

AGENDA
REGULAR CITY COUNCIL MEETING
COUNCIL CHAMBERS
5000 CLARK AVENUE
LAKEWOOD, CALIFORNIA

June 26, 2018

**ADJOURNED MEETING:
CLOSED SESSION**

6:30 p.m.

EXECUTIVE BOARD ROOM

REAL PROPERTY NEGOTIATIONS: Pursuant to Government Code §54956.8

Property: 21420 Pioneer Boulevard (Goals Soccer Facility)

City Representatives Attending Closed Session: City Manager, Director of Administrative Services, Director of Public Works, Director of Recreation and Community Services, Legal Counsel

Under Negotiation: Lease Terms

CONFERENCE WITH LABOR NEGOTIATORS – Pursuant to Government Code §54957.6

Agency Designated Representative: City Manager, Office of the City Attorney and Liebert Cassidy Whitmore, Director of Administrative Services, Assistant to the City Manager, Human Resources Manager

Employee Organization: Lakewood City Employees' Association

CALL TO ORDER

7:30 p.m.

INVOCATION: Pastor Howard Post, Calvary Chapel Tabernacle

PLEDGE OF ALLEGIANCE: Boy Scout Troop 134

ROLL CALL: Mayor Steve Croft
Vice Mayor Todd Rogers
Council Member Diane DuBois
Council Member Ron Piazza
Council Member Jeff Wood

ANNOUNCEMENTS AND PRESENTATIONS:

ROUTINE ITEMS:

All items listed within this section of the agenda are considered to be routine and will be enacted by one motion without separate discussion. Any Member of Council may request an item be removed for individual discussion or further explanation. All items removed shall be considered immediately following action on the remaining items.

RI-1 Approval of Minutes of the Meetings held May 8, and May 22, 2018

RI-2 Approval of Personnel Transactions

RI-3 Approval of Registers of Demands

RI-4 Report of City Council Committees' Activities

City Council Agenda

June 26, 2018

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ROUTINE ITEMS: - Continued

RI-5 Approval of Monthly Report of Investment Transactions - May 2018

RI-6 Approval of Amendment to Agreement with Pacific EH&S Service, Inc. for Health and Safety Consulting Services

RI-7 Approval of First Amendment to Professional Services Agreement with Macro Automatics Corporation for SCADA System Upgrades

RI-8 Approval of Amendment to Agreement for Fire and Security Alarm Services with Stanley Convergent Solutions

RI-9 Adoption of Resolution No. 2018-37; Establishing Benefits, Classifications and Compensation of Unrepresented City Officers & Employees

RI-10 Adoption of Resolution No. 2018-38; Amending Resolution Establishing Compensation, Rules and Regulations for Part-time Employees

RI-11 Adoption of Grant Management Policy

RI-12 Adoption of Resolution No. 2018-39; Modification of Parking Citation Fees and Charges

PUBLIC HEARINGS:

1.1 Adoption of Resolution No. 2018-40; Adjusting Residential Refuse Rates; and Approval of Amendment to Agreement for Refuse Collection with EDCO Waste Services

1.2 Adoption of Resolution No. 2018-41; Pertaining to Water Rates and Charges

1.3 Approval of Community Development Block Grant 2018-19 Action Plan

REPORTS:

3.1 2018 Civic Center Block Party Preview

3.2 Final Update on Improvements to the Existing Burns Community Center

AGENDA

LAKWOOD HOUSING SUCCESSOR AGENCY

1. Approval of Register of Demands

ORAL COMMUNICATIONS:

ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you are a qualified individual with a disability and need an accommodation to participate in the City Council meeting, please contact the City Clerk's Office, 5050 Clark Avenue, Lakewood, CA, at 562/866-9771, ext. 2200; or at cityclerk@lakewoodcity.org at least 48 hours in advance to ensure that reasonable arrangements can be made to provide accessibility to the meeting.

Agenda items are on file in the Office of the City Clerk, 5050 Clark Avenue, Lakewood, and are available for public review during regular business hours. Any supplemental material distributed after the posting of the agenda will be made available for public inspection during normal business hours in the City Clerk's Office. For your convenience, the agenda and the supporting documents are available in an alternate format by request and are also posted on the City's website at www.lakewoodcity.org

Routine Items

Routine Item 1 – City Council Minutes
will be available prior to the meeting.


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COUNCIL AGENDA

June 26 , 2018

TO: The Honorable Mayor and City Council**SUBJECT:** Report of Personnel Transactions

<u>Name</u>	<u>Title</u>	<u>Schedule</u>	<u>Effective Date</u>
1. FULL-TIME EMPLOYEES			
A. Appointments			
None			
B. Changes			
Kelly Garnetti	Administrative Assistant I Community Services Supervisor	16B to 24B	06/17/2018
C. Separations			
Alma Varela	Executive Assistant	35B	06/08/2018
2. PART-TIME EMPLOYEES			
A. Appointments			
Richard Gutierrez	Community Services Specialist	B	06/03/2018
Robert Nelson III	Community Services Specialist	B	06/03/2018
Raymond Youngman	Community Services Specialist	B	06/03/2018
B. Changes			
Tyler Bautista	Maintenance Trainee I Maintenance Trainee II	B to B	06/03/2018
Daniel Gutierrez	Paratransit Vehicle Operator II Paratransit Vehicle Operator III	B to B	06/03/2018
George Schwarz	DASH Transportation Driver II Paratransit Vehicle Operator III	A to B	06/17/2018 06/17/2018
C. Separations			
Andy Barrera	Maintenance Services Aide II	B	06/03/2018
Brandon De Medeiros	Community Services Officer I	B	06/02/2018


Thaddeus McCormack
City Manager

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**CITY OF LAKEWOOD
FUND SUMMARY 6/14/2018**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 87944 through 88063. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	806,247.48
1030	CDBG CURRENT YEAR	3,760.17
1050	COMMUNITY FACILITY	9,075.32
1070	RETIREE BENEFITS	4,000.00
1600	LITTER REDUCTION GRANT	276.25
1621	LA CNTY MEASURE R	6,954.00
3001	CAPITAL IMPROV PROJECT FUND	15,845.00
3070	PROPOSITION "C"	1,034.40
5010	GRAPHICS AND COPY CENTER	968.10
5020	CENTRAL STORES	2,297.10
5030	FLEET MAINTENANCE	2,775.49
6020	GEOGRAPHIC INFORMATION SYSTEM	114.98
7500	WATER UTILITY FUND	845,620.93
8020	LOCAL REHAB LOAN	658.10
8030	TRUST DEPOSIT	624.10
		1,700,251.42

Council Approval

Date

City Manager

Attest

City Clerk

Director of Administrative Services

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
87944	06/14/2018	61142	ADAMS-HILLERY SHARRON	3,010.17	0.00	3,010.17
87945	06/14/2018	4208	AIRGAS INC	255.15	0.00	255.15
87946	06/14/2018	4551	ACCOUNTING PRINCIPALS. INC	1,187.50	0.00	1,187.50
87947	06/14/2018	1700	ALLIED REFRIGERATION INC	249.78	0.00	249.78
87948	06/14/2018	58000	AMERICAN TRUCK & TOOL RENTAL INC	844.38	0.00	844.38
87949	06/14/2018	443	B&M LAWN AND GARDEN INC	188.58	0.00	188.58
87950	06/14/2018	51467	BADGER METER INC	307.94	0.00	307.94
87951	06/14/2018	5154	BANC OF AMERICA PUBLIC CAPITAL CORP.	390,154.69	0.00	390,154.69
87952	06/14/2018	49803	BANG DAVID ASSOCIATES INC	4,009.77	0.00	4,009.77
87953	06/14/2018	4978	CALIFORNIA FOUNDATION FOR THE	806.00	0.00	806.00
87954	06/14/2018	5029	CAMACHO. ANDREW	2,975.41	0.00	2,975.41
87955	06/14/2018	51331	CERRITOS POOL SUPPLY	87.68	0.00	87.68
87956	06/14/2018	43135	CERRITOS. CITY OF - WATER DIVISION	30,822.00	0.00	30,822.00
87957	06/14/2018	45894	CINTAS CORPORATION	64.14	0.00	64.14
87958	06/14/2018	4654	BRAGG INVESTMENT COMPANY. INC.	184.91	0.00	184.91
87959	06/14/2018	5008	COLOR CARD ADMINISTRATOR CORP.	47.19	0.00	47.19
87960	06/14/2018	3778	COMMERCIAL AOUATIC SERVICES INC	2,800.12	0.00	2,800.12
87961	06/14/2018	53451	COMMUNITY FAMILY GUIDANCE CTR	750.00	0.00	750.00
87962	06/14/2018	60195	CR TRANSFER INC	2,688.98	0.00	2,688.98
87963	06/14/2018	4876	CREATE A PARTY INC.	2,414.89	0.00	2,414.89
87964	06/14/2018	62407	CRN AM CAR WASH INC.	102.00	0.00	102.00
87965	06/14/2018	5147	CROWN GREASE SERVICE INC.	100.00	0.00	100.00
87966	06/14/2018	60946	CULVER COMPANY	863.61	0.00	863.61
87967	06/14/2018	4442	DANIEL'S TIRE SERVICE INC	163.26	0.00	163.26
87968	06/14/2018	5070	DANIELS. ROBERT F.	135.00	0.00	135.00
87969	06/14/2018	4997	DE LA RIVA CONSTRUCTION. INC.	506,008.07	0.00	506,008.07
87970	06/14/2018	5032	DEL MAR BLUE PRINT COMPANY INC.	163.13	0.00	163.13
87971	06/14/2018	1783	DEMSEY FILLIGER & ASSOCIATES LLC	4,000.00	0.00	4,000.00
87972	06/14/2018	27200	DICKSON R F CO INC	45,394.79	0.00	45,394.79
87973	06/14/2018	10475	DU BOIS. DIANE	753.33	0.00	753.33
87974	06/14/2018	4875	ELITE SPECIAL EVENTS INC	5,000.00	0.00	5,000.00
87975	06/14/2018	5030	FATHOM WATER MANAGEMENT INC.	108,945.69	0.00	108,945.69
87976	06/14/2018	63519	FLUE STEAM INC	242.00	0.00	242.00
87977	06/14/2018	4420	GOERTZ. TRAVIS W	1,500.00	0.00	1,500.00
87978	06/14/2018	64215	GOLD COAST AWARDS INC	109.40	0.00	109.40
87979	06/14/2018	3863	GREAT WESTERN PARK & PLAYGROUND INC	63.06	0.00	63.06
87980	06/14/2018	3285	GREENO. KAREN	405.60	0.00	405.60
87981	06/14/2018	3346	HAMMER. JASON	60.00	0.00	60.00
87982	06/14/2018	58838	HANSON AGGREGATES LLC	125.00	0.00	125.00
87983	06/14/2018	34354	HI-WAY SAFETY RENTALS INC	758.84	0.00	758.84
87984	06/14/2018	42031	HOME DEPOT	1,586.71	0.00	1,586.71
87985	06/14/2018	4622	JHM SUPPLY INC	537.09	0.00	537.09
87986	06/14/2018	59873	JJS PALOMO'S STEEL INC	357.88	0.00	357.88
87987	06/14/2018	2956	KICK IT UP KIDZ. LLC	145.60	0.00	145.60

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
87988	06/14/2018	4450	KING. JACK	240.00	0.00	240.00
87989	06/14/2018	64510	KRAUSE. DIANN	184.85	0.00	184.85
87990	06/14/2018	18400	LAKEWOOD. CITY WATER DEPT	16,150.56	0.00	16,150.56
87991	06/14/2018	4783	LANDCARE HOLDINGS INC	7,184.28	0.00	7,184.28
87992	06/14/2018	36844	LA COUNTY DEPT OF PUBLIC WORKS	624.10	0.00	624.10
87993	06/14/2018	4705	MAG-TROL. INC.	562.65	0.00	562.65
87994	06/14/2018	23130	MC MASTER-CARR SUPPLY CO	113.86	0.00	113.86
87995	06/14/2018	4918	MELINDA MC COY'S FLOWERS	383.12	0.00	383.12
87996	06/14/2018	41831	MIEIR-KING. RICHARD	395.20	0.00	395.20
87997	06/14/2018	5033	NICHOLLS CONSULTING. INC.	743.75	0.00	743.75
87998	06/14/2018	5134	NORRIS. RICHARD	3,252.48	0.00	3,252.48
87999	06/14/2018	4443	O'REILLY AUTOMOTIVE STORES INC	883.85	16.48	867.37
88000	06/14/2018	47554	OFFICE DEPOT BUSINESS SVCS	187.37	0.00	187.37
88001	06/14/2018	5016	P & R PAPER SUPPLY COMPANY. INC.	409.75	0.00	409.75
88002	06/14/2018	450	PACIFIC EH & S SERVICES INC	1,792.00	0.00	1,792.00
88003	06/14/2018	46945	TAYLOR CORPORATION	542.91	0.00	542.91
88004	06/14/2018	4797	PASCAL & LUDWIG CONSTRUCTORS	39,900.00	0.00	39,900.00
88005	06/14/2018	39640	RAYVERN LIGHTING SUPPLY CO INC	131.18	0.00	131.18
88006	06/14/2018	5152	RUIZ. TAWNY	2,612.00	0.00	2,612.00
88007	06/14/2018	45437	S & J SUPPLY CO	3,203.30	0.00	3,203.30
88008	06/14/2018	65297	S.T.E.A.M.	14,712.46	0.00	14,712.46
88009	06/14/2018	59218	SIERRA INSTALLATIONS INC	7,645.00	0.00	7,645.00
88010	06/14/2018	52279	SMART & FINAL INC	217.48	0.00	217.48
88011	06/14/2018	26900	SO CALIF SECURITY CENTERS INC	173.17	0.00	173.17
88012	06/14/2018	5022	MWB COPY PRODUCTS. INC.	114.98	0.00	114.98
88013	06/14/2018	1917	SOLO PRODUCTIONS & ENTERTAINMENT	1,400.00	0.00	1,400.00
88014	06/14/2018	29400	SOUTHERN CALIFORNIA EDISON CO	74,259.82	0.00	74,259.82
88015	06/14/2018	49529	SPICERS PAPER INC	968.10	0.00	968.10
88016	06/14/2018	2559	STANLEY CONVERGENT SECURITY	30,296.61	0.00	30,296.61
88017	06/14/2018	44104	STATE WATER RESOURCES CONTROL BOARD	90.00	0.00	90.00
88018	06/14/2018	56039	SULLY MILLER	399.08	0.00	399.08
88019	06/14/2018	60359	CNS INDUSTRIES INC	736.76	0.00	736.76
88020	06/14/2018	59212	TETRA TECH INC	2,535.00	0.00	2,535.00
88021	06/14/2018	2372	TGIS CATERING SVCS INC	3,222.70	0.00	3,222.70
88022	06/14/2018	5105	TOTAL TEMPERATURE INSTRUMENTATION INC.	1,093.91	0.00	1,093.91
88023	06/14/2018	52484	TREND OFFSET PRINTING SERVICES INC	14,459.76	0.00	14,459.76
88024	06/14/2018	65224	TUMBLE-N-KIDS. INC	3,587.35	0.00	3,587.35
88025	06/14/2018	60685	TURF STAR	127.30	0.00	127.30
88026	06/14/2018	5124	TW ASSOCIATES	7,278.22	0.00	7,278.22
88027	06/14/2018	58601	U S POSTAL SERVICE	25,000.00	0.00	25,000.00
88028	06/14/2018	64024	U S POSTAL SERVICE	3,723.25	0.00	3,723.25
88029	06/14/2018	35089	UNDERGROUND SERVICE ALERT	181.60	0.00	181.60
88030	06/14/2018	5028	UNISAFE INC.	231.40	0.00	231.40
88031	06/14/2018	4758	VASOUEZ. JOSEPH	2,639.26	0.00	2,639.26

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
88032	06/14/2018	4840	VERITIV OPERATING COMPANY	234.13	0.00	234.13
88033	06/14/2018	64652	CELLCO PARTNERSHIP	223.80	0.00	223.80
88034	06/14/2018	33200	WALTERS WHOLESALE ELECTRIC CO	1,764.39	0.00	1,764.39
88035	06/14/2018	7400	WATER REPLENISHMENT DISTRICT OF	253,659.06	0.00	253,659.06
88036	06/14/2018	33350	WATER WELL SUPPLY	4,790.00	0.00	4,790.00
88037	06/14/2018	3943	WATERLINE TECHNOLOGIES INC	2,882.05	0.00	2,882.05
88038	06/14/2018	17640	WAXIE ENTERPRISES INC	1,207.22	0.00	1,207.22
88039	06/14/2018	60651	WECK ANALYTICAL ENVIRONMENTAL SERVICES	5,223.56	0.00	5,223.56
88040	06/14/2018	36166	WEGENER. KATHY	1,119.30	0.00	1,119.30
88041	06/14/2018	40925	WEST COAST ARBORISTS INC	6,076.00	0.00	6,076.00
88042	06/14/2018	4501	WEST COAST SAND AND GRAVEL. INC.	1,595.06	0.00	1,595.06
88043	06/14/2018	50058	WHITE HOUSE FLORIST INC	125.00	0.00	125.00
88044	06/14/2018	35146	WILLDAN ASSOCIATES	20,264.00	0.00	20,264.00
88045	06/14/2018	4183	WINZER CORPORATION	696.57	0.00	696.57
88046	06/14/2018	3699	AVILA. ADRIAN	250.00	0.00	250.00
88047	06/14/2018	3699	BISOUERA. CHAREL	60.00	0.00	60.00
88048	06/14/2018	3699	BISOUERA. CHAREL	250.00	0.00	250.00
88049	06/14/2018	3699	CARTER. DESMOND	300.00	0.00	300.00
88050	06/14/2018	3699	CUB SCOUT PACK 208	250.00	0.00	250.00
88051	06/14/2018	3699	DAVID. JENNIFER	250.00	0.00	250.00
88052	06/14/2018	3699	DAWSON. DONYELLE	250.00	0.00	250.00
88053	06/14/2018	3699	FLORES. MARIA	250.00	0.00	250.00
88054	06/14/2018	3699	GALINDO. BETHANY	250.00	0.00	250.00
88055	06/14/2018	3699	PEREZ-GOMEZ. SIDNEY	35.00	0.00	35.00
88056	06/14/2018	3699	ROMERO. KAREN	250.00	0.00	250.00
88057	06/14/2018	3699	RUGER. PILIPINA	250.00	0.00	250.00
88058	06/14/2018	3699	SORIA. TIFFANY	20.00	0.00	20.00
88059	06/14/2018	3699	TRISTAN. DEBRA	658.10	0.00	658.10
88060	06/14/2018	3699	TYLER. SHARON	250.00	0.00	250.00
88061	06/14/2018	3699	VENECIANO. KRISTINA	300.00	0.00	300.00
88062	06/14/2018	3699	ZAMORA. SOCORRO	250.00	0.00	250.00
88063	06/14/2018	3699	ZINGER. GARY	324.90	0.00	324.90
Totals:				<u>1,700,267.90</u>	<u>16.48</u>	<u>1,700,251.42</u>

**CITY OF LAKEWOOD
FUND SUMMARY 6/20/2018**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 88064 through 88183. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	211,923.89
1020	CABLE TV	1,257.26
1030	CDBG CURRENT YEAR	458.33
1050	COMMUNITY FACILITY	1,327.49
1070	RETIREE BENEFITS	3,250.00
1630	USED OIL GRANT	358.05
3001	CAPITAL IMPROV PROJECT FUND	387,398.98
3070	PROPOSITION "C"	4,468.35
5010	GRAPHICS AND COPY CENTER	5,968.56
5020	CENTRAL STORES	1,989.90
5030	FLEET MAINTENANCE	1,301.23
7500	WATER UTILITY FUND	58,737.71
8030	TRUST DEPOSIT	1,226.50
		679,666.25

Council Approval

Date

City Manager

Attest

City Clerk

Director of Administrative Services

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
88064	06/14/2018	44103	VARELA. ALMA	735.00	0.00	735.00
88065	06/21/2018	4113	SHAKER NERMINE	1,750.00	0.00	1,750.00
88066	06/21/2018	5149	ADVANCED FLIGHT	565.00	0.00	565.00
88067	06/21/2018	4551	ACCOUNTING PRINCIPALS. INC	687.50	0.00	687.50
88068	06/21/2018	5131	ALLISON MECHANICAL. INC.	3,268.23	0.00	3,268.23
88069	06/21/2018	58000	AMERICAN TRUCK & TOOL RENTAL INC	182.45	0.00	182.45
88070	06/21/2018	65668	ANICETO. SANDRA	800.80	0.00	800.80
88071	06/21/2018	57770	B & H FOTO & ELECTRONICS CORP	1,470.62	0.00	1,470.62
88072	06/21/2018	5026	BARRON. MARK MAURICE	225.00	0.00	225.00
88073	06/21/2018	5026	BARRON. MARK MAURICE	1,420.00	0.00	1,420.00
88074	06/21/2018	39123	BACKFLOW APPARATUS & VALUE COMPANY	893.58	0.00	893.58
88075	06/21/2018	53046	C.P.R.S.	3,350.00	0.00	3,350.00
88076	06/21/2018	307	CALIF. STATE DISBURSEMENT UNIT	183.50	0.00	183.50
88077	06/21/2018	53983	CALIF STATE FRANCHISE TAX BOARD	96.00	0.00	96.00
88078	06/21/2018	6300	CALIFORNIA CONTRACT CITIES ASN	109.00	0.00	109.00
88079	06/21/2018	6600	CALIFORNIA STATE DEPT OF JUSTICE	5,379.00	0.00	5,379.00
88080	06/21/2018	5146	CASTANEDA. BRANDON	421.20	0.00	421.20
88081	06/21/2018	59274	CERTIFIED PLANT GROWERS INC	188.79	0.00	188.79
88082	06/21/2018	4546	COMMERCIAL TRANSPORTATION SERVICES	4,124.10	0.00	4,124.10
88083	06/21/2018	4226	CORONA CLAY COMPANY	2,865.00	0.00	2,865.00
88084	06/21/2018	4519	CRAFCO. INC.	495.65	0.00	495.65
88085	06/21/2018	42699	CROFT. STEVE	141.24	0.00	141.24
88086	06/21/2018	4641	DAO. THAO	1,186.90	0.00	1,186.90
88087	06/21/2018	3213	DIRECTV INC	35.00	0.00	35.00
88088	06/21/2018	4660	ZW USA INC.	259.14	0.00	259.14
88089	06/21/2018	61035	DURAN. NICOLE	2,800.00	0.00	2,800.00
88090	06/21/2018	5030	FATHOM WATER MANAGEMENT INC.	5,656.06	0.00	5,656.06
88091	06/21/2018	52316	FEDERAL EXPRESS CORP	15.10	0.00	15.10
88092	06/21/2018	3769	FIREWORKS & STAGE FX AMERICA	6,500.00	0.00	6,500.00
88093	06/21/2018	5006	FREMONTIA HORTICULTURAL. INC	2,222.30	0.00	2,222.30
88094	06/21/2018	47841	GARDNER TRACTOR SERVICE	6,953.00	0.00	6,953.00
88095	06/21/2018	5005	GIEMONT. GREGORY S.	261.00	0.00	261.00
88096	06/21/2018	4852	GOVINVEST INC.	3,250.00	0.00	3,250.00
88097	06/21/2018	61769	GRAUTEN. EVELYN R	171.60	0.00	171.60
88098	06/21/2018	58838	HANSON AGGREGATES LLC	150.00	0.00	150.00
88099	06/21/2018	42031	HOME DEPOT	1,206.42	0.00	1,206.42
88100	06/21/2018	65891	HUMAN SERVICES ASSOCIATION	458.33	0.00	458.33
88101	06/21/2018	4962	HUNTINGTON PARK RUBBER STAMP CO	190.13	0.00	190.13
88102	06/21/2018	49843	INOUYE. MICHAEL JOHN	393.25	0.00	393.25
88103	06/21/2018	5144	ISES CORPORATION	41,828.00	0.00	41,828.00
88104	06/21/2018	4622	JHM SUPPLY INC	2,333.76	0.00	2,333.76
88105	06/21/2018	4180	JONES RICHARD D. A PROF LAW CORP	292.50	0.00	292.50
88106	06/21/2018	63573	KDC INC	460.00	0.00	460.00
88107	06/21/2018	2956	KICK IT UP KIDZ. LLC	92.95	0.00	92.95

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
88108	06/21/2018	64510	KRAUSE. DIANN	177.97	0.00	177.97
88109	06/21/2018	153	KUMAR. SANDRA	470.00	0.00	470.00
88110	06/21/2018	1916	KULI IMAGE	2,657.60	0.00	2,657.60
88111	06/21/2018	53311	LAKEWOOD MEALS ON WHEELS	245.00	0.00	245.00
88112	06/21/2018	69	LAKEWOOD PROJECT SHEPHERD	24.50	0.00	24.50
88113	06/21/2018	52357	LESLIE'S POOLMART INC	21.84	0.00	21.84
88114	06/21/2018	62080	MARKLEY. ELIZABETH	214.50	0.00	214.50
88115	06/21/2018	4887	MATHESON TRI-GAS. INC.	107.64	0.00	107.64
88116	06/21/2018	66339	MC ENROE. BARBARA	292.50	0.00	292.50
88117	06/21/2018	23130	MC MASTER-CARR SUPPLY CO	31.32	0.00	31.32
88118	06/21/2018	41831	MIEIR-KING. RICHARD	7.80	0.00	7.80
88119	06/21/2018	64333	MOSES-CALDERA. ISABEL	984.75	0.00	984.75
88120	06/21/2018	51031	MUSCO SPORTS LIGHTING LLC	5,210.13	0.00	5,210.13
88121	06/21/2018	4443	O'REILLY AUTOMOTIVE STORES INC	60.17	1.10	59.07
88122	06/21/2018	34536	OCOBOC. DEBRA	301.60	0.00	301.60
88123	06/21/2018	47554	OFFICE DEPOT BUSINESS SVCS	393.13	0.00	393.13
88124	06/21/2018	4403	ORIGINAL WATERMEN INC	520.66	0.00	520.66
88125	06/21/2018	65659	PHASE II SYSTEMS INC	3,326.42	0.00	3,326.42
88126	06/21/2018	3888	RP AUTOMOTIVE UAG CERRITOS I LLC	187.06	0.00	187.06
88127	06/21/2018	51171	PERS LONG TERM CARE PROGRAM	70.64	0.00	70.64
88128	06/21/2018	4494	PIERSON. JEREMY L.	306.80	0.00	306.80
88129	06/21/2018	4371	ORDWAY CORPORATION	305.00	0.00	305.00
88130	06/21/2018	4946	REYES CONSTRUCTION. INC.	409,313.38	0.00	409,313.38
88131	06/21/2018	5108	F & S FOOD SERVICES. INC.	1,111.43	0.00	1,111.43
88132	06/21/2018	45437	S & J SUPPLY CO	5,744.38	0.00	5,744.38
88133	06/21/2018	4309	SAFESHRED	50.00	0.00	50.00
88134	06/21/2018	66280	BARRY SANDLER ENTERPRISES	118.05	0.00	118.05
88135	06/21/2018	240	SGS TESTCOM	9.30	0.00	9.30
88136	06/21/2018	4468	SHERRARD. DONNA HOUSTON	115.05	0.00	115.05
88137	06/21/2018	52279	SMART & FINAL INC	144.78	0.00	144.78
88138	06/21/2018	26900	SO CALIF SECURITY CENTERS INC	43.26	0.00	43.26
88139	06/21/2018	29400	SOUTHERN CALIFORNIA EDISON CO	38,482.79	0.00	38,482.79
88140	06/21/2018	29500	SOUTHERN CALIFORNIA GAS CO	4,090.38	0.00	4,090.38
88141	06/21/2018	4026	SPASEFF TED C	412.50	0.00	412.50
88142	06/21/2018	4972	CHARTER COMMUNICATIONS HOLDINGS. LLC	4,322.82	0.00	4,322.82
88143	06/21/2018	49529	SPICERS PAPER INC	281.29	0.00	281.29
88144	06/21/2018	2995	STRICTLY BACKFLOW INC	1,125.00	0.00	1,125.00
88145	06/21/2018	66215	SUPERIOR COURT OF CALIFORNIA	8,126.50	0.00	8,126.50
88146	06/21/2018	66215	SUPERIOR COURT OF CALIFORNIA	10,050.00	0.00	10,050.00
88147	06/21/2018	57912	SURI. KAREN	221.00	0.00	221.00
88148	06/21/2018	4726	TACO SURF CANTINA INC.	705.00	0.00	705.00
88149	06/21/2018	2732	TANNEN. MITCH	499.20	0.00	499.20
88150	06/21/2018	38679	WESTERN EXTERMINATOR COMPANY	8.59	0.00	8.59
88151	06/21/2018	59212	TETRA TECH INC	4,316.33	0.00	4,316.33

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
88152	06/21/2018	2372	TGIS CATERING SVCS INC	6,884.64	0.00	6,884.64
88153	06/21/2018	4364	THE RINKS-LAKEWOOD ICE	87.75	0.00	87.75
88154	06/21/2018	65224	TUMBLE-N-KIDS. INC	800.80	0.00	800.80
88155	06/21/2018	60685	TURF STAR	474.53	0.00	474.53
88156	06/21/2018	1437	U S BANK NATIONAL ASSOCIATION	26,219.69	0.00	26,219.69
88157	06/21/2018	49848	USA BLUE BOOK A DIVISION OF	501.00	0.00	501.00
88158	06/21/2018	64652	CELLCO PARTNERSHIP	3,317.83	0.00	3,317.83
88159	06/21/2018	3134	VIRTUAL GRAFFITI INC	2,590.00	0.00	2,590.00
88160	06/21/2018	17640	WAXIE ENTERPRISES INC	1,117.29	0.00	1,117.29
88161	06/21/2018	40925	WEST COAST ARBORISTS INC	12,048.40	0.00	12,048.40
88162	06/21/2018	37745	WESTERN EXTERMINATOR CO	390.00	0.00	390.00
88163	06/21/2018	2279	AMERICAN PACIFIC PRINTERS COLLEGES	6,029.72	0.00	6,029.72
88164	06/21/2018	50058	WHITE HOUSE FLORIST INC	82.13	0.00	82.13
88165	06/21/2018	35146	WILLDAN ASSOCIATES	450.00	0.00	450.00
88166	06/21/2018	4837	XEROX CORPORATION	3,863.77	0.00	3,863.77
88167	06/21/2018	3699	BERGER. AMY	35.00	0.00	35.00
88168	06/21/2018	3699	BRYANT. FRANK JR	500.00	0.00	500.00
88169	06/21/2018	3699	BYUN. JONATHAN	100.00	0.00	100.00
88170	06/21/2018	3699	CLEVELAND ELEMENTARY SCHOOL	250.00	0.00	250.00
88171	06/21/2018	3699	DE GUZMAN. LEONARDO	250.00	0.00	250.00
88172	06/21/2018	3699	DUARTE. MARCELLA	250.00	0.00	250.00
88173	06/21/2018	3699	GARIBAY. LILIA	250.00	0.00	250.00
88174	06/21/2018	3699	HUNT. NELLA	250.00	0.00	250.00
88175	06/21/2018	3699	MCCARTHY. JOSEPHINE	250.00	0.00	250.00
88176	06/21/2018	3699	MILLER. SANDRA	250.00	0.00	250.00
88177	06/21/2018	3699	OZOUDE. EZINNE	250.00	0.00	250.00
88178	06/21/2018	3699	PELAYO. VERONICA	250.00	0.00	250.00
88179	06/21/2018	3699	OUICK ROOTER & PLUMBING SERVICES	16.64	0.00	16.64
88180	06/21/2018	3699	REY. JOHN	100.00	0.00	100.00
88181	06/21/2018	3699	SHOCK. ROBERT	250.00	0.00	250.00
88182	06/21/2018	3699	SOR. TIM	33.00	0.00	33.00
88183	06/21/2018	3699	WATERS-HARRIS. KIMBERLY	250.00	0.00	250.00
Totals:				<u>679,667.35</u>	<u>1.10</u>	<u>679,666.25</u>

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COUNCIL AGENDA

June 26, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Report of City Council Committees' Activities

INTRODUCTION

A brief update is provided for City Council review on the activities of the following standing committee: Public Safety Committee.

