

**ADOPTED  
BUDGET  
2024-2026**

**City Council**

Mayor Todd Rogers

Vice Mayor Cassandra Chase

Council Member David Arellano

Council Member Steve Croft

Council Member Jeff Wood







# City of Lakewood Budget Narrative

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June 11, 2024

**City of Lakewood  
Lakewood, California**

It is my pleasure to present to the residents of the City of Lakewood the adopted budget for Fiscal Years (FY) 2024-25 and 2025-26.

Lakewood is a humble but proud community, with a distinct identity centered around creating and maintaining a community where people of any and all backgrounds can live and raise their families in a safe and healthy environment that allows them to prosper in the pursuit of the happiness that defines the American dream. Lakewood is a community that embraces its vast diversity while celebrating its shared values of fostering beautiful and safe neighborhoods and parks; recreational opportunities for all generations; well-maintained streets and public infrastructure; volunteerism; a diverse, inclusive and civically engaged citizenry; and responsive and accountable government. 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 adopted budget is in line with the city's guiding principles and values, producing an operational blueprint that preserves and builds on those core services that have been the hallmark of the Lakewood way of life for generations and that maintains a fiscally-sound organization that meets the needs of today's Lakewood. While the city's overall expenditure budget (inclusive of special revenue and enterprise funds) is in excess of \$96 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 equaling more than 56 percent of the city's annual operating budget that is set by policy and allows the organization to weather any potential funding shortfalls.

FY 2024-25 and FY 2025-26 Two-Year Adopted Budget

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This budget makes it possible for 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. Historically, 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.

Thanks in large part to the community's approval of Measure L in 2020, the city now has a funding source to maintain our infrastructure and facilities. Accordingly, the adopted budget includes \$7 million set aside over the two-year budget period for future year capital improvement projects. This allows the city to gain momentum and continue the progress begun soon after the passage of Measure L, with the first tranche of projects addressing the long backlog of deferred maintenance identified in the city's 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.

The city has weathered the ups and downs of the pandemic and post-pandemic economy fairly well, the most significant challenge of which has been the historically high inflation of the recent past. Notwithstanding those challenges, current economic conditions are generally better than anticipated. That said, this budget cycle – like every budget cycle - is not without challenges. In particular, the residual effects of high inflation have given rise to higher costs with many of our public works and service contractors. As well, while inflation has come down, it is not quite at the 2% rate that the Federal Reserve Board strives to attain. Consequentially, this budget is not contingent on continued improvement in the economy, but rather is grounded in prudent, fiscal sustainability.

Lastly, the state, which continues to be unrelenting in its passage of legislation that preempts local control, is facing a significant budget deficit, the resolution of which could see diminished revenue coming from the state to the city. However, it should be noted that the city's reliance on state funding has greatly diminished over the past number of years; the major revenue streams of sales and property tax have constitutional protections against "claw backs," and therefore the impact of state budget cuts on the city should be minimal.

It should not go unmentioned that the community's approval of Measure L (the local Transaction and Use Tax) in March 2020 provides the strong foundation that this budget (and future budgets) is built on. Measure L represents a source of revenue that has allowed the city to maintain programs and services that have helped define a quality of life in 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 funds continue to be spent with the same level of measured prudence that engendered the trust that facilitated the passage of the measure.

Following is a more detailed review of the budget specifics:

For the current FY 2023-24 Final Budget Estimate, it is anticipated that the city's General Fund will have a surplus in excess of \$2.9 million. Expenditures have remained below budgeted amounts for the year, while revenues continued to surpass anticipated figures. While the economic recovery following the COVID-19 pandemic was extraordinary and prolonged, more recently economic activity has plateaued with most economists forecasting a "soft landing" as opposed to a pending recession. This is consistent with our local experience and financial data being analyzed. 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 adopted budget. As anticipated and planned, the adoption of Measure L allows for surplus funds during the first years of implementation that are key to providing fiscal stability to the city over a multi-decade period.

### **Two-Year Adopted Budget: FY 2024-25 and FY 2025-26**

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

FY 2024-25 and FY 2025-26 Two-Year Adopted Budget  
 June 3, 2024  
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	<u>Final Estimate</u> <u>FY 2023-24</u>	<u>Adopted</u> <u>FY 2024-25</u>	<u>Adopted</u> <u>FY 2025-26</u>
Sources:			
General Fund Revenues	\$ 76,047,250	\$ 77,777,080	\$ 79,112,750
Transfers In	<u>4,326,200</u>	<u>4,274,200</u>	<u>4,274,200</u>
Total Sources	80,373,450	82,051,280	83,386,950
Uses:			
Departmental Expenditures	\$ 73,539,950	\$ 75,254,761	\$ 76,244,087
<u>CIP Set-aside</u>	<u>3,500,000</u>	<u>3,500,000</u>	<u>3,500,000</u>
Total Uses	77,039,950	78,754,761	79,744,087
Employee labor adjustment costs*	396,700	1,348,200	2,512,600
Projected Surplus	<u>\$ 2,936,800</u>	<u>\$ 1,948,319</u>	<u>\$ 1,130,263</u>

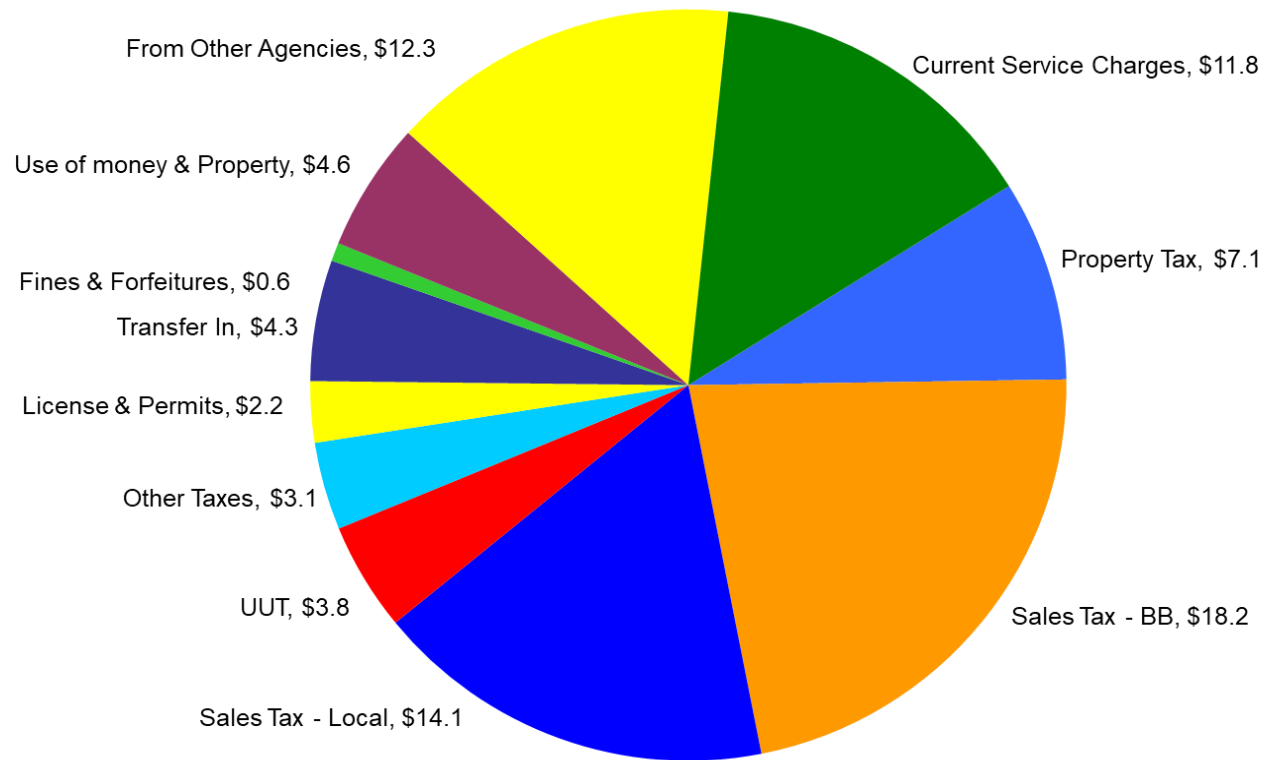
\* Amounts are placeholders pending an employee labor agreement.

**Revenues / Sources**

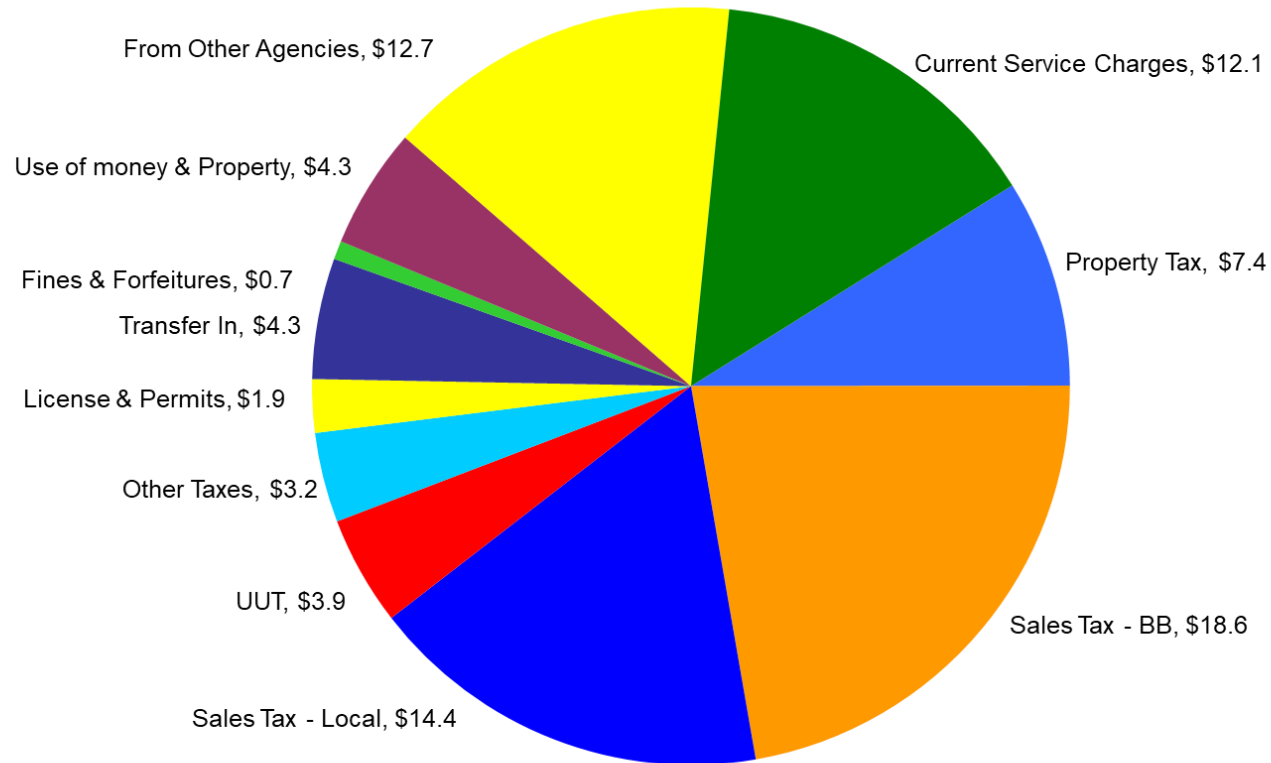
During FY 2024-25 and FY 2025-26 we expect city General Fund revenues (including transfers in) to total \$82.1 million and \$83.4 million, respectively. FY 2024-25 General Fund revenue projections increased by almost \$1.5 million due to gains in sales tax revenues – both Bradley-Burns (\$449,000) and Measure L (\$391,000), property tax in-lieu of Vehicle License Fees (VLF) (\$449,000), and property tax (\$146,000), with an offset of \$400,000 as revenue estimates are sensitive to market conditions and include an anticipated decline in investment yields compared to the prior year. FY 2025-26 anticipates a year-over-year increase in total sources of more than \$1.3 million from sales tax (\$739,000), VLF (\$438,000), refuse collection (\$300,000), and property tax (\$255,000), with a similar offset as the prior in investment yields as interest rates are anticipated to decline.

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

**FY 2024-25 General Fund Revenues: \$82.1 Million**



**FY 2025-26 General Fund Revenues: \$83.4 Million**

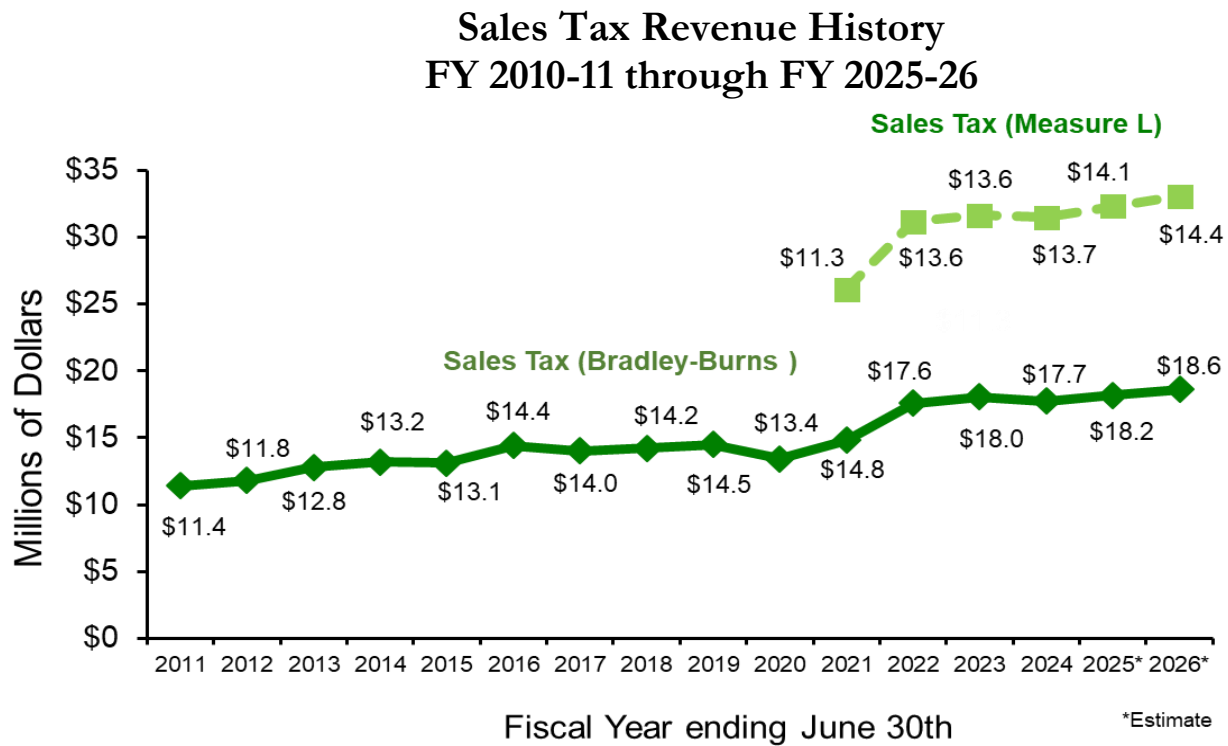


**Sales Tax Revenue** – Similar to many other municipalities throughout the State, the city's largest General Fund revenue source is the Bradley-Burns sales tax revenue component. Prior to the passage of Measure L, this revenue source had been stagnant as many traditional retail sales transactions shifted 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. 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 over \$12 million and \$12.5 million during FY 2024-25 and FY 2025-26, respectively.

**Property Tax** – The Adopted Budget includes approximately \$7.1 million in Property Tax Revenues for FY 2024-25 and \$7.35 million in FY 2025-26. 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 continued rise in property values has lifted revenues more than had been anticipated in recent years.

### **Expenditures / Uses**

General Fund departmental expenditures and uses are expected to total approximately \$75.3 million in FY 2024-25, or about \$1.7 million more than the current year’s final estimate. These amounts do not include employee labor adjustments amounts. Some of the larger components of the increase include: the Los Angeles County Sheriff’s Department policing contract and related insurance (\$686,000) including filling a vacant Detective position, extraordinary Sky Knight helicopter maintenance (\$466,000), an increase in the refuse disposal contract (\$375,000), General Plan update (\$335,000), a new Public Works asset management and work order software system (\$135,000), and an increase in the tree maintenance contract (\$87,000).

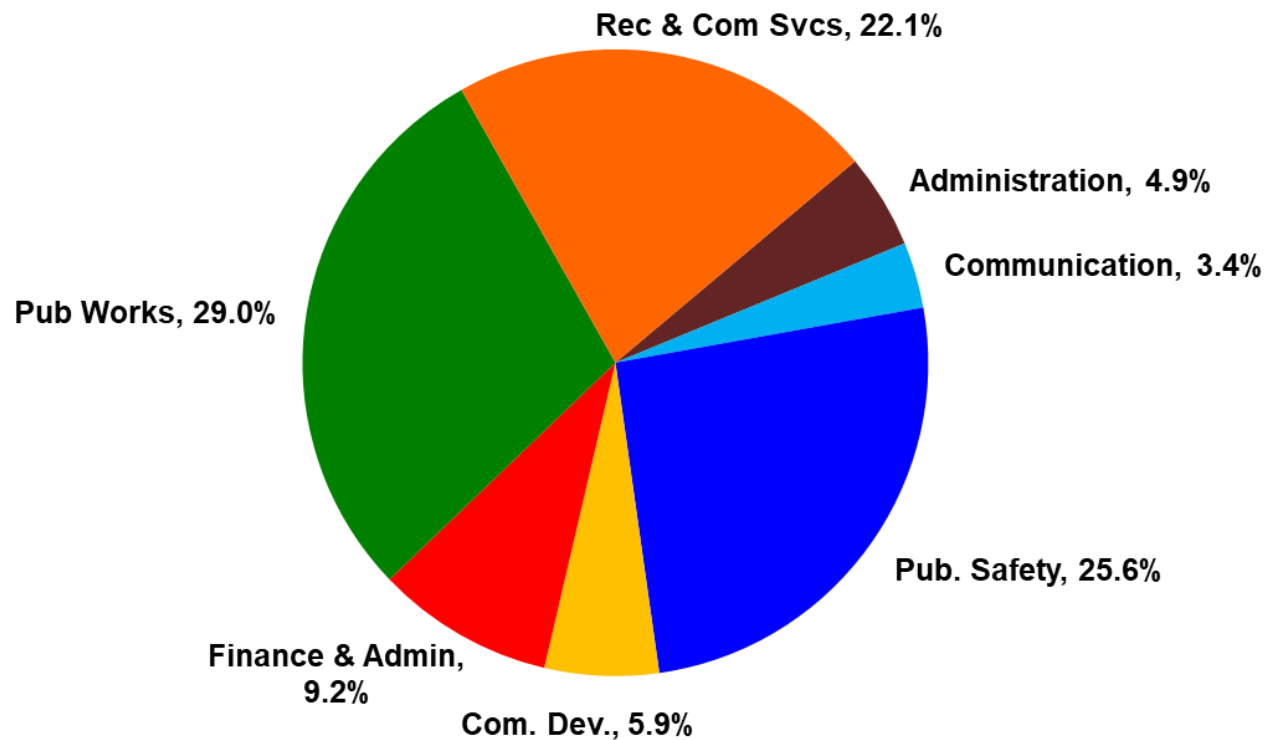
New adopted expenditures also include the addition of several positions: a Management Analyst (\$106,400) who will be shared by the Public Safety and City Manager’s Office assisting with grant management, reports, and special projects, a Lead Public Safety Specialist (\$94,000) to assist in overseeing field operations, an Administrative Assistant II (\$102,200) in the Finance & Administrative Services Department who will help operate and oversee front counter activities, and two Information Technology Specialists that will be hired replacing a long-standing vendor and providing significant operational savings.

In FY 2025-26 (the second year of the budget) we can expect department expenditures to be \$76.2 million or about \$900,000 more than the prior year. The growth is a bit over 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 “placeholder” employee labor adjustment amounts for FY 2023-24 (\$396,700), FY 2024-25 (\$1,348,200), and FY 2025-26 (\$2,512,600). Final terms are being negotiated and it is anticipated that they will be presented for Council consideration in the very near future.

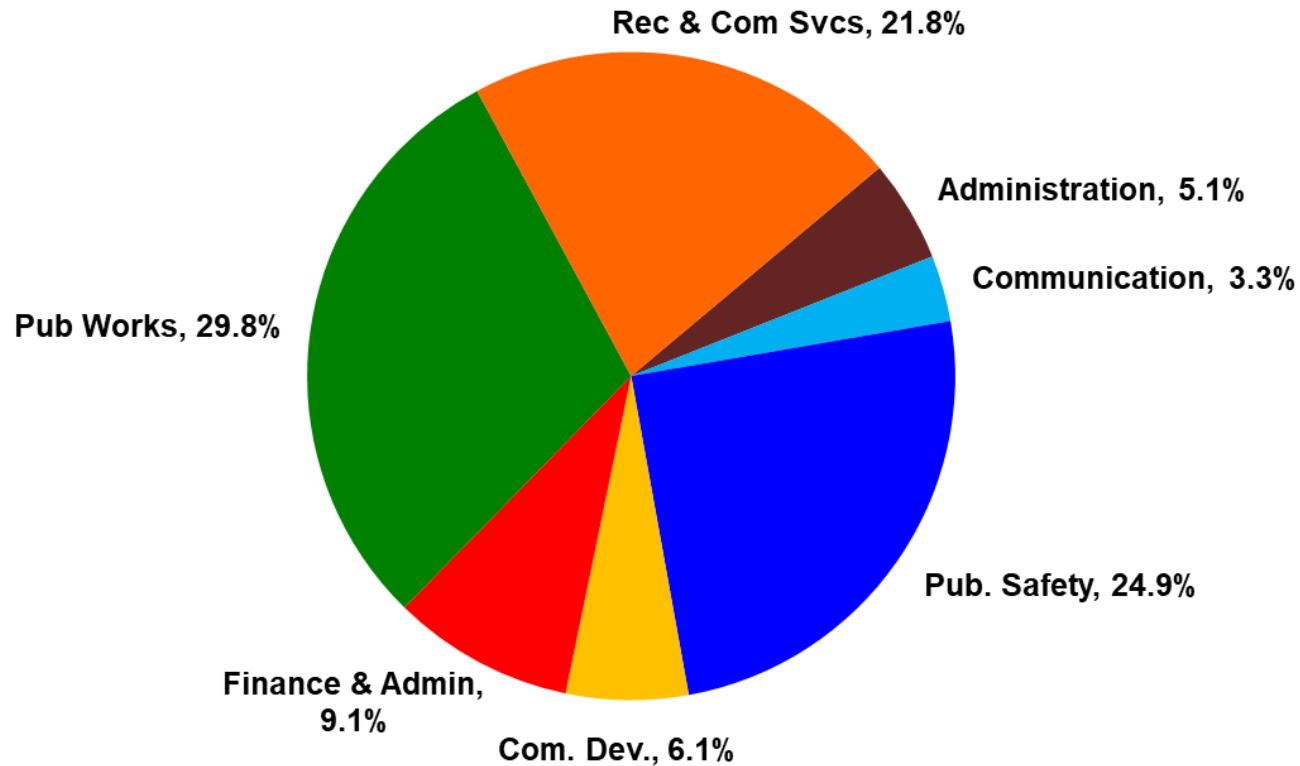
The three largest department expenditure components (based on gross expenditures) in both years are Public Works, Public Safety, and Recreation & Community Services.

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

**FY 2024-25 Departmental Expenditures - \$75.3 Million**



**FY 2025-26 Departmental Expenditures - \$76.2 Million**



**WATER UTILITY FUND**

For the FY 2023-24 Final Estimate Budget, as expected the Water Utility Fund will have a deficit of \$1.2 million as it draws down prior year reserve funds . For FY 2024-25 and FY 2025-26 Water Utility revenues are expected to surpass expenses, providing surpluses of \$196,100 and \$217,800, respectively. Revenues are expected to increase steadily, with projected expenses remaining relatively stable during the two-year budget period.

A comprehensive water rate study was just concluded, with recommended rate adjustments incorporated into the revenue projections. 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 adopted budget activity for each of the two upcoming fiscal years, along with a final estimate for the current fiscal year:

	<u>Final Estimate</u> <u>FY 2023-24</u>	<u>Adopted</u> <u>FY 2024-25</u>	<u>Adopted</u> <u>FY 2025-26</u>
Sources:			
<u>Revenues</u>	<u>\$ 14,125,150</u>	<u>\$ 15,662,500</u>	<u>\$ 16,051,500</u>
Total Sources	14,125,150	15,662,550	16,051,500
Uses:			
<u>Departmental Expenses / Transfers</u>	<u>\$ 15,234,400</u>	<u>\$ 15,317,200</u>	<u>\$ 15,550,900</u>
Total Uses	15,234,400	15,317,200	15,550,900
Employee labor adjustment costs*	45,600	149,200	282,800
Projected Surplus/Deficit	<u>\$ (1,154,850)</u>	<u>\$ 196,100</u>	<u>\$ 217,800</u>

\* Amounts are placeholders pending an employee labor agreement.

Revenues

During FY 2024-25 and FY 2025-26 we are expecting Water Utility revenues to total \$15.7 million and \$16.1 million, respectively. FY 2024-25 revenues are budgeted to be over \$1.5 million more than the current year estimate. This is largely due to an anticipated increase in metered water sales partially generated from a rate increase (\$900,000) and agency interconnect water sales (\$600,000), with an offset from anticipated lower investment earnings (\$180,000). FY 2025-26 anticipates an increase of \$389,000 with increased metered water sales (\$300,000) being the largest component.

Expenses / Uses

Water Utility expenses and fund transfers are expected to total approximately \$15.3 million in FY 2024-25 and \$15.6 million in FY 2025-26. It is important to note that these expenses do not include employee labor adjustments amounts as previously-mentioned in the General Fund section. Expenses are largely impacted by water production costs. This has become a more prominent issue as the city continues projecting lower use of 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 continuing to explore more revenue options that would offset increased expenses.

**BUDGET CONCLUSION**

The FY 2024-25 & 2025-26 Adopted Budget is perhaps the city’s first post-pandemic budget. Notably, COVID-19 gave rise to fiscal tumult and uncertainty, as well as upending our normal business operations and reordering our service priorities. As we progress beyond those challenges, it’s worth remembering (and appreciating) that 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. Although our current environment is not without its own challenges (and we will certainly face challenges as a community in the future) the FY 2024-25 & 2025-26 Adopted Budget represents a level of stability that we have not experienced in quite some time.

The adopted 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 today and on into the future. 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, no matter what challenges befall us.

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."

FY 2024-25 and FY 2025-26 Two-Year Adopted Budget

June 3, 2024

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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 constant twists and turns. There too, the City Council's stalwart leadership has been invaluable in guiding us through the past few years and preparing us for the challenges of today and the future.

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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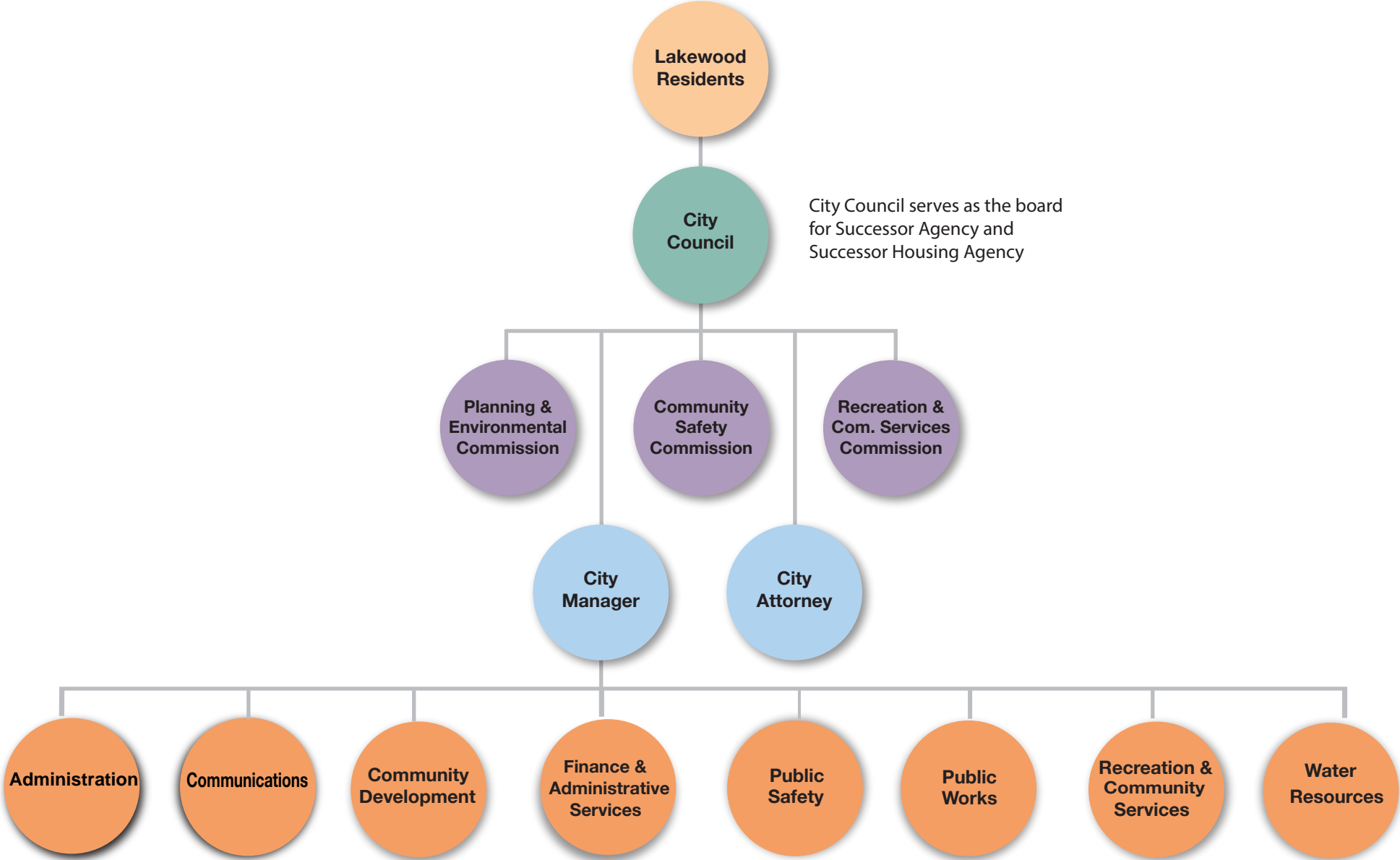
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# **INTRODUCTION**

