

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

September 11, 2018, 7:30 p.m.

CALL TO ORDER

INVOCATION: Monsignor Joseph Greeley, Saint Pancratius Catholic Church

PLEDGE OF ALLEGIANCE: Camp Fire Wild Things

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 MEETING MINUTES - Staff recommends City Council approve Minutes of the Meetings held June 5, and June 12, 2018
- RI-2 PERSONNEL TRANSACTIONS - Staff recommends City Council approve report of personnel transactions.
- RI-3 REGISTERS OF DEMANDS - Staff recommends City Council approve registers of demands.
- RI-4 CITY COUNCIL COMMITTEES' ACTIVITIES - Staff recommends City Council approve report of City Council Committees' activities.
- RI-5 PERMIT FOR MAYFAIR HIGH SCHOOL HOMECOMING PARADE - Staff recommends City Council approve application of Mayfair High School for a permit to conduct their annual Homecoming parade on October 26, 2018.
- RI-6 REVISIONS TO CONFLICT OF INTEREST CODE - Staff recommends City Council accept and approve conflict of interest code for officers and employees of the City of Lakewood as submitted.
- RI-7 PURCHASE ONE 2019 FORD F250 CREW CAB CNG LONG BED TRUCK - Staff recommends City Council authorize purchase of one 2019 Ford F-250 crew cab CNG long bed truck at the contract price of \$42,500.54 from Downtown Ford Sales.

City Council Agenda

September 11, 2018

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ROUTINE ITEMS: - Continued

- RI-8 PURCHASE OF HOLIDAY STREET BANNERS - Staff recommends the City Council authorize the purchase of holiday street banners from Sierra Display, Inc. in an amount not to exceed \$23,000.
- RI-9 RESOLUTION NO. 2018-57; ESTABLISHING PAYING AND REPORTING THE VALUE OF EMPLOYER PAID MEMBER CONTRIBUTION FOR CITY OFFICERS AND EMPLOYEES - Staff recommends City Council adopt the proposed resolution.
- RI-10 PURCHASING POLICY, RESOLUTION NO. 2018-58 - Staff recommends City Council adopt the proposed resolution amending the Purchasing Policy as presented.
- RI-11 BOYAR PARK EMERGENCY REPAIRS - Staff recommends City Council ratify emergency repairs consisting of fence replacement along Boyar Park by A&G Sales in the amount of \$2,992 and work to pedestrian bridge crossing over Del Amo Boulevard in the amount of \$6,598.58.
- RI-12 PERFORMANCE REPORT ON LAKEWOOD CENTER SPECIFIC PLAN 2011-2, AMENDMENT NO. 2, REGARDING TEMPORARY OUTDOOR ACTIVITIES; RESOLUTION NO. 2018-59 - Staff recommends City Council adopt proposed resolution.

PUBLIC HEARINGS:

- 1.1 CDBG PROGRAM CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT - Staff recommends City Council hold a public hearing and receive public comment on the Consolidated Annual Performance and Evaluation Report for fiscal year July 1, 2017 through June 30, 2018, and direct staff to submit to the local HUD office.
- 1.2 AWARD OF BID FOR PUBLIC WORKS PROJECT NO. 2018-04R, SANITARY SEWER LATERAL AT RYNERSON PARK - Staff recommends City Council adopt plans, specifications, and working details for project; award contract for "Sanitary Sewer Lateral at Rynerson Park," PW2018-04R, in the amount of \$230,710 to the low bidder First Class Plumbing Co. and authorize Mayor to sign contract; authorize staff to approve a cumulative total of change orders not to exceed \$46,000; and authorize Willdan to perform project management and inspection services up to an allowance of \$35,000 under existing Engineering Services Agreement.

LEGISLATION:

- 2.1 ORDINANCE NO. 2018-2; AMENDING THE LAKEWOOD MUNICIPAL CODE AND THE ZONING ORDINANCE PERTAINING TO STANDARDS FOR ACCESSORY DWELLING UNITS (ADU'S) - Staff recommends City Council adopt the proposed ordinance.
- 2.2 ORDINANCE NO. 2018-3; AMENDING ARTICLE IX OF THE LAKEWOOD MUNICIPAL CODE PERTAINING TO NON-FREESTANDING IDENTIFICATION SIGNS FOR BUILDINGS IN THE C-4 (GENERAL COMMERCIAL), M-1 (LIGHT MANUFACTURING), AND M-2 (HEAVY MANUFACTURING) ZONES - Staff recommends City Council adopt the proposed ordinance.
- 2.3 ORDINANCE NO. 2018-4; MOVING THE CITY'S GENERAL MUNICIPAL ELECTION PRESENTLY SET FOR MARCH, 2019, TO MARCH, 2020 - Staff recommends City Council adopt the proposed ordinance.

City Council Agenda

September 11, 2018

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LEGISLATION: - Continued

- 2.4 URGENCY ORDINANCE NO. 2018-5; MOVING THE CITY'S GENERAL MUNICIPAL ELECTION PRESENTLY SET FOR MARCH, 2019, TO MARCH, 2020 - Staff recommends City Council adopt the proposed urgency ordinance.

REPORTS:

- 3.1 FALL AND WINTER RECREATION PROGRAMS AND EVENTS - Staff recommends City Council receive and file the report.
- 3.2 SUBMITTAL OF JUSTICE ASSISTANCE GRANT (JAG) PROGRAM FUNDING - Staff recommends City Council approve the submittal of the JAG Program funding for the License Plate Reader Trailer; authorize the City Manager to apply for the grant and sign the appropriate paperwork; and direct the Director of Finance and Administrative Services to appropriate \$16,124 in the 2018 JAG grant fund when awarded.

AGENDA LAKEWOOD SUCCESSOR AGENCY

1. REGISTER OF DEMANDS - Staff recommends Successor Agency approve register of demands.

AGENDA LAKEWOOD HOUSING SUCCESSOR AGENCY

1. REGISTERS OF DEMANDS - Staff recommends Housing Successor Agency approve registers 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.

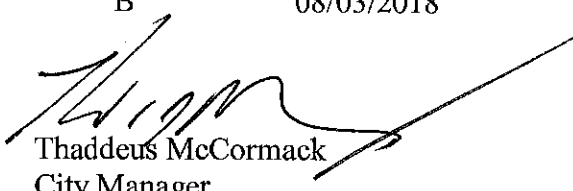
D I V I D E R S H E E T

COUNCIL AGENDA
September 11, 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				
	Vandine Ouk	Administrative Clerk	08A	08/12/2018
B. Changes				
	None			
C. Separations				
	None			
2. PART-TIME EMPLOYEES				
A. Appointments				
	None			
B. Changes				
	Jose David Cortez	Graphic Design Aide I Graphic Design Aide II	B to B	08/23/2018
	Jose Hernandez	Recreation Leader II Community Services Specialist	A to B	08/12/2018
	Priscilla Reyes	Community Services Leader III Community Services Leader IV	B to B	08/12/2018
C. Separations				
	Steven Bojorquez	Maintenance Trainee II	B	08/25/2018
	Gregory Brower	Maintenance Trainee II	B	08/25/2018
	Taylor Douglas	Community Services Specialist	B	08/14/2018
	Guillermo Higuera Franco	Management Trainee II	B	09/06/2018
	Vance Sacro	Community Services Specialist	B	08/07/2018
	Carly Stevens	Community Services Leader III	B	08/03/2018


Thaddeus McCormack
City Manager

D I V I D E R S H E E T

**CITY OF LAKEWOOD
FUND SUMMARY 8/16/2018**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 88991 through 89093. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	423,783.09
1015	SPECIAL OLYMPICS	136.93
1020	CABLE TV	200.00
1050	COMMUNITY FACILITY	19,114.21
1600	LITTER REDUCTION GRANT	8,800.00
1630	USED OIL GRANT	1,683.30
3001	CAPITAL IMPROV PROJECT FUND	126.00
3070	PROPOSITION "C"	1,981.90
5010	GRAPHICS AND COPY CENTER	181.87
5020	CENTRAL STORES	1,821.16
5030	FLEET MAINTENANCE	4,227.03
6020	GEOGRAPHIC INFORMATION SYSTEM	1,504.24
7500	WATER UTILITY FUND	62,922.88
		<hr/>
		526,482.61

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
88991	08/16/2018	59723	ADAPT CONSULTING INC	1,683.30	0.00	1,683.30
88992	08/16/2018	988	CDW LLC	14,011.97	0.00	14,011.97
88993	08/16/2018	4180	JONES RICHARD D. A PROF LAW CORP	1,848.00	0.00	1,848.00
88994	08/16/2018	18400	LAKEWOOD. CITY WATER DEPT	6,991.39	0.00	6,991.39
88995	08/16/2018	19710	LINCOLN EQUIPMENT INC	996.45	0.00	996.45
88996	08/16/2018	5160	THE MOLDING COMPANY. INC.	8,800.00	0.00	8,800.00
88997	08/16/2018	60685	TURF STAR	16.12	0.00	16.12
88998	08/16/2018	64652	CELLCO PARTNERSHIP	3,215.74	0.00	3,215.74
88999	08/16/2018	61307	PERRIS FENCE & SUPPLY	2,992.00	0.00	2,992.00
89000	08/16/2018	4113	SHAKER NERMINE	1,750.00	0.00	1,750.00
89001	08/16/2018	2701	AIRE RITE A/C & REFRIGERATION INC	5,023.15	0.00	5,023.15
89002	08/16/2018	50163	AMERICAN PUBLIC WORKS ASSN	245.00	0.00	245.00
89003	08/16/2018	50163	AMERICAN PUBLIC WORKS ASSN	245.00	0.00	245.00
89004	08/16/2018	58000	AMERICAN TRUCK & TOOL RENTAL INC	174.21	0.00	174.21
89005	08/16/2018	4126	AUTOZONE PARTS INC	21.89	0.00	21.89
89006	08/16/2018	50841	AWWA CA-NV SECTION	3,868.00	0.00	3,868.00
89007	08/16/2018	39123	BACKFLOW APPARATUS & VALUE COMPANY	349.71	0.00	349.71
89008	08/16/2018	48108	BERG. APRIL	1,023.75	0.00	1,023.75
89009	08/16/2018	307	CALIF. STATE DISBURSEMENT UNIT	161.14	0.00	161.14
89010	08/16/2018	53983	CALIF STATE FRANCHISE TAX BOARD	1,592.82	0.00	1,592.82
89011	08/16/2018	5077	CLAVERIE. COURTNEY DAY	42.25	0.00	42.25
89012	08/16/2018	4243	COMPLETE FIRE SERVICE INC	3,681.02	0.00	3,681.02
89013	08/16/2018	4959	COTTON. KARON	91.00	0.00	91.00
89014	08/16/2018	4442	DANIEL'S TIRE SERVICE INC	635.44	0.00	635.44
89015	08/16/2018	57945	DELL MARKETING LP	1,504.24	0.00	1,504.24
89016	08/16/2018	3213	DIRECTV INC	78.50	0.00	78.50
89017	08/16/2018	58618	DURHAM SCHOOL SERVICES	927.31	0.00	927.31
89018	08/16/2018	51393	EMPLOYMENT DEVELOPMENT DEPT	2,769.00	0.00	2,769.00
89019	08/16/2018	5006	FREMONTIA HORTICULTURAL. INC	763.49	0.00	763.49
89020	08/16/2018	4884	FRONTIER CALIFORNIA INC.	2,654.00	0.00	2,654.00
89021	08/16/2018	3188	GALLS LLC/OUARMASTER LLC	1,693.31	0.00	1,693.31
89022	08/16/2018	4822	LA GATEWAY REGION INTEGRATED RNL	204,043.67	0.00	204,043.67
89023	08/16/2018	42664	GIACHELLO. LENNY	536.25	0.00	536.25
89024	08/16/2018	64064	FLIGHT SUITS	19.82	0.00	19.82
89025	08/16/2018	5005	GIEMONT. GREGORY S.	261.00	0.00	261.00
89026	08/16/2018	2551	GOV'T FINANCE OFFICERS ASSOC	790.00	0.00	790.00
89027	08/16/2018	33150	GRAINGER W W INC	190.85	0.00	190.85
89028	08/16/2018	4483	GREENFIX AMERICA. LLC	1,037.70	0.00	1,037.70
89029	08/16/2018	65575	HAP'S AUTO PARTS	248.50	0.00	248.50
89030	08/16/2018	35477	HARA M LAWNMOWER CENTER	163.70	0.00	163.70
89031	08/16/2018	4872	HEATON. KATHRYN	48.75	0.00	48.75
89032	08/16/2018	42031	HOME DEPOT	939.58	0.00	939.58
89033	08/16/2018	41897	HOSE-MAN THE	73.61	0.00	73.61
89034	08/16/2018	49843	INOUYE. MICHAEL JOHN	1,179.75	0.00	1,179.75

CITY OF LAKEWOOD

SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
89035	08/16/2018	4622	JHM SUPPLY INC	305.28	0.00	305.28
89036	08/16/2018	59873	JJS PALOMO'S STEEL INC	104.74	0.00	104.74
89037	08/16/2018	36167	KARTER, JANET	364.00	0.00	364.00
89038	08/16/2018	2956	KICK IT UP KIDZ, LLC	436.80	0.00	436.80
89039	08/16/2018	4250	CEDAR FAIR	2,925.00	0.00	2,925.00
89040	08/16/2018	55469	LAKEWOOD CITY EMPLOYEE ASSOCIATION	1,980.00	0.00	1,980.00
89041	08/16/2018	4783	LANDCARE HOLDINGS INC	7,184.28	0.00	7,184.28
89042	08/16/2018	43017	LARSEN, DEBRA	38.90	0.00	38.90
89043	08/16/2018	52357	LESLIE'S POOLMART INC	166.43	0.00	166.43
89044	08/16/2018	36844	LA COUNTY DEPT OF PUBLIC WORKS	126.00	0.00	126.00
89045	08/16/2018	4643	BRODERICK JAY	1,007.50	0.00	1,007.50
89046	08/16/2018	51031	MUSCO SPORTS LIGHTING LLC	12,753.03	0.00	12,753.03
89047	08/16/2018	3843	EDSON JAMES T	1,692.60	0.00	1,692.60
89048	08/16/2018	4443	O'REILLY AUTOMOTIVE STORES INC	328.77	6.03	322.74
89049	08/16/2018	34536	OCOBOC, DEBRA	263.90	0.00	263.90
89050	08/16/2018	63549	PACKAGE PRODUCTS & SERVICES INC	3,932.44	0.00	3,932.44
89051	08/16/2018	3888	RP AUTOMOTIVE UAG CERRITOS 1 LLC	262.68	0.00	262.68
89052	08/16/2018	51171	PERS LONG TERM CARE PROGRAM	70.64	0.00	70.64
89053	08/16/2018	1919	POLLARD JOSEPH G COMPANY INC	822.67	0.00	822.67
89054	08/16/2018	4459	READWRITE EDUCATIONAL SOLUTIONS INC	135.85	0.00	135.85
89055	08/16/2018	4839	ROBINSON HELICOPTER COMPANY	70.00	0.00	70.00
89056	08/16/2018	27730	ROSEMEAD OIL PRODUCTS	997.93	0.00	997.93
89057	08/16/2018	4956	ROSS AVIATION INVESTMENT, LLC	4,303.96	0.00	4,303.96
89058	08/16/2018	65297	S.T.E.A.M.	11,154.93	0.00	11,154.93
89059	08/16/2018	5045	SAN JUAN, CLYDE J	286.00	0.00	286.00
89060	08/16/2018	3153	SECTRAN SECURITY INC	141.61	0.00	141.61
89061	08/16/2018	52279	SMART & FINAL INC	1,530.53	0.00	1,530.53
89062	08/16/2018	29400	SOUTHERN CALIFORNIA EDISON CO	129,194.72	0.00	129,194.72
89063	08/16/2018	29500	SOUTHERN CALIFORNIA GAS CO	1,971.83	0.00	1,971.83
89064	08/16/2018	4026	SPASEFF TED C	425.00	0.00	425.00
89065	08/16/2018	50299	SPENCER, GORDON	200.00	0.00	200.00
89066	08/16/2018	2559	STANLEY CONVERGENT SECURITY	28,821.69	0.00	28,821.69
89067	08/16/2018	60792	STEPHENS, ERIC	187.20	0.00	187.20
89068	08/16/2018	52610	SWANK MOTION PICTURES INC	497.00	0.00	497.00
89069	08/16/2018	4830	TELECOM LAW FIRM PC	650.00	0.00	650.00
89070	08/16/2018	1676	U S TELEPACIFIC CORP	421.51	0.00	421.51
89071	08/16/2018	65224	TUMBLE-N-KIDS, INC	1,332.50	0.00	1,332.50
89072	08/16/2018	57989	U S BANK	1.26	0.00	1.26
89073	08/16/2018	3906	UNDERGROUND VAULTS & STORAGE	200.00	0.00	200.00
89074	08/16/2018	4907	VARSITY BRANDS HOLDING CO INC	127.85	0.00	127.85
89075	08/16/2018	64652	CELLCO PARTNERSHIP	1,594.79	0.00	1,594.79
89076	08/16/2018	5003	WALTOWER, SHAWN	250.25	0.00	250.25
89077	08/16/2018	36166	WEGENER, KATHY	1,985.10	0.00	1,985.10
89078	08/16/2018	40925	WEST COAST ARBORISTS INC	23,012.77	0.00	23,012.77

CITY OF LAKEWOOD

SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
89079	08/16/2018	50058	WHITE HOUSE FLORIST INC	65.70	0.00	65.70
89080	08/16/2018	2145	WYNN. LAKYN	48.75	0.00	48.75
89081	08/16/2018	4837	XEROX CORPORATION	181.87	0.00	181.87
89082	08/16/2018	3699	ALIWALAS. EMELINDA	240.00	0.00	240.00
89083	08/16/2018	3699	ALVAREZ. DULCE	135.00	0.00	135.00
89084	08/16/2018	3699	BAWDEN. PAULA	45.00	0.00	45.00
89085	08/16/2018	3699	DICKENS. LASHAWNDA	250.00	0.00	250.00
89086	08/16/2018	3699	NORIEGA. RUTH	250.00	0.00	250.00
89087	08/16/2018	3699	PLOUM. LENA	335.00	0.00	335.00
89088	08/16/2018	3699	REYNOSO. ANAHI	250.00	0.00	250.00
89089	08/16/2018	3699	RUIZ. ERIK	250.00	0.00	250.00
89090	08/16/2018	3699	SLAUGHTER. BERNICE	250.00	0.00	250.00
89091	08/16/2018	3699	VERGARA SANCHEZ. ADALY	250.00	0.00	250.00
89092	08/16/2018	3699	WACHOVSKY. LOIS	45.00	0.00	45.00
89093	08/16/2018	3699	WYANT. TERESA	250.00	0.00	250.00
Totals:				<u>526,488.64</u>	<u>6.03</u>	<u>526,482.61</u>

**CITY OF LAKEWOOD
FUND SUMMARY 8/23/2018**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 89094 through 89204. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	362,549.63
1020	CABLE TV	172.33
1030	CDBG CURRENT YEAR	750.00
3001	CAPITAL IMPROV PROJECT FUND	23,204.60
3070	PROPOSITION "C"	3,954.12
5010	GRAPHICS AND COPY CENTER	418.43
5020	CENTRAL STORES	1,152.62
5030	FLEET MAINTENANCE	6,523.71
7500	WATER UTILITY FUND	98,043.67
8030	TRUST DEPOSIT	3,850.00
		<hr/>
		500,619.11

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
89094	08/23/2018	51614	AQUATIC DESIGN GROUP	468.75	0.00	468.75
89095	08/23/2018	51614	AQUATIC DESIGN GROUP	543.75	0.00	543.75
89096	08/23/2018	46678	AUTOLIFT SERVICES INC	1,601.87	0.00	1,601.87
89097	08/23/2018	64932	CJ CONSTRUCTION INC	10,500.00	0.00	10,500.00
89098	08/23/2018	5157	INTERNATIONAL E-Z UP INC	8,379.02	0.00	8,379.02
89099	08/23/2018	5064	FBA ENGINEERING	4,000.00	0.00	4,000.00
89100	08/23/2018	3188	GALLS LLC/QUARTERMASTER LLC	122.26	0.00	122.26
89101	08/23/2018	2409	LIFTECH ELEVATOR SERVICES INC	382.00	0.00	382.00
89102	08/23/2018	65659	PHASE II SYSTEMS INC	5,826.42	0.00	5,826.42
89103	08/23/2018	38679	WESTERN EXTERMINATOR COMPANY	897.72	0.00	897.72
89104	08/23/2018	42842	WATER EDUCATION FOUNDATION	203.20	0.00	203.20
89105	08/23/2018	60651	WECK ANALYTICAL ENVIRONMENTAL SERVICES	1,365.00	0.00	1,365.00
89106	08/23/2018	35146	WILLDAN ASSOCIATES	7,190.60	0.00	7,190.60
89107	08/23/2018	2701	AIRE RITE A/C & REFRIGERATION INC	5,398.35	0.00	5,398.35
89108	08/23/2018	4208	AIRGAS INC	54.63	0.00	54.63
89109	08/23/2018	4551	ACCOUNTING PRINCIPALS. INC	750.00	0.00	750.00
89110	08/23/2018	58000	AMERICAN TRUCK & TOOL RENTAL INC	154.45	0.00	154.45
89111	08/23/2018	4126	AUTOZONE PARTS INC	21.88	0.00	21.88
89112	08/23/2018	443	B&M LAWN AND GARDEN INC	1.86	0.00	1.86
89113	08/23/2018	48108	BERG. APRIL	390.00	0.00	390.00
89114	08/23/2018	1935	BREA. CITY OF	2,560.00	0.00	2,560.00
89115	08/23/2018	48469	BURWELL MICHAEL RAY	4,260.00	0.00	4,260.00
89116	08/23/2018	1025	C A C E O	99.00	0.00	99.00
89117	08/23/2018	4978	CALIFORNIA FOUNDATION FOR THE	692.90	0.00	692.90
89118	08/23/2018	51331	CERRITOS POOL SUPPLY	73.58	0.00	73.58
89119	08/23/2018	5008	COLOR CARD ADMINISTRATOR CORP.	150.15	0.00	150.15
89120	08/23/2018	3778	COMMERCIAL AQUATIC SERVICES INC	8,134.80	0.00	8,134.80
89121	08/23/2018	53451	COMMUNITY FAMILY GUIDANCE CTR	750.00	0.00	750.00
89122	08/23/2018	60195	CR TRANSFER INC	5,251.12	0.00	5,251.12
89123	08/23/2018	62407	CRN AM CAR WASH INC.	48.00	0.00	48.00
89124	08/23/2018	4641	DAO. THAO	1,151.80	0.00	1,151.80
89125	08/23/2018	4997	DE LA RIVA CONSTRUCTION. INC.	98,937.62	0.00	98,937.62
89126	08/23/2018	2929	DETTORE. TONY	200.00	0.00	200.00
89127	08/23/2018	27200	DICKSON R F CO INC	48,971.38	0.00	48,971.38
89128	08/23/2018	58618	DURHAM SCHOOL SERVICES	9,009.35	0.00	9,009.35
89129	08/23/2018	5169	DY. DERWIN	90.14	0.00	90.14
89130	08/23/2018	5020	ENCORE WELLNESS. LLC	9.60	0.00	9.60
89131	08/23/2018	4435	ELLIOTT AUTO SUPPLY COMPANY INC	321.11	0.00	321.11
89132	08/23/2018	5030	FATHOM WATER MANAGEMENT INC.	110,013.21	0.00	110,013.21
89133	08/23/2018	52316	FEDERAL EXPRESS CORP	48.86	0.00	48.86
89134	08/23/2018	63519	FLUE STEAM INC	282.00	0.00	282.00
89135	08/23/2018	3188	GALLS LLC/QUARTERMASTER LLC	100.74	0.00	100.74
89136	08/23/2018	3188	GALLS LLC/QUARTERMASTER LLC	22.95	0.00	22.95
89137	08/23/2018	59433	GANAHL LUMBER COMPANY	60.29	0.00	60.29

CITY OF LAKEWOOD

SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
89138	08/23/2018	65779	GOLDEN STATE WATER COMPANY	18,024.93	0.00	18,024.93
89139	08/23/2018	61769	GRAUTEN, EVELYN R	263.25	0.00	263.25
89140	08/23/2018	54961	HACH COMPANY	405.17	0.00	405.17
89141	08/23/2018	65575	HAP'S AUTO PARTS	132.00	0.00	132.00
89142	08/23/2018	4910	HARDY, CHARLES G INC	54.75	0.00	54.75
89143	08/23/2018	49554	HAWK, TRUDY (FAHTIEM)	117.00	0.00	117.00
89144	08/23/2018	49031	HDL COREN & CONE	4,875.00	0.00	4,875.00
89145	08/23/2018	4872	HEATON, KATHRYN	146.25	0.00	146.25
89146	08/23/2018	42031	HOME DEPOT	1,321.25	0.00	1,321.25
89147	08/23/2018	41897	HOSE-MAN THE	96.58	0.00	96.58
89148	08/23/2018	49843	INOUE, MICHAEL JOHN	137.15	0.00	137.15
89149	08/23/2018	4622	JHM SUPPLY INC	3,220.01	0.00	3,220.01
89150	08/23/2018	59873	JJS PALOMO'S STEEL INC	227.12	0.00	227.12
89151	08/23/2018	4180	JONES RICHARD D. A PROF LAW CORP	1,367.98	0.00	1,367.98
89152	08/23/2018	4696	NORTH AMERICAN YOUTH ACTIVITIES LLC	1,385.80	0.00	1,385.80
89153	08/23/2018	2409	LIFTECH ELEVATOR SERVICES INC	538.00	0.00	538.00
89154	08/23/2018	4482	MALTY INTERNATIONAL GROUP INC	64.01	0.00	64.01
89155	08/23/2018	62080	MARKLEY, ELIZABETH	178.75	0.00	178.75
89156	08/23/2018	600	MEZA, ALEJANDRO	85.00	0.00	85.00
89157	08/23/2018	5153	MIDWEST MOTOR SUPPLY CO. INC.	460.01	0.00	460.01
89158	08/23/2018	5111	MORENO, DANNY	450.00	0.00	450.00
89159	08/23/2018	64333	MOSES-CALDERA, ISABEL	492.70	0.00	492.70
89160	08/23/2018	4892	NESTLE WATERS NORTH AMERICA	121.17	0.00	121.17
89161	08/23/2018	4443	O'REILLY AUTOMOTIVE STORES INC	773.29	14.95	758.34
89162	08/23/2018	47554	OFFICE DEPOT BUSINESS SVCS	228.97	0.00	228.97
89163	08/23/2018	5016	P & R PAPER SUPPLY COMPANY, INC.	204.87	0.00	204.87
89164	08/23/2018	450	PACIFIC EH & S SERVICES INC	1,792.00	0.00	1,792.00
89165	08/23/2018	4494	PIERSON, JEREMY L.	43.20	0.00	43.20
89166	08/23/2018	4321	POWERTECH ENGINES INC	61.52	0.00	61.52
89167	08/23/2018	4841	CENTAUR HOLDINGS UNITED STATES, INC.	1,015.61	0.00	1,015.61
89168	08/23/2018	39640	RAYVERN LIGHTING SUPPLY CO INC	808.11	0.00	808.11
89169	08/23/2018	4309	SAFESHRED	25.00	0.00	25.00
89170	08/23/2018	418	SAFETYLINE INC	137.61	0.00	137.61
89171	08/23/2018	3186	CORAL BAY HOME LOANS	111.15	0.00	111.15
89172	08/23/2018	52279	SMART & FINAL INC	1,166.72	0.00	1,166.72
89173	08/23/2018	29100	SNAP-ON INDUSTRIAL	125.83	0.00	125.83
89174	08/23/2018	26900	SO CALIF SECURITY CENTERS INC	99.37	0.00	99.37
89175	08/23/2018	36658	SOUTH COAST A.O.M.D.	1,197.42	0.00	1,197.42
89176	08/23/2018	29400	SOUTHERN CALIFORNIA EDISON CO	1,908.12	0.00	1,908.12
89177	08/23/2018	4368	SPECIALTY TIRES LLC	210.99	0.00	210.99
89178	08/23/2018	4972	CHARTER COMMUNICATIONS HOLDINGS, LLC	3,993.46	0.00	3,993.46
89179	08/23/2018	49529	SPICERS PAPER INC	418.43	0.00	418.43
89180	08/23/2018	4666	STEIN, PAUL	100.00	0.00	100.00
89181	08/23/2018	60792	STEPHENS, ERIC	114.40	0.00	114.40