STATEMENT OF FACT

On June 13, the Public Safety Committee/License & Permit Hearing Board met and discussed:

Crime Trends and Statistics

Captain Rick Harpham presented the crime statistics from the beginning of the year through May 31. Captain Harpham reported that Part 1 crime numbers such as robberies, burglaries and grand theft autos continued to be low when compared to 2017.

Lakewood Center Mall

Captain Harpham reported that Part 1 crimes at Lakewood Center Mall continue to be in a downward trend. Committee Members requested a per capita comparison of Part 1 crimes at Lakewood Mall and Cerritos Mall since both centers are owned by the same company and served by the Los Angeles County Sheriff's Department.

Public Outreach

Mr. Grady reported on the new graphics highlighting potential injuries and damages caused by illegal fireworks published in Lakewood Living Magazine. He added that deterring illegal fireworks use is being heavily publicized including, four digital message boards at various intersection; Facebook posts; and new flyers to be distributed to the public at various city events. Mr. Grady noted that the results of these efforts to discourage illegal fireworks will be documented and reviewed after the Fourth of July.

The recent "Coffee with a Cop" event was discussed. Committee Member Piazza suggested posting event flyers weeks in advance for future "Coffee with a Cop" events to increase attendance. Public Safety Director Joshua Yordt noted that an event banner was being made for use at future events. Captain Harpham noted that evening events are being contemplated so as to attract working residents who are not able to attend the morning events.

Illegal Fireworks

City Staff and Sheriff's personnel have increased their enforcement efforts this year and will meet the week before Fourth of July to strategize for the day of the holiday. A Fourth of July command post will operate out of City Hall and additional deputies will be on patrol for purposes of issuing illegal fireworks citations.

The Public Works department is mapping past citation locations and location from calls received regarding complaints of illegal fireworks use. Approximately 200 letters were sent to past recipients of illegal fireworks citations, giving a heads up that LASD and the city will be out in force looking specifically at past violators.

Neighborhood Watch


Staff is working to increase participation in the Neighborhood Watch (NW) program. A Public Safety/NW information table will be at all city events. Staff is looking at new formats for NW groups to meet and engage residents. A joint meeting will be held among three NW groups at a city facility. The NW newsletter will report on this joint meeting and inform block captains that this format may be used by other groups. It was also suggested that a banner with the phone number to the Public Safety Office be on display at all Summer Concerts in the Park promoting the NW program.

Miscellaneous

Issues related to customer service needs when residents call the Lakewood Sheriff's Station were discussed. Lieutenant Racowski and Captain Harpham committed to instilling the highest customer service standards and expectations with all LASD personnel. The Committee recommended thanking and recognizing desk personnel that are doing a great job of helping callers. Staff suggested a customer service training collaboration between the city and desk personnel.

RECOMMENDATION

It is recommended that the City Council receive and file this report.


Thaddeus McCormack
City Manager

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COUNCIL AGENDA

June 26, 2018

TO: The Honorable Mayor and City Council**SUBJECT:** Monthly Report of Investment Transactions – May 2018**INTRODUCTION**

In accordance with California Government Code Section 53607, the City Council has delegated to the City Treasurer the responsibility to invest or to reinvest funds, or to sell or exchange securities so purchased. The California Government Code Section 53607 requires that, if such responsibility has been delegated, then the Treasurer “shall make a monthly report of those transactions to the legislative body.” In compliance with this requirement, the Monthly Report of Investment Transactions is being rendered to be received and filed.

STATEMENT OF MONTHLY ACTIVITY

<u>Date</u>	<u>Amount at Cost</u>	<u>Vehicle</u>	<u>Transaction</u>
5/01/2018	\$ 50.64	MMF	Interest
5/01/2018	\$ 771.33	FED AGY	Interest 3.560%
5/01/2018	\$ 96.05	FNMA	Interest 1.785%
5/01/2018	\$ 171.19	FNMA	Interest 1.646%
5/01/2018	\$ 66.81	FNMA	Interest 1.898%
5/01/2018	\$ 115.17	FNMA	Paydown 1.785%
5/01/2018	\$ 4,380.98	FNMA	Paydown 1.898%
5/01/2018	\$ 10,809.45	FNMA	Paydown 1.646%
5/02/2018	\$ 1,356.25	CORP	Interest 1.550%
5/03/2018	\$ 100,010.42	CORP	Sell 1.650%
5/09/2018	\$ 3,665.63	CORP	Interest 2.125%
5/09/2018	\$ 49,703.72	TREAS	Sell 1.625%
5/09/2018	\$ 125,908.89	CORP	Sell 1.600%
5/09/2018	\$ 54,845.14	CORP	Sell 1.000%
5/09/2018	\$ 34,697.51	CORP	Sell 1.550%
5/10/2018	\$ 780.00	CORP	Interest 1.950%
5/11/2018	\$ 1,618.75	CORP	Interest 1.850%
5/13/2018	\$ 1,025.00	CORP	Interest 2.050%
5/13/2018	\$ 2,525.00	CORP	Interest 1.000%
5/16/2018	\$ 2,731.75	CORP	Interest 1.561%
5/16/2018	\$ 4,256.25	CD	Interest 2.270%
5/17/2018	\$ 138,748.40	CORP	Sell 1.550%
5/17/2018	\$ 24,767.25	CORP	Sell 1.561%
5/17/2018	\$ 174,994.75	CORP	Purchase 3.250%
5/24/2018	\$ 8,200,000.00	LAIF	Deposit
5/27/2018	\$ 1,970.50	MNTL	Interest 1.125%
5/31/2018	\$ 73.14	CAMP	Interest 1.950%
5/31/2018	\$ 2,071.88	TREAS	Interest 1.625%
5/31/2018	\$ 15,000.00	TREAS	Interest 1.500%

RECOMMENDATION

It is recommended that the City Council receive and file the Monthly Report of Investment Transactions rendered for the month of May 2018.



Jose Gomez

Director of Finance & Administrative Services



Thaddeus McCormack

City Manager

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COUNCIL AGENDA

June 26, 2018

TO: Honorable Mayor and City Council

SUBJECT: Health and Safety Consulting Service Agreement

INTRODUCTION

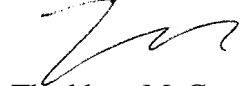
On July 10, 2001, the City Council approved an agreement with Pacific Health and Safety Consulting, Inc. to conduct an audit of the citywide employee safety program. Since then, the safety engineer has provided ongoing consulting services to review and update the city's safety programs, provide safety training, assist Personnel and departments in interpreting and administering state and federal safety regulations and safe work practices, and conduct industrial health monitoring. In July 2006 Pacific Health and Safety Consulting, Inc. changed their name to Pacific EH&S Service, Inc., as they are currently known.

STATEMENT OF FACTS

The agreement provides for the safety engineer to work with the City two days per month. For fiscal years 2018-2019 and 2019-2020 Pacific EH&S, Inc. there will be no change to the current hourly rate. The billing rate for the consultant's time and materials will remain at \$112.00 per hour. City staff has budgeted \$23,700 in the 2018-2019 and 2019-2020 fiscal years for these safety services.

RECOMMENDATION

Staff recommends the City Council authorize the Mayor to execute an Amendment to the Agreement for Health and Safety Consulting Services, subject to approval as to form by the City Attorney.



Thaddeus McCormack
City Manager

**AMENDMENT OF AGREEMENT
FOR HEALTH & SAFETY CONSULTING SERVICES**

This Amendment is entered into by and between the City of Lakewood (the "City") and Pacific EH&S Services, Inc., effective July 1, 2018.

1. Section 2 of the Agreement is amended to extend the term for two years, commencing on July 1, 2018 and ending on June 30, 2020, in an amount not to exceed \$23,700.00 annually (\$47,400 for two years).

2. In all other respects, the Agreement shall remain in full force and effect.

Intending to be legally bound, the parties have executed this Agreement, below, as the date first set forth above.

CITY OF LAKEWOOD

PACIFIC EH&S SERVICES, INC.

Mayor

Attest:

Title

City Clerk

Approved as to form:

Office of the City Attorney

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TO: Honorable Mayor and City Council

SUBJECT: First Amendment to Professional Services Agreement (PSA)
Macro Automatics Corporation for SCADA System Upgrades

INTRODUCTION

On December 12, 2017, the City Council approved a contract with Macro Automatics Corporation for \$98,336 for SCADA System Upgrades. This Capital Improvement Project was scheduled to be complete by the end of FY 2018; however, work on the Bolivar Park stormwater capture caused the SCADA System Upgrades to fall behind schedule.

BACKGROUND

In FY 2016/17, the City updated its Water Master Plan. A component of that Plan was to review and make recommendations pertaining to the City's Department of Water Resources (DWR) Supervisory Control and Data Acquisition (SCADA) system. The City incorporates a SCADA system to control different parts of its water system facilities from one central location. The Plan analyzed the DWR's current SCADA system and determined that the hardware is outdated and Microsoft has not supported the operating system-Windows XP since 2014. Therefore, it recommended that the SCADA improvements be included in the CIP schedule.

The City's SCADA system allows water operation staff to monitor and control the water supply system. Continuous upgrades and improvements are needed in the form of computer programming and system modifications to adapt to changing operational needs, ensure continued reliability, and provide additional functionality to the water system operations.

FISCAL IMPACT

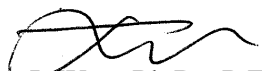
The project is 51% complete and staff is recommending an Amendment to the original agreement that would carryforward the contract until June 30, 2019. Purchase Order #18002223 for SCADA System Upgrades charged to Capital Improvement Account 7500-9923-58870-50049 has an outstanding balance of \$47,783, which staff is recommending to carryforward until June 30, 2019.


SUMMARY

City Council approval is requested to authorize a First Amendment to the Agreement for Professional Services for SCADA System Upgrades until June 30, 2019.

RECOMMENDATION

That the City Council authorize a First Amendment to the Agreement for SCADA System Upgrades with Macro Automatics Corporation to carryforward purchase order until June 30, 2019.


Jason J. Wen, Ph.D., P.E.
Water Resources Director


Thaddeus McCormack
City Manager

**FIRST AMENDMENT TO AGREEMENT
FOR
PROFESSIONAL SERVICES
FOR SCADA SYSTEM MAINTENANCE**

THIS FIRST AMENDMENT, to Agreement is made and entered into on June 26, 2018, by and between the CITY OF LAKEWOOD, a municipal corporation, sometimes hereinafter referred to as CITY, and MACRO AUTOMATICS, sometimes hereinafter referred to as SERVICE PROVIDER.

W I T N E S S E T H:

WHEREAS, on December 12, 2017, the CITY and SERVICE PROVIDER entered into an Agreement entitled "AGREEMENT FOR PROFESSIONAL SERVICES FOR SCADA SYSTEM MAINTENANCE"; and

WHEREAS, the CITY and SERVICE PROVIDER desire to extend the existing agreement until June 30, 2019.

NOW, THEREFORE, it is hereby agreed by and between the parties that:

TERM. This agreement shall be extended until June 30, 2019 and may be renewed by the City with the concurrence of the service provider for any successive one-year term, unless sooner terminated.

All of the terms and conditions of the AGREEMENT not modified by this First Amendment shall remain in full force and effect.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF LAKEWOOD

By: _____
Mayor

SERVICE PROVIDER

By: _____
Macro Automatics

Assigned to the Director of Water Resources

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COUNCIL AGENDA

June 26, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Approval of Agreement for Fire and Security Alarm Services with Stanley Convergent Solutions, Inc.

INTRODUCTION

The City has a major investment in its buildings and other structures. In order to preserve this investment, staff recommends a service provider agreement be approved with Stanley Convergent Solutions, Inc, to provide monitoring and maintenance of the fire and security alarm systems at various city facilities.

STATEMENT OF FACT

The City is in need of the services of a company to monitor and maintain the fire and security systems currently installed at a number of city facilities. Stanley Convergent Solutions, Inc. of Santa Ana, formerly Sonitrol, has been installing the protection systems and providing the monitoring service for the City of Lakewood since 1998. Stanley Convergent Solutions, Inc.'s existing five-year agreement expires on June 30, 2018. Staff wishes to amend the agreement with Stanley Convergent Solutions, Inc. for an additional one-year term. The extended agreement period allows us to lock in place a fee structure at current rates with no price increases during the term of the agreement. The amendment also allows us to clarify special conditions contained in the new agreement, such as response times and the monitoring costs for charges to existing systems or new systems added since the last amendment.

Stanley Convergent Solutions, Inc. provides experienced technicians and 24-hour monitoring for seventeen (17) city facilities. Their agreement includes the monthly monitoring fees plus an additional amount for service calls.

RECOMMENDATION

Staff recommends that the City Council:

1. Approve the amendment to the agreement for Fire and Security Alarm Services with Stanley Convergent Solutions, Inc. Corporation, for one (1) year in an annual amount not to exceed \$116,000, and authorize the Mayor and City Clerk to sign the agreement in a form approved by the City Attorney.



Lisa Ann Rapp
Director of Public Works



Thaddeus McCormack
City Manager

AMENDMENT # 8 TO AGREEMENT FOR SERVICES BETWEEN
CITY OF LAKEWOOD AND STANLEY CONVERGENT SECURITY SOLUTIONS

THE AGREEMENT, dated June 25th, 2013 is hereby amended as follows:

1. Revise Paragraph 2, Section 1, Scope of Services, to read as follows:

Upon specific and separate authorization by the City, the SERVICE PROVIDER Agrees to prepare plans and specifications for additional life safety equipment/systems improvements and/or installations, with scope of work and fee based on project-specific written proposals. Budgeted projects where the fee is less than \$20,000 may be authorized by the City Manager. Budgeted projects where the fee exceeds \$20,000 will require written approval by the City Council. This agreement will be amended to include the fee for said new improvements and/or installations, including additional monitoring and maintenance fees as applicable.

2. Add the following Paragraph to the end of Section 1, Scope of Services:

SERVICE PROVIDER shall respond to all service tickets within 4 hours from the time of issuance during regular business hours.

3. Paragraph 5, Term. The undersigned agree to extend the Agreement for fire and security alarm system monitoring, maintenance, design and installation services identified in said Agreement, as amended, under the same terms and conditions, for one year commencing July 1, 2018, and ending June 30, 2019.

The agreement of June 25, 2013, is reaffirmed in all other aspects, except as amended herein.
Dated the 26th day of June, 2018.

SERVICE PROVIDER

CITY OF LAKEWOOD

STANLEY SECURITY

MAYOR

APPROVED AS TO FORM:

ATTEST:

CITY ATTORNEY

CITY CLERK

EXHIBIT "A" JULY 1, 2018

	<i>Monthly</i>	<i>Quarterly</i>	<i>Sub-total</i>	<i>Annual</i>
CITY HALL SOUTH ENTRANCE - ACCESS CONTROL	86.22	258.66		
CITY HALL FIRE/BURG	715.02	2,145.06		
CITY HALL ADD-ON BURGLAR 2003	11.50	34.50		
CITY HALL CCTV CAMERAS (\$235+\$16) (INCLUDES CENTRE PILLARS 2004)	327.40	982.20		
CITY HALL CCTV ADD ON - PLAQUE	27.62	82.86		
CENTRE BURGLAR SYSTEM	8.18	24.54		
CITY HALL ADD-ON BUTTONS/\$ CLIP 2004	165.75	497.25		
CATV STUDIO AREA	86.22	258.66		
FIRE SYS MONITORING CITY HALL	915.62	2,746.86	\$ 7,030.59	
NIXON ST BLDG A	596.24	1,788.72		
NIXON CCTV	171.37	514.11		
NIXON ST BLDG B	178.80	536.40		
NIXON ST BLDG D & C	175.90	527.70	\$ 3,366.93	
10106300 51060			\$ 10,397.52	\$ 41,590.08
ARBOR RD - REPRO,WRHOUSE & SHOPS	189.11	567.33		
ARBOR YD BURG UPGRADE 7/04	254.76	764.28		
ARBOR RD - WATER OFFICES	187.39	562.17		
WATER-BURGLAR COMMAND VEHICLE	40.93	122.79		
ARBOR FIRE - 2010 UPGRADE	159.60	478.80		
WATER-GATE INTERCOM	23.53	70.59		
WATER-ACCESS	18.41	55.23		
75008000 51060			\$ 2,621.19	\$ 10,484.76
BISCAILUZ-BURGLAR	211.78	635.34		
BISCAILUZ-CCTV	86.97	260.91	\$ 896.25	
BLOOMFIELD PARK-ACCESS CONTROL	95.15	285.45		
BLOOMFIELD PARK-BURGLAR	95.15	285.45		
BLOOMFIELD-CCTV	197.47	592.41		
BLOOMFIELD-MONITORING ADD 2 ACCESS CONTRC	4.10	12.30	\$ 1,175.61	
BOLIVAR PARK	264.62	793.86	\$ 793.86	
BOYAR BURGLAR	94.13	282.39		
BOYAR ACCESS	22.51	67.53		
BOYAR FIRE	196.44	589.32		
BOYAR CCTV	407.20	1,221.60	\$ 2,160.84	
BURNS-BURGLAR	216.90	650.70		
BURNS-FIRE	173.53	520.59		
BURNS-UP STAIRS ACTIVITY ROOM	8.18	24.54	\$ 1,195.83	
DEL VALLE PK BURG	97.20	291.60	\$ 291.60	
MAYFAIR PK	301.20	903.60		
MAYFAIR PK FIRE	129.93	389.79		
MAYFAIR PK CCTV ACT BLDG	163.70	491.10		
MAYFAIR PK SWIM PAVILION & SERVICE KITCHEN UI	35.81	107.43		
MAYFAIR PK CCTV TOT LOT, SHELTER, GAME COUR	204.63	613.89	\$ 2,505.81	
MONTE VERDE BURGLAR	174.96	524.88		
MONTE VERDE FIRE	143.24	429.72	\$ 954.60	
PALMS PK	320.31	960.93		
PALMS PK CCTV	268.06	804.18		
PALMS PK FIRE	215.88	647.64	\$ 2,412.75	
SAN MARTIN-BURGLAR	94.13	282.39	\$ 282.39	
WEINGART SR CENTER	283.59	850.77		
WEINGART SR CENTER/CCTV	81.85	245.55		
WEINGART SR CENTER/FIRE	335.58	1,006.74	\$ 2,103.06	
YOUTH CENTER BURG	155.20	465.60		
YOUTH CENTER FIRE	188.26	564.78	\$ 1,030.38	
10106400 51060			\$ 15,802.98	\$ 63,211.92
	<u>9,607.23</u>	<u>28,821.69</u>		<u>\$ 115,286.76</u>
Grand Total				\$ 115,286.76

EXHIBIT "A" JUNE XX, 2018

	<i>Monthly</i>	<i>Quarterly</i>	<i>Sub-total</i>	<i>Annual</i>
CITY HALL SOUTH ENTRANCE - ACCESS CONTROL	86.22	258.66		
CITY HALL FIRE/BURG	715.02	2,145.06		
CITY HALL ADD-ON BURGLAR 2003	11.50	34.50		
CITY HALL CCTV CAMERAS (\$235+\$16) (INCLUDES CENTRE PILLARS 2004)	327.40	982.20		
CITY HALL CCTV ADD ON - PLAQUE	27.62	82.86		
CENTRE BURGLAR SYSTEM	8.18	24.54		
CITY HALL ADD-ON BUTTONS/\$ CLIP 2004	165.75	497.25		
CATV STUDIO AREA	86.22	258.66		
FIRE SYS MONITORING CITY HALL	915.62	2,746.86	\$ 7,030.59	
NIXON ST BLDG A	596.24	1,788.72		
NIXON CCTV	171.37	514.11		
NIXON ST BLDG B	178.80	536.40		
NIXON ST BLDG D & C	175.90	527.70	\$ 3,366.93	
10106300 51060			\$ 10,397.52	\$ 41,590.08
ARBOR RD - REPRO,WRHOUSE & SHOPS	189.11	567.33		
ARBOR YD BURG UPGRADE 7/04	254.76	764.28		
ARBOR RD - WATER OFFICES	187.39	562.17		
WATER-BURGLAR COMMAND VEHICLE	40.93	122.79		
ARBOR FIRE - 2010 UPGRADE	159.60	478.80		
WATER-GATE INTERCOM	23.53	70.59		
WATER-ACCESS	18.41	55.23		
75008000 51060			\$ 2,621.19	\$ 10,484.76
BISCAILUZ-BURGLAR	211.78	635.34		
BLOOMFIELD PARK-ACCESS CONTROL	95.15	285.45		
BLOOMFIELD PARK-BURGLAR	95.15	285.45		
BLOOMFIELD-MONITORING ADD 2 ACCESS CONTRC	4.10	12.30	\$ 583.20	
BOLIVAR PARK	264.62	793.86	\$ 793.86	
BOYAR BURGLAR	94.13	282.39		
BOYAR ACCESS	22.51	67.53		
BOYAR FIRE	196.44	589.32		
BOYAR CCTV	407.20	1,221.60	\$ 2,160.84	
BURNS-BURGLAR	216.90	650.70		
BURNS-FIRE	173.53	520.59		
BURNS-UP STAIRS ACTIVITY ROOM	8.18	24.54	\$ 1,195.83	
DEL VALLE PK BURG	97.20	291.60	\$ 291.60	
MAYFAIR PK	301.20	903.60		
MAYFAIR PK FIRE	129.93	389.79		
MAYFAIR PK SWIM PAVILION & SERVICE KITCHEN UI	35.81	107.43		
MONTE VERDE BURGLAR	174.96	524.88		
MONTE VERDE FIRE	143.24	429.72	\$ 954.60	
PALMS PK	320.31	960.93		
PALMS PK FIRE	215.88	647.64	\$ 1,608.57	
SAN MARTIN-BURGLAR	94.13	282.39	\$ 282.39	
WEINGART SR CENTER	283.59	850.77		
WEINGART SR CENTER/FIRE	335.58	1,006.74	\$ 1,857.51	
YOUTH CENTER BURG	155.20	465.60		
YOUTH CENTER FIRE	188.26	564.78	\$ 1,030.38	
10106400 51060			\$ 12,794.94	\$ 51,179.76
	8,604.55	25,813.65		
		Grand Total		\$ 103,254.60
		Savings		\$ 12,032.16

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COUNCIL AGENDA

June 26, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Adoption of Resolution Establishing Employee Benefits, Defining the Conditions and Hours of Employment and Adopting a Classification and Compensation Plan for Unrepresented City Officers and Employees

INTRODUCTION

This resolution establishes employee benefits, conditions and hours of employment, and a classification and compensation plan for unrepresented City officers and employees, effective FY 2018-2019.

STATEMENT OF FACT

Unrepresented City officers and employees are those employees that fall under the following categories:

- Supervisory and Junior Administrative Employees
- Management and Administrative Officers
- Executive Management Officers
- City Manager

The following compensation and benefit terms will be effective with the adoption of this resolution:

- Basic Compensation Plan – The City shall grant an increase of 4.0%.
- Retirement System – Employees who fall under the “Classic Member” category as defined by the California Public Employees’ Pension Reform Act of 2013 (PEPRA) will pay 2% of the employee member contribution (EPMC). The City will pay 5% of the EPMC and include its value in the salary reported to CalPERS.
- Cafeteria Benefit Plan – Effective with the first paycheck in December 2018, the City shall provide an increase of \$25.00 per month for a total monthly contribution of \$1,234.02.

RECOMMENDATION

It is recommended that the City Council adopt proposed resolution.