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# ORGANIZATION CHART



# 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

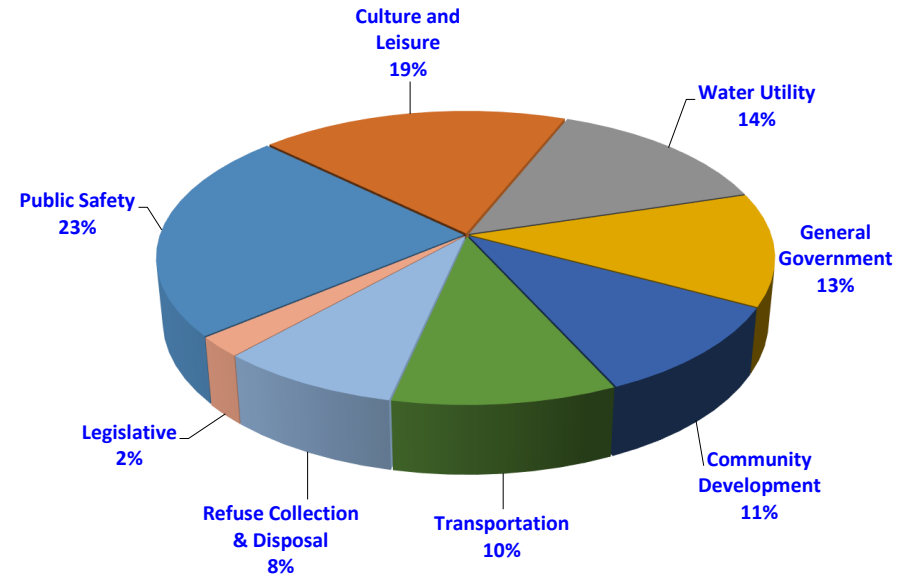
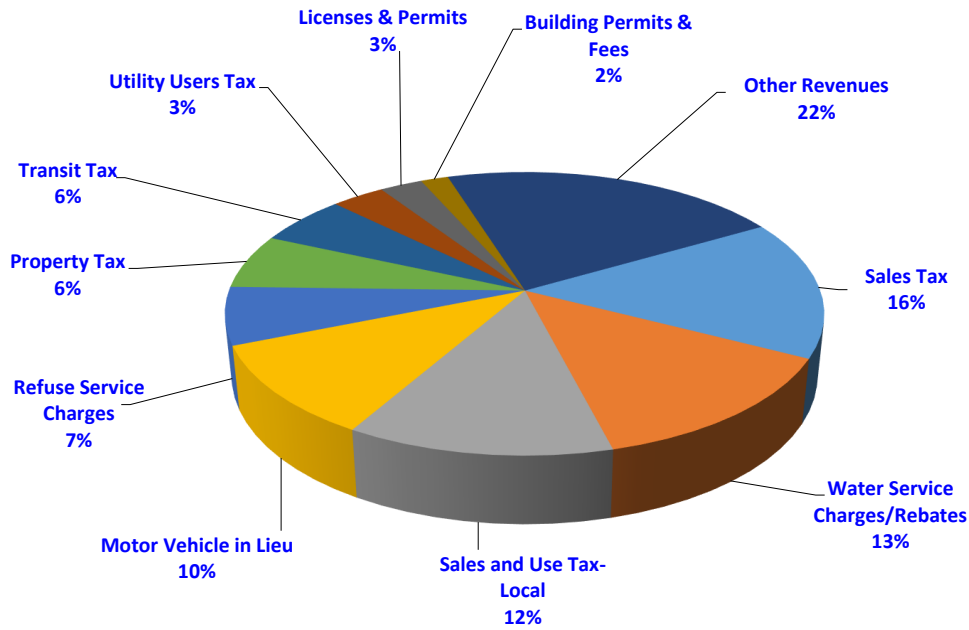
- Thaddeus McCormack, City Manager
- Jones and Meyer, City Attorney
- Paolo Beltran, Deputy City Manager
- Abel Avalos, Director of Community Development
- Valarie Frost, Director of Recreation and Community Services
- Jose Gomez, Director of Finance and Administrative Services
- Bill Grady, Director of Communications
- Derek Nguyen, Director of Water Resources
- Kelli Pickler, Director of Public Works
- Joshua Yordt, Director of Public Safety



# **SUMMARY OF FUNDS**

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FY 2024-2025  
Sources and Uses of Funds



Fiscal Year 2024-2025

**Sources of Funds**

Sales Tax	18,155,000
Water Service Charges/Rebates	15,311,500
Sales and Use Tax- Local	14,121,000
Motor Vehicle in Lieu	12,023,000
Refuse Service Charges	7,500,000
Property Tax	7,097,000
Transit Tax	6,493,970
Utility Users Tax	3,830,780
Licenses & Permits	3,078,000
Building Permits & Fees	1,980,000
Other Revenues	24,606,357
<b>\$</b>	<b>114,196,607</b>

**Uses of Funds\***

Public Safety	22,543,144
Culture and Leisure	18,169,325
Water Utility	13,693,512
General Government	12,098,092
Community Development	10,021,803
Transportation	9,861,716
Refuse Collection & Disposal	7,962,810
Legislative	2,163,526
<b>\$</b>	<b>96,513,928</b>

\* Not inclusive of Employee Labor Adjustment and CIP Set-Aside

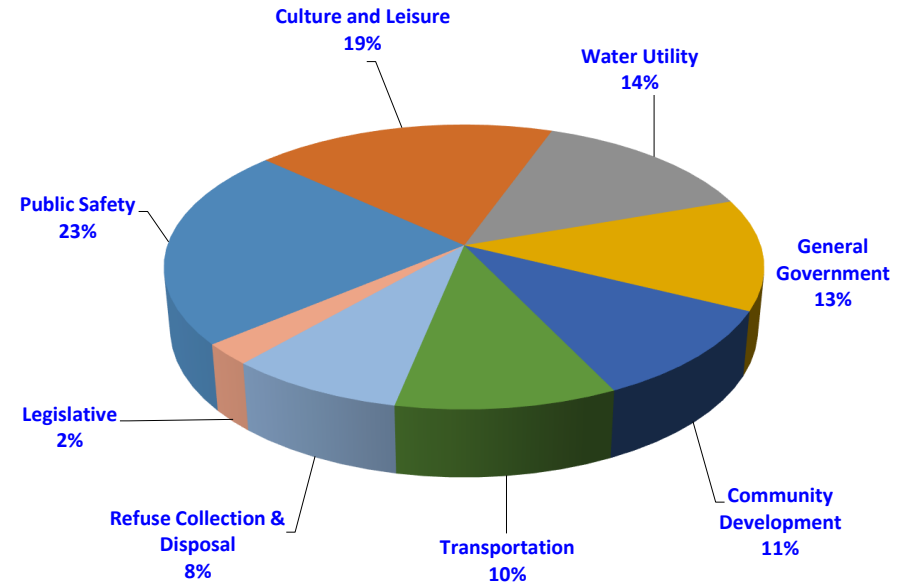
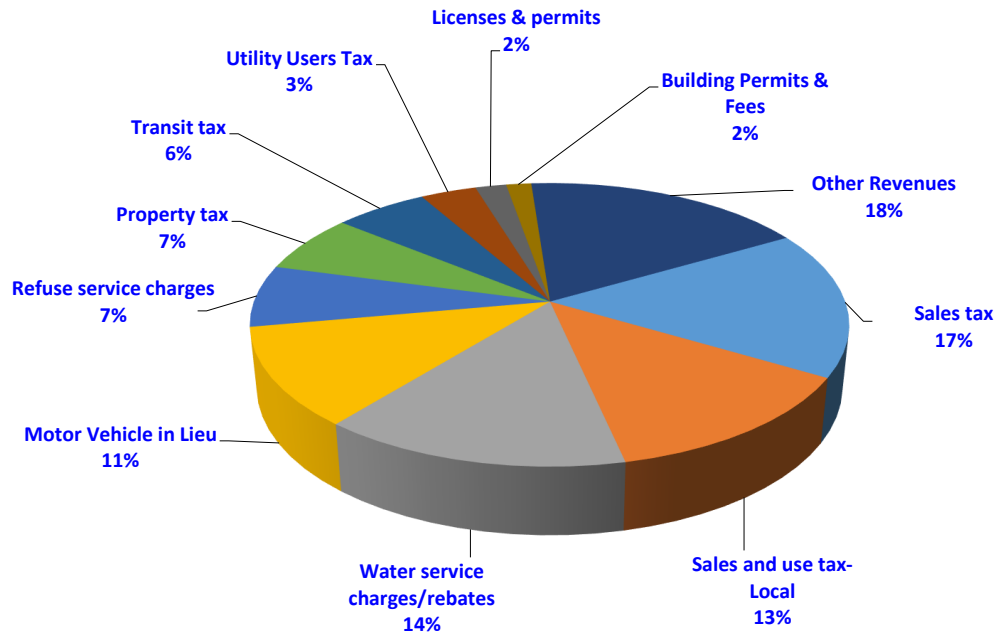


FISCAL YEAR 2024-2025

FUND	Estimated Fund Balance June 30, 2024	Revenues	Appropriations	Reserves & Transfers In / (Out)	Estimated Fund Balance June 30, 2025
<b>GENERAL FUND</b>	\$ 25,650,561	\$ 77,777,080	\$ 75,254,761	\$ 4,274,200	\$ 32,447,080
<b>HOUSING SUCCESSOR AGENCY FUND</b>	1,729,825	185,150	377,000	(200,000)	1,337,975
<b>SPECIAL REVENUE FUNDS</b>					
Air Quality Management (AQMD)	(13,345)	103,000	10,000	-	79,655
Community Development Block Grant (CDBG)	477,249	503,000	312,543	-	667,706
JAG Grant	-	20,050	20,050	-	-
Measure M	6,734,948	1,659,510	292,520	-	8,101,938
Measure R	5,153,935	1,462,510	1,048,927	-	5,567,518
Measure W	4,031,145	1,600,066	595,828	-	5,035,383
Park Dedication	202,281	27,000	-	-	229,281
Prop A Recreation	(27,990)	37,000	66,990	-	(57,980)
Prop A Transit	2,044,713	2,285,460	2,368,593	-	1,961,580
Prop C Transit	6,148,689	1,930,010	985,137	-	7,093,562
Road Maintenance & Rehab	6,895,664	1,975,000	780,000	-	8,090,664
State COPS Grant	74,958	223,000	200,000	-	97,958
State Gas Tax	-	2,278,500	-	(2,278,500)	-
State Park Grant	49,000	2,000,000	-	-	2,049,000
TDA Article-3-Capital	95,076	82,350	-	-	177,426
Used Oil Grant	25,805	11,316	11,316	-	25,805
Other Grant Funds	2,461,021	4,374,105	668,751	-	6,166,375
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 61,733,535</b>	<b>\$ 98,534,107</b>	<b>\$ 82,992,416</b>	<b>\$ 1,795,700</b>	<b>\$ 79,070,926</b>
<b>WATER UTILITY OPERATIONS</b>	<b>\$ 15,134,282</b>	<b>\$ 15,662,500</b>	<b>\$ 13,521,512</b>	<b>\$ (1,795,700)</b>	<b>\$ 15,479,570</b>
<b>SUB-TOTAL</b>	<b>\$ 76,867,817</b>	<b>\$ 114,196,607</b>	<b>\$ 96,513,928</b>	<b>\$ -</b>	<b>\$ 94,550,496</b>
CIP Set-Aside	(3,500,000)		3,500,000		(7,000,000)
Employee Labor Adjustment Costs*	(456,000)		1,502,600		(1,958,600)
<b>GRAND TOTAL</b>	<b>\$ 72,911,817</b>	<b>\$ 114,196,607</b>	<b>\$ 101,516,528</b>	<b>\$ -</b>	<b>\$ 85,591,896</b>

\* Combined General, Special Revenue, and Water Funds

FY 2025-2026  
Sources and Uses of Funds



Fiscal Year 2025-2026

**Sources of Funds**

Sales tax	18,571,000
Sales and use tax- Local	14,444,000
Water service charges/rebates	15,798,500
Motor Vehicle in Lieu	12,461,000
Refuse service charges	7,800,000
Property tax	7,352,000
Transit tax	6,493,970
Utility Users Tax	3,903,000
Licenses & permits	2,156,800
Building Permits & Fees	1,750,000
Other Revenues	19,701,342
<b>\$</b>	<b>110,431,612</b>

**Uses of Funds\***

Public Safety	22,258,245
Culture and Leisure	18,180,942
Water Utility	13,755,224
General Government	12,308,462
Community Development	10,238,914
Transportation	10,085,972
Refuse Collection & Disposal	8,022,599
Legislative	2,366,825
<b>\$</b>	<b>97,217,183</b>

\* Not inclusive of Employee Labor Adjustment and CIP Set-Aside

FISCAL YEAR 2025-2026

FUND	Estimated Fund Balance June 30, 2025	Revenues	Appropriations	Reserves & Transfers In / (Out)	Estimated Fund Balance June 30, 2026
<b>GENERAL FUND</b>	\$ 32,447,080	\$ 79,112,750	\$ 76,244,087	\$ 4,274,200	\$ 39,589,943
<b>HOUSING SUCCESSOR AGENCY FUND</b>	1,337,975	185,150	377,000	(200,000)	946,125
<b>SPECIAL REVENUE FUNDS</b>					
Air Quality Management (AQMD)	79,655	103,000	10,000	-	172,655
Community Development Block Grant (CDBG)	667,706	503,000	312,412	-	858,294
Measure M	8,101,938	1,659,510	292,520	-	9,468,928
Measure R	5,567,518	1,462,510	1,048,925	-	5,981,103
Measure W	5,035,383	1,600,066	423,828	-	6,211,621
Park Dedication	229,281	27,000	-	-	256,281
Prop A Recreation	(57,980)	37,000	69,626	-	(90,606)
Prop A Transit	1,961,580	2,285,460	2,384,089	-	1,862,951
Prop C Transit	7,093,562	1,930,010	790,856	-	8,232,716
Road Maintenance & Rehab	8,090,664	1,975,000	780,000	-	9,285,664
State COPS Grant	97,958	223,000	200,000	-	120,958
State Gas Tax	-	2,278,500	-	(2,278,500)	-
State Park Grant	2,049,000	-	-	-	2,049,000
TDA Article-3-Capital	177,426	82,350	-	-	259,776
Used Oil Grant	25,805	11,316	11,316	-	25,805
Other Grant Funds	6,166,375	904,490	517,300	-	6,553,565
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 79,070,926</b>	<b>\$ 94,380,112</b>	<b>\$ 83,461,959</b>	<b>\$ 1,795,700</b>	<b>\$ 91,784,779</b>
<b>WATER UTILITY OPERATIONS</b>	<b>\$ 15,479,570</b>	<b>\$ 16,051,500</b>	<b>\$ 13,755,224</b>	<b>\$ (1,795,700)</b>	<b>\$ 15,980,146</b>
<b>SUB-TOTAL</b>	<b>\$ 94,550,496</b>	<b>\$ 110,431,612</b>	<b>\$ 97,217,183</b>	<b>\$ -</b>	<b>\$ 107,764,925</b>
CIP Set-Aside	(7,000,000)		3,500,000		(10,500,000)
Employee Labor Adjustment Costs*	(1,958,600)		2,827,700		(4,786,300)
<b>GRAND TOTAL</b>	<b>\$ 85,591,896</b>	<b>\$ 110,431,612</b>	<b>\$ 103,544,883</b>	<b>\$ -</b>	<b>\$ 92,478,625</b>

\* Combined General, Special Revenue, and Water Funds



# **APPROPRIATION SUMMARY**

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**FUNDING SOURCE SUMMARY**

**CITY OF LAKEWOOD**

**FISCAL YEAR 2024-2025**

<b>FUNDING SOURCES</b>	<b>Employee Services</b>	<b>Contract Services</b>	<b>Supplies/and Expenses</b>	<b>Interdepartmental Charges</b>	<b>Equipment</b>	<b>Total*</b>
<b>GENERAL FUND</b>	\$ 29,756,269	\$ 34,793,629	\$ 9,238,863	\$ 1,800	\$ 1,464,200	\$ 75,254,761
<b>HOUSING SUCCESSOR AGENCY FUND</b>	-	350,000	27,000	-	-	377,000
<b>SPECIAL REVENUE FUNDS</b>						
Air Quality Management (AQMD)	-	10,000	-	-	-	10,000
Community Development Block Grant (CDBG)	237,113	75,060	370	-	-	312,543
JAG Grant	-	20,050	-	-	-	20,050
Measure M	-	292,520	-	-	-	292,520
Measure R	1,407	1,047,520	-	-	-	1,048,927
Measure W	40,010	375,328	180,490	-	-	595,828
Prop A Recreation	66,990	-	-	-	-	66,990
Prop A Transit Fund	8,725	2,346,418	13,450	-	-	2,368,593
Prop C Transit Fund	614,140	210,200	53,797	107,000	-	985,137
Road Maintenance & Rehab	-	780,000	-	-	-	780,000
State COPS Grant	-	200,000	-	-	-	200,000
Used Oil Grant	-	11,316	-	-	-	11,316
Miscellaneous Funds/ Special Grants	5,610	308,600	354,541	-	-	668,751
	973,995	5,677,012	602,648	107,000	-	7,360,655
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 30,730,264</b>	<b>\$ 40,820,641</b>	<b>\$ 9,868,511</b>	<b>\$ 108,800</b>	<b>\$ 1,464,200</b>	<b>\$ 82,992,416</b>
<b>WATER UTILITY OPERATIONS</b>	<b>\$ 3,467,035</b>	<b>\$ 1,204,600</b>	<b>\$ 8,557,377</b>	<b>\$ 107,500</b>	<b>\$ 185,000</b>	<b>\$ 13,521,512</b>
<i>Employee Labor Adjustment Costs</i>	1,502,600	-	-	-	-	1,502,600
<b>GRAND TOTAL</b>	<b>\$ 35,699,899</b>	<b>\$ 42,025,241</b>	<b>\$ 18,425,888</b>	<b>\$ 216,300</b>	<b>\$ 1,649,200</b>	<b>\$ 98,016,528</b>

\* Not inclusive of CIP Set-Aside and Transfers

**ACTIVITY AND FUNCTION SUMMARY**

**CITY OF LAKEWOOD**

**FISCAL YEAR 2024-2025**

<b>Program Activity</b>	<b>Employee Services</b>	<b>Contract Services</b>	<b>Supplies/and Expenses</b>	<b>Interdepartmental Charges</b>	<b>Equipment</b>	<b>Total*</b>
<b>LEGISLATIVE</b>						
1000 Legislative	\$ 195,919	\$ 30,000	\$ 68,000	\$ -	\$ -	\$ 293,919
1220 Planning and Environmental Commision	5,850	-	2,600	-	-	8,450
1240 Community Safety Commision	2,840	-	3,200	-	-	6,040
1260 Recreation and Community Services Commision	3,330	-	5,200	-	-	8,530
1300 Administration	985,561	-	76,136	-	-	1,061,697
3000 City Clerk	175,187	46,000	15,864	-	-	237,051
3100 Records Management	179,743	33,000	6,096	-	-	218,839
3220/40 City Legal Services	-	221,000	108,000	-	-	329,000
<b>Total Legislative</b>	<b>1,548,430</b>	<b>330,000</b>	<b>285,096</b>	<b>-</b>	<b>-</b>	<b>2,163,526</b>
<b>GENERAL GOVERNMENT</b>						
2400 Public Information	509,903	110,500	11,820	-	91,600	723,823
2450 Graphics and Copy Center	267,730	4,800	41,000	-	-	313,530
2500 Customer Service	493,626	72,600	39,658	-	-	605,884
2550 Intergovernmental Relations	168,636	135,618	71,306	-	-	375,560
3400 Personnel	404,820	84,350	91,340	-	-	580,510
5000 Finance	1,610,653	182,400	325,616	-	25,100	2,143,769
5200 Insurance	-	71,600	2,549,370	-	-	2,620,970
5400 Purchasing & Stores	322,356	200	8,360	-	500	331,416
5500 Information Technology	494,536	301,317	141,910	-	23,000	960,763
6300 Building Maintenance	640,043	271,350	362,510	-	60,000	1,333,903
6900 Fleet	618,009	64,100	571,153	-	224,000	1,477,262
7500 Facilities Maintenance	396,152	30,200	103,550	-	100,800	630,702
<b>Total General Government</b>	<b>\$ 5,926,464</b>	<b>\$ 1,329,035</b>	<b>\$ 4,317,593</b>	<b>\$ -</b>	<b>\$ 525,000</b>	<b>\$ 12,098,092</b>

\* Not inclusive of CIP Set-Aside and Transfers

**ACTIVITY AND FUNCTION SUMMARY**

**CITY OF LAKEWOOD**

**FISCAL YEAR 2024-2025**

<b>Program Activity</b>	<b>Employee Services</b>	<b>Contract Services</b>	<b>Supplies/and Expenses</b>	<b>Interdepartmental Charges</b>	<b>Equipment</b>	<b>Total*</b>
<b>PUBLIC SAFETY</b>						
3600 Law Enforcement	\$ 1,871,078	\$ 15,443,000	\$ 141,680	\$ -	\$ 180,000	\$ 17,635,758
3650 Emergency Preparedness	61,251	133,300	63,157	-	-	257,708
3700 Sky Knight Program	189,986	1,063,700	63,920	-	-	1,317,606
3800 Safety Services - Other	206,500	246,000	15,450	-	-	467,950
5300 Parking Control	771,251	29,880	20,070	-	-	821,201
6200 Animal Control	27,689	666,000	204	-	-	693,893
6500 Graffiti Removal	180,833	-	38,150	-	-	218,983
6820 Street Lighting	55,142	1,072,000	2,903	-	-	1,130,045
<b>Total Public Safety</b>	<b>3,363,730</b>	<b>18,653,880</b>	<b>345,534</b>	<b>-</b>	<b>180,000</b>	<b>22,543,144</b>
<b>TRANSPORTATION</b>						
4300 Transportation	7,450	2,335,000	1,950	-	-	2,344,400
6600 Hardscape Maintenance	188,595	1,905,040	353	-	-	2,093,988
6700 Tree Maintenance	537,365	1,503,850	21,453	-	-	2,062,668
6800 Street Maintenance	148,838	1,708,300	353	-	-	1,857,491
6810 Traffic Control	1,407	462,450	47,400	-	-	511,257
7200 DASH Program	610,415	210,200	64,297	107,000	-	991,912
<b>Total Transportation</b>	<b>\$ 1,494,070</b>	<b>\$ 8,124,840</b>	<b>\$ 135,806</b>	<b>\$ 107,000</b>	<b>\$ -</b>	<b>\$ 9,861,716</b>

\* Not inclusive of CIP Set-Aside and Transfers



**ACTIVITY AND FUNCTION SUMMARY**

**CITY OF LAKEWOOD**

**FISCAL YEAR 2024-2025**

<b>Program Activity</b>	<b>Employee Services</b>	<b>Contract Services</b>	<b>Supplies/and Expenses</b>	<b>Interdepartmental Charges</b>	<b>Equipment</b>	<b>Total*</b>
<b>COMMUNITY DEVELOPMENT</b>						
2120 Media Services	\$ 677,511	\$ 8,050	\$ 19,685	\$ -	\$ -	\$ 705,246
2140 Media Production Center	-	26,600	19,100	-	31,500	77,200
2150 AV Services	344,651	-	10,755	-	-	355,406
2160 Transit CATV Program	2,500	700	1,000	-	-	4,200
2300/4800 Economic Development	93,229	155,000	-	-	-	248,229
2600 Community Relations	262,009	4,200	135,645	-	-	401,854
4000 Planning	1,181,838	356,500	27,665	-	-	1,566,003
4100 Building & Safety	643,656	1,133,850	5,856	-	-	1,783,362
4200 Geographic Info System	-	32,000	9,150	-	-	41,150
4600 Housing Program	315,663	398,700	111,450	-	-	825,813
4700 Code Enforcement	408,734	40,500	168,178	-	-	617,412
5100 Licensing	88,948	20,000	4,500	-	-	113,448
6000 Engineering	1,767,066	1,137,928	377,486	-	-	3,282,480
<b>Total Community Development</b>	<b>5,785,805</b>	<b>3,314,028</b>	<b>890,470</b>	<b>-</b>	<b>31,500</b>	<b>10,021,803</b>
<b>HEALTH</b>						
6050 NPDES	170,289	12,600	68,450	-	-	251,339
6100 Solid Waste Collection	323,213	7,108,639	279,619	-	-	7,711,471
<b>Total Health</b>	<b>\$ 493,502</b>	<b>\$ 7,121,239</b>	<b>\$ 348,069</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,962,810</b>

\* Not inclusive of CIP Set-Aside and Transfers

**ACTIVITY AND FUNCTION SUMMARY**

**CITY OF LAKEWOOD**

**FISCAL YEAR 2024-2025**

<b>Program Activity</b>	<b>Employee Services</b>	<b>Contract Services</b>	<b>Supplies/and Expenses</b>	<b>Interdepartmental Charges</b>	<b>Equipment</b>	<b>Total*</b>
<b>CULTURE AND LEISURE</b>						
6400 Park Maintenance	\$ 1,127,827	\$ 286,800	\$ 186,900	\$ -	\$ 398,000	\$ 1,999,527
7000 RCS Administration	2,549,605	192,750	126,868	-	1,000	2,870,223
7050/7055 Aquatics Programs	410,518	4,000	24,559	-	-	439,077
7150 Centre Concessions	430,125	53,200	241,090	-	-	724,415
7300 Human Services Program	643,752	38,960	148,494	-	-	831,206
7350 Parks/Playground Programs	1,620,847	1,100	104,437	-	38,000	1,764,384
7400 Social/Cultural Programs	524,471	694,325	308,312	-	16,200	1,543,308
7450 Sports Programs	297,990	-	83,710	-	-	381,700
7550 Turf Maintenance	292,323	47,784	18,650	-	-	358,757
7600 RCS Park Maintenance	2,318,692	22,250	1,063,595	-	7,500	3,412,037
7720/7740 Landscape/Turf Maintenance	1,619,433	70,000	635,790	-	267,000	2,592,223
7800 Equestrian Center	282,680	486,450	481,538	1,800	-	1,252,468
<b>Total Culture and Leisure</b>	<b>12,118,263</b>	<b>1,897,619</b>	<b>3,423,943</b>	<b>1,800</b>	<b>727,700</b>	<b>18,169,325</b>
<i>Estimated Labor Adjustment</i>	1,353,400	-	-	-	-	1,353,400
<b>TOTAL GOVERNMENTAL ACTIVITIES:</b>	<b><u>\$32,083,664</u></b>	<b><u>\$ 40,770,641</u></b>	<b><u>\$ 9,746,511</u></b>	<b><u>\$ 108,800</u></b>	<b><u>\$ 1,464,200</u></b>	<b><u>\$ 84,173,816</u></b>
<b>WATER UTILITY</b>						
8000 Administration	1,454,785	305,600	2,543,651	9,000	75,000	4,388,036
8100/8200 Water Production	606,810	275,000	5,924,987	7,500	-	6,814,297
8600 Water Distribution	771,945	74,000	135,353	90,000	110,000	1,181,298
8900 Customer Service	193,742	-	49,000	-	-	242,742
8950 Utility Billing	439,753	600,000	26,386	1,000	-	1,067,139
<i>Estimated Labor Adjustment</i>	149,200	-	-	-	-	149,200
<b>Total Water Utility</b>	<b>3,616,235</b>	<b>1,254,600</b>	<b>8,679,377</b>	<b>107,500</b>	<b>185,000</b>	<b>13,842,712</b>
<b>GRAND TOTAL</b>	<b><u>\$35,699,899</u></b>	<b><u>\$ 42,025,241</u></b>	<b><u>\$ 18,425,888</u></b>	<b><u>\$ 216,300</u></b>	<b><u>\$ 1,649,200</u></b>	<b><u>\$ 98,016,528</u></b>

\* Not inclusive of CIP Set-Aside and Transfers

**FUNDING SOURCE SUMMARY**

**CITY OF LAKEWOOD**

**FISCAL YEAR 2025-2026**

<b>FUNDING SOURCES</b>	<b>Employee Services</b>	<b>Contract Services</b>	<b>Supplies/and Expenses</b>	<b>Interdepartmental Charges</b>	<b>Equipment</b>	<b>Total*</b>
<b>GENERAL FUND</b>	\$ 29,878,357	\$ 35,794,469	\$ 9,116,511	\$ 1,800	\$ 1,452,950	\$ 76,244,087
<b>HOUSING SUCCESSOR AGENCY FUND</b>	-	350,000	27,000	-	-	377,000
<b>SPECIAL REVENUE FUNDS</b>						
Air Quality Management (AQMD)	-	10,000	-	-	-	10,000
Community Development Block Grant (CDBG)	236,982	75,060	370	-	-	312,412
Measure M	-	292,520	-	-	-	292,520
Measure R	1,405	1,047,520	-	-	-	1,048,925
Measure W	40,010	325,328	58,490	-	-	423,828
Prop A Recreation	69,626	-	-	-	-	69,626
Prop A Transit Fund	8,721	2,358,418	16,950	-	-	2,384,089
Prop C Transit Fund	619,859	10,200	53,797	107,000	-	790,856
Road Maintenance & Rehab	-	780,000	-	-	-	780,000
State COPS Grant	-	200,000	-	-	-	200,000
Used Oil Grant	-	11,316	-	-	-	11,316
Miscellaneous Funds/ Special Grants	5,610	354,100	157,590	-	-	517,300
	982,213	5,464,462	287,197	107,000	-	6,840,872
<b>TOTAL GOVERNMENTAL FUNDS</b>	<b>\$ 30,860,570</b>	<b>\$ 41,608,931</b>	<b>\$ 9,430,708</b>	<b>\$ 108,800</b>	<b>\$ 1,452,950</b>	<b>\$ 83,461,959</b>
<b>WATER UTILITY OPERATIONS</b>	<b>\$ 3,484,875</b>	<b>\$ 1,309,600</b>	<b>\$ 8,738,249</b>	<b>\$ 112,500</b>	<b>\$ 110,000</b>	<b>\$ 13,755,224</b>
<i>Employee Labor Adjustment Costs</i>	2,827,700	-	-	-	-	2,827,700
<b>GRAND TOTAL</b>	<b>\$ 37,173,145</b>	<b>\$ 42,918,531</b>	<b>\$ 18,168,957</b>	<b>\$ 221,300</b>	<b>\$ 1,562,950</b>	<b>\$ 100,044,883</b>

\* Not inclusive of CIP Set-Aside and Transfers

**ACTIVITY AND FUNCTION SUMMARY**

**CITY OF LAKEWOOD**

**FISCAL YEAR 2025-2026**

<b>Program Activity</b>	<b>Employee Services</b>	<b>Contract Services</b>	<b>Supplies/and Expenses</b>	<b>Interdepartmental Charges</b>	<b>Equipment</b>	<b>Total*</b>
<b>LEGISLATIVE</b>						
1000 Legislative	\$ 195,823	\$ 30,000	\$ 63,000	\$ -	\$ -	\$ 288,823
1220 Planning and Environmental Commision	5,850	-	2,600	-	-	8,450
1240 Community Safety Commision	2,840	-	3,200	-	-	6,040
1260 Recreation and Community Services Commision	3,330	-	5,200	-	-	8,530
1300 Administration	974,162	-	76,136	-	-	1,050,298
3000 City Clerk	175,072	266,000	15,864	-	-	456,936
3100 Records Management	179,652	33,000	6,096	-	-	218,748
3220/3240 City Legal Services	-	221,000	108,000	-	-	329,000
<b>Total Legislative</b>	<b>1,536,729</b>	<b>550,000</b>	<b>280,096</b>	<b>-</b>	<b>-</b>	<b>2,366,825</b>
<b>GENERAL GOVERNMENT</b>						
2400 Public Information	502,147	115,500	12,820	-	-	630,467
2450 Graphics and Copy Center	274,633	4,800	41,000	-	-	320,433
2500 Customer Service	496,834	75,100	39,658	-	-	611,592
2550 Intergovernmental Relations	168,579	138,368	74,306	-	-	381,253
3400 Personnel	404,550	84,350	91,340	-	-	580,240
5000 Finance	1,616,471	186,000	332,116	-	10,000	2,144,587
5200 Insurance	-	84,600	2,557,720	-	-	2,642,320
5400 Purchasing & Stores	325,720	200	9,560	-	500	335,980
5500 Information Technology	505,796	328,535	140,621	-	5,150	980,102
6300 Building Maintenance	640,648	273,450	362,560	-	60,000	1,336,658
6900 Fleet	628,230	64,100	571,153	-	451,000	1,714,483
7500 Facilities Maintenance	395,797	30,200	103,550	-	100,800	630,347
<b>Total General Government</b>	<b>\$ 5,959,405</b>	<b>\$ 1,385,203</b>	<b>\$ 4,336,404</b>	<b>\$ -</b>	<b>\$ 627,450</b>	<b>\$ 12,308,462</b>

