	1,380,175	1,471,814	1,471,814	2,376,290	2,482,747
	7050/7055 Aquatics Programs	248,138	363,380	363,380	413,999	414,399
	7150 Centre Facility Operations	620,555	741,751	747,160	675,096	678,657
	7200 Transit	530,859	755,113	755,113	833,419	822,887
	7300/7380/7385 Human Services Programs	784,972	844,895	849,895	811,056	788,501
	7350 Parks Programs	1,507,852	1,756,122	1,756,122	1,730,756	1,728,216
	7400 Social and Cultural Programs	661,777	1,434,042	1,434,042	1,224,406	1,232,852
	7450 Sports Programs	193,991	318,544	321,244	388,136	388,536
	7500 Facilities Maintenance	559,897	535,056	533,056	486,679	484,570
	7550 Parks and Facilities Turf Maintenance	505,084	453,745	453,745	346,774	346,842
	7600 Park Maintenance	2,912,711	3,190,105	3,220,205	3,207,896	3,151,293
	7650-7720-7740 Parkways and Medians Maintenance	2,445,279	2,791,786	2,880,423	2,461,801	2,466,707
	Total Recreation and Community Svcs	\$12,351,290	\$14,656,353	\$14,786,199	\$14,956,308	\$14,986,207

DEPARTMENT/DIVISION 7000 - RECREATION AND COMMUNITY SERVICES ADMINISTRATION

The purpose of this activity is to provide planning, coordination and management of park, recreation, human services, landscape and custodial maintenance personnel and programs and to provide centralized support services for citizen contact for departmental programs, activities and facilities.

PROGRAMS AND FUNCTIONS

To recommend levels of service for department administered programs and activities.

To review and evaluate departmental expenditures, operating procedures and employee performance, and implement changes as needed to maximize organization effectiveness.

To prepare studies, reports and recommendations for the City Council, City Manager and Recreation and Community Services Commission.

To provide coordinating and consulting services to community groups regarding leisure and human services activities.

To review, recommend and administer licensed and professional service agreements, grant applications and compliance contracts.

To support and maintain the software modules for facility booking, program registration, credit card payment and Internet connection.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Right of Way Leases	\$ 50,450	\$ 51,000	Credit Card Fees	\$ 29,500	\$ 33,000

Changed Conditions:

- Change in SCE Right of Way Lease Fees at Community Gardens with \$1,000 annual increase.
- Change in Contractual Services to assist with auditing and organizational review of CDBG recipient agency
- Change in Special Supplies and Employee Services due to reallocation to train staff for first aid and CPR

Proposed Activities:

- Focus on the following areas: community volunteer opportunities for youth and adults, facility preservation and park development.
- Coordinate the City's compliance with the Americans with Disabilities Act (ADA) and State Office of Emergency Services (OES).
- Provide employee safety training through the department's Injury and Illness Prevention Program.
- Provide front-line customer service relating to contract class registration, facility rentals and general requests for information regarding recreation programs and services
- Incorporate the branding campaign of the California Park & Recreation Society's "Parks Make Life Better!" to promote the value of parks and recreation to Lakewood residents.
- Train and certify city employees in American Red Cross First Aid, CPR and AED

Performance Measures:

Coordinate with the Public Works Department on ongoing capital improvement projects and facility preservation measures, ensuring safety, aesthetics and maintenance of parks and community centers into the future.

CITY OF LAKEWOOD

RECREATION AND COMMUNITY SERVICES - 7000 ADMINISTRATION

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	1,310,138	1,292,354	1,353,691	1,353,691	2,241,690	2,345,497
Contract Services	51,129	46,718	50,943	50,943	64,100	62,650
Office Expense	5,783	5,057	7,370	7,370	7,300	7,300
Meetings Expense	1,995	1,267	2,500	2,500	7,000	7,000
Special Dept. Supplies	39,234	19,419	36,900	36,900	42,800	48,500
Other Operating	3,018	1,860	4,710	4,710	12,400	10,800
Interdepartmental	18,538	12,468	15,700	15,700	-	-
Capital Outlay	-	1,032	-	-	1,000	1,000
TOTAL EXPENDITURES	<u>\$ 1,429,835</u>	<u>\$ 1,380,175</u>	<u>\$ 1,471,814</u>	<u>\$ 1,471,814</u>	<u>\$ 2,376,290</u>	<u>\$ 2,482,747</u>

FUNDING SOURCES

1010 General Fund	\$ 1,429,835	\$ 1,380,175	\$ 1,470,934	\$ 1,470,934	\$ 2,376,290	\$ 2,482,747
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DIVISION 7050/7055 - AQUATICS PROGRAMS

The purpose of this activity is to strengthen water safety education by providing Lakewood residents opportunities to develop a variety of aquatic and swimming skills for personal recreation, physical fitness and survival purposes and to provide recreational swimming opportunities.

PROGRAMS AND FUNCTIONS

To schedule and conduct water safety instruction for beginning, intermediate and advanced level swimmers of all ages, complying with all American Red Cross (ARC) skill, health and safety standards.

To conduct specialized instruction in competitive swimming, diving, basic water safety and advanced lifesaving.

To schedule and supervise community groups permitted use of City-operated swimming pools.

To provide public recreational swim sessions throughout the summer months.

To recruit, hire and train qualified ARC certified personnel as lifeguards and swim instructors.

To promote health and wellness by conducting water fitness classes.

BUDGET SUMMARY

Significant Detail:

	<u>2022-2023</u>	<u>2023-2024</u>
Junior Lifeguards	\$ 5,000	\$ 5,000

Changed Conditions:

- Change in American Red Cross certification course requirements and certification fees.
- Change to McCormick Pool operations through permitted use.

Proposed Activities:

- Conduct Junior Lifeguard Program using American Red Cross curriculum.
- Conduct Family Sessions two nights per week at Mayfair Pool.
- Continue Lakewood swim card program for reduced rate admission to recreation swim sessions.
- Conduct weekly family-oriented events.
- Continue Safe A Life community water safety training event.

Productivity Initiatives:

- Continue routine training of lifeguards, swim instructors, pool managers and senior guards by conducting skills tests throughout the season.
- Promote online registration for all aquatic classes and lessons.

Performance Measures:

- Issue swim achievement cards to 2,000 qualified swimmers annually.

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
<u>Instructional Swim</u>						
Registration	3,184	880	3,335	3,200	3,200	3,200
<u>Recreational Swim</u>						
Sessions Offered	312	0	88	340	342	342
Attendance	21,497	0	5,068	22,500	22,500	22,500
Pool Rentals	75	12	16	75	75	75
Pool Rental Attendance	4,546	960	1,525	4,600	4,600	4,600

CITY OF LAKEWOOD

RECREATION AND COMMUNITY SERVICES - 7050/7055 AQUATICS PROGRAMS

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	241,843	234,800	343,109	343,109	391,999	392,299
Contract Services	4,577	275	5,000	5,000	5,000	5,000
Facilities Expense	1,090	1,992	3,672	3,672	3,950	4,050
Special Dept. Supplies	4,518	5,876	5,599	5,599	8,350	8,350
Other Operating	1,370	3,430	4,700	4,700	4,700	4,700
Interdepartmental	1,914	1,765	1,300	1,300	-	-
TOTAL EXPENDITURES	\$ 255,312	\$ 248,138	\$ 363,380	\$ 363,380	\$ 413,999	\$ 414,399

FUNDING SOURCES

1010 General Fund	\$ 255,312	\$ 248,138	\$ 363,380	\$ 363,380	\$ 413,999	\$ 414,399
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DIVISION 7150 - CENTRE FACILITY OPERATIONS

The purpose of this activity is to manage The Centre as a multi-purpose activity facility, encompassing prime instructional, meeting, audiovisual and banquet resources and by providing a quality environment for a wide variety of individually engaged functions, both public and private.

PROGRAMS AND FUNCTIONS

To plan, coordinate, schedule and evaluate the use of The Centre and its services.
To develop and administer policies, procedures and practices to meet facility needs.
To schedule, coordinate and enhance City-sponsored meetings and activities.
To balance public versus entrepreneurial and innovative uses of The Centre.
To market The Centre as a premier banquet and event facility in the region.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Maintenance Equipment	\$ 12,400	\$ 12,400	Building Maintenance Supplies	\$ 18,400	\$ 18,400
Event Supplies	\$ 16,400	\$ 16,400			

Changed Conditions:

- Change in Facility Expenses due to changes in utility costs.
- Change in concessionaire operations due to rescheduled/postponed permits resulting from COVID-19 pandemic.
- Change in Window Maintenance due to management of funding within department; funds reallocated within Division 7500.
- Change in Contractual Services due to increase in facility and infrastructure use to return to pre-pandemic standards.

Proposed Activities:

- Coordinate with concessionaire to identify and implement marketing opportunities to maintain The Centre's positive reputation in the event venue marketplace.
- Identify and evaluate facility maintenance and improvements and implement as needed.

Productivity Initiatives:

- Schedule available rooms for city use with recreation classes and events at The Centre.
- Target and increase marketing plan to increase caterer bookings and revenue following pandemic.

Performance Measures:

	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>	<u>Estimated</u>
	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Catered Events	393	269	1	254	360	390
Catered Attendance	36,641	30,849	150	25,698	35,000	36,000
Non-catered Events	823	407	414	675	850	875
Non-catered Attendance	27,129	13,522	4,555	15,769	20,000	25,000
Gross Rent for Concessionaire	\$ 264,884	\$ 181,066	\$ 3,272	\$ 175,000	\$ 175,000	\$ 200,000

CITY OF LAKEWOOD

RECREATION AND COMMUNITY SERVICES - 7150 CENTRE FACILITY OPERATIONS

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	477,277	443,985	481,107	481,107	411,521	414,982
Contract Services	29,817	33,768	74,374	76,374	64,875	64,875
Facilities Expense	137,887	123,119	146,804	146,804	154,600	154,700
Office Expense	795	1,111	1,400	1,400	1,550	1,550
Meetings Expense	1,698	1,794	6,000	6,000	6,000	6,000
Special Dept. Supplies	18,729	15,455	29,966	33,375	36,550	36,550
Interdepartmental	<u>1,438</u>	<u>1,323</u>	<u>2,100</u>	<u>2,100</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 667,641</u>	<u>\$ 620,555</u>	<u>\$ 741,751</u>	<u>\$ 747,160</u>	<u>\$ 675,096</u>	<u>\$ 678,657</u>

FUNDING SOURCES

1050 Community Facility	\$ 667,641	\$ 620,555	\$ 741,676	\$ 747,085	\$ 675,096	\$ 678,657
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DIVISION 7200 - TRANSIT

The purpose of this activity is to plan, manage and operate a reservation based paratransit system for elderly and disabled residents who lack access to private transportation or existing public transportation and to operate a community excursion program.

PROGRAMS AND FUNCTIONS

To provide a paratransit service system to Lakewood senior and disabled residents.

To enable residents access to community centers, social service offices, medical care, shopping areas, recreational facilities and other essential destinations.

To focus upon the home-bound and the at-risk elderly, providing social and physical mobility within the community.

To perform ongoing research into the transportation needs of the elderly and disabled and integrate best practices for transportation services.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Bus Rentals for Durham and Pacific Coach.	\$ 59,400	\$ 60,500	Maintenance/Operation of Equip.	\$ 9,200	\$ 9,200
			Training	\$ 9,500	\$ 9,500

Changed Conditions:

- Change in Capital Outlay as replacement of retired fleets was completed in 2019.
- Change in Software with funds appropriated for new DASH Transit scheduling, dispatching, and statistical software.

Proposed Activities:

- Continue to provide shuttle service to Mayfair Park for the Fest-of-All, Pan Am Fiesta, and Lollipop Lane.
- Continue to complete a bi-annual report of services with statistical data to help assess transportation needs of
- Continue to utilize local transit agencies' training workshops for DASH staff.
- Establish a professional network of public transit agencies to help identify industry trends and best practices.

Productivity Initiatives:

- Continue to provide County-wide transit information and referrals through the DASH office.
- Provide quarterly safety training for DASH staff.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Clients Transported per Mile	8.4	9.7	12.1	11.2	10.4	9.9
Individual Rides	8,633	6,311	3,605	4,615	5,907	7,561
Active Participants	1,365	848	847	889	933	980
Round Trip Rides	14,801	10,995	6,336	7,459	8,727	10,211

CITY OF LAKEWOOD

RECREATION AND COMMUNITY SERVICES - 7200 TRANSIT PROGRAMS

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	432,950	435,364	588,360	588,360	641,669	648,587
Contract Services	1,395	550	7,400	7,400	8,000	8,000
Facilities Expense	16,834	14,192	20,078	20,078	21,800	21,850
Special Dept. Supplies	10,189	5,869	14,925	14,925	35,000	16,500
Other Operating	972	7,290	10,950	10,950	10,950	10,950
Interdepartmental	<u>77,215</u>	<u>67,594</u>	<u>113,400</u>	<u>113,400</u>	<u>116,000</u>	<u>117,000</u>
TOTAL EXPENDITURES	<u>\$ 539,555</u>	<u>\$ 530,859</u>	<u>\$ 755,113</u>	<u>\$ 755,113</u>	<u>\$ 833,419</u>	<u>\$ 822,887</u>

FUNDING SOURCES

3070 Transit - Prop C Fund	\$ 539,555	\$ 530,859	\$ 755,113	\$ 755,113	\$ 833,419	\$ 822,887
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DIVISION 7300/7380/7385 - HUMAN SERVICES PROGRAMS

The purpose of this activity is to provide human and social services for all Lakewood residents by linking them to public and private service agencies, providing senior adult programs and services and maintaining a viable community volunteer program.

PROGRAMS AND FUNCTIONS

To promote health and wellness by planning and conducting community health clinics in cooperation with public and private agencies.

To coordinate year-round resident emergency food and utility assistance through the Project Shepherd Program.

To facilitate community problem solving and strengthen community image by recruiting, training and referring volunteers to community-based human service agencies and non-profit organizations.

To coordinate and facilitate senior services programs, which includes nutrition, socialization, recreation, health and wellness and safety awareness.

BUDGET SUMMARY

Significant Detail:

	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Meals on Wheels	\$ 10,000	\$ 10,000	Community Family Guidance	\$ 8,000	\$ 8,000
Pathways Volunteer Hospice	\$ 8,000	\$ 8,000	Human Services Association	\$ 8,500	\$ 8,500

Changed Conditions:

- Change in Software in FY24 due to ongoing program maintenance for program and participant data management
- Change in Maintenance Structure Building Grounds due to increasing supply costs and return to programming following sunset of pandemic restrictions

Proposed Activities:

- Install software system for managing statistics related to senior programs
- Expand recreational and educational opportunities at the Burns Community Center specifically targeted to active older adults utilizing the newly renovated building.
- Coordinate annual volunteer recognition event for community volunteers.

Productivity Initiatives:

- Disperse Community Development Block Grant (CDBG) funding to community-based nonprofit organizations to provide services to Lakewood families.
- Secure sponsors to enhance senior and older adult events.

Performance Measures:

- Provide emergency assistance to approximately 400 families.
- Provide in-kind services to Meals on Wheels and Human Service Association, serving a combined total of 20,000 meals per year.
- Organize cleanup projects by Teens in Lakewood Care volunteers in response to community need and organize approximately 400 volunteers for Lakewood Volunteer Day projects.
- Serve approximately 14,000 seniors through the Weingart Fitness Program.

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
<u>Visitors and Clients</u>						
Burns Community Center	42,451	32,502	17,205	21,628	25,000	30,000
Weingart Senior Center	65,776	45,941	19,824	22,000	25,000	28,000
Volunteer Hours	15,145	19,327	1,465	7,000	10,000	15,000

CITY OF LAKEWOOD

RECREATION AND COMMUNITY SERVICES - 7300/7380/7385 HUMAN SERVICES PROGRAMS

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	566,920	575,787	670,003	670,003	589,106	589,751
Contract Services	46,332	97,500	41,700	46,700	56,600	56,600
Facilities Expense	100,685	88,059	98,591	98,591	116,650	116,950
Office Expense	2,084	1,328	3,000	3,000	3,300	3,300
Meetings Expense	193	112	370	370	600	600
Special Dept. Supplies	9,203	9,604	18,951	18,951	19,000	20,500
Other Operating	450	461	780	780	800	800
Interdepartmental	9,588	12,121	11,500	11,500	-	-
Capital Outlay	2,608	-	-	-	25,000	-
TOTAL EXPENDITURES	\$ 738,063	\$ 784,972	\$ 844,895	\$ 849,895	\$ 811,056	\$ 788,501

FUNDING SOURCES

1010 General Fund	\$ 631,635	\$ 626,723	\$ 716,474	\$ 716,474	\$ 680,225	\$ 682,725
1025 ARPA	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
1030 CDBG	\$ 106,428	\$ 158,249	\$ 128,421	\$ 133,421	\$ 105,831	\$ 105,776

DIVISION 7350 - PARKS PROGRAMS

The purpose of this activity is to provide recreational experiences for residents of all ages, make recreational facilities available to community groups and individuals, and strengthen facility safety and security through the supervision of recreation programs and services.

PROGRAMS AND FUNCTIONS

- To plan, schedule and conduct after-school programs and vacation activities for children at nine supervised City facilities.
- To plan and conduct the Adaptive Recreation Program for developmentally disabled and physically handicapped residents.
- To administer and supervise youth and adult sports leagues and activities.
- To schedule and supervise use of recreational facilities including meeting rooms, picnic shelters and athletic fields.
- To train recreation leaders in areas of safety, emergency services, supervision, leadership and customer service.
- To plan and conduct youth services for the community's teenage population.
- To provide trained personnel to maintain and inspect City facilities.
- To provide staff assistance for the Lakewood Community Gardens

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>
Park Program Supplies	\$ 50,262	\$ 50,262

- Changed Conditions:**
- Change in attendance at afterschool programs and facility permits due to sunset of pandemic restrictions
 - Change in programming for adaptive recreation program to offset restrictions to Special Olympics programming due to pandemic

- Proposed Activities:**
- Provide after-school programs from 3:00-5:00 PM for elementary school-aged children at eight City parks.
 - Offer teen workshops on health and wellness, education assistance, job training and societal trends at the Lakewood Youth Center and Bloomfield Park Teen Resource Center.
 - Market the availability of recreation facilities for private events and gatherings to Lakewood residents.
 - Provide picnic shelters for resident use at no charge.