Thaddeus McCormack
City Manager

RESOLUTION NO. 2018-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD ESTABLISHING EMPLOYEE BENEFITS, DEFINING THE CONDITIONS AND HOURS OF EMPLOYMENT AND ADOPTING A CLASSIFICATION AND COMPENSATION PLAN FOR UNREPRESENTED CITY OFFICERS AND EMPLOYEES

WHEREAS, the Lakewood City Council heretofore adopted Resolution No. 2016-33 pertaining to Employee Benefits and the Classification and Compensation of City Officers and Employees; and

WHEREAS, on August 19, 2011, the California Public Employees Retirement System adopted Title 2 of the California Code of Regulations, Section 570.5 to further define those items of compensation which will be included in a member's compensation for purposes of determining the member's retirement allowance and to clarify existing law which limited pay rates to amounts set forth on a publicly available rate schedule;

WHEREAS, the Lakewood City Council heretofore adopted Resolutions No. 2010-21 and 2008-76 implementing section 414(h)(2) of the Internal Revenue Code by making employee contributions pursuant to California Government Code section 20691 to the Public Employees' Retirement System on behalf of all of its employees who are members of the Public Employees Retirement System;

WHEREAS, the Lakewood City Council heretofore adopted Resolutions No. 94-62 and 77-75 stipulating that the City has elected to pay member contributions to CalPERS as compensation;

WHEREAS, this resolution modifies Resolutions No. 2010-21, 2008-76, 94-62 and 77-75 for unrepresented City Officers and Employees by requiring that members of that group pay 2% of their employee contributions to the Public Employees' Retirement System, with the City paying 5%;

WHEREAS, the Lakewood City Council heretofore adopted Resolutions No. 2001-73 and 2005-16 authorizing establishment of supplemental retirement plans administered by Phase II Systems, PARS Trust Administrator;

WHEREAS, the Lakewood City Council entered into a contract effective February 1, 1955 as amended effective November 1, 1962, January 5, 1979 and August 22, 1999 to provide pension benefits for all eligible employees;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lakewood as follows:

SECTION 1. The employee benefits and the classification and compensation of City unrepresented officers and employees, as specified in Attachment “A” attached, is hereby affirmed.

SECTION 2. Except as otherwise provided by resolution or ordinance, the classification and compensation plan of city officers and employees shall be in accordance with Attachment “B” attached hereto and made a part hereof as though set forth in full. For the purposes of said classification and compensation plan the following definitions shall apply:

A. Executive Management Officers shall mean the City Manager, Assistant City Manager, Deputy City Manager and all department directors.

B. Management and Administrative Officers shall mean employees appointed as assistant directors, superintendents and managers who directly assist the head of a department.

C. Supervisory and Junior Administrative Employees are employees appointed as supervisors, professionals, analysts, specialists, program coordinators and community conservation representatives.

D. General or Miscellaneous Employees shall mean all other employees appointed to a position in the classified service.

SECTION 3. Nonclassified Officers and Employees. Except where otherwise provided in resolution or ordinance, the compensation and benefits for all other officers and employees, including part time, temporary, emergency and seasonal employees, shall be governed by a separate resolution.

SECTION 4. Employee Benefits and Duties

A. Attachment “A.”

Revisions to employee benefits and terms and conditions of employment are hereby established as those set forth in Attachment “A” for all unrepresented city officers and employees set forth in Attachment “B”, except where otherwise provided in this resolution.

B. Attendance to Duty.

All officers and employees shall be in attendance at their official duties and place of work as required by this resolution or any ordinance or resolution of the city, or in accordance with the direction of the department head or City Manager. Failure on the part of any employee, absent without leave or notification to return to duty within 24 hours shall be cause for immediate discharge.

C. Hours and Days of Work.

The normal workweek for all officers and employees in the classified service shall be considered as forty (40) hours. Unless otherwise specified, each employee's regular reoccurring workweek shall be deemed to begin at the midpoint of the employee's work shift on Fridays. Those with alternative workweeks are prescribed herein. Any changes in a non-exempt employee's workweek shall be made prospectively and must be approved in writing by the Human Resources Manager.

<u>Position Title</u>	<u>Department</u>	<u>Workweek Begins</u>
Centre AV Technician (2)	Administration	Monday, 12:01 AM
Community Safety Specialist (2)	Administration	Monday, 12:01 AM
Park Maintenance Worker (Centre)	Recreation and Community Services	Sunday, 12:01 AM
Media Operations Specialist I	Administration	Monday, 12:01 AM
Parking Control Leadworker	Administrative Services	Monday, 12:01 AM
Parking Control Officer (3)	Administrative Services	Monday, 12:01 AM
Sr. Park Maintenance Worker (Palms)	Recreation and Community Services	Tuesday, 12:01 AM

D. Fair Labor Standards Act - Exemptions

The Fair Labor Standards Act (FLSA) is a federal law which requires that most employees be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. Section 13(a)(1) of the FLSA, provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week. Effective December 1, 2016 the minimum weekly salary will be \$913 per week. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department's regulations.

Salary Basis Requirement

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the city makes deductions from an employee's predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a "salary basis." If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

Circumstances in Which the City May Make Deductions from Pay

The city has a recognized practice of allowing partial-day deductions from the pay of exempt employees for reasons of public accountability. In accordance with the city's practice, deductions from pay are permissible:

1. when an exempt employee is absent from work for personal reasons other than sickness or disability;
2. for absences due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
3. to offset amounts employees receive as jury or witness fees, or for military pay; or
4. for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions as provided for in Section 16.0 of the Personnel Rules, Regulations and Procedures.

Also, the city is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

City Policy

It is the city's policy to comply with the salary basis requirements of the FLSA. Therefore, all managers of the city are prohibited from making any improper deductions from the salaries of exempt employees. The city does not allow deductions that violate the FLSA.

What To Do If An Improper Deduction Occurs

If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor, or to the Human Resources Manager.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the affected employee will be promptly reimbursed for any improper deduction made.

FLSA Exempt Employees

The positions designated as exempt from FLSA overtime provisions are those categorized as executive management, management and administrative officers, and supervisory and junior administrative officers and employees, excluding the following: Community Conservation Representative.

E. Mileage

When authorized, city officers and employees shall receive mileage reimbursement in an amount equivalent with the Internal Revenue Service standard mileage rate to cover the use by them in City business of their personal vehicles while performing official duties. An itemized statement on a form provided by the Director of Administrative Services shall be submitted for approval by the City Manager.

Supervisory and Junior Administrative officers and employees shall be paid the aforementioned mileage allowance and, in addition, shall receive a monthly auto allowance of \$85.00 per month for the use of their vehicle in performance of City duties, except Community Services Supervisors who shall receive a monthly auto allowance of \$135.00 per month for the use of their vehicle in performance of City duties.

Management and Administrative officers shall, in lieu of said mileage reimbursement, receive an automobile allowance of \$245.00 per month for the use of their vehicle in performance of City duties.

The following officers and employees may be assigned use of a city vehicle in performance of City duties in lieu of any monthly auto allowance.

- Parks Superintendent
- Water Distribution Supervisor
- Facilities Maintenance Supervisor
- Fleet Manager
- Tree and Hardscape Supervisor
- Environmental Resources Supervisor

All employees shall receive mileage reimbursement for actual and necessary use of their private vehicles to attend authorized meetings and seminars fifty (50) miles or more from Lakewood, provided the cost of alternative transportation (i.e., airfare, vehicle rental) is more than the City mileage expense.

F. Administrative Leave

Those persons holding a position in the categories heretofore designated as Executive Management Officers, Management and Administrative Officers and Supervisory and Junior Administrative Officers are eligible to receive administrative leave as follows:

- 1) Executive Management Officers – up to a maximum of 64 hours per fiscal year;
- 2) Management and Administrative Officers and Supervisory and Junior Administrative Officers – up to a maximum of 48 hours per fiscal year;

Nothing herein shall be construed as an absolute right to administrative leave, the granting of the same being discretionary with the department head or City Manager, both as to eligibility and the time for exercising said administrative leave. Payments for any earned and unused administrative leave at the end of the fiscal year shall be computed at the employee's regular rate of pay for the past pay period ending and paid in June of each year and distributed as follows. No such person, however, shall be eligible for any such cash payment that is not an employee of the city at the end of the fiscal year.

- 1) Executive Management Officers – distributions for all unused administrative leave shall be made to the employee's 401(a) Plan account;
- 2) Management and Administrative Officers and Supervisory and Junior Administrative Officers – distributions for all unused administrative leave shall be based upon age. Until age 40, payments shall be made in cash to eligible employees. Payments made after the employee has achieved age 40 shall be paid 33% to the employee's 401(a) Plan account and 67% in cash; after age 45, annual distribution shall be 67% to the employee's 401(a) Plan account and 33% to employee in cash; and after age 50, the entire administrative leave payment shall be deposited in the employee's 401(a) Plan account.

Administrative Leave Payoff at Termination: Upon termination, whether or not concurrently retiring under CalPERS, benefits shall be paid to the employee's 401(a) Plan account as follows:

- 1) Executive Management Officers shall receive a lump sum amount equal to the number of hours of administrative leave accrued at termination of employment multiplied by the 401(a) Plan Participant's Hourly Pay Rate at the time of termination.
- 2) Management and Administrative Officers and Supervisory and Junior Administrative Employees who are separating, but not retiring shall receive a lump sum amount equal to the sum of administrative leave and compensatory time accrued at termination of employment multiplied by the 401(a) Plan Participant's Hourly Rate of Pay at the time of termination.

G. Executive Management Compensation

The provision of this resolution relating to assignment of officers and employees to pay rate steps and to pay step advancement shall apply to Executive Management Officers in the Wage, Salary and Classification Plan attached herein. Said officers and employees shall be reviewed by the City Manager and placed at a level of compensation within the applicable salary schedule which has been designated by this resolution for said officer of the employee's position for the first pay period ending in July.

Executive Management Officers are also entitled to a merit pay/performance bonus annually on July 1st not to exceed a total of six percent (6%) in any six (6) month period and a total of eight percent (8%) in any twelve (12) month period provided they have met the performance goals and objectives set for them by the City Manager.

H. Compensatory Time for Supervisory and Junior Administrative Employees

Supervisory and exempt Junior Administrative employees shall be compensated for time worked in excess of forty (40) hours in their normal workweek at the rate of one hour of compensatory time off for each one hour worked. Non-exempt Junior Administrative employees shall be compensated for time worked in excess of forty (40) hours in their normal workweek at the rate of one and one-half hours of compensatory time off or overtime pay for each one hour worked. Executive Management, Management and Administrative Employees shall not be compensated for overtime hours worked.

Notwithstanding any provision of this section to the contrary, all overtime must be approved by the department head prior to being worked, except in the case of an emergency, which shall be reported to the City Manager on the next day of work following the emergency for the City Manager's approval. No credit shall be given to exempt employees for less than one-half (½) hour of overtime or to non-exempt employees for less than ten (10) minutes of overtime worked in any workweek.

Compensatory Time for "Gatekeeper" Services - Supervisory and Junior Administrative Employees shall be compensated for time worked as "gatekeepers" at the rate of nine hours of gatekeeper compensatory time (GCT) earned for each weekly rotation served. Service as gatekeeper requires the employee to be available by portable electronic communication device during all off-duty hours of their gatekeeping rotation period to respond to city emergency situations occurring outside of the city's regular business hours. The assignment of employees to the rotating gatekeeping schedule shall be approved by the department head.

Compensatory Time accumulation shall not exceed sixty (60) unused compensatory time-off hours at any one time except during the three month period prior to payoff the maximum accumulation may not exceed 40 hours. All compensatory time off shall be taken within the fiscal year earned, or will be paid in cash at the end of the second pay period in June with the exception of compensatory time earned after the second pay period in June, which will be carried over into the next fiscal year. At that time, up to 20 hours of accumulated compensatory time will be paid in cash to the employee with any remaining hours deposited into the employee's 401(a) Plan account. At separation, all payment for accrued compensatory time off hours will be deposited into the employee's 401(a) Plan account.

Accumulated compensatory time off may be taken by an employee upon reasonable notice and prior approval of the department head. Nothing herein is intended to limit or restrict the authority of the city to require any employee to perform overtime or gatekeeper work.

For the purposes of this section, the following positions are non-exempt Supervisory and Junior Administrative employees: Community Conservation Representative.

I. Reservation of City Rights

Whenever any right is reserved to the city by this resolution or memorandum of understanding, said right may be exercised by the City Manager under the direction and/or control of the City Council.

J. Declared Disaster Pay Policy for Exempt Employees

In the event that a disaster or a state of emergency is declared in accordance with Ordinance 74-3, “exempt” employees (under FLSA) shall be compensated for overtime hours that they work as official emergency workers. Similarly, in the event that a disaster or a state of emergency that affects the City of Lakewood is declared by the County of Los Angeles, the State of California or the Federal Government, “exempt” employees shall be compensated for the overtime hours they work as official emergency workers. This emergency overtime shall be paid at an hourly rate equal to their currently monthly base salary divided by 173.33. “Emergency Overtime” shall be paid only for those hours actually worked in excess of forty (40) hours during their normal workweek.

K. Supplemental Retirement Savings Plans

The Director of Administrative Services is hereby authorized to make all necessary payroll withholdings, deposits and leave conversions as authorized by the Defined Contribution and Defined Benefit Supplemental Retirement Savings Plans as established in Resolutions No. 2001-73 and 2005-16.

L. Vacation Compensation

No Executive Management Officer shall accumulate vacation leave beyond 160 hours or their December 31, 2001 balance, whichever is greater. No Management or Administrative Officer or Supervisory or Junior Administrative Employee shall accumulate vacation leave beyond 270 hours or their December 31, 2001 balance, whichever is greater.

Employees’ vacation leave accruals shall be capped as follows. At the end of any pay period, each employee shall have deposited by the City into their 401(a) Plan account a defined contribution amount equal to the product of their rate of pay times their current bi-weekly vacation accumulation entitlement in excess of their accrual cap.

- 1) Executive Management Officers – 160 hours
- 2) Management and Administrative Officers and Supervisory and Junior Administrative Employees – 270 hours

M. Longevity Pay

Employees shall receive annual lump sum longevity payments beginning at the completion of their 10th year of City service. Eligibility for longevity lump sum payments shall be certified by the City Manager or his designee to the Director of Administrative Services. The longevity lump sum payments shall be at the rate of 1% of annual salary on achieving 10 years of service and each year thereafter for years 11, 12, 13, and 14. Upon completing 15 years of cumulative service the rate will be increased to 2% of annual salary and continue at the rate for years 16, 17, 18, and 19. Upon reaching 20 years of service, the rate will increase to 2.5% and be paid at that rate for each year of full-time service thereafter. Annual salary, for the purposes of this section, shall be calculated at the employee's current rate of pay in their regular position on the date in which eligibility is achieved. Employee's eligibility date shall be the effective date of regular full-time employment as it appears on the employee's Personnel Action Form prepared at the time of appointment.

Longevity lump sum payment shall be paid on the next regular payday after the pay period in which the eligibility date falls and shall be distributed as follows:

- 1) Executive Management Officers – their entire annual longevity payment shall be deposited into their 401(a) Plan account;
- 2) Management and Administrative Officers and Supervisory and Junior Administrative Employees – they shall receive lump sum payments for years 10, 11, 12, 13, and 14. Beginning with year 15 and continuing through year 19, employees shall have 1% of annual salary paid in cash to the employee and 1% deposited in the employee's 401(a) Plan account. Beginning with year 20 and thereafter 1% of annual salary shall be paid in cash to the employee and 1.5% of annual salary shall be deposited into the employee's 401(a) Plan account.

If an employee, after establishing a right to longevity lump sum payment, should be terminated prior to his or her eligibility date in any subsequent year by reason of death, an industrial accident disability rating of 50% or more, illness, or a non-industrial accident preventing discharge of normal duties, said employee shall receive his pro rated share of such longevity lump sum payment to the date of termination.

N. Sick Leave Accumulation and Payoff

Employees shall accrue eligibility for sick leave on the basis of eight (8) hours per month up to a maximum accumulation of either 240, 320 or 350 hours. Employees shall elect their sick leave accumulation cap at the time of appointment and may increase their cap to a higher level. Employees may not elect to decrease their cap. On the last payday each November, employees will be paid in cash for any accumulated and unused sick leave in excess of their elected cap on accumulation at the rate of sixty percent (60%) or seventy percent (70%) of said excess. Employees electing a 240-hour sick leave cap will be eligible for sixty percent (60%) and employees electing a 320-hour or 350-hour sick leave cap will be eligible for seventy (70%).

Said cash payment shall be at the employee's rate of pay as of the payday immediately preceding the last payday in November.

Executive Management Officers shall receive 50% of any sick leave payoff they are entitled to in cash and the remaining 50% of their payoff shall be deposited into their 401(a) Plan account.

Payoff at Retirement: City will provide sick leave payoff to employees retiring directly from City service under the Public Employees' Retirement System based on the following formula:

- 1) Retiring employee that elects a 240-hour base will be paid at the time of retirement 50% of all accumulated and unused sick leave hours. Payment shall be made at the employee's regular rate of pay.
- 2) Retiring employee that elects either the 320-hour or the 350-hour base will be paid at the time of retirement 75% of all accumulated and unused sick leave hours. Payment shall be made at the employee's regular rate of pay

All sick leave hours paid upon retirement for an Executive Management Officer, Management and Administrative Officer, or Supervisory and Junior Administrative Employee shall be deposited in the employee's 401(a) Plan account.

O. Long Term Disability Insurance

The City shall pay the premium and shall select and administer a Long Term Disability insurance plan. The benefit shall be 66% of maximum monthly base earnings up to \$8,000 and the elimination period shall be 60 days.

SECTION 7. All funds necessary to carry out the provisions of this resolution are hereby appropriated to the proper budgetary account. The compensation provided in Attachment "B" shall be effective July 1 2018, as to all affected employees in the City's service on that date.

ADOPTED AND APPROVED THIS 26TH DAY OF JUNE, 2018.

Mayor

ATTEST:

City Clerk

Employee Benefits and Compensation of City Unrepresented Officers and Employees

Executive Management Officers
Management & Administrative Officers
Supervisory & Junior Administrative Employees

Basic Compensation Plan: Wage and Salary Plan. Effective with the first paycheck in July 2018 the City shall grant an increase of 4.0%.

Retirement System: PERS Member Contributions. The following benefits apply to those employees who are not “New Members” as defined by the California Public Employees’ Pension Reform Act of 2013 (PEPRA) but those employees who are defined as “Classic Members”. Employees who fall under the “Classic Member” category will pay 2% of the employee member contribution (EPMC). The City will pay 5% of the EPMC and include its value in the salary reported to CalPERS.

Cafeteria Benefit Plan: Effective with the first paycheck in December 2018, the City shall provide an increase of \$25.00 per month for a total monthly contribution of \$1234.02. The cafeteria monthly contribution is inclusive of the statutory Public Employees Medical and Hospital Care Act. (PEMHCA) minimum contribution.

**WAGE, SALARY AND CLASSIFICATION PLAN
FY 2018-2019
(Effective July 1, 2018)**

SUPERVISORY AND JUNIOR ADMINISTRATIVE EMPLOYEES

Schedule No.	Classification	Step 1 Monthly*	Step 2 Monthly*	Step 3 Monthly*	Step 4 Monthly*	Step 5 Monthly*
15B	Management Aide	4698	4931	5179	5438	5710
16B	Administrative Assistant I	4825	5067	5320	5588	5867
16B	Crime Prevention Specialist	4825	5067	5320	5588	5867
16B	Planning Technician	4825	5067	5320	5588	5867
18B	Accountant	5070	5324	5592	5870	6164
18B	Supervising Parking Control Officer	5070	5324	5592	5870	6164
20B	Recreation Program Coordinator	5325	5593	5871	6167	6473
20B	Video Producer	5325	5593	5871	6167	6473
22B	Administrative Assistant II	5594	5874	6169	6478	6800
22B	Assistant Project Manager	5594	5874	6169	6478	6800
22B	Executive Secretary	5594	5874	6169	6478	6800
24B	Assistant Planner	5878	6173	6484	6808	7149
24B	Community Conservation Rep.	5878	6173	6484	6808	7149
24B	Community Services Supervisor	5878	6173	6484	6808	7149
24B	Community Transportation Supervisor	5878	6173	6484	6808	7149
24B	Human Resources Analyst	5878	6173	6484	6808	7149
24B	Media Services Coordinator	5878	6173	6484	6808	7149
24B	Public Information Specialist	5878	6173	6484	6808	7149
26B	Housing Specialist	6183	6493	6815	7157	7515
26B	Project Manager	6183	6493	6815	7157	7515
26B	Senior Management Analyst	6183	6493	6815	7157	7515
27B	Environmental Resources Supv.	6332	6650	6981	7331	7697
27B	Facilities Maint. Supervisor	6332	6650	6981	7331	7697
27B	Fleet Manager	6332	6650	6981	7331	7697
27B	Tree & Hardscape Supervisor	6332	6650	6981	7331	7697
28B	Community Relations Manager	6490	6814	7156	7511	7892
28B	Senior Producer	6490	6814	7156	7511	7892
28B	Water Distribution Supervisor	6490	6814	7156	7511	7892
29B	Associate Planner	6655	6987	7337	7704	8087
29B	Environmental Programs Manager	6655	6987	7337	7704	8087
29B	GIS Analyst	6655	6987	7337	7704	8087
29B	Water Administration Manager	6655	6987	7337	7704	8087
31B	Community Services Manager	6992	7339	7708	8095	8496
31B	Senior Accountant	6992	7339	7708	8095	8496
31B	Senior Human Resources Analyst	6992	7339	7708	8095	8496
33B	Helicopter Pilot II	7338	7707	8094	8495	8921
38B	Purchasing Officer	8304	8721	9155	9613	10095

*Published monthly rates are rounded to whole dollars. Actual rates are rounded to four decimal places

**WAGE, SALARY AND CLASSIFICATION PLAN
FY 2018-2019
(Effective July 1, 2018)**

MANAGEMENT AND ADMINISTRATIVE OFFICERS

Schedule No.	Classification	Step 1 Monthly*	Step 2 Monthly*	Step 3 Monthly*	Step 4 Monthly*	Step 5 Monthly*
32B	Crime Prevention Manager	7168	7526	7900	8295	8712
32B	Community Development Coordinator	7168	7526	7900	8295	8712
34B	Neighborhood Preservation Mgr.	7522	7900	8294	8709	9146
35B	Senior Planner	7709	8097	8500	8923	9369
36B	IT Services Manager	7902	8299	8713	9147	9605
36B	Senior Project Manager	7902	8299	8713	9147	9605
36B	Finance Manager	7902	8299	8713	9147	9605
38B	Assistant to the City Manager	8304	8721	9155	9613	10095
38B	Parks Superintendent	8304	8721	9155	9613	10095
39B	City Architect	8512	8938	9384	9854	10346
40B	Asst. Dir., Rec. & Comm. Serv.	8733	9171	9630	10109	10615
40B	Asst. Dir., Finance & Admin Services	8733	9171	9630	10109	10615
40B	Asst. Director, Comm. Dev.	8733	9171	9630	10109	10615
40B	Asst. Director, Public Works	8733	9171	9630	10109	10615
40B	Asst. Director of Water Resources	8733	9171	9630	10109	10615
40B	City Clerk	8733	9171	9630	10109	10615
40B	Human Resources Manager	8733	9171	9630	10109	10615
40B	Public Information Officer	8733	9171	9630	10109	10615

***Published monthly rates are rounded to whole dollars. Actual rates are rounded to four decimal places**

**WAGE, SALARY AND CLASSIFICATION PLAN
FY 2018-2019
(Effective July 1, 2018)**

EXECUTIVE MANAGEMENT OFFICERS

Schedule		Step 1	Step 2	Step 3	Step 4	Step 5
No.	Classification	Monthly*	Monthly*	Monthly*	Monthly*	Monthly*
EDPS	Director of Public Safety	10368	10889	11433	12003	12614
EDCM	Deputy City Manager	13338	14006	14707	15441	16215
EDCD	Director of Comm. Dev	13338	14006	14707	15441	16215
EDRS	Director of Recreation and Community Services	13338	14006	14707	15441	16215
EDWR	Director of Water Resources	13533	14209	14918	15665	16448
EACM	Asst. City Mgr	14230	14942	15688	16473	17297
EDPW	Director of Public Works	14230	14942	15689	16473	17297
EDAS	Director of Finance & Administrative Services	15706	16493	17316	18182	19091
CMGR	City Manager	19940				

***Published monthly rates are rounded to whole dollars. Actual rates are rounded to four decimal places**

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COUNCIL AGENDA

June 26, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Adoption of Resolution Repealing Resolution No. 2016-34 and Enacting a Personnel Resolution Establishing Compensation, Rules and Regulations Pertaining to Hourly-Rated Part-Time Employees

INTRODUCTION

This resolution repeals a previous resolution and enacts a personnel resolution that establishes compensation, rules and regulations pertaining to hourly-rated part-time employees, effective July 1, 2018.

STATEMENT OF FACT

Hourly part time officers and employees are employees in the non-classified service, part-time employees, temporary, emergency and seasonal employees.

The City shall grant an increase of 4.0% to the hourly rates for Schedule A and Schedule B part time officers and employees. Part time employees shall not participate in or be entitled to any benefit program of the City as required by law.

RECOMMENDATION

It is recommended that the City Council adopt the proposed resolution.



Thaddeus McCormack
City Manager

RESOLUTION NO. 2018-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD REPEALING RESOLUTION NO. 2016-34 PERTAINING TO HOURLY-RATED PART-TIME EMPLOYEES AND ENACTING A PERSONNEL RESOLUTION ESTABLISHING THE COMPENSATION, RULES AND REGULATIONS PERTAINING TO HOURLY-RATED PART-TIME EMPLOYEES.

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES RESOLVE AS FOLLOWS:

SECTION 1. Resolution No. 2016-34, a resolution of the City Council of the City of Lakewood establishing the salaries and compensation of hourly-rated part-time employees and repealing previous resolution on the same subject matter, adopted by the City Council on June 28, 2016 is hereby repealed.

SECTION 2. This resolution shall be known as the Hourly-Rated Part-Time Employee Personnel Resolution.

SECTION 3. Hourly-rated part-time officers and employees shall be those officers and employees in the non-classified service, part-time employees, temporary, emergency and seasonal employees.

1. Compensation. Hourly-rated part-time officers and employees shall be compensated for said service in accordance with the job description and hourly rates incorporated herein as Attachment A. In the event that any adjustment in any applicable minimum wage causes any such rate to be out of compliance with minimum wage requirements, then such rate shall be adjusted automatically to comply with such minimum wage requirements.

2. Benefits. Part-time employees shall not participate in or be entitled to any benefit program of the City except as required by law.

3. Pay Periods. All part-time employees shall be paid on a biweekly basis. Payday shall be during the week following the end of the biweekly pay period.

SECTION 4. This Resolution shall become effective the 1st day of July 2018.

ADOPTED AND APPROVED THIS 26TH DAY OF JUNE 2018.

