

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

January 24, 2017, 7:30 p.m.

**CALL TO ORDER**

**INVOCATION:** Pastor Jack Sheets, Cityline Church

**PLEDGE OF ALLEGIANCE:** Council Member Jeff Wood

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

**ANNOUNCEMENTS AND PRESENTATIONS:**

**ROUTINE ITEMS:**

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

RI-1 Approval of Minutes of the Meeting held December 13, 2016

RI-2 Approval of Personnel Transactions

RI-3 Approval of Registers of Demands

RI-4 Approval of Monthly Report of Investment Transactions

RI-5 Approval of Quarterly Schedule of Investments

RI-6 Approval of Appointment to the Development Review Board

RI-7 Ratification of Purchase of Catch Basin Insert Equipment

RI-8 Approval of Use Agreement with Los Angeles County for Bolivar Park Water Capture Project

**REPORTS:**

3.1 Annual Review of City Investment Policy

3.2 Adoption of Amended Emergency Operations Plan, Resolution No. 2017-1

## **City Council Agenda**

January 24, 2017

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### **AGENDA LAKEWOOD SUCCESSOR AGENCY**

1. Approval of Registers of Demands
2. Approval of Recognized Obligation Payment Schedule for July 1, 2017 Through June 30, 2018 – ROPS 17-18

### **AGENDA LAKEWOOD HOUSING SUCCESSOR AGENCY**

1. Approval of Registers of Demands

### **ORAL COMMUNICATIONS:**

### **ADJOURNMENT**

Any qualified individual with a disability that would exclude that individual from participating in or attending the above meeting should contact the City Clerk's Office, 5050 Clark Avenue, Lakewood, CA, at 562/866-9771, ext. 2200; at least 48 hours prior to the above meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting or other reasonable auxiliary aids or services may be provided.

Copies of staff reports and other writings pertaining to this agenda are available for public review during regular business hours in the Office of the City Clerk, 5050 Clark Avenue, Lakewood, CA 90712

# 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**

January 24, 2017

**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>
<b>1. FULL-TIME EMPLOYEES</b>			
<b>A. Appointments</b>			
Irving Montenegro	Community Services Supervisor	24B	01/02/2017
<b>B. Changes</b>			
Carol Flynn Jacoby	Deputy City Manager Assistant City Manager	EDCM to EACM	01/01/2017
Charles Martucci	Community Services Supervisor Community Services Manager	24B to 31B	01/01/2017
<b>C. Separations</b>			
Karen Plantz	Community Services Manager	31B	12/30/2016
Lisa Curenton	Assistant City Manager	EACM	12/30/2016
Napoleon De Los Reyes	Water Operations Superintendent	40B	01/06/2017
<b>2. PART-TIME EMPLOYEES</b>			
<b>A. Appointments</b>			
David Richard	Community Services Specialist	B	01/01/2017
Dustin Plunkett	Community Services Leader III	B	01/15/2017
Estrella Meza	Community Services Leader IV	B	01/16/2017
Michael McCormack	Maintenance Trainee I	B	12/12/2016
<b>B. Changes</b>			
Garrett Bradley	Maintenance Trainee I Maintenance Trainee II	B to B	01/15/2017
James Matthews	Maintenance Trainee I Maintenance Trainee II	B to B	12/18/2016
Juan Gonzalez	Maintenance Trainee I Maintenance Trainee II	B to B	12/18/2016
Sandra DeLa Trinidad	Recreation Leader III Community Services Leader III	A to B	01/01/2017

**C. Separations**

Eric Ramirez	Maintenance Trainee II	B	01/06/2017
James Matthews	Maintenance Trainee II	B	01/19/2017

*for*

Howard L. Chambers  
City Manager

*HLC*

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



**CITY OF LAKEWOOD  
FUND SUMMARY 12/15/2016**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 73949 through 74202. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	414,548.60
1020	CABLE TV	1,295.26
1030	CDBG CURRENT YEAR	875.00
1050	COMMUNITY FACILITY	2,428.02
1630	USED OIL GRANT	247.22
3001	CAPITAL IMPROV PROJECT FUND	875,855.16
3060	PROPOSITION "A"	17,856.50
3070	PROPOSITION "C"	169.99
5010	GRAPHICS AND COPY CENTER	1,070.00
5020	CENTRAL STORES	5,143.55
5030	FLEET MAINTENANCE	18,808.30
7500	WATER UTILITY FUND	195,320.33
8020	LOCAL REHAB LOAN	1,910.50
8030	TRUST DEPOSIT	300.00
		<hr/>
		<b>1,535,828.43</b>