- Productivity Initiatives:**
- Provide ongoing training for part-time recreation staff to ensure safe and enjoyable environments for all visitors
 - Use volunteers to support staff efforts in providing recreation programs.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
After-School Program Participants	30,052	25,287	3,545	27,500	30,000	30,000
Picnic Shelter Reservations	970	914	117	500	750	1,000
Facility Rental Customers-Buildings	1,465	1,174	247	1,500	1,600	1,600
Facility Rental Customers-Fields	136	142	108	225	250	250

CITY OF LAKEWOOD

RECREATION AND COMMUNITY SERVICES - 7350 PARKS PROGRAMS

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	1,402,267	1,423,010	1,655,123	1,655,123	1,618,994	1,624,504
Contract Services	-	-	-	-	1,100	1,100
Facilities Expense	26,715	25,561	26,427	26,427	27,250	28,200
Special Dept. Supplies	63,195	52,386	70,122	70,122	70,862	70,862
Other Operating	1,822	2,328	2,750	2,750	3,550	3,550
Interdepartmental	4,720	4,567	1,700	1,700	-	-
Capital Outlay	13,279	-	-	-	9,000	-
TOTAL EXPENDITURES	\$ 1,511,998	\$ 1,507,852	\$ 1,756,122	\$ 1,756,122	\$ 1,730,756	\$ 1,728,216

FUNDING SOURCES

1010 General Fund	\$ 1,511,998	\$ 1,507,852	\$ 1,756,122	\$ 1,756,122	\$ 1,730,756	\$ 1,728,216
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DIVISION 7400 - SOCIAL AND CULTURAL PROGRAMS

The purpose of this activity is to provide opportunities to develop personal skills through a variety of enrichment programs and conduct community-wide special events.

PROGRAMS AND FUNCTIONS

To conduct instructional programs in the area of the arts, self-improvement, dance, fitness and crafts for youth and adults.

To provide a summer day camp program for youth.

To organize and produce three seasonal recreation brochures for special interest activities and recreation events.

To conduct community special events to include Halloween Carnivals, Arbor Week, Lollipop Lane, Earth Walk, Summer Concert Series, Pan Am Fiesta, Fest-Of-All, and Civic Center Block Party.

To provide staff assistance for the Lakewood Tot Lot Program.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Program Supplies	\$ 257,300	\$ 262,900	Block Party	\$ 122,100	\$ 125,500
Youth Activities	\$ 73,500	\$ 75,500	Preschool	\$ 71,000	\$ 73,000
Summer Day Camp	\$ 114,500	\$ 119,900	Pan Am	\$ 39,500	\$ 39,500
Adult Activities	\$ 38,000	\$ 39,500	Family Programs	\$ 30,000	\$ 32,800
Recreation Catalog	\$ 43,100	\$ 43,100	Concerts	\$ 30,000	\$ 30,000
Fest-Of-All	\$ 77,200	\$ 77,200			

- Changed Conditions:**
- Change in Youth Activities and Adult Activities due to increase in class schedules following sunset of pandemic restrictions.
 - Change in Special Events with the inclusion of the multicultural event, Fest-Of-All.

- Proposed Activities:**
- Promote the "Parks Make Life Better" brand as a community awareness campaign.
 - Promote City special events using a marketing design that specifically targets Lakewood residents.
 - Promote community race, equality, diversity and inclusion through programs and events.
 - Reduce production of print catalogs in lieu of online version.

Performance Measures:

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Contract Classes						
Number of Classes	1,892	1,290	543	1,381	1,400	1,475
Number of Participants	9,900	5,909	3,069	7,800	8,000	8,200
Pan Am Fiesta - Attendance	9,000	0	0	10,000	12,000	13,000
Block Party - Attendance	20,000	0	0	20,000	20,000	20,000
Fest-Of-All - Attendance	N/A	N/A	N/A	7,000	8,000	9,000

CITY OF LAKEWOOD

RECREATION AND COMMUNITY SERVICES - 7400 SOCIAL AND COMMUNITY PROGRAMS

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	323,302	341,737	474,023	474,023	499,976	502,302
Contract Services	244,331	124,750	369,345	369,345	400,630	409,600
Special Dept. Supplies	115,442	46,199	332,578	332,578	313,596	319,450
Other Operating	420	770	1,465	1,465	1,500	1,500
Interdepartmental	102,109	102,826	182,000	182,000	-	-
Capital Outlay	<u>5,870</u>	<u>45,495</u>	<u>74,631</u>	<u>74,631</u>	<u>8,704</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 791,474</u>	<u>\$ 661,777</u>	<u>\$ 1,434,042</u>	<u>\$ 1,434,042</u>	<u>\$ 1,224,406</u>	<u>\$ 1,232,852</u>

FUNDING SOURCES

1010 General Fund	\$ 791,474	\$ 661,777	\$ 1,434,042	\$ 1,434,042	\$ 1,224,406	\$ 1,232,852
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DIVISION 7450 - SPORTS PROGRAMS

The purpose of this activity is to provide recreational experiences through a variety of team and individual athletic and fitness opportunities for youth and adults.

PROGRAMS AND FUNCTIONS

To recruit, train, evaluate and recognize community volunteers for the Lakewood Youth Sports (LYS) program.

To recruit, train and evaluate sports officials for youth and adult sports programs.

To conduct a youth instruction program for all skill levels in gymnastics, basketball, baseball, softball, flag football, volleyball, and volley tennis.

To promote health and wellness by conducting organized leagues for youth and adults in a variety of sports.

To recognize athletic achievement by conducting the Lakewood Youth Hall of Fame awards program working in partnership with community business sponsors.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Sports Supplies	\$ 44,200	\$ 44,200	Hall of Fame	\$ 23,570	\$ 23,570

- Changed Conditions:**
- Change in Hall of Fame due to increase in catering servicees
 - Change in Youth Sports Registration with sunset of pandemic protocols

- Proposed Activities:**
- Emphasize LYS sportsmanship principles.
 - Continue standardized LYS coach presentation for all parks.
 - Continue training program for LYS sports officials.
 - Support community-based youth sports organizations by providing athletic fields and courts for sports instruction and competition.

- Productivity Initiatives:**
- Conservation measures include scheduling LYS for optimum use of daylight hours and scheduled use of lighted fields for community organizations.
 - Continue non-resident fee for LYS.
 - Promote volunteer opportunities to the community to enhance sports instruction for youth.

Performance Measures:

	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Estimated 2022-2023	Estimated 2023-2024
Youth - Number of Teams	209	205	89	77	215	215
Youth - Number of Participants	2,242	2,114	821	1,232	2,500	2,500
Youth - Lakewood Resident %	79%	79%	81%	75%	80%	80%
Adult - Number of Teams	110	105	31	100	115	115
Adult - Number of Participants	1,200	1,125	375	1,000	1,300	1,300

CITY OF LAKEWOOD

RECREATION AND COMMUNITY SERVICES - 7450 SPORTS PROGRAMS

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	181,054	174,997	237,273	237,273	303,916	304,316
Special Dept. Supplies	48,385	13,722	72,946	75,646	83,570	83,570
Other Operating	800	670	1,025	1,025	650	650
Interdepartmental	<u>28,638</u>	<u>4,602</u>	<u>7,300</u>	<u>7,300</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES	<u>\$ 258,877</u>	<u>\$ 193,991</u>	<u>\$ 318,544</u>	<u>\$ 321,244</u>	<u>\$ 388,136</u>	<u>\$ 388,536</u>

FUNDING SOURCES

1010 General Fund	\$ 254,134	\$ 191,480	\$ 313,544	\$ 316,244	\$ 383,136	\$ 383,536
1015 Special Olympics	\$ 4,743	\$ 2,511	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000

DIVISION 7500 - FACILITIES MAINTENANCE

The purpose of this activity is to provide an ongoing program of landscape and custodial maintenance services at various City facilities, City-owned parcels, alleyways and non-supervised parks, and the delivery and setup of equipment for all city-wide community events.

PROGRAMS AND FUNCTIONS

- To provide landscape maintenance at the Civic Center Complex, Los Angeles County Sheriff's Station, Iacoboni Library, Nixon and Arbor Maintenance Yards, Burns Community Center, Lakewood Community Gardens, Weingart Senior Center, non-supervised parks and City-owned parcels.
- To provide staff support for-community special events.
- To provide custodial maintenance at City Hall, Council Chambers, Burns Community Center, Weingart Senior Center, and Arbor Maintenance Yard.
- To conduct an ongoing employee safety training program.
- To provide weed abatement for City-owned parcels, alleyways and facilities.

BUDGET SUMMARY

Significant Detail:	2022-2023	2023-2024		2022-2023	2023-2024
Floor Maintenance	\$ 7,250	\$ 7,250	Building Maint Supplies	\$ 13,200	\$ 13,200
Landscape Supplies	\$ 19,100	\$ 19,100	Window Cleaning	\$ 22,200	\$ 22,200
			Uniforms	\$ 2,000	\$ 2,000

- Changed Conditions:
- Change in Contract Services due to new floor care contract
 - Change in Facilities Expense due to change in utility costs.
 - Change in Employee Services due to reallocation of part-time staff.
 - Change in Employee Services due to reinstatement of Park Maintenance Worker Position at Mayfair Park

- Proposed Activities:
- Renovate 6500 sq. ft. of landscape at Civic Center Complex.
 - Continue to convert city maintained areas to water conservative landscapes using drought tolerant plants, drip irrigation, and decomposed granite.

- Productivity Initiatives:
- Cross-train personnel to operate equipment, specialized vehicles and tools.
 - Continue maintenance of 23,500 square feet of rights-of way landscape no longer maintained by The Los Angeles County Department of Public Works.

Performance Measures:	Actual 2018-2019	Actual 2019-2020	Actual 2020-2021	Projected 2021-2022	Estimated 2022-2023	Estimated 2023-2024
Square Footage of planters maintained on facilities	28,000	28,000	28,000	28,000	28,000	28,000

CITY OF LAKEWOOD

RECREATION AND COMMUNITY SERVICES - 7500 FACILITIES MAINTENANCE

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	621,319	446,478	430,324	430,324	360,829	360,720
Contract Services	5,920	9,800	15,367	13,367	29,950	29,950
Facilities Expense	62,144	79,147	59,677	59,677	69,200	69,200
Office Expense	400	526	1,300	1,300	550	550
Meetings Expense	75	-	135	135	400	400
Special Dept. Supplies	27,166	19,835	21,368	21,368	21,100	21,100
Other Operating	1,418	-	2,335	2,335	2,650	2,650
Interdepartmental	4,061	4,111	4,550	4,550	-	-
Capital Outlay	-	-	-	-	2,000	-
TOTAL EXPENDITURES	\$ 722,503	\$ 559,897	\$ 535,056	\$ 533,056	\$ 486,679	\$ 484,570

FUNDING SOURCES

1010 General Fund	\$ 722,503	\$ 559,897	\$ 535,056	\$ 533,056	\$ 486,679	\$ 484,570
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DIVISION 7550 - PARKS AND FACILITIES TURF MAINTENANCE

The purpose of this activity is to provide turf maintenance, irrigation maintenance and pest control in the parks, water production facilities and other City facilities.

PROGRAMS AND FUNCTIONS

To provide a turf management program for City facilities including mowing, scalping, verticutting, edging, trimming, aerating, fertilizing and over seeding.

To maintain and repair all irrigation systems located on parks and City facilities.

To conduct in-service training programs, safety meetings, emergency response trainings and job skill improvement activities for department employees.

To manage resources personnel and equipment, maintain records and prepare field reports and studies.

To monitor and assess mowing contract of City parks.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Mowing Contract	\$ 46,500	\$ 46,500	Uniforms	\$ 1,700	\$ 1,700
Turf Supplies	\$ 12,600	\$ 12,600			

Changed Conditions: - None

Proposed Activities:

- Continue to evaluate water usage on turf and landscape areas to achieve water conservation through the use of proper equipment and programming.
- Continue annual turf renovation program for all parks and facilities.
- Increase aeration of turf used for sports activities at city parks.

Productivity Initiatives:

- Continue daily equipment inspections to further reduce equipment repair costs.
- Use mulching blades on rotary mowers at various locations for efficiency and greenwaste.

Performance Measures:

- Inspect and maintain 60 irrigation clocks and 638 automatic control valves.

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Acres of Parks & Other Facilities Maintained	197.5	197.5	197.5	197.5	197.5	197.5
Acres of Turf Renovated	15.0	15.0	10.0	13.0	15.0	15.0

CITY OF LAKEWOOD

RECREATION AND COMMUNITY SERVICES - 7550 PARKS AND FACILITIES TURF MAINTENANCE

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	391,056	446,795	391,542	391,542	284,474	284,542
Contract Services	40,713	44,249	46,462	46,462	46,500	46,500
Office Expense	679	326	700	700	800	800
Meetings Expense	-	-	160	160	-	-
Special Dept. Supplies	12,117	13,354	14,201	14,201	14,300	14,300
Other Operating	<u>525</u>	<u>360</u>	<u>680</u>	<u>680</u>	<u>700</u>	<u>700</u>
TOTAL EXPENDITURES	<u>\$ 445,090</u>	<u>\$ 505,084</u>	<u>\$ 453,745</u>	<u>\$ 453,745</u>	<u>\$ 346,774</u>	<u>\$ 346,842</u>

FUNDING SOURCES

1010 General Fund	\$ 445,090	\$ 505,084	\$ 453,745	\$ 453,745	\$ 346,774	\$ 346,842
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DIVISION 7600 - PARK MAINTENANCE

The purpose of this activity is to provide custodial services, grounds and landscape maintenance services for City parks.

PROGRAMS AND FUNCTIONS

To provide custodial services at all park activity buildings, including floor waxing and mopping, window washing and sanitizing of restroom facilities.
 To provide regular maintenance of park facilities, including game courts, baseball fields, picnic shelters and playground equipment.
 To provide litter control on parks, weed control in planter beds, pest control, shrubs and trees, and inspection, repair and routine maintenance of irrigation systems.
 To plan and schedule personnel and equipment, maintain records and prepare field reports.
 To conduct in-service training programs, safety meetings, emergency response trainings and job skill improvement activities.
 To manage custodial and window cleaning contract for city facilities.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Custodial Maintenance	\$ 21,550	\$ 21,550	Building Maintenance Supplies	\$ 44,900	\$ 44,900
Park Maintenance Supplies	\$ 52,800	\$ 52,800	Uniforms	\$ 5,600	\$ 5,600

Changed Conditions:

- Change in Facilities Expenses due to increases in cost of materials and utilities, park programming and public use.
- Change in Building, Structure, Grounds Maintenance due to increasing costs for maintenance supplies

Proposed Activities:

- Maintain a quarterly facilities inspection program to address maintenance concerns.
- Renovate planters at Bolivar, Mayfair, and Bloomfield Parks.
- Add sand to Bloomfield, Mayfair, Palms, Cherry Cove, Del Valle, Rynerson Parks playgrounds
- Add infield mix to Bolivar Park diamond #1 and San Martin Park diamond #1

Productivity Initiatives:

- Assign park maintenance workers to assist Public Works Department with graffiti removal in City parks.
- Continue preventive ball field and playground maintenance program.
- Train and equip park maintenance staff to repair irrigation systems and assist Weed Abatement Program.
- Schedule "All Hands" projects to assist with landscape and maintenance projects to improve safety and aesthetics at city parks.

Performance Measures:

- Review all park capital improvement projects and work orders and develop priorities with Public Works Department.

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Work Orders Generated on						
Parks and Facilities	693	1,144	1,179	1,200	1,200	1,200
Acres of Park Maintained	185.5	185.5	185.5	185.5	185.5	185.5
Landscape Plantings (Sq. Ft)	38,000	38,000	38,000	38,000	38,000	38,000

CITY OF LAKEWOOD

RECREATION AND COMMUNITY SERVICES - 7600 PARK MAINTENANCE

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	1,502,641	1,765,747	2,160,191	2,160,191	2,124,046	2,123,443
Contract Services	-	12,107	21,905	21,905	32,000	32,000
Facilities Expense	693,753	823,661	772,720	772,720	897,150	897,150
Meetings Expense	276	-	300	300	400	400
Special Dept. Supplies	51,161	64,744	121,810	121,810	68,500	68,500
Other Operating	461	300	679	679	1,800	1,800
Interdepartmental	107,100	120,196	112,500	112,500	-	-
Capital Outlay	-	125,956	-	30,100	84,000	28,000
TOTAL EXPENDITURES	<u>\$ 2,355,392</u>	<u>\$ 2,912,711</u>	<u>\$ 3,190,105</u>	<u>\$ 3,220,205</u>	<u>\$ 3,207,896</u>	<u>\$ 3,151,293</u>

FUNDING SOURCES

1010 General Fund	\$ 2,355,392	\$ 2,881,923	\$ 3,125,531	\$ 3,155,365	\$ 3,173,011	\$ 3,116,419
1710 Prop A-Recreation		\$ 30,788	\$ 64,574	\$ 64,840	\$ 34,885	\$ 34,874

DIVISION 7650/7720/7740 - PARKWAYS AND MEDIANS MAINTENANCE

The purpose of this activity is to provide turf and landscape maintenance and pest control on public parkways and street medians.