\* Not inclusive of CIP Set-Aside and Transfers

**ACTIVITY AND FUNCTION SUMMARY**

**CITY OF LAKEWOOD**

**FISCAL YEAR 2025-2026**

<b>Program Activity</b>	<b>Employee Services</b>	<b>Contract Services</b>	<b>Supplies/and Expenses</b>	<b>Interdepartmental Charges</b>	<b>Equipment</b>	<b>Total*</b>
<b>PUBLIC SAFETY</b>						
3600 Law Enforcement	\$ 1,878,799	\$ 15,830,600	\$ 123,980	\$ -	\$ 20,000	\$ 17,853,379
3650 Emergency Preparedness	61,298	8,300	64,457	-	-	134,055
3700 Sky Knight Program	189,834	605,700	60,270	-	-	855,804
3800 Safety Services - Other	206,500	259,000	16,050	-	-	481,550
5300 Parking Control	773,409	30,880	21,570	-	-	825,859
6200 Animal Control	27,764	699,279	204	-	-	727,247
6500 Graffiti Removal	181,104	-	38,150	-	-	219,254
6820 Street Lighting	55,194	1,103,000	2,903	-	-	1,161,097
<b>Total Public Safety</b>	<b>3,373,902</b>	<b>18,536,759</b>	<b>327,584</b>	<b>-</b>	<b>20,000</b>	<b>22,258,245</b>
<b>TRANSPORTATION</b>						
4300 Transportation	7,442	2,347,000	1,950	-	-	2,356,392
6600 Hardscape Maintenance	194,135	1,905,040	353	-	-	2,099,528
6700 Tree Maintenance	537,698	1,601,000	21,453	-	-	2,160,151
6800 Street Maintenance	149,008	1,998,150	353	-	-	2,147,511
6810 Traffic Control	1,405	472,450	47,400	-	-	521,255
7200 DASH Program	616,138	10,200	67,797	107,000	-	801,135
<b>Total Transportation</b>	<b>\$ 1,505,826</b>	<b>\$ 8,333,840</b>	<b>\$ 139,306</b>	<b>\$ 107,000</b>	<b>\$ -</b>	<b>\$ 10,085,972</b>

\* Not inclusive of CIP Set-Aside and Transfers

**ACTIVITY AND FUNCTION SUMMARY**

**CITY OF LAKEWOOD**

**FISCAL YEAR 2025-2026**

<b>Program Activity</b>	<b>Employee Services</b>	<b>Contract Services</b>	<b>Supplies/and Expenses</b>	<b>Interdepartmental Charges</b>	<b>Equipment</b>	<b>Total*</b>
<b>COMMUNITY DEVELOPMENT</b>						
2120 Media Services	\$ 686,956	\$ 8,050	\$ 19,685	\$ -	\$ -	\$ 714,691
2140 Media Production Center	-	26,600	19,100	-	31,500	77,200
2150 AV Services	345,907	-	10,755	-	-	356,662
2160 Transit CATV Program	2,500	700	1,000	-	-	4,200
2300/4800 Economic Development	93,439	155,000	-	-	-	248,439
2600 Community Relations	261,875	4,200	134,495	-	-	400,570
4000 Planning	1,160,483	501,500	29,865	-	-	1,691,848
4100 Building & Safety	648,928	1,168,750	5,856	-	-	1,823,534
4200 Geographic Info System	-	32,000	9,150	-	-	41,150
4600 Housing Program	315,438	588,700	134,020	-	-	1,038,158
4700 Code Enforcement	413,351	40,500	168,178	-	-	622,029
5100 Licensing	88,970	20,000	4,500	-	-	113,470
6000 Engineering	1,749,449	1,107,928	249,586	-	-	3,106,963
<b>Total Community Development</b>	<b>5,767,296</b>	<b>3,653,928</b>	<b>786,190</b>	<b>-</b>	<b>31,500</b>	<b>10,238,914</b>
<b>HEALTH</b>						
6050 NPDES	172,617	12,600	68,450	-	-	253,667
6100 Solid Waste Collection	326,518	7,382,316	60,098	-	-	7,768,932
<b>Total Health</b>	<b>\$ 499,135</b>	<b>\$ 7,394,916</b>	<b>\$ 128,548</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,022,599</b>

\* Not inclusive of CIP Set-Aside and Transfers

**ACTIVITY AND FUNCTION SUMMARY**

**CITY OF LAKEWOOD**

**FISCAL YEAR 2025-2026**

<b>Program Activity</b>	<b>Employee Services</b>	<b>Contract Services</b>	<b>Supplies/and Expenses</b>	<b>Interdepartmental Charges</b>	<b>Equipment</b>	<b>Total*</b>
<b>CULTURE AND LEISURE</b>						
6400 Park Maintenance	\$ 1,129,138	\$ 287,250	\$ 186,900	\$ -	\$ 398,000	\$ 2,001,288
7000 RCS Administration	2,515,498	36,850	128,468	-	1,000	2,681,816
7050/7055 Aquatics Programs	411,427	4,000	24,559	-	-	439,986
7150 Centre Concessions	429,915	53,200	241,090	-	-	724,205
7300 Human Services Program	643,382	38,960	148,331	-	25,000	855,673
7350 Parks/Playground Programs	1,633,590	1,100	104,437	-	30,000	1,769,127
7400 Social/Cultural Programs	525,598	697,875	314,512	-	-	1,537,985
7450 Sports Programs	298,393	-	84,210	-	-	382,603
7550 Turf Maintenance	295,447	55,000	18,650	-	-	369,097
7600 RCS Park Maintenance	2,417,861	22,250	1,063,595	-	-	3,503,706
7720/7740 Landscape/Turf Maintenance	1,635,348	70,000	636,290	-	320,000	2,661,638
7800 Equestrian Center	282,680	487,800	481,538	1,800	-	1,253,818
<b>Total Culture and Leisure</b>	<b>12,218,277</b>	<b>1,754,285</b>	<b>3,432,580</b>	<b>1,800</b>	<b>774,000</b>	<b>18,180,942</b>
<i>Estimated Labor Adjustment</i>	2,544,900	-	-	-	-	2,544,900
<b>TOTAL GOVERNMENTAL ACTIVITIES:</b>	<b><u>\$33,405,470</u></b>	<b><u>\$ 41,608,931</u></b>	<b><u>\$ 9,430,708</u></b>	<b><u>\$ 108,800</u></b>	<b><u>\$ 1,452,950</u></b>	<b><u>\$ 86,006,859</u></b>
<b>WATER UTILITY</b>						
8000 Administration	1,435,893	255,600	2,404,651	9,000	-	4,105,144
8100/8200 Water Production	615,351	275,000	6,122,859	7,500	-	7,020,710
8600 Water Distribution	793,429	79,000	140,353	95,000	110,000	1,217,782
8900 Customer Service	196,383	-	49,000	-	-	245,383
8950 Utility Billing	443,819	700,000	21,386	1,000	-	1,166,205
<i>Estimated Labor Adjustment</i>	282,800	-	-	-	-	282,800
<b>Total Water Utility</b>	<b>3,767,675</b>	<b>1,309,600</b>	<b>8,738,249</b>	<b>112,500</b>	<b>110,000</b>	<b>14,038,024</b>
<b>GRAND TOTAL</b>	<b><u>\$37,173,145</u></b>	<b><u>\$ 42,918,531</u></b>	<b><u>\$ 18,168,957</u></b>	<b><u>\$ 221,300</u></b>	<b><u>\$ 1,562,950</u></b>	<b><u>\$ 100,044,883</u></b>

\* Not inclusive of CIP Set-Aside and Transfers

**APPROPRIATION SUMMARY**

**CITY OF LAKEWOOD**

**CONTRACT SERVICES**

Rank	Description	Projected Actual 2023-2024	% of Total	Adopted Budget 2024-2025	% of Total	Adopted Budget 2025-2026	% of Total
1	Law Enforcement Services	\$ 14,166,708	36.2%	\$ 15,443,000	36.7%	\$ 15,830,600	36.9%
2	Refuse Collection/Disposal Service	6,420,700	16.4%	6,797,323	16.2%	7,198,000	16.8%
3	Hardscape Repair	1,560,000	3.9%	1,560,000	3.7%	1,560,000	3.6%
4	Tree Maintenance Services	1,401,000	3.5%	1,487,850	3.5%	1,585,000	3.7%
5	Street Sweeping	851,047	2.1%	878,300	2.1%	908,150	2.1%
6	Utility Billing Services	760,000	1.8%	249,000	0.6%	279,000	0.7%
7	Animal Control	633,886	1.5%	666,000	1.6%	699,279	1.6%
8	Street Lighting	571,000	1.4%	589,000	1.4%	603,000	1.4%
9	Building Inspection	540,500	1.3%	560,600	1.3%	580,000	1.4%
10	Sky Knight	522,600	1.2%	1,063,700	2.5%	605,700	1.4%
	Sub-total	27,427,441	69.30%	29,294,773	69.71%	29,848,729	69.55%
11	Engineering Services	324,500	0.8%	337,000	0.8%	349,500	0.8%
12	Long Beach Transit	313,000	0.8%	325,000	0.8%	337,000	0.8%
13	Maintenance Agreement	260,750	0.7%	222,639	0.5%	248,423	0.6%
14	Audit & Other Financial Services	225,400	0.6%	168,400	0.4%	172,000	0.4%
15	Legal Services	221,000	0.6%	221,000	0.5%	221,000	0.5%
16	Traffic Control	208,000	0.5%	220,000	0.5%	230,000	0.5%
17	Fire & Security Alarm	177,927	0.5%	168,150	0.4%	168,150	0.4%
18	Street & Sidewalk Maintenance	160,000	0.4%	160,000	0.4%	160,000	0.4%
19	Code Enforcement Services	50,000	0.1%	52,000	0.1%	54,000	0.1%
20	Asset Management	37,200	0.1%	38,000	0.1%	39,000	0.1%
	Sub-total	1,977,777	5.07%	1,912,189	4.55%	1,979,073	4.61%
	All other	9,612,386	25.64%	10,818,279	25.74%	11,090,729	25.84%
	<b>Grand total</b>	<b>\$ 39,017,604</b>	<b>100.00%</b>	<b>\$ 42,025,241</b>	<b>100.00%</b>	<b>\$ 42,918,531</b>	<b>100.00%</b>



# **REVENUE SUMMARY**

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**REVENUE SUMMARY**

Description	2021-2022 Actual	2022-2023 Actual	2023-2024 Revised Budget	2023-2024 Projected Actual	2024-2025 Adopted Budget	2025-2026 Adopted Budget
<b>GENERAL FUND:</b>						
Property taxes	\$ 6,415,866	\$ 6,909,303	\$ 6,900,000	\$ 6,950,500	\$ 7,097,000	\$ 7,352,000
Sales tax	17,571,157	17,907,959	17,941,000	17,706,000	18,155,000	18,571,000
Sales and Use Tax- Local	13,561,571	13,570,527	13,986,000	13,730,000	14,121,000	14,444,000
Utility users tax	3,361,074	3,851,673	3,553,000	3,738,000	3,830,780	3,903,000
Other taxes	2,935,469	2,914,766	2,857,000	2,982,000	3,078,000	3,149,000
Licenses & permits	1,463,072	2,217,908	2,060,100	2,017,000	2,156,800	1,924,300
Fines & forfeitures	740,167	682,411	674,100	655,100	649,100	661,100
Use of money & property	(1,223,543)	3,062,344	3,055,167	4,655,150	4,558,050	4,258,950
From other agencies	10,409,395	11,498,072	11,914,800	11,919,800	12,290,800	12,728,800
Current service charges	11,578,552	12,952,451	11,401,103	11,673,700	11,840,550	12,120,600
<b>Total General Fund</b>	<b>66,812,780</b>	<b>75,567,414</b>	<b>74,342,270</b>	<b>76,027,250</b>	<b>77,777,080</b>	<b>79,112,750</b>
<b>AIR QUALITY MANAGEMENT DISTRICT (AQMD)</b>						
Use of money & property	68	8,826	3,000	3,000	3,000	3,000
From other agencies	75,196	133,144	100,000	100,000	100,000	100,000
Current service charges	4,250	12,740	8,000	7,000	-	-
<b>Total AQMD Fund</b>	<b>79,514</b>	<b>154,710</b>	<b>111,000</b>	<b>110,000</b>	<b>103,000</b>	<b>103,000</b>
<b>AMERICAN RESCUE PLAN ACT (ARPA)</b>						
From other agencies	894,490	1,526,909	-	8,887,646	-	-
<b>Total Retiree Benefits Fund</b>	<b>894,490</b>	<b>1,526,909</b>	<b>-</b>	<b>8,887,646</b>	<b>-</b>	<b>-</b>
<b>COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)</b>						
Use of money & property	4,584	2,410	5,000	3,000	3,000	3,000
From other agencies	275,080	521,111	445,734	445,734	500,000	500,000
<b>Total CDBG Funds</b>	<b>\$ 279,664</b>	<b>\$ 523,521</b>	<b>\$ 450,734</b>	<b>\$ 448,734</b>	<b>\$ 503,000</b>	<b>\$ 503,000</b>

**REVENUE SUMMARY**

CITY OF LAKEWOOD

Description	2021-2022 Actual	2022-2023 Actual	2023-2024 Revised Budget	2023-2024 Projected Actual	2024-2025 Adopted Budget	2025-2026 Adopted Budget
<b>HOUSING SUCCESSOR AGENCY</b>						
Use of money & property	\$ 76,523	\$ 76,613	\$ 150	\$ 150	\$ 150	\$ 150
Current service charges	144,100	162,000	180,000	187,300	185,000	185,000
<b>Total Housing Successor Fund</b>	<b>220,623</b>	<b>238,613</b>	<b>180,150</b>	<b>187,450</b>	<b>185,150</b>	<b>185,150</b>
<b>MEASURE M</b>						
Use of money & property	(4,918)	167,748	30,000	140,000	70,000	70,000
Other Agencies	1,420,557	1,483,396	1,647,993	1,647,993	1,589,510	1,589,510
<b>Total Measure R Fund</b>	<b>1,415,639</b>	<b>1,651,144</b>	<b>1,677,993</b>	<b>1,787,993</b>	<b>1,659,510</b>	<b>1,659,510</b>
<b>MEASURE R</b>						
Use of money & property	(2,501)	141,402	30,000	120,000	60,000	60,000
Other Agencies	1,255,336	1,311,331	1,454,111	1,454,111	1,402,510	1,402,510
Current service charges	-	12,812	-	-	-	-
<b>Total Measure R Fund</b>	<b>1,252,835</b>	<b>1,465,545</b>	<b>1,484,111</b>	<b>1,574,111</b>	<b>1,462,510</b>	<b>1,462,510</b>
<b>MEASURE W</b>						
Use of money & property	(7,704)	82,640	5,000	100,000	50,000	50,000
Other Agencies	1,550,195	1,547,538	1,098,616	1,550,066	1,550,066	1,550,066
<b>Total Measure R Fund</b>	<b>1,542,491</b>	<b>1,630,178</b>	<b>1,103,616</b>	<b>1,650,066</b>	<b>1,600,066</b>	<b>1,600,066</b>
<b>PROP A TRANSIT FUND:</b>						
Other taxes	2,018,196	2,108,506	2,337,404	2,337,404	2,254,460	2,254,460
Use of money & property	(2,920)	57,068	12,000	62,000	31,000	31,000
Current service charges	46,387	-	51,991	51,991	-	-
<b>Total Prop A Fund</b>	<b>2,061,663</b>	<b>2,165,574</b>	<b>2,401,395</b>	<b>2,451,395</b>	<b>2,285,460</b>	<b>2,285,460</b>
<b>PROP C TRANSIT FUND:</b>						
Other taxes	1,674,052	1,748,945	1,938,815	1,938,815	1,870,010	1,870,010
Use of money & property	(2,966)	140,400	25,000	120,000	60,000	60,000
Current service charges	-	112,880	-	-	-	-
<b>Total Prop C Fund</b>	<b>\$ 1,671,086</b>	<b>\$ 2,002,225</b>	<b>\$ 1,963,815</b>	<b>\$ 2,058,815</b>	<b>\$ 1,930,010</b>	<b>\$ 1,930,010</b>

**REVENUE SUMMARY**

CITY OF LAKEWOOD

Description	2021-2022 Actual	2022-2023 Actual	2023-2024 Revised Budget	2023-2024 Projected Actual	2024-2025 Adopted Budget	2025-2026 Adopted Budget
<b>ROAD MAINTENANCE &amp; REHAB</b>						
Use of money & property	\$ (4,966)	\$ 158,274	\$ 30,000	\$ 150,000	\$ 75,000	\$ 75,000
From other agencies	1,626,764	1,837,111	1,830,000	1,830,000	1,900,000	1,900,000
<b>Total State Gas Tax Fund</b>	<b>1,621,798</b>	<b>1,995,385</b>	<b>1,860,000</b>	<b>1,980,000</b>	<b>1,975,000</b>	<b>1,975,000</b>
<b>STATE GAS TAX FUND/TRAFFIC CONGESTION RELIEF:</b>						
Use of money & property	(5,041)	51,284	10,000	20,000	20,000	20,000
From other agencies	1,881,421	2,059,365	2,318,500	2,310,500	2,258,500	2,258,500
<b>Total State Gas Tax Fund</b>	<b>1,876,380</b>	<b>2,110,649</b>	<b>2,328,500</b>	<b>2,330,500</b>	<b>2,278,500</b>	<b>2,278,500</b>
<b>SPECIAL GRANTS/ MISC FUNDS:</b>						
Beverage Container Recycling	20,106	24,730	18,500	24,378	20,000	20,000
JAG Grant	19,680	18,608	20,043	-	20,043	-
Highway Safety Improvement Plan	-	-	2,243,900	-	2,243,900	-
Local Road Safety Plan Grant	317,840	11,535	-	-	-	-
Los Angeles County-Open Space	-	-	1,035,886	50,000	978,281	-
Park Dedication Grant	17,490	42,900	20,000	20,000	27,000	27,000
Permanent Local Housing Allocation Grant	-	-	-	-	50,620	263,190
Prop A Recreation Funds	38,440	-	69,918	108,359	37,000	37,000
SB2- Housing	-	-	306,916	306,916	-	-
Sewer Reconstruction Fund	685	262	300	300	300	300
State COPS Grant	197,487	207,541	201,000	244,000	223,000	223,000
State Park Bond	311,551	129,449	2,049,000	49,000	2,000,000	-
Successor Agency of the former Lakewood Redevelopment Agency	905,529	257,700	700,000	700,000	471,000	471,000
TDA Article 3 - SB821	58,539	75,902	94,624	94,674	82,350	82,350
Used Oil Grant	-	-	20,000	12,525	11,316	11,316
Weingart Senior Center Renovation Grant (AB1163)	-	-	2,000,000	2,000,000	-	-
Miscellaneous Grants	90,545	316,543	503,576	329,147	610,011	150,000
<b>Total Special Grants/ Misc</b>	<b>1,977,892</b>	<b>1,085,170</b>	<b>9,283,663</b>	<b>3,939,299</b>	<b>6,774,821</b>	<b>1,285,156</b>
<b>TOTAL GOVERNMENTAL FUNDS:</b>	<b>\$ 81,706,855</b>	<b>\$ 92,117,037</b>	<b>\$ 97,187,247</b>	<b>\$ 103,433,259</b>	<b>\$ 98,534,107</b>	<b>\$ 94,380,112</b>

**REVENUE SUMMARY**

CITY OF LAKEWOOD

Description	<u>2021-2022 Actual</u>	<u>2022-2023 Actual</u>	<u>2023-2024 Revised Budget</u>	<u>2023-2024 Projected Actual</u>	<u>2024-2025 Adopted Budget</u>	<u>2025-2026 Adopted Budget</u>
<b>WATER OPERATIONS FUND:</b>						
Use of money & property	\$ 43,966	\$ 568,359	\$ 169,000	\$ 374,000	\$ 196,000	\$ 178,000
Current service charges	225,030	712,440	285,000	112,450	155,000	75,000
Operating revenues	<u>13,507,712</u>	<u>12,712,630</u>	<u>14,127,500</u>	<u>13,612,450</u>	<u>15,311,500</u>	<u>15,798,500</u>
<b>TOTAL WATER FUND:</b>	<b><u>13,776,708</u></b>	<b><u>13,993,429</u></b>	<b><u>14,581,500</u></b>	<b><u>14,098,900</u></b>	<b><u>15,662,500</u></b>	<b><u>16,051,500</u></b>
<b>TOTAL GOVERNMENTAL AND WATER FUND:</b>	<b><u>\$ 95,483,563</u></b>	<b><u>\$ 106,110,466</u></b>	<b><u>\$ 111,768,747</u></b>	<b><u>\$ 117,532,159</u></b>	<b><u>\$ 114,196,607</u></b>	<b><u>\$ 110,431,612</u></b>

# REVENUE SUMMARY

# CITY OF LAKEWOOD

## REVENUE COMPOSITION

Rank	Description	Projected Actual 2023-2024	% of Total	Adopted Budget 2024-2025	% of Total	Adopted Budget 2025-2026	% of Change
1	Sales tax	\$ 17,706,000	15.1%	\$ 18,155,000	15.9%	\$ 18,571,000	16.8%
2	Sales and Use Tax- Local	13,730,000	11.7%	14,121,000	12.4%	14,444,000	13.1%
3	Water utility service charges	13,612,450	11.6%	15,311,500	13.4%	15,798,500	14.3%
4	Motor vehicle in lieu / ERAF	11,574,000	9.8%	12,023,000	10.5%	12,461,000	11.3%
5	American Rescue Plan	8,887,646	7.6%	-	0.0%	-	0.0%
6	Refuse service charges	7,150,000	6.1%	7,500,000	6.6%	7,800,000	7.1%
7	Property tax	6,950,500	5.9%	7,097,000	6.2%	7,352,000	6.7%
8	Utility users tax	3,738,000	3.2%	3,830,780	3.4%	3,903,000	3.5%
9	Prop A Transit	2,451,395	2.1%	2,285,460	2.0%	2,285,460	2.1%
10	Gas tax	2,330,500	2.0%	2,278,500	2.0%	2,278,500	2.1%
	Sub-total	88,130,491	75.0%	82,602,240	72.3%	84,893,460	76.9%
11	Prop C Transit	2,058,815	1.8%	1,930,010	1.7%	1,930,010	1.7%
12	Road Maintenance and Rehab	1,980,000	1.7%	1,975,000	1.7%	1,975,000	1.8%
13	Building Permits & Fees	1,850,000	1.6%	1,980,000	1.7%	1,750,000	1.6%
14	Measure M	1,787,993	1.5%	1,659,510	1.5%	1,659,510	1.5%
15	Franchise fees	1,765,000	1.5%	1,815,000	1.6%	1,870,000	1.7%
16	Measure W	1,650,066	1.4%	1,600,066	1.4%	1,600,066	1.4%
17	Measure R	1,574,111	1.3%	1,462,510	1.3%	1,462,510	1.3%
18	Recreation fees	1,132,850	1.0%	1,226,750	1.1%	1,229,200	1.1%
19	Business licenses	720,000	0.6%	737,000	0.6%	747,000	0.7%
20	CDBG (Block Grant)	448,734	0.4%	503,000	0.4%	503,000	0.5%
	Sub-Total	14,967,569	12.7%	14,888,846	13.0%	14,726,296	13.3%
	All other	14,434,099	12.3%	16,705,521	14.6%	10,811,856	9.8%
	<b>Grand total</b>	<b>\$ 117,532,159</b>	<b>100%</b>	<b>\$ 114,196,607</b>	<b>100%</b>	<b>\$ 110,431,612</b>	<b>100%</b>

# **CITY OPERATIONS**

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# 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, 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.



# Administration

## Position Summary

<b>Budgeted Positions (FTEs)</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Change</b>	<b>FY 2025-26</b>	<b>Change</b>
	<b>Actual</b>	<b>Adopted</b>	<b>+ or (-)</b>	<b>Adopted</b>	<b>+ or (-)</b>
City Manager	1.00	1.00	-	1.00	-
Deputy City Manager	1.00	1.00	-	1.00	-
Administrative Asst. II	1.00	1.00	-	1.00	-
Assistant City Clerk	1.00	1.00	-	1.00	-
City Clerk	1.00	1.00	-	1.00	-
Customer Service Liaison	2.00	2.00	-	2.00	-
Executive Secretary	1.00	1.00	-	1.00	-
Human Resources Manager	1.00	1.00	-	1.00	-
Management Analyst	-	1.00	1.00	1.00	-
Personnel Clerk	1.00	1.00	-	1.00	-
Personnel Technician	1.00	1.00	-	1.00	-
Public Services Specialist	1.00	1.00	-	1.00	-
<b>TOTAL</b>	<b>12.00</b>	<b>13.00</b>	<b>1.00</b>	<b>13.00</b>	<b>-</b>
Part-Time Hours	5,600.00	5,400.00	(200.00)	5,400.00	-

# Administration

## Department Summary

Division	Activity	2022-2023	2023-2024	2023-2024	2024-2025	2025-2026
		Actual	Revised Budget	Projected Actual	Adopted Budget	Adopted Budget
	1000 City Council	272,302	297,615	279,615	293,919	288,823
	1300 Administration	861,163	895,126	866,794	1,061,697	1,050,298
	2500 Customer Service	456,003	522,570	536,651	605,884	611,592
	2550 Intergov Relations	339,415	446,675	438,205	375,560	381,253
	3000 City Clerk	305,914	456,761	456,151	237,051	456,936
	3100 Records Management	179,361	207,870	206,390	218,839	218,748
	3220-3240 Legal Services	257,041	329,000	329,000	329,000	329,000
	3400 Human Resources	481,472	562,165	562,655	580,510	580,240
<b>Total Administration*</b>		<b>3,152,670</b>	<b>3,717,782</b>	<b>3,675,461</b>	<b>3,702,460</b>	<b>3,916,890</b>

\* Not inclusive of Employee Labor Adjustment Cost

## **DIVISION 1000 - LEGISLATIVE**

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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**

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**ADMINISTRATION - 1000 CITY COUNCIL**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	195,042	193,583	194,615	194,615	195,919	195,823
Contract Services	-	13,112	25,000	23,000	30,000	30,000
Meetings Expense	28,563	35,104	47,000	31,000	37,000	32,000
Special Dept. Supplies	29,025	30,502	31,000	31,000	31,000	31,000
Interdepartmental	<u>536</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>253,166</u></b>	<b><u>272,302</u></b>	<b><u>297,615</u></b>	<b><u>279,615</u></b>	<b><u>293,919</u></b>	<b><u>288,823</u></b>
<b><u>FUNDING SOURCES</u></b>						
1010 General Fund	253,166	272,302	297,615	279,615	293,919	288,823

## **DIVISION 1300 - CITY ADMINISTRATION**

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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**

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**ADMINISTRATION - 1300 CITY ADMINISTRATION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	488,906	818,259	814,839	811,374	985,561	974,162
Contract Services	0	232	0	150	0	0
Facilities Expense	0	6,881	6,600	7,000	7,500	7,500
Office Expense	134	685	1,000	1,000	1,000	1,000
Meetings Expense	10,673	23,019	34,900	27,000	35,000	35,000
Special Dept. Supplies	1,181	11,225	34,487	19,520	29,336	29,336
Other Operating	400	860	3,300	750	3,300	3,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 501,294</b>	<b>\$ 861,163</b>	<b>\$ 895,126</b>	<b>\$ 866,794</b>	<b>\$ 1,061,697</b>	<b>\$ 1,050,298</b>

**FUNDING SOURCES**

1010 General Fund	\$ 501,294	\$ 861,163	\$ 895,126	\$ 866,794	\$ 1,061,697	\$ 1,050,298
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**DIVISION 2500 - CUSTOMER SERVICE**

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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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Software	\$ 27,500	\$ 30,000
Contract Services	\$ 2,500	\$ 5,000

**Changed Conditions:** - None

**Proposed Activities:** - None

**Performance Measures:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Total Service Requests	7,020	10,750	12,123	14,500	15,000	16,000
Tree Trimming Requests	770	787	771	700	750	750
Total Graffiti Requests	329	1039	2,071	2125	2175	2200
Total Street Sweeping Requests	67	216	258	140	140	130
Total Trash/Recycling Requests	33	78	65	80	65	60



**CITY OF LAKEWOOD**

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**ADMINISTRATION - 2500 CUSTOMER SERVICE**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	440,732	423,890	452,085	471,666	493,626	496,834
Contract Services	-	1,107	33,225	33,225	72,600	75,100
Office Expense	331	1,805	1,500	500	1,500	1,500
Meetings Expense	1,725	1,656	7,000	3,000	7,500	7,500
Special Dept. Supplies	25,161	27,545	28,760	28,260	30,658	30,658
Interdepartmental	<u>5,695</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>473,644</u></b>	<b><u>456,003</u></b>	<b><u>522,570</u></b>	<b><u>536,651</u></b>	<b><u>605,884</u></b>	<b><u>611,592</u></b>

**FUNDING SOURCES**

1010 General Fund	473,644	456,003	522,570	536,651	605,884	611,592
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## **DIVISION 2550 - INTERGOVERNMENTAL RELATIONS**

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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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Legislative Advocacy	\$ 102,000	\$ 105,250
Gateway Cities COG	\$ 14,718	\$ 14,718

**Changed Conditions:** - The City contracted with a federal advocate to assist with our federal issues and congressional project funding requests.

**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.

**CITY OF LAKEWOOD**

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**ADMINISTRATION - 2550 INTERGOVERNMENTAL RELATIONS**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	228,928	175,293	241,247	236,677	168,636	168,579
Contract Services	81,364	93,446	135,918	132,018	135,618	138,368
Meetings Expense	64,364	24,339	17,500	17,500	17,500	17,500
Special Dept. Supplies	1,849	2,464	2,010	2,010	1,806	1,806
Other Operating	<u>42,393</u>	<u>43,874</u>	<u>50,000</u>	<u>50,000</u>	<u>52,000</u>	<u>55,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>418,898</u></b>	<b><u>339,415</u></b>	<b><u>446,675</u></b>	<b><u>438,205</u></b>	<b><u>375,560</u></b>	<b><u>381,253</u></b>

**FUNDING SOURCES**

1010 General Fund	404,180	324,697	431,957	423,487	360,842	366,535
3060 Transit - Prop A Fund	14,718	14,718	14,718	14,718	14,718	14,718

**DIVISION 3000 - CITY CLERK**

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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**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>		<b><u>2025-2026</u></b>
Municipal Election	\$	25,000	\$	25,000

**Changed Conditions:** - Implement a Form 700 e-filing system

**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.

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Records Requests Processed	252	210	228	240	250	260

**CITY OF LAKEWOOD**

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**ADMINISTRATION - 3000 CITY CLERK**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	179,806	167,483	178,297	177,187	175,187	175,072
Contract Services	45,982	128,860	262,600	263,100	46,000	266,000
Meetings Expense	4,029	2,900	4,000	4,000	4,000	4,000
Special Dept. Supplies	2,559	3,324	4,364	4,364	4,364	4,364
Other Operating	3,812	3,347	7,500	7,500	7,500	7,500
Interdepartmental	<u>817</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>237,005</u></b>	<b><u>305,914</u></b>	<b><u>456,761</u></b>	<b><u>456,151</u></b>	<b><u>237,051</u></b>	<b><u>456,936</u></b>

**FUNDING SOURCES**

1010 General Fund	237,005	305,914	456,761	456,151	237,051	456,936
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**DIVISION 3100 - RECORDS MANAGEMENT**

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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**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>		<b><u>2025-2026</u></b>
Document Imaging System Support	\$	28,000	\$	32,000

**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.
- Use municipal code publishing services

**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.

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Types of Records Controlled by Retention Schedules	157	148	152	155	160	165
Volume of Records Available Through Document Imaging System	1,268,000	1,278,250	1,320,500	1,370,730	1,420,000	1,500,000

**CITY OF LAKEWOOD**

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**ADMINISTRATION - 3100 RECORDS MANAGEMENT**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	167,583	166,495	172,774	171,294	179,743	179,652
Contract Services	9,429	8,168	29,000	29,000	33,000	33,000
Meetings Expense	-	-	250	250	250	250
Special Dept. Supplies	1,676	2,310	3,096	3,096	3,096	3,096
Other Operating	<u>645</u>	<u>2,388</u>	<u>2,750</u>	<u>2,750</u>	<u>2,750</u>	<u>2,750</u>
<b>TOTAL EXPENDITURES</b>	<b><u>179,333</u></b>	<b><u>179,361</u></b>	<b><u>207,870</u></b>	<b><u>206,390</u></b>	<b><u>218,839</u></b>	<b><u>218,748</u></b>

**FUNDING SOURCES**

1010 General Fund	179,333	179,361	207,870	206,390	218,839	218,748
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## **DIVISION 3220/3240 - CITY LEGAL SERVICES**

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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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Contract Legal Services	\$ 221,000	\$ 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**

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**ADMINISTRATION - 3220/3240 LEGAL SERVICES**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Contract Services	201,000	207,030	221,000	221,000	221,000	221,000
Special Dept. Supplies	<u>127,677</u>	<u>50,011</u>	<u>108,000</u>	<u>108,000</u>	<u>108,000</u>	<u>108,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>328,677</u></b>	<b><u>257,041</u></b>	<b><u>329,000</u></b>	<b><u>329,000</u></b>	<b><u>329,000</u></b>	<b><u>329,000</u></b>

**FUNDING SOURCES**

1010 General Fund	328,677	257,041	329,000	329,000	329,000	329,000
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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**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Advertising	\$	3,500	\$ 3,500	Live Scan	\$ 6,500	\$ 6,500
Medical Exams	\$	10,000	\$ 10,000	Training	\$ 25,000	\$ 25,000

**Changed Conditions:** - None  
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**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.