CITY OF LAKEWOOD

SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
89182	08/23/2018	57912	SURI. KAREN	104.00	0.00	104.00
89183	08/23/2018	5142	THE PUBLIC RESTROOM COMPANY	82,820.00	0.00	82,820.00
89184	08/23/2018	62516	TNT FIREWORKS	3,750.00	0.00	3,750.00
89185	08/23/2018	1676	U S TELEPACIFIC CORP	461.84	0.00	461.84
89186	08/23/2018	60685	TURF STAR	847.30	0.00	847.30
89187	08/23/2018	5028	UNISAFE INC.	115.70	0.00	115.70
89188	08/23/2018	4840	VERITIV OPERATING COMPANY	308.33	0.00	308.33
89189	08/23/2018	3943	WATERLINE TECHNOLOGIES INC	3,232.78	0.00	3,232.78
89190	08/23/2018	35146	WILLDAN ASSOCIATES	17,801.88	0.00	17,801.88
89191	08/23/2018	2145	WYNN. LAKYN	117.00	0.00	117.00
89192	08/23/2018	3699	BALILA. GERALDINE	250.00	0.00	250.00
89193	08/23/2018	3699	CASTRO. ALAN	250.00	0.00	250.00
89194	08/23/2018	3699	CLEVELAND. SHANULAH	250.00	0.00	250.00
89195	08/23/2018	3699	DE GUZMAN. AILYNN	250.00	0.00	250.00
89196	08/23/2018	3699	EDWARDS. BRANDON	250.00	0.00	250.00
89197	08/23/2018	3699	GARCIA. LAURA MORALES	250.00	0.00	250.00
89198	08/23/2018	3699	GUIZAR. LORENA	250.00	0.00	250.00
89199	08/23/2018	3699	KROUCH. BEELINE	100.00	0.00	100.00
89200	08/23/2018	3699	LAKEWOOD PACIFIC JR. FOOTBALL	250.00	0.00	250.00
89201	08/23/2018	3699	MAESTAS. MELISSA	240.00	0.00	240.00
89202	08/23/2018	3699	PACHECO. ARVIN	250.00	0.00	250.00
89203	08/23/2018	3699	VILLEGAS. REGINA	155.00	0.00	155.00
89204	08/23/2018	3699	VIVINT SOLAR DEVELOPMENT	139.92	0.00	139.92
Totals:				<u>500,634.06</u>	<u>14.95</u>	<u>500,619.11</u>

**CITY OF LAKEWOOD
FUND SUMMARY 8/30/2018**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 89205 through 89288. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	1,551,209.41
1015	SPECIAL OLYMPICS	277.81
1020	CABLE TV	564.12
1030	CDBG CURRENT YEAR	57.75
1050	COMMUNITY FACILITY	6,767.66
1336	STATE COPS GRANT	17,024.41
1630	USED OIL GRANT	3,734.47
3060	PROPOSITION "A"	95.00
5020	CENTRAL STORES	4,732.76
5030	FLEET MAINTENANCE	7,133.13
7500	WATER UTILITY FUND	351,978.66
		<hr/>
		1,943,575.18

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
89205	08/30/2018	2701	AIRE RITE A/C & REFRIGERATION INC	2,211.58	0.00	2,211.58
89206	08/30/2018	4684	AMAZON.COM LLC	5,334.37	0.00	5,334.37
89207	08/30/2018	4878	B.R. BREWER SIGN & GRAPHICS	245.28	0.00	245.28
89208	08/30/2018	4278	BEAR COMMUNICATIONS INC	1,093.91	0.00	1,093.91
89209	08/30/2018	66457	BRENNTAG PACIFIC INC	3,369.11	0.00	3,369.11
89210	08/30/2018	988	CDW LLC	209.79	0.00	209.79
89211	08/30/2018	43135	CERRITOS. CITY OF - WATER DIVISION	43,065.76	0.00	43,065.76
89212	08/30/2018	5079	DOTY BROS. EQUIPMENT CO.	5,406.64	0.00	5,406.64
89213	08/30/2018	52316	FEDERAL EXPRESS CORP	333.24	0.00	333.24
89214	08/30/2018	3188	GALLS LLC/QUARTERMASTER LLC	113.68	0.00	113.68
89215	08/30/2018	59044	MICHAEL LEW	3,691.97	0.00	3,691.97
89216	08/30/2018	21600	LOS ANGELES CO SHERIFFS DEPT	924,354.69	0.00	924,354.69
89217	08/30/2018	45069	LOS ANGELES CO/DEPT PW BLDG SVCS	86,581.40	0.00	86,581.40
89218	08/30/2018	36844	LA COUNTY DEPT OF PUBLIC WORKS	16,515.80	0.00	16,515.80
89219	08/30/2018	57391	MINI COACH INC	4,092.25	0.00	4,092.25
89220	08/30/2018	5033	NICHOLLS CONSULTING. INC.	913.75	0.00	913.75
89221	08/30/2018	63708	DY-JO CORPORATION	1,035.00	0.00	1,035.00
89222	08/30/2018	53927	SUNNY HILLS ASSOCIATES	1,061.00	0.00	1,061.00
89223	08/30/2018	47854	TRUESDAIL LABORATORIES INC	70.00	0.00	70.00
89224	08/30/2018	1437	U S BANK NATIONAL ASSOCIATION	17,385.64	0.00	17,385.64
89225	08/30/2018	7400	WATER REPLENISHMENT DISTRICT OF	294,658.80	0.00	294,658.80
89226	08/30/2018	5149	ADVANCED FLIGHT	565.00	0.00	565.00
89227	08/30/2018	4551	ACCOUNTING PRINCIPALS. INC	1,800.00	0.00	1,800.00
89228	08/30/2018	4684	AMAZON.COM LLC	284.41	0.00	284.41
89229	08/30/2018	38532	AREA E CIVIL DEFENSE &	3,924.00	0.00	3,924.00
89230	08/30/2018	307	CALIF. STATE DISBURSEMENT UNIT	204.81	0.00	204.81
89231	08/30/2018	53983	CALIF STATE FRANCHISE TAX BOARD	1,379.97	0.00	1,379.97
89232	08/30/2018	5146	CASTANEDA. BRANDON	1,326.00	0.00	1,326.00
89233	08/30/2018	7500	CENTRAL BASIN MUNICIPAL WATER	1,755.00	0.00	1,755.00
89234	08/30/2018	45894	CINTAS CORPORATION	137.61	0.00	137.61
89235	08/30/2018	4776	CORELOGIC. INC.	115.50	0.00	115.50
89236	08/30/2018	4442	DANIEL'S TIRE SERVICE INC	1,376.39	0.00	1,376.39
89237	08/30/2018	5070	DANIELS. ROBERT F.	780.00	0.00	780.00
89238	08/30/2018	39267	DOG DEALERS INC	509.60	0.00	509.60
89239	08/30/2018	3199	EDCO WASTE SERVICES LLC	404,828.17	0.00	404,828.17
89240	08/30/2018	5020	ENCORE WELLNESS. LLC	25.60	0.00	25.60
89241	08/30/2018	5157	INTERNATIONAL E-Z UP INC	5,996.71	0.00	5,996.71
89242	08/30/2018	61688	FULL COMPASS SYSTEMS LTD	523.87	0.00	523.87
89243	08/30/2018	4420	GOERTZ. TRAVIS W	3,000.00	0.00	3,000.00
89244	08/30/2018	52540	GONSALVES JOE A & SON	4,526.00	0.00	4,526.00
89245	08/30/2018	61769	GRAUTEN. EVELYN R	267.15	0.00	267.15
89246	08/30/2018	38311	H & H NURSERY	72.71	0.00	72.71
89247	08/30/2018	4872	HEATON. KATHRYN	113.75	0.00	113.75
89248	08/30/2018	4433	HOUSTON ENGINEERING INC	2,200.00	0.00	2,200.00

CITY OF LAKEWOOD

SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
89249	08/30/2018	4180	JONES RICHARD D. A PROF LAW CORP	16,750.00	0.00	16,750.00
89250	08/30/2018	2956	KICK IT UP KIDZ. LLC	3,409.25	0.00	3,409.25
89251	08/30/2018	18300	LAKEWOOD CHAMBER OF COMMERCE	2,416.67	0.00	2,416.67
89252	08/30/2018	4783	LANDCARE HOLDINGS INC	7,184.28	0.00	7,184.28
89253	08/30/2018	44733	LIEBERT CASSIDY WHITMORE	2,405.00	0.00	2,405.00
89254	08/30/2018	34532	LITZINGER. PAUL	65.00	0.00	65.00
89255	08/30/2018	20300	LONG BEACH CITY GAS & WATER DEPT	91.18	0.00	91.18
89256	08/30/2018	72230	LOS ANGELES CO	1,791.11	0.00	1,791.11
89257	08/30/2018	23130	MC MASTER-CARR SUPPLY CO	59.22	0.00	59.22
89258	08/30/2018	4497	PACIFIC COACHWAYS CHARTER SERVICES	950.00	0.00	950.00
89259	08/30/2018	51171	PERS LONG TERM CARE PROGRAM	70.64	0.00	70.64
89260	08/30/2018	4459	READWRITE EDUCATIONAL SOLUTIONS INC	1,728.35	0.00	1,728.35
89261	08/30/2018	47285	ROTARY CORP	441.51	0.00	441.51
89262	08/30/2018	66280	BARRY SANDLER ENTERPRISES	147.55	0.00	147.55
89263	08/30/2018	4468	SHERRARD. DONNA HOUSTON	134.55	0.00	134.55
89264	08/30/2018	29500	SOUTHERN CALIFORNIA GAS CO	1,186.34	0.00	1,186.34
89265	08/30/2018	37930	STANDARD INSURANCE CO UNIT 22	5,069.00	0.00	5,069.00
89266	08/30/2018	37930	STANDARD INSURANCE CO UNIT 22	19,592.83	0.00	19,592.83
89267	08/30/2018	4581	STEIN. ANDREW T	1,478.21	0.00	1,478.21
89268	08/30/2018	61853	STRICKLAND. BRENT	80.00	0.00	80.00
89269	08/30/2018	2995	STRICTLY BACKFLOW INC	360.00	0.00	360.00
89270	08/30/2018	2372	TGIS CATERING SVCS INC	510.10	0.00	510.10
89271	08/30/2018	4364	THE RINKS-LAKEWOOD ICE	58.50	0.00	58.50
89272	08/30/2018	47854	TRUESDAIL LABORATORIES INC	1,754.00	0.00	1,754.00
89273	08/30/2018	1437	U S BANK NATIONAL ASSOCIATION	20,032.89	0.00	20,032.89
89274	08/30/2018	1437	U S BANK NATIONAL ASSOCIATION	540.94	0.00	540.94
89275	08/30/2018	3943	WATERLINE TECHNOLOGIES INC	1,016.69	0.00	1,016.69
89276	08/30/2018	17640	WAXIE ENTERPRISES INC	2,768.77	0.00	2,768.77
89277	08/30/2018	37745	WESTERN EXTERMINATOR CO	54.50	0.00	54.50
89278	08/30/2018	37745	WESTERN EXTERMINATOR CO	497.50	0.00	497.50
89279	08/30/2018	3699	A AND JB GENERAL CONTRACTORS	221.33	0.00	221.33
89280	08/30/2018	3699	BAKER. IRENE	250.00	0.00	250.00
89281	08/30/2018	3699	DELGUADIO. VIRGINA	250.00	0.00	250.00
89282	08/30/2018	3699	GACAD. ELIZABETH	250.00	0.00	250.00
89283	08/30/2018	3699	GONZALES. DAVID & MARIA	887.54	0.00	887.54
89284	08/30/2018	3699	HA MY DESIGN INC	520.82	0.00	520.82
89285	08/30/2018	3699	KANE. APRIL	250.00	0.00	250.00
89286	08/30/2018	3699	MENEZ. ALBERT	250.00	0.00	250.00
89287	08/30/2018	3699	PONCE. TERESA	345.00	0.00	345.00
89288	08/30/2018	3699	VAUGN. JONATHAN	250.00	0.00	250.00
Totals:				<u>1,943,575.18</u>	<u>0.00</u>	<u>1,943,575.18</u>

**CITY OF LAKEWOOD
SUMMARY ACH/WIRE REGISTER AUGUST 2018**

ACH date	Amount	Recipient	Purpose	Period
8/2/18	101,126.32	IRS via F&M	Fed taxes	Jul 15-28, 2018
8/2/18	27,061.66	EDD	State taxes	Jul 15-28, 2018
8/2/18	6,489.50	Southland C/U	employee savings account	Jul 15-28, 2018
8/2/18	5,779.15	PARS via U.S. Bank	stackable plan	Jul 15-28, 2018
8/2/18	3,763.50	F&A Fed C/U	employee savings account	Jul 15-28, 2018
8/2/18	7,527.68	MidAmerica	ARS aka APPLE	Jul 15-28, 2018
8/2/18	3,425.00	PARS via U.S. Bank	excess stackable plan	Jul 15-28, 2018
8/2/18	20,811.88	VOYA	VOYA 457	Jul 15-28, 2018
8/2/18	9,362.68	VOYA	VOYA 401(a)	Jul 15-28, 2018
8/3/18	97,026.56	CalPERS	PERS Health	Aug 2018
8/3/18	87,012.19	CalPERS	PERS contribution	Jul 15-28, 2018
8/10/18	106,944.98	FATHOM	JUNE 2018 INVOICE	Jun-18
8/16/18	103,110.34	IRS via F&M	Fed taxes	Jul 29-Aug 11, 2018
8/16/18	27,992.46	EDD	State taxes	Jul 29-Aug 11, 2018
8/16/18	6,489.50	Southland C/U	employee savings account	Jul 29-Aug 11, 2018
8/16/18	3,763.50	F&A Fed C/U	employee savings account	Jul 29-Aug 11, 2018
8/16/18	7,261.43	MidAmerica	ARS aka APPLE	Jul 29-Aug 11, 2018
8/16/18	10,329.19	VOYA	VOYA 401(a)	Jul 29-Aug 11, 2018
8/16/18	9,225.78	PARS via U.S. Bank	stackable plan	Jul 29-Aug 11, 2018
8/16/18	20,811.88	VOYA	VOYA 457 & ROTH	Jul 29-Aug 11, 2018
8/21/18	87,766.49	CalPERS	PERS contribution	Jul 29-Aug 11, 2018
8/22/18	57,989.10	City Light & Power	monthly maint fee	Aug-18
8/30/18	88,393.75	IRS via F&M	Fed taxes	Aug 12-25, 2018
8/30/18	22,567.33	EDD	State taxes	Aug 12-25, 2018
8/31/18	9,227.32	PARS via U.S. Bank	stackable plan	Aug 12-25, 2018
8/31/18	6,752.14	MidAmerica	ARS aka APPLE	Aug 12-25, 2018
8/31/18	20,831.88	VOYA	VOYA 457	Aug 12-25, 2018
8/31/18	9,597.39	VOYA	VOYA 401(a)	Aug 12-25, 2018

Council Approval

Date

City Manager

Attest

City Clerk

Director of Administrative Services

DIVIDER SHEET

COUNCIL AGENDA

September 11, 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: Capital Improvement Project Committee.

STATEMENT OF FACT

On August 17, 2018, the Capital Improvement Project Committee met and discussed:

This was the inaugural meeting of the Capital Improvement Project (CIP) Committee. Background information was provided on the previous City efforts to catalogue and categorize infrastructure conditions and capital needs. Historically, the City relied on annual budget surpluses and grant funding to fund capital projects. Due to the budgetary constraints of the last few years, the City has not generated surpluses and therefore has fewer fiscal resources at a time when - due to our aging infrastructure - our capital needs are growing. The goal of the CIP Committee is to assess the facility and infrastructure needs of the City and prioritize them so that the limited fiscal resources we have can be maximized and most effectively used.

At this inaugural meeting, the Committee discussed how it might proceed with its work, and heard presentations on the following subjects:

Pavement Management Evaluation

It was explained that the Pavement Management System must be updated every 3 years, and maintenance must be documented. As is the case with infrastructure maintenance and repair in general, costs are increasing and funds are shrinking. The City's average Pavement Condition Index is rated at 82.6, and the Structural Index is rated at 98.9. It is estimated that if \$3.5 million is spent annually on paving over the next 15 years, the condition will improve to 85. Currently the condition of Lakewood's street falls in the top 10% of cities state-wide. This reflects well on Lakewood and positions us to better deal with street and road repairs on into the future. However, it was noted that if SB1 funding is rescinded by the voters through Proposition 6, the City would be challenged with maintaining the streets and roads to our normal standards and might have to consider alternative measures like the use of rubberized slurry to maintain residential streets and alleys.

It was noted that, although the loss of SB1 funding would result in a negative impact on the long-term condition of all streets in Lakewood, there is funding in place for some projects, and there are additional projects that are eligible other sources of funding.

In terms of grant funding, it was expressed that the Lakewood Corridor project is competitive since it is one of five major projects identified for the Gateway Strategic Transportation Plan, and could qualify for regional Metro funds. However, in order to capitalize on grant opportunities, design needs to be completed. It was noted that other cities and Edison would be involved with the Lakewood Boulevard Corridor study.

Facilities Condition Assessment

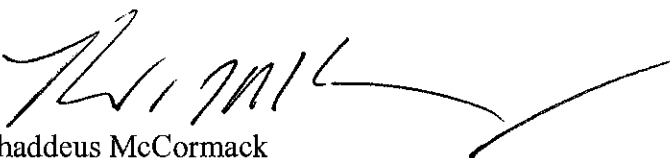
Background information on the facilities condition assessment and the consultant who was hired to complete the assessment was provided. The full report will be presented at the next Committee meeting and will be the foundation for the Committee's work in assessing City facility repair needs. There will be individual reports for each facility, including cost estimates, to bring them up to a current state of repair, as well as an executive summary for the entire scope of work.

Relocation of Pillars of the Community and Demolition of the Urban Stream

The pillars are in very poor condition due to weathering, and staff recommends that the pillars be re-fabricated, and relocated inside The Centre lobby. The Committee looked at options in that regard. In addition, the urban stream pump is no longer operable, which has left the fountain dry and somewhat of a hazard. The Committee discussed the possibility of demolishing the urban stream, which could have the benefit of adding more usable space for events at The Centre.

RECOMMENDATION

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



Thaddeus McCormack
City Manager

D I V I D E R S H E E T

COUNCIL AGENDA

September 11, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Mayfair High School Homecoming Parade Permit

STATEMENT OF FACTS

Mayfair High School has submitted an application for a Homecoming Parade Permit.

The scheduled parade date is Friday, October 26, 2018, between 3:45 p.m. and 4:30 p.m. The parade will start at Fidler Avenue and South Street (across from Mayfair Park), proceed east on South Street to Woodruff Avenue, then north on Woodruff Avenue to Mayfair High School. This year's parade will consist of approximately twenty-five vehicles.


The parade permit application was reviewed by city staff and Lakewood Sheriff's personnel. Lakewood's Service Area Lieutenant, along with the Special Assignment Team, will supervise parade activities and provide appropriate traffic control.

It is staff's opinion that this event: 1) will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route; 2) will not require a significant number of law enforcement officers to properly police the parade route; 3) will not unduly interfere with proper fire and police protection or ambulance services; and 4) will proceed from its point of origin to its point of destination expeditiously and without unreasonable delays en route.

RECOMMENDATION

Staff recommends the City Council approve the application of Mayfair High School for a permit to conduct their annual Homecoming Parade on October 26, 2018.

Joshua Yordt
Director of Public Safety


Thaddeus McCormack
City Manager

D I V I D E R S H E E T

COUNCIL AGENDA

September 11, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Conflict of Interest Code for City Officers and Employees

INTRODUCTION

On June 12, 2018, in accordance with State law, the City Council directed that Conflict of Interest Codes be reviewed to determine if any changes or updates were required. The review process has been completed and some minor amendments to the designated positions are submitted for City Council review and approval.

STATEMENT OF FACT

Section 87306.5 of the California Government Code requires every local agency code reviewing body to review conflict of interest codes and make necessary adjustments no later than October 1st of every even-numbered year.


Since the City Council had previously adopted the standardized provisions prepared by the Fair Political Practices Commission (FPPC) to automatically incorporate subsequent updates adopted by the FPPC, only the City's designated positions and disclosure category sections remained to be assessed during the required biennial review.


Using guidelines provided by the FPPC, each department has reviewed their designated positions and the level of disclosure for each position to determine if changes were necessary. Changes have been proposed to the five attached designated positions appendices.

The Lakewood Public Financing Authority is a separate body with its own code, with the City Council designated as the code reviewing body. The code has been reviewed by the City Manager and it has been determined that no changes are required at this time.

RECOMMENDATION

Staff recommends the City Council accept and approve the conflict of interest code for officers and employees of the City of Lakewood as submitted.


Jo Mayberry
City Clerk


Thaddeus McCormack
City Manager

**CITY OF LAKEWOOD
CONFLICT OF INTEREST CODE
APPENDIX A**

**DESIGNATED POSITIONS
FOR THE
DEPARTMENT OF ADMINISTRATION**

Designated Positions	Disclosure Category
City Manager	*
Assistant City Manager	1
Deputy City Manager	1
Assistant to the City Manager	1
City Clerk	1
Human Resources Manager	1
Executive Assistant	3
Executive Secretary	3
Public Information Officer	3
Public Safety Director	1
Consultants	1**

*Designation Specified in Government Code Section 87200

**See Consultant Disclosure Category

Revised 9/2018

**CITY OF LAKEWOOD
CONFLICT OF INTEREST CODE
APPENDIX A**

**DESIGNATED POSITIONS
FOR THE
DEPARTMENT OF COMMUNITY DEVELOPMENT**

Designated Positions	Disclosure Category
Director	1
Assistant Director	1
Planning and Environment Commissioners	*
Senior Planner	2
Community Development Coordinator	2
Neighborhood Preservation Manager	2
<u>Assistant Planner</u>	<u>2</u>
<u>Housing Specialist</u>	<u>2</u>
Consultants	1**

*Designation Specified in Government Code Section 87200

**See Consultant Disclosure Category

Rev. 9/2018

**CITY OF LAKEWOOD
CONFLICT OF INTEREST CODE
APPENDIX A**

**DESIGNATED POSITIONS
FOR THE
DEPARTMENT OF FINANCE AND ADMINISTRATIVE SERVICES**

Designated Positions	Disclosure Category
Director	*
Assistant Director	*
<u>Finance Manager</u>	<u>1</u>
Purchasing Officer	5
Consultants	1**

*Designation Specified in Government Code Section 87200

**See Consultant Disclosure Category

**CITY OF LAKEWOOD
CONFLICT OF INTEREST CODE
APPENDIX A**

**DESIGNATED POSITIONS
FOR THE
DEPARTMENT OF PUBLIC WORKS**

Designated Positions	Disclosure Category
Director	1
Assistant Director	1
City Architect	1
Community Safety Commissioners	3
Senior Project Manager	3
Environmental Programs Manager	3
<u>Assistant Project Manager</u>	<u>3</u>
Consultants	1**

**CITY OF LAKEWOOD
CONFLICT OF INTEREST CODE
APPENDIX A**

**DESIGNATED POSITIONS
FOR THE
DEPARTMENT OF WATER RESOURCES**

Designated Positions	Disclosure Category
Director	1
Assistant Director	1
Water Operations Superintendent	1
Water Administration Manager	3
Consultants	1**

D I V I D E R S H E E T

COUNCIL AGENDA

September 11, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Purchase One 2019 Ford F250 Crew Cab CNG Long Bed Truck

INTRODUCTION

The Director of Public Works has determined the need to replace one crew cab truck used by the mowing crew in the Recreation and Community Services' Environmental Resources Division (RCS-ERD). The truck (Unit #237), acquired in 1998, has 170,000 miles and has reached the end of its useful life. A replacement vehicle, budgeted at \$53,000, is included in the FY 2018-19 Adopted Budget with funding from AB 2766 Air Quality Management District (AQMD) monies.

STATEMENT OF FACT

The City's Fleet Manager and Purchasing Officer received two quotes based on established specifications. One quote was from South Bay Ford in Hawthorne, CA and the other quote was from Downtown Ford Sales in Sacramento, CA. Downtown Ford Sales has a cooperative purchasing contract (# 1-18-23-20A) with the State of California.

Following is a summary of the bids. The bid totals include sales tax, delivery, and all other charges.

- | | |
|------------------------|-------------|
| 1. Downtown Ford Sales | \$42,500.54 |
| 2. South Bay Ford | \$51,804.46 |

The City's purchasing policy allows "piggybacking" on a contract provided that the original governmental entity substantially adheres to the same procedures for the purchase of supplies and equipment. The State's contract with Downtown Ford Sales meets the criteria. Therefore, Downtown Ford Sales in Sacramento is the responsive and responsible low bidder meeting the bid specifications. An additional discount of \$500 is available if the City provides full payment within 20 days. Unit #237 will be disposed by way of auction once the new truck is deployed.

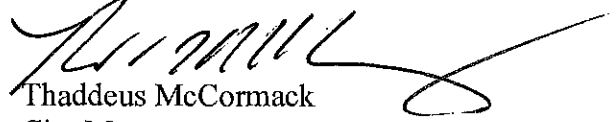
STAFF RECOMMENDATION

It is recommended that the City Council authorize the purchase of one 2019 Ford F250 crew cab CNG long bed truck at the contract price of \$42,500.54 from Downtown Ford Sales.



Jose Gomez

Director of Finance and Administrative Services



Thaddeus McCormack
City Manager

D I V I D E R S H E E T

COUNCIL AGENDA

September 11, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Holiday Street Banners

INTRODUCTION

As part of our long-running street banner program, the city has traditionally placed 187 holiday-themed banners along Lakewood streets between late November and early January. The existing holiday banners are about 10 years old and have provided many years of service but are finally starting to fade in color. For this reason, funds in the amount of \$23,000 were included in the 2018-19 city budget to purchase new holiday banners.

STATEMENT OF FACTS

Competitive bids were sought from three street banner manufacturing and installation firms. A bid summary is below:

Sierra Display	\$20,598
AAA Flag and Banner	\$21,465
Dekra-Lite	\$47,404

Sierra Display has been the city's street banner manufacturer and installer for 15 years, and the city has had a very good experience with their products and service. Sierra Display was the lowest bidder in this case, and city staff recommends proceeding with a purchase of these new banners from them. Staff recommends approving funds in an amount not to exceed \$22,000, which will cover the cost of the banners as well as the shipment of the final banners, estimated at \$800 to \$1,000.

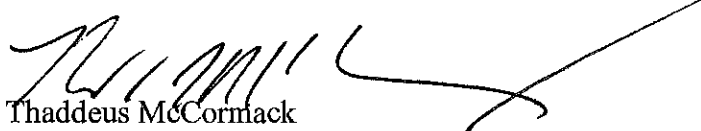
It should be noted that the city contracts with Sierra Display's affiliate company Sierra Installations for the installation of multiple street banners throughout the year. The city achieves significant cost savings by utilizing Sierra Installations consistently throughout the year rather than paying other banner companies on a one-time basis to install one cycle of banners in the middle of a year. Those additional installation savings for the city are not included in the one-time bid costs above. If they were, the cost differential between Sierra Display's bid and the other companies' bids would be even greater.

STAFF RECOMMENDATION

That the City Council approve Sierra Display, Inc. for the manufacture of holiday street banners and authorize the Mayor to execute a contract with the company in an amount not to exceed \$22,000, and appropriate said amount from the General Fund.

BG

Bill Grady
Public Information Officer


Thaddeus McCormack
City Manager

DIVIDER SHEET

COUNCIL AGENDA

September 11, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Adoption of Resolution Paying and Reporting the Value of Employer Paid Member Contribution for City Officers and Employees

INTRODUCTION

This resolution establishes the payment and reporting of Employer Paid Member Contribution (EPMC) to the California Public Employees Retirement System (CalPERS) for "Classic Members," effective July 1, 2018.

STATEMENT OF FACT

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

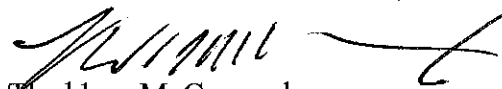
- Executive Management Officers
- Management and Administrative Officers
- Supervisory and Junior Administrative Employees
- General and Miscellaneous Employees

The following benefit terms will be effective July 1, 2018, with the adoption of this resolution:

- 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.