PROGRAMS AND FUNCTIONS

To conduct a city-wide turf management program including mowing, scalping, verticutting, edging, trimming, aerating, fertilizing, overseeding and weed control.

To maintain and repair all potable and recycled water irrigation systems located on parkways and street medians.

To conduct in-service training programs, safety meetings, emergency response trainings and job skill improvement activities for department employees.

To manage resources and equipment, maintenance of records, and preparation of field reports and studies.

To manage the Cerritos Maintenance Agreement for medians on Del Amo Boulevard from Pioneer Boulevard to Bloomfield Avenue.

To manage and assess landscape/turf maintenance contract for public parkways and street medians.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Maintenance Supplies	\$ 169,900	\$ 169,900	Cerritos Maintenance Contract	\$ 10,700	\$ 10,700
Contract Median Maintenance	\$ 52,000	\$ 52,000	Uniforms	\$ 9,400	\$ 9,400

Changed Conditions: - Change in Salaries- Part Time for clean alleyways program.

Proposed Activities: - Provide personnel and equipment to help control insect pests on City street trees.
- Renovate landscape panels along major thoroughfares to improve water conservation.

Productivity Initiatives: - Continue parkway panel de-thatching program to improve the turf on sections of South Street, Del Amo Boulevard, Bellflower Boulevard, Woodruff Avenue, Candlewood Street and specified parks.
- Increased Productivity with the addition of Studebaker Road Landscape.

Performance Measures: - Inspect and maintain 40 irrigation clocks and 400 automatic control valves.
- Perform city-wide repair work and respond to the irrigation maintenance requests on over 23 miles of medians and parkways.

	Actual	Actual	Actual	Projected	Estimated	Estimated
	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Acres of Turf Renovated	7	7	8	10	10	10
Irrigation Maintenance Requests	352	30	14	20	21	21
Bee Removal Requests	43	63	49	50	54	54

CITY OF LAKEWOOD

RECREATION AND COMMUNITY SERVICES - 7650/7720/7740 PARKWAYS AND MEDIAN MAINTENANCE

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	1,316,286	1,485,984	1,723,679	1,723,679	1,549,501	1,562,407
Contract Services	55,222	59,170	62,610	62,610	62,700	62,700
Facilities Expense	364,152	430,999	326,457	326,457	407,000	407,000
Office Expense	351	365	700	700	800	800
Meetings Expense	77	-	260	260	300	300
Special Dept. Supplies	139,775	132,255	184,285	210,855	183,250	183,250
Other Operating	1,985	1,140	2,237	2,237	2,250	2,250
Interdepartmental	346,616	335,366	373,500	373,500	-	-
Capital Outlay	39,112	-	118,058	180,125	256,000	248,000
TOTAL EXPENDITURES	<u>\$ 2,263,576</u>	<u>\$ 2,445,279</u>	<u>\$ 2,791,786</u>	<u>\$ 2,880,423</u>	<u>\$ 2,461,801</u>	<u>\$ 2,466,707</u>

FUNDING SOURCES

1010 General Fund	\$ 2,263,576	\$ 2,425,536	\$ 2,765,297	\$ 2,853,934	\$ 2,422,551	\$ 2,427,457
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WATER UTILITY

Water Resources

The City of Lakewood Department of Water Resources supplies water to over 20,000 service connections west of the San Gabriel River.

The Department operates as a municipal water utility that relies solely on water revenues from potable water sales, recycled water sales and other water related funding sources. Golden State Water Company (GSWC), a privately held water utility governed by the Public Utilities Commission, serves approximately 4,400 customer accounts east of the river.

The DWR maintains 180 miles of water mains ranging from 4 to 27 inches in diameter, 10 potable water wells, a 2,500 gallons per minute water treatment facility, 3 water storage facilities with approximately 13 million gallons capacity, one active connection to Metropolitan Water District of Southern California imported supplies through Central Basin Municipal Water District, and 4 emergency interconnections with GSWC, and the cities of Cerritos, Long Beach, and Signal Hill.

The city relies on 100% groundwater to meet current demand with water wells located throughout the City's service area. Water pumped from the groundwater basin delivers directly into the distribution system or into water storage and/or treatment facilities.



Water Resources

Position Summary

Budgeted Positions (FTEs)	FY 2021-22 Actual	FY 2022-23 Proposed	Change + or (-)	FY 2023-24 Proposed	Change + or (-)
Director of Water Resources	1.00	1.00	0.00	1.00	0.00
Assistant Director of Water Resources	1.00	1.00	0.00	1.00	0.00
Water Administration Manager	1.00	1.00	0.00	1.00	0.00
Secretary	1.00	1.00	0.00	1.00	0.00
Water Production Lead Worker	1.00	1.00	0.00	1.00	0.00
Pump Station Operator	3.00	3.00	0.00	3.00	0.00
Water Field Operations Manager	1.00	1.00	0.00	1.00	0.00
Senior Water Utility Worker	4.00	4.00	0.00	4.00	0.00
Water Distribution Lead Worker	1.00	1.00	0.00	1.00	0.00
Water Utility Worker	3.00	3.00	0.00	3.00	0.00
TOTAL	17.00	17.00	0.00	17.00	0.00
Part-Time Hours	1,600.00	1,600.00	-	1,600.00	-

Water Resources

Department Summary

Division	Activity	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
	8000 Administration	4,210,014	5,345,952	5,345,952	5,947,246	6,046,127
	8100/8200 Water Production	5,212,368	7,029,336	7,029,336	6,291,173	6,448,990
	8600 Water Distribution	975,314	1,131,100	1,131,100	1,034,351	1,049,673
	8900 Customer Services	219,789	233,745	233,745	219,187	222,312
	Total Water Resources	\$ 10,617,485	\$ 13,740,133	\$ 13,740,133	\$ 13,491,957	\$ 13,767,102

DIVISION 8000 - WATER UTILITY ADMINISTRATION

The purpose of this activity is to provide the management and administration of the City's Water Resources Department and to work with other agencies and purveyors to assure reliable and healthful water supplies.

PROGRAMS AND FUNCTIONS

To monitor laws and regulations, and respond proactively to proposed rules, regulations and legislation affecting water system.
 To oversee the operations of water production, distribution, maintenance and customer service activities.
 To manage the department's water utility personnel and safety program, and provide technical trainings.
 To manage the department's budget striving for cost-effective services and more efficient operations.
 To manage water efficiency, water conservation, public outreach, and education programs.
 To manage water capital improvement projects, improve water infrastructure and protect assets of water system.
 To work collaboratively with other agencies and purveyors to protect the local groundwater basin and improve its reliability and operating efficiency.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Utility Billing Services	\$ 615,000	\$ 640,000	Turf and Device Rebate Program	\$ 25,000	\$ 25,000
Governmental Internal Services	\$ 1,795,700	\$ 1,795,700	Legal Services	\$ 30,000	\$ 30,000
Debt Service on Water Revenue Bonds	\$ 853,150	\$ 599,792	Contractual Services	\$ 110,000	\$ 120,000

Changed Conditions:

- Utility Billing Services increased due to incremental cost increases with in-house processing of Customer Service/Billing functions.
- Debt Service decreased due to FY 2023 payoff of 2015 Photovoltaic System Bond used towards the design, construction, and installation of solar array at City's Arbor Yard site.

Proposed Activities:

- Prepare various monthly, quarterly and annual reports to meet the federal and state regulatory requirements.
- Communicate water quality information through the Annual Water Quality Report.

Productivity Initiatives:

- Monitor state and federal legislation to be on the forefront of laws that directly affect ratepayers.
- Implement innovative technology/software to enhance/ improve customer service, operations, and system performance.
- Finalize water system Operation Maintenance and Procedure Manual to retain institutional knowledge and standardization of Department of Water Resources activities.

Performance Measures:

- Submit monthly, quarterly, and annual reports to the State Water Boards and Department of Water
- Track number of customers that participate in the Turf and Device Rebate program.

	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>	<u>Estimated</u>
	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Water Revenue Bond Debt Service	\$ 958,783	\$ 980,767	\$ 805,910	\$ 829,192	\$ 853,150	\$ 599,792
Water Conservation Rebates:						
Water Conservation Devices	9	2	4	2	10	15
Turf Removal Projects	11	3	6	12	20	25
Sub-surface	-	-	-	1	3	5
Total Rebate Costs	\$ 7,167	\$ 3,282	\$ 4,544	\$ 10,000	\$ 18,000	\$ 23,000

CITY OF LAKEWOOD

WATER RESOURCES DEPARTMENT - 8000 ADMINISTRATION

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	932,197	1,214,195	1,369,077	1,369,077	1,637,846	1,695,927
Contract Services	1,095,698	596,508	761,000	761,000	846,600	872,600
Facilities Expense	1,953,913	1,990,444	2,677,050	2,677,550	2,725,250	2,782,500
Office Expense	2,451	2,392	3,200	3,200	3,250	3,500
Meetings Expense	2,558	590	6,800	6,800	6,750	7,000
Special Department	36,867	137,051	170,267	170,267	236,950	299,400
Other Operating	730,720	315,289	345,458	344,958	311,600	296,200
Interdepartmental	54,508	3,084	13,100	13,100	9,000	9,000
Capital Outlay	-	(49,539)	-	-	170,000	80,000
TOTAL EXPENDITURES	\$ 4,808,912	\$ 4,210,014	\$ 5,345,952	\$ 5,345,952	\$ 5,947,246	\$ 6,046,127

FUNDING SOURCES

7500 Water Utility Fund	\$ 4,808,912	\$ 4,077,202	\$ 5,160,952	\$ 5,160,952	\$ 5,744,746	\$ 5,829,127
1623 Meas W	\$ -	\$ 132,812	\$ 185,000	\$ 185,000	\$ 202,500	\$ 217,000

DIVISION 8100/8200 - WATER UTILITY PRODUCTION

The purpose of this activity is to furnish manpower and materials for purchasing, pumping, treating and storing the City's potable and recycled water supply, and to operate and maintain water supply and pumping facilities for water operations.

PROGRAMS AND FUNCTIONS

To operate and maintain water supply system which includes 11 water wells, three pump stations, a water treatment plant, and two stormwater capture facilities.

To treat and test water to assure drinking water quality is in compliance with all federal and state drinking water standards and regulations.

To operate and maintain the City's seven steel water storage tanks and two concrete reservoirs.

To manage the water quality by continuing to take scheduled water samples annually and through the cross-connection control program.

To manage the City's recycled water supply and regional stormwater capture facilities.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Water Replenishment District	\$ 3,840,000	\$ 3,946,000	Hazardous Materials Disposal	\$ 48,000	\$ 48,000
Electric Power for Pumping	\$ 720,250	\$ 718,500	Water Laboratory Analysis	\$ 55,000	\$ 70,000
Well and Pump Maintenance	\$ 260,000	\$ 260,000	State Water System Fee	\$ 71,000	\$ 78,000
Recycled Water Purchase	\$ 420,000	\$ 430,000	Emergency MWD Supply Purchase	\$ 22,250	\$ 23,000
Water Treatment Chemicals	\$ 154,000	\$ 164,000	Central Basin Watermaster Services	\$ 16,000	\$ 17,000

Changed Conditions:

- The change in Water Replenishment District reflects the Districts proposed increase in replenishment costs, increase in carryover, and annual payment for WRD settlement.
- The recycled water purchase reflects the rate increase for water purchased through the City of Cerritos.
- Increase in electric power cost reflects SCE's the peak demand period change and rate increase.

Proposed Activities:

- Purchase 500 acre-feet of recycled water from the City of Cerritos.
- Pump up to 9,700 acre-feet of water from the Groundwater Basin for Lakewood demand and sales to other systems
- Increase production through water sales to neighboring cities/utilities
- Continue rehabilitating well, motors and pumps to increase water production efficiency and extend their useful life

Productivity Initiatives:

- Evaluate water well productivity through an energy and well efficiency testing program, replacing inefficient pumps/motors as needed
- Continue to optimize Supervisory Control And Data Acquisition (SCADA) control to more effectively utilize all well and pumping facilities.

Performance Measures:

- Monitor energy cost at pumping facilities

	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Projected</u>	<u>Estimated</u>	<u>Estimated</u>
	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
Lakewood Production Acre Feet (AF)	6,803	6,688	7,343	7,059	7,200	7,200
Transfer to Other Agencies (AF)	2,779	2,268	2,039	2,653	2,500	2,500
Total Potable Water Production (AF)	9,582	8,956	9,332	9,616	9,700	9,700
Recycled Water (AF)	418	446	474	446	500	500

CITY OF LAKEWOOD

WATER RESOURCES DEPARTMENT - 8100/8200 WATER UTILITY PRODUCTION

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	559,696	456,049	600,783	600,783	541,223	549,440
Contract Services	146,391	156,854	240,600	240,600	246,100	269,200
Facilities Expense	7,316	23,961	28,500	28,500	30,500	31,500
Special Department	262,457	317,756	461,653	461,653	486,100	496,850
Other Operating	3,386,563	4,211,339	5,688,350	5,688,350	4,980,250	5,094,500
Interdepartment	36,245	46,409	9,450	9,450	7,000	7,500
Capital Outlay	16,025	-	-	-	-	-
TOTAL EXPENDITURES	\$ 4,414,693	\$ 5,212,368	\$ 7,029,336	\$ 7,029,336	\$ 6,291,173	\$ 6,448,990

FUNDING SOURCES

7500 Water Utility Fund	\$ 4,414,693	\$ 5,212,368	\$ 7,029,336	\$ 7,029,336	\$ 6,291,173	\$ 6,448,990
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DIVISION 8600 - WATER UTILITY DISTRIBUTION

The purpose of this activity is to furnish manpower and materials to operate and maintain distribution system including 180 miles of pipelines, 3,950 isolation valves, 1,500 fire hydrants, 20,000 meters routinely, and ensure delivery of 2.2-billion gallons of water annually to 60,000 customers.

PROGRAMS AND FUNCTIONS

To maintain and operate the City's water distribution system which delivers adequate quantities of safe drinking water to consumers.

To maintain, repair and install distribution pipelines, valves, water meters and other components in the water distribution system.

To maintain and operate the City's fire hydrants that are used for fire fighting.

To perform regular flushing activities to improve distribution system efficiency and water quality.

To perform field inspection for new pipeline and service installation and oversee contractor's activities.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Repair Parts Supplies	\$ 115,000	\$ 120,000	Paving of Street Cut for Leak Repair	\$ 65,000	\$ 65,000
Vehicle Maintenance	\$ 111,000	\$ 112,000	Machinery & Equipment	\$ 10,000	\$ 10,000

Changed Conditions: - Budget increase reflects annual cost-of-living increase in materials and services.

Proposed Activities:

- Continue a routine valve exercising and/or flushing program.
- Conduct pipeline leak assessment with the use of leak noise correlator
- Utilize advanced meter technology to increase reading efficiency and water distribution leak detection.

Productivity Initiatives:

- Conduct assessments of all watermain breaks to determine their possible causes.
- Conduct assessments of all watermain breaks to determine their possible causes.
- Install pressure and flow sensors to perform condition evaluations of distribution pipelines and emergency interconnections

Performance Measures:

- Reduce number of main and service leaks
- Reduce number of water quality complaints

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
New Water Meter Installations	10	4	6	14	15	20
Fire Hydrants Replaced	1	4	4	6	5	5
Water Main Leaks Repaired	15	7	15	15	15	15
Number of Service Leaks	20	25	30	26	25	25

CITY OF LAKEWOOD

WATER RESOURCES DEPARTMENT -8600 WATER DISTRIBUTION

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	755,483	743,585	820,347	820,347	714,514	723,336
Contract Services	33,339	57,976	68,150	68,150	68,500	69,000
Special Department	66,140	96,068	125,353	125,353	130,337	135,337
Other Operating	216,116	(17,020)	-	-	-	-
Interdepartmental	89,523	90,152	110,750	110,750	111,000	112,000
Capital Outlay	-	4,553	6,500	6,500	10,000	10,000
TOTAL EXPENDITURES	\$ 1,160,601	\$ 975,314	\$ 1,131,100	\$ 1,131,100	\$ 1,034,351	\$ 1,049,673

FUNDING SOURCES

7500 Water Utility Fund	\$ 1,160,601	\$ 975,314	\$ 1,131,100	\$ 1,131,100	\$ 1,034,351	\$ 1,049,673
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DIVISION 8900 - WATER UTILITY CUSTOMER SERVICES

The purpose of this activity is to respond to customer service requests and complaints, advise and educate customers about service leaks, water use efficiency and promote the city's smart water system and water conservation program.

PROGRAMS AND FUNCTIONS

To respond to all field service requests that include turn on/off accounts, meter repairs, complaints, and field investigation and consultation
 To promote the City's smartwater portal utilization and enhance customer services.
 To inspect turf removal and device rebate installations for the water conservation program.
 To provide call center support, internet payment service, new account processing, and work order generation.

BUDGET SUMMARY

Significant Detail:	<u>2022-2023</u>	<u>2023-2024</u>		<u>2022-2023</u>	<u>2023-2024</u>
Communications	\$ 7,500	\$ 8,000	Special Supplies	\$ 25,000	\$ 25,000

Changed Conditions:

- Reduction in customer requested re-reads due to utilization of AMI smart water system.
- Reduction in customer shutoffs due to COVID-19 restrictions
- Reduction in Open/Close orders due to new Service Order format instituted in FY 2019-2020

Proposed Activities:

- Respond to water conservation customer inquires.
- Continue to utilize smart water platform to improve operations efficiency.
- Reinstitute delinquent customer shutoffs on a weekly basis

Productivity Initiatives:

- Continue to encourage customers to increase utilization of smartwater platforms to enhance efficiency.