<b>Performance Measures:</b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Safety and Risk Mgmt. Training Hours	1,850	1586	2378	2300	2500	2500
Total Job Applications	3,030	1545	2139	3500	4000	4000
New Hires/Promotions:						
* Full-Time Employees	25	19	35	30	35	35
* Part-Time & Seasonal Employees	94	141	161	125	130	130
Total Employment Recruitments	29	59	69	55	60	60
NEOGOV online applicant tracking:						
* Total Job Posting Hits	17, 524	46,905	84,801	85,000	90,000	90,000
* Total Online Job Applications	3,019	1519	2104	3500	4000	4000

**CITY OF LAKEWOOD**

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**ADMINISTRATION- 3400 HUMAN RESOURCES**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	432,370	357,731	403,475	402,615	404,820	404,550
Contract Services	99,132	65,454	73,150	74,500	84,350	84,350
Office Expense	758	758	1,500	1,500	1,500	1,500
Meetings Expense	1,292	866	1,200	1,200	2,000	2,000
Special Dept. Supplies	28,361	28,055	35,140	35,140	37,940	37,940
Other Operating	30,342	28,607	47,700	47,700	49,900	49,900
Interdepartmental	1,278	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>593,533</b>	<b>481,472</b>	<b>562,165</b>	<b>562,655</b>	<b>580,510</b>	<b>580,240</b>

**FUNDING SOURCES**

1010 General Fund	593,533	481,472	562,165	562,655	580,510	580,240
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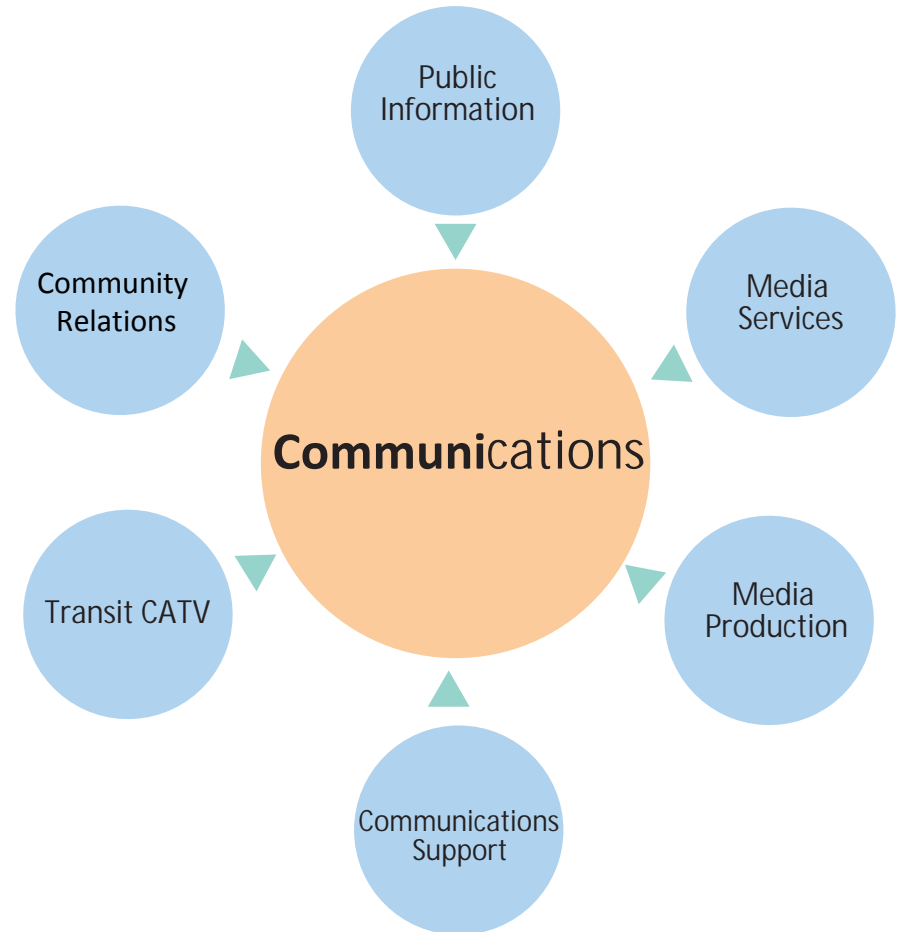


# Communications

The Communications Department carries out public communications, such as a weekly eMagazine to over 40,000 residents, bimonthly newsletters to all households, and social media posts and replies to over 20,000 followers.

The department also carries out strategic communications, including those involving the media and speech writing for council members. The department maintains a TV station that produces over 100 programs a year that are cablecast 24/7 and packaged into short segments viewed by tens of thousands of residents per year via eMagazines and social media. The department provides audio-visual support to city council meetings and hundreds of public customers a year using city facilities as well as internal city users of those facilities.

The department maintains a graphics, printing and bindery team that supports the entire city with graphic design, photography and duplication services. And the department carries out over a dozen community events a year, such as the State of the City, Award of Valor, Memorial Day and Lakewood Celebrates community receptions.



# Communications

## Position Summary

Budgeted Positions (FTEs)	FY 2023-24 Actual	FY 2024-25 Adopted	Change + or (-)	FY 2025-26 Adopted	Change + or (-)
Director of Communications	1.00	1.00	-	1.00	-
Audio Visual Technician	2.00	2.00	-	2.00	-
Community Relations Mgr	1.00	1.00	-	1.00	-
Graphics and Media Technician	1.00	1.00	-	1.00	-
Media Operations Specialist I	2.00	2.00	-	2.00	-
Media Services Coordinator	1.00	1.00	-	1.00	-
Print Service Lead Worker	1.00	1.00	-	1.00	-
Public Information Specialist	1.00	1.00	-	1.00	-
Senior Producer	1.00	1.00	-	1.00	-
Special Events Assistant	1.00	1.00	-	1.00	-
<b>TOTAL</b>	<b>12.00</b>	<b>12.00</b>	<b>-</b>	<b>12.00</b>	<b>-</b>
Part-Time Hours	14,000.00	14,000.00	-	14,500.00	500.00

# Communications

## Department Summary

Division	Activity	2022-2023	2023-2024	2023-2024	2024-2025	2025-2026
		Actual	Revised Budget	Projected Actual	Adopted Budget	Adopted Budget
2120	Media Production	546,844	617,387	595,584	705,246	714,691
2140	Media Prod. Center	37,746	66,700	66,700	77,200	77,200
2150	AV Services	368,561	390,508	389,958	355,406	356,662
2160	Transit TV Cable Progrm	912	4,525	1,235	4,200	4,200
2400	Public Info. Admin.	566,647	687,710	592,252	723,823	630,467
2450	Graphics and Copy Center	268,761	314,618	298,568	313,530	320,433
2600	Community Relations	332,245	392,734	403,321	401,854	400,570
<b>Total Communications*</b>		<b>2,121,716</b>	<b>2,474,182</b>	<b>2,347,618</b>	<b>2,581,259</b>	<b>2,504,223</b>

\* Not inclusive of Employee Labor Adjustment Cost

## **DIVISION 2120 - MEDIA PRODUCTION**

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The purpose of this activity is to produce programming for the City cable channel, City website and eMagazine to promote community identity and educate residents about City services. Franchise fees support a substantial portion of these activities.

### **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 port video programming to the City's eMagazine and social media outlets such as Vimeo, Facebook and Instagram.

To provide training aids and presentation support for City Departments.

### **BUDGET SUMMARY**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>		<b><u>2025-2026</u></b>
Contractual services	\$	8,050	\$	8,050
Maintenance/operation of equipment	\$	4,000	\$	4,000

**Changed Conditions:**

- CityTV has added one full-time employee, returning to the staffing level of four full-time staff that it had before 2019. There were five full-time staff prior to 2015.

**Proposed Activities:**

- An increased number of videos and social media posts are planned with the extra hours of staffing CityTV will have.
- Continued focus on City Council meetings, City events, new services and new issues facing Lakewood.
- Expanded use of short format videos to put on social media and appeal to audiences who prefer shorter videos.

**Productivity Initiatives:**

- A tour and interviews of other municipal TV stations is planned to learn about new ideas and approaches.

**Performance Measures:**

	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Number of New Videos	85	125	128	132	139	146
Vimeo uploads	90	128	131	132	139	146
Facebook posts	85	121	89	105	125	135
Instagram posts	20	45	39	40	55	65
Franchise Revenues	\$ 559,443	\$ 566,256	\$ 551,973	\$ 565,000	\$ 560,000	\$ 560,000



**CITY OF LAKEWOOD**

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**COMMUNICATIONS - 2120 MEDIA PRODUCTION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	591,519	532,201	593,424	571,114	677,511	686,956
Contract Services	23,737	3,300	7,500	7,500	8,050	8,050
Meetings Expense	-	-	300	300	400	400
Special Dept. Supplies	16,441	10,059	12,163	12,670	15,285	15,285
Other Operating	1,723	1,283	4,000	4,000	4,000	4,000
Interdepartmental	7,216	-	-	-	-	-
Capital Outlay	30,960	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>671,596</u></b>	<b><u>546,844</u></b>	<b><u>617,387</u></b>	<b><u>595,584</u></b>	<b><u>705,246</u></b>	<b><u>714,691</u></b>

**FUNDING SOURCES**

1010 Cable TV Fund	671,596	546,844	617,387	595,584	705,246	714,691
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## DIVISION 2140 - MEDIA PRODUCTION CENTER

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The purpose of this division is to provide a top-quality TV studio and related equipment to enable CityTV staff to produce high-quality programming for the Lakewood community. Activities in this division are significantly funded by access support payments by Spectrum, Frontier Communications and AT&T.

### PROGRAMS AND FUNCTIONS

To schedule and operate the television studio and camera, editing and video storage and related equipment located at The Centre as well as the mobile production truck.

To cablecast the City channel in high-definition and 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>2024-2025</u>	<u>2025-2026</u>
Communications Cable	\$ 16,600	\$ 16,600
Capital Equipment	\$ 16,000	\$ 16,000

#### Changed Conditions:

- LTO storage system upgraded and installed, along with newly installed HD camera cables from control room to Weingart Ballroom to incorporate workflow to the Media Production Center.

#### Proposed Activities:

- Council Chambers upgrade to include HD pan/zoom remote cameras, connecting to existing CityTV control room. Most of the funding for this activity will come from other budget areas, but significant labor and some minor technical purchases will come from this division.

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- Train staff on workflow of new LTO backup system, restoring of digital media and daily maintenance of the media server.

#### Productivity Initiatives:

#### Performance Measures:

	<u>Actual</u> <u>2020-2021</u>	<u>Actual</u> <u>2021-2022</u>	<u>Actual</u> <u>2022-2023</u>	<u>Projected</u> <u>2023-2024</u>	<u>Estimated</u> <u>2024-2025</u>	<u>Estimated</u> <u>2025-2026</u>
PEG Capital Cable Fees	\$ 148,469	\$ 111,962	\$ 143,779	\$ 107,738	\$ 100,000	\$90,000

**CITY OF LAKEWOOD**

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**COMMUNICATIONS - 2140 MEDIA PRODUCTION CENTER**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Contract Services	8,049	12,134	20,343	20,343	26,600	26,600
Facilities Expense	5,000	5,040	16,600	16,600	16,600	16,600
Special Dept. Supplies	216	210	2,000	2,000	2,500	2,500
Interdepartmental	139	-	-	-	-	-
Capital Outlay	<u>2,877</u>	<u>20,363</u>	<u>27,757</u>	<u>27,757</u>	<u>31,500</u>	<u>31,500</u>
<b>TOTAL EXPENDITURES</b>	<b><u>16,281</u></b>	<b><u>37,746</u></b>	<b><u>66,700</u></b>	<b><u>66,700</u></b>	<b><u>77,200</u></b>	<b><u>77,200</u></b>

**FUNDING SOURCES**

1010 Cable TV Fund	16,281	37,746	66,700	66,700	77,200	77,200
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## **DIVISION 2150 - AV SERVICES**

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The purpose of this division is to provide audio visual services to city and events at The Centre and city facilities.

### **PROGRAMS AND FUNCTIONS**

To provide audio-visual (AV) equipment and expert staffing to City and other events at The Centre and City facilities, including City Council meeting.

### **BUDGET SUMMARY**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
AV salaries (full and part time)	\$	272,804	\$ 273,985

**Changed Conditions:**

- Returning to normal in the post-Covid era, the number of events is increasing, requiring more AV services. on and off-site.
- Operation of the new lighting system in Weingart Ballroom.

**Proposed Activities:**

- Council chambers upgrade will require AV staff training on new equipment and processes.

**Productivity Initiatives:**

**Performance Measures:**

	<b><u>Actual 2020-2021</u></b>	<b><u>Actual 2021-2022</u></b>	<b><u>Actual 2022-2023</u></b>	<b><u>Projected 2023-2024</u></b>	<b><u>Estimated 2024-2025</u></b>	<b><u>Estimated 2025-2026</u></b>
Customer payments for AV services	0 (Covid)	14,580	21,985	33,136	33,500	35,000

**CITY OF LAKEWOOD**

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**COMMUNICATIONS - 2150 - AV SERVICES**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	361,904	359,737	380,851	380,301	344,651	345,907
Meetings Expense	139	-	300	300	500	500
Special Dept. Supplies	<u>6,127</u>	<u>8,824</u>	<u>9,357</u>	<u>9,357</u>	<u>10,255</u>	<u>10,255</u>
<b>TOTAL EXPENDITURES</b>	<b><u>368,170</u></b>	<b><u>368,561</u></b>	<b><u>390,508</u></b>	<b><u>389,958</u></b>	<b><u>355,406</u></b>	<b><u>356,662</u></b>

**FUNDING SOURCES**

1010 General Fund	368,170	368,561	390,508	389,958	355,406	356,662
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## **DIVISION 2160 - TRANSIT TV CABLE PROGRAMMING**

The purpose of this division is to create video programming that informs Lakewood residents about transit, bicycle, walking and other transportation options supported by Los Angeles County Prop A.

### **PROGRAMS AND FUNCTIONS**

To produce video programming on transit options that can be seen on the City TV channel, Vimeo, social media and other City media platforms.

### **BUDGET SUMMARY**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Salaries regular	\$ 2,500	\$ 2,500

**Changed Conditions:**

New HD format of CityTV makes older transit videos in SD format appear aged.

**Proposed Activities:**

Update transit programs, including shooting them in new HD video format.

**Productivity Initiatives:**

**Performance Measures:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Budget devoted to transit programming	\$6,013	\$6,608	\$912	\$1,235	\$4,200	\$4,200

**CITY OF LAKEWOOD**

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**COMMUNICATIONS - 2160 TRANSIT TV CABLE PROGRAMMING**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	6,608	912	2,825	835	2,500	2,500
Contract Services	-	-	700	200	700	700
Special Dept. Supplies	-	-	1,000	200	1,000	1,000
<b>TOTAL EXPENDITURES</b>	<b>6,608</b>	<b>912</b>	<b>4,525</b>	<b>1,235</b>	<b>4,200</b>	<b>4,200</b>

**FUNDING SOURCES**

3060 Transit - Prop A Fund	6,608	912	4,525	1,235	4,200	4,200
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**DIVISION 2400 - PUBLIC INFORMATION**

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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**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
	City Newsletter	\$ 48,000	\$ 51,000	ARPA Funds	\$ 91,600	\$ -

- Changed Conditions:**
- The City's celebration of its 70th Anniversary will continue into FY24-25.
  - New leadership of CityTV and staffing returning to a traditional level.

- Proposed Activities:**
- As part of the 70th Anniversary, new inductees will be named as Legends of Lakewood, and events and publicity will be created to honor them.
  - Federal ARPA funds will be used for improvements to the City Council chambers to enhance their use for the public and the council.

- Productivity Initiatives:**
- Comm. Director and CityTV Sr. Producer will visit leading municipal TV stations in the area to learn about best practices and new video ideas.

**Performance Measures:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Newsletters	6	6	6	5	6	5
eMagazines	146	110	98	110	100	100
Bill Inserts	9	9	9	9	9	9
Social media posts	626	745	814	736	740	740
Website posts/edits/uploads	1400	280	260	230	220	210



**CITY OF LAKEWOOD**

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**COMMUNICATIONS - 2400 PUBLIC INFORMATION ADMINISTRATION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	288,182	449,469	470,714	467,239	509,903	502,147
Contract Services	75,657	104,685	113,493	113,493	110,500	115,500
Office Expense	1,324	1,629	2,800	1,750	2,000	3,000
Meetings Expense	1,929	2,830	2,000	2,000	2,000	2,000
Special Dept. Supplies	7,119	7,312	6,053	7,070	7,020	7,020
Other Operating	550	721	1,050	700	800	800
Interdepartmental	44,529	-	-	-	-	-
Capital Outlay	-	-	91,600	-	91,600	-
<b>TOTAL EXPENDITURES</b>	<b><u>419,290</u></b>	<b><u>566,647</u></b>	<b><u>687,710</u></b>	<b><u>592,252</u></b>	<b><u>723,823</u></b>	<b><u>630,467</u></b>

**FUNDING SOURCES**

1010 General Fund	403,866	558,350	678,975	583,502	715,323	621,967
3060 Transit - Prop A Fund	15,424	8,297	8,735	8,750	8,500	8,500

**DIVISION 2450 - GRAPHICS AND COPY CENTER**

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

**PROGRAMS AND FUNCTIONS**

- To assist City departments with the design and production of electronic and printed publications.
- To take and process photos and maintain the City's historic photographic database.
- To fill all printing requests from internal customers. To select proper paper stocks, inks and binding process. To code and store all City forms in Central Stores available upon request.
- To maintain all photography, printing and binding related printing equipment and computer systems.
- To create digital display and social media graphics to assist in visual communications with residents.

**BUDGET SUMMARY**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Special Supplies	\$ 17,400	\$ 17,400	Office Machine Rental	\$ 4,800	\$ 4,800

**Changed Conditions:**

- City events and programs have returned to traditional formats, with new programs being introduced leading to an increase in digital design and printing needs. An increase in digital communications using social had led to more design assistance from the Print Shop.

**Proposed Activities:**

- The purchase of more paper and other Special Supplies used for the production flyers and other materials for a growing number of city events and programs.

**Productivity Initiatives:**

- Continue reviewing production and workflow for more efficient and economical practices. Continue training on new technology and communication platforms.

**Performance Measures:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Printing Requests	172	190	254	275	275	275
Printing Impressions	203,018	305,561	377,569	445,000	445,000	445,000

**CITY OF LAKEWOOD**

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**COMMUNICATIONS - 2450 GRAPHICS AND COPY CENTER**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	251,810	231,856	271,818	259,918	267,730	274,633
Contract Services	9,399	4,740	4,800	4,850	4,800	4,800
Office Expense	10,857	14,101	15,600	15,400	18,600	18,600
Special Dept. Supplies	6,759	18,064	21,900	18,100	21,900	21,900
Other Operating	-	-	500	300	500	500
<b>TOTAL EXPENDITURES</b>	<b><u>278,825</u></b>	<b><u>268,761</u></b>	<b><u>314,618</u></b>	<b><u>298,568</u></b>	<b><u>313,530</u></b>	<b><u>320,433</u></b>

**FUNDING SOURCES**

5010 Graphics and Copy Center	278,825	268,761	314,618	298,568	313,530	320,433
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**DIVISION 2600 - COMMUNITY RELATIONS**

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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**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>		<b><u>2025-2026</u></b>
Award of Valor	\$	26,000	\$	27,200
Lakewood Celebrates	\$	24,000	\$	25,700

- Changed Conditions:**
- Increase in vendors' material costs to produce awards.
  - Increase in the cost of florals passed on by vendor
- Proposed Activities:**
- Utilize multi-year vendor contracts whenever feasible in order to lock in lower costs in an environment where costs are rising. Memorial Day was a first example of this for FY24 and 25.
  - Participate in more Braver Angels programs in order to promote civility in public discussions and interactions.

**Performance Measures:**

	<b><u>Actual</u></b>		<b><u>Actual</u></b>		<b><u>Actual</u></b>		<b><u>Projected</u></b>		<b><u>Estimated</u></b>		<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>		<b><u>2021-2022</u></b>		<b><u>2022-2023</u></b>		<b><u>2023-2024</u></b>		<b><u>2024-2025</u></b>		<b><u>2025-2026</u></b>
Special Events Revenue and Sponsorships	\$ 30		\$ 20,466		\$ 18,005		\$ 20,557		\$ 21,000		\$ 21,500

**CITY OF LAKEWOOD**

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**COMMUNICATIONS - 2600 COMMUNITY RELATIONS**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	255,756	244,903	260,959	260,146	262,009	261,875
Contract Services	2,000	2,012	3,500	2,600	4,200	4,200
Meetings Expense	2,460	3,075	12,000	12,000	15,000	17,000
Special Dept. Supplies	63,386	79,510	113,450	125,750	117,820	114,670
Other Operating	3,220	2,745	2,825	2,825	2,825	2,825
Interdepartmental	<u>8,584</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>335,406</u></u></b>	<b><u><u>332,245</u></u></b>	<b><u><u>392,734</u></u></b>	<b><u><u>403,321</u></u></b>	<b><u><u>401,854</u></u></b>	<b><u><u>400,570</u></u></b>

**FUNDING SOURCES**

1010 General Fund	335,406	332,245	392,734	403,321	401,854	400,570
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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, economic development, and the Community Development Block Grant program.



# Community Development

## Position Summary

Budgeted Positions (FTEs)	FY 2023-24	FY 2024-25	Change	FY 2025-26	Change
	Actual	Adopted	+ or (-)	Adopted	+ or (-)
Director of Community Development	1.00	1.00	-	1.00	-
Assistant Director of Community Development	1.00	1.00	-	1.00	-
Administrative Clerk	1.00	1.00	-	1.00	-
Administrative Secretary	1.00	1.00	-	1.00	-
Assistant Planner	1.00	1.00	-	1.00	-
Community Conservation Representative	3.00	3.00	-	3.00	-
Community Development Coordinator	1.00	1.00	-	1.00	-
Community Development Technician	1.00	1.00	-	1.00	-
Housing Specialist	1.00	1.00	-	1.00	-
Neighborhood Preservation Manager	1.00	1.00	-	1.00	-
Permit Technician	1.00	1.00	-	1.00	-
Planning Technician	1.00	1.00	-	1.00	-
Senior Planner	1.00	1.00	-	1.00	-
<b>TOTAL</b>	<b>15.00</b>	<b>15.00</b>	<b>-</b>	<b>15.00</b>	<b>-</b>
Part-Time Hours	300.00	300.00	-	300.00	-



# Community Development

## Department Summary

Division Activity	2022-2023	2023-2024	2023-2024	2024-2025	2025-2026
	Actual	Revised Budget	Projected Actual	Adopted Budget	Adopted Budget
1220 Planning and Environmental Commission	2,958	8,360	8,360	8,450	8,450
4000 Planning Administration	1,098,569	1,690,916	1,219,650	1,566,003	1,691,848
4100 Building and Safety	1,680,923	1,676,219	1,739,419	1,783,362	1,823,534
4200 Geographic Information System	29,158	37,650	37,350	41,150	41,150
4300 General Transportation	1,280,963	2,338,151	2,338,451	2,344,400	2,356,392
4600 Housing Programs	534,893	582,160	588,535	825,813	1,038,158
4700 Code Enforcement	395,783	603,755	452,555	617,412	622,029
4800 Economic Development	109,752	118,416	117,696	248,229	248,439
<b>Total Community Development*</b>	<b>5,132,999</b>	<b>7,055,627</b>	<b>6,502,016</b>	<b>7,434,819</b>	<b>7,830,000</b>

\* Not inclusive of Employee Labor Adjustment Cost

## **DIVISION 1220 - PLANNING AND ENVIRONMENT COMMISSION**

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The purpose of this activity is to provide for the Planning and Environment Commission 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.

### **BUDGET SUMMARY**

**Significant Detail:**

	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Planning and Environment Commission	\$ 8,450	\$ 8,450

**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.

**CITY OF LAKEWOOD**

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**COMMUNITY DEVELOPMENT - 1220 PLANNING AND ENVIRONMENT COMMISSION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	1,884	2,072	5,760	5,760	5,850	5,850
Office Expense	-	-	100	100	100	100
Meetings Expense	40	155	1,500	1,500	1,500	1,500
Special Dept. Supplies	-	270	500	500	500	500
Other Operating	-	461	500	500	500	500
<b>TOTAL EXPENDITURES</b>	<b><u>1,924</u></b>	<b><u>2,958</u></b>	<b><u>8,360</u></b>	<b><u>8,360</u></b>	<b><u>8,450</u></b>	<b><u>8,450</u></b>

**FUNDING SOURCES**

1010 General Fund	1,924	2,958	8,360	8,360	8,450	8,450
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**DIVISION 4000 - PLANNING**

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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 and Environment Commission (PEC) and the Development Review Board (DRB).
- 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**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>		<b><u>2025-2026</u></b>
Contract Services	\$	345,000	\$	490,000

- Changed Conditions:**
- Contract Services includes: \$815,000 for general plan updates; \$9,000 for AB 2766; and \$1,000 for COG. All other economic development costs were moved to Division 4800.
- 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.
  - Revise the M-F-R ordinance, prepare objective design standards for mixed-use development.
- Productivity Initiatives:**
- Continue to conduct electronic plan checks and maintain planning forms and applications on the City website.

**Performance Measures:**

	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Site Plan Approvals	1,227	1,099	1,399	958	1,171	1,200
Development Review Board Cases	69	33	24	30	32	33
Conditional Use Permit Cases	11	13	4	17	11	12

**CITY OF LAKEWOOD**

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**COMMUNITY DEVELOPMENT - 4000 PLANNING ADMINISTRATION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	803,266	1,016,893	1,235,646	1,050,695	1,181,838	1,160,483
Contract Services	192,791	63,332	428,765	144,950	356,500	501,500
Office Expense	3,314	4,774	5,900	5,900	5,900	5,900
Meetings Expense	400	3,227	5,000	3,100	4,000	6,200
Special Dept. Supplies	7,812	6,089	8,455	8,155	9,915	9,915
Other Operating	4,472	4,254	7,150	6,850	7,850	7,850
Interdepartmental	11,271	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>1,023,326</u></b>	<b><u>1,098,569</u></b>	<b><u>1,690,916</u></b>	<b><u>1,219,650</u></b>	<b><u>1,566,003</u></b>	<b><u>1,691,848</u></b>

**FUNDING SOURCES**

1010 General Fund	806,880	1,050,562	1,564,845	1,133,398	1,485,898	1,611,743
1030 CDBG Current Year	105,208	64,672	109,406	73,152	80,105	80,105
1500 STATE - LEAP GRANT	111,238	(16,665)	16,665	13,100	-	-

## 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

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
	LA County DPWBS	\$ 1,133,850	\$ 1,168,750

**Changed Conditions:**

- Change in Contract Services due to anticipated increase in Los Angeles County Dept. of Public Works Building and Safety contract service fees. Majority of residential solar permits no longer plan checked.

**Proposed Activities:**

- Residential and commercial construction, various in-fill commercial and housing development projects, and continued improvements at Lakewood Center.

**Productivity Initiatives:**

- Migrate from antiquated mainframe building permit system to modern online building permit system provided by Los Angeles County Dept. of Public Works.
- Implement a new online planning and building portal to streamline the submission and processing of proposed development within the City of Lakewood.

### **Performance Measures:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Building & Safety Permits Issued	3,853	4,111	4,951	4,100	4,000	3,900
Number of Inspections	5,435	5,735	6,450	6,620	5,700	5,600
Completed Plan Checks	855	1,112	1,188	830	800	780
Revenue Generated:						
Plan Check	\$ 495,411	\$ 554,878	\$ 1,022,809	\$ 690,700	\$ 589,000	\$ 599,000
Building Permits	\$ 1,318,794	\$ 1,340,893	\$ 2,051,615	\$ 1,850,000	\$ 1,980,000	\$ 1,750,000

## CITY OF LAKEWOOD

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### COMMUNITY DEVELOPMENT - 4100 BUILDING AND SAFETY

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	584,881	540,105	571,873	582,823	643,656	648,928
Contract Services	755,040	1,136,342	1,099,000	1,151,250	1,133,850	1,168,750
Special Dept. Supplies	3,468	4,431	4,446	4,446	4,956	4,956
Other Operating	522	45	900	900	900	900
Interdepartmental	<u>1,312</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>1,345,223</u></u></b>	<b><u><u>1,680,923</u></u></b>	<b><u><u>1,676,219</u></u></b>	<b><u><u>1,739,419</u></u></b>	<b><u><u>1,783,362</u></u></b>	<b><u><u>1,823,534</u></u></b>

### FUNDING SOURCES

1010 General Fund	1,345,223	1,680,923	1,676,219	1,739,419	1,783,362	1,823,534
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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 provided 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**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>	
Software Maintenance	\$	20,000	\$ 20,000	Aerial Photography	\$	12,000	\$ 12,000
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:**

	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
GIS Goods and Services Provided	1,632	1,770	1,670	1,650	1,600	1,600



**CITY OF LAKEWOOD**

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**COMMUNITY DEVELOPMENT - 4300 GENERAL TRANSPORTATION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Contract Services	32,204	24,179	28,500	28,500	32,000	32,000
Office Expense	3,256	2,055	2,700	2,700	2,700	2,700
Meetings Expense	-	1,189	400	100	2,300	2,300
Special Dept. Supplies	3,273	1,735	5,900	5,900	4,000	4,000
Other Operating	-	-	150	150	150	150
<b>TOTAL EXPENDITURES</b>	<b><u>38,733</u></b>	<b><u>29,158</u></b>	<b><u>37,650</u></b>	<b><u>37,350</u></b>	<b><u>41,150</u></b>	<b><u>41,150</u></b>

**FUNDING SOURCES**

1010 General Fund	38,733	29,158	37,650	37,350	41,150	41,150
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## **DIVISION 4300 - GENERAL TRANSPORTATION**

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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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Long Beach Transit	\$ 325,000	\$ 337,000	91-605 Freeway Study	\$ 10,000	\$ 10,000
Prop A Exchange	\$ 2,000,000	\$ 2,000,000			

#### **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:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Fixed Route Ridership	718,187	1,154,505	824,149	846,995	810,336	800,000
Fixed Route Subsidy	\$ 119,917	\$ 133,577	\$ 177,918	\$ 227,980	\$ 257,959	\$ 268,280
Dial-A-Lift Ridership	499	1,067	1,660	1,553	1,873	1,900
Dial-A-Lift Subsidy	\$ 19,411	\$ 35,825	\$ 90,115	\$ 84,748	\$ 67,041	\$ 68,720

**CITY OF LAKEWOOD**

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**COMMUNITY DEVELOPMENT - 4300 GENERAL TRANSPORTATION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	5,562	2,930	13,451	13,501	7,450	7,442
Contract Services	2,179,403	1,278,033	2,323,000	2,323,000	2,335,000	2,347,000
Meetings Expense	-	-	250	250	250	250
Special Dept. Supplies	2	-	700	700	700	700
Other Operating	-	-	750	1,000	1,000	1,000
<b>TOTAL EXPENDITURES</b>	<b><u>2,184,967</u></b>	<b><u>1,280,963</u></b>	<b><u>2,338,151</u></b>	<b><u>2,338,451</u></b>	<b><u>2,344,400</u></b>	<b><u>2,356,392</u></b>

**FUNDING SOURCES**

3000 AQMD Fund	10,000	10,000	10,000	10,000	10,000	10,000
3060 Transit - Prop A Fund	2,172,557	1,269,485	2,320,529	2,320,804	2,329,675	2,341,671
3070 Transit - Prop C Fund	2,410	1,478	7,622	7,647	4,725	4,721

## **DIVISION 4600 - HOUSING PROGRAMS**

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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.