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
73949	12/15/2016	4952	AEGEAN STONEWORKS. INC.	8,470.50	0.00	8,470.50
73950	12/15/2016	51209	AGUINAGA GREEN INC	991.90	0.00	991.90
73951	12/15/2016	2701	AIRE RITE A/C & REFRIGERATION INC	368.00	0.00	368.00
73952	12/15/2016	3876	ALCANTAR. GILBERT	225.00	0.00	225.00
73953	12/15/2016	4126	AUTOZONE PARTS INC	21.79	0.00	21.79
73954	12/15/2016	51467	BADGER METER INC	307.94	0.00	307.94
73955	12/15/2016	66457	BRENNTAG PACIFIC INC	1,733.74	0.00	1,733.74
73956	12/15/2016	6600	CALIFORNIA STATE DEPT OF JUSTICE	7,372.00	0.00	7,372.00
73957	12/15/2016	4815	CHESSMAN. RONALD	250.00	0.00	250.00
73958	12/15/2016	40572	CHICAGO TITLE CO	200.00	0.00	200.00
73959	12/15/2016	45894	CINTAS CORPORATION	63.87	0.00	63.87
73960	12/15/2016	4380	CAPITAL ONE NATIONAL ASSOCIATION	2,528.81	0.00	2,528.81
73961	12/15/2016	4442	DANIEL'S TIRE SERVICE INC	702.52	0.00	702.52
73962	12/15/2016	3377	DANNY'S AUTO PAINTING	1,594.22	0.00	1,594.22
73963	12/15/2016	2548	DAY. KATHY	370.50	0.00	370.50
73964	12/15/2016	57945	DELL MARKETING LP	725.23	0.00	725.23
73965	12/15/2016	4435	ELLIOTT AUTO SUPPLY COMPANY INC	283.00	0.00	283.00
73966	12/15/2016	52316	FEDERAL EXPRESS CORP	136.80	0.00	136.80
73967	12/15/2016	3946	FERGUSON ENTERPRISES INC	964.16	0.00	964.16
73968	12/15/2016	4955	G2 CONSTRUCTION INC	29,000.00	0.00	29,000.00
73969	12/15/2016	4544	GADDIS. ALBERT	90.00	0.00	90.00
73970	12/15/2016	58692	GATEWAY CITIES COUNCIL OF GOV'TS	12,500.00	0.00	12,500.00
73971	12/15/2016	64215	GOLD COAST AWARDS INC	316.92	0.00	316.92
73972	12/15/2016	2551	GOV'T FINANCE OFFICERS ASSOC	505.00	0.00	505.00
73973	12/15/2016	33150	GRAINGER W W INC	228.58	0.00	228.58
73974	12/15/2016	62491	HANDS ON MAILING &	1,465.81	0.00	1,465.81
73975	12/15/2016	65575	HAP'S AUTO PARTS	368.10	0.00	368.10
73976	12/15/2016	35477	HARA M LAWNMOWER CENTER	951.64	0.00	951.64
73977	12/15/2016	65593	HASS. BARBARA	497.25	0.00	497.25
73978	12/15/2016	42031	HOME DEPOT	659.72	0.00	659.72
73979	12/15/2016	65712	IDMODELING INC	2,037.50	0.00	2,037.50
73980	12/15/2016	36589	IMMEDIATE MEDICAL CARE	395.00	0.00	395.00
73981	12/15/2016	4622	JHM SUPPLY INC	65.94	0.00	65.94
73982	12/15/2016	2956	KICK IT UP KIDZ. LLC	345.80	0.00	345.80
73983	12/15/2016	53311	LAKEWOOD MEALS ON WHEELS	875.00	0.00	875.00
73984	12/15/2016	53849	LAKEWOOD ROTARY CLUB	243.00	0.00	243.00
73985	12/15/2016	18550	LAKEWOOD. CITY OF	200.00	0.00	200.00
73986	12/15/2016	4783	LANDCARE HOLDINGS INC	7,184.28	0.00	7,184.28
73987	12/15/2016	2409	LIFTECH ELEVATOR SERVICES INC	507.00	0.00	507.00
73988	12/15/2016	59144	LONG BEACH CITY	1,871.51	0.00	1,871.51
73989	12/15/2016	20700	LONG BEACH PUBLIC TRANSPORTATION CO	17,856.50	0.00	17,856.50
73990	12/15/2016	271	LOS ANGELES CO DEPT OF HEALTH SVCS	480.00	0.00	480.00
73991	12/15/2016	45069	LOS ANGELES CO/DEPT PW BLDG SVCS	60,170.57	0.00	60,170.57
73992	12/15/2016	36844	LA COUNTY DEPT OF PUBLIC WORKS	5,031.15	0.00	5,031.15