RECOMMENDATION

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



Thaddeus McCormack
City Manager

RESOLUTION NO. 2018-57

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKEWOOD ESTABLISHING PAYING AND REPORTING
THE VALUE OF EMPLOYER PAID MEMBER
CONTRIBUTION FOR CITY OFFICERS AND EMPLOYEES

WHEREAS, the Lakewood City Council has the authority to implement Government Code Section 20636(c) (4) pursuant to Section 20691;

WHEREAS, the Lakewood City Council has a written labor policy or agreement, which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation;

WHEREAS, one of the steps in the procedures to implement Section 20691 is the adoption by the Lakewood City Council of a Resolution to commence paying and reporting the value of said Employer Paid Member Contributions (EPMC);

WHEREAS, the Lakewood City Council has identified the following conditions for the purpose of its election to pay EPMC;

- This benefit shall apply to all employees who fall under the “Classic Member” category as defined by the California Public Employees’ Pension Reform Act of 2013 (PEPRA).
- This benefit shall consist of paying Five percent (5%) of the normal contributions as EPMC, and reporting the same percent (value) of compensation earnable** {excluding Government Code Section 20636(c) (4)} as additional compensation.
- The effective date of this Resolution shall be July 1, 2018.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lakewood elects to pay and report the value of EPMC, as set forth above.

ADOPTED AND APPROVED THIS 11TH DAY OF SEPTEMBER 2018.

Mayor

ATTEST:

City Clerk

D I V I D E R S H E E T

COUNCIL AGENDA

September 11, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Purchasing Policy

INTRODUCTION

The City maintains a comprehensive purchasing policy reflective of best practices in the industry, as well as the municipal code, related resolutions and past practice.

STATEMENT OF FACT

The City Council last formally updated the Purchasing Policy in June 2013. The recommended changes are relatively minor, aligning the policy to appropriate procurement practices and protocols that have been in place for over a decade, since the City's current financial software was implemented in 2007.

The City's independent auditors brought the discrepancy to Staff's attention, prompting the proposed change. Specifically, the recommended wording modifies the maximum approval amount for Directors / Department Heads from \$1,000 to a recommended threshold of \$5,000. Likewise, it increases the City Manager's approval authority for purchases to a range over \$5,000, but under \$20,000. Currently, the City Manager approves purchases over \$1,000 and under \$20,000. There are no proposed changes to purchases of \$20,000 or more (\$40,000 for vehicles). The City Council authorizes those purchases.

There are several other minor changes in the updated policy. They include: removing reference to the now-obsolete Costco purchasing cards, deleting cents from dollar amounts shown, and updating name references to the Department of Finance & Administrative Services. Along with a copy of the updated Purchasing Policy, attached is a "redline" version of the existing policy with the recommended changes highlighted. In the coming months, Staff will continue reviewing the policy and bring forth any recommendations where updates would benefit the City's procurement efforts and control measures.

There are a number of City policies relating to finances and accounting. This policy, with previously adopted policies, is included in the final "Adopted Fiscal Year 2018-2020 Two-Year Budget" book.

STAFF RECOMMENDATION

It is recommended that the City Council adopt the proposed resolution amending the Purchasing Policy as presented.



Jose Gomez
Director of Finance and Administrative Services



Thaddeus McCormack
City Manager

CITY OF LAKEWOOD

Purchasing Policy

PURPOSE

The purpose of this policy is to emulate best practices in purchasing procedures.

OBJECTIVES

The objective of this policy is to establish an efficient procedure for the purchase of supplies and equipment, and procurement of services, and references purchase/acquisition of real property and contracting for the construction of public works projects consistent with state law. These procedures shall not be overly time consuming and cumbersome, while allowing the City to obtain the best professional services, and acquire quality supplies, general services, and equipment in an overall economic manner at the lowest reasonable cost.

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OVERVIEW

In accordance with the provisions of Sections 54201 and 54204 of the Government Code of the State of California, and the procedures in this policy, the authority for the purchase of supplies, equipment, and services is vested in the Purchasing Officer and such procedures and policies shall govern all purchases of supplies and equipment.

The provisions of this policy apply to the purchase of supplies, equipment, services, and references the purchase of real property as prescribed by state and federal law, and public works projects as defined by Section 37901 of the Government Code. This policy identifies binding documents such as contracts, agreements and letter agreements as "contract(s)".

The provisions of this policy do not apply to the purchase of supplies, equipment, and professional services where the City Council has, by contract or resolution, contracted for or transferred the authority to make the purchase of supplies, equipment, and services to another governmental agency or officer and where the other governmental agency or officer, in the purchase of supplies, equipment, and services, follows to the satisfaction of the purchasing officer this policy and procedures in substantial compliance with provisions of Sections 54201 and 54204 of the Government Code of the State of California.

Duties of the Purchasing Officer

The City Manager, or his/her authorized representative(s), shall act as the City's Purchasing Officer and be responsible for the purchase of all supplies, equipment and services for all departments and divisions of the City. The duties of the Purchasing Officer may be combined with those duties of any other officer or position in the City. The Purchasing Officer shall have the authority and duty to:

- (a) Purchase or contract for needed City supplies, equipment and services, which are not included within a construction contract or proposed specifications for a construction contract of public work being administered by any other City department;
- (b) Investigate, keep knowledgeable about, negotiate, and recommend on the execution of contracts or the purchasing of supplies, equipment and services pursuant to the procedures of this policy, and such administrative rules and regulations as prescribed by the City Council;
- (c) Keep informed of current developments concerning purchasing, prices, market conditions, and new products and services;
- (d) Prescribe and maintain such forms and procedures as necessary for the proper operation of the purchasing and contracting system;
- (e) Operate and maintain the warehouse and designated storage facilities of the City and such control records as are necessary for the proper inventory of stocks and supplies;
- (f) Inventory and keep a record of all purchases and supplies of the City;

- (g) Maintain up-to-date bidder's list, vendor's catalogs, files, and such other records as needed to perform these duties;
- (h) Ensure that purchasing specifications are written to encourage full competition, as such, he/she shall negotiate and recommend execution of contracts for the purchase of supplies, equipment, and services and seek the needed quality at least expense to the City, and discourage collusive bidding and endeavor to obtain as full and open competition as possible on all purchases;
- (i) Inspect supplies and equipment delivered, and contractual services performed, to determine their conformance with the specifications set forth in the order or contract. Purchasing Officer shall have authority to require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with specifications;
- (j) The Purchasing Officer shall submit a report to the City Council quarterly on all such equipment and vehicle purchases over ~~\$5,000~~\$5000.00;
- (k) Recommend the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment which cannot be used by any agency or which have become unsuitable for City use;
- (l) Review and monitor service contracts to ensure adherence to contractual terms, limitations and deadlines, and that service contracts are being performed with requisite quality, on time and within budget. Maintain a positive relationship with the service providers and/or companies. Assure customers are satisfied with the service under the contract;
- (m) Perform such other tasks as may be necessary for the proper conduct of purchasing of supplies, equipment, and services.

PROCEDURES

Estimates of Requirements

All Department Heads shall file detailed estimates of their requirements in supplies, equipment and services in such a manner, at such time, and for such future periods as the City Manager shall prescribe.

Requisitions

Department Heads or their designees shall submit requests for supplies, equipment and services to the Purchasing Officer by the standard requisition electronic entry procedure.

Purchase Orders

The purpose of a purchase order is to ensure compliance with this Purchasing Policy.

- (a) Purchases of supplies and equipment shall be made only by purchase order issued by the Purchasing Officer.

- (b) Securing of services shall be made by purchase order for an amount under \$5,000-00, purchases of services shall be made by contract if equal to or in excess of \$5,000-00.

Encumbrance of Funds

Except in cases of urgency or emergency as described in this policy, the Purchasing Officer shall not issue any purchase order or contract, for the purchase of supplies, equipment, and services unless there exists an unencumbered appropriation in the fund account against which such purchase is to be charged or City Council has authorized said purchase.

Purchases on Behalf of the City

Purchases may be made on behalf of the City through any governmental entity, including, but not limited to, the State of California, the County of Los Angeles, other cities or special districts, provided that the government entity acquiring the supplies, equipment or service substantially adheres to the procedures for the purchase of supplies, equipment, and professional services set forth in this policy.

AWARD OF CONTRACTS: GENERAL OR PROFESSIONAL SERVICES

Except as provided by this policy, the procurement of services not included in the construction contract or bid specification for a public works project shall be by Request for Proposal/Qualifications (RFP/Q) procedure as provided in this policy, and shall be made as follows:

- (a) Contracts, as referenced in this policy, represent all written contracts, agreements or letter agreements, rate schedules, and amendments. All written contracts, agreements or letter agreements shall be approved by City Attorney as to form.
- (b) All service contracts shall require the provider to meet the California Joint Powers Insurance Authority's insurance coverage recommendations, unless deemed inappropriate by the Risk Manager and/or City Attorney who will then determine the appropriate insurance coverage.
- (c) A Department Head may approve the contracting for services up to \$5,000 ~~\$1,000-00~~ with qualified consultants/firms.
- (d) Services provided for an amount over \$1,000, but under ~~under \$5,000-00~~ may be secured by purchase order and approved by the Department Head ~~City Manager~~.
- (e) A contract shall be prepared for all general or professional services for the amount of ~~\$5,000-00~~ and over.
- (f) Services secured by contract for an amount greater than \$5,000 ~~\$1,000-00~~ and under ~~\$20,000-00~~ shall be approved and/or awarded by the City Manager.
- (g) Services secured by contract with a dollar amount equal to or exceeding ~~\$20,000-00~~ shall be approved and/or awarded by City Council.

- (h) Contract amendments. An Amendment shall be used to modify the contract documents regarding contract price, schedule of payments, completion date, plans and specifications, expanding scope of work due to change in conditions, and for unit price overruns and under runs, as specified in the contract. Work description and justification should relate to the original project and should be necessary to achieve original scope of project. After a determination that costs is merited by developments in a specific project, the City Manager is authorized to issue Amendments up to the contract contingency amount approved by the City Council for the individual contract as follows:
- (1) If the contract was originally executed for an amount under \$20,000-00, the City Manager shall have the authority to issue Contract Amendments, provided that the sum of all amendments, plus original contract amount, shall not exceed \$20,000-00. If the amended contract will exceed \$20,000-00, City Council shall approve the contract amendment.
 - (2) Once the original contract plus all accumulated Amendments is in an amount that exceeds \$20,000-00, subsequent Amendments must be approved by City Council prior to commencing the work.
 - (3) For a contract originally executed for an amount in excess of \$20,000-00 and originally approved by City Council, the City Manager shall have authority to issue Amendments, provided that the sum of all contract amendments for any single contract shall not exceed the limit approved by City Council. If the amended contract will exceed the limit previously approved by City Council, the contract amendment must be approved by City Council.
 - (4) Any single Amendment which results in the total contract exceeding \$20,000-00 must be approved by City Council prior to commencing with the work. In urgency situations where stopping the work will result in severe repair or replacement delays and subject the City to excessive additional costs due to the delay in the project, and City Manager may approve such a Amendment and shall give notice to City Council at the next City Council meeting.

General Services Contracts

General services contracts are to be used for routine, recurring, and usual work and for services which do not require any unique skill, special background or training, and obtaining such services at the lowest cost should be the single most important factor in selection, which is to include long-term and opportunity costs.

General Service Contracts shall be procured either through the purchasing bid process or Request for Proposal/Qualification (RFP/Q) process with the emphasis on awarding to the "lowest responsive responsible bidder".

- (a) If it is determined by the Department Head in consultation with the City Manager that all vendors providing a service classification can equally provide the service satisfactorily, a bid process would be appropriate. However, if factors other than price need to be considered in awarding the contract, this becomes a Professional Services Contract.
- (b) General Services shall be awarded based reasonableness of cost, plus qualifications that will impact long-term type costs and/or opportunity costs.
- (c) A Statement of Work shall identify the specific scope of work under contract.

- (d) Task Orders as listed in the Statement of Work shall be issued pursuant to the Maintenance Service Contract and the City Manager shall have authority to execute such Task Order for individual projects.
- (e) General Services Single or Multi-year Contracts may be awarded to multiple service providers following a formal RFP/Q process using the procedures set forth in this policy.

Professional Service Contracts

For those Professional Services as defined in Government Code Section 4526 (and as otherwise amended), professional services contracts and/or multi-year contracts with several consultants with a general scope of work may be set up for a total not-to-exceed dollar amount or an unspecified dollar amount if for on-call type services as approved by City Council. For contracts approved with an unspecified do-not-exceed dollar amount, a fee schedule shall be annually submitted to the City Council for approval.

When factors other than price need to be considered in awarding the contract, this becomes a Professional Services Contract and the Request for Proposal/Qualification (RFP/Q) process may be used. Examples of areas other than price that may be important in awarding the contract include: experience level, competence, resources/equipment, staffing levels, services available/time factors, licenses and other qualifications determined by each City department responsible for recommending the service contract that may be important to consider.

- (a) A formal RFP/Q process shall be used and awarded based on qualifications.
- (b) A Statement of Work shall identify the specific scope of work under contract.
- (c) Task Orders as listed in the Statement of Work shall be issued pursuant to the Professional Service Contract and the City Manager shall have authority to execute such Task Order for individual projects.

Award of Contracts Based Upon Competence

Factors to consider. In contracting for professional services listed in Government Code Section 4526, selection shall be based on demonstrated competence and on professional qualifications necessary for the satisfactory performance of the services and solicited through a Request for Proposal/Qualification process.

In contracting for professional services (other than those listed in Government Code Section 4526), professional services contracts should only be awarded to firms or persons who have demonstrated "adequate competence" meaning: an adequate level of experience, competence, training, credentials, character, integrity, reputation, financial responsibility, resources, equipment, staffing, and other professional qualifications necessary for more than a satisfactory performance of the service required at the time period needed and price. The cost of the service may be considered, however, the lowest cost may not be the sole factor in deciding which firm or who shall be awarded the contract. It may be in the City's best interest to award the contract to a higher priced proposal based on the scope of services, availability, unique skills, licenses, staffing levels, timing, prior experience, familiarity with the City and other factors required by the department. The information needed for determining that level of competence and other qualifications and the procedure for selecting such services shall be determined by the Department Head responsible for recommending the service contract.

- (a) Request for Proposal/Qualifications. The initial acquiring of services shall be procured through negotiated contract following a Request for Proposal/Qualifications (RFP/Q)

process. Contracting for services is decentralized and shall be the responsibility of the Department Head requesting the service.

- (b) Contracts for an amount equal to or exceeding \$5,000-~~00~~ but under \$20,000-~~00~~. The requesting department shall meet the following requirement unless an urgency exists pursuant to this policy:
 - (1) Selection Process: Prepare an informal written document and contact as many companies as necessary to receive a minimum of three (3) written responses from consultants/firms. The requirement may be waived for good cause in writing by the Department Head and Purchasing Officer as designated by the City Manager in consultation with one another and with the approval of the City Manager.
 - (2) Award: The Department Head shall prepare a written recommendation to the City Manager for the firm or person to be awarded the contract. The City Manager shall award the contract.
 - (3) Contract document. A written contract must be established and approved as to form by the City Attorney, and the City Manager shall sign/approve service contracts exceeding \$5,000-~~00~~ but not more than \$20,000-~~00~~.
- (c) Contract for an amount equal to or exceeding \$20,000-~~00~~. Department Heads shall utilize a Sealed request for Proposal process essentially meeting the following requirements unless an urgency exists pursuant to this policy:
 - (1) Request for Proposal/Qualification (RFP/Q) solicitation process. A formal Sealed Request for Proposal/Qualification (RFP/Q) document shall be developed for solicitation of professional, management, or general and special services for an amount exceeding \$20,000-~~00~~.
 - (2) Advertisement. The requesting department shall advertise in appropriate publications and/or contact the consultants/firms previously utilized by the City during the solicitation process.
 - (3) Notice Contents. The notice shall include a description of general type of service needed, how the RFP/Q minimum scope of work can be obtained, any pre-proposal conferences anticipated, the requirement of a written sealed proposal, state the closing date, and place and time for submission of the RFP/Q.
 - (4) Solicitation Procedure. Sealed RFP/Q should be submitted to the Purchasing Officer as identified in the RFP/Q. All proposals shall be analyzed by the requesting department for compliance with RFP/Q requirements, and value of the total scope of services. Follow-up interviews of the most qualified of those submitting a proposal should be held.

Waive Competition

Although the City prefers a competitive process for securing services, in certain circumstances, where the claim can be adequately justified, a RFP/Q Waiver or a Sole Source process may be used.

- (a) The RFP/Q process may be waived if it is determined with acceptable justification that competition is neither practical nor in the best interest of the City.

- (b) The vendor has an established business relationship with the City and has proven to adhere to contractual terms, limitations and deadlines, and the service provided is being performed with requisite quality, on time and within budget.

Franchise Agreements and Services Provided by Franchise Utilities

The City enters into multi-year agreements with utility companies that have infrastructure in the City's right-of-ways or on City facilities. City approved service and/or equipment upgrades by utility operators are exempted from the bidding and RFP/Q processes and can be approved by the City Manager or his/her designee when the increase in projected utility costs to the City is under \$20,000.00 per year. If the expected increase in utility costs is greater than \$20,000.00 per year, the upgrade shall be approved by the City Council.

BIDDING: SUPPLIES AND EQUIPMENT

Except as provided by this policy, purchases of supplies and equipment and the sale of supplies and equipment not included in the construction contract or bid specification for a public works project shall be by bid procedure as provided in this policy, and shall be made as follows:

- (a) Direct Purchase Order. The purchase of supplies and equipment with the estimated value equal to or less than \$20,000.00, or \$40,000.00 for vehicles, shall be made by the Purchasing Officer as follows:
 - (1) Procure whenever possible at least three informal bids/quotes or enter into competitive negotiation or purchase through a governmental entity as described in this policy.
 - (2) Solicit bids by written request to prospective vendors, by telephone, or by other notice.
 - (3) Award the bid and purchase said supplies and equipment provided the same is awarded to the lowest responsible bidder and within the budgeted amount therefore.
 - (4) Keep a record of all such bids received and purchases made, which shall be open to public inspection.
- (b) Formal Bid Procedures. Except as otherwise provided, purchases of equipment and supplies of an estimated value greater than \$20,000.00 or \$40,000.00 for vehicles per unit shall be awarded by the City Council to the lowest responsive and responsible bidder pursuant to the following procedure:
 - (1) Notice Inviting Bids. Notices inviting bids include a general description of the articles to be purchased or sold, shall state where bid documents and specifications may be secured, and the time and place for opening bids.
 - (i) Published Notice. Notice Inviting Bids shall be given at least ten (10) days before the date of opening of the bids. Notice shall be published at least once in a newspaper of general circulation, printed and published in the Citycity, or if there is none, it shall be posted in at least three public places in the City that have been designated by ordinance as the places for posting public notices.

- (ii) Bidders' List. The Purchasing Officer shall also solicit sealed bids from all responsible prospective suppliers whose names are on the Bidders' List or who have requested their names be added thereto.
- (c) Bidder's Security. When deemed necessary by the Purchasing Officer, bidder's security may be prescribed in public notices inviting bids. Bidders shall be entitled to return of bid security; provided that a successful bidder shall forfeit his bid security upon refusal or failure to execute the contract within ten (10) days after the notice of award of contract has been mailed, unless the City is responsible for the delay. The City Council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the City Council awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the City to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.
- (d) Bid Opening Procedure. Sealed bids shall be submitted to the City Clerk and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty (30) days after the bid opening.
- (e) Rejection of Bids. In its discretion, the City Council may reject any and all bids presented and re-advertise for bids
- (f) Award of Contracts. Contracts shall be awarded by the City Council to the lowest responsive and responsible bidder except as otherwise provided by this policy.
- (g) Tie Bids. If two or more bids received are for the same total amount or unit price, quality and service being equal, the City Council may accept the one it chooses or accept the lowest bid made by negotiation with the tie bidders at the time of the bid opening.
- (h) Performance Bonds. The City Council shall have authority to require a performance bond before entering into a contract in such amount as it shall find reasonably necessary to protect the best interests of the City. If the City Council requires a performance bond, the form and amount of the bond shall be described in the Notice Inviting Bids.

Cooperative, Piggyback, and Multiple Awarded Bid Purchasing With Other Agencies

Purchases may be made on behalf of the City through any governmental entity, including, but not limited to, the State of California, the County of Los Angeles, other cities or special districts, or cooperatives, provided that the entity acquiring the supplies or equipment substantially adhere to the procedures for the purchase of supplies and equipment set forth in this policy.

Approval and award of cooperative, "piggy-back" or multiple awarded purchases shall be obtained by the Purchasing Officer for an amount equal to or less than \$20,000-~~00~~, or \$40,000-~~00~~ for vehicles, and by the City Council for purchases in an amount exceeding \$20,000-~~00~~ or \$40,000-~~00~~ for vehicles.

- (a) Cooperative Purchasing. The bidding requirements in this policy shall not apply to the purchasing of any equipment or supplies which the Purchasing Officer determines to be in the best interest of the City to obtain through a cooperative competitive bidding procedure being prepared by and processed through another local, state, or federal governmental agency.
- (b) Piggyback. If the Purchasing Officer determines it to be in the best interest of the City, the Purchasing Officer is authorized to “piggy-back” onto or join into an existing written purchase contract obtained through a competitive bidding process prepared by and awarded by another local, state or federal government agency.
- (c) Multiple Awarded Bids. Multiple awarded bids are generally conducted by larger government agencies. A competitive bidding process is conducted for a specified product. Several vendors whose product meets the specification are awarded the contract. Maximum item price and contract terms are established. If the Purchasing Officer determines it to be in the City’s best interest, the Purchasing Officer is authorized to use federal, state, or other governmental agency multiple awarded contracts. The Purchasing Officer must obtain quotes from at least three vendors on the awarded contract list and award the bid to the lowest responsive and responsible bidder.

Staging of Purchases Prohibited

Purchases and contracts shall not be knowingly staged or separated into smaller units or segments solely for the purpose of evading the competitive formal or informal bidding requirements of this policy.

Recycled Supply Products Specification

If in procuring supplies, a recycled or recyclable/reusable product can achieve the necessary City performance standard, and if such recycled product is readily available, specifications should, if economically feasible, require products made with recycled materials, or products that are recyclable, be bid. Unless the Department Head determines that:

- (a) A recycled or recyclable/reusable product lacks performance capabilities or needed quality levels.
- (b) A sufficient amount of said recycled or reusable product is not currently available in the market, then a reduced percentage can be required, or the supply specification can be limited to non-recycled or virgin materials.

When recycled products are required, reasonable efforts shall be made to label the products as containing recycled materials. As used in this section, recycled product does not mean used products, but is limited to new products made with materials which have been recycled.

Purchase Local Specification

If in procuring supplies, a locally manufactured and/or product sold within the City of Lakewood can achieve the necessary City performance standard, and if such locally manufactured and/or product sold is readily available, specifications should, if economically feasible, require products locally manufactured and/or sold be bid; unless the Department Head determines that a locally manufactured and/or product sold does not meet required performance capabilities or quality.

Disposition Of Surplus Supplies And Equipment

All Department Heads shall submit to the Purchasing Officer at such times and in such form as he/she prescribes, reports showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The Purchasing Officer shall have authority to sell all supplies and equipment which cannot be used by any department or which have become unsuitable for City use, or trade in the same for new supplies and equipment, or otherwise dispose of the same for, as provided below:

- (a) Supplies and equipment certified by the Department Head as having a value of less than \$100.00 may be sold or disposed by the Purchasing Officer by current available means.
- (b) Supplies and equipment certified by the Department Head as having value over \$100.00 and under \$5,000.00 shall be sold at auction.
- (c) Supplies and equipment certified by the Department Head as having value equal to or greater than \$5,000 (correction) ~~\$10,000.00~~ shall be sold only by sealed bid following the ~~giving of the~~ notice procedures as provided in this policy for purchases greater than \$20,000.00, or \$40,000.00 for vehicles. Such sales shall be awarded by the City Council to the highest bidder, provided however, the City Council may in any notice calling for bids provide that it will receive at the time and place of public hearing before the City Council oral bids in excess of 10% of the highest sealed bid and in such case the City Council shall sell the supplies or equipment to such highest bidder.
- (d) In the event any such supplies and equipment cannot be disposed of as provided in this policy, at the discretion of the Purchasing Officer, be sold as junk or disposed of by currently available ~~any other~~ means.
- (e) City employees may not purchase surplus City property directly from the City or any auction service employed by the City unless the City Manager should determine in writing that said employee was not involved in any recommendation or decision-making as to the sale of said property or the value thereof.

SOLE SOURCE PURCHASES

Sole Source Purchases. Unique commodities or services that can be obtained from only one vendor, or one distributor authorized to sell in this area, with singular characteristics or performance capabilities or which have specific compatibility components with existing City products are exempt from the competitive bidding requirements and are deemed sole source purchases. Sole source purchases may include proprietary items sold direct from the manufacturer.

- (a) All sole source purchases shall be supported by written documentation indicating the facts and nature supporting the determination of a sole source, signed by the Department Head and forwarded to the Purchasing Officer. The City Manager shall approve sole source acquisitions in an amount under \$20,000.00.
- (b) Approval of any sole source acquisition shall be obtained from City Council for an award of a contract for an amount equal to or exceeding \$20,000.00.

In purchasing equipment and supplies that need to be compatible with existing equipment and supplies, or to perform complex or unique functions, the City Manager and Department Head in consultation with one another may:

- (a) Limit bidding to a specific product type, or a brand name product; or
- (b) Utilize a request for proposal approach where warranties, service and/or maintenance obligations, and product performance will be evaluated in addition to the price of the product or service. The award of the contract should be to the proposer that staff deems is in the best public interest.

PETTY CASH AND REIMBURSEMENTS

For occasional use in securing over-the-counter delivery of miscellaneous supplies which are not regular City stock and which are necessary to fulfill an immediate need of a department, the department head may authorize an employee to make such a purchase and be reimbursed by the City through the use of a petty cash form. Such purchases shall be limited to amounts not exceeding \$75.00. All petty cash forms must be approved by the Department Head or his/her designee and the Director of Finance and Administrative Services, and be signed by the person receiving the reimbursement.

For miscellaneous items purchased on a regular basis from a single vendor, the Department Head will contact the Purchasing Officer who will establish a purchasing arrangement with such vendors.

Employees who incur miscellaneous expenditures for meetings on an ongoing basis must complete an Individual Expense Report on a monthly basis.

TRAVEL REQUESTS AND EXPENSES

Travel and related expenses are to only occur when there is substantial benefit to the City. The Travel or Conference Authorization Request form must be submitted to and approved by the City Council for officials and by the City Manager for staff prior to the event. For reimbursement and payment for travel expenses, the Travel Request and Expense Report form must be completed by the traveler and approved by the City Council for officials or City Manager for staff. No official or staff shall sustain personal monetary loss as a result of duties performed in the service of the City. However, all expenditures and requests for reimbursement shall logically relate to the conduct of City business and shall be "necessary" to accomplish the purpose of such business and shall be "reasonable" in amount.

- (a) Authorized Expenses
City funds, equipment, supplies (including letterhead), titles, and staff time must only be used for the performance of official duties. Such duties include, but are not necessarily limited to:
 - (1) Meeting and communicating with representatives of other cities, county/regional, state and national government on City adopted policy positions and discuss the communities' concerns.
 - (i) Participating in local, county, /regional, state and /or national organizations whose activities affect the City's interest

- (ii) Attending meetings and participating in activities conducted in conjunction with such meetings, of civic and governmental committees and organizations in which the city has retained membership or has provided funds for the financing thereof
- (2) Business-related meetings or trips where a benefit to the City can be defined, including meetings with staff officials from other cities, and conferences and meetings of the City's membership organizations
 - (i) Attending City events and meetings with City service providers, both contracted service providers and other public agencies.
 - (ii) Attending meetings to implement a City-approved strategy for attracting or retaining businesses to the City
 - (iii) Attending City-sponsored or co-sponsored events including those requiring an invitation from the sponsoring or co-sponsoring organization
- (3) Attending educational seminars designed to improve the skill and knowledge of officials and staff
- (4) Recognizing service to the eCity
- (5) Other charity or City-related events or meetings that provide a benefit to the public or the City as authorized by the City Manager for staff or Council for officials.

(b) Non-reimbursable Expenses

- (1) The personal expense portion of any trip
- (2) Family expenses, including partner's expenses when accompanying City staff and/or officials on City-related business, as well as children and/or pet related expenses
- (3) Entertainment expenses, including theater, movies (either in-room or at a theater), attendance at sporting events, or other cultural events that are non-conference events
- (4) Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or fuel
- (5) Other expenses as determined by the City Manager.