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Number of Loans Funded	10	8	10	10	10	10
Number of Grants	6	6	6	6	6	6
Amount Loaned	\$ 180,000	\$ 144,000	\$ 180,000	\$ 180,000	\$ 350,000	\$ 350,000
Amount Repaid						
CDBG	\$ 59,733	\$ 32,273	\$ 10,190	\$ 18,000	\$ 18,000	\$ 18,000
LHSA	\$ 162,000	\$ 144,000	\$ 162,000	\$ 180,000	\$ 180,000	\$ 180,000

## CITY OF LAKEWOOD

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### COMMUNITY DEVELOPMENT - 4600 HOUSING PROGRAMS

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	261,082	271,483	316,750	325,055	315,663	315,438
Contract Services	182,570	230,903	222,950	222,950	398,700	588,700
Office Expense	-	69	300	300	300	300
Meetings Expense	-	139	300	300	300	300
Special Dept. Supplies	39,294	25,643	31,360	31,030	75,750	98,320
Other Operating	1,642	2,822	2,500	2,500	35,100	35,100
Capital Outlay	-	3,833	8,000	6,400	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>484,588</u></b>	<b><u>534,893</u></b>	<b><u>582,160</u></b>	<b><u>588,535</u></b>	<b><u>825,813</u></b>	<b><u>1,038,158</u></b>

### FUNDING SOURCES

1010 General Fund	234,701	265,034	272,150	279,660	300,593	300,368
1030 CDBG-Fair Housing	38,570	35,358	38,700	37,000	38,700	38,700
1500 Affordable Housing-Habitat	-	7,650	4,250	4,250	-	-
1505 PLHA	-	-	-	-	50,620	263,190
3025 SB2-Housing	8,598	-	-	-	-	-
3901 Housing Admin	165,275	209,211	211,400	209,800	377,000	377,000
8010 CDBG Program Inc.	37,444	17,640	55,660	57,825	58,900	58,900

**DIVISION 4700 - CODE ENFORCEMENT**

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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:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Service Requests Received	979	920	962	930	950	900
Service Requests Cleared	817	564	776	700	725	685

**CITY OF LAKEWOOD**

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**COMMUNITY DEVELOPMENT - 4700 CODE ENFORCEMENT**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	378,212	345,149	405,377	406,177	408,734	413,351
Contract Services	6,122	16,743	30,000	18,000	40,500	40,500
Meetings Expense	74	24	200	200	200	200
Special Dept. Supplies	2,693	32,084	163,958	23,958	163,758	163,758
Other Operating	<u>1,193</u>	<u>1,782</u>	<u>4,220</u>	<u>4,220</u>	<u>4,220</u>	<u>4,220</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>388,294</u></u></b>	<b><u><u>395,783</u></u></b>	<b><u><u>603,755</u></u></b>	<b><u><u>452,555</u></u></b>	<b><u><u>617,412</u></u></b>	<b><u><u>622,029</u></u></b>

**FUNDING SOURCES**

1010 General Fund	345,120	361,242	566,956	415,756	581,017	585,634
1030 CDBG - Current Year	43,174	34,541	36,799	36,799	36,395	36,395

## **DIVISION 4800 - ECONOMIC DEVELOPMENT**

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The Economic Development Division aims to preserve and enhance Lakewood's commercial zones to create a favorable environment for businesses to thrive, residents to prosper, and the community to flourish economically and socially.

### **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 work with existing businesses, commercial brokers, property owners, and prospective developers to further Lakewood's economic development goals.

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

Update and modernize municipal code and zoning code to promote business friendly policies and procedures.

### **BUDGET SUMMARY**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>		<b><u>2025-2026</u></b>
Chamber of Commerce Contract	\$	30,000	\$	30,000
Contractual Services	\$	125,000	\$	125,000

**Changed Conditions:** - Economic Development Division has been moved into Community Development Department.

**Proposed Activities:**

- Create Economic Development Strategic Plan to identify market and local economic conditions and implement best practices and strategies.
- Work with economic consultants to create Enhanced Infrastructure Financing District (EIFD).
- Establish business relationships with all shopping center owners/managers and commercial brokers and leasing agents.
- Analyze municipal code and zoning code to identify potential updates.  
Coordinate with Chamber of Commerce to implement a Public/Business Resource Navigator program using American Rescue Plan Act funds.

**Productivity Initiatives:** - Conduct analysis of intergovernmental proposals impacting property tax and the allocation of sales tax.

**Performance Measures:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Sales Tax Revenue	\$ 14,787,997	\$ 17,571,156	\$ 18,041,871	\$ 17,731,000	\$ 18,180,000	\$ 18,596,000
Measure L	\$ 11,266,638	\$ 13,561,571	\$ 13,570,526	\$ 13,730,000	\$ 14,444,000	\$ 14,121,000
Business License Receipts	\$ 605,355	\$ 655,276	\$ 665,017	\$ 700,000	\$ 710,000	\$ 720,000



**CITY OF LAKEWOOD**

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**COMMUNITY DEVELOPMENT - 4800 ECONOMIC DEVELOPMENT\***

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	66,778	87,752	93,316	92,596	93,229	93,439
Contract Services	<u>47,000</u>	<u>22,000</u>	<u>25,100</u>	<u>25,100</u>	<u>155,000</u>	<u>155,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>113,778</u></b>	<b><u>109,752</u></b>	<b><u>118,416</u></b>	<b><u>117,696</u></b>	<b><u>248,229</u></b>	<b><u>248,439</u></b>

**FUNDING SOURCES**

1010 General Fund	113,778	109,752	118,416	117,696	248,229	248,439
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\*Transferred from the General Government Department effective, FY 24/25



# 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.

\*See the Water Utility Section for the Utility Billing Narratives and Estimates.



# Finance and Administrative Services

## Position Summary

Budgeted Positions (FTEs)	FY 2023-24	FY 2024-25	Change	FY 2025-26	Change
	Actual	Adopted	+ or (-)	Adopted	+ or (-)
Director of Finance and Admin Services	1.00	1.00	-	1.00	-
Asst. Director of Finance and Admin Services	1.00	1.00	-	1.00	-
Accountant	2.00	2.00	-	2.00	-
Accounting and Grants Manager	-	1.00	1.00	1.00	-
Accounting Technician	4.00	3.00	(1.00)	3.00	-
Administrative Assistant II	-	1.00	1.00	1.00	-
Administrative Services Manager	1.00	1.00	-	1.00	-
IT Services Manager	1.00	1.00	-	1.00	-
IT Specialist	-	2.00	2.00	2.00	-
Parking Control Officer	3.00	3.00	-	3.00	-
Parking Control Supervisor	1.00	1.00	-	1.00	-
Payroll Technician	-	1.00	1.00	1.00	-
Public Utility Customer Service	2.00	2.00	-	2.00	-
Purchasing Clerk	1.00	1.00	-	1.00	-
Purchasing Officer	1.00	1.00	-	1.00	-
Senior Account Clerk	2.00	2.00	-	2.00	-
Senior Accountant	1.00	-	(1.00)	-	-
Utility Billing Supervisor	1.00	1.00	-	1.00	-
<b>TOTAL</b>	<b>22.00</b>	<b>25.00</b>	<b>3.00</b>	<b>25.00</b>	<b>-</b>
Part-Time Hours	10,500.00	12,000.00	1,500.00	12,000.00	-

# Finance and Administrative Services

## Department Summary

Division Activity	2022-2023 Actual	2023-2024 Revised Budget	2023-2024 Projected Actual	2024-2025 Adopted Budget	2025-2026 Adopted Budget
5000 Administration	2,176,739	2,177,532	2,994,001	2,143,769	2,144,587
5100 Business Licensing	105,337	119,860	120,030	113,448	113,470
5200 Insurance	2,902,826	3,274,386	3,876,781	2,620,970	2,642,320
5300 Parking Control	710,149	782,308	779,398	821,201	825,859
5400 Purchasing	296,613	329,888	329,698	331,416	335,980
5500 Information Technology	976,263	1,409,784	1,447,956	960,763	980,102
<b>Total Finance and Administrative Services*</b>	<b>7,167,928</b>	<b>8,093,758</b>	<b>9,547,864</b>	<b>6,991,567</b>	<b>7,042,318</b>

\* Not inclusive of Employee Labor Adjustment Cost

**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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Contract Services	\$ 108,400	\$ 112,000	Credit Card Fees	\$ 63,000	\$ 65,000
Audit Services	\$ 63,000	\$ 63,000	Banking Services	\$ 22,500	\$ 25,000

- 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.

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Accounts Payable Invoices	8,708	9,324	9,675	9,700	9,800	9,800
Accounts Payable Checks	4,176	4,746	4,769	4,972	5,000	5,000
Investment Earnings - City	\$ 449,703	\$ 457,139	\$ 1,842,131	\$ 2,500,000	\$ 2,125,000	\$ 1,806,000

**CITY OF LAKEWOOD**

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**FINANCE & ADMINISTRATIVE SERVICES - 5000 FINANCE ADMINISTRATION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	1,208,148	1,387,770	1,517,119	1,501,488	1,610,653	1,616,471
Contract Services	153,719	163,056	224,150	239,400	182,400	186,000
Office Expense	12,448	129,150	141,500	145,000	142,000	142,000
Meetings Expense	5,772	3,750	9,500	9,500	12,000	14,000
Special Dept. Supplies	237,259	484,939	249,163	495,163	168,616	173,116
Other Operating	763,359	3,550	2,700	572,700	3,000	3,000
Interdepartmental	9,938	-	-	-	-	-
Capital Outlay	<u>1,501</u>	<u>4,524</u>	<u>33,400</u>	<u>30,750</u>	<u>25,100</u>	<u>10,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>2,392,144</u></b>	<b><u>2,176,739</u></b>	<b><u>2,177,532</u></b>	<b><u>2,994,001</u></b>	<b><u>2,143,769</u></b>	<b><u>2,144,587</u></b>

**FUNDING SOURCES**

1010 General Fund	1,628,833	1,925,010	2,171,842	2,168,311	2,067,769	2,068,587
1025 ARPA	1,726	-	-	-	-	-
1030 CDBG Current Year	1,798	729	5,690	5,690	3,000	3,000
2902 Enforceable Obligation	759,787	251,000	-	820,000	73,000	73,000

## **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 cashing 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 cashing 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:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Home Occupation Licenses	647	762	752	750	750	775
Lakewood Business Locations	1,703	1,991	1,896	1,900	1,900	1,900
Contractors/Businesses Outside Lakewood	1,361	1,264	739	700	800	800
<b>Total Business Licenses Issued</b>	<b>3,711</b>	<b>4,017</b>	<b>3,387</b>	<b>3,350</b>	<b>3,450</b>	<b>3,475</b>
<b>Total Annual Revenue</b>	<b>\$ 605,355</b>	<b>\$ 655,277</b>	<b>\$ 665,017</b>	<b>\$ 700,000</b>	<b>\$ 710,000</b>	<b>\$ 720,000</b>



**CITY OF LAKEWOOD**

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**FINANCE & ADMINISTRATIVE SERVICES - 5100 LICENSING**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	94,167	93,039	98,060	98,130	88,948	88,970
Contract Services	66,734	10,867	18,500	18,600	20,000	20,000
Office Expense	190	300	300	300	500	500
Meetings Expense	-	84	500	500	1,500	1,500
Special Dept. Supplies	<u>1,950</u>	<u>1,048</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
<b>TOTAL EXPENDITURES</b>	<b><u>163,041</u></b>	<b><u>105,337</u></b>	<b><u>119,860</u></b>	<b><u>120,030</u></b>	<b><u>113,448</u></b>	<b><u>113,470</u></b>

**FUNDING SOURCES**

1010 General Fund	100,807	105,337	119,860	120,030	113,448	113,470
1025 ARPA	62,234	-	-	-	-	-

## **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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Liability Insurance (CJPIA)	\$ 1,100,000	\$ 1,150,000	Property Damage Insurance (CJPIA)	\$ 155,000	\$ 155,000
Retiree Medical	\$ 320,000	\$ 323,000	Unemployment Insurance	\$ 25,000	\$ 25,000
Earthquake Insurance (CJPIA)	\$ 255,000	\$ 257,000	Environmental Liability Insurance	\$ 13,000	\$ 13,000
Worker's Compensation (CJPIA)	\$ 185,000	\$ 186,000	Employee Bond	\$ 6,400	\$ 6,600

- 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:**

	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Liability Program Costs	\$ 675,581	\$ 739,358	\$ 856,016	\$ 1,079,100	\$ 1,100,000	\$ 1,150,000
Property Damage	\$ 84,977	\$ 101,972	\$ 122,366	\$ 154,000	\$ 155,000	\$ 155,000
Earthquake Insurance	\$ 161,657	\$ 193,988	\$ 203,163	\$ 254,000	\$ 255,000	\$ 257,000
Workers' Compensation*	\$ 148,889	\$ 193,620	\$ 185,746	\$ 184,500	\$ 185,000	\$ 186,000
Unemployment Insurance	\$ 22,913	\$ 17,551	\$ 23,336	\$ 25,000	\$ 25,000	\$ 25,000
Liability Claims	53	37	66	55	55	55
Workers' Compensation Claims	16	20	14	20	15	15

\* Includes rebates based on actual experience

**CITY OF LAKEWOOD**

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**FINANCE & ADMINISTRATIVE SERVICES - 5200 INSURANCE**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Contract Services	41,633	58,906	104,000	104,000	71,600	84,600
Office Expenses	3,849	4,224	4,652	4,652	5,000	5,400
Meetings Expense	1,012	1,201	1,444	1,444	1,600	1,800
Other Operating	<u>2,662,464</u>	<u>2,838,495</u>	<u>3,164,290</u>	<u>3,766,685</u>	<u>2,542,770</u>	<u>2,550,520</u>
<b>TOTAL EXPENDITURE</b>	<b><u>2,708,958</u></b>	<b><u>2,902,826</u></b>	<b><u>3,274,386</u></b>	<b><u>3,876,781</u></b>	<b><u>2,620,970</u></b>	<b><u>2,642,320</u></b>

**FUNDING SOURCES**

1010 General Fund	1,318,492	1,468,043	1,776,286	1,775,281	3,220,970	3,242,320
1070 Retiree Medical Fund*	1,390,466	1,434,783	1,498,100	2,101,500	(600,000)	(600,000)

\* Fund 1070 is folded into general fund 1010 effective FY 24/25

**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**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>		<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>		<b><u>2025-2026</u></b>
T2 Parking Software	\$	27,000	\$	28,000	Hearing Examiner	\$	2,880	\$ 2,880

- Changed Conditions:**
- Effective July 1, 2024, Assembly Bill 256 - An act to amend Sections 4000, 5204, and 40225 of the Vehicle Code. This bill would, commencing July 1, 2024, until January 1, 2030, prohibit a violation of these provisions from being the sole basis for any enforcement action before the 2nd month after the month of exp of the vehicle's registration.
  - Effective January 1, 2025, Assembly Bill 413, Prohibit the stopping, standing, or parking of a vehicle within 20 ft. of any unmarked or marked crosswalk or 15 ft. of crosswalk. Warning violation only and would prohibit issuing a citation, unless the violation occurs in an area marked using paint or sign.

- 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(I).
  - 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:**

		<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
		<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Amount Collected	\$	532,702	\$ 520,833	\$ 526,733	\$ 510,000	\$ 520,000	\$ 530,000
Number of Citations Issued (Includes Warnings)		20,794	23,078	22,236	22,000	22,500	23,000
Administrative Towing Fees	\$	34,389	\$ 33,579	\$ 41,101	\$ 34,000	\$ 34,000	\$ 34,000
Number of Service Requests Handled		1,214	1,279	1,138	1,262	1,200	1,200
Number of Vehicles Towed (By the City)		69	74	76	65	75	75

**CITY OF LAKEWOOD**

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**FINANCE & ADMINISTRATIVE SERVICES - 5300 PARKING CONTROL**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	709,363	670,635	733,478	730,028	771,251	773,409
Contract Services	22,374	26,621	31,400	31,400	29,880	30,880
Meetings Expense	591	2,820	3,500	4,000	5,000	5,500
Special Dept. Supplies	11,059	9,822	13,680	13,720	14,720	15,720
Other Operating	250	250	250	250	350	350
Interdepartmental	<u>72,767</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>816,404</u></b>	<b><u>710,149</u></b>	<b><u>782,308</u></b>	<b><u>779,398</u></b>	<b><u>821,201</u></b>	<b><u>825,859</u></b>

**FUNDING SOURCES**

1010 General Fund	816,404	710,149	782,308	779,398	821,201	825,859
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## DIVISION 5400 - PURCHASING AND STORES

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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

<b>Significant Detail:</b>		<u>2024-2025</u>	<u>2025-2026</u>		<u>2024-2025</u>	<u>2025-2026</u>
Office Equipment Maintenance	\$	1,200	\$ 1,200	Special Supplies	\$ 1,600	\$ 1,700

- Changed Conditions:** - Change in Contract Services due to moving of copier expense to Graphics Copy Center division.
- 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>2020-2021</u>	<u>Actual</u> <u>2021-2022</u>	<u>Actual</u> <u>2022-2023</u>	<u>Projected</u> <u>2023-2024</u>	<u>Estimated</u> <u>2024-2025</u>	<u>Estimated</u> <u>2025-2026</u>
Purchase Orders Issued	2,692	2,943	2,890	2,900	2,900	2,900
Warehouse Stock Items (On Hand)	620	517	517	517	500	500
Revenue - Surplus Property	\$ 20,580	\$ 5,600	\$ 33,600	\$ 160,000	\$ 20,000	\$ 20,000

**CITY OF LAKEWOOD**

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**FINANCE & ADMINISTRATIVE SERVICES - 5400 PURCHASING AND STORES**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	307,065	291,654	322,198	318,908	322,356	325,720
Contract Services	-	221	200	200	200	200
Facilities Expense	563	282	600	600	1,200	1,200
Office Expense	7,648	125	400	400	500	500
Meetings Expense	147	-	500	500	1,000	2,000
Special Dept. Supplies	4,531	3,874	4,640	4,640	4,760	4,860
Other Operating	250	457	850	850	900	1,000
Interdepartmental	6,501	-	-	-	-	-
Capital Outlay	430	-	500	3,600	500	500
<b>TOTAL EXPENDITURES</b>	<b><u>327,135</u></b>	<b><u>296,613</u></b>	<b><u>329,888</u></b>	<b><u>329,698</u></b>	<b><u>331,416</u></b>	<b><u>335,980</u></b>

**FUNDING SOURCES**

1010 General Fund	327,135	296,613	329,888	329,698	331,416	335,980
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## **DIVISION 5500 - 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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Maintenance Agreement	\$ 222,639	\$ 248,423	Equipment	\$ 23,000	\$ 5,150
Training	\$ 14,643	\$ 13,175	Contract Services	\$ 534,238	\$ 551,928

#### **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:**

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

#### **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:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Servers Maintained	13	13	13	16	13	13
Workstations Supported	220	220	220	245	245	245
Domain Addresses	220	220	220	245	245	245
Network Users	220	220	220	245	245	245



**CITY OF LAKEWOOD**

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**FINANCE & ADMINISTRATIVE SERVICES - 5500 INFORMATION TECHNOLOGY**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	254,955	232,082	242,415	242,540	494,536	505,796
Contract Services	673,412	645,390	785,096	785,096	301,317	328,535
Facilities Expense	21,420	21,420	21,450	21,450	21,450	21,450
Special Dept. Supplies	26,091	5,423	71,479	73,426	69,717	69,896
Other Operating	6,585	40,000	17,300	53,400	50,743	49,275
Capital Outlay	<u>43,254</u>	<u>31,948</u>	<u>272,043</u>	<u>272,044</u>	<u>23,000</u>	<u>5,150</u>
<b>TOTAL EXPENDITURES</b>	<b><u>1,025,717</u></b>	<b><u>976,263</u></b>	<b><u>1,409,784</u></b>	<b><u>1,447,956</u></b>	<b><u>960,763</u></b>	<b><u>980,102</u></b>

**FUNDING SOURCES**

1010 General Fund	970,931	907,649	1,409,784	1,433,430	960,763	980,102
1025 ARPA	54,786	68,614	-	14,526	-	-

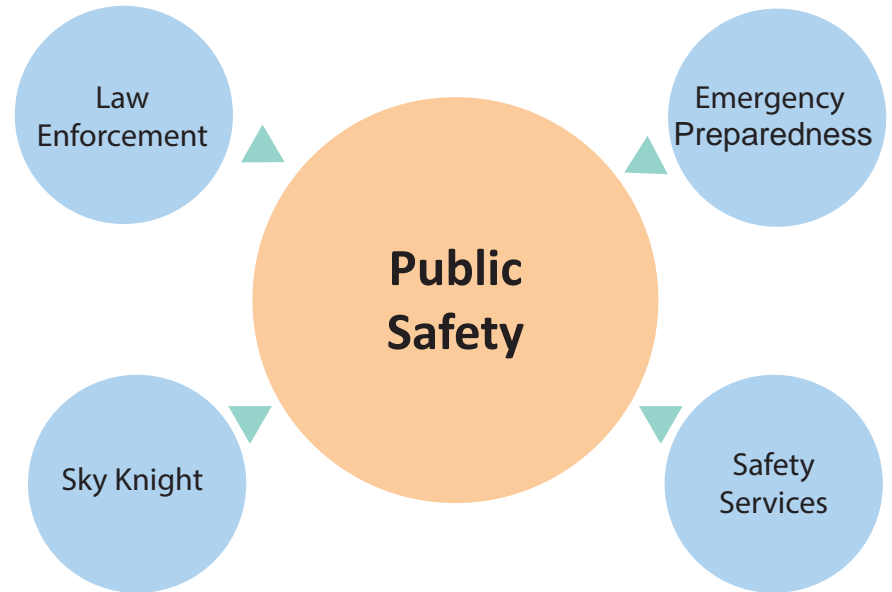


# Public Safety

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

<b>Budgeted Positions (FTEs)</b>	<b>FY 2023-24 Actual</b>	<b>FY 2024-25 Adopted</b>	<b>Change + or (-)</b>	<b>FY 2025-26 Adopted</b>	<b>Change + or (-)</b>
Director of Public Safety	1.00	1.00	-	1.00	-
Administrative Secretary	1.00	1.00	-	1.00	-
Helicopter Pilot II	1.00	1.00	-	1.00	-
Public Safety Lead Worker	-	1.00	1.00	1.00	-
Public Safety Manager	1.00	1.00	-	1.00	-
Public Safety Program Coordinator	1.00	1.00	-	1.00	-
Public Safety Specialist	1.00	1.00	-	1.00	-
Public Safety Supervisor	1.00	1.00	-	1.00	-
<b>Total</b>	<b>7.00</b>	<b>8.00</b>	<b>1.00</b>	<b>8.00</b>	<b>-</b>
Part-Time Hours	17,800.00	25,500.00	7,700.00	25,500.00	-

# Public Safety

## Department Summary

Division Activity	2022-2023	2023-2024	2023-2024	2024-2025	2025-2026
	Actual	Revised Budget	Projected Actual	Adopted Budget	Adopted Budget
3600 Law Enforcement	14,513,607	25,380,078	15,852,700	17,635,758	17,853,379
3650 Emergency Preparedness	98,583	188,885	156,541	257,708	134,055
3700 Sky Knight	1,055,260	789,213	771,739	1,317,606	855,804
3800 Safety Services	375,198	433,220	433,220	467,950	481,550
<b>Total Public Safety*</b>	<b>16,042,649</b>	<b>26,791,396</b>	<b>17,214,200</b>	<b>19,679,022</b>	<b>19,324,788</b>

\* Not inclusive of Employee Labor Adjustment Cost

**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 comprehensive community-based public education and outreach through crime prevention programs, community meetings, special events, and the Special Assignment Officer’s Program.

**BUDGET SUMMARY**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>	
Sheriff’s Contract Policing Services	\$	12,480,500	\$ 12,890,150	Sheriff’s Liability Trust Fund	\$	1,417,750	\$ 1,526,100
Homeless Services	\$	325,000	\$ 325,000	Private Security Patrols	\$	493,600	\$ 493,600
Community Prosecutor Program	\$	160,000	\$ 165,000	ALPR camera maintenance/replacement	\$	55,000	\$ 55,000

- Changed Conditions:**
- Increase in Contract Services provides for an average 3.5% increase of Deputy Sheriff Unit in FY25 and estimated increase of 3.5% FY26. Liability Trust Fund increased to 12.5% for FY25 and estimated to be 13% for FY26.
  - Increase in designated patrols by Community Safety Officers focusing on neighborhood nuisance activity pertaining to property crimes, parking violations, homelessness, illegal vending, scavenger activity, graffiti and quality of life concerns.
  - 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 Deputy position 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.

	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Average LASD Response Time						
<i>Emergent</i>	2.7	3.8	3.9	4.0	4.1	4.2
<i>Priority</i>	7.8	10.8	11.4	12.0	12.5	12.8
<i>Routine</i>	33.4	43.8	45.1	50.7	51.0	51.3
CSO Response						
<i>Calls for Service</i>	1100*	3374	3,292	3,300	3,400	3,450
<i>Traffic Collisions</i>	500*	230	240	250	265	280
<i>Latent Print/DNA</i>	600*	100	100	100	100	100
** <i>Service Requests</i>	300*	300	323	350	400	450
Community Attendance						
<i>Community Meetings</i>	120*	150	175	250	300	350
<i>Crime Prevention Programs</i>	120*	200	250	350	400	400
<i>Community Events</i>	100*	700	900	1200	1500	1650

\* Data impacted by Covid-19 pandemic

\*\* Public Safety Department Requests Only - Does Not Include CSO Response for Other Department Service Requests, such as water, graffiti parking, etc.

**CITY OF LAKEWOOD**

**PUBLIC SAFETY - 3600 LAW ENFORCEMENT**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	1,223,489	1,360,584	1,593,279	1,423,679	1,871,078	1,878,799
Contract Services	12,472,793	13,082,805	23,466,099	14,166,708	15,443,000	15,830,600
Facilities Expense	9,763	11,474	16,000	16,400	19,850	19,850
Office Expense	7,103	5,416	6,700	6,700	8,300	8,300
Meetings Expense	8,047	7,700	18,850	11,500	20,600	14,600
Special Dept. Supplies	50,660	47,510	56,920	53,170	89,730	78,030
Other Operating	2,399	2,288	6,200	2,200	3,200	3,200
Interdepartmental	30,232	-	-	-	-	-
Capital Outlay	<u>55,652</u>	<u>(4,169)</u>	<u>216,030</u>	<u>172,343</u>	<u>180,000</u>	<u>20,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>13,860,138</u></b>	<b><u>14,513,607</u></b>	<b><u>25,380,078</u></b>	<b><u>15,852,700</u></b>	<b><u>17,635,758</u></b> (312,310)	<b><u>17,853,379</u></b> (155,460)

**FUNDING SOURCES**

1010 General Fund	13,553,990	13,578,376	16,608,855	6,951,655	17,265,708	17,503,379
1025 ARPA	35,212	664,454	8,401,180	8,569,795	-	-
1336 STATE COPS	251,256	200,000	200,000	200,000	200,000	200,000
1371 JAG Grant	19,680	-	20,043	-	20,050	-
1500 HOMELESS OUTREACH	-	70,777	150,000	131,250	150,000	150,000

**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**

<b>Significant Detail:</b>	<u>2024-2025</u>	<u>2025-2026</u>		<u>2024-2025</u>	<u>2025-2026</u>
Update projects for LHMP & EOP	\$ 125,000	\$ -	Emergency Response Amateur Radio	\$ 2,175	\$ 7,275
Events and Programs	\$ 31,150	\$ 38,250	Training	\$ 12,300	\$ 12,500

- Changed Conditions:**
- 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, city employee amateur radio response program, and funds for annual Public Safety and Emergency Preparedness Expo within the 3650 division.
  - Funding for training for Office of Emergency Management staff to attend professional development and legislative initiative training sessions to maintain compliance under related laws.
  - Availability of mass notification through California Office of Emergency Services at no cost to the city.
  - 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.

- Proposed Activities:**
- 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:**
- Provide regular opportunities for Lakewood residents and staff to engage in response readiness.
  - Implement mass notification system funded by California Office of Emergency Management
  - Complete the required five year updates for the Local Hazard Mitigation Plan using federal funding award from FEMA and Emergency Operations Plan.

- Performance Measures:**
- Encourage growth of community participation in emergency preparedness programs and events.
  - Provide regular emergency management trainings for Lakewood employees.

	<u>Actual 2020-2021</u>	<u>Actual 2021-2022</u>	<u>Actual 2022-2023</u>	<u>Projected 2023-2024</u>	<u>Estimated 2024-2025</u>	<u>Estimated 2025-2026</u>
CERT Graduates	N/A	25	0	20	20	20
Survive for 7 Attendance	N/A	50	70	100	100	100
HAM Radio Exercises (counted per participant)						
<i>Residents</i>	N/A	30	20	40	50	50
<i>City Staff</i>	N/A	19	15	30	30	40
Staff Trainings/Exercises	N/A	8	8	9	10	10



**CITY OF LAKEWOOD**

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**PUBLIC SAFETY- 3650 EMERGENCY MANAGEMENT**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	717	49,997	64,874	62,534	61,251	61,298
Contract Services	-	7,847	37,900	7,850	133,300	8,300
Facilities Expense	-	8,290	14,650	14,650	13,150	13,150
Office Expense	-	899	1,000	1,000	1,000	1,000
Meetings Expense	-	317	500	500	3,100	3,100
Special Dept. Supplies	7,780	20,647	46,057	46,057	33,307	40,407
Other Operating	-	10,585	12,300	12,300	12,600	6,800
Capital Outlay	-	-	11,604	11,650	-	-
<b>TOTAL EXPENDITURES</b>	<b>8,497</b>	<b>98,583</b>	<b>188,885</b>	<b>156,541</b>	<b>257,708</b>	<b>134,055</b>

**FUNDING SOURCES**

1010 General Fund	724	98,583	188,885	156,541	190,208	134,055
1025 ARPA	7,773	-	-	-	-	-
1500 Local Hazard Mitigation	-	-	-	-	67,500	-

## DIVISION 3700 - SKY KNIGHT

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

### PROGRAMS AND FUNCTIONS

- To provide helicopter patrol service to Lakewood, Hawaiian Gardens and Cerritos, with the costs shared by the 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

<b>Significant Detail:</b>	<u>2024-2025</u>	<u>2025-2026</u>		<u>2024-2025</u>	<u>2025-2026</u>
Helicopter Maintenance & Fuel	\$ 861,000	\$ 395,000	Deputy Observer Contract	\$ 202,700	\$ 210,700
Helicopter Insurance	\$ 40,000	\$ 40,000	Pilot Safety Training	\$ 13,000	\$ 13,000

#### **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 3.5% increase of Deputy Sheriff Unit in FY25 and estimated increase of 3.5% FY26. Liability Trust Fund increase to 12.5% for FY25 and estimated to be 13% for FY25.
- Increase in Training to ensure pilots receive necessary emergency landing and other critical recurrent training.

#### **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 total flight hours of law enforcement among the participating cities.