Performance Measures:

- Increase number of registered users for smart water portal.

	<u>Actual</u> <u>2018-2019</u>	<u>Actual</u> <u>2019-2020</u>	<u>Actual</u> <u>2020-2021</u>	<u>Projected</u> <u>2021-2022</u>	<u>Estimated</u> <u>2022-2023</u>	<u>Estimated</u> <u>2023-2024</u>
Re-reads	520	265	149	216	200	175
Shut offs	899	230	-	-	750	650
Open/Close Orders	1,813	1,576	859	921	1,000	1,000
Registered Portal Users (%)	39%	47%	54%	58%	62%	65%

CITY OF LAKEWOOD

WATER RESOURCES DEPARTMENT - 8900 WATER METER/CUSTOMER SERVICES

DESCRIPTION	2019-2020 Actual	2020-2021 Actual	2021-2022 Revised Budget	2021-2022 Projected Actual	2022-2023 Proposed Budget	2023-2024 Proposed Budget
Employee Services	192,867	191,238	195,545	195,545	175,587	177,712
Facilities Expense	6,514	7,249	11,000	11,000	7,500	8,000
Meetings Expense	-	-	-	-	1,500	2,000
Special Department	14,378	24,020	27,200	27,200	34,600	34,600
Other Operating	74,472	(2,718)	-	-	-	-
TOTAL EXPENDITURES	\$ 288,231	\$ 219,789	\$ 233,745	\$ 233,745	\$ 219,187	\$ 222,312

FUNDING SOURCES

7500 Water Utility Fund	\$ 288,231	\$ 219,789	\$ 233,745	\$ 233,745	\$ 219,187	\$ 222,312
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- °FIXED ASSET CAPITALIZATION AND CONTROL POLICY
- °CAPITAL FINANCING AND DEBT MANAGEMENT POLICY
- °INVESTMENT POLICY
- °UNFUNDED ACCRUED LIABILITY FUNDING POLICY
- °GOVERNMENTAL FUND BALANCE POLICY
- °PURCHASING POLICY

CITY POLICIES

CITY OF LAKEWOOD

Fixed Asset Capitalization and Control Policy

PURPOSE

The purpose of this policy is to ensure adequate control and appropriate use of City fixed assets. The procedures are intended to define fixed assets and to establish guidelines for budgeting, financial reporting, logging, inventorying, transferring, depreciating, and disposing of fixed assets.

POLICY

It is the policy of the City of Lakewood that fixed assets be used for appropriate City purposes and be properly accounted for. It is the responsibility of the Administrative Services Department to ensure fixed assets will be tagged, inventoried on a periodic basis, and accounted for by fund and asset category. It is the responsibility of the Department Heads to ensure that proper budgeting and purchasing guidelines are followed and that fixed assets are adequately secured.

OBJECTIVES

The City of Lakewood's fixed asset policy has two (2) objectives:

- (i) Accounting and Financial Reporting - To accurately account for and report fixed assets to the City Council, external reporting agencies, granting agencies, and the public.
- (ii) Safeguarding – To protect its fixed assets from loss or theft.

The Administrative Services Department is responsible for, and has established, systems and procedures through which both objectives are met. The system and procedures are used to identify, process, control, track, and report City fixed assets.

PROCEDURES

Fixed Asset Capitalization

Accounting and Financial Reporting

In general, all fixed assets, including land, buildings, machinery and equipment, with an acquisition cost of \$5,000 or more, will be subject to accounting and reporting (capitalization). All costs associated with the purchase or construction should be considered, including ancillary costs such as freight and transportation charges, site preparation expenditures, installation charges, professional fees, and legal costs directly attributable to asset acquisition. Specific capitalization requirements are described below.

- The capitalization threshold is applied to individual units of fixed assets. For example, ten desks purchased through a single purchase order each costing \$1,000 will not qualify for capitalization even though the total cost of \$10,000 exceeds the threshold of \$5,000.
- The capitalization threshold will generally not be applied to components of fixed assets. For example, a tractor purchased with several attachments will not be evaluated individually against the capitalization threshold. The entire equipment with components will be treated as a single fixed asset.
- Repair is an expense that keeps the property in good working condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair expenditures are charged to the appropriate department fund.

CITY OF LAKEWOOD

Fixed Asset Capitalization and Control Policy

- Software programs will be regarded as fixed assets subject to capitalization and the cost will be amortized over a useful life of 5 years. Costs associated with software maintenance and customer support are considered expenditures and will not be capitalized.
- Improvements to existing fixed assets will be presumed to extend the useful life of the related fixed asset and, therefore, will be subject to capitalization only if the cost of the improvement meets the \$5,000 threshold. A fixed asset that had an acquisition cost of less than \$5,000, but now exceeds the threshold as a result of the improvement, should be combined with the improvement as a single asset and the total cost (original cost plus the cost of the improvement) will be capitalized over the estimated useful life.
- Capital projects will be capitalized as “construction in progress” until completed. Costs to be capitalized include direct costs, such as labor, materials, and transportation, indirect costs such as engineering and construction management, and ancillary costs such as construction period interest.
- Additions and deletions to the fixed asset inventory records shall be made on a periodic basis. When fixed assets are sold or disposed of, the inventory of Fixed Assets should be relieved of the cost of the asset and the associated accumulated depreciation.
- Department Heads will need to approve a Property Disposition report prior to transfer, auction or disposal of any fixed asset.

Depreciation

Depreciation is computed from the date the fixed

asset is placed in service until the end of its useful life.

Depreciation method – straight line

Buildings	50 years
Building improvement	30 years
Water and sewer lines	50 years
Roads	30 years
Vehicles	7 years
Office equipment	7 years
Computer equipment/Software	5 years
Other equipment	7 years

Control

Safeguarding

The Administrative Services Department is responsible for establishing and maintaining systems and procedures to properly safeguard assets. However, Department Heads are responsible for protecting assets under their control from theft or loss. These assets are described as follows:

- a. The acquisition cost of the fixed asset is equal to or greater than \$5,000.
- b. An asset required to be controlled and separately reported pursuant to grant conditions and other operational or externally imposed. For example, a grant program that has funded the acquisition of a fixed asset may impose a requirement that the fixed asset be tracked and identified as a grant funded asset.

Purchasing and Disposal of Property

Purchasing and disposal of fixed assets will follow the Purchasing Ordinance of the Lakewood Municipal Code.

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Capital Financing and Debt Management Policy

PURPOSE

Local governments finance capital improvements in many different ways. Current revenues from taxation, fees, fines and forfeitures, grants are used as a sort of "pay-as-you-go" method of improving infrastructure. Contributions from private property developers in connection with new construction are also a way of ensuring public capital improvements. Most important, however, is the use of borrowed funds and these are largely obtained from the sale of securities.

Capital financing and debt issuance involves the commitment of city resources for an extended period of time; public officials must undertake such transactions only after careful planning. Capital Financing and Debt Management Policy provides a framework within which informed borrowing decisions may be made.

The purpose of this policy is to set forth guidelines for the financing of capital expenditures. To enhance creditworthiness and prudent financial management, the City is committed to systematic capital planning and long-term financial planning.

POLICY

It is the policy of the City of Lakewood to use debt financing only for one-time capital improvement projects and unusual equipment purchases. Debt financing, to include general obligation bonds, special assessment bonds, revenue bonds, temporary notes, lease/purchase

agreements, and other City obligations permitted to be issued or incurred under California law, shall only be used to purchase capital assets that will not be acquired from current resources. The useful life of the asset or project shall exceed the payout schedule of any debt the City assumes. This allows for a closer match between those that benefit from the asset and those who pay for it. Debt financing will not be considered for any reoccurring purpose such as operating and maintenance expenditures.

OBJECTIVES

The City of Lakewood's Capital Financing and Debt Management Policy has two (2) objectives:

- (i) To ensure that borrowing is done only when it is appropriate; and
- (ii) To ensure that borrowing is done in the most cost-effective manner possible.

The primary responsibility for making debt-financing recommendations rests with the Director of Administrative Services. Responsibilities include:

- Consider all options for interim financing including short term and inter-fund borrowing, taking into considerations possible federal and state grants and/or reimbursements;
- Effects of the proposed actions on local tax rates, fees, and user charges;
- Trends in the bond market structures;

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Capital Financing and Debt Management Policy

- Trends in interest rates; and
- Other factors deemed appropriate.

PROCEDURES

A. Capital Financing

1. The City will consider the use of debt financing only for one-time capital improvement projects and only under the following circumstances:
 - a. When the projects useful life will exceed the term of the financing.
 - b. When project revenues or specific resources will be sufficient to service the long term debt.
2. The City will use the following criteria to evaluate pay-as-you-go versus long-term financing in funding capital improvements:

Factors Favoring Pay-As-You-Go Financing

- a. Current revenues and adequate fund balances are available or project phasing can be accomplished.
- b. Existing debt levels adversely affect the City's credit rating.
- c. Market conditions are unstable or present difficulties in marketing.

Factors Favoring Long Term Financing

- a. Revenues available for debt service are deemed sufficient and reliable so that long-term financings can be marketed with investment grade credit ratings.
- b. The project securing the financing is of the type, which will support an investment grade credit rating.
- c. Market conditions present favorable interest rates and demand for City financings.
- d. A project is mandated by state and federal requirements, and resources are insufficient or unavailable.
- e. The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.
- f. The life of the project or asset to be financed is 10 years or longer.

B. Debt Management

1. The City will not obligate the General Fund to secure long-term financings except when marketability can be significantly enhanced.
2. An internal feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and

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Capital Financing and Debt Management Policy

operations. This analysis will also address the reliability of revenues to support debt service.

3. The City will generally conduct financings on a competitive basis. However, negotiated financing may be used due to market volatility or the used of an unusual or complex financing or security structure.
4. The City will seek an investment grade rating (Baa/BBB or greater) on any direct debt and will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes, availability and cost-effectiveness.
5. The City will monitor all forms of debt annually coincident with the City's Financial Plan preparation and review process and report concerns and remedies, if needed, to the Council.
6. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
7. The City will maintain good, ongoing communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement).

C. Debt Capacity

1. **General Purpose Debt Capacity.** The City will carefully monitor its levels of general purpose debt.

Because our general purpose debt capacity is limited, it is important that we only use general purpose debt financing for high-priority projects where we cannot reasonable use other financing methods for two key reasons:

- a. Funds borrowed for a project today are not available to fund other projects tomorrow.
- b. Funds committed for debt repayment today are not available to fund operations in the future.

2. **Enterprise Fund Debt Capacity.** The City will set enterprise fund rates at levels needed to fully cover debt service requirements as well as operations, maintenance, administration and capital improvement costs. The ability to afford new debt for enterprise operations will be evaluated as an integral part of the City's rate review and setting process.

D. Independent Disclosure Counsel

The following criteria will be used on a case-by-case basis in determining whether the City should retain the services of an independent disclosure counsel in conjunction with specific project financings:

1. The City will generally not retain the services of an independent disclosure counsel when all of the following circumstances are present:
 - a. The revenue source for repayment is under the management or control of the City, such as

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Capital Financing and Debt Management Policy

general obligation bonds, revenue bonds, lease-revenue bonds or certificates of participation.

- b. The bonds will be rated or insured.
- 2. The City will consider retaining the services of an independent disclosure counsel when one or more of following circumstances are present:
 - a. The financing will be negotiated and the underwriter has not separately engaged an underwriter's counsel for disclosure purposes.
 - b. The revenue source for repayment is not under the management or control of the City, such as land-based assessment districts, tax allocation bonds or conduit financings.
 - c. The bonds will not be rated or insured.
 - d. The City's financial advisor, bond counsel or underwriter recommends that the City retain an independent disclosure counsel based on the circumstances of the financing.

E. Refinancing

- 1. **General Guidelines.** Periodic reviews of all outstanding debt will be undertaken to determine refinancing opportunities. Refinancings will be considered (within federal tax law constraints) under the following conditions:
 - a. There is a net economic benefit.

- b. It is needed to modernize covenants that are adversely affecting the City's financial position or operations.
- c. The City wants to reduce the principal outstanding in order to achieve future debt service savings, and it has available working capital to do so from other resources.

- 2. **Standards for Economic Savings.** In general, refinancing for economic savings will be undertaken whenever net present value savings of at least five percent (5%) of the refunded debt can be achieved.
 - a. Refinancings that produce net present value savings of less than five percent will be considered on a case-by-case basis, provided that the present value savings are at least three percent (3%) of the refunded debt.
 - b. Refinancing with saving of less than three percent (3%), or with negative savings, will not be considered unless there is a compelling public policy objective.

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Investment Policy

I. Scope

This policy applies to the investment of the City of Lakewood's ("City") applies to all funds accounted for in the annual budget. Funds of the City will be invested in compliance with the provisions of, but not necessarily limited to California Government Code Section 53601 et sec and other applicable statutes. Investments will be in accordance with these policies and written administrative procedures. This policy does not regulate the investment of bond proceeds.

II. Objectives

The objectives, in priority order, of the City of Lakewood's investment activities shall be:

Safety

Safety of principal is the primary and most important objective of the investment program. Investments of the City will be made in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will endeavor to mitigate credit and market risk.

Liquidity

The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated. This will be achieved through maturity diversification and purchases of securities with an established secondary market.

Yield

The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the

investment risk constraints, liquidity needs, and cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

III. Standards of Care

Prudence

The City of Lakewood adheres to the guidance provided by the "prudent investor" standard (CA 53600.3) to insure that:

"When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law."

This standard of prudence is to be used by all investment staff and will be applied in the context of managing an overall portfolio.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their

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ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

Delegation of Authority

The authority to invest City funds rests with the Administrative Services Director and his designated staff, herein referred to as investment staff. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established. The Administrative Services Director shall be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials.

The City may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

IV. Authorized and Suitable Investments

Surplus funds of local agencies may only be invested in certain eligible securities as listed below. The investment strategy for the City of Lakewood is to administer an operational portfolio. A definition of an operational portfolio is to have adequate funds available at all times to meet appropriated and projected cash flow requirements for the City of Lakewood.

The City of Lakewood does **NOT** purchase or sell securities on **MARGIN**.

1. *U.S. Treasury Obligations.* United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no portfolio percentage limits for U.S. Treasury obligations.

2. *U.S. Government Agency Issues.* Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no portfolio percentage limits for U.S. Government Agency obligations.

3. *Municipal Investments.* Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California. Obligations are required to be rated in one of the two highest categories by a nationally recognized statistical rating organization (NRSRO). There are no portfolio percentage limits for municipal obligations.

4. *Negotiable Certificates of Deposit.* Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed

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branch of a foreign bank. Eligible negotiable certificates of deposit shall be rated in category "AA" or its equivalent or better by a NRSRO. No more than 30% of the City's portfolio may be invested in negotiable certificates of deposit and no more than 10% may be invested with a single issuer.

5. Time Deposits/Time Certificates of Deposit (CDs). Time Deposits/Time Certificates of Deposit (CDs) placed with commercial banks and savings and loans. Time certificates of deposit shall meet the conditions in either paragraph (a) or paragraph (b) below:

(a) Time certificates of deposit shall meet the requirements for deposit under Government Code Section 53635 et. seq. The Administrative Services Director, for deposits up to the current FDIC insurance limit, may waive collateral requirements if the institution insures its deposits with the Federal Deposit Insurance Corporation (FDIC). The City shall have a signed agreement with the depository per California Government Code (Hereafter Code) 53649.

(b) Fully insured time certificates of deposit placed through a deposit placement service shall meet the requirements under Code Section 53601.8.

There is no portfolio percentage limit for Time Deposits/Time Certificates of Deposit (CDs). The maximum maturity shall be limited to one year.

6. Money Market Funds. Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. See. 80a-1, et seq.). To be

eligible for investment pursuant to this subdivision, these companies shall either: (1) attain the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations; or (2) retain an investment advisor registered or exempt from registration with the Securities and Exchange commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). A maximum of 20% of the City's portfolio may be invested in money market funds.

The purchase price of shares shall not exceed 20 % of the City's surplus money nor include any commission charged by the fund. No more than 10% of the City's portfolio may be invested in any one fund.

7. Government Pools. Shares of beneficial interest issued by a joint powers authority (6509.7) that invests in securities authorized by Section 53601 of the California Government Code. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

(a) The adviser is registered or exempt from registration with the Securities and Exchange Commission.

(b) The adviser has not less than five years of experience investing in the securities and obligations authorized in California Government Code section subdivisions (a) to (n), inclusive.

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(c) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

There is no portfolio percentage limit for Government Pool holdings.

8. *State of California's Local Agency Investment Fund.* Investment in LAIF may not exceed the current LAIF limit and should be reviewed periodically.

9. *Los Angeles County Pool.* Investment in the Los Angeles County Pool may not exceed the current pool limits and should be reviewed periodically.

10. *Commercial paper.* Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (a) or paragraph (b):

(a) The entity meets the following criteria:

- (i) Is organized and operating in the United States as a general corporation.
- (ii) Has total assets in excess of five hundred million dollars (\$500,000,000).
- (iii) Has debt other than commercial paper, if any, that is rated "A" or higher by a NRSRO.

(b) The entity meets the following criteria: (i) Is organized within the United States as a special purpose corporation, trust, or limited liability company. (ii) Has program wide credit enhancements including, but not

limited to, over collateralization, letters of credit, or surety bond. (iii) Has commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

Purchases of eligible commercial paper may not exceed 25% of the City's portfolio, 270 days maturity nor represent more than 10% of the outstanding paper of an issuing corporation. Additionally, no more than 10% of the City's funds may be invested with a single issuer.

11. *Corporate Notes.* Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States, or any state and operating within the United States. Medium-term corporate notes shall be rated in a rating category of "A" or its equivalent or better by a NRSRO. Purchase of medium-term notes may not exceed 30% of the City's investment Portfolio. No more than 10% of the City's total investment portfolio may be invested in the debt of any one corporation.