Mayor

ATTEST:

City Clerk

HOURLY RATED PART TIME EMPLOYEES

Schedule "A"	Job Description	EFFECTIVE DATE 7/1/2018
	Administrative Aide	11.4869
	Cashier-Clerk	14.3619
	CATV Production Assistant	18.3815
	CATV Production Intern	16.4249
	Center Event Technician	18.3815
	Clerk Typist I	15.4134
	Clerk Typist II	16.2251
	Clerk Typist III	17.0107
	Clerk Typist IV	17.8225
	Clerk Typist V	18.7144
	Clerk Typist VI	19.6593
	Crossing Guard I	15.4267
	Crossing Guard II	16.2521
	Crossing Guard III	17.0371
	Crossing Guard IV	17.9026
	DASH Dispatcher II	14.9475
	DASH Dispatcher III	17.1569
	DASH Dispatcher IV	19.0206
	DASH Transportation I Driver-in-Training	12.0438
	DASH Transportation Driver II	14.9475
	DASH Transportation Driver III	17.1569
	DASH Transportation Driver IV	19.0206
	Intern I	19.2201
	Intern II	20.2050
	Lifeguard/Swim Instructor I	15.3469
	Lifeguard/Swim Instructor II	16.1186
	Lifeguard/Swim Instructor III	16.6380
	Lifeguard/Swim Instructor IV	17.4100
	Locker Attendant	12.4051
	Maintenance Aide I	12.4051
	Maintenance Aide II	14.9475
	Maintenance Aide III	17.1570
	Media Production Center Tech A	47.5979
	Pool Manager I	20.4180
	Pool Manager II	21.4429
	Pool Manager III	22.4946
	Pool Manager IV	23.6391
	Public Works Inspector	52.4561
	Recreation Leader I	12.4051
	Recreation Leader II	14.9475
	Recreation Leader III	17.1570
	Recreation Leader IV	19.0206

Schedule "A"	Job Description	EFFECTIVE DATE 7/1/2018
	Recreation Specialist I	22.1617
	Recreation Specialist II	26.8070
	Recreation Specialist III	32.2244
	Recreation Specialist IV	37.5751
	Relief Administrative Clerk I	22.0950
	Relief Administrative Clerk II	24.3313
	Relief Administrative Clerk III	26.2347
	Relief Building Inspector	70.5981
	Relief Helicopter Pilot	40.1573
	Relief Parking Control Officer I	21.8689
	Relief Parking Control Officer II	24.2381
	Relief Parking Control Officer III	26.6474
	Relief Senior Building Inspector	92.2539
	Relief Telephone Operator	18.8475
	Sports Official	22.1617
	Senior Building Inspector	92.2539
	Senior Lifeguard I	16.7177
	Senior Lifeguard II	17.4898
	Senior Lifeguard III	18.3950
	Senior Lifeguard IV	19.2867
	Senior Relief Helicopter Pilot	44.3633
	Student Recreation Assistant	11.4400
	Student Intern	11.4400
	Tree Inspector	24.1183
	Video Operations Assistant I	21.4164
	Video Operations Assistant II	22.4677
	Video Operations Assistant III	23.6258
	Video Operations Assistant IV	24.7971
	Video Operations Assistant V	26.0484
	Video Project Specialist I	28.5507
	Video Project Specialist II	47.5979

HOURLY RATED PART TIME EMPLOYEES

Schedule "B"	Job Description	EFFECTIVE DATE
		7/1/2018
	Administrative Specialist I	26.1549
	Administrative Specialist II	27.4459
	Administrative Specialist III	28.8300
	Administrative Specialist IV	30.2677
	Administrative Specialist V	31.7985
	Aquatics Specialist I	18.9934
	Aquatics Specialist II	19.9469
	Aquatics Specialist III	20.9251
	Aquatics Specialist IV	21.9899
	Capital Project Clerk	17.0107
	Center Event Specialist	17.9025
	Community Services Leader II	13.8961
	Community Services Leader III	15.9725
	Community Services Leader IV	17.6895
	Community Services Officer I	26.0484
	Community Services Officer II	27.3394
	Community Services Officer III	28.7237
	Community Services Officer IV	30.1610
	Community Services Officer V	31.6654
	Community Services Specialist	20.6178
	Construction Inspector	52.4561
	DASH Communication Specialist I	17.6895
	DASH Communication Specialist II	20.6179
	DASH Paratransit Specialist I	17.6895
	DASH Paratransit Specialist II	20.6179
	Graphic Design Aide	22.3600
	Legislative Technician I	35.6052
	Legislative Technician II	38.7197
	Maintenance Services Aide I	11.4400
	Maintenance Services Aide II	13.6320
	Maintenance Services Aide III	15.6471
	Maintenance Services Aide IV	17.5963
	Maintenance Trainee I	16.7710
	Maintenance Trainee II	17.5963
	Management Trainee I	20.1385
	Management Trainee II	21.1502
	Media Aide	17.0905
	Media Production Center Tech B	44.2569

Schedule "B"	Job Description	EFFECTIVE DATE 7/1/2018
	Paratransit Communication Operator II	13.8959
	Paratransit Communication Operator III	15.9725
	Paratransit Communication Operator IV	17.6895
	Paratransit Communication Operator V	20.6179
	Paratransit Vehicle Operator I	11.4400
	Paratransit Vehicle Operator II	13.8959
	Paratransit Vehicle Operator III	15.9725
	Paratransit Vehicle Operator IV	17.6895
	Paratransit Vehicle Operator V	20.6179
	Parking Enforcement Technician I	20.3116
	Parking Enforcement Technician II	22.5344
	Project Management Assistant	22.5478
	Relief Telephone Operator/Service Receptionist	17.5430
	Senior Community Services Specialist	29.9617
	Service Request Representative I	20.4180
	Service Request Representative II	21.4430
	Service Request Representative III	22.5478
	Support Services Clerk I	20.3382
	Support Services Clerk II	21.3365
	Support Services Clerk III	22.4012
	Support Services Clerk IV	23.5193
	Video Operations Specialist	29.2295
	Video Operations Technician I	19.8989
	Video Operations Technician II	20.8973
	Video Operations Technician III	21.9621
	Video Operations Technician IV	23.0403
	Video Operations Technician V	24.2248
	Water Resources Intern I	17.9628
	Water Resources Intern II	18.8832

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COUNCIL AGENDA

June 26, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Grant Management Policy

INTRODUCTION

As part of their comprehensive review last year, the City's independent auditors (The Pun Group) recommended that the City adopt a formal Grant Management Policy. While the City has historically used sound practices in seeking and using grant funds, staff concurred that a more formal approach to grant funds is an appropriate best practice.

STATEMENT OF FACTS

With budget strains and a continued need to supplement General Fund revenues, grant revenues have become an even more important part of the City's overall resources, especially in funding capital improvements. Actively seeking out grant revenues that assist in achieving identified City goals and objectives is a key component of the City's overall financial health strategies.


As outlined in the proposed policy, its purpose is to set forth an overall framework for guiding the City's use and management of grant resources with the following objectives:

- Set forth the importance of grant programs in accomplishing City goals and objectives.
- Establish general concepts and framework for seeking and managing grant programs.
- Identify roles and responsibilities in managing grant programs.
- Establish criteria for evaluating the benefits and costs of grant programs.
- Set forth the City's policy in complying with Single Audit Act requirements.

STAFF RECOMMENDATION

It is recommended that the City Council adopt the proposed Grant Management Policy.


Jose Gomez
Director of Finance & Administrative Services


Thaddeus McCormack
City Manager

CITY OF LAKEWOOD GRANT MANAGEMENT POLICY

OVERVIEW

With budget strains and a continued need to supplement General Fund revenues, grant revenues have become an even more important part of the City's overall resources, especially in funding capital improvements. Actively seeking out grant revenues that assist in achieving identified City goals and objectives is a key component of the City's overall financial health strategies.

The purpose of this policy is to set forth an overall framework for guiding the City's use and management of grant resources.

OBJECTIVES

1. Set forth the importance of grant programs in accomplishing City goals and objectives.
2. Establish general concepts and framework for seeking and managing grant programs.
3. Identify roles and responsibilities in managing grant programs.
4. Establish criteria for evaluating the benefits and costs of grant programs.
5. Set forth the City's policy in complying with Single Audit Act requirements.

GENERAL CONCEPTS AND FRAMEWORK

1. The City will aggressively pursue grant funding from federal, state and other sources, consistent with identified City goals and objectives.
2. Aside from entitlement grants, the City will continue focusing its efforts on securing grants for capital improvements. This approach allows the City to compete for projects that it may not otherwise be able to afford while maintaining financial independence should future grant sources diminish. Grants for operating purposes may be considered on a case-by-case basis after careful deliberation of the benefits of the program and the ongoing impacts on the City if grant funding is no longer available.
3. The City should avoid grants that fund "pilot" operating programs or short-term staffing enhancements to existing programs. Taking on these programs could ultimately aggravate the City's fiscal position should the desire for the program remain once the grant funding is no longer available. Consideration will be made over the pros and cons of grants that require matching funds to make sure that the City is capable of providing the matching amount.
4. The City will only seek grants when sufficient staff resources are available to effectively administer the program in compliance with grant requirements and successfully perform the grant work scope.
5. Indirect costs of administering grant programs will be recovered to the maximum extent feasible.

6. Operating departments have the primary responsibility for seeking out grant opportunities, for preparing effective grant applications and for successfully managing grant programs after they have been awarded.

ROLES AND RESPONSIBILITIES

City Council

1. Approves grant management policies.
2. Approves all grant acceptances in excess of \$20,000 and delegates receipt and contract execution to the City Manager, if delegation is allowed by the granting agency.

City Manager

1. Receives grants and executes related contract documents when delegated to do so by the Council.
2. Develops, recommends and maintains/modifies grant management policies.

Operating Departments

1. Develop systems for maintaining ongoing information regarding grant availability within their functional areas of responsibility.
2. Evaluate benefits and costs of specific grant programs on a case-by-case basis:
 - a. Determine the purpose of the grant and its consistency with identified City goals and objectives.
 - b. Procure additional staffing, office space, facilities, supplies or equipment that will be required if the grant is awarded.
 - c. Evaluate any ongoing impacts of the grant program after it is completed.
 - d. Assess responsibilities of other departments and impacts on them in preparing the grant application or performing work scope if the grant is approved.
 - e. Determine the amount of indirect costs to be recovered from the grant, if any.
 - f. Calculate the total program costs, including the portion funded through grant revenues and any required City contribution.
 - g. Evaluate sources of funding for any required City share.
 - h. Consider compliance and audit requirements.

3. Prepare grant applications and seek approval, as needed.
 - a. Work with the granting agency in identifying special program requirements and developing strategies for preparing a successful grant application.
 - b. Complete grant application documents.
 - c. Coordinate with affected departments as necessary.
 - d. If deemed appropriate, submit grant applications subject to the following conditions:
 - If awarded, the grant will not add regular staffing.
 - At the conclusion of the grant, there will be no ongoing commitments or obligations to continue the program.
 - The purpose of the grant program is clearly consistent with current City plans, policies and goals.

4. Administer grant programs if awarded.
 - a. For grants awarded to City in excess of \$20,000, prepare a City Council agenda report accepting the grant, budget amendment request and any other required City forms or documents. The report should describe the grant program's conformance with this policy.
 - b. For grants of \$20,000 or less, execute and return grant documents to grantor agency.
 - c. Notify affected departments of grant award
 - e. Maintain financial and other records in accordance with grant requirements.
 - f. Monitor grant expenditures and receipt of revenues.
 - g. Coordinate on-site management reviews by the grantor agency during the grant term.
 - h. Ensure compliance with grant requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.
 - i. Perform the grant workscope.

5. Complete grant closeout.
 - a. Complete the grant workscope.
 - b. Schedule a "close-out" meeting if necessary to resolve any final procedural issues.
 - c. Ensure final receipt of grant revenues.

- d. Prepare and submit any required grant close-out documents.
- e. Review grant file for completeness.
- f. Retain all necessary program and financial records for the period of time required by grantor agency.
- g. Coordinate any on-site management reviews or audits after the grant is completed.
- h. Resolve audit findings, if any.
- i. Ensure that the City's policy regarding single audit act requirements is implemented as discussed below.

Department of Finance and Administrative Services

1. Provides technical assistance to operating departments in preparing grant applications, submitting reports and maintaining financial records.
2. Coordinates preparation and distribution of single audit reports.

Other Departments

Provide assistance to the managing department as identified during the grant application and award process.

SINGLE AUDIT ACT REQUIREMENTS

Background

The City is subject to the financial and compliance requirements of the Single Audit Act (Amendments of 1996), which is applicable to all local and state governments expending more than \$750,000 in federal financial assistance during a fiscal year. The purpose of the Act is to:

1. Improve the financial management and accountability of state and local governments with respect to federal financial assistance programs.
2. Establish uniform requirements for audits of federal grants.
3. Promote efficient and effective use of audit resources.
4. Assure that federal departments and agencies rely upon and use audit work performed during a single audit rather than performing the audit work themselves.

Under this Act, federal grants are included under an inclusive single audit program that is incorporated into the City's annual audit and financial report preparation process. During the audit, tests are made to determine the adequacy of the internal control structure, including that portion related to federal financial assistance programs, as well as to determine that the City has complied with applicable laws and regulations.

City's Policy Regarding the Single Audit Approach

For federal grants included in the scope of the City's single audit approach, it is the City's policy that all financial and compliance issues have been met through the single audit, and follow-up audits to determine these issues are not necessary unless specifically related to findings or recommendations included in the single audit report. As noted above, the purpose of the Act is to establish uniform audit requirements, promote efficient use of audit resources, and assure that federal agencies rely upon audit work already completed; its purpose is not to audit local agencies twice. Accordingly, the City will strongly resist any efforts by federal agencies to duplicate audit work already performed in complying with Act requirements. As such, whenever federal grantor agencies request final audits, the managing department should notify the Department of Finance and Administrative Services in order to ensure a consistent response to these types of requests.

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COUNCIL AGENDA

June 26, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Legislative Bills Affecting Parking Citation Fees and Charges

INTRODUCTION

The California Vehicle Code (CVC) allows agencies to file unpaid parking citations with the Department of Motor Vehicles (DMV) for collection. In the past, for an administrative service fee of \$3 per citation paid by the City, the DMV has assessed and collected citation amounts (including penalties and service fees) along with their annual vehicle registration fees. Assembly Bill (AB) 516, recently enacted, increased this fee to \$4 per citation.

AB 503, also recently adopted, requires that cities become more accommodating by offering payment plan options to individuals before submitting unpaid citations to the DMV for collection.

STATEMENT OF FACTS

Both, AB 516 and AB 503, were signed into law for 2018 and affect the parking citation collections process.

Assembly Bill 516

Effective January 1, 2018, Assembly Bill 516 (AB 516) authorized a \$1 increase (from \$3 to \$4) to the DMV's existing administrative service fee. Currently, the City allows 62 days for customers to pay parking citations directly to the City. After that period, the City files the accounts with the DMV for collection purposes and imposes a late fee of \$21 per citation. The DMV remits the collected bail amount and late fee back to the City, minus their \$4 administrative service fee. The DMV is an effective collection tool and collects approximately 30% of the City's \$560,000 in annual parking fine revenues.

Given the recent increase in the administrative service fee, it would be appropriate to recover the \$1 DMV increase by adjusting the late fee from \$21 to \$22 per citation.

Assembly Bill 503

Effective July 1, 2018, AB 503 requires that cities offer a payment plan to individuals before submitting unpaid parking citations to the DMV for collection. Additionally, there are special provisions for indigent or low-income individuals. To comply with AB 503 the program must offer the following:

- a) Allow for the payment of unpaid parking fines and fees in monthly installments (within 18 months) of no more than twenty-five dollars (\$25) for total amounts due that are three hundred dollars (\$300) or less.

- b) Waive all late fees and penalty assessments for indigent applicants.
- c) Limit the payment plan participation fee to \$5 or less for indigent individuals and \$25 or less for all other individuals.
- d) Allow for individuals to apply for indigent status for a period of 60 calendar days from the issuance of a notice of parking violation, or 10 days after the administrative hearing determination, whichever is later.
- e) Rescind any existing DMV filings for unpaid parking penalties and fees for an indigent individual (for one time only) if the registered owner enrolls in a payment plan and pays a \$5 late fee.


The City already has a low-income payment program in place with appropriate criteria to determine indigent status. Historically, the City has not charged a participation or processing fee. Even then, very few people have asked to participate. Thus far, in FY 2017-18 the City has issued only three (3) payment plans. The City's relatively low bail amounts is a likely reason for this.

The most common citation issued in the City is for street sweeping violations. At \$40 per citation, most individuals are not inclined to seek a payment plan. The City does not currently offer a payment plan for non-indigent individuals, under AB 503 that will change and the City may charge up to \$25 in addition to the bail amount and other fees.

STAFF RECOMMENDATION

It is recommended that the City Council adopt to (1) increase the parking citation late fee to \$22 (from \$21) to account for the increase in the administrative service fee charged by the DMV, and (2) in accordance with Assembly Bill 503, establish a participation fee for the parking citation payment plan of \$25 for non-indigent individuals and continue offering a payment plans to indigent individuals with no participation fee assessed.


Jose Gomez
Director of Finance & Administrative Services


Thaddeus McCormack
City Manager

RESOLUTION NO. 2018-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD ADOPTING THE REVISED PARKING LATE FEE AND ESTABLISHING PAYMENT PLAN PROCESSING FEES IN ACCORDANCE WITH ASSEMBLY BILL 503

WHEREAS, California Assembly Bill 516, which went into effect January 1, 2018, authorized a \$1 increase from \$3 to \$4 per citation to the Department of Motor Vehicle's (DMV) existing administrative service fees; and

WHEREAS, the City imposes a \$21 late fee per citation on all delinquent citations including those sent to the DMV; and

WHEREAS, the City has used the DMV registration hold program in past years as an effective tool to collect delinquent citation payments; and

WHEREAS, California Assembly Bill 503, which goes into effect July 1, 2018, requires jurisdictions who use the DMV registration hold program to offer a payment plan to indigent registered vehicle owners with a per citation processing fee of no more than \$5.00 and no more than \$25.00 for all other individuals; and

WHEREAS, the City wants to continue to utilize the DMV registration hold program and comply with the new requirements set forth in Assembly Bill 503.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKEWOOD THAT:

SECTION 1. The Council of the City of Lakewood modifies and adopts the revised parking citation late fee from \$21 to \$22 to align with the administrative service fee charged by the DMV; and

SECTION 2. The Council of the City of Lakewood adopts the establishment of payment plan processing fees of \$25 for non-indigent individuals and the continuation of offering payment plans to indigent individuals at no charge. Both are in accordance with Assembly Bill 503.

SECTION 3. The Director of Finance and Administrative Services is hereby authorized to undertake such acts as are necessary to carry out this Resolution.

SECTION 4. This Resolution shall be effective July 1, 2018.

ADOPTED AND APPROVED THIS 26TH DAY OF JUNE 2018.

Mayor

ATTEST:

City Clerk

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Public Hearings

COUNCIL AGENDA

June 26, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Residential Refuse Rate Adjustment and EDCO Contract Amendment

INTRODUCTION

In accordance with Proposition 218, the City notifies every resident, in writing, regarding proposed adjustments in refuse collection and disposal fees, and the date for a public hearing before the City Council can take action. This requirement was met by placing a notice in utility bills starting in March 2018 and continuing through May 2018. The public hearing on this matter is set for tonight.

As in past years, there is also a need to update the City's refuse collection contract with EDCO Disposal and the current list of services provided.

STATEMENT OF FACT

Proposition 218 procedural requirements are applicable to increases in refuse charges. Due to the rather lengthy notification process, rates must be determined far in advance of implementation. To accomplish this, staff determines rates by considering current consumer price index (CPI) trends, cost history and new program implementation costs. When calculating adjustments next year, staff compares the amount collected to actual costs, and modifies next year's anticipated rates accordingly.

On February 15, 2018, the Environmental Management Committee reviewed and recommended for Council approval a proposed 5.7% rate increase. If approved, the proposed adjustment would be the first increase in two years. In 2017, EDCO Disposal Services (the City's refuse services provider) declined to exercise its contractual option to increase fees charged to the City, and likewise, the City chose not to increase residential refuse rates. Furthermore, for the current year, applying the agreed-upon contractual terms with EDCO would have resulted in a 6.7% increase in rates. Recognizing that the increase is higher than in most recent years, EDCO offered to lower its increase, thus resulting in a 5.7% adjustment (and not 6.7%). As a result, the recommended public-noticed rate for refuse collection was \$20.87 per month, or a 5.7% increase from the current rate of \$19.74 per month.

Since the public noticing of the rate increase earlier in the year, the contractual (April to April) CPI for the Los Angeles area has become known, as well as other operational cost increases. Based on these factors, staff continues to recommend a 5.7% increase in the trash collection and disposal rates for Fiscal Year 2018-19.

By way of the notices, staff has asked that any protests to the rate increase must be submitted to the Council in writing. As of Friday, June 22nd, staff has received one (1) such protest in writing (see attached). A “majority protest” exists if over 50 percent of parcel owners within the service area submit written protests.

Lastly, staff in consultation with EDCO has determined the need to amend Appendix B of the refuse collection contract (the portion that addresses residential services). Specifically, the amendment to Appendix B increases the residential billing adjustment factor by 4.3307 percent (a blended rate based on the previously mentioned CPI and tipping fee increases) to the amounts paid to EDCO for residential recycling and refuse service.

RECOMMENDATION

It is recommended that 1) the City Council hold a public hearing and adopt the attached resolution, which enacts the adjustment to refuse rates as stated in this report and 2) the City Council approve the 2018 amendment to Appendix B with EDCO Waste Services, LLC and authorize the Mayor to sign the agreement in a form approved by the City Attorney.



Jose Gomez
Director of Finance & Administrative Services



Thaddeus McCormack
City Manager



Lisa Rapp
Director of Public Works

RESOLUTION NO. 2018-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKEWOOD TO ESTABLISH RESIDENTIAL REFUSE
RATES FOR FISCAL YEAR 2018-2019

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES HEREBY RESOLVE
AS FOLLOWS:

SECTION 1. The City Council of the City of Lakewood does hereby find and determine that it is necessary to amend the refuse rates.

1. The City contracts with EDCO Disposal for residential refuse removal; each year their contract is adjusted based on a blended rate using the Consumer Price Index for the Los Angeles area for the month of April and the average tipping rates in the area.
2. In order to maintain the current residential services, the current rate must be adjusted in accordance with the increase in contractor and city operational costs.
3. The rate will be adjusted July 1, 2018, which will be for services starting on or after July 1, 2018. The monthly rate will be adjusted to \$20.87 from \$19.74.

ADOPTED AND APPROVED THIS 26TH DAY OF JUNE, 2018,

Mayor

ATTEST:

City Clerk

AMENDMENT OF 2009 AGREEMENT FOR
SOLID WASTE COLLECTION AND DISPOSAL
BETWEEN THE CITY OF LAKEWOOD AND
EDCO WASTE SERVICES, LLC

The Agreement dated April 28, 2009, is hereby amended to replace Appendix B, CITY OF LAKEWOOD RATE SCHEDULE, effective July 1, 2016 with Appendix B, CITY OF LAKEWOOD RATE SCHEDULE, effective July 1, 2018.

The Agreement of April 28, 2009 is reaffirmed in all other aspects.

Date the 26th day of June, 2018.

SERVICE PROVIDER

CITY OF LAKEWOOD

EDCO WASTE SERVICES, LLC

Steve Croft
Mayor

ATTEST

City Clerk

APPROVED AS TO FORM:

City Attorney

Appendix B
CITY OF LAKEWOOD RATE SCHEDULE
 Effective July 1, 2018

RESIDENTIAL COLLECTION SERVICES

Service	Agreement Reference	CONTRACTOR Fee or Payment	Notes
Fiscal Year 2017-18			
Single Family Residential Collection "Base Rate"	8. A.	\$390,020.85	Per Month
Residential Units			
Base Number on January 1, 2017	8. A.	22,771	Residential Billing equivalent ⁽¹⁾
Residential Unit Adjustment Factor	8. A.	\$17.1280	Per Unit Residential Billing equivalent
Fiscal Year 2018-19			
Residential Units Demolished	8. A.	2	
Residential Units Constructed	8. A.	6	
Base Number on January 1, 2018	8. A.	22,775	
Blended Escalation Rate		4.3307%	
Residential Billing Adjustment Factor	8. A.	\$17.8697	
Single Family Residential Collection "Base Rate"	8. A.	\$406,983.05	Per Month
Extra recycling cart		No charge	
Extra refuse cart		\$3.50	Per unit per month ⁽²⁾
Extra green waste cart (beyond three)		\$3.50	Per unit per month ⁽²⁾
Excess collection charge for non-greenwaste bagged refuse		\$21.67 for up to 10 plastic bags	No construction debris or greenwaste

The above-stated "Base Rate" and "Adjustment Factor" shall be subject to an annual percentage adjustment on the first day of each fiscal year. The adjustment shall be applied to the "base rate" in two components, with the service component shall be adjusted in an amount directly related to the increase or decrease in the "Los Angeles-Long Beach All Urban Consumer Price Index April to April". The tipping fee component shall be adjusted in an amount directly related to the increase or decrease of an average of the tipping fee rates for municipal solid waste at SERRF, Puente Hills, and EDCO Signal Hill Transfer Station on January 1st of every year as compared to the average of those rates on January 1st of the prior year.

⁽¹⁾The number of Residential Units for 2013 equivalent reflects a complete count of all small (2-4 unit) multi-family Residential Units; rather than Residential Billing Accounts, which combined some of the small multi-family accounts for billing purposes.

⁽²⁾ Minimum three-month commitment from date of delivery of cart.

6944 16 21 10:13

CITY OF LAKEWOOD

Donald L Humbert
3612 Sandwood St.
Lakewood, CA 90712
June 17, 2018

City Clerk at City Hall
5050 Clark Avenue
Lakewood, CA 90714-0220

REF: Water and Refuse Collection Rate Increase

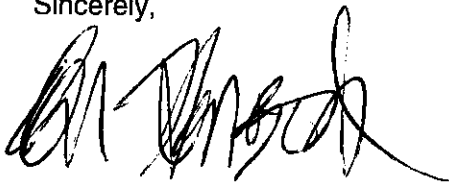
Dear Mr/Ms at City Clerk's office,

Per the notice of the subject increase and the allowance that residents may "protest" such, I am writing in reference to the refuse portion of the rate increase. As the water is based mainly on usage, I have no issue with it even with the increased rates.

The refuse increase, on the other hand, will further increase the burden of households which use far less than others. I live alone, and produce less than most in recycling and far less than others in non-recyclable garbage. I curb my containers about every two or three weeks, versus weekly, and it would likely take three me months to fill one of the gray monsters (though would not consider this due to hygiene concerns). Meanwhile, immediate neighbors are putting out two garbage containers and two recycling containers each week. We are being charged the same fee, and this is definitely unfair.

Ideally, I would like to be charged a fee that at least somewhat resembles my usage versus other households. A flat fee with upcharges for those households using more service ... ala the water fees. I'd further advocate smaller containers for garbage and recycling for those households, such as mine, which produce far less waste.

Sincerely,



Donald Humbert

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COUNCIL AGENDA

June 26, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Water Rate Adjustment

INTRODUCTION

The City notified every water customer in writing pursuant to Proposition 218, regarding the maximum proposed adjustments to the cost of water and the date for a public hearing before the City Council. This requirement was met by placing a notice in utility bills starting in March 2018 and continuing through May 2018 for over an entire 60-day billing cycle in order to reach all customers. The public hearing on this matter is set for this evening.

STATEMENT OF FACT

A recent court decision held that the procedural requirements of Proposition 218 apply to increases in water charges. Due to the rather lengthy notification process and waiting period, rates must be determined far in advance of implementation. To accomplish this, staff determines the need for rate adjustment by considering current consumer price index trends, cost history and planned capital improvements. When calculating adjustments for next year, staff compares the amount collected to actual costs, and modifies next year's adjustment accordingly.

Over the last several years the City Council, Water Resources Committee, and staff have been working on a comprehensive plan to assure develop an appropriate water rate structure that provides greater long-term fiscal stability for the City's Water Utility, incorporates the nexus requirement between rates and costs, and establishes tiers that promote conservation.

On May 9, 2017 the Water Resources Committee presented to the City Council a five-year "Transitional Rate Structure" that would minimize the year-over-year financial impact to "low-water users" while gradually reducing the amount of "free water" to single-family residential customers from four units to zero.