	<u>Actual</u> <u>2020-2021</u>	<u>Actual</u> <u>2021-2022</u>	<u>Actual</u> <u>2022-2023</u>	<u>Projected</u> <u>2023-2024</u>	<u>Estimated</u> <u>2024-2025</u>	<u>Estimated</u> <u>2025-2026</u>
Calls for Service	3,830	3,958	3,976	4,000	4,000	4,000
Flight Time in Hours	1,021	982	978	1,000	1,000	1,000
Percent Share by City						
Cerritos	42	42	42	42	42	42
Lakewood	58	58	58	58	58	58

**CITY OF LAKEWOOD**

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**PUBLIC SAFETY- 3700 SKY KNIGHT**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	200,702	175,079	206,093	194,269	189,986	189,834
Contract Services	435,946	828,628	522,600	522,600	1,063,700	605,700
Special Dept. Supplies	52,367	7,412	7,470	7,470	10,920	7,270
Other Operating	<u>45,074</u>	<u>44,142</u>	<u>53,050</u>	<u>47,400</u>	<u>53,000</u>	<u>53,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>734,089</u></b>	<b><u>1,055,260</u></b>	<b><u>789,213</u></b>	<b><u>771,739</u></b>	<b><u>1,317,606</u></b>	<b><u>855,804</u></b>

**FUNDING SOURCES**

1010 General Fund	734,089	1,055,260	789,213	771,739	1,317,606	855,804
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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

<b>Significant Detail:</b>	<u>2024-2025</u>	<u>2025-2026</u>		<u>2024-2025</u>	<u>2025-2026</u>
Contract Crossing Guard Service	\$ 246,000	\$ 259,000	School Safety Programs	\$ 6,500	\$ 6,900

#### **Changed Conditions:**

- Update School Safety Program curriculum to provide relevant learning topics using contemporary materials and learning tools.
- Provide Red Ribbon Week outreach and support to schools to multiply drug and alcohol use prevention

#### **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 2020-2021</u>	<u>Actual 2021-2022</u>	<u>Actual 2022-2023</u>	<u>Projected 2023-2024</u>	<u>Estimated 2024-2025</u>	<u>Estimated 2025-2026</u>
Elementary Students Crossed	N/A*	N/A*	N/A*	N/A*	400	430
Crossing Guard Trainings	0*	6	6	6	6	6
Elementary Schools Visited	0*	5*	5	7	10	10
Students Reached	0*	114,000	4,000	5,600	8,000	8,000

\*Impact from Covid-19 pandemic; student data not available.

**CITY OF LAKEWOOD**

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**PUBLIC SAFETY - 3800 SAFETY SERVICES**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	205,067	168,332	196,770	196,770	206,500	206,500
Contract Services	104,228	203,559	223,000	223,000	246,000	259,000
Meetings Expense	2,137	2,015	3,950	3,950	6,250	6,450
Special Dept. Supplies	6,915	1,293	9,500	9,500	9,200	9,600
Interdepartmental	<u>333</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>318,680</u></b>	<b><u>375,198</u></b>	<b><u>433,220</u></b>	<b><u>433,220</u></b>	<b><u>467,950</u></b>	<b><u>481,550</u></b>

**FUNDING SOURCES**

1010 General Fund	318,680	375,198	433,220	433,220	467,950	481,550
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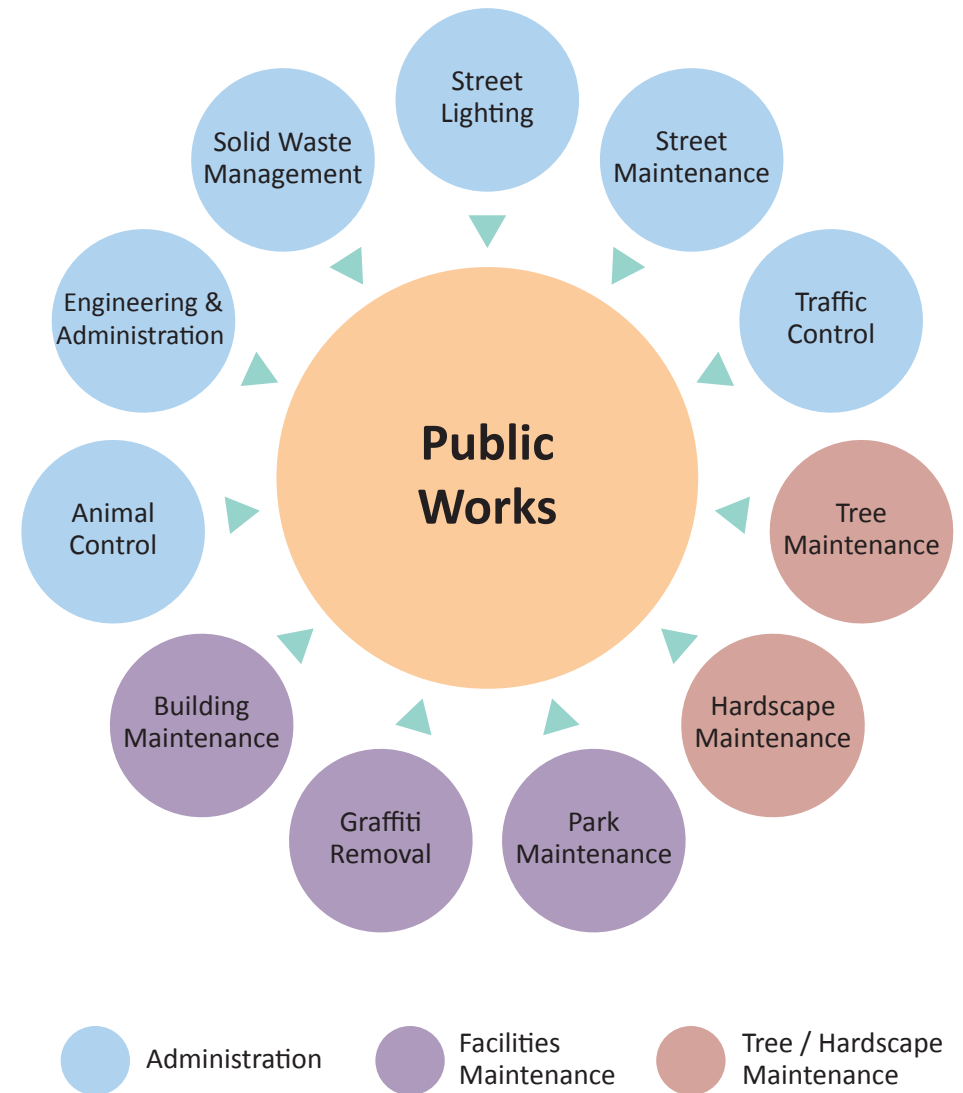


# Public Works

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

<b>Budgeted Positions (FTEs)</b>	<b>FY 2023-24 Actual</b>	<b>FY 2024-25 Adopted</b>	<b>Change + or (-)</b>	<b>FY 2025-26 Adopted</b>	<b>Change + or (-)</b>
Director of Public Works	1.00	1.00	-	1.00	-
Assistant Director of PW/City Engineer	1.00	1.00	-	1.00	-
Administrative Clerk	2.00	2.00	-	2.00	-
Administrative Secretary	1.00	1.00	-	1.00	-
Associate Civil Engineer	1.00	1.00	-	1.00	-
Environmental Program Manager	1.00	1.00	-	1.00	-
Environmental Services Officer	1.00	1.00	-	1.00	-
Facility Maintenance Supervisor	1.00	1.00	-	1.00	-
Fleet Maintenance Lead Worker	1.00	1.00	-	1.00	-
Fleet Maintenance Technician	2.00	2.00	-	2.00	-
Fleet Manager	1.00	1.00	-	1.00	-
Maintenance Carpenter	1.00	1.00	-	1.00	-
Maintenance Electrician	2.00	2.00	-	2.00	-
Maintenance Painter	2.00	2.00	-	2.00	-
Maintenance Plumber	1.00	1.00	-	1.00	-
Maintenance Worker	1.00	1.00	-	1.00	-
Principal Civil Engineer	1.00	1.00	-	1.00	-
Project Manager	1.00	1.00	-	1.00	-
Public Works Inspector	1.00	1.00	-	1.00	-
Public Works Technician	1.00	1.00	-	1.00	-
Senior Management Analyst	1.00	1.00	-	1.00	-
Skill Trades Lead Worker	1.00	1.00	-	1.00	-
Skill Trades Worker	5.00	5.00	-	5.00	-
Tree & Hardscape Supervisor	1.00	1.00	-	1.00	-
Tree Lead Worker	1.00	1.00	-	1.00	-
Tree Trimmer I	1.00	1.00	-	1.00	-
Tree Trimmer II	1.00	1.00	-	1.00	-
<b>TOTAL</b>	<b>35.00</b>	<b>35.00</b>	<b>-</b>	<b>35.00</b>	<b>-</b>
Part-Time Hours	10,000.00	13,000.00	3,000.00	13,000.00	-



# Public Works

## Department Summary

Division Activity	2022-2023	2023-2024	2023-2024	2024-2025	2025-2026
	Actual	Revised Budget	Projected Actual	Adopted Budget	Adopted Budget
1240 Community Safety Commission	855	6,070	5,330	6,040	6,040
6000 Engineering and Administration	2,126,497	3,268,538	3,164,828	3,282,480	3,106,963
6050 National Pollutant Discharge(NPDES)	-	-	-	251,339	253,667
6100 Solid Waste Management	6,492,462	7,030,541	7,059,465	7,711,471	7,768,932
6200 Animal Control	597,830	660,318	660,568	693,893	727,247
6300 Building Maintenance	1,335,032	1,965,436	2,077,786	1,333,903	1,336,658
6400 Park Maintenance	1,414,107	1,936,633	2,294,396	1,999,527	2,001,288
6500 Graffiti Removal	122,941	218,012	170,093	218,983	219,254
6600 Hardscape Maintenance	785,465	1,975,227	1,928,017	2,093,988	2,099,528
6700 Tree Maintenance	1,871,979	2,134,024	2,148,412	2,062,668	2,160,151
6800 Street Maintenance	1,105,309	1,592,015	1,588,489	1,857,491	2,147,511
6810 Traffic Control	443,638	476,776	514,041	511,257	521,255
6820 Street Lighting	1,177,223	1,093,881	1,093,941	1,130,045	1,161,097
6900 Fleet	1,289,342	1,794,715	1,779,161	1,477,262	1,714,483
<b>Total Public Works*</b>	<b>18,762,679</b>	<b>24,152,186</b>	<b>24,484,527</b>	<b>24,630,347</b>	<b>25,224,074</b>

\* Not inclusive of Employee Labor Adjustment Cost

## **DIVISION 1240 - COMMUNITY SAFETY COMMISSION**

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

### **PROGRAMS AND FUNCTIONS**

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.

### **BUDGET SUMMARY**

**Significant Detail:**

		<b><u>2024-2025</u></b>		<b><u>2025-2026</u></b>
Community Safety Commission	\$	6,040	\$	6,040

**Changed Conditions:**

None.

**Proposed Activities:**

- The Community Safety Commission will review issues of traffic operations and traffic safety referred to it by the public, City Council or staff.

**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 1240 COMMUNITY SAFETY COMMISSION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	1,595	663	2,870	2,130	2,840	2,840
Office Expense	-	-	-	-	-	-
Meetings Expense	40	144	3,000	3,000	3,000	3,000
Special Dept. Supplies	-	48	200	200	200	200
Other Operating	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 1,635</u></b>	<b><u>\$ 855</u></b>	<b><u>\$ 6,070</u></b>	<b><u>\$ 5,330</u></b>	<b><u>\$ 6,040</u></b>	<b><u>\$ 6,040</u></b>

**FUNDING SOURCES**

1010 General Fund	\$ 1,635	\$ 855	\$ 6,070	\$ 5,330	\$ 6,040	\$ 6,040
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## **DIVISION 6000 - ENGINEERING AND ADMINISTRATION**

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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.

### **BUDGET SUMMARY**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Contract Services	\$ 150,000	\$ 170,000	Contract Personnel	\$ 10,000	\$ 10,000
Communications	\$ 150,000	\$ 150,000			

- Changed Conditions:** - None
- Proposed Activities:** - Continue maintenance projects for the City's infrastructure, including administration of water capital improvement
- 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:**
- Coordinate with various department and outside agencies to perform infrastructure maintenance, project delivery, timely completion of construction projects, adherence to budgetary constraints, maintenance of public facilities, response times to service requests, and overall customer satisfaction.

## CITY OF LAKEWOOD

### PUBLIC WORKS - 6000 ENGINEERING AND ADMINISTRATION

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	1,029,352	1,372,596	1,830,170	1,711,160	1,767,066	1,749,449
Contract Services	476,067	549,673	1,145,622	1,157,122	1,137,928	1,107,928
Facilities Expense	39,355	107,058	149,000	152,600	150,000	150,000
Office Expense	1,815	2,104	2,300	2,300	17,300	17,300
Meetings Expense	12,704	13,525	13,950	13,950	15,000	15,000
Special Dept. Supplies	62,118	60,474	122,846	123,046	190,186	62,286
Other Operating	2,097	2,421	4,650	4,650	5,000	5,000
Interdepartmental	28,865	-	-	-	-	-
Capital Outlay	-	18,644	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>1,652,373</u></b>	<b><u>2,126,497</u></b>	<b><u>3,268,538</u></b>	<b><u>3,164,828</u></b>	<b><u>3,282,480</u></b>	<b><u>3,106,963</u></b>

### FUNDING SOURCES

1010 General Fund	1,305,955	1,743,176	2,840,038	2,730,828	2,908,652	2,733,135
1025 ARPA	1,351	-	-	-	-	-
1623 Meas W-Regional	345,067	383,321	428,500	434,000	26,500	26,500
1624 Meas W-Local	-	-	-	-	347,328	347,328

**DIVISION 6050 - NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER PROGRAM**

The purpose of this activity is to provide for ongoing administrative management of the City's Stormwater Program. The department's activities encompass storm drains, Industrial Waste permits, regional waterways, participation in regional stormwater watershed management groups, oversee Safe Clean Water Program activities, conduct inspections of commercial and industrial generators, oversee the Sewer System Management Plan and Fats, Oil and Grease program, and implementation of future regulations.

**PROGRAMS AND FUNCTIONS**

- To administer the City's National Pollutant Discharge Elimination System (NPDES) storm water program.
  - To comply with the regulations of the State Municipal Storm Water Program (MS4).
  - To manage the City's Safe Clean Water Program (SCWP).
  - To oversee and maintain the City's Sewer System Management Plan with assistance from the L.A. County Consolidated Sewer Maintenance Division.
- Continue to represent the City at various watershed groups, meetings and associations.

**BUDGET SUMMARY**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Professional Services	\$ 10,000	\$ 10,000	Permit Fees (NPDES )	\$ 66,500	\$ 66,500

**Changed Conditions:**

- Increase in Stormwater permit fees.  
New Commercial, Industrial and Institutional (CII) Permit expected to be promulgated in FY 24-25.

**Proposed Activities:**

- Identify alternative funding sources for stormwater regulations.
- Continue to track new stormwater legislation and regulations.

**Productivity Initiatives:**

- Continue to respond to spills and illicit discharges in the public right of ways
- Continue to inspect commercial, industrial and construction sites for Best Management Practices (BMPs) per the MS4 Permit.

<b>Performance Measures:</b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Spills in Right of Way	10	12	8	8	7	6
Hazardous Waste Clean-up Requests	14	14	11	18	16	14
Catch Basin Clean-up Requests	5	4	12	6	5	6

**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 6050 NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)\***

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	-	-	-	-	170,289	172,617
Contract Services	-	-	-	-	12,600	12,600
Meetings Expense	-	-	-	-	1,500	1,500
Special Dept. Supplies	-	-	-	-	66,500	66,500
Other Operating	-	-	-	-	450	450
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>251,339</b>	<b>253,667</b>

**FUNDING SOURCES**

1010 General Fund	-	-	-	-	251,339	253,667
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\* NPDES is being carved out of division 6000 effective FY 24/25

## **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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Collection Services	\$ 6,797,323	\$ 7,198,000	Used Oil Program	\$ 37,974	\$ 11,316
Professional Services	\$ 25,000	\$ 25,000	Beverage Container Grant	\$ 132,530	\$ 23,000

#### **Changed Conditions:**

- Increase in Contract Services for collection and disposal contract based upon contractual blended CPI.
- SERRF facility in Long Beach closed on January 31, 2024.

#### **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.
- 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:

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Residential to SERRF*	7,516	3,027	0	0	0	0
Residential Trash	18,716	21,203	23,679	22,800	21,500	20,500
Commercial to SERRF*	4,280	5,146	80	18	0	0
Commercial Trash	10,538	13,635	14,602	14,000	13,500	13,000
Commercial Recycling	622	903	1,142	1,208	1,500	2,050
Residential Recycling	6,747	6,135	5,969	6,018	6,500	7,065
Residential Organics	11,459	10,785	11,707	11,989	12,321	13,555
Commercial Organics	436	126	305	685	2,045	2,251

\*SERRF closed



**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 6100 SOLID WASTE MANAGEMENT**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	326,947	262,951	290,454	280,143	323,213	326,518
Contract Services	5,701,208	6,178,420	6,572,990	6,583,225	7,108,639	7,382,316
Meetings Expense	476	1,061	2,500	2,200	3,000	3,000
Special Dept. Supplies	70,191	16,846	161,707	157,207	242,519	22,998
Other Operating	<u>245</u>	<u>33,184</u>	<u>2,890</u>	<u>36,690</u>	<u>34,100</u>	<u>34,100</u>
<b>TOTAL EXPENDITURES</b>	<b><u>6,099,067</u></b>	<b><u>6,492,462</u></b>	<b><u>7,030,541</u></b>	<b><u>7,059,465</u></b>	<b><u>7,711,471</u></b>	<b><u>7,768,932</u></b>

**FUNDING SOURCES**

1010 General Fund	6,038,032	6,474,928	6,988,652	7,005,848	7,588,159	7,726,506
1500 Recycling Program	-	-	114,000	114,000	215,635	-
1630 Used Oil Grant	3,690	-	22,590	12,525	11,316	11,316
1640 Beverage Container Grant	57,345	17,534	19,299	41,092	111,996	31,110

**DIVISION 6200 - ANIMAL CONTROL**

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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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
SEAACA	\$ 666,000	\$ 699,279

**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:**

	<b><u>Actual 2020-2021</u></b>	<b><u>Actual 2021-2022</u></b>	<b><u>Actual 2022-2023</u></b>	<b><u>Projected 2023-2024</u></b>	<b><u>Estimated 2024-2025</u></b>	<b><u>Estimated 2025-2026</u></b>
Number of Dogs Licensed	7921	7,893	7914	7,900	7,900	7,900
Service Calls Handled by SEAACA	2423	1,334	1312	1,350	1,350	1,350
Service Requests Handled by Lakewood	130	131	290	320	300	300
Dogs Returned to Their Owners	51	66	59	60	60	60
Cats Returned to Their Owners	2	4	3	4	4	4
Dogs Placed in New Homes	30	44	60	55	55	55
Cats Placed in New Homes	29	8	42	35	35	35

**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 6200 ANIMAL CONTROL**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	23,374	23,953	26,228	26,478	27,689	27,764
Contract Services	537,830	573,672	633,886	633,886	666,000	699,279
Special Dept. Supplies	<u>197</u>	<u>204</u>	<u>204</u>	<u>204</u>	<u>204</u>	<u>204</u>
<b>TOTAL EXPENDITURES</b>	<b><u>561,401</u></b>	<b><u>597,830</u></b>	<b><u>660,318</u></b>	<b><u>660,568</u></b>	<b><u>693,893</u></b>	<b><u>727,247</u></b>

**FUNDING SOURCES**

1010 General Fund	561,401	597,830	660,318	660,568	693,893	727,247
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**DIVISION 6300 - BUILDING MAINTENANCE**

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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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Utilities (Electric/Gas/Water)	\$ 218,000	\$ 218,000	Contract Services	\$ 74,000	\$ 74,000
Street Banner Program	\$ 48,000	\$ 48,000	Fire/Security Alarm Contract	\$ 63,650	\$ 63,650
HVAC Maintenance and Repair	\$ 62,900	\$ 65,000	Building Maintenance	\$ 57,500	\$ 57,500

**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.

	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Work Orders Completed	462	696	554	675	700	675

**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 6300 BUILDING MAINTENANCE**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	611,456	580,833	630,354	626,884	640,043	640,648
Contract Services	119,744	108,638	214,600	326,869	271,350	273,450
Facilities Expense	231,996	258,558	265,350	268,900	282,060	282,060
Office Expense	1,282	1,417	1,500	1,500	2,000	2,000
Special Dept. Supplies	53,984	52,725	96,950	96,950	77,450	77,500
Other Operating	38	20	750	750	1,000	1,000
Interdepartmental	92,928	-	-	-	-	-
Capital Outlay	<u>1,598</u>	<u>332,841</u>	<u>755,932</u>	<u>755,933</u>	<u>60,000</u>	<u>60,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>1,113,026</u></b>	<b><u>1,335,032</u></b>	<b><u>1,965,436</u></b>	<b><u>2,077,786</u></b>	<b><u>1,333,903</u></b>	<b><u>1,336,658</u></b>

**FUNDING SOURCES**

1010 General Fund	1,113,026	1,335,032	1,965,436	2,077,786	1,333,903	1,336,658
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**DIVISION 6400/6470/6475 - PARK MAINTENANCE**

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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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Capital Equipment	\$ 252,500	\$ 25,200	HVAC Maintenance	\$ 77,550	\$ 78,000
Parts and Materials	\$ 54,300	\$ 54,300	Contract Services	\$ 70,000	\$ 70,000
Fire/Security Contract	\$ 94,000	\$ 94,000			

**Changed Conditions:**

- The ballfield relamping program has been moved to capital improvement budget.

**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:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Work Orders Completed	1,426	1,098	1,217	1,250	1,250	1,250

**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 6400 PARK MAINTENANCE**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	1,085,282	1,025,607	1,119,511	1,104,541	1,127,827	1,129,138
Contract Services	151,243	165,286	263,100	385,831	286,800	287,250
Facilities Expense	42,311	47,379	54,300	54,300	54,300	54,300
Special Dept. Supplies	71,840	104,671	127,600	127,600	127,600	127,600
Other Operating	-	-	1,350	1,350	5,000	5,000
Interdepartmental	26,120	-	-	-	-	-
Capital Outlay	<u>106,454</u>	<u>71,165</u>	<u>370,772</u>	<u>620,774</u>	<u>398,000</u>	<u>398,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>1,483,250</u></b>	<b><u>1,414,107</u></b>	<b><u>1,936,633</u></b>	<b><u>2,294,396</u></b>	<b><u>1,999,527</u></b>	<b><u>2,001,288</u></b>

**FUNDING SOURCES**

1010 General Fund	1,483,250	1,414,107	1,936,633	2,294,396	1,999,527	2,001,288
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**DIVISION 6500 - GRAFFITI REMOVAL**

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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**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Paint & Equipment	\$	36,000	\$ 36,000

**Changed Conditions:** - None

**Proposed Activities:** - Continue to remove highly offensive graffiti within hours and notify Los Angeles County Sheriff's on weekly basis.

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
<u>Number of Service Requests Received:</u>						
Public/Private Property	351	1,063	2167	2,200	2200	2200
<u>Number of Work Orders Received:</u>						
Graffiti Removal on City Facilities	33	44	24	30	30	30



**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 6500 GRAFFITI REMOVAL**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	102,663	102,669	179,862	131,943	180,833	181,104
Special Dept. Supplies	8,444	20,272	38,150	38,150	38,150	38,150
Interdepartmental	<u>10,965</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>122,072</u></b>	<b><u>122,941</u></b>	<b><u>218,012</u></b>	<b><u>170,093</u></b>	<b><u>218,983</u></b>	<b><u>219,254</u></b>

**FUNDING SOURCES**

1010 General Fund	122,072	122,941	218,012	170,093	218,983	219,254
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## **DIVISION 6600 - HARDSCAPE MAINTENANCE**

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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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Hardscape Repair	\$ 1,600,000	\$ 1,600,000	Patching	\$ 120,000	\$ 120,000

- Changed Conditions:**
- CPI increase to the base amount so the city can continue to provide necessary pedestrian access throughout the City
  - Bucknam Infrastructure Group completed city wide sidewalk survey program. Identifying displaced concrete throughout the city.
  - Hiring of Concrete Inspector to coordinate and maintain sidewalk replacement program.

- 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.
  - Maintained Concrete Inspector role to oversee and coordinate replacements throughout the city.

**Performance Measures:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Sidewalk Grinding	238	158	269	325	500	500
Sidewalk Ramping	408	469	443	450	500	500
* Sidewalk Repair – Square Footage	40,907	14,173	115,037	93,500	390,000	130,000
* Curb/Gutter – Lineal Footage	2,328	1,145	15,092	7,237	10,000	10,000
* Access Ramps Installed	4	7	15	8	7	7

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

**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 6600 HARDSCAPE MAINTENANCE**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	204,786	108,127	219,834	172,624	188,595	194,135
Contract Services	540,355	676,985	1,755,040	1,755,040	1,905,040	1,905,040
Special Dept. Supplies	<u>340</u>	<u>354</u>	<u>353</u>	<u>353</u>	<u>353</u>	<u>353</u>
<b>TOTAL EXPENDITURES</b>	<b><u>745,481</u></b>	<b><u>785,465</u></b>	<b><u>1,975,227</u></b>	<b><u>1,928,017</u></b>	<b><u>2,093,988</u></b>	<b><u>2,099,528</u></b>

**FUNDING SOURCES**

1010 General Fund	269,481	185,465	380,187	332,977	348,948	354,488
1621 Measure R	238,000	300,000	797,520	797,520	947,520	947,520
1622 Measure M	-	-	17,520	17,520	17,520	17,520
3015 SB-1	238,000	300,000	780,000	780,000	780,000	780,000

## DIVISION 6700 - TREE MAINTENANCE

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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

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

### BUDGET SUMMARY

<b>Significant Detail:</b>	<u>2024-2025</u>	<u>2025-2026</u>		<u>2024-2025</u>	<u>2025-2026</u>
GRID Trimming	1,487,850	1,585,000	Pest Control	1,000	1,000

#### **Changed Conditions:**

- Continue funding the increase for contractual agreement based on percentage increases per year of the contract with WCA.
- Rescheduling of WCA trimming cycle to include 2 year pruning for fast growing species and large scale and specific trees.
- Continue contracting tree maintenance services to support special projects or programs.

#### **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.
- Increased planting budget to further increase our urban tree canopy.

#### **Performance Measures:**

	<u>Actual</u> <u>2020-2021</u>	<u>Actual</u> <u>2021-2022</u>	<u>Actual</u> <u>2022-2023</u>	<u>Projected</u> <u>2023-2024</u>	<u>Estimated</u> <u>2024-2025</u>	<u>Estimated</u> <u>2025-2026</u>
Contract Trims	6,875	6,778	4,962	2,555	2,742	2,555
Tree Plantings	240	239	203	240	420	420
Tree Removals	226	443	1210	1189	200	200
Service Requests	839	1,000	923	903	900	900

**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 6700 TREE MAINTENANCE**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	472,370	497,714	490,808	504,596	537,365	537,698
Contract Services	818,397	1,334,877	1,417,000	1,417,000	1,503,850	1,601,000
Office Expense	493	499	500	500	1,000	1,000
Meetings Expense	152	-	600	600	600	600
Special Dept. Supplies	5,376	6,326	11,353	11,453	14,353	14,353
Other Operating	625	991	3,500	4,000	5,500	5,500
Interdepartmental	91,253	-	-	-	-	-
Capital Outlay	<u>1,197</u>	<u>31,571</u>	<u>210,263</u>	<u>210,263</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>1,389,863</u></b>	<b><u>1,871,979</u></b>	<b><u>2,134,024</u></b>	<b><u>2,148,412</u></b>	<b><u>2,062,668</u></b>	<b><u>2,160,151</u></b>

**FUNDING SOURCES**

1010 General Fund	1,389,863	1,871,979	2,134,024	2,148,412	2,062,668	2,160,151
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## **DIVISION 6800 - STREET MAINTENANCE**

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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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Street Sweeping	\$ 878,300	\$ 908,150	Traffic Control	\$ 90,000	\$ 90,000
Street Maintenance/Repair	\$ 100,000	\$ 100,000	Bridge Repair	\$ 37,000	\$ 37,000
Contract Services	\$ 250,000	\$ 250,000			

#### **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.
- Add Conduct and Engineering & Traffic Survey

#### **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.

#### **Performance Measures:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Curb Number Addresses Painted	7,042	7,000	7,000	-	10,000	7,000
Major Streets (sq. ft.)	178,000	76,000	1,880,000	-	1,600,000	1,100,000
Collector Streets (sq. ft.)	-	-	308,000	-	130,000	85,000
Local Streets (sq. ft.)	-	-	113,000	-	1,500,000	1,300,000

**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 6800 STREET MAINTENANCE**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	132,400	110,444	127,087	123,561	148,838	149,008
Contract Services	970,439	994,512	1,464,575	1,464,575	1,708,300	1,998,150
Special Dept. Supplies	<u>340</u>	<u>354</u>	<u>353</u>	<u>353</u>	<u>353</u>	<u>353</u>
<b>TOTAL EXPENDITURES</b>	<b><u>1,103,179</u></b>	<b><u>1,105,309</u></b>	<b><u>1,592,015</u></b>	<b><u>1,588,489</u></b>	<b><u>1,857,491</u></b>	<b><u>2,147,511</u></b>

**FUNDING SOURCES**

1010 General Fund	953,559	1,039,928	1,377,015	1,373,489	1,582,491	1,872,511
1622 Meas M	149,620	65,381	215,000	215,000	275,000	275,000

**DIVISION 6810 - TRAFFIC CONTROL**

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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**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>			
LA County Maintenance	\$	220,000	\$	230,000	Long Beach Maintenance	\$	10,450	\$	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:**

	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Traffic Signal Maintenance Calls	53	49	50	52	50	50



**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 6810 TRAFFIC CONTROL**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	1,831	744	8,126	6,641	1,407	1,405
Contract Services	246,107	394,805	426,200	464,950	462,450	472,450
Facilities Expense	44,529	48,089	42,400	42,400	47,400	47,400
Special Dept. Supplies	-	-	50	50	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>292,467</u></b>	<b><u>443,638</u></b>	<b><u>476,776</u></b>	<b><u>514,041</u></b>	<b><u>511,257</u></b>	<b><u>521,255</u></b>

**FUNDING SOURCES**

1010 General Fund	280,261	434,568	366,150	404,900	409,850	419,850
1621 Measure R	12,206	9,070	110,626	109,141	101,407	101,405

## **DIVISION 6820 - STREETLIGHTING**

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The purpose of this activity is to provide for the maintenance of City-owned streetlights by Los Angeles County Department of Public Works (LACDPW), 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 LACDPW 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.