# CITY OF LAKEWOOD

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CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
73993	12/15/2016	4858	LYNN'S AUTO AIR INC	566.36	0.00	566.36
73994	12/15/2016	63809	MACAULAY. CHRISTINA	150.00	0.00	150.00
73995	12/15/2016	4482	MALTY INTERNATIONAL GROUP INC	99.89	0.00	99.89
73996	12/15/2016	65220	STEVEN MAHR PRINTING INC.	1,090.58	0.00	1,090.58
73997	12/15/2016	4224	MATT-CHLOR INC	7,129.88	0.00	7,129.88
73998	12/15/2016	64241	MAYNOR DONALD H.	1,250.00	0.00	1,250.00
73999	12/15/2016	332	MERRIMAC PETROLEUM INC	12,130.47	0.00	12,130.47
74000	12/15/2016	615	MUNI SERVICES LLC	2,644.12	0.00	2,644.12
74001	12/15/2016	4188	MURRAY. KAREN	175.46	0.00	175.46
74002	12/15/2016	4443	O'REILLY AUTOMOTIVE STORES INC	652.41	12.52	639.89
74003	12/15/2016	48035	OCAJ INC	28.50	0.00	28.50
74004	12/15/2016	47554	OFFICE DEPOT BUSINESS SVCS	69.88	0.00	69.88
74005	12/15/2016	4909	ORANGE CO CIRCUIT BREAKERS. INC.	162.00	0.00	162.00
74006	12/15/2016	4497	PACIFIC COACHWAYS CHARTER SERVICES	1,170.00	0.00	1,170.00
74007	12/15/2016	63708	DY-JO CORPORATION	635.00	0.00	635.00
74008	12/15/2016	56812	PATSCO DESIGNS	1,793.02	0.00	1,793.02
74009	12/15/2016	48940	DVBSR LLC	250.00	0.00	250.00
74010	12/15/2016	4760	PUN GROUP. THE LLP	4,116.00	0.00	4,116.00
74011	12/15/2016	4946	REYES CONSTRUCTION. INC.	875,855.16	0.00	875,855.16
74012	12/15/2016	4333	REYES. MICHELLE	237.25	0.00	237.25
74013	12/15/2016	47285	ROTARY CORP	29.34	0.00	29.34
74014	12/15/2016	65297	S.T.E.A.M.	12,445.58	0.00	12,445.58
74015	12/15/2016	418	SAFETYLINE INC	259.58	0.00	259.58
74016	12/15/2016	3153	SECTRAN SECURITY INC	126.60	0.00	126.60
74017	12/15/2016	4803	SEEBAG. TOYASHA	139.72	0.00	139.72
74018	12/15/2016	240	SGS TESTCOM	4.33	0.00	4.33
74019	12/15/2016	4915	SIEGEL. THEODORE	125.00	0.00	125.00
74020	12/15/2016	52279	SMART & FINAL INC	370.91	0.00	370.91
74021	12/15/2016	26900	SO CALIF SECURITY CENTERS INC	113.36	0.00	113.36
74022	12/15/2016	4177	SOUTHERN CALIF ACADEMY OF MUSIC	390.00	0.00	390.00
74023	12/15/2016	29400	SOUTHERN CALIFORNIA EDISON CO	28,816.87	0.00	28,816.87
74024	12/15/2016	29400	SOUTHERN CALIFORNIA EDISON CO	1,196.61	0.00	1,196.61
74025	12/15/2016	29500	SOUTHERN CALIFORNIA GAS CO	679.26	0.00	679.26
74026	12/15/2016	4368	SPECIALTY TIRES LLC	47.83	0.00	47.83
74027	12/15/2016	50299	SPENCER. GORDON	150.00	0.00	150.00
74028	12/15/2016	49529	SPICERS PAPER INC	839.79	7.70	832.09
74029	12/15/2016	37930	STANDARD INSURANCE CO UNIT 22	10,071.94	0.00	10,071.94
74030	12/15/2016	2559	STANLEY CONVERGENT SECURITY	28,821.69	0.00	28,821.69
74031	12/15/2016	44104	STATE WATER RESOURCES CONTROL BOARD	90.00	0.00	90.00
74032	12/15/2016	44104	STATE WATER RESOURCES CONTROL BOARD	105.00	0.00	105.00
74033	12/15/2016	55947	STOVER SEED COMPANY	1,656.80	0.00	1,656.80
74034	12/15/2016	66215	SUPERIOR COURT OF CALIFORNIA	7,225.00	0.00	7,225.00
74035	12/15/2016	66215	SUPERIOR COURT OF CALIFORNIA	9,127.50	0.00	9,127.50
74036	12/15/2016	528	TIME WARNER CABLE	5,481.86	0.00	5,481.86