The proposed water consumption rates for the next three fiscal years are listed in the following table:

Typical water bill for single-family residence with average use of 20 units every two months			
Current Rate Bi-Monthly	7/1/2018 Bi-Monthly	7/1/2019 Bi-Monthly	7/1/2020 Bi-Monthly
\$71.00	\$73.69	\$77.29	\$81.16
Change in cost	\$2.69	\$3.60	\$3.87

Minimum Charge for basic service <i>(NOTE: 5/8" or 3/4" meter is standard size for residential service)</i>				
Size of Meter	Current Rate Bi-Monthly	7/1/2018 Bi-Monthly	7/1/2019 Bi-Monthly	7/1/2020 Bi-Monthly
5/8" or 3/4"	\$15.00	\$17.69	\$18.40	\$19.14
1"	\$22.50	\$27.37	\$28.47	\$29.61
1-1/2"	\$37.47	\$51.58	\$53.65	\$55.80
2"	\$53.70	\$80.64	\$83.87	\$87.23
3"	\$96.15	\$172.64	\$179.55	\$186.74
4"	\$142.37	\$308.23	\$320.56	\$333.39
6"	\$249.75	\$632.67	\$657.98	\$684.30
8"	\$344.66	\$1,165.33	\$1,211.95	\$1,260.43

Fire Service connection charge for commercial properties				
Size of Meter	Current Rate Bi-Monthly	7/1/2018 Bi-Monthly	7/1/2019 Bi-Monthly	7/1/2020 Bi-Monthly
2"	\$45.00	\$8.91	\$9.27	\$9.65
3"	\$56.25	\$25.88	\$26.92	\$28.00
4"	\$70.31	\$55.15	\$57.36	\$59.66
6"	\$87.89	\$160.20	\$166.61	\$173.28
8"	\$109.86	\$341.38	\$355.04	\$369.25
10"	\$137.33	\$613.92	\$638.49	\$664.03

Residential rate per unit of water used (unit=100 cubic feet or 748 gallons)				
Units of water	Current Rate Bi-Monthly	7/1/2018 Bi-Monthly	7/1/2019 Bi-Monthly	7/1/2020 Bi-Monthly
1-2 units	No charge	No charge	No charge	No charge
3rd unit	No charge	No charge	No charge	\$3.01
4th unit	No charge	No charge	\$2.89	\$3.01
Over 4 units	\$3.50	\$3.50	\$3.50	\$3.50
Over 25 units	\$3.50	\$3.50	\$3.50	\$3.63

Multi-family & Non-Residential rate per unit of water used				
Units of water	Current Rate Bi-Monthly	7/1/2018 Bi-Monthly	7/1/2019 Bi-Monthly	7/1/2020 Bi-Monthly
Each unit	\$3.50	\$3.50	\$3.50	\$3.50

Recycled Water rate per unit of water used				
Units of water	Current Rate Bi-Monthly	7/1/2018 Bi-Monthly	7/1/2019 Bi-Monthly	7/1/2020 Bi-Monthly
Each unit	\$1.80	\$2.00	\$2.20	\$2.42

To determine the proposed water consumption rates, staff takes into consideration increases in operating expenditures, the cost of capital projects and debt-service covenant requirements. The two largest operational costs are for water replenishment and electricity, with the cost of services provided by the Water Replenishment District (WRD) having increased considerably in the recent past and budgeted to increase another seven percent (7%) in Fiscal Year 2018-19. Additionally, over \$4.5 million in capital improvements are required over the next three years to keep the water systems infrastructure sound. This includes \$2.7 million to drill a new well (Well #28), and \$1.8 million in various water system upgrades. The proposed rate for metered water sales takes into account these significant fiscal needs.

The proposed schedule modifies rates over a three-year period, beginning July 1, 2018. Specifically, it increases the “typical” residential bi-monthly bill (20 units every two months) by \$2.69 from \$71.00 to \$73.69 in year 1, by \$3.60 from \$73.69 to \$77.29 in year 2, and by \$3.87 from \$77.29 to \$81.16 in year 3 of the proposed water rate change schedule. Attached is a survey of 11 neighboring cities/agencies (including Lakewood) and their “average” (20 units) residential water bills as of January 2018.

Staff also analyzed other water charges, such as recycled water rates, to determine if they need to be adjusted. The cost of recycled water will increase substantially over the next few years. The recycled water program supplies irrigation water to City facilities, five schools, and one commercial grower. About 2/3rds of recycled water sales are attributed to the City. Since the end of the recycled water source partnership, a 20-year agreement with the City of Cerritos, the wholesale rate for recycled water has been raised each year to match the retail rate. Staff recommends phasing in increases to the recycled water consumption rate to match the cost; this would increase the rate by \$0.20, from \$1.80 to \$2.00 per unit.


The proposed new water rates and charges will be effective July 1, 2018, and reflected on billings for water usage on and after July 1, 2018. By way of the notices, staff has asked that any protests to the rate adjustments must be submitted to the Council in writing. As of Friday, June 22nd, staff has not received any such protests in writing. A majority protest exists if over 50 percent of parcel owners within the service area of 19,629 parcels submit written protests.

RECOMMENDATION

It is recommended that the City Council hold a public hearing and adopt the attached resolution, which enacts the adjustment to water consumption rates and charges as stated in this report.


Jose Gomez

Director of Finance & Administrative Services


Thaddeus McCormack
City Manager

**WATER RATE SURVEY
BASED ON 20 UNITS BI-MONTHLY SINGLE-
FAMILY RESIDENTIAL WATER CUSTOMER**

CITY	TOTAL BI-MONTHLY RESIDENTIAL BILL
Norwalk	\$ 128.59
Golden State Water Co.	121.05
Long Beach	107.44
South Gate	105.84
Santa Fe Springs	89.10
Signal Hill	76.18
Lakewood Proposed Rate	73.69
Lakewood Current Rate	71.00
Bellflower (Somerset)	66.39
Downey	52.64
Paramount	51.71
Cerritos	48.86

Jan-18

RESOLUTION NO. 2018-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD AMENDING THE NORMAL QUANTITATIVE RATE CONTAINED IN SECTION 10 OF THE CITY'S "WATER SERVICE PROCEDURE MANUAL", AND AMENDING THE RECYCLED WATER RATE

THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council of the City of Lakewood does hereby find and determine that it is necessary to amend its Water Service Procedure Manual pertaining to water rates and charges in order to maintain and operate its water system as a service to the community and for the general public health, safety and welfare, based upon the following facts:

1. The water system owned and operated by the City of Lakewood was first installed in the mid-1930's and has, since that date and since its acquisition by the City of Lakewood, been improved from time to time in order to supply the needs of its consumers within the City of Lakewood.
2. The purpose of the system is to provide a service to its consumers for which fees or charges are imposed as an incident of requesting or using the service.
3. These fees or charges include not only the cost of the water service but the repairs and maintenance of the system, as well as replacement of old and deteriorated facilities.
4. Due to its age and use, parts of the Lakewood Water System are in need of capital improvements in order to maintain a service meeting the needs of its consumers.
5. Over \$4.5 million in capital improvements are required over the next three years, including \$2.7 million to drill Well #28, and \$1.8 million in water system upgrades as recommended by the City Council Water Resources Committee.
6. The revenue derived from current rates and charges is insufficient to fund said projects.
7. The funds derived by the necessary increase in the water rates and fees to provide the necessary improvements and maintenance from July 2018 through June 2019, shall not be used for general City purposes.

SECTION 2. Changes to the City's water rate structure for the next three fiscal years, with an initial effective date of July 1, 2018 followed by effective dates of July 1, 2019 and July 1, 2020 respectively, have been included in Appendix A to this resolution and enumerate the changes to the water rate structure as they pertain to the quantitative rate of both potable and recycled water, meter rates for all types and uses, and the number of units provided to residents at the discount rate.

SECTION 3. The new water rates and charges will be effective July 1, 2018, and will be reflected on billings for water usage and services on and after July 1, 2018.

ADOPTED AND APPROVED THIS 26TH DAY OF JUNE, 2018.

Mayor

ATTEST:

City Clerk

Appendix A
WATER RATE SCHEDULE
 Effective July 1, 2018

Typical water bill for single-family residence with average use of 20 units every two months			
Current Rate Bi-Monthly	7/1/2018 Bi-Monthly	7/1/2019 Bi-Monthly	7/1/2020 Bi-Monthly
\$71.00	\$73.69	\$77.29	\$81.16
Change in cost	\$2.69	\$3.60	\$3.87

Minimun Charge for basic service (NOTE: 5/8" or 3/4" meter is standard size for residential service)				
Size of Meter	Current Rate Bi-Monthly	7/1/2018 Bi-Monthly	7/1/2019 Bi-Monthly	7/1/2020 Bi-Monthly
5/8" or 3/4"	\$15.00	\$17.69	\$18.40	\$19.14
1"	\$22.50	\$27.37	\$28.47	\$29.61
1-1/2"	\$37.47	\$51.58	\$53.65	\$55.80
2"	\$53.70	\$80.64	\$83.87	\$87.23
3"	\$96.15	\$172.64	\$179.55	\$186.74
4"	\$142.37	\$308.23	\$320.56	\$333.39
6"	\$249.75	\$632.67	\$657.98	\$684.30
8"	\$344.66	\$1,165.33	\$1,211.95	\$1,260.43

Fire Service connection charge for commercial properties				
Size of Meter	Current Rate Bi-Monthly	7/1/2018 Bi-Monthly	7/1/2019 Bi-Monthly	7/1/2020 Bi-Monthly
2"	\$45.00	\$8.91	\$9.27	\$9.65
3"	\$56.25	\$25.88	\$26.92	\$28.00
4"	\$70.31	\$55.15	\$57.36	\$59.66
6"	\$87.89	\$160.20	\$166.61	\$173.28
8"	\$109.86	\$341.38	\$355.04	\$369.25
10"	\$137.33	\$613.92	\$638.49	\$664.03

Residential rate per unit of water used (unit=100 cubic feet or 748 gallons)				
Units of water	Current Rate Bi-Monthly	7/1/2018 Bi-Monthly	7/1/2019 Bi-Monthly	7/1/2020 Bi-Monthly
1-2 units	No charge	No charge	No charge	No charge
3rd unit	No charge	No charge	No charge	\$3.01
4th unit	No charge	No charge	\$2.89	\$3.01
Over 4 units	\$3.50	\$3.50	\$3.50	\$3.50
Over 25 units	\$3.50	\$3.50	\$3.50	\$3.63

Multi-family & Non-Residential rate per unit of water used				
Units of water	Current Rate Bi-Monthly	7/1/2018 Bi-Monthly	7/1/2019 Bi-Monthly	7/1/2020 Bi-Monthly
Each unit	\$3.50	\$3.50	\$3.50	\$3.50

Recycled Water rate per unit of water used				
Units of water	Current Rate Bi-Monthly	7/1/2018 Bi-Monthly	7/1/2019 Bi-Monthly	7/1/2020 Bi-Monthly
Each unit	\$1.80	\$2.00	\$2.20	\$2.42

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CITY COUNCIL AGENDA

June 26, 2018

TO: Honorable Mayor and Members of the Council

SUBJECT: Community Development Block Grant Action Plan Fiscal Year 2018-2019

INTRODUCTION

The U.S. Department of Housing and Urban Development (HUD) requires the submission of a Five-Year Consolidated Plan for the Community Planning and Development Programs for entitlement cities, such as the City of Lakewood, who receive Community Development Block Grant (CDBG) funding. The City of Lakewood's current Five-Year Consolidated Plan was adopted in 2015 for Fiscal Years 2015-2019.

In addition to the Five-Year Consolidated Plan, HUD requires preparation of an Annual Action Plan that lists the activities the jurisdiction is proposing to fund. The Action Plan explains how it will address both the priority needs and the local objectives within the upcoming fiscal year on an annual basis. The Action Plan includes the anticipated program income and funds expected to be received during the program year that are allocated to meet housing and community development objectives. In preparing the Action Plan for Fiscal Year (FY) 2018-2019, the City is required to hold at least one public hearing to obtain citizen input prior to the adoption of the Action Plan.

Generally, HUD releases the allocation amounts in February to allow entitlement communities to prepare an accurate Action Plan for the upcoming fiscal year to meet the submission deadline of May 15, 2017. This year, the City did receive notice of the entitlement amount until May 1, 2018. HUD advised entitlement communities not to submit their Action Plans to HUD until the allocations have been released. According to HUD, a grantee may delay submission of its Action Plan to HUD until August 16, 2018.

STATEMENT OF FACTS

The proposed Action Plan identifies the activities that will be undertaken during FY 2018-2019 using CDBG Entitlement Funds. The City will receive \$532,525 of CDBG funds for FY 2018-2019. This is a \$22,049 or 4.3% increase in funding from the FY 2017-2018 allocation. The City anticipates receiving \$50,000 in program income this Fiscal Year (FY 2018-2019) from the repayment of housing rehabilitation loans made from CDBG funds. This brings the total amount of funding available to disperse in FY 2018-2019 to \$582,525. These funds are allocated for use in carrying out activities that meet the mandates of the Housing and Community Development (HCD) Act.

The HCD Act requires that not less than 70% of the CDBG funds be used for activities that either 1) benefit low to moderate income individuals, 2) support activities to eliminate slum and blight, or 3) are designed to meet community development needs having a particular urgency. The primary objectives listed in the Action Plan must be activities that meet at least one of these three criteria.

Based on the objectives of the HCD Act, the City’s short-term goals under the Action Plan are:

- A. Conduct a program of community conservation in conjunction with rehabilitation to eliminate deterioration and potential blight.
- B. Conduct a program to increase public awareness for Federal Laws relating to fair housing and equal opportunity.
- C. Maintain those programs that provide for the services and therapy needs of the low-and moderate income persons, seniors, youth, and disabled residents.
- D. Provide improvements to public facilities and streets in neighborhoods that contain a predominance of low and moderate income persons.
- E. Expand economic opportunities.

Proposed Projects

The proposed projects within Lakewood’s Action Plan for FY 2018-2019 are listed in the table below with the proposed respective portion of the budgeted \$582,525 CDBG entitlement.

<u>PROJECTS</u>	<u>AMOUNT</u>	<u>PERCENTAGE</u>
Code Enforcement	\$54,493	9.4
Fair Housing	\$37,386	6.4
Burns Center Improvements	\$279,894	48.0
Community Family Guidance	\$9,000	1.5
Meals on Wheels	\$10,500	1.8
Pathways Volunteer Hospice	\$9,000	1.5
Human Services Association	\$5,500	1.0
Rehabilitation Delivery Costs	\$60,247	10.4
<u>Planning and Administration</u>	<u>\$116,505</u>	<u>20.0</u>
TOTAL	\$582,525	100%

In FY 2017-2018, the City will receive approximately \$190,000.00 from repayment of Lakewood Housing Successor Agency Loans. This fund will be used for the Lakewood Single-Family Residential Rehabilitation Loan and Fix-Up, Paint-Up Grant programs.

Public Notice

HUD requires and has approved the City of Lakewood's Citizen Participation Plan. Pursuant to the Plan, a notice of the public hearing and commencement of a 30-day comment period to obtain citizen input to the proposed FY 2018-2019 Action Plan was published in the Press Telegram, posted at Lakewood City Hall in the City Clerk's office, and posted in two Lakewood public parks, Bloomfield Park and Mayfair Park on February 12, 2018. The notice advertised that the FY 2018-2019 Action Plan would be considered by the Planning and Environment Commission during their March 1, 2018 meeting and at the City Council meeting on April 10, 2018.

Due to a delay in the announcement of allocations to entitlement communities, the Action Plan was continued at the April 10, 2018 City Council meeting until the announcement of the allocation was made.

A second Notice was published in the Press Telegram, posted at Lakewood City Hall in the City Clerk's office, and posted in two Lakewood public parks, Bloomfield Park and Mayfair Park on Friday, June 8, 2018 announcing the City Council meeting on June 26, 2018.

A copy of the Action Plan was made available for public review on Thursday, March 1, 2018 through Tuesday, April 10, 2018 in the City Clerk's office and Community Development Department at Lakewood City Hall, and at the Angelo M. Iacoboni Library. Due to the delay in the announcement of the allocation, the comment period was extended to June 26, 2018 and a copy of the Action Plan was made available for public review on Friday May 25, 2018 through June 26, 2018. All comments received will be reviewed and considered at the public hearing by the City Council on June 26, 2018.

RECOMMENDATION

Staff recommends that the City Council conduct a public hearing to receive comments on the proposed Action Plan and following the public hearing, approve the FY 2018-2019 Action Plan, and authorize the City Manager to direct staff to submit HUD the CDBG funding application Form 424 and approved Action Plan along with the required CDBG certifications, no later than August 16, 2018.



Sonia Dias Southwell, AICP
Director of Community Development



Thaddeus McCormack
City Manager

CDBG ANNUAL ACTION PLAN

FY 2018-2019

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CDBG Grantee Number: B-18-MC-06-0521

DUNS Number: 076943638

Prepared By:
City of Lakewood
Community Development Department
5050 Clark Avenue
Lakewood, CA 90712

June 26, 2018

City Lakewood

FY 2018-2019 Action Plan

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HUD-424-M Funding Matrix

The applicant must provide the funding matrix shown below, listing each program or program component for which HUD funding is being requested and submit this information with the application for federal financial assistance.

Grant Program*	HUD Share	Matching Funds	Carry-over CDBG Funds	Other Federal Share	State Share	Local/Tribal Share	Other Funds	Program Income	Total
CDBG	\$532,525							\$50,000	\$582,525
Grand Totals	\$532,525							\$50,000	\$582,525

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Fiscal Year (FY) 2018-2019 Action Plan (“Action Plan”) for the City of Lakewood (“City”) satisfies the statutory Department of Housing and Urban Development (HUD) requirements for the Community Development Block Grant (CDBG) Program. The Action Plan is prepared as an annual implementing tool for the 2015-2019 Consolidated Plan to establish current year priorities, resources and strategies.

The City is an entitlement community for the CDBG Program. The CDBG Program is authorized under Title I of the Housing and Community Development Act of 1974, as amended. Pursuant to the Act, the primary objective of the CDBG Program is to develop viable urban communities by providing decent housing, promoting a suitable living environment, and expanding economic opportunities, primarily for low and moderate income persons. To achieve these goals, CDBG activities must meet at least one of the three national objectives:

- Benefit low to moderate income persons.
- Aid in the prevention of slum and blight.
- Meet other community development needs having a particular urgency.

CDBG activities implemented by the City are used to pursue the above-listed statutory goals for CDBG as detailed by the Community Development and Housing programs listed in the City’s FY 2015-2019 Consolidated Plan. These activities are designed to improve Lakewood’s neighborhoods and increase its capacity to address the needs of low and moderate income households, including special needs groups, seniors, and persons with disabilities.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City of Lakewood has prepared a strategy for addressing the housing and community development needs described in the Consolidated Plan during the fiscal years 2015-2019.

During FY 2018-2019, the City of Lakewood will assist the homeless through the partnership with People Assisting the Homeless (PATH), Los Angeles Homeless Services Authority (LAHSA), Housing Authority of the County of Los Angeles (HACOLA), Su Casa, and Gateway Cities Council of Governments (COG). Lakewood will also assist homeless persons at the Burns Community Center.

Other objectives include using CDBG funds to help support public service organizations that provide meals to Lakewood’s elderly population with Meals on Wheels and Human Services Association. Lakewood will also support Community Family Guidance, an organization that provides counseling to emotionally

disturbed children, and to Pathways Volunteer Hospice, an organization that provides care to terminally ill patients. Lakewood also contracts with a Fair Housing consultant to assist Lakewood's residents in housing discrimination, complaints, and education.

The City will improve and provide community facilities as Lakewood is in the midst of a major renovation at the Burns Community Center. This center houses the operation of Meals on Wheels, many senior activities such as Nifty After Fifty, and Mothers at Work, a day care center.

Lakewood will strive to eliminate slum and blight throughout the City through code enforcement. Other means to eliminate slum and blight include providing loans and grants to low income residents to rehabilitate their homes.

See Table 9 under AP 38 Projects Summary.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Lakewood, in partnership with non-profit organizations continues to monitor and evaluate the performance of the City's CDBG Programs while ensuring regulatory compliance. The following list identifies some of the accomplishments realized during FY 2010-2014 (five year period covered by the previous Consolidated Plan):

- Through Lakewood's Single-Family Rehabilitation Loan and Fix-Up, Paint-Up Grant Programs, a total of 59 loans and grants were processed to assist Lakewood's to low to moderate income residents improve their home.
- Over 500 residents received meals through Meals on Wheels.
- Bloomfield Park received necessary upgrades to provide a safe and modernized Americans with Disabilities Act (ADA) compliant park. Upgrades included the replacement of the tot lot playground, play equipment, protective surface and fencing, group picnic shelter, and basketball court. New site amenities such as benches, trash receptacles, drinking fountains, and shade structures; landscaping and irrigation modifications, along with ADA-compliant walkways.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City has developed a detailed Citizen Participation Plan, which encourages the participation of all citizens and emphasizes the involvement of low to moderate income persons, particularly where housing and community development funds are spent. The citizen participation process includes a public review period of a minimum of 30 days to obtain citizen input on the projects or strategy proposed. The Citizen Participation Plan is available for public inspection through the Department, Lakewood's City Clerk's Office, and the Angelo M. Iacoboni Library.

In accordance with the Lakewood Citizen Participation Plan, the following hearings were conducted for the development of the Action Plan:

- Public Hearing #1 (Planning and Environment Commission): March 1, 2018
- Public Hearing #2 (Lakewood City Council): April 10, 2018
- 30-Day Public Review Period: March 1, 2018 – April 10, 2018 (extended to June 26, 2018)

On February 12, 2018, a notice was published in the Press Telegram announcing the public hearing before the Planning and Environment Commission on March 1, 2018 and announced a 30-day public comment period that was intended to conclude on April 10, 2018 at the Lakewood City Council meeting. Due to delays in the announcement of the this year's appropriations, the public hearing for the Action Plan at the City Council meeting was continued to its June 26, 2018 meeting. The comment period was therefore extended to the meeting of June 26, 2018.

On June 8, 2018, a notice was published in the Press Telegram announcing the public hearing before the Lakewood City Council on June 26, 2018. Public hearing notices were also posted in three locations within the City.

The Draft Action Plan was available for public review at the following locations:

- Lakewood City Hall, Community Development Department, 5050 Clark Avenue, Lakewood, CA 90712
- Lakewood City Hall, City Clerk's Office, 5050 Clark Avenue, Lakewood, CA 90712
- Angelo M. Iacoboni Library, 4990 N. Clark Avenue, Lakewood, CA 90712

The City welcomed any written recommendations, suggestions, or other input. Any opinions or comments related to the Action Plan were to be addressed to the following person:

Sonia Dias Southwell, AICP Director of Community Development City of Lakewood 5050 North Clark Avenue Lakewood, CA 90712 (562) 866-9771 extension 2301.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The City of Lakewood did not receive any public comments related to the Annual Action Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

The City of Lakewood did not received any public comments related to the Annual Action Plan and therefore did not reject any comments.

7. Summary

The City of Lakewood FY 2018-2019 Action Plan was considered by the Planning and Environment Commission on March 1, 2018 and by the Lakewood City Council on June 26, 2018. In accordance with the City of Lakewood Citizen Participation plan, notice of the public hearings was published in the Press Telegram on February 12, 2018 and June 8, 2018, posted in three locations throughout the City, and draft copies of the FY 2018-2019 Action Plan were available for public review between March 1, 2018 and June 26, 2018. Due to the delay in the announcement of the allocation, the comment period was extended to the meeting of June 26, 2018.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Table 1 – Responsible Agencies

Agency Role	Name	Department/Agency
CDBG Administrator	City of Lakewood	Community Development

Narrative (optional)

Consolidated Plan Public Contact Information

Carolyn Lehouillier
Housing Specialist
5050 Clark Avenue
Lakewood, CA 90712
(562) 866-9771, ext. 2320

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The Consolidated Plan was prepared by the Lakewood Community Development Department. In preparing the Plan, input was sought from a variety of public agencies and non-profit and for-profit housing groups to determine the housing needs for the community. The Department facilitated consultation with, and participation of, public and private social and homeless services agencies as well as citizens concerned with these services.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City is located within Service Planning Area (SPA) 7, a division within Los Angeles County designated by LAHSA to target the specific needs of the homeless in the community. City staff attends regular monthly SPA meetings to address homeless issues through the Continuum of Care (CoC) Model. The City along with LAHSA conducts an annual homeless count; this year, FY 2017-2018, the City counted 94 homeless persons within the City of Lakewood.

Services are provided to people experiencing homelessness in Lakewood by PATH. Services begin with outreach and continue up to one year after a person is permanently housed. An outreach worker (Lakewood Sheriff) and case manager provide services in Lakewood. Activities in the outreach phase are focused on decreasing the barriers to housing and include:

- **Basic Needs** including: clothing, hygiene products and showers and transportation.
- Assistance **obtaining documents** necessary for housing i.e. social security card, picture identification, DD214, proof of income, disability verification etc.
- **Emergency and temporary housing** via SPA 7 facilities and motel placements.
- **Liaison and referral** to subsidy providers that include: Los Angeles Homeless Services Authority, Veteran’s Administration, Department of Mental Health and non-profit providers like PATH Ventures.
- **Access** to medical and mental health, substance addiction treatment services, and primary care home establishment i.e. Department of Mental Health, Veterans Administration, and federally qualified health centers located in the SPA.
- **Benefit establishment assistance** for General Relief, Social Security programs, Temporary Assistance to Needy Families, and Veteran’s Administration.
- **Referral** to employment and education services i.e. Goodwill Industries and local centers of the Workforce Investment Board.
- **Housing** location and re-location assistance.

Once a person is permanently housed retention services can continue up to year and include:

- **Household** set up assistance
- **Case management** including prevention assistance to maintain housing
- **Home** visits

- **Linkage** to mainstream support services.

During the program year 2018-2019 the following services are expected to be provided in Lakewood:

- 263 outreach contacts including those assessed at hot spots
- 36 unduplicated individuals and families
- 33 people are expected to receive case management
- 24 people are expected to be linked to mainstream resources including: medical, mental health, employment, veteran's benefits and income supports
- 6 people are expected to be permanently housed and linked with move in assistance programs

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City coordinates with Su Casa Family Crisis and Support Center which operates a CoC Program and is a private non-profit organization in the City. Su Casa provides both short-term emergency housing and transitional housing in two different locations within the City.

Admittance to the program is strictly on a referral basis. The City has provided funding for Su Casa operations in the past. Additionally, the City has secured the transitional shelter with affordable housing covenants, which will expire in December 2025.

Burns Community Center staff will also provide information and referral to social service agencies, emergency food, assistance for transportation and use of the telephone to approximately 15 homeless individuals and families when specific needs arise as part of the CoC Model.

LAHSA's 2017 Los Angeles CoC Housing Inventory Count includes a total of 79,563 beds available within emergency shelters, transitional housing, safe havens, rapid re-housing, permanent supportive housing and other forms of permanent housing. SPA 7 has a total of 2,236 beds available.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Emergency Solutions Grants (ESG) are grants offered through HUD. The City of Lakewood does not receive ESG funds for the operation and administration of Homeless Management Information Systems (HMIS).

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Los Angeles Housing Services Authority (LAHSA)
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City of Lakewood staff attends monthly LAHSA meetings to discuss strategies to assist the homeless population. The anticipated outcomes of the consultation are to devise a strategy to end homelessness.
2	Agency/Group/Organization	Community Family Guidance Center
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Family Guidance Center was provided an application that requested extensive information regarding its operation. The anticipated outcome of the consultation is a total of 90 Lakewood residents will receive services by Community Family Guidance Center.
3	Agency/Group/Organization	Pathways Volunteer Hospice
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Pathways Volunteer Hospice was provided an application that requested extensive information regarding its operation. The anticipated outcome of the consultation is a total of 30 Lakewood residents will be served by Pathways Volunteer Hospice.
4	Agency/Group/Organization	Human Services Association
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Human Services Association was provided an application that requested extensive information regarding its operation. The anticipated outcome of the consultation is a total of 75 Lakewood residents will be served by Human Services Association.
5	Agency/Group/Organization	MEALS ON WHEELS OF LAKEWOOD
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Meals on Wheels was provided an application that requested extensive information regarding its operation. The anticipated outcome of the consultation is a total of 145 Lakewood residents will be served by Meals on Wheels.
6	Agency/Group/Organization	Gateway Connections- Long Beach
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Gateway Connections is the result of the collaborative efforts of four partner organizations, under the leadership of People Assisting the Homeless (PATH) Partners, which is in the PATH family of agencies. There are four partner organizations comprised of Local Coordinating Areas (LCAs). The City of Lakewood is a member of LCA 4 which is led by the City of Long Beach. Goals and milestones of Gateway Connections consist of the following:</p> <p>Hot Spots: Serve 500 people (area wide) and serve five Lakewood residents per year who are living on the streets. The focus is on housing these individuals as quickly as possible. Gateway Connections provides training and technical assistance to the LAHSA annual homeless count.</p> <p>Permanent Housing: Create 665 units of permanent supportive housing in the next five years (area wide). This includes scattered-site leasing of existing units or building new units.</p> <p>Building Regional capacity: Pursue additional resources for housing and supportive services.</p>
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Identify any Agency Types not consulted and provide rationale for not consulting

Other local/regional/state/federal planning efforts considered when preparing the Plan

Table 3 – Other local / regional / federal planning efforts

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	LAHSA	The Continuum of Care works to alleviate the impact of homelessness in the community through the cooperation and collaboration of social service providers. This effort aligns with the Strategic Plan’s goal to provide supportive services for homeless individuals and families.