V. Ineligible Investments

Any security type or structure not specifically approved by this policy is hereby prohibited; these include, but are not restricted to, the following:

(a) "Complex" derivative securities such as range notes, dual index notes, inverse floating-rate notes, leveraged or deleveraged floating-rate notes, or any other complex variable-rate or structured note.

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(b) Interest-only strips that are derived from a pool of mortgages, or any security that could result in zero interest accrual if held to maturity.

(c) Financial Futures and Financial Options also known as forward contracts for securities.

VI. Investment Parameters

Diversification. The City's investments shall be diversified by:

- Limiting investments to avoid over concentration in securities from a specific issuer or sector.
- Limiting investment in securities that have higher credit risks.
- Investing in securities with varying maturities.
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools or money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Maximum Maturities. To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless stated otherwise in Section IV of this Policy or approval made by the City's executive body, the maximum maturity of the City's eligible investments will not exceed five years.

Sale of Securities. The City does not make investments for the purpose of trading or speculation, but buys with

the prevalent intent to hold securities to maturity. The prohibition of speculative investment precludes pursuit of profit through unusual risk or conjectural fluctuations in market prices. However, fluctuations in market rates or changes in credit quality may produce situations where securities may be sold at a nominal loss in order to mitigate further erosion of principal or to reinvest proceeds of sale in securities that will out-perform the original investment.

VII. Depository Services

Legal Constraints

Money must be deposited in state or national banks, state or federal savings associations, or state or federal credit unions in the state. It may be in inactive deposits, active deposits or interest-bearing active deposits. The deposits cannot exceed the amount of the bank's or savings and loan's paid up capital and surplus.

The bank or savings and loan must secure the active and inactive deposits with eligible securities having a market value of 110% of the total amount of the deposits. State law also allows, as an eligible security, first trust deeds having a value of 150% of the total amount of the deposits. A third class of collateral is letters of credit drawn on the Federal Home Loan Bank (FHLB). As a matter of policy, the City does not accept 150% collateral in first trust deeds or 105% Letters of Credit drawn on the FHLB, even though the state statutes allow municipalities to accept them.

The treasurer may at his discretion waive security for that portion of a deposit which is insured pursuant to federal law. Currently, the first \$250,000 of a deposit is federally insured. It is to the City's advantage to waive this

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collateral requirement for the first \$250,000 because we receive a higher interest rate. If funds are to be collateralized, the collateral we accept is 110% of the deposit in government securities.

Depository Services

Active deposits are demand or checking accounts which receive revenues and pay disbursements. The City of Lakewood has three demand accounts:

General checking account
Payroll checking account
Redevelopment Agency bond proceeds checking account

Interest-bearing active deposits are money market accounts at a financial institution (i.e., bank, savings and loan, credit union). These accounts are demand accounts (i.e., checking accounts) with restricted transaction activity. The City of Lakewood has one account of this nature for the Lakewood Redevelopment Agency.

Inactive deposits are Certificates of Deposit issued in any amount for periods of time as short as 14 days and as long as several years. Interest must be calculated on a 360-day basis, actual number of days. At any given time, the City may have certificates of deposit in 30 or 40 financial institutions. As a matter of policy, we do not invest in CD's for longer than one year.

We require that each financial institution submit current financial statements which are evaluated by staff prior to the investment of funds. We use the following criteria:

- The institution must have been in business at least three years.
- The institution must submit audited financial statements.
- The institution must have assets of at least \$50 million and a net worth to liability ratio of 3.5 to 1. For calculations, net worth does not include subordinated debt and Reserves for Allowance for Loan Losses.
- City investments of less than 180 days to maturity can use a net worth to asset ratio of 3 to 1.
- Investments in Credit Unions require an Equity (net worth) to Asset Value of 5.0%. The loan balance to share draft ratio is compared to industry standards, but should not exceed 90%. The City may invest funds for a period up to 120 days in institutions with a Regular Reserve to Loan Balance ratio of at least 3.25%. For longer periods of time, the ratio must be at least 4.0%.
- In addition, examination is made of the Reserve for Loan Losses category to evaluate the financial trend of the institution's asset base. Comparison is made of institution ratio values to the industry averages.

Under deposits, if data is available, we track the ratio of \$100,000 certificates of deposit (brokered money) to the total deposit base. A percent greater than 50% is an area of concern.

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Whenever possible, the use of several years' financial data is evaluated to present a trend of activity in the institution.

We also require that interest be paid to the City on a monthly basis (current state law only requires quarterly payment). We do not place more than \$100,000 in a savings and loan, small bank, or credit union.

VIII. Safekeeping and Custody

Delivery vs. Payment

All investment transactions will be executed on a delivery versus payment basis. Securities will be held in safekeeping by a third party custodian designated by the City. The custodian will be required to provide timely (written or on-line) confirmation of receipt and monthly position and transaction reports.

IX. Reporting Requirements

Monthly Reporting

The Administrative Services Director will provide to the City Council monthly investment reports that provide a detailed summary of transactions in the City's portfolio.

Quarterly Reporting

The Administrative Services Director will provide to the City Council quarterly investment reports which provide a detailed summary of the status of the investment program. The quarterly report will contain the following:

- The type of investment, issuer, and date of maturity par and dollar amount invested on all securities, investments and moneys held by the local agency.
- A description of any of the local agency's funds, investments, or programs that are under the management of contracted parties, including lending programs.
- A current market value as of the date of the report and the source of this same valuation for all securities held by the local agency, and under management of any outside party that is not also a local agency or the State of California Local Agency Investment Fund.
- A statement of compliance with the Government Code and this policy.
- A statement denoting the ability of the local agency to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

X. Performance Standards

The City's portfolios are managed with the objective of obtaining a market rate of return, commensurate with identified risk constraints and cash flow characteristics. Because the composition of the portfolio fluctuates, depending on market and credit conditions, various indices will be used to monitor performance.

XI. Investment Advisor Review

The performance if the city's investment advisor and investment advisory firm shall be reviewed annually based on the following criteria:

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- Understanding of the city's overall investment program and the investment objectives and constraints unique to the city, and approach to management of the city's portfolio.
- Experience, resources, and qualifications of the firm and individuals assigned to this account.
- Experience of the firm in managing state/local/district government reserve funds.
- Performance of the managed portion of the city's portfolio.
- Reporting methodology and additional investment of financial services offered or available through affiliation.
- Fees, relative to services.

XII. Policy Considerations

This policy shall be reviewed on an annual basis. Any changes must be approved by the investment officer and any other appropriate authority, as well as the individual(s) charged with maintaining internal controls.

CITY OF LAKEWOOD

Unfunded Accrued Liability Funding Policy

PURPOSE

The purpose of this Unfunded Accrued Liability Funding Policy (“Policy”) is to provide a process to accelerate the payoff for any Unfunded Accrued Liabilities (“UAL”) that develop as calculated annually by CalPERS, PARS or for the City’s other post-employment health benefits (“OPEB”). This funding Policy is intended to support the decision-making process of the City Council.

POLICY

It is the policy of the City of Lakewood to identify funds available on an annual basis to deposit into irrevocable trusts for the payment of UAL for retirement benefits and to identify a process for the use of such funds to mitigate the impact on the City’s budget or to accelerate the payment of the UAL.

OBJECTIVES

The primary objective of funding pension plans and retiree benefits is to ensure that sufficient assets will be accumulated to deliver promised benefits when they come due.

A secondary objective is to provide more predictable pension costs as an aid to annual budgeting.

To achieve these objectives, the policy is to fund its CalPERS pension plan, the PARS Supplemental Plan and the OPEB benefits up to 100% of the total accrued liability whenever possible, and no less than 90% by June 30, 2027.

OVERVIEW

The level of funding for the City of Lakewood’s Miscellaneous Employee Retiree Benefit Plan (“CalPERS Plan”), PARS Supplemental Retirement Plan and Retiree Health (OPEB) Plan fluctuate over time based on the actuarial assumptions used to calculate the liabilities and the value of assets available to satisfy the liabilities.

There are currently three (3) irrevocable trusts related to the City’s retirement benefits:

- CalPERS asset pool allocable to the CalPERS Plan;
- PARS asset pool allocable to the Supplemental Plan; and
- PARS Section 115 trust allocable to the OPEB Plan.

The City has another irrevocable trust alternative for funding the CalPERS Plan over time. A Section 115 trust (“Pension Section 115 Trust”) allows municipalities to set aside extra resources for pension funding at reduced investment risk that may be inherent in the CalPERS asset pool. These funds can be withdrawn to pay UAL or to pay the City’s normal cost portion of annual pension costs.

The City can also make additional discretionary payments into the CalPERS system to reduce the interest cost that CalPERS charges the City on the unpaid balances.

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Unfunded Accrued Liability Funding Policy

PROCEDURES FOR PARS SUPPLEMENTAL PLAN AND OPEB PLAN

These two plans are at or nearing 100% funding.

Future annual UAL payments relating to the OPEB Plan, if any, will be equal to the actuarially determined contribution (“ADC”) required by the plan administrator.

Future annual UAL payments relating to the PARS Supplemental Plan, if any, will be equal to the greater of \$618,000 or the ADC required by the plan administrator, until 100% funding is achieved, and thereafter will be equal to ADC required by the plan administrator, if any.

PROCEDURES FOR PENSION SECTION 115 TRUST

Deposits

Initial funding of the Pension Section 115 Trust will be provided by funds reserved for the CalPERS Plan and the PARS Supplemental Plan in the City’s General Fund reserves as of June 30, 2021.

Future deposits will be determined at the conclusion of the City’s annual audit and when the surplus fund balance above the City’s current reserve policy is known.

Withdrawals

There are two possible uses of funds withdrawn from the Pension Section 115 Trust:

- Provide one-time budgetary savings by applying the funds withdrawn to the current year scheduled UAL for the CalPERS Plan.
- Provide for Additional Discretionary Payments (ADPs) applied to specific portions of the UAL for the CalPERS Plan

Beginning in Fiscal Year 2024-25, funds would be withdrawn from the Pension Section 115 Trust and applied to the current year scheduled UAL for the CalPERS Plan when the current year’s UAL payment exceeds \$3,532,000 (the anticipated amount of the FY 2023-24 UAL payment). This would provide a like amount of budgetary savings and a budgetary cap on annual UAL pension costs.

ADPs can be applied each year to various components of the CalPERS Plan UAL. To achieve the greatest interest savings over time, an ADP made from Pension Section 115 Trust funds would be applied to the UAL component or base (“UAL Base”) with the most remaining years needed to fully amortize under the CalPERS amortization method.

The amount of the annual ADP made from Pension Section 115 Trust funds would be determined in May each year and remitted to CalPERS by June 15. The ADP can be calculated as:

- A percent of the next succeeding year scheduled UAL payment, or
- An amount equal to the investment earnings on the Pension Section 115 Trust balance.

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Unfunded Accrued Liability Funding Policy

In any year that the combined balance of the Pension Section 115 Trust together with the CalPERS asset pool equals or exceeds 90% of the actuarial accrued liability of the CalPERS Plan, no ADP from the Pension Section 115 Trust need be made.

PROCEDURES FOR ADP FROM BUDGET SAVINGS

ADPs may also be made annually from certain budgetary savings.

In subsequent years, the ADP will equal the amount of budget savings from the prior years' ADC to the PARS Supplemental Plan once the Supplemental Plan has achieved full funding.

The ADPs made from budgetary savings relating to the City's other retirement benefit plans will be applied to accelerate payment of new UAL Bases created that year. This will assist in keeping the City's total UAL payment from growing larger each year under the CalPERS amortization methods, as more UAL is added over time.

SUMMARY

Establishing a Pension Section 115 Trust and procedures for the use of ADPs will assist the City in maintaining a manageable level of annual retirement costs while reducing long-term pension costs.

[Note: This Policy amends the City's Governmental Fund Balance Policy by eliminating the procedures for Pension Obligations section of the Committed Funds.]

GLOSSARY

ADC means the actuarially determined contribution calculated by the applicable plan administrator for the annual contribution to the plan designed to achieve the plan's funding requirement.

ADP means an Additional Discretionary Payment paid into a plan in addition to the ADC.

CalPERS means the California Public Employees' Retirement System.

Normal Cost means the employer's share of annual cost of service accrual for the upcoming fiscal year, for active employees.

OPEB means Other-Post Retirement Benefits and refers to health benefits paid under the PEMHCA plan.

PARS means Public Agency Retirement Services.

UAL means the unfunded accrued liability relating to a retirement plan and is the difference between the total actuarial accrued liability for such plan and the irrevocable assets pledged toward payment of those liabilities.

UAL BASE means the separate liability or credit created in any year, which when combined with all others, comprise the total UAL.

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Governmental Fund Balance Policy

Fund balance refers to the difference between assets and liabilities in the city's governmental funds balance sheet. This information is one of the most widely used elements of state and local government financial statements. Financial statement users examine fund balance information to identify the available liquid resources that can be used to repay long-term debt, add new programs, finance capital improvements, or enhance the financial position of the city.

PURPOSE

The purpose of this policy is to improve financial reporting by establishing fund balance classifications that create a hierarchy based on the extent to which the City is bound to observe spending constraints that govern how the City can use amounts reported in the governmental fund balance sheet. This policy satisfies the requirements of GASB Statement No. 54.

POLICY

It is the policy of the City of Lakewood to identify the various classifications of the City's governmental fund balance in its Annual Comprehensive Financial Report (ACFR). These classifications take into consideration the City's long-term infrastructure needs, non-current liabilities, stabilization funds, funds necessary to mitigate economic uncertainties, funding that has spending constraints such as grants, and fixed assets that will not easily convert to cash.

The fund balance is a tool the City uses to have an effective long-term financial plan, as well to ensure sufficient liquidity for the City meets its financial obligations in the short-term.

OBJECTIVES

The City of Lakewood's Fund Balance Policy has two (2) objectives:

- (i) To determine the available liquid resources; and**
- (ii) To provide the information necessary to make informed financial decisions.**

The classifications of the City's governmental fund balance are designed to clarify the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the fund can be spent, rather than to simply represent the financial resources available for appropriation.

OVERVIEW

Governmental funds represent one of three categories of funds; the other two categories are proprietary funds (water enterprise fund), and fiduciary funds (pension funds held in trust).

Governmental funds are used to account for activities primarily supported by taxes, fees, grants, and bond proceeds.

Governmental funds are further classified into five fund types: General Fund, the chief operating fund of the City; Special Revenue Funds, which account for funds legally restricted for a specific use; Debt Service Fund; Capital Projects Fund; and Permanent Funds for endowment arrangements.

Governmental funds are designed to focus on the near-term. To do this, governmental funds present only the subset of the

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City's assets that are considered the City's current financial resources, and the corresponding sub-set of liabilities that is expected to be liquidated with those current financial resources, resulting in a method to assess the City's financial liquidity. Because governmental funds report only a subset of assets and liabilities, the difference between the two, or fund balance, is a measure of working capital – not of net worth.

The fund balance is only an approximate measure of liquidity or working capital. It is this discrepancy of measuring working capital that requires the City to recognize what makes-up the fund balance and isolate funds that are needed for longer-term obligations, discern what funds are restricted for specified purposes, and pull-out funds that are not available at all. To accomplish this, the City's financial statements for governmental funds are comprised of five (5) fund balance classifications:

- (i) Nonspendable Funds**
- (ii) Restricted Funds**
- (iii) Committed Funds**
- (iv) Assigned Funds**
- (v) Unassigned Funds**

NONSPENDABLE & RESTRICTED FUND BALANCE

The first two classifications are subject to requirements outside the local governing body's control for financial decision-making and planning purposes; Nonspendable resources are essentially irrelevant, and Restricted resources are of no

discretionary value. Accordingly, this policy will just briefly describe Nonspendable and Restricted funds in this Section.

Nonspendable Funds

Some of the assets that are included in determining the City's fund balance are inherently nonspendable:

- Assets that will never convert to cash, such as prepaid items and inventories.
- Assets that will not convert to cash within sixty (60) days from the start of the fiscal year, such as long-term loans receivable, and non-financial assets held for resale.
- Assets that must be maintained intact pursuant to legal or contractual requirements, such as an endowment.

Restricted Funds

Restricted funds describe the portion of the fund balance that is subject to externally enforceable legal restrictions, these restrictions fall into three (3) categories:

- (i) Restrictions are imposed by parties altogether outside the scope of the City's governance:
 - Creditors (typically through a debt covenant)
 - Grantors (typically state, federal and other governmental agencies)
 - Contributors
 - Other governments.

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(ii) Restrictions that arise when the authorization to raise revenues is conditioned upon the revenue being used for a particular purpose, such as:

- Gas taxes must be used for street repair
- Prop C must be used for fixed transit routes
- Prop A must be used for transit programs
- Measure R must be used for local street repair

(iii) Long-term loans receivable and non-financial assets that are collected can also be considered Restricted if the collected funds are subject to an externally enforceable restriction on how they can be spent.

PROCEDURES

This Section provides a comprehensive protocol on what is legally deemed the unrestricted portion of the fund balance, and the order in which the classifications are spent.

The unrestricted portion of the fund balance is comprised of the City's fund balance or resources that are classified as Committed Funds, Assigned Funds, or Unassigned Funds.

UNRESTRICTED FUND BALANCE

Committed Funds

Committed funds describe the portion of the fund balance that is constrained by limitations imposed by the Lakewood City Council. The Council imposed limitation must occur no later than the close of the reporting period and remains binding unless removed under the same manner.