(c) Cost Control

To conserve the City's resources and to keep expenses within standards for public officials and staff, travel related expenditures should adhere to the guidelines in this policy. Expenses for which staff or official receives reimbursement from another agency are not reimbursable by the City. The cost borne or reimbursed by the City shall be limited to costs that fall within the listed guidelines:

- (1) Transportation: The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route.
 - (i) Airfare: All officials and staff shall utilize coach or economy class accommodations when traveling by commercial airlines. Reservations, where practical, should be made in sufficient advance to receive discount pricing. Increased fees related to late booking or purchasing higher priced refundable tickets may be allowed with a sound business reason such as making changes

- to tickets to accommodate illness or schedule changes. Officials and staff may at their own expense pay to upgrade their airline accommodations.
- (ii) Baggage handling fees at the rate charged by the airline or other mass transportation line.
 - (iii) Automobile: The rules regarding expenses relating to the use of ~~e~~Council ~~m~~Members' vehicle in the performance of City duties are set forth in Resolution 2005-39. For appointed officials and staff members, automobile mileage is reimbursed at the Internal Revenue Service (IRS) rate presently in effect. These rates are designed to compensate the driver for fuel, insurance, maintenance, and other vehicle related expenses. The amount does not include bridge and road tolls, which are reimbursable.
 - (iv) Car rental: Rental rates that are equal to or less than those available through the American Automobile Association (AAA) or other standard discount services shall be considered the most economical and reasonable for purposes of reimbursement.
 - (v) Taxis/shuttles: Taxi or shuttle fares may be reimbursed, including a reasonable gratuity per fare, when the cost of such fare is equal to or less than the cost of car rentals, fuel and parking combined, or when such transportation is necessary for time-efficiency.
 - (vi) Garage and parking expenses: Expenses for necessary parking and storage of private, rented or City vehicles may be authorized. Receipts should be provided to obtain reimbursement (except where not available such as metered parking). Parking in lots at airports or other mass travel related lots may be reimbursed. Officials and staff are encouraged to use parking at non-premium rates unless such parking is inappropriate due to time constraints or safety concerns.
- (2) Lodging: Lodging expenses will be reimbursed or paid when travel on official City business reasonably requires an overnight stay. Where lodging is in connection with a conference or other organized educational activity, reasonable lodging cost shall not exceed the maximum group rate published by the conference or activity sponsor, providing that lodging at the group rate is available at the time of booking. If the group rate is not available, the official or staff member shall be entitled to reimbursement for actual costs of lodging that is comparable in location and quality. Every effort shall be made to secure adequate lodgings that are conveniently located and moderately priced. In many instances, it makes sense to stay at the conference hotel for convenience and safety, and to avoid additional transportation costs. Government discounts and any discounts the official or staff is personally eligible for should always be sought at the time of reservation. The cost of lodging may be paid directly by the City or paid by the official or staff and subsequently reimbursed.
- (3) Communication and internet service: Officials and staff shall be reimbursed for actual phone, mobile, fax and internet access expenses incurred as a consequence of City business necessity. Personal calls to the staff or official's family of a reasonable duration may be reimbursed for travel requiring overnight lodging.
- (4) Meals: IRS reimbursement amounts shall be considered reasonable per se, and expenses incurred beyond such amounts shall be reimbursed only if necessary based upon location, type of venue, nature of event, or extraordinary circumstances.

- (5) Gratuity: Meal expenses and associated gratuities incurred should be moderate, while taking into account the prevailing restaurant costs of the area.
 - (6) Other: All items of expenses otherwise unclassified shall be considered in this category. Examples are duplicating expenses, publications, and other expenses as necessary when traveling on City business may be allowed and should be included within this classification when requesting reimbursement.
- (d) Reimbursement limitations shall not apply to the following circumstances:
- (1) A conference or meeting at which a set amount is charged for participation in a meal or activity
 - (2) A City-hosted meal or event
 - (3) A business related meal, meeting or event at which the City official or staff member is required to pay more than his/her proportional share of the costs on a reciprocal basis with officials or staff from other cities
 - (4) Expenditure authorized in advance by the City Council at a City Council meeting for officials, or by the City Manager for staff.
- (e) Submission of expense reports and audits:
- (1) All expenses must have prior approval by the City Council for officials and by the City Manager for staff. The Travel or Conference Authorization Request form is used to receive this prior authorization.
 - (2) Once the costs are incurred, the Travel Request and Expense Report form with corresponding receipts documenting each expense must be submitted for approval for the official or staff to receive reimbursement. All expenses are subject to verification that they comply with this policy.
 - (3) Expense reports and receipts documenting each expense shall be submitted for reimbursement within 30 days of being incurred.
 - (4) Each Council Member shall file a brief written report on meetings attended at City expense at the next available City Council meeting.

VISA CAL-CARD PURCHASES

To promote operational efficiency the City has initiated the City's credit card program.

- (a) The VISA Cal-Card program is intended to allow designated City employees to pay for training and travel type expenses, and to purchase occasional services and supplies at or below \$1,000.00 per transaction using a designated bank issued credit card. The card can be used for internet, telephone or walk-in ordering. Transactions in excess of \$1,000.00 are only allowed for travel and conference related expenses and must be pre-approved by the City Manager.
- (b) The program does not replace the Purchase Order process. The Purchasing Order process must remain the primary purchasing process for a majority of purchases.
- (c) The credit card is for official government use only subject to transaction limits, authorized vendors, and approved procedures.

- (d) The City Manager is the Program Manager, or his/her designee and sets policies and procedures and card limits. The Program Manager makes the final decision on any dispute or issue concerning the use of the card, and has the authority to suspend the use of any credit card for any reason.
- (e) The Director of Finance and Administrative Services or his or her designee acts as the Program Coordinator and is responsible for the administration and implementation of the Cal Card policies and procedures.
- (f) The card will be issued to the Department Head and Department Head approved managers whose names will appear on the card as the Cardholder. The Cardholder is responsible for the proper use of the card.
- (g) The Program Coordinator will determine the contact person for the timely payment of accounts who will be authorized to make changes on the designated bank's website; such as limit increase/decrease, or adding/deleting card holders. These actions must be pre-approved by the Program Manager or his/her designee.

(1) Obtaining a credit card

- (i) The Department Head must submit a "Request for Credit Card" memo to the Program Manager for approval.
- (ii) The Cardholder must sign for the card.

(2) Using the credit card

- (i) Cardholder must complete an orientation course with the servicing bank and sign a Cal Card agreement form. This agreement certifies that the Cardholder understands and accepts his or her responsibilities under the program.
- (ii) The Cardholder must instruct the vendor to include the Cardholder's name and department and the term "Cal Card" purchase or "credit card" as mode of payment on the shipping label, packing list, and invoice.
- (iii) Each card is assigned transaction and monthly limits.
- (iv) The Cardholder is responsible for retaining all supporting documentation (such as packing slips and sales receipts) on all card activities that are reconciled to the monthly Statement of Account. The documentation must be submitted with the Statement of Account to ensure timely payment of purchases.
- (v) The Cardholder will receive a Statement of Account and must promptly review the statement, certify the statement's accuracy and attach all supporting documentation. The Statement of Account along with the supporting documentation must be submitted to the Program Coordinator within five (5) business days of receipt.

- (vi) The Program Coordinator or his or her designee will review the card activities and supporting documentation prior to forwarding to the Program Manager for payment approval.
 - (vii) In case of any error in the Statement of Account, the Cardholder must immediately notify the Program Coordinator. The Program Coordinator or his or her designee will be responsible for resolving the error.
 - (viii) If the card is lost or stolen, the Cardholder must immediately notify the issuing bank customer service, at the phone number listed on the back of the card, and the Program Coordinator.
 - (ix) If the card is worn, defective or cancelled, the Cardholder must immediately return the card to the Program Coordinator.
 - (x) The Cardholder is responsible for returning merchandise to the vendor and for receiving the appropriate credit. The credit memo or equivalent must be retained by the Cardholder and submitted along with the Statement of Account to the Program Coordinator.
 - (xi) Personal use of the card is strictly prohibited and is subject to disciplinary action up to and including termination. The cardholder will be immediately required to return the goods to the vendor in full and/or to reimburse the City for the subject amount.
 - (xii) The Program Manager will decide on any issue or conflict on the above policies and procedures.
- (3) Changes to cardholder information. Changes to a cardholder's name, address, or Department/Division must be immediately reported by memo to the Program Coordinator who will request a new credit card if needed.
- (4) Cancellation. Should the Cardholder terminate employment with the City, the Cardholder shall submit his/her credit card and any supporting documentation to his or her Department Head. The Human Resources Division and the Department Head shall notify the Program Coordinator of the termination. The Program Coordinator or his/her designee shall notify the bank.

PURCHASING CARDS

To promote operational efficiency the City has initiated the City's purchase card program.

- (a) The Purchase Card program is intended to allow designated City employees to pay for an item that is not stocked in the purchasing warehouse and the item is needed right away.
 - (b) The purchase card is for official government use only subject to transaction limits, authorized vendors, and approved procedures.
 - (c) The program does not replace the Purchase Order process. The Purchasing Order process must remain the primary purchasing process for a majority of purchases.
- (1) Obtaining a credit card
- (i) The Department Head must submit a "Request for Purchase Card" memo to the Director of Finance and Administrative Services for approval.

(ii) The Cardholder must sign for the card.

(2) Using the purchase card

- (i) Cardholder is responsible for the card in their possession and each charge on the card.
- (ii) The Cardholder must use it only for City related expenses.
- (iii) If the Purchasing Card is missing, lost or stolen, the Cardholder must immediately contact the Director of Finance and Administrative Services or his/her designee.
- (iv) If there is an issue while trying to make a purchase transaction, the cardholder is to contact the Director of Finance and Administrative Services.
- (v) The Cardholder must track all purchases and retain all receipts.
- (vi) If an item must be returned, the Cardholder is responsible in performing this task. The Cardholder must inform the Director of Finance and Administrative Services to ensure that the refund/credit is in the next invoice.
- (vii) The Director of Finance and Administrative Services or his/her designee is responsible for resolving questions and issues of Cardholders and/or from the card provider.
- (viii) The bill and register receipt must include invoice numbers for reference. Each invoice is entered into the requisition system and approval workflow.
- (ix) The monthly card provider statements listing all transactions conducted for the month are to be reconciled with the outstanding invoices as provided by the Cardholder and ensures that all charges in the statement belong to the City.
- (x) The Director of Finance and Administrative Services by written request from a Department Head has the capability to increase the limit for purchasing cards.
- (xi) The Director of Finance and Administrative Services is responsible for updating the charge card list per store, and has the capability to issue new cards, and cancel and/or stop the card.
- (xii) The Director of Finance and Administrative Services is responsible for resolving disputes.

(3) Changes to a cardholder's name, address, or Department/Division must be immediately reported by memo to the Director of Finance who will request a new credit card if needed.

(4) Should the Cardholder terminate employment with the City, the Cardholder shall submit his/her credit card and any supporting documentation to his or her Department Head. The Human Resources Division and the Department Head shall notify the Director of Finance and Administrative Services of the termination. The Director of Finance and Administrative Services or his/her designee shall notify the Vendor.

The City has initiated the City's purchase card program with the following vendors: Home Depot and, Smart & Final, ~~and Costco~~.

(a) Home Depot and, Smart & Final, ~~and Costco~~ do not accept purchase orders. The City's practice is to pay via a purchase order. The charge card is in lieu of the purchase order.

(1) Home Depot

- (i) The Home Depot charge card has a limit of \$13,000.00 per month for the whole City.
- (ii) Each Cardholder does not have an individualized limit.
- (iii) Each Home Depot charge card bears the employee's name.

(2) Smart & Final

- (i) The Smart & Final charge card has a limit of \$10,000.00 per month for the whole City.
- (ii) Each Cardholder does not have an individualized limit.
- (iii) Each Smart & Final charge card bears the City's name.

~~(3) Costco~~

- ~~(i) The Costco charge card has a limit of \$500.00 for majority of City Cardholders per month, except for three individuals. These three individuals are: the Purchasing Officer, Administrative Services Assistant Director, and Emergency Operations Center Coordinator (EOC).~~
- ~~(ii) Each Costco charge card bears both the name of the City and the Cardholder.~~
- ~~(iii) The pre-requisite for getting a Costco charge card is for the Cardholder to have their own personal Costco membership.~~
- ~~(iv) The City maintains one business membership held under the Purchasing Officer designee's name. Any staff member without a Costco membership card can arrange for purchases through the Purchasing Officer's designee.~~

~~(4)~~(3) Or other Purchase Cards as approved by the Finance and Administrative Services Department.

PURCHASE/ACQUISITION OF REAL PROPERTY

Land acquisition by lease or purchase shall be performed as prescribed by state and federal law.

PUBLIC WORKS PROJECTS

Public Works Projects shall be performed pursuant to State public contract code.

EXEMPTIONS

The competitive bid and request for proposal/qualifications (RFP/Q) processes are not applicable to certain purchases. The following are exempt from competitive bid processes:

- (a) Department purchases under \$20,000.00;
- (b) Travel and /expense advances;
- (c) Subscriptions;
- (d) Trade circulars, training materials or books;
- (e) Insurance premiums;
- (f) Insurance claims;

- (g) Reimbursement of expenses;
- (h) Petty cash reimbursement;
- (i) Medical payments;
- (j) Newspaper advertisements and notices;
- (k) Dues to approved organizations;
- (l) Payments to other government units;
- (m) Utility service payments, utility connection and/or installation charges;
- ~~(m)~~(n) Fuel;
- ~~(n)~~(o) Attorney services;
- ~~(o)~~(p) Postage, courier/delivery messenger services;
- ~~(p)~~(q) Land;
- ~~(q)~~(r) Buildings;
- ~~(r)~~(s) Water rights;
- ~~(s)~~(t) Debt services;
- ~~(t)~~(u) Grants;
- ~~(u)~~(v) Claim settlements.

Purchases of supplies and equipment and the sale of supplies and equipment shall be by bid procedure, and the procurement of services shall be by RFP/Q procedure as provided in this policy, with the exception that the Purchasing Officer is hereby given authority to and make such purchases and sales, and procurement without further complying with the terms and provisions of this policy where:

- (a) The head of the department involved or the Purchasing Officer certifies that the supply, equipment or service can be obtained from only one vendor, provided first authorized by the City Council;
- (b) Purchase of supplies, equipment and services provided for and sufficiently identified in the Budget approved by the City Council for the current fiscal year not exceeding \$1,000.00. Such purchases must be approved by the Director of Finance and Administrative Services as to availability of funds and budgetary authorization.
- (c) In case of an emergency which requires that supplies, equipment or service be obtained immediately by purchase, lease, rental or other use arrangement, the Purchasing Officer may secure the same on the open market at the lowest obtainable price without following the procedure specified in the Purchasing Policy, provided, however, that a full report of the circumstances of the emergency and of the necessity or making such an acquisition or procurement shall be filed with the City Council at its next regular meeting following such an acquisition or procurement and shall be subject to ratification by the City Council.
- (d) Emergency, shall mean those cases wherein needed supplies, equipment or services are not on hand or in place and must be procured immediately on the open market at the nearest available source of supply and there is insufficient time to follow the bid or RFP/Q procedure specified in this policy because of:
 - (1) There is a great public calamity, or
 - (2) There is immediate need to prepare for national or local defense, or
 - (3) There is a breakdown in machinery or an essential service which requires the immediate purchase of supplies or equipment to protect the public health, safety or

- welfare, or
- (4) An essential department operation affecting the public health, safety and welfare would be greatly hampered if the prescribed purchasing procedure would cause an undue delay in procurement of such supplies, equipment or service.

EMERGENCY PROCEDURE

In cases of great emergency as determined by the City Council, including, but not limited to, states of emergency defined in Section 8558 of the Government Code, when repair or replacements are necessary to permit the continued conduct of the operation of services of the City, or to avoid danger to life or property the City Council, by majority vote, may proceed at once to replace or repair any public facility without adopting plans, specification, or working details, or give notice for bids to let a contract(s). The work may be done by City forces, by contract, or by combination of the two. The City Council delegates to the City Manager, the authority to declare a public emergency subject to confirmation by the City Council by a four-fifths (4/5) vote, at its next meeting.

The City's Emergency Operations Plan provides for effective mobilization of all the resources of this City, both public and private, to meet any condition constituting a Local Emergency, State of Emergency, or State of War Emergency. Any expenditure made in connection with Emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City. [~~Resolution 2011-9~~]

WAIVING OF PURCHASING PROCEDURES

In its discretion, the City Council may at any time, without amending this policy, waive the purchasing procedures or alter these proceedings to fit a specific purchase or contract, when such waiver is not in violation of state or federal law. A request for waiver should occur only when unforeseen circumstances arise that justify an exception to following the provisions of this policy and is in the best interest of the City.

SUMMARY

TYPE	CATEGORY	AUTHORIZATION	FEATURES
OCCASIONAL SUPPLIES & EXPENSES Reimbursement by the City can only be made through the use of petty cash form submitted and authorized by the Director of Finance.	PETTY CASH	DEPARTMENT HEAD	» For <u>occasional use</u> in securing over-the-counter delivery of miscellaneous supplies which are not regular City stock and which are necessary to fulfill an immediate need of a department, the Department Head may authorize an employee to make such purchase and be reimbursed by the City through the use of petty cash form. Such purchases shall be limited to the amounts <u>not exceeding \$75.00</u> . For miscellaneous items purchased on a regular basis from a single vendor, contact Purchasing Division staff who will establish an appropriate arrangement with such vendors. » Those employees who incur miscellaneous expenditures for meetings on an ongoing basis should complete an Individual Expense Report on a monthly basis.
	NOT TO EXCEED \$75		
SUPPLIES & EQUIPMENT All departmental requests for supplies and equipment shall be submitted to the Purchase Officer utilizing the standard requisition process. Purchasing supplies and equipment shall be made only by Purchase Order.	LESS THAN \$1,000	DEPARTMENT HEAD	» Item must be budgeted » No Bids required
	OVER \$1,000, LESS THAN \$5,000	DEPARTMENT HEAD	» Item must be budgeted » Whenever possible (this should be 99% of the time) at least three (3) informal bids/quotes must be obtained. Whether received in writing or verbally, a written record of the bid/quote information must be retained. » All bids/quotes shall be kept by the Purchasing Officer and open to public inspection.
	\$5,000 TO \$20,000 (\$40,000 for vehicles)	CITY MANAGER	» Item must be budgeted » Formal bid process <ul style="list-style-type: none"> • Notice Inviting Bids required • Notice must be published in newspaper and posted in three (3) public places • Ten-day notice must be given before opening bids
	OVER \$20,000 (over \$40,000 for vehicles)	CITY COUNCIL	
SERVICE AGREEMENTS All departmental requests for services shall be submitted to the City Manager utilizing the standard requisition process. Securing services shall be made only by Purchase Order or Contract.	LESS THAN \$1,000	DEPARTMENT HEAD	» Item must be budgeted » Department Head signature
	OVER \$1,000, LESS THAN \$5,000	DEPARTMENT HEAD	» Item must be budgeted » Services secured by Purchase Order » Department Head signature » May need approval as to form by the City Attorney
	\$5,000 TO \$20,000	CITY MANAGER	» Item must be budgeted » Services secured by Contract, Agreement or Letter » City Manager signature » Approved as to form by the City Attorney
	OVER \$20,000	CITY COUNCIL	» Item must be budgeted » Services secured by Contract or Agreement » Written report submitted to the City Council » Approved as to form by the City Attorney

TYPE	CATEGORY	AUTHORIZATION	FEATURES
OCCASIONAL SUPPLIES & EXPENSES Reimbursement by the City can only be made through the use of petty cash form submitted and authorized by the Director of Finance.	PETTY CASH NOT TO EXCEED \$75	DEPARTMENT HEAD	» For <u>occasional use</u> in securing over-the-counter delivery of miscellaneous supplies which are not regular City stock and which are necessary to fulfill an immediate need of a department, the Department Head may authorize an employee to make such purchase and be reimbursed by the City through the use of petty cash form. Such purchases shall be limited to the amounts <u>not exceeding \$75.00</u> . For miscellaneous items purchased on a regular basis from a single vendor, contact Purchasing Division staff who will establish an appropriate arrangement with such vendors. » Those employees who incur miscellaneous expenditures for meetings on an ongoing basis should complete an Individual Expense Report on a monthly basis.
SUPPLIES & EQUIPMENT All departmental requests for supplies and equipment shall be submitted to the Purchase Officer utilizing the standard requisition process. Purchasing supplies and equipment shall be made only by Purchase Order.	LESS THAN \$1,000	DEPARTMENT HEAD	» Item must be budgeted » No Bids required
	\$1,000 TO \$20,000 (\$40,000 for vehicles)	CITY MANAGER	» Item must be budgeted » Whenever possible (this should be 99% of the time) at least three (3) informal bids/quotes must be obtained. Whether received in writing or verbally, a written record of the bid/quote information must be retained. » All bids/quotes shall be kept by the Purchasing Officer and open to public inspection.
	OVER \$20,000 (over \$40,000 for vehicles)	CITY COUNCIL	» Item must be budgeted » Formal bid process <ul style="list-style-type: none"> • Notice Inviting Bids required • Notice must be published in newspaper and posted in three (3) public places • Ten-day notice must be given before opening bids
SERVICE AGREEMENTS All departmental requests for services shall be submitted to the City Manager utilizing the standard requisition process. Securing services shall be made only by Purchase Order or Contract.	LESS THAN \$1,000	DEPARTMENT HEAD	» Item must be budgeted » Department Head signature
	\$1,000 TO \$5,000	CITY MANAGER	» Item must be budgeted » Services secured by Purchase Order » City Manager signature » May need approval as to form by the City Attorney
	\$5,000 TO \$20,000	CITY MANAGER	» Item must be budgeted » Services secured by Contract, Agreement or Letter » City Manager signature » Approved as to form by the City Attorney
	OVER \$20,000	CITY COUNCIL	» Item must be budgeted » Services secured by Contract or Agreement » Written report submitted to the City Council » Approved as to form by the City Attorney

[WU1]

TYPE	CATEGORY	AUTHORIZATION	FEATURES
AMENDMENT	10% OR \$20,000, WHICHEVER IS LESS	CITY MANAGER	» Item must be budgeted » Applies to: <ul style="list-style-type: none"> • Purchase of Supplies and Equipment • Procurement of Professional Services » City Manager Signature
AMENDMENT	OVER 10% OR \$20,000	CITY COUNCIL	» Item must be budgeted » Applies to: <ul style="list-style-type: none"> • Purchase of Supplies and Equipment • Procurement of Professional Services » Written report submitted to the City Council
PURCHASE OF REAL PROPERTY	ANY VALUE	CITY COUNCIL	» Item must be budgeted » Obtain appraisal report » May be required to submit proposed acquisition to the Planning and Environment Commission » Written report submitted to the City Council
CONSTRUCTION AND PUBLIC WORKS PROJECTS	OVER \$5,000	CITY COUNCIL	» Item must be budgeted » Section 37901 of the Government Code applies, C.P.P.C.. » Written report submitted to the City Council » Overseen by Public Works
CHANGE ORDERS	Authorization set by Council at Bid Award	PUBLIC WORKS DIRECTOR	» Funds must be budgeted or appropriated » Applies to Construction and Public Works Projects » City Manager consultation » Director of Public Works signature
CHANGE ORDERS	Over the authorization set by Council	CITY COUNCIL	» Funds must be budgeted or appropriated » Applies to Construction and Public Works Projects » Written report submitted to the City Council

GLOSSARY

- (a) Bidder's List. "Bidder's List" shall mean a list of responsible prospective vendors capable of providing the items being bid upon.
- (b) Competitive Bid. Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the lowest prices by stimulating competition, and by preventing favoritism. In (1) open competitive bidding (also called open bidding), the sealed bids are opened in full view of all who may wish to witness the bid opening; in (2) closed competitive bidding (also called closed bidding), the sealed bids are opened in presence only of authorized personnel.
- (c) Cooperative Bid. "Cooperative Bid" is when several government agencies join together to create one bid document combining all agencies product volume for consideration of the bidder in determining the unit cost.
- (d) Emergency. As determined by the City Council, including, but not limited to, states of emergency defined in Section 8558 of the Government Code, when repair or replacements are necessary to permit the continued conduct of the operation of services of the City, or to avoid danger to life or property, repair or replace any public facility without adopting plans, specification, or working details or give notice for bids to let a contract or Public Works Construction Contract.
- (e) Equipment. "Equipment" shall mean unique supplies, computers, furnishings, machinery, vehicles, rolling stock, and other personal property used in the City's business, which are not generally and regularly ordered in bulk by the City and which must perform complex tasks, or integrate efficiently with existing equipment.
- (f) General Services. "General Services" are services which do not require any unique skill, special background, training, and obtaining such services at the lowest cost should be the single most important factor in selection, as opposed to personal performance. Examples of general services include uniform cleaning and maintenance services.
- (g) Informal Bids/Quotes. Request for "Informal Bids" or "Quotes" shall mean the gathering of pricing for the same product or service, and is used when the City has determined an exact product or service required to resolve its need, and this product and/or services falls below the dollar value requiring competitive bid or request for proposal.
- (h) Maintenance Work. "Maintenance Work" shall mean:
 - (1) Routine, recurring, and usual work for the cleaning, preservation, or protections of any publicly owned or publicly operated facility for its intended purposes.
 - (2) Minor repainting.
 - (3) Resurfacing of streets and highways at less than one inch.

- (4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
 - (5) Work performed to keep, operate, and maintain publicly owned water or waste disposal systems including, but not limited to, wells and reservoirs.
- (i) Multiple Awarded Bid. When a bid is awarded to more than one vendor for the same or similar products. A multiple awarded bid schedule is usually set up and provides information of product type/brand and vendor who is providing the product.
 - (j) Piggyback. Use of another public agency's existing contract to purchase the same product(s) as outlined in the awarding bid document.
 - (k) Professional, Management, or Special Services. "Professional," "Management", or "Special Services" shall mean any work performed by an attorney, doctor, architect, engineer, land surveyor, construction manager, appraiser, expert, accounting firm, instructor, consultant or those services such as computer services, golf course operating services, concession services, parking garage operation services, and transportation/transit operator services. Factors for determining whether professional, management, or special services are needed include but are not limited to, services which require professional judgment, licensing, qualified expertise in a specific area of work, or other unique factors other than simply obtaining the service at the lowest cost to the City. Professional Management and Special Services are not subject to the informal, formal or competitive bidding requirements of this policy and may be procured through negotiated contract or Requests for Qualification and/or Proposal process.
 - (l) Public Works. "Public Works" shall mean a type of public construction project subject to the regulation of the State Public Contract Code and State Labor Code and as defined in California Labor Code Division 2, Chapter 1, Article 1, Section 1720 and as further amended. Examples of a Public Works Project include:
 - (1) The erection, construction of, alteration, major painting, repair, or demolition of public buildings, streets, walkways, water and sewer facilities, drainage facilities, or other public facilities, whether owned, leased, or operated by the City.
 - (2) Furnishing supplies or materials for any of the above works or projects.
 - (3) A public work does not include maintenance work as defined in this article.
 - (m) Purchase. "Purchase" shall include the renting, leasing, purchasing, licensing, or a trade of equipment or supplies.
 - (n) Purchasing Officer. The "Purchasing Officer," for the purposes of this policy, shall be the City Manager or his/her designated representative.
 - (o) Request For Proposal. "Requests for Proposal (RFP)" shall mean requests for a project or professional service. Requests for proposals allow bidders to highlight their experience and knowledge in an area through the proposal itself. Request for proposals list requirements of products or services, such as function, work flow, integration specifications and goals, providing in great detail how the requested product or service will be accommodated. Requests for proposals include a scope of work (SOW), pricing information, price quotes, contract terms and conditions, and detailed reference

information. The scope of work describes tasks, products, services and even external factors that may not be required to satisfy the proposal. A request for proposals is developed when the City has discovered a need to resolve an issue, without a specific plan for the way that the need should be fulfilled and allowing vendors to express individual creativity when presenting products or services as a response to a request for a proposal.

- (p) Sealed Bid. "Sealed Bids" shall contain information regarding a project including project parameters and pricing. All entities that submit a sealed bid are not aware of what others have bid. Sealed bids are turned in to the City Clerk. Sealed bids contain the actual pricing associated with the project. Sealed bids allow for all bidders to submit pricing to a the City in a confidential manner. Sealed bids are used to keep bidding results confidential until a winner is selected. Sealed bids are submitted by a specified date and time to the City Clerk.
- (q) Supplies. "Supplies" shall mean office supplies, janitorial supplies, materials, goods, tools, or other commodities used in the general conduct of the City's business, excepting supplies or materials for a public work which is regulated under the California Public Contract Code Sections 20160, et seq.
- (r) Task Order. Supplementary contractual and obligating document that usually includes task description, used in task type contracts, and means a task, delivery, or call order for supplies and/or services placed against an established contract, agreement or blanket purchase order.
- (s) Task Type Contract. Two-part contract in which one part lays down the general provisions of the contract, and the other part (represented by one or more task orders) gives the details of the specific job to be performed.
- (t) Quotes/Informal Bids. Request for "Quotes" or "Informal Bids" shall mean the gathering of pricing for the same product or service, and is used when the City has determined an exact product or service required to resolve its need, and this product and/or services falls below the dollar value requiring competitive bid or request for proposal.
- (u) Urgency. "Urgency" shall exist when the service, repair, or replacements are immediately necessary to permit the continued performance of the operations or services of the City, or to avoid the immediate danger to life, health, or property. ____

RESOLUTION NO. 2018-58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKEWOOD ADOPTING A PURCHASING POLICY

THE CITY COUNCIL OF THE CITY OF LAKEWOOD HEREBY RESOLVES AS
FOLLOWS:

SECTION 1. The City Council hereby adopts the “Purchasing Policy” attached hereto as Exhibit “A” as the official Purchasing Policy of the City of Lakewood. In the event of any conflict between such Purchasing Policy and any other City Ordinance, Resolution or policy, the provisions of the attached Purchasing Policy shall prevail.