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

### **BUDGET SUMMARY**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Contract Services	\$ 483,000	\$ 500,000	SCE-owned System	\$ 293,000	\$ 302,000
Electrical Energy (City-owned)	\$ 250,000	\$ 255,000	Light Repair	\$ 46,000	\$ 46,000

**Changed Conditions:** - Started new streetlight maintenance services with LACDPW

**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:**

	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
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	160	182	293	600	550	550
Light Standards Replaced	6	7	4	5	5	5

**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 6820 STREET LIGHTING**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	50,687	38,445	48,928	48,988	55,142	55,194
Contract Services	1,196,432	1,135,905	1,042,050	1,042,050	1,072,000	1,103,000
Special Dept. Supplies	340	354	353	353	353	353
Other Operating	<u>2,520</u>	<u>2,520</u>	<u>2,550</u>	<u>2,550</u>	<u>2,550</u>	<u>2,550</u>
<b>TOTAL EXPENDITURES</b>	<b><u>1,249,979</u></b>	<b><u>1,177,223</u></b>	<b><u>1,093,881</u></b>	<b><u>1,093,941</u></b>	<b><u>1,130,045</u></b>	<b><u>1,161,097</u></b>

**FUNDING SOURCES**

1010 General Fund	1,249,979	1,177,223	1,093,881	1,093,941	1,130,045	1,161,097
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**DIVISION 6900 - FLEET MAINTENANCE**

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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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Gasoline and Natural Gas	\$ 256,000	\$ 256,000	Body and Paint	\$ 15,000	\$ 15,000
Special Supplies	\$ 165,000	\$ 165,000	Machinery and Equipment	\$ 16,000	\$ 16,000
Contract Services	\$ 55,000	\$ 55,000			

- Changed Conditions:**
- For 2022-2024, 42 vehicles and for 2024-2026 an additional 26 vehicles will be replaced
  - For 2022-2024, replaced 4 mowers and 8 utility vehicles, equipment implements
  - For 2024-2025 added equipment (Backhoe) to help reduce premature wear to Tractor

- 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:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Preventative Maintenance	928	805	739	700	900	900
Unscheduled Repairs	573	438	544	500	400	400
Scheduled Repairs	1,076	905	807	700	600	600
Road Calls	34	20	15	5	20	20
Vehicle Emission Reports	35	40	38	16	10	8

**CITY OF LAKEWOOD**

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**PUBLIC WORKS - 6900 FLEET MAINTENANCE**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	555,341	514,548	552,415	536,711	618,009	628,230
Contract Services	32,202	42,704	64,100	64,100	64,100	64,100
Facilities Expense	34,990	33,818	37,050	37,050	37,050	37,050
Office Expense	2,964	2,780	4,450	4,600	4,450	4,450
Special Dept. Supplies	436,098	484,512	543,053	543,053	523,053	523,053
Other Operating	955	3,987	6,600	6,600	6,600	6,600
Interdepartmental	22,694	-	-	-	-	-
Capital Outlay	<u>217,123</u>	<u>206,992</u>	<u>587,047</u>	<u>587,047</u>	<u>224,000</u>	<u>451,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>1,302,367</u></b>	<b><u>1,289,342</u></b>	<b><u>1,794,715</u></b>	<b><u>1,779,161</u></b>	<b><u>1,477,262</u></b>	<b><u>1,714,483</u></b>

**FUNDING SOURCES**

5030 General Fund	1,159,067	1,111,778	1,374,715	1,359,161	1,477,262	1,714,483
3000 AQMD	143,300	177,564	420,000	420,000	-	-



# 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

<b>Budgeted Positions (FTEs)</b>	<b>FY 2023-24 Actual</b>	<b>FY 2024-25 Adopted</b>	<b>Change + or (-)</b>	<b>FY 2025-26 Adopted</b>	<b>Change + or (-)</b>
Director of Recreation and Community Services	1.00	1.00	-	1.00	-
Asst. Director of Recreation and Community Svcs	1.00	1.00	-	1.00	-
Administrative Clerk	6.00	6.00	-	6.00	-
Administrative Secretary	1.00	1.00	-	1.00	-
Community Services Manager	4.00	4.00	-	4.00	-
Community Services Supervisor	8.00	8.00	-	8.00	-
Community Transportation Dispatcher	1.00	1.00	-	1.00	-
Community Transportation Supervisor	1.00	1.00	-	1.00	-
Environmental Resources Supervisor	2.00	2.00	-	2.00	-
Irrigation Repair Worker	2.00	2.00	-	2.00	-
Licensed Pesticide Applicator	1.00	1.00	-	1.00	-
Light Equipment Operator	1.00	1.00	-	1.00	-
Park Maintenance Lead Worker	2.00	2.00	-	2.00	-
Park Maintenance Worker	21.00	21.00	-	21.00	-
Parks Superintendent	1.00	1.00	-	1.00	-
Recreation Program Coordinator	1.00	1.00	-	1.00	-
Senior Park Maintenance Worker	7.00	7.00	-	7.00	-
<b>TOTAL</b>	<b>61.00</b>	<b>61.00</b>	<b>-</b>	<b>61.00</b>	<b>-</b>
Part-Time Hours	162,000.00	178,000.00	16,000.00	178,000.00	-



# Recreation and Community Services

## Department Summary

Division	Activity	2022-2023 Actual	2023-2024 Revised Budget	2023-2024 Projected Actual	2024-2025 Adopted Budget	2025-2026 Adopted Budget
1260	Recreation and Community Services Commision	4,959	8,520	4,050	8,530	8,530
7000	RCS Administration	2,395,155	2,836,133	2,699,427	2,870,223	2,681,816
7050/7055	Aquatics Programs	328,073	383,634	383,371	439,077	439,986
7150	Centre Facility Operations	657,525	887,732	865,082	724,415	724,205
7200	Transit	1,013,091	781,277	707,447	991,912	801,135
7300/7380/7385	Human Services Programs	835,024	912,096	902,546	831,206	855,673
7350	Parks Programs	1,547,453	1,795,846	1,766,636	1,764,384	1,769,127
7400	Social and Cultural Programs	1,222,311	1,412,730	1,430,674	1,543,308	1,537,985
7450	Sports Programs	325,207	365,108	362,958	381,700	382,603
7500	Facilities Maintenance	502,680	629,548	635,413	630,702	630,347
7550	Parks and Facilities Turf Maintenance	356,259	376,361	374,761	358,757	369,097
7600	Park Maintenance	2,855,874	3,401,657	3,425,183	3,412,037	3,503,706
7650-7720-7740	Parkways and Medians Maintenance	2,264,561	2,913,627	2,992,927	2,592,223	2,661,638
7800	Equestrian Center	-	832,543	832,700	1,252,468	1,253,818
<b>Total Recreation and Community Services*</b>		<b>14,308,173</b>	<b>17,536,812</b>	<b>17,383,175</b>	<b>17,800,942</b>	<b>17,619,666</b>

\* Not inclusive of Employee Labor Adjustment Cost

## **DIVISION 1260 - RECREATION AND COMMUNITY SERVICES COMMISSION**

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The purpose of this activity is to provide for the Recreation and Community Services Commission as appointed by the City Council.

### **PROGRAMS AND FUNCTIONS**

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.

### **BUDGET SUMMARY**

**Significant Detail:**

	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Recreation and Community Services Commission	\$ 8,530	\$ 8,530

**Changed Conditions:**

None.

**Proposed Activities:**

- The Recreation and Community Services Commission will review the City's Recreation and Community Services programs.

**CITY OF LAKEWOOD**

**RECREATION AND COMMUNITY SERVICES - 1260 RECREATION AND COMMUNITY SERVICES COMMISSION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	2,500	2,296	3,320	2,450	3,330	3,330
Office Expense	-	-	-	-	-	-
Meetings Expense	620	2,663	4,750	1,150	4,750	4,750
Special Dept. Supplies	-	-	150	150	150	150
Other Operating	-	-	300	300	300	300
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,120</b>	<b>\$ 4,959</b>	<b>\$ 8,520</b>	<b>\$ 4,050</b>	<b>\$ 8,530</b>	<b>\$ 8,530</b>

**FUNDING SOURCES**

1010 General Fund	\$ 3,120	\$ 4,959	\$ 8,520	\$ 4,050	\$ 8,530	\$ 8,530
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**DEPARTMENT/DIVISION 7000 - RECREATION AND COMMUNITY SERVICES ADMINISTRATION**

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

**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 and program registration.

**BUDGET SUMMARY**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Right of Way Leases	\$ 9,450	\$ 9,750	Credit Card Fees	\$ 47,500	\$ 50,000

**Changed Conditions:**

- Change in SCE Right of Way Leases. Expenses for the Lakewood Equestrian Center license allocated from different fund.
- Change in Contractual Services; funding for Parks, Recreation and Community Services Long Range Plan to be complete in FY2024-2025.
- Change in Marketing in FY2024-2025 to purchase 15 banners to market city-wide events and programs.
- Purchase Special Event Liability Insurance for city-wide events to protect the city and its assets
- Change in Part-time paid sick leave expenditures combined from many department accounts to department administration with overall increase as result of state legislation effective January 1, 2024

**Proposed Activities:**

- Focus on the following areas: community volunteer opportunities for youth and adults, facility preservation and park development.
- Develop a Parks, Recreation and Community Services Long Range Plan to guide department planning for the next ten years.
- Coordinate the City's compliance with the Americans with Disabilities Act (ADA)
- Provide employee safety training through the department's Injury and Illness Prevention Program.
- Provide front-line customer service relating to facility booking and program registration 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 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

**CITY OF LAKEWOOD**

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**RECREATION AND COMMUNITY SERVICES - 7000 ADMINISTRATION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	1,321,123	2,252,713	2,375,739	2,391,099	2,549,605	2,515,498
Contract Services	80,103	53,720	331,411	181,300	192,750	36,850
Office Expense	6,101	15,439	7,300	7,300	7,300	7,300
Meetings Expense	1,344	4,044	7,000	7,000	7,000	7,000
Special Dept. Supplies	37,783	55,461	66,183	66,828	64,218	64,168
Other Operating	4,295	13,778	47,500	44,900	48,350	50,000
Interdepartmental	15,657	-	-	-	-	-
Capital Outlay	-	-	1,000	1,000	1,000	1,000
<b>TOTAL EXPENDITURES</b>	<b><u>1,466,406</u></b>	<b><u>2,395,155</u></b>	<b><u>2,836,133</u></b>	<b><u>2,699,427</u></b>	<b><u>2,870,223</u></b>	<b><u>2,681,816</u></b>

**FUNDING SOURCES**

1010 General Fund	1,465,610	2,395,155	2,836,133	2,699,427	2,870,223	2,681,816
1025 ARPA	796	-	-	-	-	-

**DIVISION 7050/7055 - AQUATICS PROGRAMS**

The purpose of this activity is to strengthen water safety education by providing 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 swimming, 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>2024-2025</u>	<u>2025-2026</u>
Junior Lifeguards	\$ 4,000	\$ 4,000

**Changed Conditions:**

- Change in American Red Cross certification course requirements and certification fees.
- Change in Employee Services, combined Junior Lifeguard programs offered at two pools into one program to maximize efficiency.
- Change in training for American Red Cross certification course and fees for completion of Lifeguard Training and Water Safety Instructor courses.

**Proposed Activities:**

- Conduct Junior Lifeguard Program using American Red Cross curriculum.
- Coordinate Lakewood swim card program for reduced rate admission to recreation swim sessions.
- Conduct weekly family-oriented events.
- Schedule Save A Life community water safety training event.

**Productivity Initiatives:**

- Develop and conduct an in-house training program 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 2020-2021</u>	<u>Actual 2021-2022</u>	<u>Actual 2022-2023</u>	<u>Projected 2023-2024</u>	<u>Estimated 2024-2025</u>	<u>Estimated 2025-2026</u>
<u>Instructional Swim</u>						
Registration	3,335	2,744	3,264	3,250	3,250	3,250
<u>Recreational Swim</u>						
Sessions Offered	88	103	164	192	246	244
Attendance	5,068	6,260	14,021	11,600	12,500	12,500
Pool Rentals	16	32	42	45	45	45
Pool Rental Attendance	1,525	2,456	3,051	3,300	3,300	3,300

**CITY OF LAKEWOOD**

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**RECREATION AND COMMUNITY SERVICES - 7050/7055 AQUATICS PROGRAMS**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	287,434	301,768	350,585	349,092	410,518	411,427
Contract Services	4,572	4,934	5,000	5,000	4,000	4,000
Facilities Expense	2,997	3,018	4,050	2,750	2,750	2,750
Special Dept. Supplies	5,353	13,711	14,379	12,429	12,309	12,309
Other Operating	4,465	4,643	9,620	14,100	9,500	9,500
Interdepartmental	<u>1,335</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>306,156</u></u></b>	<b><u><u>328,073</u></u></b>	<b><u><u>383,634</u></u></b>	<b><u><u>383,371</u></u></b>	<b><u><u>439,077</u></u></b>	<b><u><u>439,986</u></u></b>

**FUNDING SOURCES**

1010 General Fund	306,156	328,073	383,634	383,371	439,077	439,986
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## DIVISION 7150 - CENTRE FACILITY OPERATIONS

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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

<b>Significant Detail:</b>	<u>2024-2025</u>	<u>2025-2026</u>		<u>2024-2025</u>		<u>2025-2026</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 revenues due to rescheduled and postponed permits from facility renovation project completed in the previous fiscal year.

- Proposed Activities:**
- 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 the facility renovation project.

**Performance Measures:**

	<u>Actual</u> <u>2020-2021</u>	<u>Actual</u> <u>2021-2022</u>	<u>Actual</u> <u>2022-2023</u>	<u>Projected</u> <u>2023-2024</u>	<u>Estimated</u> <u>2024-2025</u>	<u>Estimated</u> <u>2025-2026</u>
Catered Events	1	180	288	237	290	290
Catered Attendance	150	17,959	29,464	23,116	30,000	30,000
Non-catered Events	414	673	721	725	725	725
Non-catered Attendance	4,555	8,751	11,264	11,500	11,500	11,500
Gross Rent for Concessionaire	\$ 3,272	\$ 162,740	\$ 287,238	\$ 185,000	\$ 220,000	\$ 220,000



**CITY OF LAKEWOOD**

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**RECREATION AND COMMUNITY SERVICES - 7150 CENTRE FACILITY OPERATIONS**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	430,146	368,165	440,973	418,173	430,125	429,915
Contract Services	50,415	56,251	61,392	61,392	53,200	53,200
Facilities Expense	174,313	199,091	193,700	193,850	194,270	194,270
Office Expense	1,376	1,543	1,550	1,550	2,500	2,500
Meetings Expense	4,515	5,630	6,000	6,000	6,000	6,000
Special Dept. Supplies	23,906	26,845	46,317	46,317	38,320	38,320
Interdepartmental	1,568	-	-	-	-	-
Capital Outlay	-	-	137,800	137,800	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>686,239</u></b>	<b><u>657,525</u></b>	<b><u>887,732</u></b>	<b><u>865,082</u></b>	<b><u>724,415</u></b>	<b><u>724,205</u></b>

**FUNDING SOURCES**

1050 Community Facility	686,198	657,525	887,732	865,082	724,415	724,205
1025 ARPA	41	-	-	-	-	-

**DIVISION 7200 - PARATRANSIT**

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The purpose of this activity is to plan, manage and operate a reservation based paratransit system for elderly and disabled residents DASH Transit Program and to operate a community excursion program.

**PROGRAMS AND FUNCTIONS**

- To provide a paratransit service system to elderly and disabled residents.
- To enable resident 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**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Bus Rentals for Contracted Services	\$	62,100	\$ 63,100	Maintenance/Operation of Equip.	\$ 15,000	\$ 15,000
				Training	\$ 10,100	\$ 10,100

- Changed Conditions:**
- Decrease in Capital Outlay as replacement of retired vans was completed in 2023.
  - Change in Software with funds appropriated for ongoing DASH Transit scheduling, dispatching, and statistical technology.
  - Change in Maintenance/ Vehicle washing funding due to changes in contractor.

- Proposed Activities:**
- Continue to provide shuttle service-for Fest-of-All, the Pan Am Fiesta, and Lollipop Lane community events.
  - Continue to complete a bi-annual report of services with statistical data to Metro and the Federal Transit Authority to help assess transportation needs of Lakewood’s elderly and disabled.
  - Institute dispatch, scheduling and route maximizing technology and install hardware in fleet to support technology
  - Continue to utilize local transit agencies' training workshops for DASH staff.

- Productivity Initiatives:**
- Continue to provide county-wide transit information and referrals through the DASH office.
  - Provide in-house quarterly safety training for DASH staff.

- Performance Measures:**
- Increase ridership by 10% over the next two years, increase reservations for transportation, have more staff obtain commercial licenses.

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Clients Transported per Mile	12.1	11.2	12.2	10.6	10.3	10.0
Individual Rides	3,605	4,645	4,456	4,691	4,972	5,270
Active Participants	847	889	434	540	583	630
Round Trip Rides	6,336	7,536	8,399	8,673	9,193	9,745

**CITY OF LAKEWOOD**

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**RECREATION AND COMMUNITY SERVICES - 7200 TRANSIT PROGRAMS**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	525,098	459,343	560,887	521,907	610,415	616,138
Contract Services	3,268	5,057	10,800	9,350	210,200	10,200
Facilities Expense	24,454	23,822	21,850	21,850	21,997	21,997
Special Dept. Supplies	10,051	8,521	59,790	51,340	30,600	34,100
Other Operating	6,138	3,049	10,950	11,000	11,700	11,700
Interdepartmental	111,969	71,598	117,000	92,000	107,000	107,000
Capital Outlay		441,702	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>680,978</b>	<b>1,013,091</b>	<b>781,277</b>	<b>707,447</b>	<b>991,912</b>	<b>801,135</b>

**FUNDING SOURCES**

3060 Metro Incentive Fund	-	-	-	36,550	11,500	11,500
3060 Transit - Prop A Fund	-	441,702	-	-	-	-
3070 Transit - Prop C Fund	680,978	571,389	781,277	670,897	980,412	789,635

**DIVISION 7300/7380/7385 - HUMAN SERVICES PROGRAMS**

The purpose of this activity is to provide human and social services for all residents by linking them to public and private service agencies, providing older 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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Meals on Wheels of Long Beach	\$8,480	\$8,480	Community Family Guidance	\$6,580	\$6,580
Pathways Volunteer Hospice	\$6,580	\$6,580	Human Service Association	\$7,180	\$7,180

- Changed Conditions:**
- Change in Employee Services, Special Supplies and Utilities at Weingart Senior Center due to relocation of programming during renovation of Building planned for 2025.
  - Change in Maintenance Structure Building Grounds as funds from accounts in Maintenance Division reallocated to Human Services
  - Facilitate adapted senior programming at alternate location during Weingart Senior Center renovation project.

- Proposed Activities:**
- Expand recreational and educational opportunities at the Burns Community Center specifically targeted to active older adults.
  - Coordinate annual volunteer recognition event for older adult volunteers.

- Productivity Initiatives:**
- Disperse Community Development Block Grant (CDBG) funding to community-based nonprofit organizations to provide services to 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 of Long Beach and Human Service Association, serving a combined total of 40,649 meals per year.
  - Organize cleanup projects by Teens in Lakewood Care volunteers in response to community need and organize approximately 300 volunteers for Lakewood Volunteer Day projects.
  - Serve approximately 15,000 seniors through the Weingart Fitness Program.

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
<u>Visitors and Clients</u>						
Burns Community Center	17,205	22,688	32,507	32,000	32,000	32,000
Weingart Senior Center	19,824	22,772	30,591	31,000	22,000	22,000
Volunteer Hours	1,465	8,886	6,876	11,000	10,000	10,000

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

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	652,328	612,699	717,153	698,725	643,752	643,382
Contract Services	46,222	62,108	36,686	40,100	38,960	38,960
Facilities Expense	121,675	143,797	133,250	138,650	120,987	120,024
Office Expense	2,564	2,007	3,300	3,300	2,750	2,750
Meetings Expense	359	250	536	600	850	850
Special Dept. Supplies	12,546	13,713	20,307	20,307	22,507	23,307
Other Operating	780	450	864	864	1,400	1,400
Interdepartmental	11,430	-	-	-	-	-
Capital Outlay	-	-	-	-	-	25,000
<b>TOTAL EXPENDITURES</b>	<b><u>847,904</u></b>	<b><u>835,024</u></b>	<b><u>912,096</u></b>	<b><u>902,546</u></b>	<b><u>831,206</u></b>	<b><u>855,673</u></b>

**FUNDING SOURCES**

1010 General Fund	756,917	722,622	798,625	789,075	735,763	760,361
1030 CDBG	90,987	112,402	113,471	113,471	95,443	95,312

## **DIVISION 7350 - PARKS PROGRAMS**

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

### **PROGRAMS AND FUNCTIONS**

- To provide supervised park facilities offering safe and fun spaces for youth and families during after-school and school vacation periods.
- 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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Park Program Supplies	\$ 55,150	\$ 55,150

- Changed Conditions:**
- Change in Employee Services and Special Supplies discontinued Afterschool Activity Zone programs resulting from on-campus child care at area elementary schools.
  - Change in reservation statistics due to return to standard operations following pandemic related protocols.
  - Change in Employee Services for Adaptive Recreation Program following a return to routine programming following pandemic related protocols.
  - Change in capital purchase due to replacement of stacking chairs at recreation facilities.
- Proposed Activities:**
- 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 residents.
  - Provide picnic shelters for resident use at no charge.
  - Provide quarterly training programs to continually educate and develop part-time employees at city facilities.
  - Celebrate employee successes with the continued facilitation of the Employee Recognition Program.
- 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.
  - Develop new marketing plan to increase Adaptive Recreation and Special Olympics program access.

**Performance Measures:**

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Picnic Shelter Reservations	117	818	895	875	900	900
Facility Rental Customers-Buildings	247	1,210	923	1,000	1,000	1,000
Facility Rental Customers-Fields	108	175	140	150	150	150

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**RECREATION AND COMMUNITY SERVICES - 7350 PARKS PROGRAMS**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	1,527,927	1,442,204	1,665,485	1,639,317	1,620,847	1,633,590
Contract Services	-	1,244	1,100	1,100	1,100	1,100
Facilities Expense	24,439	24,951	26,820	25,250	24,850	24,850
Special Dept. Supplies	59,508	66,977	80,955	79,469	75,737	75,737
Other Operating	2,451	3,530	3,550	3,550	3,850	3,850
Interdepartmental	3,193	-	-	-	-	-
Capital Outlay	-	8,548	17,936	17,950	38,000	30,000
<b>TOTAL EXPENDITURES</b>	<b><u>1,617,518</u></b>	<b><u>1,547,453</u></b>	<b><u>1,795,846</u></b>	<b><u>1,766,636</u></b>	<b><u>1,764,384</u></b>	<b><u>1,769,127</u></b>

**FUNDING SOURCES**

1010 General Fund	1,617,518	1,547,453	1,795,846	1,766,636	1,764,384	1,769,127
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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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Program Supplies	\$ 243,700	\$ 248,900	Block Party	\$ 128,500	\$ 128,500
Youth Activities	\$ 152,775	\$ 152,775	Preschool	\$ 114,000	\$ 114,000
Summer Day Camp	\$ 98,400	\$ 101,700	Pan Am	\$ 57,700	\$ 58,800
Adult Activities	\$ 58,650	\$ 58,650	Family Programs	\$ 32,800	\$ 32,800
Recreation Catalog	\$ 49,200	\$ 49,200	Concerts	\$ 42,500	\$ 42,500
Fest-Of-All	\$ 60,000	\$ 63,150			

- Changed Conditions:**
- Change in Recreation Catalog due to reestablishment of mailing three seasonal catalogs to 27,000 residents
  - Change in Special Events through addition of LeadHer Lakewood Series to occur in March, annually.
  - Change in vacation period programming, offering spring and winter break camps and excursions for school-age youth.

- Proposed Activities:**
- Promote City special events using a marketing program that specifically targets Lakewood residents.
  - Promote race, equality, diversity and inclusion through programs and events.

**Performance Measures:**

	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Contract Classes						
Number of Classes	543	1,396	1,415	1,509	1,500	1,500
Number of Participants	3,069	7,417	8,867	9,613	9,600	9,600
Pan Am Fiesta - Attendance	0	17,000	16,000	17,000	17,000	17,000
Block Party - Attendance	0	20,000	20,000	20,000	20,000	20,000
Fest-Of-All - Attendance	N/A	7,500	6,500	6,500	6,500	6,500



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**RECREATION AND COMMUNITY SERVICES - 7400 SOCIAL AND COMMUNITY PROGRAMS**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	437,190	447,479	499,923	512,137	524,471	525,598
Contract Services	378,442	490,236	624,855	646,875	694,325	697,875
Special Dept. Supplies	294,844	283,914	286,452	270,162	306,812	313,012
Other Operating	700	682	1,500	1,500	1,500	1,500
Interdepartmental	171,062	-	-	-	-	-
Capital Outlay	<u>74,120</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>16,200</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u>1,356,358</u></b>	<b><u>1,222,311</u></b>	<b><u>1,412,730</u></b>	<b><u>1,430,674</u></b>	<b><u>1,543,308</u></b>	<b><u>1,537,985</u></b>

**FUNDING SOURCES**

1010 General Fund	1,232,147	1,222,311	1,412,730	1,430,674	1,543,308	1,537,985
1025 ARPA	124,211	-	-	-	-	-

**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 facilitating the Lakewood Youth Hall of Fame awards program working in partnership with community business sponsors.

**BUDGET SUMMARY**

<b>Significant Detail:</b>	<u>2024-2025</u>	<u>2025-2026</u>		<u>2024-2025</u>	<u>2025-2026</u>
Sports Supplies	\$ 46,200	\$ 46,200	Hall of Fame	\$ 24,600	\$ 25,100

- Changed Conditions:**
- Change in Hall of Fame due to increase in catering services
  - Change in Youth and Adult Sports registration due to return to standard operations following pandemic related protocols.
  - Change in Special Supplies due to increase in expenses for volunteer coach recognition event.

- Proposed Activities:**
- Continue to emphasize LYS sportsmanship principles.
  - Continue to standardize LYS coaches trainings for all parks.
  - Continue to celebrate volunteerism through recognition program for LYS volunteer coaches.
  - Continue sports training programs for LYS sports officials and recreation leaders.
  - Continue to support community-based youth sports organizations by providing athletic fields and courts for sports instruction and competition.
  - Continue to offer and monitor pickleball offerings throughout city facilities.

- 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.
  - Continue to employ online registration for LYS.

**Performance Measures:**

	<u>Actual</u> <u>2020-2021</u>	<u>Actual</u> <u>2021-2022</u>	<u>Actual</u> <u>2022-2023</u>	<u>Projected</u> <u>2023-2024</u>	<u>Estimated</u> <u>2024-2025</u>	<u>Estimated</u> <u>2025-2026</u>
Youth - Number of Teams	89	176	197	220	225	225
Youth - Number of Participants	821	2,161	2,266	2,480	2,500	2,500
Youth - Lakewood Resident %	81%	75%	77%	78%	80%	80%
Adult - Number of Teams	31	93	105	110	110	110
Adult - Number of Participants	375	1,242	1,398	1,490	1,500	1,500

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**RECREATION AND COMMUNITY SERVICES - 7450 SPORTS PROGRAMS**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	221,901	256,335	283,890	283,660	297,990	298,393
Special Dept. Supplies	57,786	68,277	80,568	78,648	83,060	83,560
Other Operating	550	595	650	650	650	650
Interdepartmental	<u>7,031</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>287,268</u></u></b>	<b><u><u>325,207</u></u></b>	<b><u><u>365,108</u></u></b>	<b><u><u>362,958</u></u></b>	<b><u><u>381,700</u></u></b>	<b><u><u>382,603</u></u></b>

**FUNDING SOURCES**

1010 General Fund	286,404	323,708	360,108	357,958	376,700	377,603
1015 Special Olympics	864	1,499	5,000	5,000	5,000	5,000

**DIVISION 7500 - FACILITIES MAINTENANCE**

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

**PROGRAMS AND FUNCTIONS**

To provide landscape maintenance at City Hall, Los Angeles County Sheriff’s Station, 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**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		
Floor Maintenance	\$	7,250	\$	7,250 Window Cleaning	\$	22,200	\$	22,200

- Changed Conditions:**
- Change in Contract Services due to new floor care contract
- Proposed Activities:**
- Renovate 6500 square feet 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:**
- Perform weekly facility inspections to ensure service levels are maintained at a high level.

	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Square Footage of planters maintained on facilities	28,000	28,000	28,000	28,000	28,000	28,000

**CITY OF LAKEWOOD**

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**RECREATION AND COMMUNITY SERVICES - 7500 FACILITIES MAINTENANCE**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	422,146	387,901	399,903	402,567	396,152	395,797
Contract Services	11,230	19,944	29,950	29,950	30,200	30,200
Facilities Expense	70,230	71,283	70,200	73,000	74,500	74,500
Office Expense	1,519	640	550	900	2,900	2,900
Meetings Expense	123	165	400	750	400	400
Special Dept. Supplies	19,773	18,922	24,100	23,800	25,500	25,500
Other Operating	2,335	2,025	2,750	2,750	250	250
Interdepartmental	4,371	-	-	-	-	-
Capital Outlay	<u>-</u>	<u>1,800</u>	<u>101,695</u>	<u>101,696</u>	<u>100,800</u>	<u>100,800</u>
<b>TOTAL EXPENDITURES</b>	<b><u>531,727</u></b>	<b><u>502,680</u></b>	<b><u>629,548</u></b>	<b><u>635,413</u></b>	<b><u>630,702</u></b>	<b><u>630,347</u></b>

**FUNDING SOURCES**

1010 General Fund	531,727	502,680	629,548	635,413	630,702	630,347
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**DIVISION 7550 - PARKS AND FACILITIES TURF MAINTENANCE**

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The purpose of this activity is to provide turf maintenance, irrigation maintenance and pest control at City facilities including parks, community centers and water production 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 and maintain records and prepare field reports and studies.

To monitor and assess mowing contract of City parks.

**BUDGET SUMMARY**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Mowing Contract	\$ 46,800	\$ 49,150

**Changed Conditions:** - Change in Utilities-Water with smart irrigation controllers installed at Mae Boyar, San Marin, and Del Valle

**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.
- Perform monthly irrigation audits at city parks and facilities.

**Performance Measures:** - Inspect and maintain 60 irrigation clocks and 638 automatic control valves.

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Acres of Parks & Other Facilities Maintained	197.5	197.5	197.5	197.5	197.5	197.5
Acres of Turf Renovated	10.0	15.0	10.0	13.0	15.0	15.0

**CITY OF LAKEWOOD**

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**RECREATION AND COMMUNITY SERVICES - 7550 PARKS AND FACILITIES TURF MAINTENANCE**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	373,692	296,560	310,741	309,141	292,323	295,447
Contract Services	47,776	46,500	47,784	47,784	47,784	55,000
Office Expense	704	795	1,200	1,200	-	-
Meetings Expense	45	-	-	-	-	-
Special Dept. Supplies	13,388	11,954	15,686	15,686	14,700	14,700
Other Operating	<u>560</u>	<u>450</u>	<u>950</u>	<u>950</u>	<u>3,950</u>	<u>3,950</u>
<b>TOTAL EXPENDITURES</b>	<b><u>436,165</u></b>	<b><u>356,259</u></b>	<b><u>376,361</u></b>	<b><u>374,761</u></b>	<b><u>358,757</u></b>	<b><u>369,097</u></b>

**FUNDING SOURCES**

1010 General Fund	436,165	356,259	376,361	374,761	358,757	369,097
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**DIVISION 7600 - PARK MAINTENANCE**

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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, maintain shrubs, and the 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.

**BUDGET SUMMARY**

<b>Significant Detail:</b>		<b><u>2024-2025</u></b>		<b><u>2025-2026</u></b>
Custodial Maintenance	\$	21,550	\$	21,550

- Changed Conditions:**
- Change in Facilities Expenses due to increases in cost of materials and utilities, park programming and public use.
  - Change in Park Maintenance Supplies due to purchase of sports field paint.
- Proposed Activities:**
- Maintain a quarterly facilities inspection program to address maintenance concerns.
  - Renovate planters at Bolivar, Palms and Bloomfield parks.
  - Add sand to playgrounds at Bloomfield, Mayfair, Palms, Del Valle and Rynerson parks.
  - 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 landscape 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.

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Work Orders Generated on						
Parks and Facilities	1,179	1,200	1,610	1,675	1,700	1,700
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**

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**RECREATION AND COMMUNITY SERVICES - 7600 PARK MAINTENANCE**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	2,008,590	1,882,331	2,238,630	2,232,225	2,318,692	2,417,861
Contract Services	16,425	18,987	21,750	21,550	22,250	22,250
Facilities Expense	878,359	888,362	902,800	932,500	979,245	979,245
Meetings Expense	145	51	650	650	700	700
Special Dept. Supplies	88,882	65,588	73,265	73,660	78,750	78,750
Other Operating	578	556	2,150	2,150	4,900	4,900
Interdepartmental	121,230	-	-	-	-	-
Capital Outlay	-	-	162,412	162,448	7,500	-
<b>TOTAL EXPENDITURES</b>	<b><u>3,114,209</u></b>	<b><u>2,855,874</u></b>	<b><u>3,401,657</u></b>	<b><u>3,425,183</u></b>	<b><u>3,412,037</u></b>	<b><u>3,503,706</u></b>

**FUNDING SOURCES**

1010 General Fund	3,078,459	2,814,053	3,363,722	3,387,898	3,345,047	3,434,080
1710 Prop A-Recreation	35,750	41,821	37,935	37,285	66,990	69,626

**DIVISION 7650/7720/7740 - PARKWAYS AND MEDIANS MAINTENANCE**

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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.

To execute an effective integrated pest management program throughout the city.

**BUDGET SUMMARY**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Maintenance Supplies	\$ 219,850	\$ 220,350	Cerritos Maintenance Agreement	\$10,700	\$10,700
Contract Median Maintenance	\$53,000	\$55,700			

- Changed Conditions:**
- Installation of 13 backflow devices on street medians annually.
  - Change in Employee Services due to city staff maintaining city-owned vacant lots three times annually.

- Proposed Activities:**
- Provide personnel and equipment to help control insect pests on City street trees.

- 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.