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

The City of Lakewood advertises in the local newspaper and three locations throughout the City of public hearings for the Five Year Consolidated Plan, Annual Action Plan and Consolidated Annual Performance Evaluation Report (CAPER). The newspaper the City uses to advertise is the Press-Telegram and the three locations include Mayfair and Bloomfield parks as well as the City Clerk’s office in City Hall. Copies of the documents are available for public review at the Department of Community Development and City Clerk’s office as well as at the Angelo M. Iacoboni Library.

Citizen Participation Outreach

Table 4 – Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Broad Community	n/a	n/a	n/a	

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Lakewood is expected to receive \$532,525 of CDBG funding and approximately \$50,000 in program income during FY 18-19.

Anticipated Resources

Table 5 - Expected Resources – Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation \$	Program Income: \$	Prior Year Resources \$	Total: \$		
CDBG	Public-Federal	Program Admin, Rehabilitation Delivery Costs, Public Facility Improvements and Public Services	532,525	50,000		582,525	0	

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

While the City does not leverage additional funds, the City offers an annual Neighborhood Clean-Up Program that is operated through the City’s Code Enforcement program. The program provides assistance to tenants and property owners in disposing of unsightly and unwanted debris in neighborhoods identified as needing assistance. Each year a total of six clean-up events are scheduled and each event has three or more roll-off bins available to the residents in the vicinity of the bin. Neighborhood residents are notified of the event date and community volunteer assistance is provided. A private waste disposal company donates the bins for this yearly event saving the City \$8,761.50 in rental fees.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Lakewood's publically owned land that is used to address the needs identified in the plan includes the Weingart Senior Center and Burns Community Center. Both facilities serve Lakewood's senior population. Lakewood's Human Services Association, an organization that provides congregate meals to senior citizens, is operated from the Weingart Center. Burns Community Center is host to many services, including Meals on Wheels, senior exercise programs, Continuum of Care, and Mothers At Work, a day care operation.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Table 6 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Equal Housing Opportunity	2018	2019	Non-Homeless Special Needs	Citywide	Equal Housing Opportunity	CDBG	Public service activities for Low/Moderate Income Housing Benefit: 250 Households Assisted
2	Housing Preservation and Improvement	2018	2019	Affordable Housing	Citywide	Housing Preservation and Improvement	CDBG	Homeowner Housing Rehabilitated: 16 Household Housing Unit Housing Code Enforcement/Foreclosed Property Care: 250 Household Housing Unit
3	Housing Development	2018	2019	Affordable Housing	Citywide	Housing Development	Private	Affordability
4	Improve and Provide Community Facilities	2018	2019	Non-Housing Community Development	Citywide	Improve and Provide Community Facilities	CDBG	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 1900 Households Assisted

5	Provide Assistance to Continuum of Care	2018	2019	Homeless	Citywide	Provide Assistance to Continuum of Care	General Fund	Homelessness Prevention: 82 Persons Assisted
6	Housing Assistance	2018	2019	Affordable Housing	Citywide	Housing Assistance	HUD	Affordability
7	Provide Community Services	2018	2019	Non-Housing Community Development	Citywide	Provide Community Services	CDBG	Public service activities for Low/Moderate Income Housing Benefit: 334 Households Assisted
8	Economic Development	2018	2019	Affordable Housing Homeless	Citywide	Economic Development	General Fund	Availability/Accessibility

Goal Descriptions

Table 7 – Goals Description

1	Goal Name	Equal Housing Opportunity
	Goal Description	The City will provide funding to the Fair Housing Consultants to administer a fair housing complaint intake, enforcement, education, and outreach program. The intended outcome will be the provision of Decent Housing (DH) Availability/Accessibility. The quantifiable five-year goal is to assist 1250 households (250 persons annually).
2	Goal Name	Housing Preservation and Improvement
	Goal Description	The City will provide funding to the Single-Family Residential Rehabilitation Loan and Fix-Up, Paint-Up Grant programs to assist Low/Moderate income persons. The intended outcome will be the provision of a Suitable Living Environment (SLE) and Availability/Accessibility. The quantifiable five-year goal is to provide 50 Residential Rehabilitation Loans (\$18,000/ea.) and 30 Grants (\$3,000/ea.) The City will provide funds for Lakewood’s Code Enforcement program.
3	Goal Name	Housing Development
	Goal Description	Development of new housing on sites suitable for residential use to expand the supply and choice of units for all household incomes.
4	Goal Name	Improve and Provide Community Facilities
	Goal Description	The Burns Center Improvement Project provides for necessary costs associated with all repairs and the replacement and relocation of existing elevator, overall building flooring, and building’s exterior. Removal of slope from exterior of the building’s first floor to create airspace, waterproof the first floor’s walls, and the replacement of all interior and exterior water damage around building’s perimeter are also provided for in this project. In addition, construction of a retaining wall up to 10 feet from building’s exterior and adjacent to slopes, replacement of damaged landscape and irrigation system as necessary, installation of a security system, and necessary improvements to meet ADA accessibility requirements are included in the project.
5	Goal Name	Provide Assistance to Continuum of Care
	Goal Description	Attend regular monthly SPA meetings to address homeless issues through the Continuum of Care (CoC) Model. Provide information and referral to social service agencies, emergency food, assistance for transportation and use of the telephone to 15 homeless individuals and families at the Burns Community Center.
6	Goal Name	Housing Assistance
	Goal Description	Assistance to low and moderate income households with special needs.

7	Goal Name	Provide Community Services
	Goal Description	Provide a combined total of \$34,000.00 of CDBG funds to Community Service Agencies that will assist 334 Lakewood residents by providing home delivered and congregate meals to Lakewood’s elderly residents, hospice services to terminally ill residents, and counseling services to emotionally disturbed children.
8	Goal Name	Economic Development
	Goal Description	The City provides outreach services to commercial, industrial and residential developers to assure proper site selection and efficient entitlement processing. The City provides weekly site visits during construction to assure that all services are being provided in a timely manner. The City jointly sponsors the Shop Lakewood Program with the Greater Lakewood Chamber of Commerce to promote both new and existing operating businesses. In addition the City joins with the other member cities in the Gateway Council of Governments to promote economic development within the entire region.

Projects

AP-35 Projects – 91.220(d)

Introduction

The projects listed below are the proposed projects that will take place during the FY 2018-2019. Those projects that will be funded through CDBG include 1) Burns Center Improvements, 2) Code Enforcement, 3) Fair Housing Program, 4) Meals on Wheels, 5) Pathways Volunteer Hospice, 6) Community Family Guidance 7) Human Services Association, 8) Rehabilitation Delivery Costs and 9) Program Administration. These projects are CDBG Eligible projects.

Table 8 - Project Information

#	Project Name
1	Burns Center Improvements
2	Code Enforcement
3	Fair Housing
4	Meals on Wheels
5	Pathways Volunteer Hospice
6	Community Family Guidance
7	Human Services Association
8	Rehabilitation Delivery Costs
9	Program Administration

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

According to the 2010 Census, the City has about 26.3% of its households earning low and moderate incomes. Among the household types, an average of 62% of the low and moderate income households experienced some type of housing issue. Approximately 56% had overpayment issues greater than 30% of their annual income. Also 22% of the households had a cost burden greater than 50% of their annual income. The housing assistance needs of renters were much greater than owners, despite the ratio of 72% homeowner units to 28% of rental units in Lakewood. The biggest impact in Lakewood is the housing cost burden to the extremely low income, particularly for renter (96.9%) and owner (100%) households of five or more persons. Small households consisting of 2 to 4 members reported the lowest incidence of housing problems. The biggest obstacle to addressing the underserved needs is funding.

AP-38 Project Summary

Project Summary Information

Table 9 - Project Information

1	Goal Name	Equal Housing Opportunity
	Goal Description	The City will provide funding to the Fair Housing Consultants to administer a fair housing complaint intake, enforcement, education, and outreach program. The intended outcome will be the provision of Decent Housing (DH) Availability/ Accessibility. The quantifiable five-year goal is to assist 1250 households (250 persons annually).
2	Goal Name	Housing Preservation and Improvement
	Goal Description	The City will provide funding to the Single-Family Residential Rehabilitation Loan and Fix-Up, Paint-Up Grant programs to assist Low/Moderate income persons. The intended outcome will be the provision of a Suitable Living Environment (SLE) and Availability/Accessibility. The quantifiable five-year goal is to provide 50 Residential Rehabilitation Loans (\$18,000/ea.) and 30 Grants (\$3000/ea.) The City will provide funds for Lakewood's Code Enforcement program.
3	Goal Name	Housing Development
	Goal Description	Development of new housing on sites suitable for residential use to expand the supply and choice of units for all household incomes. GOAL 3.1 Develop Housing to Meet the Identified Local Housing Needs of the Community While Maintaining and Providing a High Quality of Life for All Lakewood Residents. GOAL 3.2 Develop the Maximum Number of New Housing Units Possible to Meet Lakewood's Fair Share of Regional Housing Needs as Identified in the SCAG Regional Housing Needs Assessment. GOAL 3.3 Achieve Compliance with Energy Conservation Measures to be included in New Housing Developments. GOAL 3.4 Provide Suitable Sites for Housing Development
4	Goal Name	Improve and Provide Community Facilities
	Goal Description	Make necessary infrastructure improvements to serve elderly and low and moderate income persons.
5	Goal Name	Provide Assistance to Continuum of Care
	Goal Description	Assist the homeless at the Burns Community Center and partner with Su Casa, PATH, Gateway Cities Council of Governments, HACOLA and LAHSA
	Goal Name	Housing Assistance

6	Goal Description	Assistance to low and moderate income households with special needs. GOAL 6.1 Provide Housing Assistance Needs of Lakewood Residents GOAL 6.2 Preserve and Increase the Number of Assisted Housing
7	Goal Name	Provide Community Services
	Goal Description	The Lakewood community has indicated that maintaining a quality level of community service is important. Community services are especially important to low and moderate income households who tend to be unaware of services corresponding to their special circumstances, and who may have difficulty with enrollment and eligibility procedures.
8	Goal Name	Economic Development
	Goal Description	The City provides outreach services to commercial, industrial and residential developers to assure proper site selection and efficient entitlement processing. The City provides weekly site visits during construction to assure that all services are being provided in a timely manner. The City jointly sponsors the Shop Lakewood Program with the Greater Lakewood Chamber of Commerce to promote both new and existing operating businesses. In addition the City joins with the other member cities in the Gateway Council of Governments to promote economic development within the entire region.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City's housing programs are marketed and available throughout the City which assists in the reduction of concentration of low income persons. The program is not directed to any one geographical area but rather to extremely low to low income (0 to 80% of the County MFI) persons and households. The City wants to promote a balanced and integrated community and is committed to providing assistance throughout the City.

The only exception to this policy is that some activities (Code Enforcement, Public Facilities and Street Improvements) are limited to special CDBG Target Areas, which are known as area benefit activities. An area benefit activity is an activity that meets the identified needs of low income persons residing in an area where at least 51 percent of the residents (or less if the exception criteria are applicable) are low income persons. An area where at least 44.51 percent of the residents are low to moderate income persons is considered an area where the exception criteria are applied. The benefits of the activity are available to everyone in that area despite their income. A map of these Target Areas is included in the Action Plan. The City has traditionally used 80 percent or more of its CDBG resources to benefit these special areas and/or to operate programs available exclusively to low and moderate income people (whereas HUD regulations only require a minimum 70 percent low and moderate benefit for CDBG activities). To continue to achieve this high ratio of low and moderate benefit for its CDBG resources, and because of the compelling need to assist these target areas, the City will continue to target CDBG resources to these special geographic areas. The allocation of funds is evenly distributed to the targeted Census Tracts.

The geographic areas of entitlement include 17 Block Groups within 12 Census Tracts where the majority of land is dedicated to residential uses and are populated with low-income families. There are a total of 5,786 parcels of land within those 17 Block Groups. Of those 5,786 parcels, 4,761 parcels are zoned Single-Family Residential, 941 parcels are zoned Multiple-Family Residential and the remaining 96 parcels are zoned for commercial uses.

Geographic Distribution

Table 10 - Geographic Distribution

Target Area	Percentage of Funds
Census Tract 5550.01 Block Group 3	6
Census Tract 5550.01 Block Group 4	6
Census Tract 5550.02 Block Group 1	6
Census Tract 5551.02 Block Group 1	6
Census Tract 5551.02 Block Group 2	6
Census Tract 5551.03 Block Group 1	6
Census Tract 5700.01 Block Group 4	6
Census Tract 5700.03 Block Group 3	6
Census Tract 5707.01 Block Group 1	6
Census Tract 5707.01 Block Group 2	6
Census Tract 5708.00 Block Group 3	6
Census Tract 5708.00 Block Group 4	6
Census Tract 5709.02 Block Group 1	6
Census Tract 5710.00 Block Group 6	6
Census Tract 5711.01 Block Group 4	6
Census Tract 5711.02 Block Group 2	6
Census Tract 5711.02 Block Group 5	6

Rationale for the priorities for allocating investments geographically

The City defines an area of minority concentration as a census tract in which there exists a greater proportion of total households than the County average, while a high concentration is defined as a proportion of more than twice the County average. According to the American Community Survey (ACS) 2015 data, the county averages for the racial groups are as follows:

- Asian: 13.5%
- African American: 8.3%
- Hispanic or Latino (of any race) 47.7%

There are areas where African Americans with low and moderate incomes are concentrated and are high concentrated.

Concentrated Census Tracts include:

5550.01, 5550.02, 5551.02, 5551.03, 5700.01, 5700.03, 5707.01, 5708.00, 5709.02, 5710.00, 5711.01,

and 5711.02

High Concentrated Census Tracts include:

5550.01, 5550.02, 5551.02, 5551.03, 5700.01, 5700.03, 5707.01, and 5714.00.

Areas where Asians with low and moderate incomes are concentrated include the following census tracts:

5550.01, 5550.02, 5551.02, 5551.03, 5700.01, 5700.03, 5707.01, 5708.00, 5709.01, and 5709.02.

Areas where Asians with low and moderate incomes are high concentrated and include the following census tracts:

5550.01, 5551.02, 5551.03, 5700.01, 5700.03, 5707.01, and 5709.01.

Areas where Hispanics with low and moderate incomes are concentrated and include the following census tracts:

5550.01, 5550.02, 5551.02, 5551.03, 5700.01, 5700.03, 5707.01, 5708.00, 5709.02, and 5710.00.

Areas where Hispanics with low and moderate incomes are high concentrated and include the following census tracts:

5551.02 and 5700.03

Discussion

See discussion above

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Because Lakewood does not directly provide affordable housing, Lakewood’s one-year goals for the number of households to be supported are quantified as those homeless assisted by Burns Center staff and PATH. Non-homeless to be supported are quantified by the number of affordable housing units that are located in the City. There are three senior developments, a three-unit Neighborhood Stabilization Program (NSP) development and two Redevelopment Agency properties each with one affordable unit for a total of five affordable units. The senior housing developments include Candlewood Apartments, an 81 one-bedroom unit development, Whispering Fountains, a 201 unit development and Seasons Senior Apartments, an 85 unit development. The special needs to be supported are quantified as Adult Residential Facilities, Residential Care Facilities for the Elderly, Group Homes, and Small Family Homes.

The one-year goals for the number of households supported through Rental Assistance are quantified through Section 8 Rental Assistance which is operated by HACOLA. The number of households supported through the rehabilitation of existing units is derived from the number of loans and grants the City processes each year.

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households to be Supported	
Homeless	78
Non-Homeless	5
Special-Needs	4
Total	87

Table 12 - One Year Goals for Affordable Housing by Support Type

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	16
Acquisition of Existing Units	0
Total	16

Discussion

As shown in Table 11, the City proposes to assist 78 homeless persons. This number is derived from the number of homeless persons (63) PATH proposes to assist in Lakewood during FY 18-19 plus the proposed number of homeless persons (15) to be assisted at Burns Community Center during FY 18-19. The City has one Neighborhood Stabilization Property (NSP) and two Redevelopment Agency properties that are developed with a total of five units that are occupied by extremely low to moderate-income families. Table 11 also shows that there are four special-needs households being supported. This number is derived from the number of units Su Casa offers as transitional housing for to up to 16 residents. Su Casa provides

transitional housing for up to one year in an apartment complex, which facilitates residents' ability to adapt to independent living and break the cycle of abuse. The City has provided funding for Su Casa operations in the past. The City has secured the transitional shelter with affordable housing covenants, which will expire in December 2025.

There are three affordable senior housing developments located in the City offering a combined total of 367 affordable units. The City has secured a covenant on each development to maintain as affordable senior housing.

Although Lakewood does not directly provide affordable housing, the City is in possession of nine vacant properties remaining from the Housing Successor Agency that are reserved to be developed with affordable housing using private funding. The City is currently negotiating with a private developer to develop 16 affordable units.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Lakewood does not operate a Public Housing Authority (PHA). HACOLA is the organization to which Lakewood refers its residents and public housing inquiries.

Actions planned during the next year to address the needs to public housing

The City of Lakewood does not operate a Public Housing Authority (PHA). HACOLA is the organization to which Lakewood refers its residents and public housing inquiries.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Maintain relationships and communications with LAHSA and HACOLA.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The local PHA is not designated as troubled.

Discussion

See discussion above.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City assists the homeless at the Burns Community Center and partners with PATH, Gateway Cities Council of Governments, HACOLA and LAHSA.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Burns Center is the homeless assistance headquarters for Lakewood. Burns Center staff reported that during FY 2016-2017, a total of 47 homeless persons were assisted. Support services include emergency food, referrals and transportation to qualified social service providers, and use of the telephone when persons are calling for assistance. The City anticipates assisting a minimum of 15 homeless persons during FY 2018-2019.

In addition to assisting homeless persons at the Burns Center, LAHSA conducts an annual count of the homeless population in Los Angeles County. During the Count in January of 2018 it was reported that there were approximately 94 homeless persons in Lakewood on the night of the count.

Lakewood will continue its partnership with PATH to provide services to Lakewood's homeless population. Services include: basic needs, assistance with obtaining documents, emergency and temporary housing, liaison and referral services, access to medical care, benefit establish assistance, referral for employment and housing location and relocation assistance.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City does not directly provide transitional housing for the homeless; however, the City will continue to coordinate efforts to provide information and resources for transitional housing through the Burns Community Center and PATH.

In 2017, LAHSA released the Los Angeles Continuum of Care Housing Inventory Count. The Count shows that there are 6,505 emergency shelters within Los Angeles County offering 9,933 beds. There are 5,147 transitional housing units offering 6,665 transitional housing beds. SPA 7 offers 512 emergency shelters with 959 beds and 443 transitional housing units with 582 beds. The City will continue its work with community non-profit groups and community based organizations interested in providing transitional housing services to the homeless.

Another form of transitional housing in the City is Adult Residential Facilities, Residential Care Facilities for the Elderly, Group Homes and Small Family Homes and is described as follows:

- There are a total of 16 Adult Residential Facilities located in the City of Lakewood. The facilities provide 24 hour non-medical care to individuals who may be physically, mentally or

developmentally disabled. Each home can house up to six adults aged 18-59.

- There are a total of 10 Residential Care Facilities for the Elderly located in the City of Lakewood. Each of these facilities house up to six persons aged 60 or older. These facilities were accepted as transitional housing by the State Department of Housing and Community Development during the FY 2013-2021 Housing Element update.
- There is one Small Family Home located in the City of Lakewood that provides 24-hour care for families with less than six children who are in need of assistance because of a physical, mental or developmental disability.

In addition to assisting in providing emergency shelter and transitional housing, the City will continue to provide support services such as job training and counseling. The County of Los Angeles also offers an array of work training programs, housing placement assistance, and other support resources.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Su Casa Family Crisis and Support Center is a private non-profit organization that provides both short term emergency housing and transitional housing in two separate locations in the city.

The short-term emergency housing location allows a maximum stay of 30 days providing supportive services to battered women and their children. At this facility, Su Casa has 20 beds and a shelter capacity of 22 to 24 persons. Their support services include food, shower facilities, laundry facilities, mail drop (the site is used as a mailing address), clothing, childcare, transportation, and intensive individual and group counseling for children.

At the second location, Su Casa provides transitional housing for up to one year in an apartment complex, which facilitates residents' ability to adapt to independent living and break the cycle of abuse. The maximum capacity at this facility is 16 persons and the residents are provided counseling, assistance in seeking jobs, schooling, and assistance with the location of permanent housing. Those persons who are employed while residing in the shelter are charged a small percentage of their income, which is saved in an escrow account and used for the costs associated with securing permanent housing.

Admittance to the program is strictly on a referral basis. The City has provided funding for Su Casa operations in the past. Also the City has secured the transitional shelter with affordable housing covenants, which will expire in December 2025.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City will continue its work with community non-profit groups and community based organizations interested in assisting individuals and families avoid becoming homeless by providing emergency shelter and transitional housing, the City will continue to provide support services such as job training and counseling. The County of Los Angeles also offers an array of work training programs, housing placement assistance, and other support resources.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City is committed to addressing the negative effects of public policies over which it has control. In order to promote integration and prevent low income concentrations, the City has designed its affordable housing programs to be available Citywide. This priority also serves to make sure that the City does not have any policies, rules, or regulations that would lead to minority or racial concentrations.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Since 1989, Lakewood has demonstrated a willingness to encourage housing development of all types. It has approved several zone changes to allow the construction of housing including General Commercial (C-4) to Multiple Family Residential (M-F-R) to allow for the building of a 201-unit senior citizen apartment complex in 1989, Light Manufacturing (M-1) to Planned Development Single Family (PDSF), to allow for the building of 184 single family residences in 1994, Open Space (O-S) to MFR, to allow for the building of a 85-unit senior citizen apartment complex in 1996, C-4 to MFR, to allow for the conversion a motel into apartments in 1999, Intermediate Commercial (C-3) to PDSF to all a 20 unit single-family residential project in 2003, C-4 to M-F-R in 2014 allowing an existing apartment complex to expand by adding 22 additional apartments, O-S to M-F-R to allow a three-unit condominium project in 2015, and Code amendments to allow for development of a variety of housing types, including those that benefit low and moderate income people. The City makes an effort to fast track projects and process permits in a timely manner. The City intends to maintain its current posture of openness and willingness to consider new ideas and eliminate any regulatory barriers under its control in the provision of a variety of housing to meet the needs of all income groups.

During the next year, the City will continue to work cooperatively within existing legislatively mandated constraints to develop or encourage public policies that foster affordable housing development and assistance.

Discussion:

See discussion above.

AP-85 Other Actions – 91.220(k)

Introduction:

In an effort to address obstacles to meeting the underserved needs of the community, the City will continue to address the issue of funding and continue to promote community service programs.

Actions planned to address obstacles to meeting underserved needs

Like most communities, a major obstacle to meeting the needs of the community is funding. Over the years, community partnerships with county, state, and federal agencies have been integral to meeting the needs of the underserved members of the community. During the FY 2018-2019 program year, the City intends to continue these relationships as well as foster new ones to ensure that the needs of the community are adequately fulfilled.

The City promotes its housing and community service programs in the areas with the highest concentration of low and moderate income households to address the continuing needs of the underserved population. The City will use the Chamber of Commerce, local newspaper, City newsletter, and community events to promote these services. The City will continue to provide services for low and moderate income Renter Households and Owner-occupied Households.

Actions planned to foster and maintain affordable housing

As articulated in the Consolidated Plan, the City will implement coordination with HACOLA and California Housing Finance Agency (CALHFA) and will collaborate with the Los Angeles County Community Development Department for the following actions to foster and maintain affordable housing:

- Mortgage assistance programs
- Coordination with neighborhood networks to elaborate on the needs of the community
- Code enforcement
- Home Improvement Programs
- Infrastructure improvements
- Provision of Fair Housing Services

Actions planned to reduce lead-based paint hazards

No specific actions concerning lead-based paint are planned for the next year. In general, to reduce lead-based paint hazards in Lakewood, the City will continue to disseminate information and monitor the lead-poisoning data provided by the County. In addition, the City's Single-Family Residential Rehabilitation Loan and Fix-Up, Paint-Up Programs will provide funding to low and moderate income households to make necessary improvements including re-painting homes with non-lead based paints and correcting code violations. Finally, the City will continue to attend HUD and State trainings on lead based paint

reduction requirements and continue to evaluate City programs to address lead hazards.

Actions planned to reduce the number of poverty-level families

According to the 2009-2013 American Community Survey (ACS) 5-Year Estimates, approximately 8.1% of the City's population were living below the poverty level. Lakewood's poverty rate includes 5.2% in families and 12.1% in female headed households, which is significantly lower when compared to the 17.8% in Los Angeles County and 15.4% in the nation overall.

The County's Department of Public and Social Services administers various programs that are designed to alleviate hardship and promote family health, personal responsibility, and economic independence. The majority of persons who seek these programs are primarily in need of medical assistance and in-home support services.

The City coordinates efforts with public and private organizations to provide economic development and job training opportunities. Some of these are summarized as follows:

- Southeast Los Angeles County Workforce Investment Board
- California Trade and Commerce Agency-Team California
- California Employment Development Department
- Los Angeles County ROP

The City fosters employment growth through rehabilitation of commercial centers located in the City. New and improved commercial centers enhance the economic vitality of the City and attract and retain employment opportunities for Lakewood's residents.

Each housing authority that receives funding for rental Vouchers in and after Federal Fiscal Year 1993 must operate a Section 8 Family Self-Sufficiency (FSS) Program equal to the number of certificates received in these years. The City refers any Section 8 requests to HACOLA for processing. The purpose of the program is to promote coordination of local private and public supportive services with the use of housing assistance in order to enable eligible families to achieve economic independence. The FSS Program is designed for motivated family members over 18 years of age who are either receiving Aid to Families with Dependent Children (AFDC)/General Relief (GR) benefits, working for low paying wages, or currently are without income and are physically able to obtain and maintain employment.

HACOLA has developed a family self-sufficiency program for families who are interested in developing job skills to further their education, receiving their high school diploma, or improving their literacy in order to become employed. The Authority will apply to HUD for any certificates or vouchers that are being allocated for this specific purpose.

Efforts are continually made to preserve, rehabilitate, and expand affordable housing. Those efforts improve the quality of housing and neighborhood involvement, particularly for households in poverty. Programs include the Single-Family Residential Rehabilitation Loan and Fix-Up, Paint-Up Grant Program.

These programs are funded through repayment of previous Housing Successor Agency Loans and the programs assist those homeowners with income below the poverty level in making needed rehabilitation

improvements with a maximum \$18,000 loan for interior and exterior repairs and a \$3,000 grant for exterior repairs. Beneficiaries of the programs include very low income families and senior and/or disabled persons. These programs are used to eliminate substandard conditions and remove architectural barriers for the disabled.

Actions planned to develop institutional structure

The institutions involved in carrying out the Priority Actions include the Lakewood Community Development Department, the Housing Authority of the County of Los Angeles, and private sector owners of rental property. The City, for its part, will promote and encourage fair housing, housing assistance and single-family home rehabilitation through:

- Continued utilization of the services of a Fair Housing Contractor or organization to promote, educate and enforce fair housing in the community.
- Continued use of the Los Angeles County Housing Authority to refer residents who are interested in receiving affordable housing assistance.
- Continued use of CDBG funds to assist low income homeowners in rehabilitating their homes and in eliminating substandard conditions. The City will continue to encourage the Single Family Residential Rehabilitation Loan Program by advertising in local publications to attract qualified applicants.

Actions planned to enhance coordination between public and private housing and social service agencies

The Single-Family Residential Rehabilitation Loan and Fix-Up, Paint-Up Grant Program are funded with Housing Successor Agency Loan Payback funds. The Section 8 Existing Housing Program is federally funded and is administered entirely by HACOLA. City staff continues to refer residents who are interested in affordable housing to contact HACOLA.

The City will continue to coordinate with Human Services Association, Pathways Volunteer Hospice, Meals on Wheels, Community Family Guidance and Fair Housing to provide services to the residents of Lakewood.

Discussion:

See discussion above

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)	
Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.	
1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	N/A
3. The amount of surplus funds from urban renewal settlements	N/A
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	N/A
5. The amount of income from float-funded activities	N/A
Total Program Income	N/A

Other CDBG Requirements

1. The amount of urgent need activities

The City does not fund urgent need activities.