SECTION 2. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Resolution, or any part hereof, is held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this Resolution. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase in this Resolution irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases may be declared invalid or unconstitutional.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution.

ADOPTED AND APPROVED THIS 11TH DAY OF SEPTEMBER, 2018.

Mayor

ATTEST:

City Clerk

CITY OF LAKEWOOD

Purchasing Policy

PURPOSE

The purpose of this policy is to emulate best practices in purchasing procedures.

OBJECTIVES

The objective of this policy is to establish an efficient procedure for the purchase of supplies and equipment, and procurement of services, and references purchase/acquisition of real property and contracting for the construction of public works projects consistent with state law. These procedures shall not be overly time consuming and cumbersome, while allowing the City to obtain the best professional services, and acquire quality supplies, general services, and equipment in an overall economic manner at the lowest reasonable cost.

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OVERVIEW

In accordance with the provisions of Sections 54201 and 54204 of the Government Code of the State of California, and the procedures in this policy, the authority for the purchase of supplies, equipment, and services is vested in the Purchasing Officer and such procedures and policies shall govern all purchases of supplies and equipment.

The provisions of this policy apply to the purchase of supplies, equipment, services, and references the purchase of real property as prescribed by state and federal law, and public works projects as defined by Section 37901 of the Government Code. This policy identifies binding documents such as contracts, agreements and letter agreements as “contract(s)”.

The provisions of this policy do not apply to the purchase of supplies, equipment, and professional services where the City Council has, by contract or resolution, contracted for or transferred the authority to make the purchase of supplies, equipment, and services to another governmental agency or officer and where the other governmental agency or officer, in the purchase of supplies, equipment, and services, follows to the satisfaction of the purchasing officer this policy and procedures in substantial compliance with provisions of Sections 54201 and 54204 of the Government Code of the State of California.

Duties of the Purchasing Officer

The City Manager, or his/her authorized representative(s), shall act as the City’s Purchasing Officer and be responsible for the purchase of all supplies, equipment and services for all departments and divisions of the City. The duties of the Purchasing Officer may be combined with those duties of any other officer or position in the City. The Purchasing Officer shall have the authority and duty to:

- (a) Purchase or contract for needed City supplies, equipment and services, which are not included within a construction contract or proposed specifications for a construction contract of public work being administered by any other City department;
- (b) Investigate, keep knowledgeable about, negotiate, and recommend on the execution of contracts or the purchasing of supplies, equipment and services pursuant to the procedures of this policy, and such administrative rules and regulations as prescribed by the City Council;
- (c) Keep informed of current developments concerning purchasing, prices, market conditions, and new products and services;
- (d) Prescribe and maintain such forms and procedures as necessary for the proper operation of the purchasing and contracting system;
- (e) Operate and maintain the warehouse and designated storage facilities of the City and such control records as are necessary for the proper inventory of stocks and supplies;
- (f) Inventory and keep a record of all purchases and supplies of the City;

- (g) Maintain up-to-date bidder's list, vendor's catalogs, files, and such other records as needed to perform these duties;
- (h) Ensure that purchasing specifications are written to encourage full competition, as such, he/she shall negotiate and recommend execution of contracts for the purchase of supplies, equipment, and services and seek the needed quality at least expense to the City, and discourage collusive bidding and endeavor to obtain as full and open competition as possible on all purchases;
- (i) Inspect supplies and equipment delivered, and contractual services performed, to determine their conformance with the specifications set forth in the order or contract. Purchasing Officer shall have authority to require chemical and physical tests of samples submitted with bids and samples of deliveries which are necessary to determine their quality and conformance with specifications;
- (j) The Purchasing Officer shall submit a report to the City Council quarterly on all such equipment and vehicle purchases over ~~\$5,000~~\$5000.00;
- (k) Recommend the transfer of surplus or unused supplies and equipment between departments as needed and the sale of all supplies and equipment which cannot be used by any agency or which have become unsuitable for City use;
- (l) Review and monitor service contracts to ensure adherence to contractual terms, limitations and deadlines, and that service contracts are being performed with requisite quality, on time and within budget. Maintain a positive relationship with the service providers and/or companies. Assure customers are satisfied with the service under the contract;
- (m) Perform such other tasks as may be necessary for the proper conduct of purchasing of supplies, equipment, and services.

PROCEDURES

Estimates of Requirements

All Department Heads shall file detailed estimates of their requirements in supplies, equipment and services in such a manner, at such time, and for such future periods as the City Manager shall prescribe.

Requisitions

Department Heads or their designees shall submit requests for supplies, equipment and services to the Purchasing Officer by the standard requisition electronic entry procedure.

Purchase Orders

The purpose of a purchase order is to ensure compliance with this Purchasing Policy.

- (a) Purchases of supplies and equipment shall be made only by purchase order issued by the Purchasing Officer.

- (b) Securing of services shall be made by purchase order for an amount under \$5,000-00-~~72~~
pPurchases of services shall be made by contract if equal to or in excess of \$5,000-00.

Encumbrance of Funds

Except in cases of urgency or emergency as described in this policy, the Purchasing Officer shall not issue any purchase order or contract, for the purchase of supplies, equipment, and services unless there exists an unencumbered appropriation in the fund account against which such purchase is to be charged or City Council has authorized said purchase.

Purchases on Behalf of the City

Purchases may be made on behalf of the City through any governmental entity, including, but not limited to, the State of California, the County of Los Angeles, other cities or special districts, provided that the government entity acquiring the supplies, equipment or service substantially adheres to the procedures for the purchase of supplies, equipment, and professional services set forth in this policy.

AWARD OF CONTRACTS: GENERAL OR PROFESSIONAL SERVICES

Except as provided by this policy, the procurement of services not included in the construction contract or bid specification for a public works project shall be by Request for Proposal/Qualifications (RFP/Q) procedure as provided in this policy, and shall be made as follows:

- (a) Contracts, as referenced in this policy, represent all written contracts, agreements or letter agreements, rate schedules, and amendments. All written contracts, agreements or letter agreements shall be approved by City Attorney as to form.
- (b) All service contracts shall require the provider to meet the California Joint Powers Insurance Authority's insurance coverage recommendations, unless deemed inappropriate by the Risk Manager and/or City Attorney who will then determine the appropriate insurance coverage.
- (c) A Department Head may approve the contracting for services up to \$5,000 ~~\$1,000-00~~ with qualified consultants/firms.
- (d) Services provided for an amount over \$1,000, but under ~~under \$5,000-00~~ may be secured by purchase order and approved by the Department Head ~~City Manager~~.
- (e) A contract shall be prepared for all general or professional services for the amount of ~~\$5,000-00~~ and over.
- (f) Services secured by contract for an amount greater than \$5,000 ~~\$1,000-00~~ and under ~~\$20,000-00~~ shall be approved and/or awarded by the City Manager.
- (g) Services secured by contract with a dollar amount equal to or exceeding ~~\$20,000-00~~ shall be approved and/or awarded by City Council.

- (h) Contract amendments. An Amendment shall be used to modify the contract documents regarding contract price, schedule of payments, completion date, plans and specifications, expanding scope of work due to change in conditions, and for unit price overruns and under runs, as specified in the contract. Work description and justification should relate to the original project and should be necessary to achieve original scope of project. After a determination that costs is merited by developments in a specific project, the City Manager is authorized to issue Amendments up to the contract contingency amount approved by the City Council for the individual contract as follows:
- (1) If the contract was originally executed for an amount under \$20,000-00, the City Manager shall have the authority to issue Contract Amendments, provided that the sum of all amendments, plus original contract amount, shall not exceed \$20,000-00. If the amended contract will exceed \$20,000-00, City Council shall approve the contract amendment.
 - (2) Once the original contract plus all accumulated Amendments is in an amount that exceeds \$20,000-00, subsequent Amendments must be approved by City Council prior to commencing the work.
 - (3) For a contract originally executed for an amount in excess of \$20,000-00 and originally approved by City Council, the City Manager shall have authority to issue Amendments, provided that the sum of all contract amendments for any single contract shall not exceed the limit approved by City Council. If the amended contract will exceed the limit previously approved by City Council, the contract amendment must be approved by City Council.
 - (4) Any single Amendment which results in the total contract exceeding \$20,000-00 must be approved by City Council prior to commencing with the work. In urgency situations where stopping the work will result in severe repair or replacement delays and subject the City to excessive additional costs due to the delay in the project, and City Manager may approve such a Amendment and shall give notice to City Council at the next City Council meeting.

General Services Contracts

General services contracts are to be used for routine, recurring, and usual work and for services which do not require any unique skill, special background or training, and obtaining such services at the lowest cost should be the single most important factor in selection, which is to include long-term and opportunity costs.

General Service Contracts shall be procured either through the purchasing bid process or Request for Proposal/Qualification (RFP/Q) process with the emphasis on awarding to the "lowest responsive responsible bidder".

- (a) If it is determined by the Department Head in consultation with the City Manager that all vendors providing a service classification can equally provide the service satisfactorily, a bid process would be appropriate. However, if factors other than price need to be considered in awarding the contract, this becomes a Professional Services Contract.
- (b) General Services shall be awarded based reasonableness of cost, plus qualifications that will impact long-term type costs and/or opportunity costs.
- (c) A Statement of Work shall identify the specific scope of work under contract.

- (d) Task Orders as listed in the Statement of Work shall be issued pursuant to the Maintenance Service Contract and the City Manager shall have authority to execute such Task Order for individual projects.
- (e) General Services Single or Multi-year Contracts may be awarded to multiple service providers following a formal RFP/Q process using the procedures set forth in this policy.

Professional Service Contracts

For those Professional Services as defined in Government Code Section 4526 (and as otherwise amended), professional services contracts and/or multi-year contracts with several consultants with a general scope of work may be set up for a total not-to-exceed dollar amount or an unspecified dollar amount if for on-call type services as approved by City Council. For contracts approved with an unspecified do-not-exceed dollar amount, a fee schedule shall be annually submitted to the City Council for approval.

When factors other than price need to be considered in awarding the contract, this becomes a Professional Services Contract and the Request for Proposal/Qualification (RFP/Q) process may be used. Examples of areas other than price that may be important in awarding the contract include: experience level, competence, resources/equipment, staffing levels, services available/time factors, licenses and other qualifications determined by each City department responsible for recommending the service contract that may be important to consider.

- (a) A formal RFP/Q process shall be used and awarded based on qualifications.
- (b) A Statement of Work shall identify the specific scope of work under contract.
- (c) Task Orders as listed in the Statement of Work shall be issued pursuant to the Professional Service Contract and the City Manager shall have authority to execute such Task Order for individual projects.

Award of Contracts Based Upon Competence

Factors to consider. In contracting for professional services listed in Government Code Section 4526, selection shall be based on demonstrated competence and on professional qualifications necessary for the satisfactory performance of the services and solicited through a Request for Proposal/Qualification process.

In contracting for professional services (other than those listed in Government Code Section 4526), professional services contracts should only be awarded to firms or persons who have demonstrated "adequate competence" meaning: an adequate level of experience, competence, training, credentials, character, integrity, reputation, financial responsibility, resources, equipment, staffing, and other professional qualifications necessary for more than a satisfactory performance of the service required at the time period needed and price. The cost of the service may be considered, however, the lowest cost may not be the sole factor in deciding which firm or who shall be awarded the contract. It may be in the City's best interest to award the contract to a higher priced proposal based on the scope of services, availability, unique skills, licenses, staffing levels, timing, prior experience, familiarity with the City and other factors required by the department. The information needed for determining that level of competence and other qualifications and the procedure for selecting such services shall be determined by the Department Head responsible for recommending the service contract.

- (a) Request for Proposal/Qualifications. The initial acquiring of services shall be procured through negotiated contract following a Request for Proposal/Qualifications (RFP/Q)

process. Contracting for services is decentralized and shall be the responsibility of the Department Head requesting the service.

- (b) Contracts for an amount equal to or exceeding \$5,000-~~00~~ but under \$20,000-~~00~~. The requesting department shall meet the following requirement unless an urgency exists pursuant to this policy:
 - (1) Selection Process: Prepare an informal written document and contact as many companies as necessary to receive a minimum of three (3) written responses from consultants/firms. The requirement may be waived for good cause in writing by the Department Head and Purchasing Officer as designated by the City Manager in consultation with one another and with the approval of the City Manager.
 - (2) Award: The Department Head shall prepare a written recommendation to the City Manager for the firm or person to be awarded the contract. The City Manager shall award the contract.
 - (3) Contract document. A written contract must be established and approved as to form by the City Attorney, and the City Manager shall sign/approve service contracts exceeding \$5,000-~~00~~ but not more than \$20,000-~~00~~.
- (c) Contract for an amount equal to or exceeding \$20,000-~~00~~. Department Heads shall utilize a Sealed request for Proposal process essentially meeting the following requirements unless an urgency exists pursuant to this policy:
 - (1) Request for Proposal/Qualification (RFP/Q) solicitation process. A formal Sealed Request for Proposal/Qualification (RFP/Q) document shall be developed for solicitation of professional, management, or general and special services for an amount exceeding \$20,000-~~00~~.
 - (2) Advertisement. The requesting department shall advertise in appropriate publications and/or contact the consultants/firms previously utilized by the City during the solicitation process.
 - (3) Notice Contents. The notice shall include a description of general type of service needed, how the RFP/Q minimum scope of work can be obtained, any pre-proposal conferences anticipated, the requirement of a written sealed proposal, state the closing date, and place and time for submission of the RFP/Q.
 - (4) Solicitation Procedure. Sealed RFP/Q should be submitted to the Purchasing Officer as identified in the RFP/Q. All proposals shall be analyzed by the requesting department for compliance with RFP/Q requirements, and value of the total scope of services. Follow-up interviews of the most qualified of those submitting a proposal should be held.

Waive Competition

Although the City prefers a competitive process for securing services, in certain circumstances, where the claim can be adequately justified, a RFP/Q Waiver or a Sole Source process may be used.

- (a) The RFP/Q process may be waived if it is determined with acceptable justification that competition is neither practical nor in the best interest of the City.

- (b) The vendor has an established business relationship with the City and has proven to adhere to contractual terms, limitations and deadlines, and the service provided is being performed with requisite quality, on time and within budget.

Franchise Agreements and Services Provided by Franchise Utilities

The City enters into multi-year agreements with utility companies that have infrastructure in the City's right-of-ways or on City facilities. City approved service and/or equipment upgrades by utility operators are exempted from the bidding and RFP/Q processes and can be approved by the City Manager or his/her designee when the increase in projected utility costs to the City is under \$20,000.00 per year. If the expected increase in utility costs is greater than \$20,000.00 per year, the upgrade shall be approved by the City Council.

BIDDING: SUPPLIES AND EQUIPMENT

Except as provided by this policy, purchases of supplies and equipment and the sale of supplies and equipment not included in the construction contract or bid specification for a public works project shall be by bid procedure as provided in this policy, and shall be made as follows:

- (a) Direct Purchase Order. The purchase of supplies and equipment with the estimated value equal to or less than \$20,000.00, or \$40,000.00 for vehicles, shall be made by the Purchasing Officer as follows:
 - (1) Procure whenever possible at least three informal bids/quotes or enter into competitive negotiation or purchase through a governmental entity as described in this policy.
 - (2) Solicit bids by written request to prospective vendors, by telephone, or by other notice.
 - (3) Award the bid and purchase said supplies and equipment provided the same is awarded to the lowest responsible bidder and within the budgeted amount therefore.
 - (4) Keep a record of all such bids received and purchases made, which shall be open to public inspection.
- (b) Formal Bid Procedures. Except as otherwise provided, purchases of equipment and supplies of an estimated value greater than \$20,000.00 or \$40,000.00 for vehicles per unit shall be awarded by the City Council to the lowest responsive and responsible bidder pursuant to the following procedure:
 - (1) Notice Inviting Bids. Notices inviting bids include a general description of the articles to be purchased or sold, shall state where bid documents and specifications may be secured, and the time and place for opening bids.
 - (i) Published Notice. Notice Inviting Bids shall be given at least ten (10) days before the date of opening of the bids. Notice shall be published at least once in a newspaper of general circulation, printed and published in the Citycity, or if there is none, it shall be posted in at least three public places in the City that have been designated by ordinance as the places for posting public notices.
 - (ii) Bidders' List. The Purchasing Officer shall also solicit sealed bids from all responsible prospective suppliers whose names are on the Bidders' List or who have requested their names be added thereto.

- (c) Bidder's Security. When deemed necessary by the Purchasing Officer, bidder's security may be prescribed in public notices inviting bids. Bidders shall be entitled to return of bid security; provided that a successful bidder shall forfeit his bid security upon refusal or failure to execute the contract within ten (10) days after the notice of award of contract has been mailed, unless the City is responsible for the delay. The City Council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the City Council awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the City to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.
- (d) Bid Opening Procedure. Sealed bids shall be submitted to the City Clerk and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection during regular business hours for a period of not less than thirty (30) days after the bid opening.
- (e) Rejection of Bids. In its discretion, the City Council may reject any and all bids presented and re-advertise for bids
- (f) Award of Contracts. Contracts shall be awarded by the City Council to the lowest responsive and responsible bidder except as otherwise provided by this policy.
- (g) Tie Bids. If two or more bids received are for the same total amount or unit price, quality and service being equal, the City Council may accept the one it chooses or accept the lowest bid made by negotiation with the tie bidders at the time of the bid opening.
- (h) Performance Bonds. The City Council shall have authority to require a performance bond before entering into a contract in such amount as it shall find reasonably necessary to protect the best interests of the City. If the City Council requires a performance bond, the form and amount of the bond shall be described in the Notice Inviting Bids.

Cooperative, Piggyback, and Multiple Awarded Bid Purchasing With Other Agencies

Purchases may be made on behalf of the City through any governmental entity, including, but not limited to, the State of California, the County of Los Angeles, other cities or special districts, or cooperatives, provided that the entity acquiring the supplies or equipment substantially adhere to the procedures for the purchase of supplies and equipment set forth in this policy.

Approval and award of cooperative, "piggy-back" or multiple awarded purchases shall be obtained by the Purchasing Officer for an amount equal to or less than \$20,000-00, or \$40,000-00 for vehicles, and by the City Council for purchases in an amount exceeding \$20,000-00 or \$40,000-00 for vehicles.

- (a) Cooperative Purchasing. The bidding requirements in this policy shall not apply to the purchasing of any equipment or supplies which the Purchasing Officer determines to be in the best interest of the City to obtain through a cooperative competitive bidding procedure being prepared by and processed through another local, state, or federal governmental agency.

- (b) Piggyback. If the Purchasing Officer determines it to be in the best interest of the City, the Purchasing Officer is authorized to “piggy-back” onto or join into an existing written purchase contract obtained through a competitive bidding process prepared by and awarded by another local, state or federal government agency.
- (c) Multiple Awarded Bids. Multiple awarded bids are generally conducted by larger government agencies. A competitive bidding process is conducted for a specified product. Several vendors whose product meets the specification are awarded the contract. Maximum item price and contract terms are established. If the Purchasing Officer determines it to be in the City’s best interest, the Purchasing Officer is authorized to use federal, state, or other governmental agency multiple awarded contracts. The Purchasing Officer must obtain quotes from at least three vendors on the awarded contract list and award the bid to the lowest responsive and responsible bidder.

Staging of Purchases Prohibited

Purchases and contracts shall not be knowingly staged or separated into smaller units or segments solely for the purpose of evading the competitive formal or informal bidding requirements of this policy.

Recycled Supply Products Specification

If in procuring supplies, a recycled or recyclable/reusable product can achieve the necessary City performance standard, and if such recycled product is readily available, specifications should, if economically feasible, require products made with recycled materials, or products that are recyclable, be bid. Unless the Department Head determines that:

- (a) A recycled or recyclable/reusable product lacks performance capabilities or needed quality levels.
- (b) A sufficient amount of said recycled or reusable product is not currently available in the market, then a reduced percentage can be required, or the supply specification can be limited to non-recycled or virgin materials.

When recycled products are required, reasonable efforts shall be made to label the products as containing recycled materials. As used in this section, recycled product does not mean used products, but is limited to new products made with materials which have been recycled.

Purchase Local Specification

If in procuring supplies, a locally manufactured and/or product sold within the City of Lakewood can achieve the necessary City performance standard, and if such locally manufactured and/or product sold is readily available, specifications should, if economically feasible, require products locally manufactured and/or sold be bid; unless the Department Head determines that a locally manufactured and/or product sold does not meet required performance capabilities or quality.

Disposition Of Surplus Supplies And Equipment

All Department Heads shall submit to the Purchasing Officer at such times and in such form as he/she prescribes, reports showing all supplies and equipment which are no longer used or which have become obsolete or worn out. The Purchasing Officer shall have authority to sell

all supplies and equipment which cannot be used by any department or which have become unsuitable for City use, or trade in the same for new supplies and equipment, or otherwise dispose of the same for, as provided below:

- (a) Supplies and equipment certified by the Department Head as having a value of less than \$100.00 may be sold or disposed of by the Purchasing Officer by current available means.
- (b) Supplies and equipment certified by the Department Head as having value over \$100.00 and under \$5,000.00 shall be sold at auction.
- (c) Supplies and equipment certified by the Department Head as having value equal to or greater than \$5,000 (correction) ~~\$10,000.00~~ shall be sold only by sealed bid following the ~~giving of notice~~ procedures as provided in this policy for purchases greater than \$20,000.00, or \$40,000.00 for vehicles. Such sales shall be awarded by the City Council to the highest bidder, provided however, the City Council may in any notice calling for bids provide that it will receive at the time and place of public hearing before the City Council oral bids in excess of 10% of the highest sealed bid and in such case the City Council shall sell the supplies or equipment to such highest bidder.
- (d) In the event any such supplies and equipment cannot be disposed of as provided in this policy, at the discretion of the Purchasing Officer, be sold as junk or disposed of by currently available ~~any other~~ means.
- (e) City employees may not purchase surplus City property directly from the City or any auction service employed by the City unless the City Manager should determine in writing that said employee was not involved in any recommendation or decision-making as to the sale of said property or the value thereof.

SOLE SOURCE PURCHASES

Sole Source Purchases. Unique commodities or services that can be obtained from only one vendor, or one distributor authorized to sell in this area, with singular characteristics or performance capabilities or which have specific compatibility components with existing City products are exempt from the competitive bidding requirements and are deemed sole source purchases. Sole source purchases may include proprietary items sold direct from the manufacturer.

- (a) All sole source purchases shall be supported by written documentation indicating the facts and nature supporting the determination of a sole source, signed by the Department Head and forwarded to the Purchasing Officer. The City Manager shall approve sole source acquisitions in an amount under \$20,000.00.
- (b) Approval of any sole source acquisition shall be obtained from City Council for an award of a contract for an amount equal to or exceeding \$20,000.00.

In purchasing equipment and supplies that need to be compatible with existing equipment and supplies, or to perform complex or unique functions, the City Manager and Department Head in consultation with one another may:

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

- (b) Utilize a request for proposal approach where warranties, service and/or maintenance obligations, and product performance will be evaluated in addition to the price of the product or service. The award of the contract should be to the proposer that staff deems is in the best public interest.

PETTY CASH AND REIMBURSEMENTS

For occasional use in securing over-the-counter delivery of miscellaneous supplies which are not regular City stock and which are necessary to fulfill an immediate need of a department, the department head may authorize an employee to make such a purchase and be reimbursed by the City through the use of a petty cash form. Such purchases shall be limited to amounts not exceeding \$75.00. All petty cash forms must be approved by the Department Head or his/her designee and the Director of Finance and Administrative Services, and be signed by the person receiving the reimbursement.

For miscellaneous items purchased on a regular basis from a single vendor, the Department Head will contact the Purchasing Officer who will establish a purchasing arrangement with such vendors.

Employees who incur miscellaneous expenditures for meetings on an ongoing basis must complete an Individual Expense Report on a monthly basis.

TRAVEL REQUESTS AND EXPENSES

Travel and related expenses are to only occur when there is substantial benefit to the City. The Travel or Conference Authorization Request form must be submitted to and approved by the City Council for officials and by the City Manager for staff prior to the event. For reimbursement and payment for travel expenses, the Travel Request and Expense Report form must be completed by the traveler and approved by the City Council for officials or City Manager for staff. No official or staff shall sustain personal monetary loss as a result of duties performed in the service of the City. However, all expenditures and requests for reimbursement shall logically relate to the conduct of City business and shall be “necessary” to accomplish the purpose of such business and shall be “reasonable” in amount.

(a) Authorized Expenses

City funds, equipment, supplies (including letterhead), titles, and staff time must only be used for the performance of official duties. Such duties include, but are not necessarily limited to:

- (1) Meeting and communicating with representatives of other cities, county/regional, state and national government on City adopted policy positions and discuss the communities’ concerns.
 - (i) Participating in local, county, ~~regional~~, state and or national organizations whose activities affect the City’s interest
 - (ii) Attending meetings and participating in activities conducted in conjunction with such meetings, of civic and governmental committees and organizations in which the city has retained membership or has provided funds for the financing thereof

- (2) Business-related meetings or trips where a benefit to the City can be defined, including meetings with staff officials from other cities, and conferences and meetings of the City's membership organizations
 - (i) Attending City events and meetings with City service providers, both contracted service providers and other public agencies.
 - (ii) Attending meetings to implement a City-approved strategy for attracting or retaining businesses to the City
 - (iii) Attending City-sponsored or co-sponsored events including those requiring an invitation from the sponsoring or co-sponsoring organization
- (3) Attending educational seminars designed to improve the skill and knowledge of officials and staff
- (4) Recognizing service to the City
- (5) Other charity or City-related events or meetings that provide a benefit to the public or the City as authorized by the City Manager for staff or Council for officials.

(b) Non-reimbursable Expenses

- (1) The personal expense portion of any trip
- (2) Family expenses, including partner's expenses when accompanying City staff and/or officials on City-related business, as well as children and/or pet related expenses
- (3) Entertainment expenses, including theater, movies (either in-room or at a theater), attendance at sporting events, or other cultural events that are non-conference events
- (4) Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or fuel
- (5) Other expenses as determined by the City Manager.

(c) Cost Control

To conserve the City's resources and to keep expenses within standards for public officials and staff, travel related expenditures should adhere to the guidelines in this policy. Expenses for which staff or official receives reimbursement from another agency are not reimbursable by the City. The cost borne or reimbursed by the City shall be limited to costs that fall within the listed guidelines:

- (1) Transportation: The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route.
 - (i) Airfare: All officials and staff shall utilize coach or economy class accommodations when traveling by commercial airlines. Reservations, where practical, should be made in sufficient advance to receive discount pricing. Increased fees related to late booking or purchasing higher priced refundable tickets may be allowed with a sound business reason such as making changes to tickets to accommodate illness or schedule changes. Officials and staff may at their own expense pay to upgrade their airline accommodations.
 - (ii) Baggage handling fees at the rate charged by the airline or other mass transportation line.