Types of commitments:

Self Insurance
Pension Obligations
Refuse Stabilization

Economic Uncertainties
Capital Projects
Construction In Progress

Self Insurance

Since 1998, \$4 million has been held in reserve in the General Fund for self Insurance. These funds are held to cover liability and worker's compensation expenses that are in excess of the costs covered by the California Joint Powers Insurance Authority, CJPIA. The CJPIA has historically covered all costs for the city, so the use of these funds is rare and would only be used for very large unpredictable claims. Periodic review of this amount is required to ensure adequate funds are available.

Employee Compensated Absences Obligations

Annually, the value of compensated absences, which is the liability derived from employee accrued sick and vacation leave, is computed. This amount in full is held as a Committed Fund Balance in the General Fund.

Pension obligations (previously included in this policy are now addressed in the City's Unfunded Accrued Liability Funding Policy.

Refuse Stabilization

The refuse stabilization funds of \$1,964,966 were built up over a period of years using the Long Beach SERRF rebates. In Fiscal Year 2010, the rebate program ceased. The rate stabilization funds are set aside to offset sharp increases in costs due to the implementation of a new refuse related program, or offset large annual increases (greater than 10%), or unexpected increases within the fiscal year (greater than

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3%) in refuse collection or disposal. New programs and rate increase of ten percent or greater is unusual, and rate increases mid-year even more so; the use of these funds to offset rate increases would be rarely used and would only provide a bridge to the new higher rate.

Economic Uncertainties

The amount for economic uncertainties is computed as 20% of the General Fund's annual operating expenditures. These funds are held to offset major or unexpected reductions in revenue. Reduction in revenue equal to or greater than 10% would trigger the use of these funds to support core city services. The city has yet to experience a ten percent drop in revenues; the use of these funds is rare.

Capital Projects – Construction In Progress

The amount for capital related contracts and purchases is limited to the required continuing appropriations or encumbrances for contracts or purchases that required Council approval. These contracts and purchases are discrete in that they are independent of other costs, easily identifiable and one-time in nature.

Assigned Funds

Assigned funds describe the portion of the fund balance that reflects the intended use of resources by the Lakewood City Council. The amounts set aside for an intended use can be assigned by the City Manager.

Types of Assigned Funds:

- Infrastructure and Structures
- Equipment and Vehicle Replacement
- Contract Services in Cases of Emergency

- Capital Improvement Contingency
- Long-Term Obligations

Infrastructure and Structures

These Assigned funds are set aside for major emergency or unexpected necessary repairs of the City's streets, hard-scape, facilities, communication and technology systems, or other owned City property. The Assigned amount is a minimum of \$3 million, and may be periodically revised as needs are assessed

Equipment and Vehicle Replacement

These Assigned funds are set aside for emergency or unexpected replacement of the City's vehicles or equipment. The Assigned amount is the value of the assets before depreciation divided by seven, which corresponds to the ACFR seven-year depreciation schedule.

Contract Services in Cases of Emergency

These Assigned funds are set aside for contract services necessary to address an emergency or unexpected event. The Assigned amount is equivalent to the current one-month costs of the top eight contract services, and one-month lease from the Lakewood Equestrian Center.

Capital Improvement Contingency

These Assigned funds are set aside for the construction of larger projects that may require long-term accumulation of funds and/or grant-matching funds.

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Long-Term Obligations

These Assigned funds are set aside for use in providing budget stability and allowing for the use of current-year surpluses during years where anticipated expenditures are greater than forecasted revenues.

Unassigned Funds

The General Fund often will have net resources in excess of what is classified in one of the four previous categories. This amount is presented as the unassigned fund balance. Only the General Fund can report a positive unassigned fund balance; however, all governmental funds can report a negative unassigned fund balance.

Use of Resources

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, the order of allocation of these available funds is first restricted, second committed, third assigned, and lastly unassigned amounts.

SUMMARY

Components of the Fund Balance

Nonspendable Fund Balance

- Inherently nonspendable
- Portion of net resources that cannot be spent because of their form
- Portion of net resources that cannot be spent because they must be maintained intact

Restricted Fund Balance

- Externally enforceable limits on use
- Limitations imposed by creditors, grantors, contributors, or laws and regulations of other governments
- Limitations imposed by law through constitutional provisions or enabling legislation

Committed Fund Balance

- Council Self-imposed Limitations set in place prior to the end of the fiscal year
- Limitation imposed at highest level of decision making that requires formal action at the same level to remove

Assigned Fund Balance

- Limitation resulting from intended use
- Intended use established by the City Manager

Unassigned Fund Balance

- Total fund balance in the General Fund in excess of nonspendable, restricted, committed and assigned fund balance (surplus)
- Excess of nonspendable, restricted, and committed fund balance over total fund balance (deficit)

Use of Fund Balance

- Restricted
- Committed
- Assigned

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Governmental Fund Balance Policy

GLOSSARY

State and local governments use three broad categories of funds: *governmental* funds, *proprietary* funds and *fiduciary* funds.

Governmental funds include the following.

- *General* fund. This fund is used to account for general operations and activities not requiring the use of other funds.
- *Special revenue* funds are required to account for the use of revenue earmarked by law for a particular purpose. State and federal fuel tax revenues require special revenue funds, because federal and state laws restrict these taxes to transportation uses.
- *Capital projects* funds are used to account for the construction or acquisition of fixed assets such as buildings, equipment and roads. Depending on its use, a fixed asset may instead be financed by a special revenue fund or a proprietary fund. A capital project fund exists only until completion of the project. Fixed assets acquired and long-term debts incurred by a capital project are assigned to the government's *General Fixed Assets* and *Long-Term Debts*.
- *Debt service* funds are used to account for money that will be used to pay the interest and principal of long-term debts. Bonds used by a government to finance major construction projects, to be paid by tax levies over a period of years, require a debt service fund to account for their repayment. The debts of special assessment and proprietary funds are serviced within those funds, rather than by a separate debt service fund.

- *Special assessment* funds account for public infrastructure improvements financed by special levies against property holders. Sidewalk and alley repairs often rely on special assessments.

Proprietary funds include *Enterprise* funds used for services provided to the public on a user charge basis, similar to the operation of a commercial enterprise. Water and sewage utilities are common examples of government enterprises.

Fiduciary funds are used to account for assets held in trust by the government for the benefit of individuals or other entities. The employee pension fund, created by the State of Maryland to provide retirement benefits for its employees, is an example of a fiduciary fund. Financial statements may further distinguish fiduciary funds as either *trust* or *agency* funds; a trust fund generally exists for a longer period of time than an agency fund.

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Purchasing Policy

PURPOSE

The purpose of this policy is to emulate best practices in purchasing procedures.

OBJECTIVES

The objective of this policy is to establish an efficient procedure for the purchase of supplies and equipment, and procurement of services, and references purchase/acquisition of real property and contracting for the construction of public works projects consistent with state law. These procedures shall not be overly time consuming and cumbersome, while allowing the City to obtain the best professional services, and acquire quality supplies, general services, and equipment in an overall economic manner at the lowest reasonable cost.

OVERVIEW

In accordance with the provisions of Sections 54201 and 54204 of the Government Code of the State of California, and the procedures in this policy; the authority for the purchase of supplies, equipment, and services is vested in the Purchasing Officer and such procedures and policies shall govern all purchases of supplies and equipment.

The provisions of this policy apply to the purchase of supplies, equipment, services, and references the purchase of real property as prescribed by state and federal law, and public works projects as defined by Section 37901 of the Government Code. This policy identifies binding documents such as contracts, agreements and letter agreements as “contract(s)”.

The provisions of this policy do not apply to the purchase of supplies, equipment, and professional services where the City Council has, by contract or resolution, contracted for or transferred the authority to make the purchase of supplies, equipment, and services to another governmental agency or officer and where the other governmental agency or officer, in the purchase of supplies, equipment, and services, follows to the satisfaction of the purchasing officer this policy and procedures in substantial compliance with provisions of Sections 54201 and 54204 of the Government Code of the State of California.

Duties of the Purchasing Officer

The City Manager, or his/her authorized representative(s), shall act as the City’s Purchasing Officer and be responsible for the purchase of all supplies, equipment and services for all departments and divisions of the City. The duties of the Purchasing Officer

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may be combined with those duties of any other officer or position in the City. The Purchasing Officer shall have the authority and duty to:

- (a) Purchase or contract for needed City supplies, equipment and services, which are not included within a construction contract or proposed specifications for a construction contract of public work being administered by any other City department;
- (b) Investigate, keep knowledgeable about, negotiate, and recommend on the execution of contracts or the purchasing of supplies, equipment and services pursuant to the procedures of this policy, and such administrative rules and regulations as prescribed by the City Council;
- (c) Keep informed of current developments concerning purchasing, prices, market conditions, and new products and services;
- (d) Prescribe and maintain such forms and procedures as necessary for the proper operation of the purchasing and contracting system;
- (e) Operate and maintain the warehouse and designated storage facilities of the City and such control records as are necessary for the proper inventory of stocks and supplies;
- (f) Inventory and keep a record of all purchases and supplies of the City;
- (g) Maintain up-to-date bidder's list, vendor's catalogs, files, and such other records as needed to perform these duties;
- (h) Ensure that purchasing specifications are written to encourage full competition, as such, he/she shall negotiate and recommend execution of contracts for the purchase of supplies, equipment, and services and seek the needed quality at least expense to the City, and discourage collusive bidding and endeavor to obtain as full and open competition as possible on all purchases;
- (i) Inspect supplies and equipment delivered, and contractual services performed, to determine their conformance with the specifications set forth in the order or contract. Purchasing Officer shall have authority to require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with specifications;
- (j) The Purchasing Officer shall submit a report to the City Council quarterly on all such equipment and vehicle purchases over \$5,000;

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- (k) Recommend the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment which cannot be used by any agency or which have become unsuitable for City use;
- (l) Review and monitor service contracts to ensure adherence to contractual terms, limitations and deadlines, and that service contracts are being performed with requisite quality, on time and within budget. Maintain a positive relationship with the service providers and/or companies. Assure customers are satisfied with the service under the contract;
- (m) Perform such other tasks as may be necessary for the proper conduct of purchasing of supplies, equipment, and services.

PROCEDURES

Estimates of Requirements

All Department Heads shall file detailed estimates of their requirements in supplies, equipment and services in such a manner, at such time, and for such future periods as the City Manager shall prescribe.

Requisitions

Department Heads or their designees shall submit requests for supplies, equipment and services to the Purchasing Officer by the standard requisition electronic entry procedure.

Purchase Orders

The purpose of a purchase order is to ensure compliance with this Purchasing Policy.

- (a) Purchases of supplies and equipment shall be made only by purchase order issued by the Purchasing Officer.
- (b) Securing of services shall be made by purchase order for an amount under \$5,000. Purchases of services shall be made by contract if equal to or in excess of \$5,000.

Encumbrance of Funds

Except in cases of urgency or emergency as described in this policy, the Purchasing Officer shall not issue any purchase order or contract, for the purchase of supplies, equipment, and services unless there exists an unencumbered appropriation in the fund account against which such purchase is to be charged or City Council has authorized said purchase.

Purchases on Behalf of the City

Purchases may be made on behalf of the City through any governmental entity, including, but not limited to, the State of California, the County of Los Angeles, other cities or special districts, provided that the government entity acquiring the supplies, equipment or

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service substantially adheres to the procedures for the purchase of supplies, equipment, and professional services set forth in this policy.

AWARD OF CONTRACTS: GENERAL OR PROFESSIONAL SERVICES

Except as provided by this policy, the procurement of services not included in the construction contract or bid specification for a public works project shall be by Request for Proposal/Qualifications (RFP/Q) procedure as provided in this policy, and shall be made as follows:

- (a) Contracts, as referenced in this policy, represent all written contracts, agreements or letter agreements, rate schedules, and amendments. All written contracts, agreements or letter agreements shall be approved by City Attorney as to form.
- (b) All service contracts shall require the provider to meet the California Joint Powers Insurance Authority's insurance coverage recommendations, unless deemed inappropriate by the Risk Manager and/or City Attorney who will then determine the appropriate insurance coverage.
- (c) A Department Head may approve the contracting for services up to \$5,000 with qualified consultants/firms.
- (d) Services provided for an amount over \$1,000, but under \$5,000 may be secured by purchase order and approved by the Department Head .
- (e) A contract shall be prepared for all general or professional services for the amount of \$5,000 and over.
- (f) Services secured by contract for an amount greater than \$5,000 and under \$20,000 shall be approved and/or awarded by the City Manager.
- (g) Services secured by contract with a dollar amount equal to or exceeding \$20,000 shall be approved and/or awarded by City Council.
- (h) Contract amendments. An Amendment shall be used to modify the contract documents regarding contract price, schedule of payments, completion date, plans and specifications, expanding scope of work due to change in conditions, and for unit price overruns and under runs, as specified in the contract. Work description and justification should relate to the original project and should be necessary to achieve original scope of project. After a determination that costs is merited by developments in a specific project, the City Manager is authorized to issue Amendments up to the contract contingency amount approved by the City Council for the individual contract as follows:

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- (1) If the contract was originally executed for an amount under \$20,000, the City Manager shall have the authority to issue Contract Amendments, provided that the sum of all amendments, plus original contract amount, shall not exceed \$20,000. If the amended contract will exceed \$20,000, City Council shall approve the contract amendment.
- (2) Once the original contract plus all accumulated Amendments is in an amount that exceeds \$20,000, subsequent Amendments must be approved by City Council prior to commencing the work.
- (3) For a contract originally executed for an amount in excess of \$20,000 and originally approved by City Council, the City Manager shall have authority to issue Amendments, provided that the sum of all contract amendments for any single contract shall not exceed the limit approved by City Council. If the amended contract will exceed the limit previously approved by City Council, the contract amendment must be approved by City Council.
- (4) Any single Amendment which results in the total contract exceeding \$20,000 must be approved by City Council prior to commencing with the work. In urgency situations where stopping the work will result in severe repair or replacement delays and subject the City to excessive additional costs due to the delay in the project, and City Manager may approve such a Amendment and shall give notice to City Council at the next City Council meeting.

General Services Contracts

General services contracts are to be used for routine, recurring, and usual work and for services which do not require any unique skill, special background or training, and obtaining such services at the lowest cost should be the single most important factor in selection, which is to include long-term and opportunity costs.

General Service Contracts shall be procured either through the purchasing bid process or Request for Proposal/Qualification (RFP/Q) process with the emphasis on awarding to the “lowest responsive responsible bidder”.

- (a) If it is determined by the Department Head in consultation with the City Manager that all vendors providing a service classification can equally provide the service satisfactorily, a bid process would be appropriate. However, if factors other than price need to be considered in awarding the contract, this becomes a Professional Services Contract.
- (b) General Services shall be awarded based reasonableness of cost, plus qualifications that will impact long-term type costs and/or opportunity costs.
- (c) A Statement of Work shall identify the specific scope of work under contract.
- (d) Task Orders as listed in the Statement of Work shall be issued pursuant to the Maintenance Service Contract and the City Manager shall have authority to execute such Task Order for individual projects.
- (e) General Services Single or Multi-year Contracts may be awarded to multiple service providers following a formal RFP/Q process using the procedures set forth in this policy.

Professional Service Contracts

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For those Professional Services as defined in Government Code Section 4526 (and as otherwise amended), professional services contracts and/or multi-year contracts with several consultants with a general scope of work may be set up for a total not-to-exceed dollar amount or an unspecified dollar amount if for on-call type services as approved by City Council. For contracts approved with an unspecified do-not-exceed dollar amount, a fee schedule shall be annually submitted to the City Council for approval.

When factors other than price need to be considered in awarding the contract, this becomes a Professional Services Contract and the Request for Proposal/Qualification (RFP/Q) process may be used. Examples of areas other than price that may be important in awarding the contract include: experience level, competence, resources/equipment, staffing levels, services available/time factors, licenses and other qualifications determined by each City department responsible for recommending the service contract that may be important to consider.

- (a) A formal RFP/Q process shall be used and awarded based on qualifications.
- (b) A Statement of Work shall identify the specific scope of work under contract.
- (c) Task Orders as listed in the Statement of Work shall be issued pursuant to the Professional Service Contract and the City Manager shall have authority to execute such Task Order for individual projects.

Award of Contracts Based Upon Competence

Factors to consider. In contracting for professional services listed in Government Code Section 4526, selection shall be based on demonstrated competence and on professional qualifications necessary for the satisfactory performance of the services and solicited through a Request for Proposal/Qualification process.

In contracting for professional services (other than those listed in Government Code Section 4526), professional services contracts should only be awarded to firms or persons who have demonstrated “adequate competence” meaning: an adequate level of experience, competence, training, credentials, character, integrity, reputation, financial responsibility, resources, equipment, staffing, and other professional qualifications necessary for more than a satisfactory performance of the service required at the time period needed and price. The cost of the service may be considered, however, the lowest cost may not be the sole factor in deciding which firm or who shall be awarded the contract. It may be in the City’s best interest to award the contract to a higher priced proposal based on the scope of services, availability, unique skills, licenses, staffing levels, timing, prior experience, familiarity with the City and other factors required by the department. The information needed for determining that level of competence and other qualifications and the procedure for selecting such services shall be determined by the Department Head responsible for recommending the service contract.

- (a) Request for Proposal/Qualifications. The initial acquiring of services shall be procured through negotiated contract following a Request for Proposal/Qualifications (RFP/Q) process. Contracting for services is decentralized and shall be the responsibility of the Department Head requesting the service.

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- (b) Contracts for an amount equal to or exceeding \$5,000 but under \$20,000. The requesting department shall meet the following requirement unless an urgency exists pursuant to this policy:
 - (1) Selection Process: Prepare an informal written document and contact as many companies as necessary to receive a minimum of three (3) written responses from consultants/firms. The requirement may be waived for good cause in writing by the Department Head and Purchasing Officer as designated by the City Manager in consultation with one another and with the approval of the City Manager.
 - (2) Award: The Department Head shall prepare a written recommendation to the City Manager for the firm or person to be awarded the contract. The City Manager shall award the contract.
 - (3) Contract document. A written contract must be established and approved as to form by the City Attorney, and the City Manager shall sign/approve service contracts exceeding \$5,000 but not more than \$20,000.