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

	<b>Actual 2020-2021</b>	<b>Actual 2021-2022</b>	<b>Actual 2022-2023</b>	<b>Projected 2023-2024</b>	<b>Estimated 2024-2025</b>	<b>Estimated 2025-2026</b>
Acres of Turf Renovated	8	10	10	10	13	13
Irrigation Maintenance Requests	14	20	21	21	21	21
Bee Removal Requests	49	50	54	54	40	40

**CITY OF LAKEWOOD**

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

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	1,623,493	1,415,479	1,702,931	1,687,029	1,619,433	1,635,348
Contract Services	54,644	58,850	61,724	61,750	70,000	70,000
Facilities Expense	379,033	332,146	362,000	362,200	392,400	392,400
Office Expense	682	797	800	800	-	-
Meetings Expense	-	88	300	300	-	-
Special Dept. Supplies	198,353	155,621	319,410	315,861	243,390	243,890
Other Operating	1,980	1,745	2,995	3,000	-	-
Interdepartmental	398,448	-	-	-	-	-
Capital Outlay	<u>68,125</u>	<u>299,835</u>	<u>463,467</u>	<u>561,987</u>	<u>267,000</u>	<u>320,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>2,724,758</u></b>	<b><u>2,264,561</u></b>	<b><u>2,913,627</u></b>	<b><u>2,992,927</u></b>	<b><u>2,592,223</u></b>	<b><u>2,661,638</u></b>

**FUNDING SOURCES**

1010 General Fund	2,700,872	2,236,679	2,763,333	2,846,908	2,542,223	2,611,638
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## DIVISION 7800 - LAKEWOOD EQUESTRIAN CENTER

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The purpose of this activity is to provide horse boarding and training services for residents and the surrounding communities and petting zoo and pony ride concessions for recreational purposes.

### PROGRAMS AND FUNCTIONS

To provide horse boarding facilities for up to 206 horses; billing and record keeping of payments received, vaccination records, and change requests including feed, shavings, and stall changes.

Through private, independently contracted trainers, provide horse riding training in, Dressage, Western Pleasure and Hunter Jumper disciplines.

Through a personal service agreement with a private entity, provide the community with pony rides, riding lessons for children 3-7 years of age and a petting

To provide custodial maintenance, litter and pest control and general grounds maintenance of turf and training arenas.

To provide safe facility conditions for boarders, riders, members of the public and horses through regular inspections, repair and routine maintenance of irrigation systems, maintenance of dry lots, manure management, minor pothole repairs, and watering of roads.

To provide horse care through contracted services, which include feeding horses, stall cleaning and maintenance of the footing and bedding in boarding stalls.

### BUDGET SUMMARY

<b>Significant Detail:</b>	<u>2024-2025</u>	<u>2025-2026</u>		<u>2024-2025</u>	<u>2025-2026</u>
Contractual Services	\$ 263,850	\$ 263,850	Special Supplies	\$ 172,750	\$ 172,750
Manure Management	\$ 168,000	\$ 168,000	Feed	\$ 122,000	\$ 122,000

**Changed Conditions:** - City staff assumed management of the Lakewood Equestrian Center in November of 2023.

**Proposed Activities:**

- Maintain arenas daily and renovate riding arenas.
- Manage work orders and service requests from horse boarders, trainers and vendors.
- Order materials and horse feed and schedule repairs and deliveries ensuring the safety of all horses at the facility.

**Productivity Initiatives:**

- Continue providing weekly work reports and weekly electronic communications to keep boarders informed.
- Continue to schedule an annual clean-up day at the facility.

**Performance Measures:** - Through quarterly boarders meetings ensure staff are addressing boarders' concerns.

	<u>Actual</u> <u>2020-2021</u>	<u>Actual</u> <u>2021-2022</u>	<u>Actual</u> <u>2022-2023</u>	<u>Projected</u> <u>2023-2024</u>	<u>Estimated</u> <u>2024-2025</u>	<u>Estimated</u> <u>2025-2026</u>
Horses boarded at the LEC	N/A	N/A	N/A	125	125	125
Work Orders Generated at the LEC	N/A	N/A	N/A	250	250	250

**CITY OF LAKEWOOD**

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**RECREATION AND COMMUNITY SERVICES - 7800 EQUESTRIAN CENTER**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	-	-	168,862	168,950	282,680	282,680
Contract Services	-	-	337,673	337,700	486,450	487,800
Facilities Expense	-	-	51,043	51,050	79,204	79,204
Special Dept. Supplies	-	-	243,765	243,800	402,334	402,334
Other Operating	-	-	-	-	-	-
Interdepartmental	-	-	12,000	12,000	1,800	1,800
Capital Outlay	-	-	19,200	19,200	-	-
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>832,543</b>	<b>832,700</b>	<b>1,252,468</b>	<b>1,253,818</b>

**FUNDING SOURCES**

1010 General Fund	-	-	832,543	832,700	1,252,468	1,253,818
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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

<b>Budgeted Positions (FTEs)</b>	<b>FY 2023-24 Actual</b>	<b>FY 2024-25 Adopted</b>	<b>Change + or (-)</b>	<b>FY 2025-26 Adopted</b>	<b>Change + or (-)</b>
Director of Water Resources	1.00	1.00	-	1.00	-
Assistant Director of Water Resources	1.00	1.00	-	1.00	-
Water Administration Manager	1.00	1.00	-	1.00	-
Secretary	1.00	1.00	-	1.00	-
Water Production Lead Worker	1.00	1.00	-	1.00	-
Pump Station Operator	3.00	3.00	-	3.00	-
Water Field Operations Manager	1.00	1.00	-	1.00	-
Senior Water Utility Worker	4.00	4.00	-	4.00	-
Water Distribution Lead Worker	1.00	1.00	-	1.00	-
Water Utility Worker	3.00	3.00	-	3.00	-
<b>TOTAL</b>	<b>17.00</b>	<b>17.00</b>	<b>-</b>	<b>17.00</b>	<b>-</b>
Part-Time Hours	1,600.00	1,600.00	-	1,600.00	-

# Water Resources

## Department Summary

Division	Activity	2022-2023	2023-2024	2023-2024	2024-2025	2025-2026
		Actual	Revised Budget	Projected Actual	Adopted Budget	Adopted Budget
8000	Administration	4,465,205	5,760,891	5,745,476	4,388,036	4,105,144
8100/8200	Water Production	6,034,928	6,587,105	6,566,205	6,814,297	7,020,710
8600	Water Distribution	903,761	1,145,275	1,116,535	1,181,298	1,217,782
8900	Customer Service	214,958	318,554	308,724	242,742	245,383
8950	Utility Billing	-	-	-	1,067,139	1,166,205
	<b>Total Water Resources*</b>	<b>11,618,851</b>	<b>13,811,825</b>	<b>13,736,940</b>	<b>13,693,512</b>	<b>13,755,224</b>

\* Not inclusive of Employee Labor Adjustment Cost

**DIVISION 8000 - WATER UTILITY ADMINISTRATION**

The purpose of this activity is to provide management and administration of the City's Water Resources Department. This budget division also provides the necessary resources for regulatory compliance and coordination with other agencies within Central Basin to ensure reliable and high quality water supplies.

**PROGRAMS AND FUNCTIONS**

- To monitor Federal and State 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 operational efficiency.

**BUDGET SUMMARY**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Governmental Internal Services	\$ 1,795,700	\$ 1,795,700	Legal	\$ 30,000	\$ 30,000
Lease and Subscription Services	\$ 787,273	\$ 725,236	Turf and Device Rebate Program	\$ 25,000	\$ 25,000
Contractual Services	\$ 110,000	\$ 110,000	Water Conservation Awareness	\$ 15,000	\$ 15,000

- Changed Conditions:**
- Utility Billing will be created as a separate division under Finance & Administrative Services beginning FY 24/25. Salaries, benefits and expenses associated with Utility Billing will be moved from Division 8000 to Division 8950.
  - Bellflower's Caruthers stormwater project has been removed as Water Department staff no longer manages project. Water staff will also reduce O&M involvement as City contracts third party for O&M for Bolivar & Mayfair projects.

- 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.
  - Update 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 Division of Drinking Water.
  - Track number of customers that participate in the Turf and Device Rebate program.

	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Lease and Subscription Services	\$ 805,910	\$ 829,191	\$ 1,000,108	\$ 756,970	\$ 787,273	\$ 725,236
Water Conservation Rebates:						
Water Conservation Devices	4	3	2	-	2	2
Turf Removal Projects	6	16	14	6	10	10
Sub-surface	-	1	-	-	1	1
Total Rebate Costs	\$ 4,544	\$ 8,665	\$ 12,708	\$ 3,689	\$ 9,050	\$ 9,050

**CITY OF LAKEWOOD**

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**WATER RESOURCES DEPARTMENT - 8000 ADMINISTRATION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	1,281,948	1,654,122	1,768,358	1,756,513	1,454,785	1,435,893
Contract Services	861,726	504,989	991,322	998,322	305,600	255,600
Facilities Expense	2,006,597	1,840,258	2,030,500	2,030,500	2,027,500	2,015,500
Office Expense	2,155	2,826	3,500	3,500	3,500	3,500
Meetings Expense	1,854	2,593	7,000	7,000	10,000	10,000
Special Department	155,177	153,960	313,170	260,650	176,651	66,651
Other Operating	146,075	306,162	300,200	342,150	326,000	309,000
Interdepartmental	10,476	294	9,000	9,000	9,000	9,000
Capital Outlay	-	-	337,841	337,841	75,000	-
<b>TOTAL EXPENDITURES</b>	<b><u>4,466,008</u></b>	<b><u>4,465,205</u></b>	<b><u>5,760,891</u></b>	<b><u>5,745,476</u></b>	<b><u>4,388,036</u></b>	<b><u>4,105,144</u></b>

**FUNDING SOURCES**

7500 Water Utility Fund	4,293,801	4,368,845	5,487,646	5,447,231	4,216,036	4,105,144
1623 Meas W	172,207	96,360	273,245	298,245	172,000	-

**DIVISION 8100/8200 - WATER UTILITY PRODUCTION**

The purpose of this activity is to furnish staffing resources and materials for purchasing, pumping, treating, delivering 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 drinking water wells, 9 storage reservoirs, 3 pumping facilities and two water treatment plants.
- 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 sample testing and maintain the cross-connection control program.
- To manage the City's recycled water supply and delivery.

**BUDGET SUMMARY**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Water Replenishment District	\$ 4,121,784	\$ 4,286,656	Hazardous Materials Disposal	\$ 75,000	\$ 75,000
Electric Power for Pumping	\$ 810,000	\$ 810,000	Water Laboratory Analysis	\$ 70,000	\$ 70,000
Well and Pump Maintenance	\$ 275,000	\$ 275,000	State Water System Fee	\$ 84,000	\$ 84,000
Recycled Water Purchase	\$ 430,000	\$ 430,000	Emergency MWD Supply Purchase	\$ 15,000	\$ 15,000
Water Treatment Chemicals	\$ 180,500	\$ 190,000	Central Basin Watermaster Services	\$ 16,000	\$ 16,000

- Changed Conditions:**
- The change in Water Replenishment District reflects the District's proposed increase in replenishment costs, due to inflationary cost increases for utilities, materials and chemicals for replenishment operation and reduced assessment revenue.
  - 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 up to 500 acre-feet of recycled water from City of Cerritos as necessary to serve City's recycled water customers.
  - Pump up to 8,700 acre-feet of water from the Groundwater Basin for Lakewood demand and sales through interconnections.
  - 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 production 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 efficiently utilize all wells and pumping facilities.
- Performance Measures:**
- Monitor energy costs at production wells and pumping facilities

	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Projected</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
	<b><u>2020-2021</u></b>	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>2023-2024</u></b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Lakewood Production Acre Feet (AF)	7,343	7,006	6,291	6,350	6,500	7,200
Transfer to Other Agencies (AF)	2,039	2,566	2,733	361	4,200	3,700
Total Potable Water Production (AF)	9,332	9,618	9,081	7,000	8,500	8,700
Recycled Water (AF)	474	473	362	370	370	370

**CITY OF LAKEWOOD**

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**WATER RESOURCES DEPARTMENT - 8100/8200 WATER UTILITY PRODUCTION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	476,208	524,187	589,152	593,152	606,810	615,351
Contract Services	168,618	183,324	275,200	274,200	275,000	275,000
Facilities Expense	22,289	14,371	31,500	25,000	25,350	30,350
Special Department	407,459	481,023	516,853	499,453	537,853	565,853
Other Operating	5,182,894	4,807,048	5,166,900	5,166,900	5,361,784	5,526,656
Interdepartment	29,927	24,975	7,500	7,500	7,500	7,500
Capital Outlay	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b><u>6,287,395</u></b>	<b><u>6,034,928</u></b>	<b><u>6,587,105</u></b>	<b><u>6,566,205</u></b>	<b><u>6,814,297</u></b>	<b><u>7,020,710</u></b>
<b>FUNDING SOURCES</b>						
7500 Water Utility Fund	6,287,395	6,034,928	6,587,105	6,566,205	6,814,297	7,020,710

## DIVISION 8600 - WATER UTILITY DISTRIBUTION

The purpose of this activity is to furnish staffing resources and materials to operate and maintain water distribution system including 180 miles of pipelines, 3,950 isolation valves, 1,500 fire hydrants, 20,300 meters routinely, and ensure delivery of 2.2-billion gallons of water annually to 60,000 Lakewood 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 maintain water quality.

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

### BUDGET SUMMARY

<b>Significant Detail:</b>	<u>2024-2025</u>	<u>2025-2026</u>		<u>2024-2025</u>	<u>2025-2026</u>
Repair Parts Supplies	\$ 120,000	\$ 125,000	Paving of Street Cut for Leak Repair	\$ 70,000	\$ 75,000
Vehicle Maintenance	\$ 70,000	\$ 80,000	Machinery & Equipment	\$ 10,000	\$ 10,000

**Changed Conditions:** - Budget increase reflects annual cost-of-living increase due to inflation for materials, supplies and services.

**Proposed Activities:**

- Continue a routine valve exercising and/or flushing program.
- Conduct pipeline leak assessment with the use of leak noise correlator and equipment
- 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.
- Proactively maintain and replace pipelines per established budget and schedule.
- Install pressure and flow sensors to perform condition evaluations of distribution pipelines and emergency interconnections

**Performance Measures:**

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

	<u>Actual 2020-2021</u>	<u>Actual 2021-2022</u>	<u>Actual 2022-2023</u>	<u>Projected 2023-2024</u>	<u>Estimated 2024-2025</u>	<u>Estimated 2025-2026</u>
New Water Meter Installations	6	14	13	13	13	13
Fire Hydrants Replaced	4	9	7	14	10	10
Water Main Leaks Repaired	15	11	8	12	12	12
Number of Service Leaks	30	24	29	21	21	21



**CITY OF LAKEWOOD**

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**WATER RESOURCES DEPARTMENT -8600 WATER DISTRIBUTION**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	757,348	653,444	762,311	760,571	771,945	793,429
Contract Services	48,273	34,261	69,000	69,000	74,000	79,000
Special Department	107,514	102,459	135,353	135,353	135,353	140,353
Other Operating	(132,574)	(1,685)	-	-	-	-
Interdepartmental	119,188	63,207	112,000	85,000	90,000	95,000
Capital Outlay	<u>6,063</u>	<u>52,075</u>	<u>66,611</u>	<u>66,611</u>	<u>110,000</u>	<u>110,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>905,812</u></b>	<b><u>903,761</u></b>	<b><u>1,145,275</u></b>	<b><u>1,116,535</u></b>	<b><u>1,181,298</u></b>	<b><u>1,217,782</u></b>

**FUNDING SOURCES**

7500 Water Utility Fund	905,812	903,761	1,145,275	1,116,535	1,181,298	1,217,782
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**DIVISION 8900 - WATER UTILITY CUSTOMER SERVICE**

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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**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Communications	\$ 11,000	\$ 11,000	Special Supplies	\$ 25,000	\$ 25,000

- Changed Conditions:**
- Continued reduction in customer re-reads due to utilization of AMI smart water system.
  - Increase customer shutoffs due to delinquency and lifting of COVID-era restrictions
  - Expected increase in new meter accounts associated with ADUs

- Proposed Activities:**
- Respond to water conservation customer inquires.
  - Continue to utilize smart water platform to improve operational efficiency.
  - Reinstitute delinquent customer shutoffs on a weekly basis

- Productivity Initiatives:**
- Continue to encourage customers to increase utilization of smartwater platforms to reduce leaks & enhance efficiency.

- Performance Measures:**
- Increase number of registered users for smart water portal.

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Re-reads	149	120	152	150	150	150
Shut offs	-	-	-	250	100	100
Open/Close Orders	859	1,104	678	750	800	800

**CITY OF LAKEWOOD**

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**WATER RESOURCES DEPARTMENT - 8900 WATER METER/CUSTOMER SERVICE**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Budget</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	185,371	170,064	190,927	191,097	193,742	196,383
Facilities Expense	7,191	10,530	8,000	8,000	11,000	11,000
Meetings Expense	-	1,074	2,000	2,000	-	-
Special Department	18,441	33,767	38,100	38,100	33,000	33,000
Other Operating	(29,732)	(477)	-	(10,000)	5,000	5,000
Capital Outlay	-	-	79,527	79,527	-	-
<b>TOTAL EXPENDITURES</b>	<b>181,271</b>	<b>214,958</b>	<b>318,554</b>	<b>308,724</b>	<b>242,742</b>	<b>245,383</b>

**FUNDING SOURCES**

7500 Water Utility Fund	181,271	214,958	318,554	308,724	242,742	245,383
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**DIVISION 8950 - UTILITY BILLING**

The purpose of this activity is to administer, operate, and maintain water and refuse utility accounts for the City , which includes providing administrative and customer service support to our customers and the Water Resources Department.

**PROGRAMS AND FUNCTIONS**

- To optimize the management of the utility billing system efficiently and effectively.
- To oversee the billing and collection of revenue for all water and refuse accounts, including finalized and delinquent accounts.
- To promptly address customer inquiries and concerns.
- To comply and enforce the laws and regulations of the State of California
- To offer details regarding current available low-income programs, utility assistance programs, etc.

**BUDGET SUMMARY**

<b>Significant Detail:</b>	<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>		<b><u>2024-2025</u></b>	<b><u>2025-2026</u></b>
Utility Billing System	\$275,000	\$ 300,000	Payment Processor	\$ 96,000	\$ 100,000
Billing Services	\$70,000	\$ 65,000	Customer Portal Software	\$ 47,500	\$ 48,500

- Changed Conditions:**
- Effective August 2023, newly implemented State policy for discontinuing residential water services due to Senate Bill 998.
  - Increase in staffing initiatives for maintenance of recently introduced payment plans.
  - Increased call volume resulting in high customer service demand.
  - Reduction in delinquent accounts due to payment plans and increase in water utility assistance.

- Proposed Activities:**
- Continue utilizing online customer portals to efficiently educate customers on service alerts and usage on their accounts.
  - Work cohesively with the Water Resources Department to maintain quality service work orders.
  - Research ways to enhance and improve utility billing software.

- Productivity Initiatives:**
- Continue informing customers for optimal methods for water consumption.
  - Continue promoting enrollment of customers in online customer portal.
  - Continue promoting enrollment in Autopay to decrease late payments.
  - Enhance and improve current utility billing software.

- Performance Measures:**
- Monitor number of customers enrolled in Autopay
  - Monitor reduction in delinquent accounts

	<b><u>Actual</u></b> <b><u>2020-2021</u></b>	<b><u>Actual</u></b> <b><u>2021-2022</u></b>	<b><u>Actual</u></b> <b><u>2022-2023</u></b>	<b><u>Projected</u></b> <b><u>2023-2024</u></b>	<b><u>Estimated</u></b> <b><u>2024-2025</u></b>	<b><u>Estimated</u></b> <b><u>2025-2026</u></b>
Payment Plans	-	-	-	580	100	100
Door Tags	-	-	-	1,900	1,800	1,700
Shut Offs	-	-	-	250	100	100
Number of bills processed	146,188	144,708	177,781	150,101	150,000	150,000

**CITY OF LAKEWOOD**

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**WATER RESOURCES DEPARTMENT - 8950 UTILITY BILLING**

<b>DESCRIPTION</b>	<b>2021-2022 Actual</b>	<b>2022-2023 Actual</b>	<b>2023-2024 Revised Budget</b>	<b>2023-2024 Projected Actual</b>	<b>2024-2025 Adopted Budget</b>	<b>2025-2026 Adopted Budget</b>
Employee Services	-	-	-	-	439,753	443,819
Contract Services	-	-	-	-	600,000	700,000
Office Expense	-	-	-	-	2,000	2,000
Meetings Expense	-	-	-	-	10,000	5,000
Special Department	-	-	-	-	12,286	12,286
Other Operating	-	-	-	-	2,100	2,100
Interdepartmental	-	-	-	-	1,000	1,000
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,067,139</b>	<b>1,166,205</b>

**FUNDING SOURCES**

7500 Water Utility Fund	-	-	-	-	1,067,139	1,166,205
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# **CITY POLICIES**

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# CITY OF LAKEWOOD

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



# CITY OF LAKEWOOD

## Capital Financing and Debt Management Policy

### 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 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.

## CITY OF LAKEWOOD

### Capital Financing and Debt Management Policy

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 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.

## CITY OF LAKEWOOD

### Capital Financing and Debt Management Policy

- 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.
- 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.

#### E. Refinancings

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.

# 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.

# CITY OF LAKEWOOD

## 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

## **CITY OF LAKEWOOD**

### **Governmental Fund Balance Policy**

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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## Governmental Fund Balance Policy

(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       | Economic Uncertainties   |
| Pension Obligations  | Capital Projects         |
| Refuse Stabilization | 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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## Governmental Fund Balance Policy

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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## Governmental Fund Balance Policy

### 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

# CITY OF LAKEWOOD

## 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.

# CITY OF LAKEWOOD

## 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

## CITY OF LAKEWOOD Investment Policy

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

## CITY OF LAKEWOOD Investment Policy

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.

## CITY OF LAKEWOOD Investment Policy

(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.

## CITY OF LAKEWOOD Investment Policy

(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



## CITY OF LAKEWOOD Investment Policy

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.

# CITY OF LAKEWOOD

## Investment Policy

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:

## **CITY OF LAKEWOOD Investment Policy**

- 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

## 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 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 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 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 works? 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;
- (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 up to \$25,000. Purchases of services shall be made by contract if in excess of \$25,000.

### **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 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 \$25,000 with qualified consultants/firms.
- (d) Services provided for an amount up to \$25,000 may be secured by a purchase order and approved by the Department Head.
- (e) A contract shall be prepared for all general or professional services for an amount in excess of \$25,000. .
- (f) Services secured by contract for an amount greater than \$25,000 and under \$50,000 shall be approved and/or awarded by the City Manager.
- (g) Services secured by contract with a dollar amount exceeding \$50,000 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:
  - (1) If the contract was originally executed for an amount under \$50,000, 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 \$50,000. If the amended contract will exceed \$50,000, City Council shall approve the contract amendment.
  - (2) Once the original contract plus all accumulated Amendments is in an amount that exceeds \$50,000, 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 \$50,000 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 \$50,000 must be approved by City Council prior to commencing with the work. In urgent 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, the City Manager may approve such 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**

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.
- (b) Contracts for an amount exceeding \$25,000 but under \$50,000. 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 \$25,000 but not more than \$50,000.
- (c) Contract for an amount exceeding \$50,000. Department Heads shall utilize a Request for Sealed 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 Request for Sealed Proposal/Qualification (RFP/Q) document shall be developed for solicitation of professional, management, or general and special services for an amount exceeding \$50,000.
  - (2) Advertisement. The requesting department shall advertise in appropriate publications if necessary 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 City Clerk 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 may 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. The City Manager must approve the justification.
- (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 \$50,000 per year. If the expected increase in utility costs is greater than \$50,000 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 an estimated value exceeding \$5,000 but not more than \$50,000, 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, email, 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 with an estimated value greater than \$50,000 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) calendar days before the date of opening of the bids. Notice shall be published if necessary in a newspaper of general circulation, 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) calendar 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) calendar 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**

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 adheres 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 City Manager for an amount up to \$50,000, and by the City Council for purchases in an amount exceeding \$50,000 .

- (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.
- (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 Transactions & Use Tax (Measure L) 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 \$5,000 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 \$5,000 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.

### **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 up to \$50,000.
- (b) Approval of any sole source acquisition shall be obtained from City Council for an award of a contract for an amount exceeding \$50,000.

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:

- (a) Limit bidding to a specific product type, or a brand name product; or

- (b) 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.

### **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 \$150. 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. An annual blanket purchase order will allow the department to order items as needed directly from the vendor. However, the price of any item must not exceed \$5,000.

### **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 Manager 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 Manager. 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

- (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 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.
- (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 on a timely basis.
  - (4) Each Council Member shall file a brief written report on meetings attended at City expense at the next available City Council meeting.

### **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 up to \$5,000 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 \$5,000 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/her designee acts as the Program Manager and Program Coordinator. The Program Manager 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. The Program Coordinator 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 employees 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

- (i) Cardholder must 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 payment.
  - (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 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 the Program Coordinator. The Program Coordinator or his/her designee shall notify the bank.

### **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 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.
    - (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 email 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 the Director of Finance and Administrative Services. 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) The Home Depot and Smart & Final stores 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) .
- (ii) Each Cardholder does not have an individualized limit but the City has a limit as a whole
- (iii) Each Home Depot charge card bears the employee's name.

- (2) Smart & Final

- (i) .
- (ii) Each Cardholder does not have an individualized limit but the City has a limit as a whole.
- (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.

## **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 \$50,000;
- (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.

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 \$5,000. 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.

### **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.



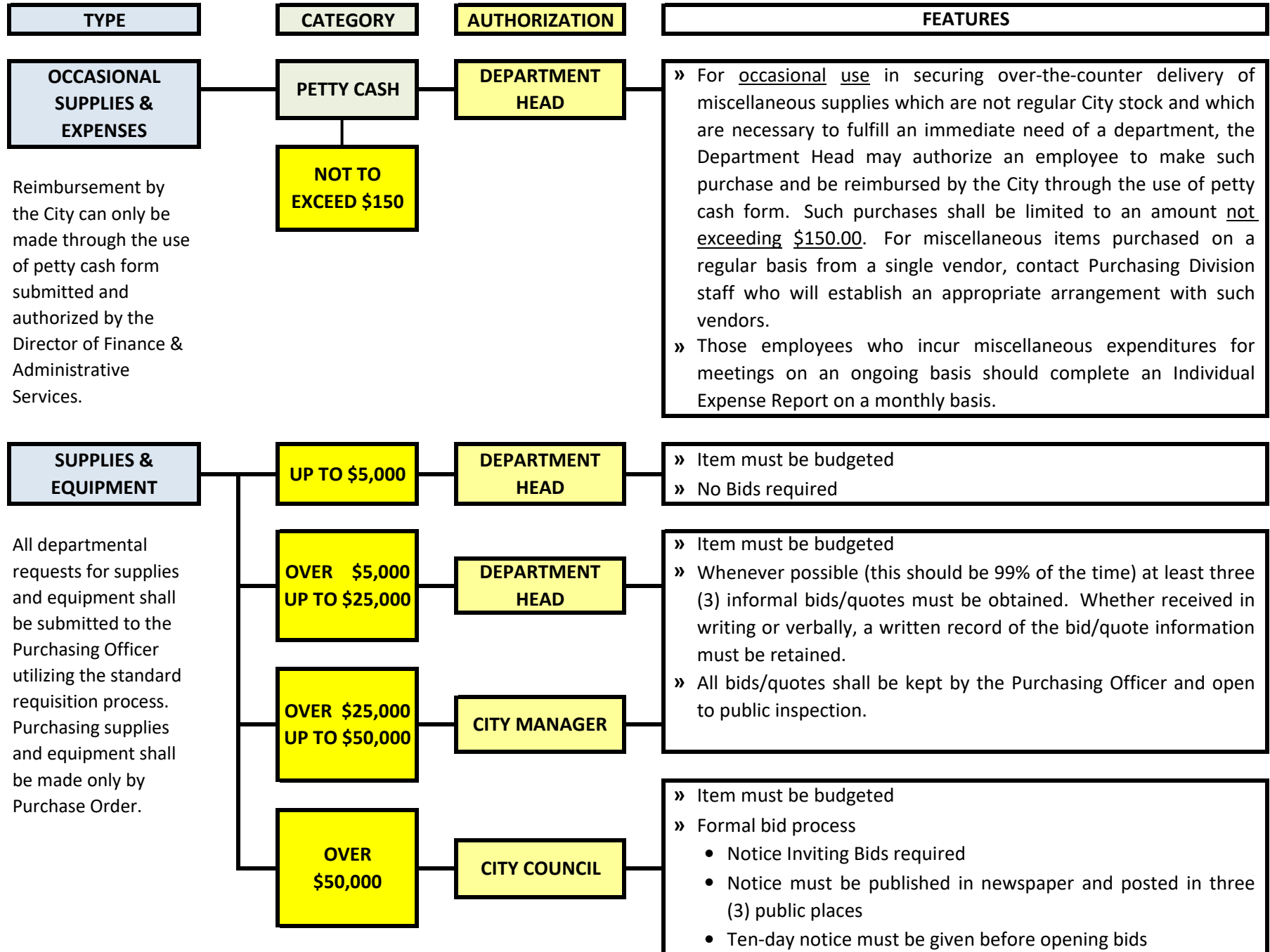
## **GLOSSARY**

- (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.
  - (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.
  - (n) Purchasing Officer. The "Purchasing Officer," for the purposes of this policy, shall be the City Manager or his/her designated representative.

- (o) Quote/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 service falls below the dollar value requiring competitive bid or request for proposal.
- (p) 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.
- (q) 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 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.
- (r) 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.
- (s) 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.
- (t) 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.
- (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.

**CITY OF LAKEWOOD  
Purchasing Policy Summary**



**CITY OF LAKEWOOD  
Purchasing Policy Summary**

TYPE	CATEGORY	AUTHORIZATION	FEATURES
<p><b>SERVICE AGREEMENTS</b></p> <p>All departmental requests for services shall be submitted to the City Manager utilizing the standard requisition process. Securing services shall be made only by Purchase Order or Contract.</p>	UP TO \$25,000	DEPARTMENT HEAD	<ul style="list-style-type: none"> <li>» Item must be budgeted</li> <li>» Services secured by Purchase Order</li> <li>» Department Head signature</li> </ul>
	OVER \$25,000 UP TO \$50,000	CITY MANAGER	<ul style="list-style-type: none"> <li>» Item must be budgeted</li> <li>» Services secured by Contract, Agreement or Letter</li> <li>» City Manager signature</li> <li>» Approved as to form by the City Attorney</li> </ul>
	OVER \$50,000	CITY COUNCIL	<ul style="list-style-type: none"> <li>» Item must be budgeted</li> <li>» Services secured by Contract or Agreement</li> <li>» Written report submitted to the City Council</li> <li>» Approved as to form by the City Attorney</li> </ul>

**CITY OF LAKEWOOD  
Purchasing Policy Summary**

TYPE	CATEGORY	AUTHORIZATION	FEATURES
AMENDMENT	UP TO \$50,000	CITY MANAGER	<ul style="list-style-type: none"> <li>» Item must be budgeted</li> <li>» Applies to:               <ul style="list-style-type: none"> <li>• Purchase of Supplies and Equipment</li> <li>• Procurement of Professional Services</li> </ul> </li> <li>» City Manager Signature</li> </ul>
AMENDMENT	OVER \$50,000	CITY COUNCIL	<ul style="list-style-type: none"> <li>» Item must be budgeted</li> <li>» Applies to:               <ul style="list-style-type: none"> <li>• Purchase of Supplies and Equipment</li> <li>• Procurement of Professional Services</li> </ul> </li> <li>» Written report submitted to the City Council</li> </ul>
PURCHASE OF REAL PROPERTY	ANY VALUE	CITY COUNCIL	<ul style="list-style-type: none"> <li>» Item must be budgeted</li> <li>» Obtain appraisal report</li> <li>» May be required to submit proposed acquisition to the Planning and Environment Commission</li> <li>» Written report submitted to the City Council</li> </ul>

\* Public Works construction projects and change orders shall be performed pursuant to California Uniform Public Construction Cost Accounting Act (CUPCAA)

# 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.

## **CITY OF LAKEWOOD**

### **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.



## **CITY OF LAKEWOOD**

### **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.