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74037	12/15/2016	47854	TRUESDAIL LABORATORIES INC	975.00	0.00	975.00
74038	12/15/2016	65224	TUMBLE-N-KIDS. INC	32.50	0.00	32.50
74039	12/15/2016	4480	TYLER BUSINESS FORMS	578.85	0.00	578.85
74040	12/15/2016	1437	U S BANK NATIONAL ASSOCIATION	23,334.05	0.00	23,334.05
74041	12/15/2016	64652	CELLCO PARTNERSHIP	3,340.02	0.00	3,340.02
74042	12/15/2016	43627	VISTA PAINT	264.10	4.85	259.25
74043	12/15/2016	7400	WATER REPLENISHMENT DISTRICT OF	176,720.94	0.00	176,720.94
74044	12/15/2016	17640	WAXIE ENTERPRISES INC	2,428.43	0.00	2,428.43
74045	12/15/2016	62628	WELLS C. PIPELINE MATERIALS	544.79	0.00	544.79
74046	12/15/2016	40925	WEST COAST ARBORISTS INC	81,108.90	0.00	81,108.90
74047	12/15/2016	37745	WESTERN EXTERMINATOR CO	52.00	0.00	52.00
74048	12/15/2016	50172	PRIMUS INC	1,460.84	0.00	1,460.84
74049	12/15/2016	50058	WHITE HOUSE FLORIST INC	1,900.00	0.00	1,900.00
74050	12/15/2016	4183	WINZER CORPORATION	469.09	0.00	469.09
74051	12/15/2016	2645	XC2 SOFTWARE LLC	410.00	0.00	410.00
74052	12/15/2016	3699	ALLISON. SCOTT	40.00	0.00	40.00
74053	12/15/2016	3699	ALVARADO. PAULINA	90.00	0.00	90.00
74054	12/15/2016	3699	BATTLE. SHONTE	250.00	0.00	250.00
74055	12/15/2016	3699	BOULUS. AMAL	20.00	0.00	20.00
74056	12/15/2016	3699	BRAMMER. ALLISON	8.50	0.00	8.50
74057	12/15/2016	3699	BRYSON. NATASHA	250.00	0.00	250.00
74058	12/15/2016	3699	BSA CREW #134	250.00	0.00	250.00
74059	12/15/2016	3699	CABRERA. AMBER	80.00	0.00	80.00
74060	12/15/2016	3699	CALIMOUIM. JOSHUA	250.00	0.00	250.00
74061	12/15/2016	3699	CARTER WOOD FLOORS INC	1,682.00	0.00	1,682.00
74062	12/15/2016	3699	CASTILLO. CHRISTOPHER	34.00	0.00	34.00
74063	12/15/2016	3699	CATCHINGS. ELEESE	12.00	0.00	12.00
74064	12/15/2016	3699	CLARK. DOROTHY	50.00	0.00	50.00
74065	12/15/2016	3699	CONGROL. LISA	9.00	0.00	9.00
74066	12/15/2016	3699	CRUZ. EARLVIN	250.00	0.00	250.00
74067	12/15/2016	3699	DELOS REYES. KRISTINE	33.00	0.00	33.00
74068	12/15/2016	3699	DELOS REYES. KRYSTLE	250.00	0.00	250.00
74069	12/15/2016	3699	DUNN. GLENDA	5.00	0.00	5.00
74070	12/15/2016	3699	ESCALONA. CHRISTINE	250.00	0.00	250.00
74071	12/15/2016	3699	ESCANO. HENRIETTA	250.00	0.00	250.00
74072	12/15/2016	3699	ESTANTE. STEFFEN	250.00	0.00	250.00
74073	12/15/2016	3699	EVERGREEN ENVIRONMENT	468.00	0.00	468.00
74074	12/15/2016	3699	EXCELSIOR RESTORATION INC	4,446.00	0.00	4,446.00
74075	12/15/2016	3699	GARBER. LEEANN	52.00	0.00	52.00
74076	12/15/2016	3699	GARCIA. AMANDA	30.00	0.00	30.00
74077	12/15/2016	3699	GARCIA. LORENA	35.10	0.00	35.10
74078	12/15/2016	3699	GARY THOMPSON ROOFING INC	152.10	0.00	152.10
74079	12/15/2016	3699	GCI SOLAR LLC	65.40	0.00	65.40
74080	12/15/2016	3699	GOLDEN STAR DEVELOPMENT INC	238.68	0.00	238.68