- (c) Contract for an amount equal to or exceeding \$20,000. Department Heads shall utilize a Sealed request for Proposal process essentially meeting the following requirements unless an urgency exists pursuant to this policy:
 - (1) Request for Proposal/Qualification (RFP/Q) solicitation process. A formal Sealed Request for Proposal/Qualification (RFP/Q) document shall be developed for solicitation of professional, management, or general and special services for an amount exceeding \$20,000.
 - (2) Advertisement. The requesting department shall advertise in appropriate publications and/or contact the consultants/firms previously utilized by the City during the solicitation process.
 - (3) Notice Contents. The notice shall include a description of general type of service needed, how the RFP/Q minimum scope of work can be obtained, any pre-proposal conferences anticipated, the requirement of a written sealed proposal, state the closing date, and place and time for submission of the RFP/Q.
 - (4) Solicitation Procedure. Sealed RFP/Q should be submitted to the Purchasing Officer as identified in the RFP/Q. All proposals shall be analyzed by the requesting department for compliance with RFP/Q requirements, and value of the total scope of services. Follow-up interviews of the most qualified of those submitting a proposal should be held.

Waive Competition

Although the City prefers a competitive process for securing services, in certain circumstances, where the claim can be adequately justified, a RFP/Q Waiver or a Sole Source process may be used.

- (a) The RFP/Q process may be waived if it is determined with acceptable justification that competition is neither practical nor in the best interest of the City.

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- (b) The vendor has an established business relationship with the City and has proven to adhere to contractual terms, limitations and deadlines, and the service provided is being performed with requisite quality, on time and within budget.

Franchise Agreements and Services Provided by Franchise Utilities

The City enters into multi-year agreements with utility companies that have infrastructure in the City's right-of-ways or on City facilities. City approved service and/or equipment upgrades by utility operators are exempted from the bidding and RFP/Q processes and can be approved by the City Manager or his/her designee when the increase in projected utility costs to the City is under \$20,000 per year. If the expected increase in utility costs is greater than \$20,000 per year, the upgrade shall be approved by the City Council.

BIDDING: SUPPLIES AND EQUIPMENT

Except as provided by this policy, purchases of supplies and equipment and the sale of supplies and equipment not included in the construction contract or bid specification for a public works project shall be by bid procedure as provided in this policy, and shall be made as follows:

- (a) Direct Purchase Order. The purchase of supplies and equipment with the estimated value equal to or less than \$20,000, or \$40,000 for vehicles, shall be made by the Purchasing Officer as follows:
 - (1) Procure whenever possible at least three informal bids/quotes or enter into competitive negotiation or purchase through a governmental entity as described in this policy.
 - (2) Solicit bids by written request to prospective vendors, by telephone, or by other notice.
 - (3) Award the bid and purchase said supplies and equipment provided the same is awarded to the lowest responsible bidder and within the budgeted amount therefore.
 - (4) Keep a record of all such bids received and purchases made, which shall be open to public inspection.
- (b) Formal Bid Procedures. Except as otherwise provided, purchases of equipment and supplies of an estimated value greater than \$20,000 or \$40,000 for vehicles per unit shall be awarded by the City Council to the lowest responsive and responsible bidder pursuant to the following procedure:
 - (1) Notice Inviting Bids. Notices inviting bids include a general description of the articles to be purchased or sold, shall state where bid documents and specifications may be secured, and the time and place for opening bids.
 - (i) Published Notice. Notice Inviting Bids shall be given at least ten (10) days before the date of opening of the bids.

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Notice shall be published at least once in a newspaper of general circulation, printed and published in the City, or if there is none, it shall be posted in at least three public places in the City that have been designated by ordinance as the places for posting public notices.

- (ii) Bidders' List. The Purchasing Officer shall also solicit sealed bids from all responsible prospective suppliers whose names are on the Bidders' List or who have requested their names be added thereto.
- (c) Bidder's Security. When deemed necessary by the Purchasing Officer, bidder's security may be prescribed in public notices inviting bids. Bidders shall be entitled to return of bid security; provided that a successful bidder shall forfeit his bid security upon refusal or failure to execute the contract within ten (10) days after the notice of award of contract has been mailed, unless the City is responsible for the delay. The City Council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the City Council awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the City to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.
- (d) Bid Opening Procedure. Sealed bids shall be submitted to the City Clerk and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty (30) days after the bid opening.
- (e) Rejection of Bids. In its discretion, the City Council may reject any and all bids presented and re-advertise for bids
- (f) Award of Contracts. Contracts shall be awarded by the City Council to the lowest responsive and responsible bidder except as otherwise provided by this policy.
- (g) Tie Bids. If two or more bids received are for the same total amount or unit price, quality and service being equal, the City Council may accept the one it chooses or accept the lowest bid made by negotiation with the tie bidders at the time of the bid opening.
- (h) Performance Bonds. The City Council shall have authority to require a performance bond before entering into a contract in such amount as it shall find reasonably necessary to protect the best interests of the City. If the City Council requires a performance bond, the form and amount of the bond shall be described in the Notice Inviting Bids.

Cooperative, Piggyback, and Multiple Awarded Bid Purchasing With Other Agencies

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Purchases may be made on behalf of the City through any governmental entity, including, but not limited to, the State of California, the County of Los Angeles, other cities or special districts, or cooperatives, provided that the entity acquiring the supplies or equipment substantially adhere to the procedures for the purchase of supplies and equipment set forth in this policy.

Approval and award of cooperative, “piggy-back” or multiple awarded purchases shall be obtained by the Purchasing Officer for an amount equal to or less than \$20,000, or \$40,000 for vehicles, and by the City Council for purchases in an amount exceeding \$20,000 or \$40,000 for vehicles.

- (a) Cooperative Purchasing. The bidding requirements in this policy shall not apply to the purchasing of any equipment or supplies which the Purchasing Officer determines to be in the best interest of the City to obtain through a cooperative competitive bidding procedure being prepared by and processed through another local, state, or federal governmental agency.
- (b) Piggyback. If the Purchasing Officer determines it to be in the best interest of the City, the Purchasing Officer is authorized to “piggy-back” onto or join into an existing written purchase contract obtained through a competitive bidding process prepared by and awarded by another local, state or federal government agency.
- (c) Multiple Awarded Bids. Multiple awarded bids are generally conducted by larger government agencies. A competitive bidding process is conducted for a specified product. Several vendors whose product meets the specification are awarded the contract. Maximum item price and contract terms are established. If the Purchasing Officer determines it to be in the City’s best interest, the Purchasing Officer is authorized to use federal, state, or other governmental agency multiple awarded contracts. The Purchasing Officer must obtain quotes from at least three vendors on the awarded contract list and award the bid to the lowest responsive and responsible bidder.

Staging of Purchases Prohibited

Purchases and contracts shall not be knowingly staged or separated into smaller units or segments solely for the purpose of evading the competitive formal or informal bidding requirements of this policy.

Recycled Supply Products Specification

If in procuring supplies, a recycled or recyclable/reusable product can achieve the necessary City performance standard, and if such recycled product is readily available, specifications should, if economically feasible, require products made with recycled materials, or products that are recyclable, be bid. Unless the Department Head determines that:

- (a) A recycled or recyclable/reusable product lacks performance capabilities or needed quality levels.

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- (b) A sufficient amount of said recycled or reusable product is not currently available in the market, then a reduced percentage can be required, or the supply specification can be limited to non-recycled or virgin materials.

When recycled products are required, reasonable efforts shall be made to label the products as containing recycled materials. As used in this section, recycled product does not mean used products, but is limited to new products made with materials which have been recycled.

Purchase Local Specification

If in procuring supplies, a locally manufactured and/or product sold within the City of Lakewood can achieve the necessary City performance standard, and if such locally manufactured and/or product sold is readily available, specifications should, if economically feasible, require products locally manufactured and/or sold be bid; unless the Department Head determines that a locally manufactured and/or product sold does not meet required performance capabilities or quality.

In the case of a bid submitted by a vendor located or maintaining a point of sale within the city, the amount the city will receive in sales tax revenue derived from Bradley-Burns and (Measure L) Transactions & Use Tax shall be taken into consideration when making a purchasing decision.

Disposition Of Surplus Supplies And Equipment

All Department Heads shall submit to the Purchasing Officer at such times and in such form as he/she prescribes, reports showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The Purchasing Officer shall have authority to sell all supplies and equipment which cannot be used by any department or which have become unsuitable for City use, or trade in the same for new supplies and equipment, or otherwise dispose of the same for, as provided below:

- (a) Supplies and equipment certified by the Department Head as having a value of less than \$500 may be sold or disposed by the Purchasing Officer by current available means.
- (b) Supplies and equipment certified by the Department Head as having value over \$500 shall be sold at auction.
- (c) In the event any such supplies and equipment cannot be disposed of as provided in this policy, at the discretion of the Purchasing Officer, be sold as junk or disposed of by currently available means.
- (d) City employees may not purchase surplus City property directly from the City or any auction service employed by the City unless the City Manager should determine in writing that said employee was not involved in any recommendation or decision-making as to the sale of said property or the value thereof.

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SOLE SOURCE PURCHASES

Sole Source Purchases. Unique commodities or services that can be obtained from only one vendor, or one distributor authorized to sell in this area, with singular characteristics or performance capabilities or which have specific compatibility components with existing City products are exempt from the competitive bidding requirements and are deemed sole source purchases. Sole source purchases may include proprietary items sold direct from the manufacturer.

- (a) All sole source purchases shall be supported by written documentation indicating the facts and nature supporting the determination of a sole source, signed by the Department Head and forwarded to the Purchasing Officer. The City Manager shall approve sole source acquisitions in an amount under \$20,000.
- (b) Approval of any sole source acquisition shall be obtained from City Council for an award of a contract for an amount equal to or exceeding \$20,000.

In purchasing equipment and supplies that need to be compatible with existing equipment and supplies, or to perform complex or unique functions, the City Manager and Department Head in consultation with one another may limit bidding to a specific product type, or a brand name product; or utilize a request for proposal approach where warranties, service and/or maintenance obligations, and product performance will be evaluated in addition to the price of the product or service. The award of the contract should be to the proposer that staff deems is in the best public interest.

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PETTY CASH AND REIMBURSEMENTS

For occasional use in securing over-the-counter delivery of miscellaneous supplies which are not regular City stock and which are necessary to fulfill an immediate need of a department, the department head may authorize an employee to make such a purchase and be reimbursed by the City through the use of a petty cash form. Such purchases shall be limited to amounts not exceeding \$75. All petty cash forms must be approved by the Department Head or his/her designee and the Director of Finance and Administrative Services or his/her designee, and be signed by the person receiving the reimbursement.

For miscellaneous items purchased on a regular basis from a single vendor, the Department Head will contact the Purchasing Officer who will establish a purchasing arrangement with such vendors.

Employees who incur miscellaneous expenditures for meetings on an ongoing basis must complete an Individual Expense Report on a monthly basis.

TRAVEL REQUESTS AND EXPENSES

Travel and related expenses are to only occur when there is substantial benefit to the City. The Travel or Conference Authorization Request form must be submitted to and approved by the City Council for officials and by the City Manager for staff prior to the event. For reimbursement and payment for travel expenses, the Travel Request and Expense Report form must be completed by the traveler and approved by the City Council for officials or City Manager for staff. No official or staff shall sustain personal monetary loss as a result of duties performed in the service of the City. However, all expenditures and requests for reimbursement shall logically relate to the conduct of City business and shall be “necessary” to accomplish the purpose of such business and shall be “reasonable” in amount.

(a) Authorized Expenses

City funds, equipment, supplies (including letterhead), titles, and staff time must only be used for the performance of official duties. Such duties include, but are not necessarily limited to:

- (1) Meeting and communicating with representatives of other cities, county/regional, state and national government on City adopted policy positions and discuss the communities’ concerns.**
 - (i) Participating in local, county, regional, state and/or national organizations whose activities affect the City’s interest**
 - (ii) Attending meetings and participating in activities conducted in conjunction with such meetings, of civic and governmental committees and organizations in which the city has retained membership or has provided funds for the financing thereof**

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- (2) Business-related meetings or trips where a benefit to the City can be defined, including meetings with staff officials from other cities, and conferences and meetings of the City's membership organizations
 - (i) Attending City events and meetings with City service providers, both contracted service providers and other public agencies.
 - (ii) Attending meetings to implement a City-approved strategy for attracting or retaining businesses to the City
 - (iii) Attending City-sponsored or co-sponsored events including those requiring an invitation from the sponsoring or co-sponsoring organization
 - (3) Attending educational seminars designed to improve the skill and knowledge of officials and staff
 - (4) Recognizing service to the City
 - (5) Other charity or City-related events or meetings that provide a benefit to the public or the City as authorized by the City Manager for staff or Council for officials.
- (b) Non-reimbursable Expenses
- (1) The personal expense portion of any trip
 - (2) Family expenses, including partner's expenses when accompanying City staff and/or officials on City-related business, as well as children and/or pet related expenses
 - (3) Entertainment expenses, including theater, movies (either in-room or at a theater), attendance at sporting events, or other cultural events that are non-conference events
 - (4) Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or fuel
 - (5) Other expenses as determined by the City Manager.
- (c) Cost Control
- To conserve the City's resources and to keep expenses within standards for public officials and staff, travel related expenditures should adhere to the guidelines in this policy. Expenses for which staff or official receives reimbursement from another agency are not reimbursable by the City. The cost borne or reimbursed by the City shall be limited to costs that fall within the listed guidelines:
- (1) Transportation: The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route.
 - (i) Airfare: All officials and staff shall utilize coach or economy class accommodations when traveling by commercial airlines. Reservations, where practical, should be made in sufficient advance to receive discount pricing. Increased fees related to late booking or purchasing higher priced refundable tickets may be allowed with a sound

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business reason such as making changes to tickets to accommodate illness or schedule changes. Officials and staff may at their own expense pay to upgrade their airline accommodations.

- (ii) Baggage handling fees at the rate charged by the airline or other mass transportation line.
- (iii) Automobile: The rules regarding expenses relating to the use of Council Members' vehicle in the performance of City duties are set forth in Resolution 2005-39. For appointed officials and staff members, automobile mileage is reimbursed at the Internal Revenue Service (IRS) rate presently in effect. These rates are designed to compensate the driver for fuel, insurance, maintenance, and other vehicle related expenses. The amount does not include bridge and road tolls, which are reimbursable.
- (iv) Car rental: Rental rates that are equal to or less than those available through the American Automobile Association (AAA) or other standard discount services shall be considered the most economical and reasonable for purposes of reimbursement.
- (v) Taxis/shuttles: Taxi or shuttle fares may be reimbursed, including a reasonable gratuity per fare, when the cost of such fare is equal to or less than the cost of car rentals, fuel and parking combined, or when such transportation is necessary for time-efficiency.
- (vi) Garage and parking expenses: Expenses for necessary parking and storage of private, rented or City vehicles may be authorized. Receipts should be provided to obtain reimbursement (except where not available such as metered parking). Parking in lots at airports or other mass travel related lots may be reimbursed. Officials and staff are encouraged to use parking at non-premium rates unless such parking is inappropriate due to time constraints or safety concerns.

- (2) Lodging: Lodging expenses will be reimbursed or paid when travel on official City business reasonably requires an overnight stay. Where lodging is in connection with a conference or other organized educational activity, reasonable lodging cost shall not exceed the maximum group rate published by the conference or activity sponsor, providing that lodging at the group rate is available at the time of booking. If the group rate is not available, the official or staff member shall be entitled to reimbursement for actual costs of lodging that is comparable in location and quality. Every effort shall be made to secure adequate lodgings that are conveniently located and moderately priced. In many instances, it makes sense to stay at the conference hotel for convenience and safety, and to avoid additional transportation costs. Government discounts and any discounts the official or staff is personally eligible for should always be sought at the time of reservation. The cost of lodging may be paid directly by the City or paid by the official or staff and subsequently reimbursed.
- (3) Communication and internet service: Officials and staff shall be reimbursed for actual phone, mobile, and internet access expenses incurred as a consequence of City business necessity. Personal calls to the staff or official's family of a reasonable duration may be reimbursed for travel requiring overnight lodging.

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- (4) Meals: IRS reimbursement amounts shall be considered reasonable per se, and expenses incurred beyond such amounts shall be reimbursed only if necessary based upon location, type of venue, nature of event, or extraordinary circumstances.
 - (5) Gratuity: Meal expenses and associated gratuities incurred should be moderate, while taking into account the prevailing restaurant costs of the area.
 - (6) Other: All items of expenses otherwise unclassified shall be considered in this category. Examples are duplicating expenses, publications, and other expenses as necessary when traveling on City business may be allowed and should be included within this classification when requesting reimbursement.
- (d) Reimbursement limitations shall not apply to the following circumstances:
- (1) A conference or meeting at which a set amount is charged for participation in a meal or activity
 - (2) A City-hosted meal or event
 - (3) A business related meal, meeting or event at which the City official or staff member is required to pay more than his/her proportional share of the costs on a reciprocal basis with officials or staff from other cities
 - (4) Expenditure authorized in advance by the City Council at a City Council meeting for officials, or by the City Manager for staff.
- (e) Submission of expense reports and audits:
- (1) All expenses must have prior approval by the City Council for officials and by the City Manager for staff. The Travel or Conference Authorization Request form is used to receive this prior authorization.
 - (2) Once the costs are incurred, the Travel Request and Expense Report form with corresponding receipts documenting each expense must be submitted for approval for the official or staff to receive reimbursement. All expenses are subject to verification that they comply with this policy.
 - (3) Expense reports and receipts documenting each expense shall be submitted for reimbursement within 30 days of being incurred.
 - (4) Each Council Member shall file a brief written report on meetings attended at City expense at the next available City Council meeting.