- (iii) Automobile: The rules regarding expenses relating to the use of ~~e~~Council ~~m~~Members' vehicle in the performance of City duties are set forth in Resolution 2005-39. For appointed officials and staff members, automobile mileage is reimbursed at the Internal Revenue Service (IRS) rate presently in effect. These rates are designed to compensate the driver for fuel, insurance, maintenance, and other vehicle related expenses. The amount does not include bridge and road tolls, which are reimbursable.
 - (iv) Car rental: Rental rates that are equal to or less than those available through the American Automobile Association (AAA) or other standard discount services shall be considered the most economical and reasonable for purposes of reimbursement.
 - (v) Taxis/shuttles: Taxi or shuttle fares may be reimbursed, including a reasonable gratuity per fare, when the cost of such fare is equal to or less than the cost of car rentals, fuel and parking combined, or when such transportation is necessary for time-efficiency.
 - (vi) Garage and parking expenses: Expenses for necessary parking and storage of private, rented or City vehicles may be authorized. Receipts should be provided to obtain reimbursement (except where not available such as metered parking). Parking in lots at airports or other mass travel related lots may be reimbursed. Officials and staff are encouraged to use parking at non-premium rates unless such parking is inappropriate due to time constraints or safety concerns.
- (2) Lodging: Lodging expenses will be reimbursed or paid when travel on official City business reasonably requires an overnight stay. Where lodging is in connection with a conference or other organized educational activity, reasonable lodging cost shall not exceed the ~~maxiumum~~ group rate published by the conference or activity sponsor, providing that lodging at the group rate is available at the time of booking. If the group rate is not available, the official or staff member shall be entitled to reimbursement for actual costs of lodging that is comparable in location and quality. Every effort shall be made to secure adequate lodgings that are conveniently located and moderately priced. In many instances, it makes sense to stay at the conference hotel for convenience and safety, and to avoid additional transportation costs. Government discounts and any discounts the official or staff is personally eligible for should always be sought at the time of reservation. The cost of lodging may be paid directly by the City or paid by the official or staff and subsequently reimbursed.
- (3) Communication and internet service: Officials and staff shall be reimbursed for actual phone, mobile, fax and internet access expenses incurred as a consequence of City business necessity. Personal calls to the staff or official's family of a reasonable duration may be reimbursed for travel requiring overnight lodging.
- (4) Meals: IRS reimbursement amounts shall be considered reasonable per se, and expenses incurred beyond such amounts shall be reimbursed only if necessary based upon location, type of venue, nature of event, or extraordinary circumstances.
- (5) Gratuity: Meal expenses and associated gratuities incurred should be moderate, while taking into account the prevailing restaurant costs of the area.

- (6) Other: All items of expenses otherwise unclassified shall be considered in this category. Examples are duplicating expenses, publications, and other expenses as necessary when traveling on City business may be allowed and should be included within this classification when requesting reimbursement.
- (d) Reimbursement limitations shall not apply to the following circumstances:
 - (1) A conference or meeting at which a set amount is charged for participation in a meal or activity
 - (2) A City-hosted meal or event
 - (3) A business related meal, meeting or event at which the City official or staff member is required to pay more than his/her proportional share of the costs on a reciprocal basis with officials or staff from other cities
 - (4) Expenditure authorized in advance by the City Council at a City Council meeting for officials, or by the City Manager for staff.
- (e) Submission of expense reports and audits:
 - (1) All expenses must have prior approval by the City Council for officials and by the City Manager for staff. The Travel or Conference Authorization Request form is used to receive this prior authorization.
 - (2) Once the costs are incurred, the Travel Request and Expense Report form with corresponding receipts documenting each expense must be submitted for approval for the official or staff to receive reimbursement. All expenses are subject to verification that they comply with this policy.
 - (3) Expense reports and receipts documenting each expense shall be submitted for reimbursement within 30 days of being incurred.
 - (4) Each Council Member shall file a brief written report on meetings attended at City expense at the next available City Council meeting.

VISA CAL-CARD PURCHASES

To promote operational efficiency the City has initiated the City's credit card program.

- (a) The VISA Cal-Card program is intended to allow designated City employees to pay for training and travel type expenses, and to purchase occasional services and supplies at or below \$1,000-~~00~~ per transaction using a designated bank issued credit card. The card can be used for internet, telephone or walk-in ordering. Transactions in excess of \$1,000-~~00~~ are only allowed for travel and conference related expenses and must be pre-approved by the City Manager.
- (b) The program does not replace the Purchase Order process. The Purchasing Order process must remain the primary purchasing process for a majority of purchases.
- (c) The credit card is for official government use only subject to transaction limits, authorized vendors, and approved procedures.
- (d) The City Manager is the Program Manager, or his/her designee and sets policies and procedures and card limits. The Program Manager makes the final decision on any dispute or issue concerning the use of the card, and has the authority to suspend the use of any credit card for any reason.

- (e) The Director of Finance and Administrative Services or his or her designee acts as the Program Coordinator and is responsible for the administration and implementation of the Cal Card policies and procedures.
- (f) The card will be issued to the Department Head and Department Head approved managers whose names will appear on the card as the Cardholder. The Cardholder is responsible for the proper use of the card.
- (g) The Program Coordinator will determine the contact person for the timely payment of accounts who will be authorized to make changes on the designated bank's website; such as limit increase/decrease, or adding/deleting card holders. These actions must be pre-approved by the Program Manager or his/her designee.

(1) Obtaining a credit card

- (i) The Department Head must submit a "Request for Credit Card" memo to the Program Manager for approval.
- (ii) The Cardholder must sign for the card.

(2) Using the credit card

- (i) Cardholder must complete an orientation course with the servicing bank and sign a Cal Card agreement form. This agreement certifies that the Cardholder understands and accepts his or her responsibilities under the program.
- (ii) The Cardholder must instruct the vendor to include the Cardholder's name and department and the term "Cal Card" purchase or "credit card" as mode of payment on the shipping label, packing list, and invoice.
- (iii) Each card is assigned transaction and monthly limits.
- (iv) The Cardholder is responsible for retaining all supporting documentation (such as packing slips and sales receipts) on all card activities that are reconciled to the monthly Statement of Account. The documentation must be submitted with the Statement of Account to ensure timely payment of purchases.
- (v) The Cardholder will receive a Statement of Account and must promptly review the statement, certify the statement's accuracy and attach all supporting documentation. The Statement of Account along with the supporting documentation must be submitted to the Program Coordinator within five (5) business days of receipt.
- (vi) The Program Coordinator or his or her designee will review the card activities and supporting documentation prior to forwarding to the Program Manager for payment approval.
- (vii) In case of any error in the Statement of Account, the Cardholder must immediately notify the Program Coordinator. The Program Coordinator or his or her designee will be responsible for resolving the error.

- (viii) If the card is lost or stolen, the Cardholder must immediately notify the issuing bank customer service, at the phone number listed on the back of the card, and the Program Coordinator.
 - (ix) If the card is worn, defective or cancelled, the Cardholder must immediately return the card to the Program Coordinator.
 - (x) The Cardholder is responsible for returning merchandise to the vendor and for receiving the appropriate credit. The credit memo or equivalent must be retained by the Cardholder and submitted along with the Statement of Account to the Program Coordinator.
 - (xi) Personal use of the card is strictly prohibited and is subject to disciplinary action up to and including termination. The cardholder will be immediately required to return the goods to the vendor in full and/or to reimburse the City for the subject amount.
 - (xii) The Program Manager will decide on any issue or conflict on the above policies and procedures.
- (3) Changes to cardholder information. Changes to a cardholder's name, address, or Department/Division must be immediately reported by memo to the Program Coordinator who will request a new credit card if needed.
 - (4) Cancellation. Should the Cardholder terminate employment with the City, the Cardholder shall submit his/her credit card and any supporting documentation to his or her Department Head. The Human Resources Division and the Department Head shall notify the Program Coordinator of the termination. The Program Coordinator or his/her designee shall notify the bank.

PURCHASING CARDS

To promote operational efficiency the City has initiated the City's purchase card program.

- (a) The Purchase Card program is intended to allow designated City employees to pay for an item that is not stocked in the purchasing warehouse and the item is needed right away.
- (b) The purchase card is for official government use only subject to transaction limits, authorized vendors, and approved procedures.
- (c) The program does not replace the Purchase Order process. The Purchasing Order process must remain the primary purchasing process for a majority of purchases.
 - (1) Obtaining a credit card
 - (i) The Department Head must submit a "Request for Purchase Card" memo to the Director of Finance and Administrative Services for approval.
 - (ii) The Cardholder must sign for the card.
 - (2) Using the purchase card
 - (i) Cardholder is responsible for the card in their possession and each charge on the card.

- (ii) The Cardholder must use it only for City related expenses.
 - (iii) If the Purchasing Card is missing, lost or stolen, the Cardholder must immediately contact the Director of Finance and Administrative Services or his/her designee.
 - (iv) If there is an issue while trying to make a purchase transaction, the cardholder is to contact the Director of Finance and Administrative Services.
 - (v) The Cardholder must track all purchases and retain all receipts.
 - (vi) If an item must be returned, the Cardholder is responsible in performing this task. The Cardholder must inform the Director of Finance and Administrative Services to ensure that the refund/credit is in the next invoice.
 - (vii) The Director of Finance and Administrative Services or his/her designee is responsible for resolving questions and issues of Cardholders and/or from the card provider.
 - (viii) The bill and register receipt must include invoice numbers for reference. Each invoice is entered into the requisition system and approval workflow.
 - (ix) The monthly card provider statements listing all transactions conducted for the month are to be reconciled with the outstanding invoices as provided by the Cardholder and ensures that all charges in the statement belong to the City.
 - (x) The Director of Finance and Administrative Services by written request from a Department Head has the capability to increase the limit for purchasing cards.
 - (xi) The Director of Finance and Administrative Services is responsible for updating the charge card list per store, and has the capability to issue new cards, and cancel and/or stop the card.
 - (xii) The Director of Finance and Administrative Services is responsible for resolving disputes.
- (3) Changes to a cardholder's name, address, or Department/Division must be immediately reported by memo to the Director of Finance who will request a new credit card if needed.
- (4) Should the Cardholder terminate employment with the City, the Cardholder shall submit his/her credit card and any supporting documentation to his or her Department Head. The Human Resources Division and the Department Head shall notify the Director of Finance and Administrative Services of the termination. The Director of Finance and Administrative Services or his/her designee shall notify the Vendor.

The City has initiated the City's purchase card program with the following vendors: Home Depot and, Smart & Final, ~~and Costco~~.

- (a) Home Depot and, Smart & Final, ~~and Costco~~ do not accept purchase orders. The City's practice is to pay via a purchase order. The charge card is in lieu of the purchase order.
- (1) Home Depot
- (i) The Home Depot charge card has a limit of \$13,000-~~00~~ per month for the whole City.
 - (ii) Each Cardholder does not have an individualized limit.
 - (iii) Each Home Depot charge card bears the employee's name.

(2) Smart & Final

- (i) The Smart & Final charge card has a limit of \$10,000.00 per month for the whole City.
- (ii) Each Cardholder does not have an individualized limit.
- (iii) Each Smart & Final charge card bears the City's name.

~~(3) Costco~~

- ~~(i) The Costco charge card has a limit of \$500.00 for majority of City Cardholders per month, except for three individuals. These three individuals are: the Purchasing Officer, Administrative Services Assistant Director, and Emergency Operations Center Coordinator (EOC).~~
- ~~(ii) Each Costco charge card bears both the name of the City and the Cardholder.~~
- ~~(iii) The pre-requisite for getting a Costco charge card is for the Cardholder to have their own personal Costco membership.~~
- ~~(iv) The City maintains one business membership held under the Purchasing Officer designee's name. Any staff member without a Costco membership card can arrange for purchases through the Purchasing Officer's designee.~~

~~(4)~~(3) Or other Purchase Cards as approved by the Finance and Administrative Services Department.

PURCHASE/ACQUISITION OF REAL PROPERTY

Land acquisition by lease or purchase shall be performed as prescribed by state and federal law.

PUBLIC WORKS PROJECTS

Public Works Projects shall be performed pursuant to State public contract code.

EXEMPTIONS

The competitive bid and request for proposal/qualifications (RFP/Q) processes are not applicable to certain purchases. The following are exempt from competitive bid processes:

- (a) Department purchases under \$20,000.00;
- (b) Travel and /expense advances;
- (c) Subscriptions;
- (d) Trade circulars, training materials or books;
- (e) Insurance premiums;
- (f) Insurance claims;
- (g) Reimbursement of expenses;
- (h) Petty cash reimbursement;
- (i) Medical payments;
- (j) Newspaper advertisements and notices;
- (k) Dues to approved organizations;
- (l) Payments to other government units;

(m) Utility service payments, utility connection and/or installation charges;

~~(m)~~(n) Fuel;

~~(n)~~(o) Attorney services;

~~(o)~~(p) Postage, courier/delivery messenger services;

~~(p)~~(q) Land;

~~(q)~~(r) Buildings;

~~(r)~~(s) Water rights;

~~(s)~~(t) Debt services;

~~(t)~~(u) Grants;

~~(u)~~(v) Claim settlements.

Purchases of supplies and equipment and the sale of supplies and equipment shall be by bid procedure, and the procurement of services shall be by RFP/Q procedure as provided in this policy, with the exception that the Purchasing Officer is hereby given authority to and make such purchases and sales, and procurement without further complying with the terms and provisions of this policy where:

- (a) The head of the department involved or the Purchasing Officer certifies that the supply, equipment or service can be obtained from only one vendor, provided first authorized by the City Council.
- (b) Purchase of supplies, equipment and services provided for and sufficiently identified in the Budget approved by the City Council for the current fiscal year not exceeding \$1,000.00. Such purchases must be approved by the Director of Finance and Administrative Services as to availability of funds and budgetary authorization.
- (c) In case of an emergency which requires that supplies, equipment or service be obtained immediately by purchase, lease, rental or other use arrangement, the Purchasing Officer may secure the same on the open market at the lowest obtainable price without following the procedure specified in the Purchasing Policy, provided, however, that a full report of the circumstances of the emergency and of the necessity or making such an acquisition or procurement shall be filed with the City Council at its next regular meeting following such an acquisition or procurement and shall be subject to ratification by the City Council.
- (d) Emergency, shall mean those cases wherein needed supplies, equipment or services are not on hand or in place and must be procured immediately on the open market at the nearest available source of supply and there is insufficient time to follow the bid or RFP/Q procedure specified in this policy because of:
 - (1) There is a great public calamity, or
 - (2) There is immediate need to prepare for national or local defense, or
 - (3) There is a breakdown in machinery or an essential service which requires the immediate purchase of supplies or equipment to protect the public health, safety or welfare, or
 - (4) An essential department operation affecting the public health, safety and welfare would be greatly hampered if the prescribed purchasing procedure would cause an undue delay in procurement of such supplies, equipment or service.

EMERGENCY PROCEDURE

In cases of great emergency as determined by the City Council, including, but not limited to, states of emergency defined in Section 8558 of the Government Code, when repair or replacements are necessary to permit the continued conduct of the operation of services of the City, or to avoid danger to life or property the City Council, by majority vote, may proceed at once to replace or repair any public facility without adopting plans, specification, or working details, or give notice for bids to let a contract(s). The work may be done by City forces, by contract, or by combination of the two. The City Council delegates to the City Manager, the authority to declare a public emergency subject to confirmation by the City Council by a four-fifths (4/5) vote, at its next meeting.

The City's Emergency Operations Plan provides for effective mobilization of all the resources of this City, both public and private, to meet any condition constituting a Local Emergency, State of Emergency, or State of War Emergency. Any expenditure made in connection with Emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City. [~~Resolution 2011-9~~]

WAIVING OF PURCHASING PROCEDURES

In its discretion, the City Council may at any time, without amending this policy, waive the purchasing procedures or alter these proceedings to fit a specific purchase or contract, when such waiver is not in violation of state or federal law. A request for waiver should occur only when unforeseen circumstances arise that justify an exception to following the provisions of this policy and is in the best interest of the City.

SUMMARY

TYPE	CATEGORY	AUTHORIZATION	FEATURES
OCCASIONAL SUPPLIES & EXPENSES Reimbursement by the City can only be made through the use of petty cash form submitted and authorized by the Director of Finance.	PETTY CASH	DEPARTMENT HEAD	» For <u>occasional use</u> in securing over-the-counter delivery of miscellaneous supplies which are not regular City stock and which are necessary to fulfill an immediate need of a department, the Department Head may authorize an employee to make such purchase and be reimbursed by the City through the use of petty cash form. Such purchases shall be limited to the amounts <u>not exceeding \$75.00</u> . For miscellaneous items purchased on a regular basis from a single vendor, contact Purchasing Division staff who will establish an appropriate arrangement with such vendors. » Those employees who incur miscellaneous expenditures for meetings on an ongoing basis should complete an Individual Expense Report on a monthly basis.
	NOT TO EXCEED \$75		
SUPPLIES & EQUIPMENT All departmental requests for supplies and equipment shall be submitted to the Purchase Officer utilizing the standard requisition process. Purchasing supplies and equipment shall be made only by Purchase Order.	LESS THAN \$1,000	DEPARTMENT HEAD	» Item must be budgeted » No Bids required
	OVER \$1,000, LESS THAN \$5,000	DEPARTMENT HEAD	» Item must be budgeted » Whenever possible (this should be 99% of the time) at least three (3) informal bids/quotes must be obtained. Whether received in writing or verbally, a written record of the bid/quote information must be retained. » All bids/quotes shall be kept by the Purchasing Officer and open to public inspection.
	\$5,000 TO \$20,000 (\$40,000 for vehicles)	CITY MANAGER	» Item must be budgeted » Formal bid process <ul style="list-style-type: none"> • Notice Inviting Bids required • Notice must be published in newspaper and posted in three (3) public places • Ten-day notice must be given before opening bids
	OVER \$20,000 (over \$40,000 for vehicles)	CITY COUNCIL	
SERVICE AGREEMENTS All departmental requests for services shall be submitted to the City Manager utilizing the standard requisition process. Securing services shall be made only by Purchase Order or Contract.	LESS THAN \$1,000	DEPARTMENT HEAD	» Item must be budgeted » Department Head signature
	OVER \$1,000, LESS THAN \$5,000	DEPARTMENT HEAD	» Item must be budgeted » Services secured by Purchase Order » Department Head signature » May need approval as to form by the City Attorney
	\$5,000 TO \$20,000	CITY MANAGER	» Item must be budgeted » Services secured by Contract, Agreement or Letter » City Manager signature » Approved as to form by the City Attorney
	OVER \$20,000	CITY COUNCIL	» Item must be budgeted » Services secured by Contract or Agreement » Written report submitted to the City Council » Approved as to form by the City Attorney

TYPE	CATEGORY	AUTHORIZATION	FEATURES
OCCASIONAL SUPPLIES & EXPENSES Reimbursement by the City can only be made through the use of petty cash form submitted and authorized by the Director of Finance.	PETTY CASH NOT TO EXCEED \$75	DEPARTMENT HEAD	» For <u>occasional use</u> in securing over-the-counter delivery of miscellaneous supplies which are not regular City stock and which are necessary to fulfill an immediate need of a department, the Department Head may authorize an employee to make such purchase and be reimbursed by the City through the use of petty cash form. Such purchases shall be limited to the amounts <u>not exceeding \$75.00</u> . For miscellaneous items purchased on a regular basis from a single vendor, contact Purchasing Division staff who will establish an appropriate arrangement with such vendors. » Those employees who incur miscellaneous expenditures for meetings on an ongoing basis should complete an Individual Expense Report on a monthly basis.
SUPPLIES & EQUIPMENT All departmental requests for supplies and equipment shall be submitted to the Purchase Officer utilizing the standard requisition process. Purchasing supplies and equipment shall be made only by Purchase Order.	LESS THAN \$1,000	DEPARTMENT HEAD	» Item must be budgeted » No Bids required
	\$1,000 TO \$20,000 (\$40,000 for vehicles)	CITY MANAGER	» Item must be budgeted » Whenever possible (this should be 99% of the time) at least three (3) informal bids/quotes must be obtained. Whether received in writing or verbally, a written record of the bid/quote information must be retained. » All bids/quotes shall be kept by the Purchasing Officer and open to public inspection.
	OVER \$20,000 (over \$40,000 for vehicles)	CITY COUNCIL	» Item must be budgeted » Formal bid process <ul style="list-style-type: none"> • Notice Inviting Bids required • Notice must be published in newspaper and posted in three (3) public places • Ten-day notice must be given before opening bids
SERVICE AGREEMENTS All departmental requests for services shall be submitted to the City Manager utilizing the standard requisition process. Securing services shall be made only by Purchase Order or Contract.	LESS THAN \$1,000	DEPARTMENT HEAD	» Item must be budgeted » Department Head signature
	\$1,000 TO \$5,000	CITY MANAGER	» Item must be budgeted » Services secured by Purchase Order » City Manager signature » May need approval as to form by the City Attorney
	\$5,000 TO \$20,000	CITY MANAGER	» Item must be budgeted » Services secured by Contract, Agreement or Letter » City Manager signature » Approved as to form by the City Attorney
	OVER \$20,000	CITY COUNCIL	» Item must be budgeted » Services secured by Contract or Agreement » Written report submitted to the City Council » Approved as to form by the City Attorney

[WU1]

TYPE	CATEGORY	AUTHORIZATION	FEATURES
AMENDMENT	10% OR \$20,000, WHICHEVER IS LESS	CITY MANAGER	» Item must be budgeted » Applies to: <ul style="list-style-type: none"> • Purchase of Supplies and Equipment • Procurement of Professional Services » City Manager Signature
AMENDMENT	OVER 10% OR \$20,000	CITY COUNCIL	» Item must be budgeted » Applies to: <ul style="list-style-type: none"> • Purchase of Supplies and Equipment • Procurement of Professional Services » Written report submitted to the City Council
PURCHASE OF REAL PROPERTY	ANY VALUE	CITY COUNCIL	» Item must be budgeted » Obtain appraisal report » May be required to submit proposed acquisition to the Planning and Environment Commission » Written report submitted to the City Council
CONSTRUCTION AND PUBLIC WORKS PROJECTS	OVER \$5,000	CITY COUNCIL	» Item must be budgeted » Section 37901 of the Government Code applies, C.P.P.C.. » Written report submitted to the City Council » Overseen by Public Works
CHANGE ORDERS	Authorization set by Council at Bid Award	PUBLIC WORKS DIRECTOR	» Funds must be budgeted or appropriated » Applies to Construction and Public Works Projects » City Manager consultation » Director of Public Works signature
CHANGE ORDERS	Over the authorization set by Council	CITY COUNCIL	» Funds must be budgeted or appropriated » Applies to Construction and Public Works Projects » Written report submitted to the City Council

GLOSSARY

- (a) Bidder's List. "Bidder's List" shall mean a list of responsible prospective vendors capable of providing the items being bid upon.
- (b) Competitive Bid. Transparent procurement method in which bids from competing contractors, suppliers, or vendors are invited by openly advertising the scope, specifications, and terms and conditions of the proposed contract as well as the criteria by which the bids will be evaluated. Competitive bidding aims at obtaining goods and services at the lowest prices by stimulating competition, and by preventing favoritism. In (1) open competitive bidding (also called open bidding), the sealed bids are opened in full view of all who may wish to witness the bid opening; in (2) closed competitive bidding (also called closed bidding), the sealed bids are opened in presence only of authorized personnel.
- (c) Cooperative Bid. "Cooperative Bid" is when several government agencies join together to create one bid document combining all agencies product volume for consideration of the bidder in determining the unit cost.
- (d) Emergency. As determined by the City Council, including, but not limited to, states of emergency defined in Section 8558 of the Government Code, when repair or replacements are necessary to permit the continued conduct of the operation of services of the City, or to avoid danger to life or property, repair or replace any public facility without adopting plans, specification, or working details or give notice for bids to let a contract or Public Works Construction Contract.
- (e) Equipment. "Equipment" shall mean unique supplies, computers, furnishings, machinery, vehicles, rolling stock, and other personal property used in the City's business, which are not generally and regularly ordered in bulk by the City and which must perform complex tasks, or integrate efficiently with existing equipment.
- (f) General Services. "General Services" are services which do not require any unique skill, special background, training, and obtaining such services at the lowest cost should be the single most important factor in selection, as opposed to personal performance. Examples of general services include uniform cleaning and maintenance services.
- (g) Informal Bids/Quotes. Request for "Informal Bids" or "Quotes" shall mean the gathering of pricing for the same product or service, and is used when the City has determined an exact product or service required to resolve its need, and this product and/or services falls below the dollar value requiring competitive bid or request for proposal.
- (h) Maintenance Work. "Maintenance Work" shall mean:
 - (1) Routine, recurring, and usual work for the cleaning, preservation, or protections of any publicly owned or publicly operated facility for its intended purposes.
 - (2) Minor repainting.
 - (3) Resurfacing of streets and highways at less than one inch.

- (4) Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
 - (5) Work performed to keep, operate, and maintain publicly owned water or waste disposal systems including, but not limited to, wells and reservoirs.
- (i) Multiple Awarded Bid. When a bid is awarded to more than one vendor for the same or similar products. A multiple awarded bid schedule is usually set up and provides information of product type/brand and vendor who is providing the product.
 - (j) Piggyback. Use of another public agency's existing contract to purchase the same product(s) as outlined in the awarding bid document.
 - (k) Professional, Management, or Special Services. "Professional," "Management", or "Special Services" shall mean any work performed by an attorney, doctor, architect, engineer, land surveyor, construction manager, appraiser, expert, accounting firm, instructor, consultant or those services such as computer services, golf course operating services, concession services, parking garage operation services, and transportation/transit operator services. Factors for determining whether professional, management, or special services are needed include but are not limited to, services which require professional judgment, licensing, qualified expertise in a specific area of work, or other unique factors other than simply obtaining the service at the lowest cost to the City. Professional Management and Special Services are not subject to the informal, formal or competitive bidding requirements of this policy and may be procured through negotiated contract or Requests for Qualification and/or Proposal process.
 - (l) Public Works. "Public Works" shall mean a type of public construction project subject to the regulation of the State Public Contract Code and State Labor Code and as defined in California Labor Code Division 2, Chapter 1, Article 1, Section 1720 and as further amended. Examples of a Public Works Project include:
 - (1) The erection, construction of, alteration, major painting, repair, or demolition of public buildings, streets, walkways, water and sewer facilities, drainage facilities, or other public facilities, whether owned, leased, or operated by the City.
 - (2) Furnishing supplies or materials for any of the above works or projects.
 - (3) A public work does not include maintenance work as defined in this article.
 - (m) Purchase. "Purchase" shall include the renting, leasing, purchasing, licensing, or a trade of equipment or supplies.
 - (n) Purchasing Officer. The "Purchasing Officer," for the purposes of this policy, shall be the City Manager or his/her designated representative.
 - (o) Request For Proposal. "Requests for Proposal (RFP)" shall mean requests for a project or professional service. Requests for proposals allow bidders to highlight their experience and knowledge in an area through the proposal itself. Request for proposals list requirements of products or services, such as function, work flow, integration specifications and goals, providing in great detail how the requested product or service will be accommodated. Requests for proposals include a scope of work (SOW), pricing information, price quotes, contract terms and conditions, and detailed reference

information. The scope of work describes tasks, products, services and even external factors that may not be required to satisfy the proposal. A request for proposals is developed when the City has discovered a need to resolve an issue, without a specific plan for the way that the need should be fulfilled and allowing vendors to express individual creativity when presenting products or services as a response to a request for a proposal.

- (p) Sealed Bid. "Sealed Bids" shall contain information regarding a project including project parameters and pricing. All entities that submit a sealed bid are not aware of what others have bid. Sealed bids are turned in to the City Clerk. Sealed bids contain the actual pricing associated with the project. Sealed bids allow for all bidders to submit pricing to a the City in a confidential manner. Sealed bids are used to keep bidding results confidential until a winner is selected. Sealed bids are submitted by a specified date and time to the City Clerk.
- (q) Supplies. "Supplies" shall mean office supplies, janitorial supplies, materials, goods, tools, or other commodities used in the general conduct of the City's business, excepting supplies or materials for a public work which is regulated under the California Public Contract Code Sections 20160, et seq.
- (r) Task Order. Supplementary contractual and obligating document that usually includes task description, used in task type contracts, and means a task, delivery, or call order for supplies and/or services placed against an established contract, agreement or blanket purchase order.
- (s) Task Type Contract. Two-part contract in which one part lays down the general provisions of the contract, and the other part (represented by one or more task orders) gives the details of the specific job to be performed.
- (t) Quotes/Informal Bids. Request for "Quotes" or "Informal Bids" shall mean the gathering of pricing for the same product or service, and is used when the City has determined an exact product or service required to resolve its need, and this product and/or services falls below the dollar value requiring competitive bid or request for proposal.
- (u) Urgency. "Urgency" shall exist when the service, repair, or replacements are immediately necessary to permit the continued performance of the operations or services of the City, or to avoid the immediate danger to life, health, or property. ____

D I V I D E R S H E E T

COUNCIL AGENDA

September 11, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Boyar Park Emergency Repairs

INTRODUCTION

The Director of Public Works and Facility Maintenance Supervisor recently responded to a pressing need requiring emergency repairs and the replacement of fencing along Boyar Park and the adjacent pedestrian bridge crossing over Del Amo Boulevard. On July 24, 2018, a driver lost control of his vehicle and damaged approximately 50 feet of fencing on Del Amo Boulevard, along with significant damage to the above-mentioned bridge. Given the location of the damage at the park and its proximity to traffic on Del Amo Boulevard, it created a safety hazard that required prompt corrective action. Staff was not able to procure multiple bids pursuant to the City's Purchasing Policy.

STATEMENT OF FACT

The Facility Maintenance Supervisor obtained separate proposals for the park fence repairs and the pedestrian bridge. A&G Sales Fence and Supply provided a bid of \$2,992 for the park fence repairs which were done within a day of the accident. Similarly, A&G Sales submitted a proposal for the fence on the pedestrian bridge portion in the amount of \$6,598.58. A&G Sales is a well-established provider to the City, having successfully completed work in a cost-effective manner for the City in the past.