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74081	12/15/2016	3699	GONZALES. SOFIA	20.00	0.00	20.00
74082	12/15/2016	3699	GONZALEZ. YESENIA	80.00	0.00	80.00
74083	12/15/2016	3699	GREEN BARBER. SHONELL	250.00	0.00	250.00
74084	12/15/2016	3699	GRIAR. GAUDENCIO	250.00	0.00	250.00
74085	12/15/2016	3699	GRONKE. PHILIP	750.00	0.00	750.00
74086	12/15/2016	3699	GROVER. ANN	10.00	0.00	10.00
74087	12/15/2016	3699	GUYOU CONSTRUCTION INC	79.70	0.00	79.70
74088	12/15/2016	3699	HARRIS. JACKI	32.00	0.00	32.00
74089	12/15/2016	3699	HENDERSON. KARTIKA	85.50	0.00	85.50
74090	12/15/2016	3699	HERMAN'S ROOFING	145.08	0.00	145.08
74091	12/15/2016	3699	HI-TECH BUILDERS INC	1,755.00	0.00	1,755.00
74092	12/15/2016	3699	HOLT. GWENDOLYN	10.00	0.00	10.00
74093	12/15/2016	3699	HONEYCUTT. JESSIKA	40.00	0.00	40.00
74094	12/15/2016	3699	HOSOPO CORP	207.10	0.00	207.10
74095	12/15/2016	3699	HOYT ROOFS INC	198.90	0.00	198.90
74096	12/15/2016	3699	IGNACIO. JANE	250.00	0.00	250.00
74097	12/15/2016	3699	INTELLIGENT DESIGN SOLAR	45.10	0.00	45.10
74098	12/15/2016	3699	IROOF INC	280.80	0.00	280.80
74099	12/15/2016	3699	J C DECIERDO CORP	1,170.00	0.00	1,170.00
74100	12/15/2016	3699	JARVIS. ROBIN	55.00	0.00	55.00
74101	12/15/2016	3699	JIM MCCOY CONSTRUCTION	46.80	0.00	46.80
74102	12/15/2016	3699	JIM'S ROOFING	257.40	0.00	257.40
74103	12/15/2016	3699	JMAC INTERNATIONAL INC	66.79	0.00	66.79
74104	12/15/2016	3699	JOHN. DIANA	4.00	0.00	4.00
74105	12/15/2016	3699	JONATHAN CONSTRUCTION	234.00	0.00	234.00
74106	12/15/2016	3699	JOSEPH. ROSE	19.00	0.00	19.00
74107	12/15/2016	3699	JUNOWICH. ERIN	250.00	0.00	250.00
74108	12/15/2016	3699	KAAY. ROSIE	42.00	0.00	42.00
74109	12/15/2016	3699	KAUR. RANJEET	32.00	0.00	32.00
74110	12/15/2016	3699	KEESTER. RON	30.00	0.00	30.00
74111	12/15/2016	3699	KELP CONSTRUCTION	58.50	0.00	58.50
74112	12/15/2016	3699	KRAMER. STACEY I	15.00	0.00	15.00
74113	12/15/2016	3699	L J HAUSNER CONSTRUCTION CO	234.00	0.00	234.00
74114			VOID			
74115	12/15/2016	3699	LA GRUA. ELIZABETH	36.00	0.00	36.00
74116	12/15/2016	3699	LAKEWOOD GARDEN CLUB	250.00	0.00	250.00
74117	12/15/2016	3699	LAKEWOOD WOMEN'S CLUB	250.00	0.00	250.00
74118	12/15/2016	3699	LANCERS BOYS AQUATICS	250.00	0.00	250.00
74119	12/15/2016	3699	LE COU-BACON. DENISE	8.00	0.00	8.00
74120	12/15/2016	3699	LE. THANH	8.00	0.00	8.00
74121	12/15/2016	3699	LEIJA. MARIA	24.00	0.00	24.00
74122	12/15/2016	3699	LOMBARD. JOYCE	52.00	0.00	52.00
74123	12/15/2016	3699	LOPEZ-CLARKE. JOSEPH	4.00	0.00	4.00
74124	12/15/2016	3699	LOWES. MARGUERITE	7.00	0.00	7.00