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VISA CAL-CARD PURCHASES

To promote operational efficiency the City has initiated the City's credit card program.

- (a) The VISA Cal-Card program is intended to allow designated City employees to pay for training and travel type expenses, and to purchase occasional services and supplies at or below \$1,000 per transaction using a designated bank issued credit card. The card can be used for internet, telephone or walk-in ordering. Transactions in excess of \$1,000 are only allowed for travel and conference related expenses and must be pre-approved by the City Manager.
- (b) The program does not replace the Purchase Order process. The Purchasing Order process must remain the primary purchasing process for a majority of purchases.
- (c) The credit card is for official government use only subject to transaction limits, authorized vendors, and approved procedures.
- (d) The City Manager is the Program Manager, or his/her designee and sets policies and procedures and card limits. The Program Manager makes the final decision on any dispute or issue concerning the use of the card, and has the authority to suspend the use of any credit card for any reason.
- (e) The Director of Finance and Administrative Services or his or her designee acts as the Program Coordinator and is responsible for the administration and implementation of the Cal Card policies and procedures.
- (f) The card will be issued to the Department Head and Department Head approved managers whose names will appear on the card as the Cardholder. The Cardholder is responsible for the proper use of the card.
- (g) The Program Coordinator will determine the contact person for the timely payment of accounts who will be authorized to make changes on the designated bank's website; such as limit increase/decrease, or adding/deleting card holders. These actions must be pre-approved by the Program Manager or his/her designee.
 - (1) Obtaining a credit card
 - (i) The Department Head must submit a "Request for Credit Card" memo to the Program Manager for approval.
 - (ii) The Cardholder must sign for the card.
 - (2) Using the credit card

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- (i) Cardholder must complete an orientation course with the servicing bank and sign a Cal Card agreement form. This agreement certifies that the Cardholder understands and accepts his or her responsibilities under the program.
 - (ii) The Cardholder must instruct the vendor to include the Cardholder's name and department and the term "Cal Card" purchase or "credit card" as mode of payment on the shipping label, packing list, and invoice.
 - (iii) Each card is assigned transaction and monthly limits.
 - (iv) The Cardholder is responsible for retaining all supporting documentation (such as packing slips and sales receipts) on all card activities that are reconciled to the monthly Statement of Account. The documentation must be submitted with the Statement of Account to ensure timely payment of purchases.
 - (v) The Cardholder will receive a Statement of Account and must promptly review the statement, certify the statement's accuracy and attach all supporting documentation. The Statement of Account along with the supporting documentation must be submitted to the Program Coordinator within five (5) business days of receipt.
 - (vi) The Program Coordinator or his or her designee will review the card activities and supporting documentation prior to forwarding to the Program Manager for payment approval.
 - (vii) In case of any error in the Statement of Account, the Cardholder must immediately notify the Program Coordinator. The Program Coordinator or his or her designee will be responsible for resolving the error.
 - (viii) If the card is lost or stolen, the Cardholder must immediately notify the issuing bank customer service, at the phone number listed on the back of the card, and the Program Coordinator.
 - (ix) If the card is worn, defective or cancelled, the Cardholder must immediately return the card to the Program Coordinator.
 - (x) The Cardholder is responsible for returning merchandise to the vendor and for receiving the appropriate credit. The credit memo or equivalent must be retained by the Cardholder and submitted along with the Statement of Account to the Program Coordinator.
 - (xi) Personal use of the card is strictly prohibited and is subject to disciplinary action up to and including termination. The cardholder will be immediately required to return the goods to the vendor in full and/or to reimburse the City for the subject amount.
 - (xii) The Program Manager will decide on any issue or conflict on the above policies and procedures.
- (3) Changes to cardholder information. Changes to a cardholder's name, address, or Department/Division must be immediately reported by memo to the Program Coordinator who will request a new credit card if needed.
- (4) Cancellation. Should the Cardholder terminate employment with the City, the Cardholder shall submit his/her credit card and any supporting documentation to his or her Department Head. The Human Resources Division and the Department Head shall notify the Program Coordinator of the termination. The Program Coordinator or his/her designee shall notify the bank.

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PURCHASING CARDS

To promote operational efficiency the City has initiated the City's purchase card program.

- (a) The Purchase Card program is intended to allow designated City employees to pay for an item that is not stocked in the purchasing warehouse and the item is needed right away.
- (b) The purchase card is for official government use only subject to transaction limits, authorized vendors, and approved procedures.
- (c) The program does not replace the Purchase Order process. The Purchasing Order process must remain the primary purchasing process for a majority of purchases.
 - (1) Obtaining a credit card
 - (i) The Department Head must submit a "Request for Purchase Card" memo to the Director of Finance and Administrative Services for approval.
 - (ii) The Cardholder must sign for the card.
 - (2) Using the purchase card
 - (i) Cardholder is responsible for the card in their possession and each charge on the card.
 - (ii) The Cardholder must use it only for City related expenses.
 - (iii) If the Purchasing Card is missing, lost or stolen, the Cardholder must immediately contact the Director of Finance and Administrative Services or his/her designee.
 - (iv) If there is an issue while trying to make a purchase transaction, the cardholder is to contact the Director of Finance and Administrative Services.
 - (v) The Cardholder must track all purchases and retain all receipts.
 - (vi) If an item must be returned, the Cardholder is responsible in performing this task. The Cardholder must inform the Director of Finance and Administrative Services to ensure that the refund/credit is in the next invoice.
 - (vii) The Director of Finance and Administrative Services or his/her designee is responsible for resolving questions and issues of Cardholders and/or from the card provider.
 - (viii) The bill and register receipt must include invoice numbers for reference. Each invoice is entered into the requisition system and approval workflow.

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- (ix) The monthly card provider statements listing all transactions conducted for the month are to be reconciled with the outstanding invoices as provided by the Cardholder and ensures that all charges in the statement belong to the City.
 - (x) The Director of Finance and Administrative Services by written request from a Department Head has the capability to increase the limit for purchasing cards.
 - (xi) The Director of Finance and Administrative Services is responsible for updating the charge card list per store, and has the capability to issue new cards, and cancel and/or stop the card.
 - (xii) The Director of Finance and Administrative Services is responsible for resolving disputes.
- (3) Changes to a cardholder's name, address, or Department/Division must be immediately reported by memo to the Director of Finance who will request a new credit card if needed.
- (4) Should the Cardholder terminate employment with the City, the Cardholder shall submit his/her credit card and any supporting documentation to his or her Department Head. The Human Resources Division and the Department Head shall notify the Director of Finance and Administrative Services of the termination. The Director of Finance and Administrative Services or his/her designee shall notify the Vendor.

The City has initiated the City's purchase card program with the following vendors: Home Depot and Smart & Final:

- (a) Home Depot and Smart & Final do not accept purchase orders. The City's practice is to pay via a purchase order. The charge card is in lieu of the purchase order.
- (1) Home Depot
- (i) The Home Depot charge card has a limit of \$13,000 per month for the whole City.
 - (ii) Each Cardholder does not have an individualized limit.
 - (iii) Each Home Depot charge card bears the employee's name.
- (2) Smart & Final
- (i) The Smart & Final charge card has a limit of \$10,000 per month for the whole City.
 - (ii) Each Cardholder does not have an individualized limit.
 - (iii) Each Smart & Final charge card bears the City's name.
- (3) Or other Purchase Cards as approved by the Finance and Administrative Services Department.

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PURCHASE/ACQUISITION OF REAL PROPERTY

Land acquisition by lease or purchase shall be performed as prescribed by state and federal law.

PUBLIC WORKS PROJECTS

Public Works Projects shall be performed pursuant to State public contract code, inclusive of the California Uniform Public Construction Cost Accounting Act (CUPCCAA) as adopted by the City Council.

EXEMPTIONS

The competitive bid and request for proposal/qualifications (RFP/Q) processes are not applicable to certain purchases. The following are exempt from competitive bid processes:

- (a) Department purchases under \$20,000;
- (b) Travel and expense advances;
- (c) Subscriptions;
- (d) Trade circulars, training materials or books;
- (e) Insurance premiums;
- (f) Insurance claims;
- (g) Reimbursement of expenses;
- (h) Petty cash reimbursement;
- (i) Medical payments;
- (j) Newspaper advertisements and notices;
- (k) Dues to approved organizations;
- (l) Payments to other government units;
- (m) Utility service payments, utility connection and/or installation charges;
- (n) Fuel;
- (o) Attorney services;
- (p) Postage, courier/delivery messenger services;
- (q) Land;
- (r) Buildings;
- (s) Water rights;
- (t) Debt services;
- (u) Grants;
- (v) Claim settlements.

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Purchases of supplies and equipment shall be by bid procedure, and the procurement of services shall be by RFP/Q procedure as provided in this policy, with the exception that the Purchasing Officer is hereby given authority to make such purchases and sales, and procurement without further complying with the terms and provisions of this policy where:

- (a) The head of the department involved or the Purchasing Officer certifies that the supply, equipment or service can be obtained from only one vendor, provided first authorized by the City Council.
- (b) Purchase of supplies, equipment and services provided for and sufficiently identified in the Budget approved by the City Council for the current fiscal year not exceeding \$1,000. Such purchases must be approved by the Director of Finance and Administrative Services as to availability of funds and budgetary authorization.
- (c) In case of an emergency which requires that supplies, equipment or service be obtained immediately by purchase, lease, rental or other use arrangement, the Purchasing Officer may secure the same on the open market at the lowest obtainable price without following the procedure specified in the Purchasing Policy, provided, however, that a full report of the circumstances of the emergency and of the necessity or making such an acquisition or procurement shall be filed with the City Council at its next regular meeting following such an acquisition or procurement and shall be subject to ratification by the City Council.
- (d) Emergency, shall mean those cases wherein needed supplies, equipment or services are not on hand or in place and must be procured immediately on the open market at the nearest available source of supply and there is insufficient time to follow the bid or RFP/Q procedure specified in this policy because of:
 - (1) There is a great public calamity, or
 - (2) There is immediate need to prepare for national or local defense, or
 - (3) There is a breakdown in machinery or an essential service which requires the immediate purchase of supplies or equipment to protect the public health, safety or welfare, or
 - (4) An essential department operation affecting the public health, safety and welfare would be greatly hampered if the prescribed purchasing procedure would cause an undue delay in procurement of such supplies, equipment or service.

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EMERGENCY PROCEDURE

In cases of great emergency as determined by the City Council, including, but not limited to, states of emergency defined in Section 8558 of the Government Code, when repair or replacements are necessary to permit the continued conduct of the operation of services of the City, or to avoid danger to life or property the City Council, by majority vote, may proceed at once to replace or repair any public facility without adopting plans, specification, or working details, or give notice for bids to let a contract(s). The work may be done by City forces, by contract, or by combination of the two. The City Council delegates to the City Manager, the authority to declare a public emergency subject to confirmation by the City Council by a four-fifths (4/5) vote, at its next meeting.

The City's Emergency Operations Plan provides for effective mobilization of all the resources of this City, both public and private, to meet any condition constituting a Local Emergency, State of Emergency, or State of War Emergency. Any expenditure made in connection with Emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City.

WAIVING OF PURCHASING PROCEDURES

In its discretion, the City Council may at any time, without amending this policy, waive the purchasing procedures or alter these proceedings to fit a specific purchase or contract, when such waiver is not in violation of state or federal law. A request for waiver should occur only when unforeseen circumstances arise that justify an exception to following the provisions of this policy and is in the best interest of the City.

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GLOSSARY

- (a) Bidder's List. "Bidder's List" shall mean a list of responsible prospective vendors capable of providing the items being bid upon.
- (b) Competitive Bid. Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the lowest prices by stimulating competition, and by preventing favoritism. In (1) open competitive bidding (also called open bidding), the sealed bids are opened in full view of all who may wish to witness the bid opening; in (2) closed competitive bidding (also called closed bidding), the sealed bids are opened in presence only of authorized personnel.
- (c) Cooperative Bid. "Cooperative Bid" is when several government agencies join together to create one bid document combining all agencies product volume for consideration of the bidder in determining the unit cost.
- (d) Emergency. As determined by the City Council, including, but not limited to, states of emergency defined in Section 8558 of the Government Code, when repair or replacements are necessary to permit the continued conduct of the operation of services of the City, or to avoid danger to life or property, repair or replace any public facility without adopting plans, specification, or working details or give notice for bids to let a contract or Public Works Construction Contract.
- (e) Equipment. "Equipment" shall mean unique supplies, computers, furnishings, machinery, vehicles, rolling stock, and other personal property used in the City's business, which are not generally and regularly ordered in bulk by the City and which must perform complex tasks, or integrate efficiently with existing equipment.
- (f) General Services. "General Services" are services which do not require any unique skill, special background, training, and obtaining such services at the lowest cost should be the single most important factor in selection, as opposed to personal performance. Examples of general services include uniform cleaning and maintenance services.
- (g) Informal Bids/Quotes. Request for "Informal Bids" or "Quotes" shall mean the gathering of pricing for the same product or service, and is used when the City has determined an exact product or service required to resolve its need, and this product and/or services falls below the dollar value requiring competitive bid or request for proposal.
- (h) Maintenance Work. "Maintenance Work" shall mean:
 - (1) Routine, recurring, and usual work for the cleaning, preservation, or protections of any publicly owned or publicly operated facility for its intended purposes.

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- (2) Minor repainting.
 - (3) Resurfacing of streets and highways at less than one inch.
 - (4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
 - (5) Work performed to keep, operate, and maintain publicly owned water or waste disposal systems including, but not limited to, wells and reservoirs.
-
- (i) Multiple Awarded Bid. When a bid is awarded to more than one vendor for the same or similar products. A multiple awarded bid schedule is usually set up and provides information of product type/brand and vendor who is providing the product.
 - (j) Piggyback. Use of another public agency's existing contract to purchase the same product(s) as outlined in the awarding bid document.
 - (k) Professional, Management, or Special Services. "Professional," "Management", or "Special Services" shall mean any work performed by an attorney, doctor, architect, engineer, land surveyor, construction manager, appraiser, expert, accounting firm, instructor, consultant or those services such as computer services, golf course operating services, concession services, parking garage operation services, and transportation/transit operator services. Factors for determining whether professional, management, or special services are needed include but are not limited to, services which require professional judgment, licensing, qualified expertise in a specific area of work, or other unique factors other than simply obtaining the service at the lowest cost to the City. Professional Management and Special Services are not subject to the informal, formal or competitive bidding requirements of this policy and may be procured through negotiated contract or Requests for Qualification and/or Proposal process.
 - (l) Public Works. "Public Works" shall mean a type of public construction project subject to the regulation of the State Public Contract Code and State Labor Code and as defined in California Labor Code Division 2, Chapter 1, Article 1, Section 1720 and as further amended. Examples of a Public Works Project include:
 - (1) The erection, construction of, alteration, major painting, repair, or demolition of public buildings, streets, walkways, water and sewer facilities, drainage facilities, or other public facilities, whether owned, leased, or operated by the City.
 - (2) Furnishing supplies or materials for any of the above works or projects.
 - (3) A public work does not include maintenance work as defined in this article.
 - (m) Purchase. "Purchase" shall include the renting, leasing, purchasing, licensing, or a trade of equipment or supplies.

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Purchasing Policy

- (n) Purchasing Officer. The “Purchasing Officer,” for the purposes of this policy, shall be the City Manager or his/her designated representative.
- (o) Request for Proposal. “Requests for Proposal (RFP)” shall mean requests for a project or professional service. Requests for proposals allow bidders to highlight their experience and knowledge in an area through the proposal itself. Request for proposals list requirements of products or services, such as function, work flow, integration specifications and goals, providing in great detail how the requested product or service will be accommodated. Requests for proposals include a scope of work (SOW), pricing information, price quotes, contract terms and conditions, and detailed reference information. The scope of work describes tasks, products, services and even external factors that may not be required to satisfy the proposal. A request for proposals is developed when the City has discovered a need to resolve an issue, without a specific plan for the way that the need should be fulfilled and allowing vendors to express individual creativity when presenting products or services as a response to a request for a proposal.
- (p) Sealed Bid. “Sealed Bids” shall contain information regarding a project including project parameters and pricing. All entities that submit a sealed bid are not aware of what others have bid. Sealed bids are turned in to the City Clerk. Sealed bids contain the actual pricing associated with the project. Sealed bids allow for all bidders to submit pricing to the City in a confidential manner. Sealed bids are used to keep bidding results confidential until a winner is selected. Sealed bids are submitted by a specified date and time to the City Clerk.
- (q) Supplies. “Supplies” shall mean office supplies, janitorial supplies, materials, goods, tools, or other commodities used in the general conduct of the City’s business, excepting supplies or materials for a public work which is regulated under the California Public Contract Code Sections 20160, et seq.
- (r) Task Order. Supplementary contractual and obligating document that usually includes task description, used in task type contracts, and means a task, delivery, or call order for supplies and/or services placed against an established contract, agreement or blanket purchase order.
- (s) Task Type Contract. Two-part contract in which one part lays down the general provisions of the contract, and the other part (represented by one or more task orders) gives the details of the specific job to be performed.
- (t) Quotes/Informal Bids. Request for “Quotes” or “Informal Bids” shall mean the gathering of pricing for the same product or service, and is used when the City has determined an exact product or service required to resolve its need, and this product and/or services falls below the dollar value requiring competitive bid or request for proposal.
- (u) Urgency. “Urgency” shall exist when the service, repair, or replacements are immediately necessary to permit the continued performance of the operations or services of the City, or to avoid the immediate danger to life, health, or property.