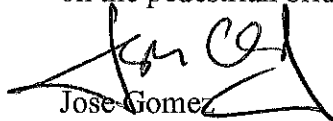
The City's Purchasing Policy allows for these type of emergency repairs, subject to ratification by the City Council. The policy states:

In case of an emergency which requires that supplies, equipment or service be obtained immediately by purchase, lease, rental or other use arrangement, the Purchasing Officer may secure the same on the open market at the lowest obtainable price without following the procedure specified in the Purchasing Policy, provided, however, that a full report of the circumstances of the emergency and of the necessity or making such an acquisition or procurement shall be filed with the City Council at its next regular meeting following such an acquisition or procurement and shall be subject to ratification by the City Council.

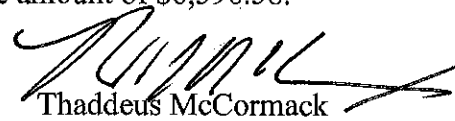
Staff will pursue cost recovery from the responsible party.

STAFF RECOMMENDATION

It is recommended that the City Council ratify the emergency repairs at Boyar Park consisting of fence replacement along Boyar Park by A&G Sales in the amount of \$2,992 and work to the fence on the pedestrian bridge crossing over Del Amo Boulevard in the amount of \$6,598.58.



Jose Gomez
Director of Finance and Administrative Services



Thaddeus McCormack
City Manager

D I V I D E R S H E E T

COUNCIL AGENDA

September 11, 2018

TO: Honorable Mayor and members of the City Council

SUBJECT: Performance Report on Lakewood Center Specific Plan 2011-2, Amendment Number 2, regarding temporary outdoor activities allowed in designated event areas, subject to a Special Event Permit and a Resolution authorizing these events to continue.

INTRODUCTION

The City Council established with the adoption of Ordinance 2016-1 a requirement to have periodic performance reviews of the temporary outdoor special events authorized in designated event areas at Lakewood Center. This report summarizes the performance of the special events conducted under the authorization of this Ordinance. The attached resolution approves the ongoing continued authorization of these Special Events at Lakewood Center and requires the City Manager to provide the City Council an annual report on the performance of such temporary special events at Lakewood Center.

STATEMENT OF FACTS

On January 12, 2016, the City Council conducted a public hearing regarding Ordinance 2016-1, which adopted Amendment Number 2 to the Lakewood Center Specific Plan 2011-2. This Ordinance authorizes temporary outdoor activities in designated event areas at Lakewood Center. The second reading of this Ordinance was completed on January 26, 2016 and the adoption of the Ordinance became effective on February 26, 2016.

During the hearing some council members expressed reservations about allowing such special events by right and potential problems with security and safety. Therefore, the Specific Plan was amended by the City Council to state the following:

Performance Review. The authorization for temporary outdoor activities at the Lakewood Center is initially only through the calendar year 2017. There shall be a performance review of the events conducted during 2016-2017 presented to the City Council on or before August 2017 to evaluate any identified problems and the need for any additional regulations and/or clarifications on the uses allowed. After the performance review, the City Council may by adoption of a resolution and without an amendment to the Specific Plan, extend the authorization for temporary outdoor activities at the Lakewood Center by one or more additional calendar years.

Upon adoption of Amendment 2 to Specific Plan 2011-2, Macerich, the owner and property managers of Lakewood Center contracted with SoCal Farmer's Markets to conduct a weekly Farmer's Market in the special event area adjacent to Lakewood Boulevard. A Special Event Permit application was submitted to the City's Administrative Services Department.

On March 31, 2016, the City Administrative Services Department processed and approved the application for a Special Event Permit to authorize the Lakewood Farmer's Market. This is the only temporary special event that has been permitted at the mall in accordance with Lakewood Center Specific Plan 2011-2.

The Lakewood Farmer's Market has operated almost every Saturday from 8 a.m. to Noon since the March 2016 approval of the Special Event Permit. SoCal Farmer's Market has hosted between 10 -25 local farmers and vendors on each operating day and has been extremely prompt in their payment of the fees associated with this use to Administrative Services. Staff has continually monitored this special event permit and there have been no reports of disturbances or other problems with this operation. This information has been provided to the City Manager who has communicated this information to the City Council.

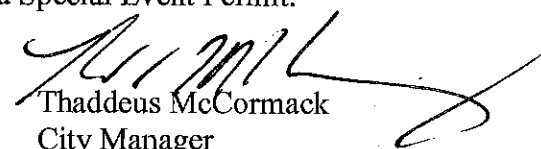
In addition, staff has worked with the mall on several other proposals, but none of those came to fruition. These proposals include an ice rink, pumpkin patch with a play land, Christmas tree sales, and a proposed car sales event that did not comply with the Specific Plan's requirement for display-only car shows. Currently a proposal for a circus event is being reviewed. The City Manager has been advised of all these proposals.

The mall has been reminded that each proposed event requires a special event permit and that there are only 306 surplus parking spaces. The events shall be in one of the four designated event areas. Plans for each event shall comply with existing ordinances and include security services, restroom access, trash and litter maintenance, navigational signage, enhanced lighting, traffic and crowd management, fire and structural safety, business license compliance and other applicable city guidelines. The Specific Plan authorizes the following events: Farmer's Market – recurring (weekly), Art Shows, Car Shows – (display only), City Sponsored Events and Promotions, Ice Skating Rink, Santa's Village and other seasonal displays (e.g. Halloween Pumpkin Patch, Easter, etc.). The Ordinance clarifies that additional uses may be approved by a Special Event Permit on a "*discretionary case-by-case basis*." Temporary events conduct inside the mall structures are not subject to these regulations or permitting requirements.

RECOMMENDATION

Staff recommends that the City Council adopt the proposed resolution continuing the authorization for temporary outdoor activities at Lakewood Center, subject to a Special Event Permit.


Sonia Dias Southwell, AICP
Director of Community Development


Thaddeus McCormack
City Manager

RESOLUTION NO. 2018-59

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD APPROVING THE ONGOING AUTHORIZATION TO CONDUCT TEMPORARY OUTDOOR ACTIVITIES AT LAKEWOOD CENTER IN ACCORDANCE WITH THE PROVISIONS OF ORDINANCE NO. 2016-1

WHEREAS, on January 26, 2016, the City Council adopted Ordinance 2016-1, which adopted Amendment Number 2 to the Lakewood Center Specific Plan 2011-2, establishing an authorization for temporary outdoor special events to be conducted in designated event areas at Lakewood Center, subject to a Special Event Permit

WHEREAS, on March 31, 2016, the City issued a Special Event Permit to allow SoCal Farmer's Market, in coordination with Macerich, to conduct a recurring weekly Lakewood Farmer's Market at Lakewood Center on almost every Saturday, hosting up to 25 farmers and other vendors; and,

WHEREAS, the Lakewood Farmer's Market is the only temporary Special Event Permit that has been issued at Lakewood Center and it has been conducted successfully without any notable incident for over two years.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD DOES HEREBY FINDS, RESOLVES AND DETERMINES AS FOLLOWS:

SECTION 1. The City Council finds that the authorization to conduct temporary outdoor special events in designated event areas at Lakewood Center, subject to a Special Event Permit and in accordance with all the provisions Amendment Number 2 to the Lakewood Center Specific Plan 2011-2 is hereby extend permanently. Individual Special Event Permits continue to be subject to an annual review, renewal and possible revocation through non-renewal.

SECTION 2. The City Council further finds that it is prudent to require that the City Manager to provide the City Council an annual performance review of all Special Event Permits that have been issued and/or are pending review under the provisions of Amendment Number 2 to the Lakewood Center Specific Plan 2011-2.

ADOPTED AND APPROVED this 11th day of September, 2018, by the City Council of the City of Lakewood by the following roll call vote:

	AYES	NAYS	ABSENT
Council Member Piazza	_____	_____	_____
Council Member DuBois	_____	_____	_____
Council Member Rogers	_____	_____	_____
Council Member Wood	_____	_____	_____
Mayor Croft	_____	_____	_____

Mayor

ATTEST:

City Clerk

D I V I D E R S H E E T

Public Hearings

COUNCIL AGENDA

September 11, 2018

TO: Honorable Mayor and Members of the City Council

SUBJECT: CDBG Program Public Hearing on the Consolidated Annual Performance and Evaluation Report (CAPER) Fiscal Year 2017-2018

INTRODUCTION

Community Development Block Grant (CDBG) regulations require grantees, such as the City, to prepare an annual performance report. This report is called the Consolidated Annual Performance and Evaluation Report (CAPER) and is required to be submitted to the U.S. Department of Housing and Urban Development (HUD) no later than 90 days after the close of the grantee's program year. This annual report summarizes a grantee's accomplishments during the previous program year and it is used by HUD to: 1) Provide the necessary information required by HUD to assess each grantee's ability to carry out its programs in compliance with applicable regulations and requirements; 2) Provide information necessary for HUD to report to Congress; and 3) Provide the grantee with an opportunity to describe its program achievements with its citizens.

STATEMENT OF FACTS

The CAPER includes a summary of Lakewood's overall progress in meeting local priorities and goals during the program year. The City's CAPER discusses annual and cumulative performance in the context of the five-year strategic goals of the Consolidated Plan and the annual goals of the Action Plan, including the following areas: decent housing, continuum of care, leveraged resources, citizen participation, and other actions. This year-end report lists the City's efforts in furthering fair housing and information on program requirements such as monitoring, displacement and/or relocation, anti-poverty strategies, and supplemental information such as a financial summary. It also includes a self-evaluation, which describes the City's accomplishments and identifies any changes necessary to meet the listed goals and strategies.

The CDBG accomplishments for FY 2017-2018 are summarized as follows:

1. Public Services –unduplicated participants served:
 - Meals on Wheels - 104 individuals
 - Community Family Guidance - 77 individuals
 - Pathways Volunteer Hospice - 32 individuals
 - Human Services Association - 133 individuals
 - Fair Housing - 358 individuals / 258 households

2. Single Family Rehabilitation Loan Program – During FY 2017-2018, a total of ten loans were approved and funded with Lakewood Housing Successor Agency funds.
3. Fix-Up Paint-Up Grant Program - During FY 2017-2018, a total of six grants were approved and funded via Lakewood Successor Agency funds.
4. Community Conservation – During FY 2017-2018 Code Enforcement responded to 1,278 service requests. Of the 1,256 requests, 362 were located within CDBG eligible areas.

The Citizen Participation Plan requires that the City conduct a public hearing for the purpose of reviewing program performance and progress through the submission of the CAPER for public review. A 15-day comment period began on August 23, 2018 to allow citizens to review the CAPER and submit written comments to the Community Development Director no later than September 11, 2018. The Comment period concludes on September 11, 2018 with a public hearing held before City Council. Any comments received will be submitted in conjunction with the CAPER, which is due to the local HUD office no later than September 27, 2018.

SUMMARY

The CAPER provides a summary of the accomplishments of the CDBG Program, both programmatic and financial, for the 2017 Fiscal Year (July 1, 2017 through June 30, 2018). The CAPER also summarizes how the City of Lakewood met its priority needs and goals as outlined in the Annual Action Plan. As required by Code of Federal Regulations (24 CFR Part 91.105), a Public Hearing must be held to give Lakewood's citizens an opportunity to comment on this report.

STAFF RECOMMENDATION

It is recommended that the City Council hold a public hearing to solicit citizen comments on the City's Consolidated Annual Performance and Evaluation Report for fiscal year July 1, 2017 through June 30, 2018, and following the hearing, direct staff to take into consideration all comments received on the CAPER and submit those comments, if any, to the local HUD office.


Sonia Dias Southwell, AICP
Director of Community Development


Thaddeus McCormack
City Manager

D I V I D E R S H E E T

COUNCIL AGENDA

September 11, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Award of Bid for Public Works Project No. 2018-04R
Sanitary Sewer Lateral at Rynerson Park

INTRODUCTION

On August 30, 2018 the City Clerk received nine bids for the Sanitary Sewer Lateral at Rynerson Park project. The work generally consists of the installation of a below grade sewer line and related improvements at the existing Rynerson Park, Lakewood California.

STATEMENT OF FACT

The three restrooms in Rynerson Park have been connected to septic systems since they were built in the late 1980's. These septic systems no longer function effectively, and must be replaced with a sewer main.

Eleven contractors qualified to bid this project by purchasing the plans and specifications. Nine contractors submitted a bid proposal. The following is the bid summary:

RANK	BIDDER	BID AMOUNT
1	First Class Plumbing, Co.	\$230,710
2	Garrett J. Gentry General Engineering Inc.	\$293,698
3	William Bonadiman	\$374,875
4	Prlich & Sons Inc.	\$416,990
5	Ampco Contracting Inc.	\$425,168
6	Excel Paving, Co.	\$502,823
7	T.A. Rivard, Inc.	\$536,780
8	Minco Construction	\$775,550
9	Kordich Construction Inc.	\$967,775

The lowest responsible bidder is First Class Plumbing Co. in the bid amount of \$230,710. Staff has verified with the State Contractors License Board that First Class Plumbing Co. is properly licensed for the work. References contacted by staff provided favorable comments on the quality of their work and they have completed similar installations for various public facilities.

There are adequate funds in the project budget to complete the full scope of contract work, and to cover a 20% contingency during installation.

SUMMARY

Bids have been received on Public Works Contract 18-04R. Staff recommends the contract be awarded to the lowest responsible bidder, First Class Plumbing Co. and that \$46,000 in project funds be authorized for contingency purposes.

RECOMMENDATION

Staff recommends that the City Council:

- (1) Adopt the plans, specifications, and working details for the subject project.
- (2) Award a contract for the “Sanitary Sewer Lateral at Rynerson Park”, Public Works Contract 2018-04R, in the amount of \$230,710 to the low bidder First Class Plumbing Co. and authorize the Mayor to sign the contract in a form approved by the City Attorney.
- (3) Authorize staff to approve a cumulative total of change orders, as necessary not to exceed \$46,000.
- (4) Authorize Willdan to perform project management and inspection services up to an allowance of \$35,000 under their existing Engineering Services Agreement.



Lisa Ann Rapp
Director of Public Works



Thaddeus McCormack
City Manager

DIVIDER SHEET

Legislation

ORDINANCE NO. 2018-2

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
LAKEWOOD AMENDING ARTICLE IX OF THE LAKEWOOD
MUNICIPAL CODE PERTAINING TO STANDARDS AND
REGULATIONS FOR ACCESSORY DWELLING UNITS
(ADUs)

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

SECTION 1. INTENT. Article IX Planning - Zoning of the Lakewood Municipal Code is hereby amended as provided in this Ordinance to establish standards and regulations for Accessory Dwelling Units (ADUs) consistent with state laws and pursuant to Public Hearings before the Planning and Environment Commission and the City Council.

SECTION 2. PURPOSE. The purpose of this ordinance is to implement current state laws concerning the construction of ADUs as modifications of, additions to or as new detached accessory building to existing dwelling units in all zone districts allowing single and multiple-family dwelling units. State lawmakers are concerned about the dwindling supply of affordable housing units in the State of California. They have enacted a number of laws to authorize the development of ADUs on residential properties as one solution to increase the supply of housing. The State Legislature intent is to eliminate barriers to ADU construction, a use that the Legislature has determined to be a cost-effective approach to address housing shortages and to encourage in-fill development within existing neighborhoods.

ADUs are additional independent living quarters that may to be constructed on residential lots that have legally established and properly permitted primary dwelling units. They may be either attached to or detached from the primary dwelling unit. An ADU provides a completely independent living facility, including facilities for living, sleeping, eating, cooking, and sanitation.

SECTION 3. Subsection 9302.1 of Chapter 3 Zoning of Title IX of the Lakewood Municipal Code, regarding the definition of Accessory Building is hereby amended to read as follows:

9302.1. ACCESSORY BUILDING. A subordinate building on the lot or building site, the use of which is incidental to that of the main building, and which is used exclusively by the occupants of the main building, except as follows. An ADU as provided in this Chapter by Section 9302.21a; and as further defined in California Government Code Sections 65852.2 maybe occupied by the property owner or rented/leased by an occupant who is either affiliated with the primary dwelling unit or by an independent tenant who is not affiliated with the primary dwelling unit. No accessory building shall be constructed or maintained, except as provided in this Chapter. No accessory building constructed or maintained in the rear yard shall exceed one-story in height and shall not be more than sixteen (16) feet in height, except as follows. The Development Review Board may approve an accessory structure used for vehicle storage to be no more than twenty-five (25) feet in height to accommodate recreational vehicles and vehicle storage racks.

SECTION 4. Section 9302.21a of Chapter 3 of Title IX of the Lakewood Municipal Code, regarding the definition of a Second Dwelling Unit is hereby repealed in its entirety and replaced with the definition of Accessory Dwelling Unit (ADU) to read as follows:

9302.21a. DWELLING UNIT, ACCESSORY (ADU). An accessory dwelling unit (ADU) is an additional dwelling unit that is allowed to be located on the same lot or parcel, as an existing legally established and maintained single-family dwelling unit in those zone districts allowing single-family dwelling units as permitted uses. In addition an ADU is an additional dwelling unit that is allowed to be located on the same lot or parcel, as an existing legally established and maintained multiple-family dwelling unit complex of two or more units in those zone districts allowing such multiple-family dwelling unit complexes. An ADU shall provide complete independent living facilities for one or more persons. An ADU shall include provisions for living, sleeping, eating, cooking, laundry hookups and sanitation. An ADU includes an "efficiency unit" as defined in section 17958.1 of the California Health and Safety Code and a "manufactured home" as defined in Section 18007 of the Health and Safety Code. ADUs shall comply with the following standards:

A. ADU ALLOWED ZONES. ADUs shall only be allowed within the following zone districts: R-1 (Single-Family Residential), R-A (Single-Family Residential, Limited Agriculture), A (Agriculture) and/or M-F-R (Multiple-Family Residential) zones. ADUs are not allowed in any other zone district.

The City shall ministerially approve an application for a building permit to create one ADU per lot within zone districts allowing single-family dwelling units and zone districts allowing for multiple-family dwelling units.

The ADU construction shall be either: a) a new detached accessory building; b) an addition attached to an existing structure or c) contained within the existing space of a single-family residence or an existing accessory structure, including, but not limited to, a studio, pool house, or other similar structure. The ADU shall have independent exterior access from the existing residence, and shall have side and rear setbacks that are sufficient for fire safety.

The ADU shall be either accessory to a properly permitted and maintained single-family dwelling unit or multiple-family dwelling unit complex that fully complies with all adopted building codes and all provisions of the Lakewood Municipal Code. The single-family dwelling unit or multiple-family dwelling unit complex shall exist on the subject lot or parcel, prior to completing the final inspection of the ADU construction.

B. ADU REVIEW. An ADU shall be allowed subject to ministerial reviews by the Development Review Board, site plan review by planning staff, building plan review and through permits issued and inspected in compliance with the adopted building codes. The overall review process between the time the application submittal is deemed complete and the issuance of a building permit shall not exceed 120 days. The Development Review Board shall review the proposed ADU(s) to ensure architectural compatibility with the existing dwelling unit and the surrounding neighborhood.

C. ADU DEVELOPMENT STANDARDS. All ADUs shall conform to all property development regulations of the zone in which the property is located. In addition the following are the standards required for the construction of an ADU:

1. **Existing Habitable Accessory Structures.** No ADU shall be constructed on a lot or parcel where there is an existing guest quarters or other habitable accessory structure. There shall be no more than one ADU on any lot or parcel in any zone.

2. **ADU Setbacks.** An ADU shall have a minimum setback of five (5) feet from all side and rear property lines. An ADU attached to a primary dwelling unit shall have a minimum ten (10) foot rear yard setback. No portion of an ADU shall be located in the required front yard.

3. **ADU Floor Area.** An ADU shall have a minimum floor area of 460 square feet and shall not exceed 1,200 square feet in area. If the ADU is attached to the existing single-family dwelling, the maximum floor area of the ADU shall not exceed 50% of the floor area of the existing single-family dwelling or 1,200 square feet, whichever is less. The second-story area of an attached ADU contained within the primary single-family dwelling unit or any portion thereof that is a second-story unit shall not exceed the second-story area of the single-family dwelling unit.

4. **ADU Height.**

(a) A detached ADU shall not exceed a single-story height of 16-feet from finished grade to the highest roof ridge.

(b) An attached ADU that is contained within the primary single-family dwelling unit shall not exceed the height of that single-family dwelling unit.

5. **ADU Exterior Access.** Each ADU (attached or detached) shall have an independent exterior door to access the ADU. The sole access path to the ADU shall not travel through any portion of the habitable living area of the existing single-family dwelling.

6. **ADU Parking.** One additional parking space shall be required for an ADU, unless one of the following applies:

(a) The ADU is located within one-half mile of public transit.

(b) The ADU is part of the existing primary residence or an existing accessory structure.

(c) The ADU is located within an architecturally and historically significant historic district.

(d) When on-street parking permits are required, but not offered to the occupant of the ADU.

(e) When there is a car share vehicle located within one block of the ADU.

7. **ADU Open Space.** The ADU shall have a minimum of 650 square feet of useable and accessible open space adjacent and contiguous to the ADU. This open space requirement is in addition to the minimum open space required for either the primary single or multiple-family dwelling unit that is the host unit to the ADU. In computing useable and accessible open space areas for ADUs, the following areas shall not be included in calculating this open space requirement:

(a) Areas with minimum dimensions less than eight (8) feet in each direction.

(b) Areas being used for vehicle storage.

(c) Areas that are not accessible to occupants.

(d) Areas within the required front yard setback area.

8. **ADU Utility Adequacy.** No detached ADU shall be allowed in areas determined to have insufficient utility capacities. The utilities serving an ADU attached to an existing residential dwelling unit are considered to be an existing part or expansion of the primary dwelling unit. Each applicant for a proposed detached ADU shall submit written evidence from the water, sewer and electrical utility

agencies that there will be sufficient capacity to serve the existing dwelling units and the proposed ADU, The applicant shall obtain written confirmation that there is:

- (a) Sufficient water pressure, fire flow capacity, distribution line capacity and storage, as confirmed by the water service agency.
- (b) Adequate line capacity and treatment volume capacity as confirmed by the sewer service agency. The Director of Public Works shall maintain a map and record of reports documenting areas determined to have sewage lines that are operating at levels that exceed normal operational capacities.
- (c) Sufficient electrical service capacity, as confirmed by the electrical service agency. The ADU is encouraged install photovoltaic solar energy panels to offset the additional demand.
- (d) Fire sprinklers shall not be required for an ADU, if they are not required for the primary dwelling unit or a related multiple family dwelling unit complex.

9. **ADU Accessibility.** Single-story ADUs should incorporate into their design, where possible, accommodations for potential occupants with mobility challenges. This includes considerations such as wider doorways, higher electrical outlets installations, lower light switches, paddle-type door handles, wider restrooms, taller toilets, low threshold step-in showers and blocking for grab bars around toilets and other areas requiring stabilization.

D. **ADU Occupancy.** The occupancy of an ADU shall adhere to the following:

- 1. An ADU shall only be rented or leased for terms that are thirty (30) days or more.
- 2. An ADU shall not be rented as a short term home-share rental for less than thirty (30) days.
- 3. An ADU may be occupied, rented or leased.
- 4. The property owner shall reside on the property and shall occupy either the primary dwelling unit or the ADU.

E. **ADU Notice of Condition.** A Notice of Condition shall be recorded regarding each ADU referencing the related lot or parcel and stating the following:

- 1. These restrictions shall run with the land and be binding on any heir, assign or other successor in ownership of the property.
- 2. The ADU shall continually be operated and maintained in compliance with current regulations of the Lakewood Municipal Code, State Law, and the adopted uniform building codes.
- 3. The ADU shall only be rented or leased for periods of time that are thirty (30) days or more.
- 4. The ADU shall not be rented as a short term home-share rentals for a period of time less than thirty (30) days.
- 5. The ADU shall not be sold independently of the primary single or multiple-family dwelling unit that is host to an ADU.
- 6. The property owner shall reside on the property in either primary dwelling unit or the ADU.

SECTION 5. Subsections 9320.A.1 and 9320.A.5 of Part 2 of Chapter 3 of Title IX of the Lakewood Municipal Code, pertaining to uses permitted in the R-1 (Single-Family Residential) zone are amended to read as follows:

9320. USES PERMITTED:

A. A single-family dwelling unit of a permanent character placed in a permanent location, including the following accessory uses and buildings.

1. Accessory Dwelling Unit (ADU) as provided in Section 9302.21a.

...

5. Accessory buildings not used for any habitable purpose, including but not limited to garages, workshops, storage sheds, greenhouses, patio covers, cabanas, etc.

...

SECTION 6. Subsection 9322.7 of Part 2 of Chapter 3 of Title IX of the Lakewood Municipal Code, pertaining to accessory buildings in the R-1 (Single-Family Residential) zone is amended to read as follows:

9322.7 ACCESSORY BUILDINGS. Private garages or accessory buildings, may be constructed within the required rear yard as follows:

A. No private garage or accessory building shall be located less than three (3) feet from the rear or side lot line, except that any structure used as a private garage or other non-habitable accessory building and located within the rear fifty percent (50%) of the lot may be located no less than one (1) foot from the side lot line, which does not abut a street, and provided that any drainage from its roof shall fall on the lot on which the structure is located.

B. No detached accessory building, ADU or garage shall be located less than four (4) feet from any other building as measured between the eaves of each building.

C. Any accessory building used or designed for human habitation, including an ADU shall be located no less than five (5) feet from any rear and/or side lot lines.

D. No accessory structure, such as, but not limited to, garages, workshops, sheds or greenhouses shall be used as living quarters, except for an ADU as defined in Section 9302.21a.

E. Each garage or carport fronting on any street or alley providing vehicular access thereto shall be located no closer than twenty (20) feet from the adjacent street or alley right-of-way line. Notwithstanding the above, any garage constructed with an automatic mechanical garage door opener and having access onto an alley, may be located closer than twenty (20) feet from the property line adjacent to the alley, provided that a twenty-four (24) foot turning radius is maintained.

F. Canopies may be located only in the rear yard and may not be located in any driveway area used for automobile parking. Such structures shall be located no less than five (5) feet from the side and rear property lines and shall be subject to all standards applicable to accessory structures.

SECTION 7. Subsections 9326.A.1 and 9326.A.6 of Part 2a of Chapter 3 of Title IX of the Lakewood Municipal Code, pertaining to uses permitted in the R-A (Single-family residential – limited agriculture) zone are amended to read as follows:

9326. USES PERMITTED:

A. A single-family dwelling unit of a permanent character placed in a permanent location, including the following accessory uses and buildings:

1. Accessory Dwelling Unit (ADU) as provided in Section 9302.21a. ...
6. Accessory buildings not used for any habitable purpose, including but not limited to garages, workshops, storage sheds, greenhouses, shade covers, cabanas, hobby and recreation rooms.

SECTION 8. Subsection 9326.9 ACCESSORY BUILDINGS. of Part 2a of Chapter 3 of Title IX of the Lakewood Municipal Code, pertaining to uses permitted in the R-A (Single-Family Residential – Limited Agriculture) zone is hereby repealed and replaced to read as follows:

9326.9 ACCESSORY BUILDINGS. Accessory buildings are allowed as specified in Section 9322.7.

SECTION 9. Subsection 9332.C.5 of Chapter 3 of Title IX of the Lakewood Municipal Code, pertaining to uses permitted in the M-F-R (Multiple Family Residential) zone is amended to read as follows:

5. **Accessory Structures.** No accessory structure, such as, but not limited to: garages, workshops, sheds or greenhouses, shall be used as living quarters or recreational areas, except as allowed for Accessory Dwelling Units (ADUs) as provided in Section 9302.21a.

SECTION 10. Subsection 9386 of Chapter 3 of Title IX of the Lakewood Municipal Code, pertaining to General Provisions Relating to Yards, Height and Area is amended to read as follows:

9386. ACCESSORY BUILDINGS. Accessory buildings may be constructed and maintained within the rear yard subject to the limitations and provisions of this Chapter, with the exception that no accessory building shall exceed one story in height. No accessory structure, such as, but not limited to garages, workshops, sheds or greenhouses, shall be used as living quarters, except as allowed for an ADU as defined in Section 9302.21a.

SECTION 11. CEQA. This ordinance is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b) (3) which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. CEQA does not apply where there is no possibility that the activity may have a significant effect on the environment. This ordinance has no impact on the physical environment as it will only modify administrative procedures.

SECTION 12. SEVERABILITY. If any section, subsection, subdivision, paragraph, sentence, clause, phrase or portion of this ordinance or its application to any person or circumstance, is for any reason held to be invalid, unenforceable or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any other person or circumstance. The City Council hereby declares that it would have adopted this ordinance and each section,

subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraph, sentences, clauses, phrases, or portions thereof be declared invalid, unenforceable or unconstitutional.