While the City does not utilize CDBG funds for urgent needs, it is committed to the activity of emergency preparedness and will spend approximately \$120,000 of General Fund monies during FY 18-19 on the following emergency preparedness programs and functions: participate as a member in Area E of Los Angeles County of Emergency Planning Office, coordinate and integrate City forces into the resources available and on call through the Los Angeles County Sheriff's Department (LASD) emergency operation program, the Los Angeles County Fire Department (LACoFD), American Red Cross (ARC), and other emergency organizations, maintain City staff awareness of emergency responsibilities through training programs, coordinate an ongoing citizen training program, coordinate a public information program, and assess local needs to develop courses of action in cooperation with LASD, LACoFD, and ARC.

CERTIFICATIONS



CPMP Non-State Grantee Certifications

- This certification does not apply.
 This certification is applicable.

NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- *It will or will continue to provide a drug-free workplace by:*

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
- It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

June 26, 2018

Signature/Authorized Official

Date

Thaddeus McCormack

Name

City Manager

Title

5050 North Clark Avenue

Address

Lakewood, CA 90712

City/State/Zip

562-866-9771

Telephone Number

- | |
|---|
| <input type="checkbox"/> This certification does not apply. |
| <input checked="" type="checkbox"/> This certification is applicable. |

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

- **Maximum Feasible Priority** - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
- **Overall Benefit** - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2015-2016 (a period specified by the grantee consisting of one program year), shall principally benefit persons of low- and moderate-income in a manner that ensures that at least 70% of the amount is expended for activities that benefit such persons during the designated period;
- **Special Assessments** - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

- A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
- A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

Compliance with Laws -- It will comply with applicable laws.

June 26, 2018

Signature/Authorized Official

Date

Thaddeus McCormack

Name

City Manager

Title

5050 North Clark Avenue

Address

Lakewood, CA 90712

City/State/Zip

562-866-9771

Telephone Number

- This certification does not apply.
- This certification is applicable.

APPENDIX TO CERTIFICATIONS

Instructions Concerning Lobbying and Drug-Free Workplace Requirements

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
 - The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
 - Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
 - Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
 - If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
2. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code) Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
City of Lakewood	5050 N. Clark Ave.	Lakewood	Los Angeles	CA	90712

- Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: All "direct charge" employees; all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

- 1. Analysis of Impediments to Fair Housing**
- 2. Citizen Participation Plan**
- 3. Anti-displacement and Relocation Plan**

June 26, 2018

Signature/Authorized Official

Date

Thaddeus McCormack

Name

City Manager

Title

5050 North Clark Avenue

Address

Lakewood, CA 90712

City/State/Zip

562-866-9771

Telephone Number

HUD Listing of Proposed Projects

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name CITY OF LAKEWOOD

Priority Need COMMUNITY FACILITIES AND INFRASTRUCTURE

Project BURNS CENTER IMPROVEMENTS

Activity 1

Description This project provides for necessary costs associated with all repairs and the replacement and relocation of existing elevator, overall building flooring, and building's exterior. Removal of slope from exterior of the building's first floor to create airspace, waterproof the first floor's walls, and the replacement of all interior and exterior water damage around building's perimeter are also provided for in this project. In addition, construction of a retaining wall up to 10 feet from building's exterior and adjacent to slopes, replacement of damaged landscape and irrigation system as necessary, installation of a security system, and necessary improvements to meet ADA accessibility requirements are included in the project.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location:

10929 South Street #208B, Cerritos, CA 90701

Objective Number 5.3	Project ID 001
HUD Matrix Code 05M	CDBG Citation 570.201 (e)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(2)
Start Date (mm/dd/yyyy) 07/01/2018	Completion Date (mm/dd/yyyy) 06/30/2019
Performance Indicator	Annual Units
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$279,894.00
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$279,894.00

The primary purpose of the project is to help the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name CITY OF LAKEWOOD

Priority Need HOUSING PRESERVATION AND IMPROVEMENT

Project COMMUNITY CONSERVATION PROGRAM

Activity 2

Description Provide funds for a community conservation program (code enforcement) in eligible low and moderate income deteriorated and/or blighted neighborhoods.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location:

Census Tract 5550.01 Block Group 3, Census Tract 5550.01 Block Group 4, Census Tract 5551.02 Block Group 1 Census Tract 5551.02 Block Group 2, Census Tract 5700.01 Block Group 4, Census Tract 5707.01 Block Group 2 and Census Tract 5711.02 Block Group 5

Objective Number 1.1	Project ID 002
HUD Matrix Code 15	CDBG Citation 570.201 (e)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(1)
Start Date (mm/dd/yyyy) 07/01/2018	Completion Date (mm/dd/yyyy) 06/30/2019
Performance Indicator	Annual Units 500 Households
Local ID	Units Upon Completion

Funding Sources:

CDBG \$54,493.00
ESG
HOME
HOPWA
Total Formula
Prior Year Funds
Assisted Housing
PHA
Other Funding
Total \$54,493.00

The primary purpose of the project is to help the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name CITY OF LAKEWOOD

Priority Need PUBLIC SERVICES

Project FAIR HOUSING PROGRAM

Activity 3

Description Provide funds for a fair housing counseling program and landlord tenant services for residents and property owners. The Fair Housing Consultant will function as a central source for fair housing information and education; investigate and conciliate housing discrimination complaints; make referrals to appropriate sources for the formal resolution of complaints when information conciliation efforts fail; distribute information on landlord tenant rights and assist low and moderate income families in maintaining suitable housing.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location:
Community Wide

Objective Number 4.1	Project ID 003
HUD Matrix Code 05J	CDBG Citation 570.201 (e)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(1)
Start Date (mm/dd/yyyy) 07/01/2018	Completion Date (mm/dd/yyyy) 06/30/2019
Performance Indicator	Annual Units 250 Households
Local ID	Units Upon Completion

Funding Sources:	
CDBG	\$37,386.00
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$37,386.00

The primary purpose of the project is to help the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name CITY OF LAKEWOOD

Priority Need PUBLIC SERVICES

Project MEALS ON WHEELS

Activity 4

Description Provide funds toward the operation of a public service program, which provides in home meal delivery to low-income, senior and disabled residents. The City will serve an estimated 145 low-income (unduplicated numbers) and special needs persons throughout the fiscal year.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location:
Community Wide

Objective Number 6.1	Project ID 004
HUD Matrix Code 05J	CDBG Citation 570.201 (e)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(2)
Start Date (mm/dd/yyyy) 07/01/2018	Completion Date (mm/dd/yyyy) 06/30/2019
Performance Indicator	Annual Units 100 Households
Local ID	Units Upon Completion

Funding Sources:	
CDBG	\$10,500.00
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$10,500.00

The primary purpose of the project is to help the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name CITY OF LAKEWOOD

Priority Need PUBLIC SERVICES

Project PATHWAYS VOLUNTEER HOSPICE

Activity 5

Description Provide funds for the operation of a public service program, which provides in-home non-medical services to individuals and/or families living with illness or loss. It is expected 30 households will receive services throughout the fiscal year.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location:
Community Wide

Objective Number 6.1	Project ID 005
HUD Matrix Code 05M	CDBG Citation 570.201(e)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(2)
Start Date (mm/dd/yyyy) 07/01/2018	Completion Date (mm/dd/yyyy) 06/30/2019
Performance Indicator	Annual Units 20
Local ID	Units Upon Completion

Funding Sources:	
CDBG	\$9,000.00
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$9,000.00

The primary purpose of the project is to help the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name CITY OF LAKEWOOD

Priority Need PUBLIC SERVICES

Project COMMUNITY FAMILY GUIDANCE

Activity 6

Description Provide funds toward the operation of a public service program, which provides counseling services for emotionally disturbed children. An estimated 90 unduplicated participants will receive services throughout the fiscal year.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location:
Community Wide

Objective Number 6.1	Project ID 006
HUD Matrix Code 050	CDBG Citation 570.201(e)
Type of Recipient Non-profit	CDBG National Objective 570.208(a)(2)
Start Date (mm/dd/yyyy) 07/01/2018	Completion Date (mm/dd/yyyy) 06/30/2019
Performance Indicator	Annual Units
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$9,000.00
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$9,000.00

The primary purpose of the project is to help the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name CITY OF LAKEWOOD

Priority Need PUBLIC SERVICES

Project HUMAN SERVICES ASSOCIATION (HSA)

Activity 7

Description This activity will support senior citizen congregate meals at two Lakewood locations and home delivered meals to Lakewood residents. In addition, they have a variety of other services seniors can tap in to. These services include integrated Care Management, Caregiver Support, as well as a Registry for Home Based Care. It is expected that approximately 75 unduplicated frail and isolated Lakewood seniors will receive meals.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location:
Community Wide

Objective Number 6.1	Project ID 007
HUD Matrix Code 05M	CDBG Citation 570.201(e)
Type of Recipient Subrecipient	CDBG National Objective 570.208(a)(2)
Start Date (mm/dd/yyyy) 07/01/2018	Completion Date (mm/dd/yyyy) 06/30/2019
Performance Indicator	Annual Units 45
Local ID	Units Upon Completion

Funding Sources:

CDBG	\$5,500.00
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$5,500.00

The primary purpose of the project is to help the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name CITY OF LAKEWOOD

Priority Need HOUSING PRESERVATION AND IMPROVEMENT

Project REHABILITATION DELIVERY COSTS

Activity 8

Description Provide funds for the payment of administrative costs for carrying charges such as rehabilitation counseling, work specifications, loan processing, inspections and processing loan paybacks. It is expected that approximately 11 loan paybacks will be processed and 10 loans and up to 6 grants funded will be approved.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location:
Community Wide

Objective Number 1	Project ID 008
HUD Matrix Code 14H	CDBG Citation 570.201(e)
Type of Recipient Local Government	CDBG National Objective 570.208(a)(2)
Start Date (mm/dd/yyyy) 07/01/2018	Completion Date (mm/dd/yyyy) 06/30/2019
Performance Indicator	Annual Units 16 Housing Units
Local ID	Units Upon Completion

Funding Sources:	
CDBG	\$60,247.00
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$60,247.00

The primary purpose of the project is to help the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

**Table 3C
Consolidated Plan Listing of Projects**

Jurisdiction's Name CITY OF LAKEWOOD

Priority Need PLANNING AND ADMINISTRATION

Project PROGRAM ADMINISTRATION

Activity 9

Description This program ensures the effective use of limited CDBG funds, for the community's priorities and federal regulations. Activities include the preparation of the Consolidated Plan, Action Plan, and Annual Performance Report, and continuous outreach to address the changing needs of the community. Staff are trained on CDBG requirements and future program development.

Objective Category: Suitable Living Environment Decent Housing Economic Opportunity
Outcome Category: Availability/Accessibility Affordability Sustainability

Location:
Community Wide

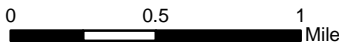
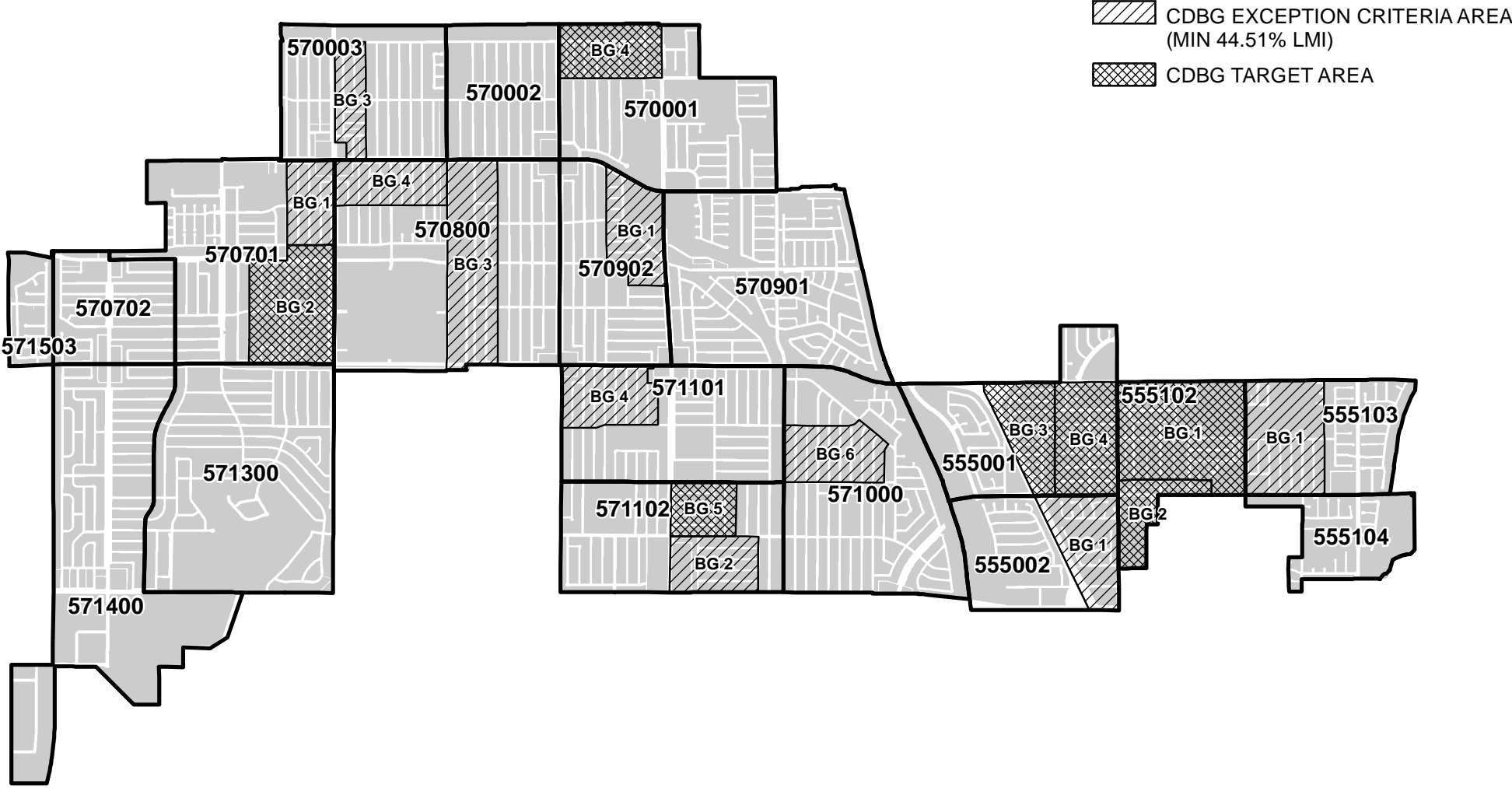
Objective Number 3	Project ID 009
HUD Matrix Code 21A	CDBG Citation 570.206
Type of Recipient Local Government	CDBG National Objective 570.208(a)(1)
Start Date (mm/dd/yyyy) 07/01/2018	Completion Date (mm/dd/yyyy) 06/30/2019
Performance Indicator	Annual Units
Local ID	Units Upon Completion

Funding Sources:	
CDBG	\$116,505.00
ESG	
HOME	
HOPWA	
Total Formula	
Prior Year Funds	
Assisted Housing	
PHA	
Other Funding	
Total	\$116,505.00

The primary purpose of the project is to help the Homeless Persons with HIV/AIDS Persons with Disabilities Public Housing Needs

Site Location Maps

CDBG ELIGIBLE AREAS



ACTION PLAN FY 2018-2019

DATA FROM FY 2015 CDBG GRANTEES AND 2006-2010 ACS LMISD, BY HUD OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT

PUBLIC SERVICE PROGRAMS

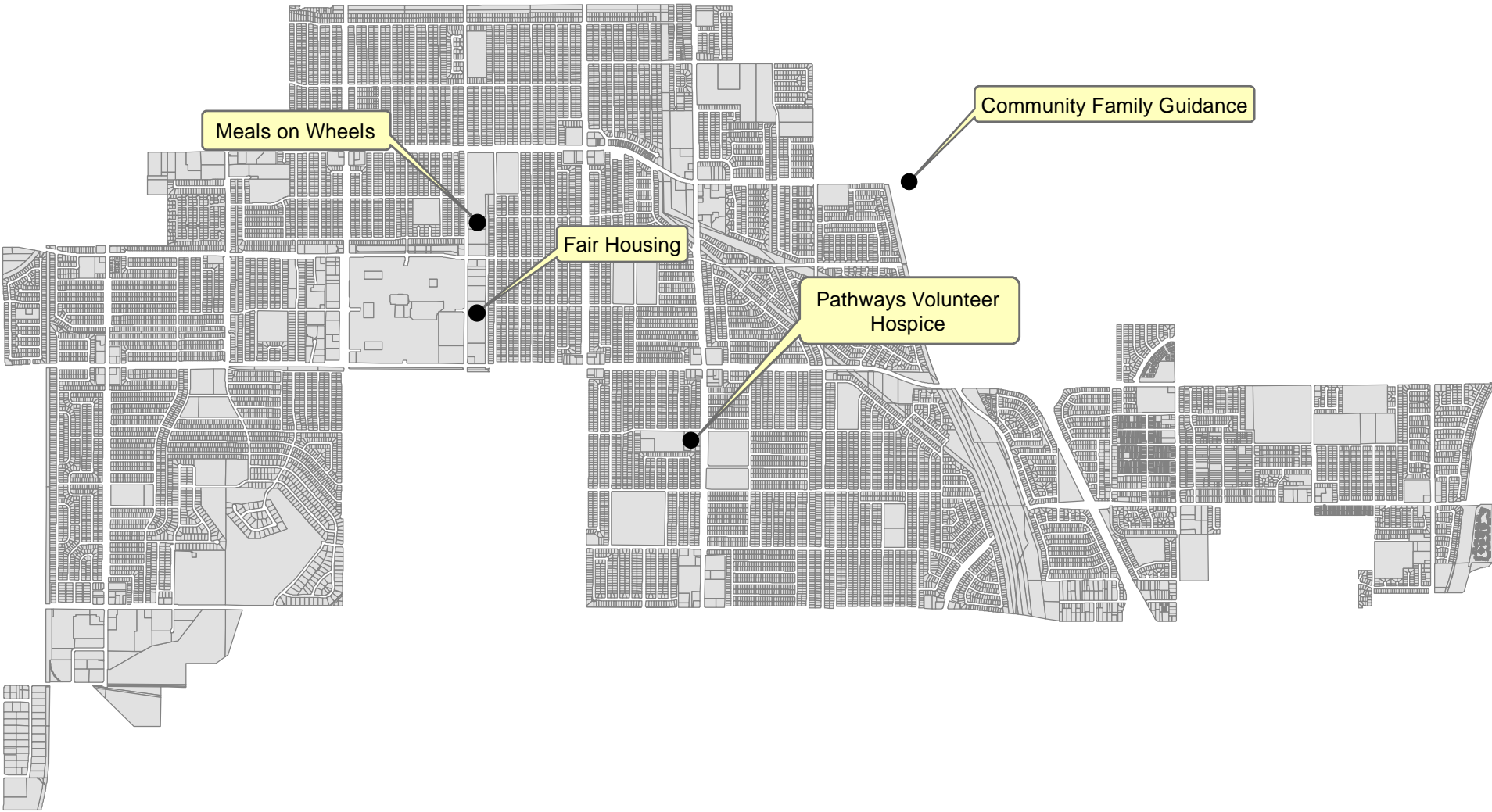
Human Services Association
(Bell Gardens, CA)

Meals on Wheels

Fair Housing

Pathways Volunteer
Hospice

Community Family Guidance



0 0.5 1 Mile

ACTION PLAN FY 2018-2019

Citizen Participation Plan

CITY OF LAKEWOOD
CITIZEN PARTICIPATION PLAN
(For all Federally Funded Grant Programs)

A. INTRODUCTION

Pursuant to Section 104(a)(3) of the Housing and Community Development Act of 1974, as amended, the City adopted this Citizen Participation Plan in July 1978 (revised October 1981, June 1988, June 1995, May 2001, and May 2005.) By doing so, the City acknowledges the integral role of citizen participation in the process of planning and development and the execution of the Community Development Block Grant Program (CDBG) and all other Federally funded grant programs.

The plan outlines basic tenets of the citizen participation process and regulations. The citizen participation regulations remain in effect throughout the implementation of the City's entitlement award from the federal government, or until the funds are completely exhausted.

The Lakewood's Citizen Participation Plan is composed of the following parts:

- A. Lakewood Citizen Participation Plan (Purpose)
- B. Definitions
- C. Role of Citizens
- D. Guidelines for Citizen Participation
 - 1. Consolidated Plan and Action Plan
 - 2. Consolidated Annual Performance and Evaluation Report (CAPER)
 - 3. Public Hearings
 - 4. Information Access
 - 5. Non-English Speaking Residents
 - 6. Persons with Disabilities
 - 7. Program Amendments
 - 8. Technical Assistance
- E. Citizen Service Requests and Grievance Procedure

B. LAKEWOOD CITIZEN PARTICIPATION PLAN

The Citizen Participation Plan is designed to facilitate two-way communication between the City and its residents on matters pertaining to the use of all Federal Grant funding from the US Department of Housing and Urban Development (HUD). Under this plan, citizens are encouraged to participate in application development, program implementation, assessment of performance, submission of views and proposals, consideration of objections to applications,

complaints, technical assistance, public hearings, bilingual dissemination, when appropriate, and program amendments. The Lakewood Citizen Participation Plan:

- Provides greater visibility of the City of Lakewood Community Development Department's improvement programs;
- Encourages citizen involvement in neighborhood improvement activities;
- Ensures equitable representation of all segments of the population; and
- Describes the process to enlist citizen participation in the development of the City's Five-year Consolidated Plan, the Annual Action Plan, the Consolidated Annual Performance and Evaluation Report (CAPER), and any Substantial Amendments to the Consolidated Plan or Action Plan.

DEFINITIONS

Five-Year Consolidated Plan: This document is submitted to HUD every five years and serves as the 5-year planning document of the City and application for funding for CDBG, HOME, and other federally funded programs. The Consolidated Plan consists of the following primary components: a needs assessment and an analysis which identifies priorities and a strategy which establishes goals and objectives for addressing priority needs and time frames for achievements.

One-Year Action Plan: This document is submitted to HUD every year and updates the Consolidated Plan and allocates one year's CDBG funding, including any program income generated from CDBG. The Action Plan is developed to identify the actions that will be taken and projects that will be funded to meet the strategy's goals and objectives.

Consolidated Annual Performance and Evaluation Report (CAPER): This document reports on the progress made in carrying out the Consolidated Plan and Action Plan.

Public Hearing: A public hearing is a public meeting that has been publicly noticed in a local newspaper of general circulation, or noticed in a fashion which otherwise follows local procedures for formal noticing of public hearings. Public hearings are required prior to the adoption of the Consolidated Plan, Action Plan, and Substantial Amendments to either plan.

C. ROLE OF CITIZENS

Citizen involvement is vital to assure that neighborhood improvement policies, procedures, programs and activities are well suited to local needs. Individual neighborhoods possess unique qualities that are more fully understood at the community level among those who reside, own property, or work within these areas. This knowledge is invaluable to the successful revitalization of communities.

Residents' concerns and ideas may be articulated to the City's Planning and Environment Commission (PEC). The PEC is an advisory body to the City Council regarding community development improvement issues. The PEC addresses itself to the development, review, and adoption of the following ideas:

- The City's Consolidated Plan and Action Plan (includes all Federal Grant Applications);
- The submission of the City's Performance Report (CAPER);
- Community development strategies, programs, policies, and procedures;
- The Citizen Participation Plan

Regular meetings of the PEC are conducted on a monthly basis, and special meetings may also be held during any month at the order the Commission Chairperson, should the need arise. A current schedule of PEC meetings can be obtained from the City Clerk's office located at City Hall, 5050 North Clark Avenue, Lakewood, California 90712, or by calling (562) 866-9771.

All meetings take place in the Council Chambers at the Civic Center, 5000 Clark Avenue, Lakewood, California 90712 at 7:00 p.m., unless another location and/or time is publicized in advance. The agenda for each PEC meeting is posted at the Council Chambers at least 72 hours prior to the meeting. Public hearing notices for PEC meetings are posted at the following locations at least 72 hours prior to any hearing:

Lakewood City Hall
City Clerk's Office
5050 Clark Avenue
Lakewood, CA 90712

Bloomfield Park
21420 Pioneer Blvd.
Lakewood, CA 90715

Mayfair Park
5720 N. Clark Avenue
Lakewood, CA 90712

D. GUIDELINES FOR CITIZEN PARTICIPATION

The Citizen Participation Plan process provides residents of the City the formal opportunity to take part in the development of community development programs and amendments to adopted plans, at the community wide-level in a public forum, before the PEC. The specific guidelines governing information access, public notices, and technical assistance, among others, that the City will follow to encourage citizen participation in the preparation of the Consolidated Plan and submission of the Performance Report are listed below:

Consolidated Plan and Action Plan:

Following the preparation of the Consolidated Plan/Action Plan, the following steps will be taken to afford the public an adequate opportunity to review and comment on the document:

1. Summary describing the contents of the purpose of the proposed Consolidated Plan/Action Plan will be public in at least one local City newspaper of general circulation. The summary will also include a list of locations where a complete draft of the Consolidated Plan/Action Plan can be obtained.
2. The publication of the summary will commence a 30-day public review period during which citizens will have the opportunity to examine the proposed Consolidated Plan/Action Plan and submit comments regarding the draft document. Complete copies of the draft Consolidated Plan/Action Plan will be available for review at the following locations:

Lakewood City Hall
Community Development Department
5050 Clark Avenue
Lakewood, CA 90712

Lakewood City Hall
City Clerk's Office
5050 Clark Avenue
Lakewood, CA 90712

Iacoboni Library
4990 N. Clark Avenue
Lakewood, CA 90712

3. A public hearing before the PEC will be held to further provide citizens an opportunity to comment on the draft Consolidated Plan/Action Plan. All guidelines set forth under the Public Hearing section of this document will be followed to ensure and encourage citizen participation.

Performance Report

Upon completion of the Performance Report, and prior to its submission to HUD, a public notice will be published in at least one local newspaper servicing the residents of Lakewood announcing the availability of the report for review and comment. Publication of this notice will commence a 15-day period during which citizens will have the opportunity to examine the Performance Report and submit comments regarding the document.

Public Hearings:

Public hearings shall provide the major source of citizen input on the proposed community development program, activities, policies, and procedures. At a minimum, the City will conduct two separate public hearings—one for the purpose of reviewing the draft Consolidated Plan and the second for the purpose of reviewing program performance and progress through the submission of the Performance Report. All public hearings will be made accessible to persons with disabilities upon request.

To ensure that all City residents have ample opportunity to take notice of all scheduled public hearings, all notices regarding such hearings, including the date, time, and location shall be published in at least one local City newspaper of general circulation a minimum of 14 days prior to the date of the public hearing.

Information Access

Included in the Consolidated Plan will be the estimated amount of federal funding available to the City, and the range of eligible activities, programs, and projects designed to utilize these available funds. Copies of the Consolidated Plan, Action Plan, Citizen Participation Plan, CAPER, and documents regarding other important program requirements, including contracting procedures, environmental policies, fair housing/equal opportunity requirements, and relocation provisions will be available to the public during the regular business hours of 7:30 a.m. to 5:30 p.m., Monday through Thursday and alternative Fridays from 7:30 a.m. to 5:00 p.m. City Hall is closed every other Friday.

The City's Community Development Department is located at 5050 N. Clark Avenue, Lakewood, CA 90712. Additional information and assistance may be obtained by calling 562-866-9771.

Non-English Speaking Residents

It is the intent of the City to also allow for input by all non-English speaking persons, as well as English speaking residents, in the public hearing process. The City will provide bilingual assistance whenever it has been determined necessary to adequately allow persons to express their views regarding the planning, implementation, monitoring, and evaluation of community development improvement activities. All advertisement for public hearing will note that arrangements for an interpreter can be made by contacting the City's Community Development Department.

E. CITIZEN SERVICES REQUESTS AND GRIEVANCE PROCEDURE

Citizens should be aware that any questions or grievances, regarding any facet of City operations, can be submitted to the Community Development Department located at 5050 N. Clark Ave., Lakewood, CA 90712. During the development of the Consolidated Plan submission, written concerns or complaints regarding the Plan shall initiate a written response indicating assessment of the complaint and/or proposals and actions taken to address the complaints and/or proposals before the final submission of the Consolidated Plan to HUD. The City shall

ensure that reasonable attempts are made to respond to questions or complaints in a timely manner, usually within 15 working days after receipt of the inquiry. If the content of the complaint is based on a probable misunderstanding (i.e., scope of block grant activities), the response communication will so state and give the complaining party the opportunity of alternative forms of redress.