SECTION 13. CONTINUITY. To the extent the provisions of the Lakewood Municipal Code as amended by this ordinance are substantially the same as the provisions of that Code as they read immediately prior to the adoption of this ordinance, then those provisions shall be construed as continuations of the earlier provisions and not as new enactments.

SECTION 14. CERTIFICATION. The City Clerk shall certify to the adoption of this ordinance and shall post a certified copy of this ordinance, including the vote for and against same, in the Office of the City Clerk, in accordance with Government Code Section 36933. The City Council hereby finds and determines there are no newspapers of general circulation both published and circulated within the City and, in compliance with Section 36933 of the Government Code, directs the City Clerk to cause the ordinance within 15 days after its passage to be posted in at least three (3) public places within the City as established by ordinance.

SECTION 15. EFFECTIVE DATE. This Ordinance shall be posted or published as required by law and shall take effect thirty (30) days after its adoption.

APPROVED AND ADOPTED this 11th day of September, 2018, by the following roll call vote:

	AYES	NAYS	ABSENT
Council Member DuBois	_____	_____	_____
Council Member Piazza	_____	_____	_____
Council Member Rogers	_____	_____	_____
Council Member Wood	_____	_____	_____
Mayor Croft	_____	_____	_____

Mayor

ATTEST:

City Clerk

DIVIDER SHEET

ORDINANCE NO. 2018-3

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD AMENDING THE LAKEWOOD MUNICIPAL CODE AND THE ZONING ORDINANCE PERTAINING TO NON-FREE STANDING IDENTIFICATION SIGNS FOR BUILDINGS IN THE C-4 (GENERAL COMMERCIAL), M-1 (LIGHT MANUFACTURING), AND M-2 (HEAVY MANUFACTURING) ZONES.

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

SECTION 1. PURPOSE. The purpose of this ordinance is to permit buildings ranging from 40,000 square feet in gross floor area to 75,000 square feet in gross floor area to have non-free standing identification signs with a maximum area of 200 square feet in area on two elevations, where such buildings are located in the C-4 (General Commercial), M-1 (Light Manufacturing), and M-2 (Heavy Manufacturing) zones.

SECTION 2. CEQA. The City Council finds that this ordinance is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and that CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

SECTION 3. Article IX Planning - Zoning of the Lakewood Municipal Code is hereby amended as provided in this Ordinance pursuant to Public Hearings before the Planning and Environment Commission and the City Council.

SECTION 4. Section 9506, Signs in Commercial Zones, Subsection B.7 is amended and Subsection B.8 is added to read as follows:

7. Signs for Buildings from 40,000 to 75,000 Square Feet in Gross Floor Area. Buildings from 40,000 to 75,000 Square Feet of gross floor area, located in the C-4 (General Commercial) zone and less restrictive zones and are occupied by a single tenant may have non-free standing identification signs of a maximum 200 square feet in area on two elevations. No such sign shall exceed 20% of any elevation.

78. Signs for Buildings over 75,000 Square Feet in Gross Floor Area. Buildings of over 75,000 Square Feet of gross floor area, located in the C-4 (General Commercial) zone and less restrictive zones and occupied by a single tenant may have non-free standing identification signs of a maximum 200 square feet in area on three elevations. No such sign shall exceed 20% of any elevation.

SECTION 5. SEVERABILITY. The City Council hereby declares it would have passed this Ordinance sentence by sentence, paragraph by paragraph and section by section, and does hereby declare the provisions of this Ordinance are severable, and if for any reason any section of this Ordinance should be held invalid, such decision shall not affect the validity of the remaining parts of this Ordinance.

SECTION 6. CERTIFICATION. The City Clerk shall certify to the adoption of this Ordinance. The City Council hereby finds and determines there are no newspapers of general circulation both published and circulated within the City and, in compliance with Section 36933 of the Government Code, directs the City Clerk to cause said Ordinance within fifteen (15) days after its passage to be posted in at least three (3) public places within the City as established by ordinance. This Ordinance shall take effect thirty (30) days after its adoption.

ADOPTED AND APPROVED this 11th day of September, 2018, by the following roll call vote:

	AYES	NAYS	ABSENT
Council Member DuBois	_____	_____	_____
Council Member Piazza	_____	_____	_____
Council Member Rogers	_____	_____	_____
Council Member Wood	_____	_____	_____
Mayor Croft	_____	_____	_____

Mayor

ATTEST:

City Clerk

D I V I D E R S H E E T

COUNCIL AGENDA

September 11, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Ordinance No. 2018-4; Moving the City's General Municipal Election Presently Set For March 2019, to March, 2020

BACKGROUND

The City of Lakewood general municipal elections are now held in March of odd-numbered years, to elect five members of the City Council, with three members elected in one year and two members elected two years removed; and

Senate Bill 415 (SB 415) compelled all California Cities to consolidate their general municipal elections with a statewide election date (March or November of even years), not later than November 2022. In October of 2017 – in response to and compliance with SB 415 – the City Council took action to move the March 2021 Council-manic election to March 2022, leaving in place the March 2019 election date. In so doing, it was the expectation that the City's longstanding election consultant/provider, Martin & Chapman, would conduct the March 2019 election, and \$152,000 was included in the FY 2018-19 budget accordingly.

Unfortunately, due to several cities having moved their elections from 2019 to 2020 in the intervening months since the Lakewood Council took its action, Martin & Chapman have determined that there are not enough customers (i.e. cities contracting for March 2019) for it to make business sense to remain open. They have announced that they are shutting their doors and will not be able to conduct Lakewood's March 2019 election. Over the past few weeks, City staff have endeavored to find another consultant (or even a team of consultants) who could step in and do the election in lieu of Martin & Chapman. Unfortunately, there are no such firms who are able to provide the services needed to run the election. This leaves the City with only the option of paying Los Angeles County to run a 2019 election.

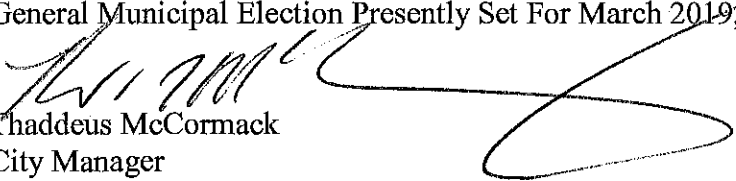
Los Angeles County initially gave the City an estimate of \$617,000 for running the election in March of 2019. City Clerk Jo Mayberry met with the Registrar Recorder's staff and was able to identify opportunities to save \$111,000 of costs, reducing the County's estimate to approximately \$500,000 to run an election in March 2019. As stated above, the City has budgeted \$152,000 for election costs, based on historical data, trends and discussions with Martin & Chapman (at a point when they were going to conduct the election). This means that the cost of the election would be \$350,000 more than is budgeted.

Given that the City has identified existing and ongoing budget challenges, the City Council was asked to consider the two options it has before it relative to the next Council election at the recent September 4, 2018 Adjourned Council Meeting: 1) stay with the 2019 election date and pay a higher than budgeted amount; or, 2) Introduce an Ordinance to take action to move the March 2019 election to March 2020. Accordingly, the City Council voted to introduce Ordinance No. 2018-4; Moving the City's General Municipal Election Presently Set For March 2019, to March, 2020. That Ordinance is being presented to the Council tonight for consideration of adoption.

It should be noted that the costs for the County to conduct a March 2020 election are not known at this time. However, our past experience leads us to believe that the costs will be essentially the same as what we have paid Martin & Chapman in the past (perhaps slightly higher, but not significantly) – likely between \$150,000 and \$200,000. The reason why the 2020 election would be less than 2019 is that the 2020 election will be a Countywide (and statewide) election wherein the County bears a significant percentage of the costs, as opposed to the stand-alone 2019 election that would be wholly the responsibility of the City to pay.

RECOMMENDATION

It is recommended that the City Council adopt Ordinance No. 2018-4; Moving the City's General Municipal Election Presently Set For March 2019, to March, 2020.


Thaddeus McCormack
City Manager

Attachments

ORDINANCE NO. 2018-4

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
LAKEWOOD MOVING THE CITY'S GENERAL MUNICIPAL
ELECTION PRESENTLY SET FOR MARCH, 2019, TO
MARCH, 2020

WHEREAS, City of Lakewood (the "City") general municipal elections are now held in March of odd-numbered years, to elect five members of the City Council, with three members elected in one year and two members elected two years removed; and

WHEREAS, the provisions of Senate Bill 415 (SB 415) compel the City to consolidate its general municipal elections with a statewide election date, not later than November, 2022; and

WHEREAS, Sections 1301 and 10403.5 of the California Elections Code authorize the City Council to reschedule its general municipal elections to increase or decrease any terms of office by not more than 12 months; and

WHEREAS, the provisions of SB 415 authorize the City Council to move the general municipal election presently set for March, 2019, to March 2020; and

WHEREAS, Martin & Chapman, the City's longtime election consultant, has informed the City that it is going out of business, and will not be available to run an election for the City in 2019, leaving the City with only the option of paying Los Angeles County to run a 2019 election; and

WHEREAS, Los Angeles County has provided the City with a \$500,000 cost estimate for running an election in March, 2019, when the City had budgeted \$152,000 for election costs, based on historical data and trends; and

WHEREAS, the City has a structural budget deficit due primarily to flat revenues and rapidly increasing CalPERS costs, and there are no funds available in the City's 2018-19 budget to pay such massively increased election costs; and

WHEREAS, if the City holds an election in March, 2019, the unanticipated costs will necessarily require cutbacks in important services to City residents,

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

SECTION 1. Change of Election Date. Pursuant to Sections 1000 and 1301 of the California Elections Code, the City's general municipal election presently set for March, 2019, is hereby moved to the first Tuesday after the first Monday in March, 2020.

SECTION 2. Adjustment to Terms of Office. Pursuant to Section 1301 and 10403.5 of the California Elections Code, the term of any elected City officeholder that would have expired in March, 2019, shall instead expire in the same manner, but after the occurrence of the general municipal election to be held in March, 2020.

SECTION 3. In the event that any provision in this Ordinance is in conflict with any provision in the Lakewood Municipal Code, this Ordinance shall prevail.

SECTION 4. Consolidated Election. Pursuant to Section 1301 and 10403.5 of the California Elections Code, the City hereby requests that the County of Los Angeles approve this Ordinance and allow for the consolidation of the City's proposed 2020 general municipal election with the statewide general election to be conducted by the County in March, 2020. The City Clerk is hereby directed to forward a copy of this Ordinance to the Los Angeles County Board of Supervisors with a request that it be approved.

SECTION 5. Operative Date. This Ordinance shall become operative upon approval by the Los Angeles County Board of Supervisors. In the event that the Board does not approve this Ordinance prior to the deadline for the City Council taking the actions necessary to call a general municipal election for March, 2019, the City Council may proceed to take such actions, despite the provisions of this Ordinance.

SECTION 6. Notice to Voters. Pursuant to Section 10403.5(e) of the California Elections Code, within 30 days after this Ordinance becomes operative, the City's Elections Official shall cause notice to be mailed to all registered voters, informing the voters of the change in election dates made by this Ordinance, and that, as a result of such change, the terms of office of City officeholders will be extended by not more than 12 months.

SECTION 7. The City Council hereby declares it would have passed this Ordinance sentence by sentence, paragraph by paragraph and section by section, and does hereby declare the provisions of this Ordinance are severable, and if for any reason any section of this Ordinance should be held invalid, such decision shall not affect the validity of the remaining parts of this Ordinance.

SECTION 8. The City Clerk shall certify to the adoption of this Ordinance. The City Council hereby finds and determines there are no newspapers of general circulation both published and circulated within the City and, in compliance with Section 36933 of the Government Code, directs the City Clerk to cause said Ordinance within fifteen (15) days after its passage to be posted in at least three (3) public places within the City as established by Ordinance.

ADOPTED AND APPROVED this ____ day of _____, 2018, by the following roll call vote:

	AYES	NAYS	ABSENT
Council Member Piazza	_____	_____	_____
Council Member DuBois	_____	_____	_____
Council Member Rogers	_____	_____	_____
Council Member Wood	_____	_____	_____
Mayor Croft	_____	_____	_____

Mayor

ATTEST:

City Clerk

D I V I D E R S H E E T

ORDINANCE NO. 2018-5

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF LAKEWOOD MOVING THE CITY'S GENERAL
MUNICIPAL ELECTION PRESENTLY SET FOR
MARCH, 2019, TO MARCH, 2020

WHEREAS, City of Lakewood (the "City") general municipal elections are now held in March of odd-numbered years, to elect five members of the City Council, with three members elected in one year and two members elected two years removed; and

WHEREAS, the provisions of Senate Bill 415 (SB 415) compel the City to consolidate its general municipal elections with a statewide election date, not later than November, 2022; and

WHEREAS, Sections 1301 and 10403.5 of the California Elections Code authorize the City Council to reschedule its general municipal elections to increase or decrease any terms of office by not more than 12 months; and

WHEREAS, the provisions of SB 415 authorize the City Council to move the general municipal election presently set for March, 2019, to March 2020; and

WHEREAS, Martin & Chapman, the City's longtime election consultant, has informed the City that it is going out of business, and will not be available to run an election for the City in 2019, leaving the City with only the option of paying Los Angeles County to run a 2019 election; and

WHEREAS, Los Angeles County has provided the City with a \$500,000 cost estimate for running an election in March, 2019, when the City had budgeted \$152,000 for election costs, based on historical data and trends; and

WHEREAS, the City has a structural budget deficit due primarily to flat revenues and rapidly increasing CalPERS costs, and there are no funds available in the City's 2018-19 budget to pay such massively increased election costs; and

WHEREAS, if the City holds an election in March, 2019, the unanticipated costs will necessarily require cutbacks in important services to City residents; and

WHEREAS, if the City does not receive approval to move the 2019 election to 2020 from the Los Angeles County Board of Supervisors prior to the City's deadline for calling a 2019 election, which deadline is October 14, 2018, the City will be forced to call a 2019 election, and it is necessary that this Ordinance take effect immediately to insure that the Board of Supervisors will be able to act on this item before that October 14 deadline.

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

SECTION 1. Change of Election Date. Pursuant to Sections 1000 and 1301 of the California Elections Code, the City's general municipal election presently set for March, 2019, is hereby moved to the first Tuesday after the first Monday in March, 2020.

SECTION 2. Adjustment to Terms of Office. Pursuant to Section 1301 and 10403.5 of the California Elections Code, the term of any elected City officeholder that would have expired in March, 2019, shall instead expire in the same manner, but after the occurrence of the general municipal election to be held in March, 2020.

SECTION 3. In the event that any provision in this Ordinance is in conflict with any provision in the Lakewood Municipal Code, this Ordinance shall prevail.

SECTION 4. Consolidated Election. Pursuant to Section 1301 and 10403.5 of the California Elections Code, the City hereby requests that the County of Los Angeles approve this Ordinance and allow for the consolidation of the City's proposed 2020 general municipal election with the statewide general election to be conducted by the County in March, 2020. The City Clerk is hereby directed to forward a copy of this Ordinance to the Los Angeles County Board of Supervisors with a request that it be approved.

SECTION 5. Operative Date. This Ordinance shall become operative upon approval by the Los Angeles County Board of Supervisors. In the event that the Board does not approve this Ordinance prior to the deadline for the City Council taking the actions necessary to call a general municipal election for March, 2019, the City Council may proceed to take such actions, despite the provisions of this Ordinance.

SECTION 6. Notice to Voters. Pursuant to Section 10403.5(e) of the California Elections Code, within 30 days after this Ordinance becomes operative, the City's Elections Official shall cause notice to be mailed to all registered voters, informing the voters of the change in election dates made by this Ordinance, and that, as a result of such change, the terms of office of City officeholders will be extended by not more than 12 months.

SECTION 7. The City Council hereby declares it would have passed this Ordinance sentence by sentence, paragraph by paragraph and section by section, and does hereby declare the provisions of this Ordinance are severable, and if for any reason any section of this Ordinance should be held invalid, such decision shall not affect the validity of the remaining parts of this Ordinance.

SECTION 8. The City Clerk shall certify to the adoption of this Ordinance. The City Council hereby finds and determines there are no newspapers of general circulation both published and circulated within the City and, in compliance with Section 36933 of the Government Code, directs the City Clerk to cause said Ordinance within fifteen (15) days after its passage to be posted in at least three (3) public places within the City as established by Ordinance.

SECTION 9. The City Council hereby finds and determines that, based on the facts set forth hereinabove, this Ordinance is for the immediate preservation of the public health, safety and welfare; accordingly, this Ordinance shall take effect immediately upon its adoption.

ADOPTED AND APPROVED this ____ day of _____, 2018, by the following roll call vote:

	AYES	NAYS	ABSENT
Council Member Piazza	_____	_____	_____
Council Member DuBois	_____	_____	_____
Council Member Rogers	_____	_____	_____
Council Member Wood	_____	_____	_____
Mayor Croft	_____	_____	_____

Mayor

ATTEST:

City Clerk

DIVIDER SHEET

Reports

COUNCIL AGENDA

September 11, 2018

TO: The Honorable Mayor and City Council

SUBJECT: Fall and Winter Recreation Programs and Events

INTRODUCTION

From after-school activities to community service initiatives, the Recreation and Community Services department plays a central role in creating opportunities that enrich the lives of all those who participate in the many programs and activities offered. Registration for 2018 fall classes began over the Labor Day weekend. Fall recreation programs will begin on Monday, September 24 and run through January 2019.

STATEMENT OF FACTS

The seasonal recreation catalog is the guidebook for the plethora of recreation programs, activities and events scheduled at city parks and community centers. Falling in line to promote this season's recreational opportunities, the 2018-19 Fall and Winter Recreation Catalog lists over 575 classes and workshops. The cover highlights the Recreation and Community Services Department's trademarked fall and winter events such as the Halloween Carnivals and Project Shepherd.

AFTER-SCHOOL PROGRAMS

The fall season represents the start of a new school year for Lakewood's school-age population and a new calendar of programming for the department's After-school Activity Zone. Providing a safe and secure place for children to go to after school remains a core component of the department's recreation programming and the After-school Activity Zone is a mainstay. Trained recreation staff, at eight parks, supervise "The Zone" providing homework assistance, organized games, and supervised activities for school-age children. The free drop-in program offers a positive place for children to create, learn, and play. Zone activities began the week of August 27. Students can participate in a variety of fun activities while parents can be assured that their children are being properly supervised in a safe and creative environment.

Facility supervision schedules at most city parks are:

	August 27 – November 3	November 4 – March 8, 2019
Monday – Friday	3 – 6 p.m.	3 – 5 p.m.
Saturday	9 a.m. – 6 p.m.	9 a.m. – 5 p.m.
Sunday/School Holidays	12 noon – 6 p.m.	12 noon – 5 p.m.
All parks are closed on Thanksgiving Day, Christmas Eve and Christmas Day		

TEEN PROGRAMS

Teen programs are plentiful this fall. An active schedule of teen programs is offered at the Lakewood Youth Center and the Teen Resource Center at Bloomfield Park. Both teen centers are in operation Monday through Friday starting at 3 p.m., offering daily drop-in opportunities and many special event nights.

Although social activities are popular with the teenage population, recreation staff has placed special emphasis on civic activities and college preparation. In this regard, the Lakewood Teen Action Committee (LTAC), a teen-run community service program, provides teens in middle and high school with opportunities to volunteer their time in meaningful ways. LTAC meets monthly throughout the school year and members participate in activities and workshops that build self-esteem, teach life skills, develop job skills and help resolve conflict.

To help students and parents alike, the annual College Fair provides a forum for collegiate representatives to interact with potential students and parents to discuss admission requirements, application deadlines, campus life, and financial assistance programs. This year's event will be held on Tuesday, October 9 from 6 to 8 p.m. at The Centre.

LAKEWOOD YOUTH SPORTS

The Lakewood Youth Sports (LYS) program continues to be a core focus area of recreational opportunities for youth. For 62 years, LYS has provided young residents a free, fun, and inclusive sports atmosphere to learn athletic skills and the value of sportsmanship. This season, both volleyball and flag football are offered, and the LYS Program will again offer a volleyball league for girls ages 12 to 17.

Flag football provides competitive divisions for children ages 8 to 15 and a Smurf division for ages 6 to 7. The Smurf division is a fun introduction to flag football fundamentals using a Nerf football and modified rules with minimal competition. Two age divisions of volleyball are offered for girls ages 8 to 11. Team practices and league games are scheduled on weekday evenings and Saturday mornings from August 27 through November 3. Playoff games for flag football and volleyball will conclude by November 8.

Also this fall, LYS basketball signups will take place November 3-17. Teams will begin practice in December, with league play beginning in January. In addition to LYS, multiple contract classes offer fee-based sports opportunities such as tennis, karate, gymnastics, soccer, and ice hockey.

SENIOR PROGRAMMING

Lakewood's senior population will also find many opportunities to stay busy this fall. At the Burns Community Center, Walking Club meets twice a week for a one-hour brisk walk around the neighborhood, and Tech Talk meets every other Thursday to provide seniors with free technological support for their handheld devices. The competitive Pickleball group attracts over 100 members and continues to meet twice per week.

Daily activities at the Weingart Senior Center include a variety of classes that keep the older adults interested and engaged. The fitness room provides stationary bikes, treadmills, and weights, and is open for daily use. Additionally, recreation staff leads and conducts fitness classes including chair exercise, mat exercise, aerobics and cardio salsa. A variety of dance, art, handicraft, and other recreation programs are also offered throughout the week and free seminars are scheduled regularly covering health-related topics, financial matters, consumer information, insurance benefits, driver safety courses and more.

Several health and wellness events scheduled this fall season will inform seniors of their personal health and educate them on the programs and services that support a healthy lifestyle. To start, the 10th annual Older Adults Benefits Fair takes place at Weingart Senior Center on Monday, October 15 from 10 a.m. to Noon. Representatives of various HMOs will help seniors compare benefits among different health plans. Secondly, a free walk-in flu shot clinic, co-sponsored by the Los Angeles County Health Department and the City of Lakewood, will be held on Tuesday, October 16 from 1 to 3 p.m. at the Weingart Senior Center. Anyone over the age of 6 months is eligible for a free vaccination. Furthermore, city staff has collaborated with Lakewood Regional Medical Center to provide the sixth annual Head To Toe, Senior Health Fair at Mayfair Park on Wednesday, October 17 from 9 a.m. to Noon. Adults 55 and older can take advantage of free screenings for blood pressure, bone density, thyroid, cholesterol, and glucose.

FALL SPECIAL EVENTS

The fall issue of the catalog promotes several special events including the Lollipop Lane Craft Boutique, which takes place at Mayfair Park on Saturday, October 20 from 9 a.m. to 3 p.m. This shopping venue will feature over 100 vendors, many of which are Lakewood residents, selling affordable handmade craft and gift items.

Lakewood's Halloween carnivals will take place at eight parks on Wednesday, October 31 from 6 to 8:30 p.m. The free carnivals feature food booths, games, and contests in a safe Halloween environment for youngsters 6 to 12 years of age. Over 200 attractions for preschool and school-age children will be featured. Winners will receive candy and novelty prizes at each booth. Special contests and games are scheduled throughout the evening, highlighted by the costume parade for all ages at 7 p.m. Popular attractions include the haunted house, specially designed for children 6 to 11 years old, which will be open throughout the evening at Bolivar, Del Valle, Palms and San Martin Parks. Bolivar and Mayfair Parks will also have inflatable bounce houses, obstacle courses, and extreme attractions on site for additional Halloween fun for a minimal cost.

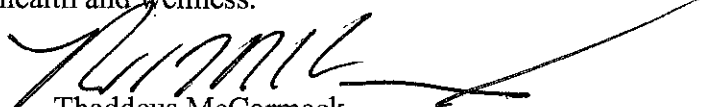
Children will have a plethora of choices for enjoying winter vacation. Park staff will plan fun and creative holiday-themed activities to keep children busy when school is on winter break. The highlight of the season is when Santa Claus visits the parks on Saturday, December 15. Kids will get to make holiday crafts and enjoy a cup of hot chocolate while waiting to get their picture taken with Santa.

Additionally, children and members of the entire Lakewood community may participate in the Project Shepherd Holiday Assistance Program. Students have an opportunity to be involved by donating food and grocery store gift cards through their school's Holiday Dinner Food Drive, which benefits Project Shepherd. Children enrolled in the Project Shepherd program can request individualized gifts through the Teddy Bear Tree Program. Community members, employee groups, churches, and businesses throughout the city traditionally fulfill gift requests for this holiday giving program. Registration for the Project Shepherd Program opens on November 5 at the Burns Community Center and Palms Park.

SUMMARY

The department's after-school programs, youth sports leagues, special events, and senior programs continue to provide residents of all ages with opportunities to learn, be active, have fun, connect with the community, and establish a pathway for better health and wellness.

Valarie Frost VF
Recreation and Community Services Director


Thaddeus McCormack
City Manager

D I V I D E R S H E E T

COUNCIL AGENDA

September 11, 2018

TO: Honorable Mayor and City Council

SUBJECT: Justice Assistance Grant Program Funding for License Plate Reader Trailer

INTRODUCTION

Each year the City is eligible to receive an allocation of funds from the Edward Byrne Memorial Justice Assistance Grant (JAG) program. The purpose of the program is to fund crime prevention and criminal justice programs and projects.

STATEMENT OF FACTS

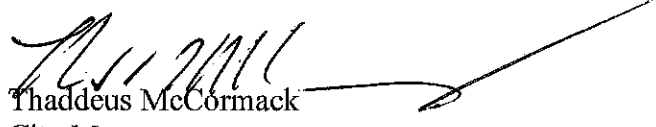
The City has been notified that we may claim an entitlement grant of \$16,124 from the Justice Assistance Program and that the purchase of a License Plate Reader (LPR) trailer is an eligible expense. The trailer would expand the use of technology to combat crime and apprehend wanted suspects and vehicles. The trailer would be deployable to various portions of the city in high traffic volume areas to detect wanted vehicles. Working similarly to the network of existing LPR cameras, the trailer would alert Lakewood Sheriff's Station of a "hit" and patrol units would be dispatched to intercept the wanted vehicle. Additionally, the trailer will be equipped with radar and a message board. These features would allow the ability to address traffic safety concerns while collecting traffic counts and speeding data, and allow various messages to be displayed.

The JAG program requires the City Council to review the proposed project during and allow an opportunity for the public to provide comment.

RECOMMENDATION

Staff recommends the City Council approve the submittal of the JAG Program funding for the License Plate Reader Trailer; authorize the City Manager to apply for the grant and sign the appropriate paperwork; and direct the Director of Administrative Services to appropriate \$16,124 in the 2018 JAG grant fund when the grant is awarded.


Joshua Yordt
Director of Public Safety


Thaddeus McCormack
City Manager

D I V I D E R S H E E T

*Successor
Agency*

**CITY OF LAKEWOOD SUCCESSOR AGENCY - PROJECT AREAS
FUND SUMMARY 8/23/2018**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 218 through 218. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

2902	ENFORCEABLE OBLIGATIONS	1,669.00
		<hr/>
		1,669.00

Council Approval

Date

City Manager

Attest

City Clerk

Director of Administrative Services

**CITY OF LAKEWOOD SUCCESSOR AGENCY - PROJECT AREAS
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>
218	08/23/2018	4428	COLANTUONO HIGHSMITH & WHATLEY	1,669.00	0.00	1,669.00
			Totals:	<u>1,669.00</u>	<u>0.00</u>	<u>1,669.00</u>

D I V I D E R S H E E T

Housing Successor

**CITY OF LAKEWOOD SUCCESSOR AGENCY - HOUSING
FUND SUMMARY 8/23/2018**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 344 through 346. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

3901	HOUSING SUCCESSOR AGENCY	21,359.00
		<hr/>
		21,359.00

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>
344	08/23/2018	40572	CHICAGO TITLE CO	84.00	0.00	84.00
345	08/23/2018	2177	SINDAHA SAMIR	3,275.00	0.00	3,275.00
346	08/23/2018	5170	WILSON, PAMELA AND	18,000.00	0.00	18,000.00
Totals:				<u>21,359.00</u>	<u>0.00</u>	<u>21,359.00</u>

**CITY OF LAKEWOOD SUCCESSOR AGENCY - HOUSING
FUND SUMMARY 8/30/2018**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 347 through 347. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

3901	HOUSING SUCCESSOR AGENCY	3,600.00
		<hr/> 3,600.00

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>
347	08/30/2018	2177	SINDAHA SAMIR	3,600.00	0.00	3,600.00
			Totals:	<u>3,600.00</u>	<u>0.00</u>	<u>3,600.00</u>