Although HUD will consider objections submitted at any time, such objections should be submitted within 30 days of the submission of the Consolidated Plan, Action Plan, or CAPER to HUD. Any written inquiries submitted to HUD should be addressed as follows:

US DEPT. OF HOUSING AND URBAN DEVELOPMENT
Los Angeles Area Office
Community Planning and Development Division
300 North Los Angeles Street, Suite 4045
Los Angeles, CA 90012

Objections submitted to HUD must meet one or more of the following criteria:

- The description of the needs and objectives are plainly inconsistent with available facts and data.
- The activities to be undertaken are plainly inappropriate to meeting the needs and objectives defined by jurisdiction.
- The submission does not comply with specific requirements or law.
- The submission proposed the undertaking of ineligible activities.

Residential Anti-Displacement and Relocation Plan

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN – CITY OF LAKEWOOD FISCAL YEAR 2016-2017

I. INTRODUCTION

Section 509 of the Housing and Community Development Act of 1987 amended Section 104 of the Housing and Community Development Act of 1974 by adding a new subsection.

The new Section 104(d) of the Act became effective October 1, 1988, and provides that a grant under Section 106, Community Development Block Grant (CDBG) Programs may be made only if the grantee certifies that it is following a residential anti-displacement and relocation assistance plan. The residential anti-displacement and relocation assistance plan under Section 104(d) must contain two components: (1) A requirement to replace all low and moderate income dwelling units that are demolished or converted to a use other than low and moderate income housing as a direct result of the use of CDBG assistance and, (2) a relocation assistance component.

A certification and plan is required even if the grant will not result in demolition or in the conversion of a low and moderate income unit to use other than low and moderate income housing.

The document serves as the residential anti-displacement and relocation assistance plan for the 2016-2017 fiscal year. In implementation of the relocation activities related to this plan, Section 104(d) of the Housing and Community Development Act of 1974, as amended and the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 as amended will be followed. The following details the City of Lakewood's Plan.

II. RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE PLAN UNDER SECTION 104 (d) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED.

- A. The City of Lakewood will replace all occupied and vacant unoccupied low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR, 570.606 (b)(1).
- B. All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funding that will directly result in such demolition or conversion, the City of Lakewood will make public and submit to the HUD Field Office the following information in writing.
 - 1. A description of the proposed assisted activity;
 - 2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use

other than low and moderate income dwelling units as a result of the assisted activity;

3. A time schedule for the commencement and completion of the demolition or conversion;
 4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
 5. The source of funding and a time schedule for the provision of replacement dwelling units, and
 6. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy.
- C. The City of Lakewood will provide relocation assistance, as described in 24 CFR 570.606 (b)(2), to each low and moderate income household displaced by the demolition of housing or by the conversion of a low and moderate income dwelling unit to another use as a direct result to assisted activities.
- D. Consistent with the goals and objectives of activities assisted under the Act, the City of Lakewood will take the following steps to minimize the displacement of persons from their homes:

1. Provide replacement housing as described in 24 CFR 570.606 (b)(1) and outlined as follows:

One for One replacement units – all occupied and vacant low and moderate income dwelling units (units that could be occupied) that are demolished or converted to a use other than low and moderate income dwelling units as a direct result of CDBG activities will be replaced by the City by private developers with low and moderate income dwelling units.

The replacement of low and moderate income dwelling units may include public housing or existing housing receiving Section 8 project-based assistance.

The replacement of low and moderate income dwelling units will be provided within three years of the commencement of the demolition or rehabilitation related to the conversion and will meet the following requirements;

- a. The unit will be located within the City's jurisdiction.
- b. The units will be sufficient in number and size to house the number of occupants that could have been housed in the units that are demolished or converted. The number of occupants that may be housed shall be determined in accordance with local housing occupancy codes.

- c. The units will be provided in standard condition and may include units which have been raised from substandard to standard.

III. RELOCATION ADVISORY ASSISTANCE

- A. The City will administer its relocation program, including providing relocation assistance and the preparation of claims for processing by the Community Development Department, City of Lakewood.
- B. The Relocation Program will provide maximum assistance to minimize the hardship of displacement to all persons displaced from their dwellings and to displaced businesses to assure their re-establishment with a minimum of delay.
- C. Personal and continuing contact will be maintained with those to be displaced until they are satisfactorily relocated, and where hardship is evident, a follow-up call will be made to ease the transition of the move.
 - 1. The following specific services will be provided;
 - a. Each person or business required to move will be personally interviewed, and a detailed and clear explanation of benefits will be made. The interview will be conducted in the language most easily understood by the displaced person.
 - b. The U.S. Department of Housing Development informational brochures will be delivered to residential and commercial owners and tenants in a timely manner.
 - c. A member of the staff will continuously make field surveys to locate housing resources and business vacancies for referrals. Referrals will be made to standard housing comparable to the occupied housing and in close proximity to employment, medical, shopping, transportation and eating facilities. Additionally, real estate brokers will be informed of the displacement, and their cooperation will be solicited in making referrals. Referrals to commercial sites will be made relative to commercial operators' needs in location, square footage requirements, trade area, and other business location criteria. Inspection of housing resources will be undertaken prior to referral and after the move of the displaced person.
 - d. If transportation is needed to field check referrals, the staff member or consultant will provide such transportation.
 - e. Assistance will be given by explaining procedures to purchase a home, including the purpose of and charges made through escrow.
 - f. If social service agencies in the community could provide a needed service, referrals will be made and follow-up programs will be instituted. The referral services could be Social Security Administration, Department

of Public Social Services, Veteran's Administration, Lakewood Housing Authority, and other local service agencies.

- g. Where necessary, efforts will be made to trace self-relocatees.
- h. Assistance will be given in filing relocation claims, and these claims will be submitted to the Community Development Department, City of Lakewood.
- i. Delivery of benefit check will be made promptly and follow-up claims will be made.

IV. RELOCATION ASSISTANCE

Each low and moderate income household that is displaced as a direct result of CDBG assisted activities shall be provided with relocation assistance. The low and moderate income household may elect to receive assistance described in 24 CFR Part 49 (HUD's regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970) or assistance as described under Section 104 (d) of the Housing and Community Development Act of 1974, as amended by Section 509 of the 1987 HCD Act provisions.

Displaced low and moderate income households will receive relocation assistance provided to displaced persons required under 24 CFR 49, Subpart C (General Relocation Requirements) and Subpart D (Payment for Moving and Related Expenses) whether the households receive assistance under the CFR or Section 104 (d) of the Act. Briefly, those benefits are as follows:

Residential Benefits:

1. Actual moving and related expenses, as the Agency determines to be reasonable and necessary, including expenses outlined in 49 CFR 24.301.
2. Fixed payment for moving expenses as described in 49 CFR 24.302.

Non Residential Benefits:

1. Payment for actual reasonable moving and related expenses as described in 49 CFR 24.303.
2. Reestablishment expense as described in 49 CFR 24.304.
3. Ineligible moving and related expenses as described in 49 CFR 24.304 (b) and 49 CFR 24.305 will not be provided.
4. Fixed payments for moving expenses as described in 49 CFR.306.

V. COST ESTIMATE OF RELOCATION BENEFITS

Since no relocation activity is contemplated, it is not possible to provide a cost estimate of relocating payment at this time. However, should it become necessary to make relocation payments, these payments will be funded with CDBG funds.

VI. PLAN FOR DISBURSEMENTS OF RELOCATION BENEFITS

The disbursement of relocation benefits will be made in an orderly and readily available manner.

All claims for relocation payments must be submitted within 18 months after the displacement of the claimant. Relocation claim forms will be prepared by the relocation staff; the forms will be explained in detail to the claimant. Once the signature of the displacee has been obtained, the prepared forms, accompanied by a memorandum explaining the particular need, etc., of the claimant will be promptly delivered to the Community Development Department, City of Lakewood, for review, approval and preparation of warrants. Upon verification of vacating the acquired property, the relocation benefits will be delivered.

Advanced payments will be processed when it is evident that there is a hardship. These payments will be delivered in a timely way to assure ease in securing relocated housing commitments.

A claim must be supported by the necessary documentation which may include itemized receipted moving bills, income tax returns, opening/closing escrow statements, verification of rental data and any other information deemed appropriate and necessary to support the claim.

Payments will be processed in All claim papers and related evidence will become permanent records of the Community Development Department, City of Lakewood, as part of the individual files maintained for each displaced person or business.

If a business does not file a claim for any of the above benefits, it may file for In-Lieu of Moving and Related Expenses Payment. No payment of this kind shall be made unless the Community Development Department, City of Lakewood, is satisfied that the business cannot be relocated without substantial loss of patronage and is not part of a commercial enterprise having at least one other establishment not being acquired, which is engaged in the same or similar business.

This payment represents the average annual net income for the two years prior to displacement, except that the payment may not be less than \$1,000 or more than \$20,000 (49 FR 24.306 {a}).

a timely manner to minimize hardship.

VII. LAST RESORT HOUSING

Last resort housing is not contemplated as it has been determined comparable replacement housing will be available for project residents within a reasonable period prior to displacement. However, if it is necessary, procedures as referenced in the Uniform Act will be followed.

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Reports

COUNCIL AGENDA

June 26, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Civic Center Block Party Preview

INTRODUCTION

City staff members representing all departments have spent many months planning the 2018 Lakewood Civic Center Block Party. The blockbuster event will take place on Saturday, June 30 from 4 to 9 p.m. and will include familiar components from past years. Major event components are detailed below.

STATEMENT OF FACTS

Since 2004, the city has presented this community special event in an effort to bring residents and their families together to enjoy family entertainment, food, and a professional fireworks display. Event components include the following:

- A Family Fun Zone with kids' amusements and carnival games
- "A Taste of Lakewood" featuring popular Lakewood eateries
- Live entertainment
- A Beverage Garden for guests 21 and older
- Information and promotional giveaways from Lakewood Center businesses
- A professional fireworks display

This report will provide details pertaining to each event component and highlight important information regarding street closures, parking and event supervision.

FAMILY FUN ZONE

Fun Zone activities will begin at 4 p.m. with ticket sales ending at 8 p.m. Elite Special Events will again provide kid-oriented attractions at this year's Block Party. The Family Fun Zone offers more than 25 attractions and carnival games. Amusements include a giant slide, an inflatable obstacle course, rock-climbing walls, and bounce houses. Featured attractions include a bungee run, a mega obstacle course, and mechanical bull. Traditional carnival games include mini-bowling, ring toss, milk bottle toss, and baseball radar pitch. Tickets for all activities will be sold only at the venue. Attendees can save by purchasing an unlimited ride pass for \$25 or a 20-ticket bundle for \$15. Individual tickets are \$1 each. Attractions and rides will require between 2 and 5 tickets each.

TASTE OF LAKEWOOD

A major component of the Block Party is the Taste of Lakewood coordinated by the Friends of the Lakewood Libraries. Local restaurants and specialty food vendors sell a wide variety of food and beverage items to benefit Lakewood's libraries. The Taste of Lakewood begins at 4 p.m. with ticket sales ending at 8 p.m. The Taste of Lakewood will be located on Clark Avenue, on the east

curb adjacent to The Centre building. Lines will form across Clark Avenue, toward the west. Attendees are encouraged to buy tickets early to avoid long lines at the venue. Taste of Lakewood tickets went on sale beginning Monday, June 11 at City Hall in the Recreation Department, and at the Iacoboni and Nye Libraries. Tickets are sold in packets of 4 for \$5, or 10 for \$10. Single tickets are available only at the Block Party venue at \$1.50 each.

The following businesses have confirmed their support with this year's Taste of Lakewood.

Foggia Italian Market & Deli (Platinum Sponsor)

Albertsons	Gourmet Churros	Panera Bread	StoneFire Grill
Applebee's	Javatinis	Pick Up Stix	Sugar from the Heart
Black Angus	Jimmy John's	Raising Canes	The Loft
Cassidy's Corner	Mr. B's Kettle Corn	Round Table Pizza	Wingstop
Costco	Outback	Souplantation	Yogurtland

The event will feature two picnic areas for attendees to utilize. A canopy just south of The Centre will be set up with picnic tables placed underneath, and individual tables with umbrellas will be featured in the west parking lot of City Hall.

ENTERTAINMENT

The pop band "The Answer" will rock Clark Avenue and the Civic Center starting at 5 p.m. with popular melodies across the 50s, 60s and 70s. This high-energy entertainment group will give the audience a dynamic show covering many classic rock hits. The band is also slated to play some familiar patriotic tunes for concertgoers.

To get the audience excited for the evening's live show, Bell Sound will play familiar musical tunes that the audience can sing along and dance.

The entertainment stage will be located on Clark Avenue at Hardwick Street. Concertgoers are encouraged to bring low-back lawn chairs and blankets to enjoy the stage entertainment.

BEVERAGE GARDEN

Thank Goodness It's Sofia (TGIS) will offer beer, wine, and margaritas for sale on the Maple Room patio from 4 to 8:30 p.m. All alcohol sales and consumption will be restricted to this area of The Centre. No one under the age of 21 will be allowed into the patio area. TGIS staff is responsible for checking identifications, and Sheriff's personnel will monitor activity within the patio area. Food and beverages will be sold until 8 p.m. and the patio will close at 8:30 p.m. A live video feed of the band's performance on the entertainment stage will be available for guests to enjoy.

SHOP LAKEWOOD PROMOTION

Several Lakewood Center Mall businesses will participate in this year's Block Party by providing free promotional material and information about their business. These businesses will be located in the Civic Center parking lot, just east of the concert seating area on Clark Avenue. Promotional items and opportunity drawings for gift cards and coupons will be found in the Shop Lakewood vendor area.

FIREWORKS

The event finale is a spectacular 15-minute fireworks display by Fireworks America, a leader in the pyrotechnics industry. The choreographed display is complemented with patriotic music for those in close proximity to the main stage and near the launch area adjacent to the Costco parking lot.

The parking lot southwest of Costco will again be the launching area for the fireworks. Prime viewing areas will be Hardwick Street, as well as the Home Depot and Albertsons parking lots. Synchronized music will best be heard on Clark Avenue between Hardwick Street and The Centre. As a safety precaution, lights on Clark Avenue and at the Civic Center will remain in operation during the fireworks.

STREET CLOSURES

In order to protect Block Party attendees and to facilitate set-up, Clark Avenue will be closed from Del Amo Boulevard north to Hardwick Street at 6 a.m. on Saturday, June 30. Hardwick Street and the remainder of Clark Avenue north to Candlewood Street will also be closed at 6 a.m. Street closures will remain in effect until Sheriff Deputies and Public Works crews have determined it to be safe to reopen the streets.

Persons with urgent Sheriff business or who need access to the Post Office will be allowed to travel south on Clark Avenue from Candlewood Street until 3 p.m., though no through traffic will be permitted the entire day. All traffic along Clark Avenue, from Del Amo to Candlewood, will be halted beginning at 3 p.m. for the start of the Block Party.

The Iacoboni Library and businesses along Clark Avenue between Del Amo Boulevard and Candlewood Street have been informed of the street closure either via a letter from the city (businesses on the east side of Clark Avenue) or from their landlord, Lakewood Center (businesses on the west side of Clark Avenue).

Working in conjunction with law enforcement and fire personnel, staff has developed an operations plan that allows emergency access for fire trucks at the corner of Clark Avenue and Del Amo Boulevard and for Sheriff's vehicle access from either the north or south end of Clark Avenue.

PARKING

The public is encouraged to use Civic Center Way to access free parking behind City Hall and The Centre. Additional accessible parking spaces will be designated in the parking lot directly behind City Hall. Parking for recreational vehicles and trailers is prohibited at Lakewood Center mall and in the civic center complex.

EVENT SUPERVISION AND INFORMATION STATIONS

Nearly 200 city staff will be working during the course of the event, monitoring the various event components, assisting Block Party attendees, entertainers, restaurant and Fun Zone vendors, and handling crowd control issues, such as litter collection, replenishing event supplies, distributing handouts, and staffing the first aid stations. Event staff will be identifiable, as they will be wearing a Block Party signature t-shirt.

Additionally, the Los Angeles County Sheriff's Department will provide uniformed security on foot throughout the event venue. Their highly visible presence, combined with Volunteers on Patrol and Sheriff Explorers, provides a greater sense of safety and security for all event participants.

Two information and first aid centers will be available at the Block Party. One will be located on Clark Avenue in front of the Iacoboni Library, and the second will be in the lobby at The Centre. Staff will also be out on foot greeting and directing guests and distributing informational handouts. Care Ambulance will be on-site at the event to assist with first aid and medical emergencies. The L.A. County Fire Department will have a paramedic truck located on Clark Avenue in the Albertsons driveway.

SUMMARY

Since 2004, the Civic Center Block Party has ignited spirit throughout the Lakewood community. This year will be no different. The 2018 Lakewood Civic Center Block Party has something for everyone: the Taste of Lakewood showcase of restaurants, games and rides for kids, and live entertainment. All of this will be topped off by a spectacular fireworks show.



Valarie Frost, Director
Recreation and Community Services



Thaddeus McCormack
City Manager

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COUNCIL AGENDA

June 26, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Final Update On Improvements to the Existing Burns Community Center

INTRODUCTION

De La Riva Construction began improvements on the Burns Community Center in early September 2017. Fifty-one Change Orders have been issued to date, and a new revised end of construction date is set for September 2nd, 2018. In December 2017, the City Council had authorized additional change order authority to deal with the numerous unforeseen conditions that resulted in the need for additional work. At that time, staff indicated that there was the potential for additional changes stemming from yet undefined scope of work needed to deal with waterproofing and ADA compliance of the second-floor restrooms. Now that these issues are more fully defined, we have solicited a proposal from the contractor to complete the additional work. Staff is requesting additional change order authority to allow for the waterproofing and ADA compliance of the upstairs restrooms. New CDBG funds will be available in July to contribute to the cost of the original construction, thus freeing up budgeted general funds for the work on the upstairs restrooms.

STATEMENT OF FACT

On June 27, 2017, Council awarded a bid to De La Riva Construction (DLR), in the amount of \$2,699,970 to complete the Improvements to the Burns Community Center. The monument sign was eliminated for a savings of \$76,900, which was the subject of Change Order No. 1, approved simultaneously with the award of the contract for a new construction total of \$2,623,070.

In awarding the contract, Staff recommended and Council authorized the Director of Public Works to approve a cumulative total of change orders, as necessary not to exceed \$185,000, which was only 7% of the construction contract amount and was insufficient. On December 12, 2017, Council approved increasing the contingency for this project by \$210,000, due to the unforeseen conditions of a remodel of an old building.

Waterproofing 2nd Floor Restrooms

Staff determined that the presence of mold at the first floor restrooms and janitor's closet was the result of leaks from the upstairs restrooms. The flooring and walls of these restrooms do not have the necessary waterproofing membrane to prevent such leaks. If a toilet overflows, the water leaks through the floor tile and lower walls and causes water damage and mold on the framing and drywall of the first floor. A waterproofing membrane will be installed to protect the new first floor improvements from any future damage. This will require the demolition of the existing 2nd floor restroom floors and wall surfaces and installation of new floor and wall finishes to match the downstairs restroom improvements. In addition, the north wall of both restrooms will be moved northward several feet to expand the size of the restrooms to allow full ADA compliance

and retain the same fixture count. This work can begin after the completion of the downstairs restrooms so as to be able to keep the building occupied during construction. The Contractor has submitted an initial proposal of \$230,758 to complete the second floor restroom improvements. This proposal includes the necessary asbestos abatement of the second floor restrooms. Staff is presently reviewing the various components of the proposal to determine if any savings can be achieved through negotiation and value engineering.

Irrigation and Landscape

Once De La Riva is largely done with the project, staff will work on restoring the irrigation system and landscaping utilizing the sleeves installed under various sections of new improvements such as the rear plaza. There will also be a need to purchase irrigation supplies, plants and trees for installation by City Staff. Staff has allocated \$55,000 as an allowance for the purchase of the necessary materials and supplies.

Construction Management Services

On June 27, 2017, Council approved the proposal from Willdan to provide project management, contract administration, construction observation and labor compliance services for the project. Due to the extra scope of work, and additional 154 calendar days added to the project through the process of adding the 49 change orders, Willdan has submitted a requested budget modification of \$63,380. This proposal will cover the remainder of the work on the project and will be to continue the project management, contract administration, construction observation and labor compliance services for the project. These services are billed on a time and material basis, and will not exceed the total authorization of \$169,680. Willdan's project inspector has provided valuable oversight and problem solving, assuring quality construction, and fair prices for the work associated with unforeseen conditions.

Abatement Oversight

SCS Engineers will provide abatement oversight for the upstairs restrooms and staff has estimated the fee at \$8,000. This work would be done under their existing consulting services agreement. Staff has requested authorization of up to \$10,000 to allow for unforeseen conditions.

Additional Funding Sources

The new allocation of CDBG funds will be available to spend on the Burns project beginning on July 1, 2018, in the amount of \$279,894. These funds will be applied to cover the expenditures from the original scope of work, thus freeing up budgeted general funds from the project to apply to the cost of renovating the second floor restrooms.

The remaining expenses for the project are summarized below. For estimating purposes we have used the initial proposal from the Contractor for the upstairs restrooms, although we hope to reduce the amount though negotiation and value engineering.

REMAINING EXPENSES

LANDSCAPING & IRRIGATION MATERIALS ALLOWANCE	\$	55,000.00
CONSTRUCTION MANAGEMENT (additional days + 2nd floor restrooms)	\$	63,380.00
UPSTAIRS RESTROOMS WATERPROOFING AND ADA COMPLIANCE	\$	230,758.00
SCS ENGINEERS (abatement oversight)	\$	8,000.00
FFE - Furniture, Fixtures, and Equipment	\$	66,000.00
SUBTOTAL	\$	423,138.00

Staff has tried to determine if there are any other unforeseen conditions that could generate any more change orders, and the one unknown remaining is the potential for hazardous material abatement when the old elevator shaft and equipment room are demolished and converted into storage space.

Recognizing that supplementary funding would be needed to complete the project, staff has identified several sources of funds to be transferred into the project budget and they are summarized as follows:

ADDITIONAL FUNDING SOURCES

FIRE/SECURITY FUNDS (balance) - Project # 70006 (Budget annually in CIP)	\$	77,062.00
PARK RESTROOMS IMPROVEMENTS (balance) - Project # 70064	\$	21,974.00
TRANSFERRED FFE - CAP EQUIP. - ACCT 10106400-58200	\$	66,000.00
FUNDS AVAILABLE	\$	165,036.00

Attached is a budget and major expense summary for the project. The additional funds needed will be transferred from the balance of the Fire & Security project in the amount of \$77,062, and the balance of the Park Restroom improvement project in the amount of \$21,974. In addition, Staff transferred \$66,000 from the Public Works Capital Equipment account to the project, since these funds were previously earmarked for the purchase of the FFE (Furniture, Fixtures, & Equipment) for the Burns Community Center.

SUMMARY

The Burns Center project is nearly completed. Staff recommends the contract change order authority be increased to allow for the waterproofing and ADA compliance of the upstairs restrooms and any other unforeseen conditions during construction, as well as authorizing additional consulting services. Since staff has identified capital funds that will be transferred into the project account, no additional appropriation will be necessary.

RECOMMENDATION

That the City Council:

- (1) Authorize staff to approve change orders in an amount not to exceed \$645,000 to Public Works Contract 16-01R.
- (2) Authorize Willdan to perform additional construction management services in the amount of \$63,380 under their existing on-call Engineering Services agreement.
- (3) Authorize SCS Engineers to perform additional environmental engineering services in an amount not to exceed \$10,000 under their on-call Engineering Services Agreement.



Lisa Ann Rapp
Director of Public Works



Thaddeus McCormack
City Manager

BURNS IMPROVEMENTS - BUDGET AND MAJOR EXPENSE SUMMARY

6/20/2018

BUDGET SUMMARY

GENERAL FUNDS

ORIG. BUDGET - GF	\$ 1,827,053.20
BUDGET ADJUSTMENT - GF	\$ 210,000.00
REVISED BUDGET - GF	\$ 2,037,053.20

CDBG FUNDS

ORIG. BUDGET - CDBG	\$ 1,144,637.00
FY 18-19 BUDGET - CDBG	\$ 279,894.00
TOTAL CDBG FUNDS	\$ 1,424,531.00

REVISED BUDGET

TOTAL GF	\$ 2,037,053.20
TOTAL CDBG	\$ 1,424,531.00
REVISED PROJECT TOTAL	\$ 3,461,584.20

EXPENDITURE SUMMARY

CONSTRUCTION CONTRACTS

DLR CONSTRUCTION BID	\$ 2,699,970.00
CHANGE ORDER #1 (approved)	\$ (76,900.00)
ORIGINAL DLR CONTRACT	\$ 2,623,070.00
CO #2-49 (approved)	\$ 362,495.37
REVISED DLR CONTRACT	\$ 2,985,745.37

HARBOR ENVIRO (abatement)	\$ 20,174.00
ABATEMENT CO# 1 & 2 (approved)	\$ 6,662.40
REVISED HARBOR CONTRACT	\$ 26,836.40

CONSTRUCTION CONTRACT SUBTOTAL	\$ 3,012,581.77
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CONSULTING SERVICES

WILLDAN - Construction Management & Labor Compliance	\$ 127,750.00
SCS ENGINEERS - Abatement Oversight & Testing	\$ 10,274.45
FBA ENGINEERING (estimated) - Electrical Engineer	\$ 6,000.00
POCOCK DESIGN (estimated) - Mechanical & Plumbing Engineer	\$ 3,000.00
DANIELS STRUCTURAL ENGINEERING (estimated) - Structural Engineer	\$ 3,000.00
ASSOCIATED SOILS (estimated) - Materials Testing	\$ 16,000.00
TOTAL	\$ 166,024.45

MISC EXPENSES

Plan Check, Exterminator, Plans Repro	\$ 3,682.01
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GRAND TOTAL (includes estimates)	\$ 3,182,288.23
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BUDGET BALANCE	\$ 279,295.97
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REMAINING EXPENSES

LANDSCAPING & IRRIGATION MATERIALS	\$	55,000.00
CONSTRUCTION MANAGEMENT (additional days + 2nd floor restrooms)	\$	63,380.00
UPSTAIRS RESTROOMS REMODEL	\$	230,758.00
SCS ENGINEERS (abatement oversight)	\$	8,000.00
FFE - Furniture, Fixtures, and Equipment	\$	66,000.00
SUBTOTAL	\$	423,138.00

FUNDS NEEDED \$ (143,842.03)

ADDITIONAL FUNDING SOURCES

FIRE/SECURITY FUNDS (balance) - Project # 70006	\$	77,062.00
PARK RESTROOMS IMPROVEMENTS (balance) - Project # 70064	\$	21,974.00
TRANSFERRED FFE - CAP EQUIP. - ACCT 10106400-58200 (already transferred)	\$	66,000.00
FUNDS AVAILABLE	\$	165,036.00

CONTINGENCY \$ 21,193.97

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*Housing
Successor*

**CITY OF LAKEWOOD SUCCESSOR AGENCY - HOUSING
FUND SUMMARY 6/14/2018**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 339 through 340. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

3901	HOUSING SUCCESSOR AGENCY	<u>3,228.00</u>
		3,228.00

Council Approval

Date

City Manager

Attest

City Clerk

Director of Administrative Services

**CITY OF LAKEWOOD SUCCESSOR AGENCY - HOUSING
SUMMARY CHECK REGISTER**

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>VEND #</u>	<u>VENDOR NAME</u>	<u>GROSS</u>	<u>DISC.</u>	<u>CHECK AMOUNT</u>
339	06/14/2018	40572	CHICAGO TITLE CO	28.00	0.00	28.00
340	06/14/2018	2177	SINDAHA SAMIR	3,200.00	0.00	3,200.00
Totals:				<u>3,228.00</u>	<u>0.00</u>	<u>3,228.00</u>