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74125	12/15/2016	3699	LOZA. LAURA	54.00	0.00	54.00
74126	12/15/2016	3699	LUCTOR CO	819.00	0.00	819.00
74127	12/15/2016	3699	M3 HVAC	2,012.40	0.00	2,012.40
74128	12/15/2016	3699	MACHAN SIGN CO	70.20	0.00	70.20
74129	12/15/2016	3699	MALLARI. CHERYL	45.00	0.00	45.00
74130	12/15/2016	3699	MALMSTEN. ANTHONY	100.00	0.00	100.00
74131	12/15/2016	3699	MANES. FAYE	35.00	0.00	35.00
74132	12/15/2016	3699	MANZANO. BETH	93.00	0.00	93.00
74133	12/15/2016	3699	MAPON INC	234.00	0.00	234.00
74134	12/15/2016	3699	MARTEN GOLTRA	187.20	0.00	187.20
74135	12/15/2016	3699	MASSREY. JAYNE	6.00	0.00	6.00
74136	12/15/2016	3699	MAYS. JANINE	12.00	0.00	12.00
74137	12/15/2016	3699	MC CLAIN. CHASE	4.00	0.00	4.00
74138	12/15/2016	3699	MEDRANO. SONIA	250.00	0.00	250.00
74139	12/15/2016	3699	MEFFORD. MARY	10.00	0.00	10.00
74140	12/15/2016	3699	MENENDEZ CONSTRUCTION	140.40	0.00	140.40
74141	12/15/2016	3699	MH DESIGN AND CONSTRUCTION	3,346.20	0.00	3,346.20
74142	12/15/2016	3699	MIKE KILLEEN OUALITY ROOFING	183.79	0.00	183.79
74143	12/15/2016	3699	MLSRE INC	936.00	0.00	936.00
74144	12/15/2016	3699	MM CONSTRUCTION SERVICES	702.00	0.00	702.00
74145	12/15/2016	3699	MOHR POWER SOLAR INC	234.00	0.00	234.00
74146	12/15/2016	3699	MONTOYA. TERESA	250.00	0.00	250.00
74147	12/15/2016	3699	MORENO. JESSICA	250.00	0.00	250.00
74148	12/15/2016	3699	MOZENA. STEVEN	33.00	0.00	33.00
74149	12/15/2016	3699	MUNOZ. FRANCISCO	100.00	0.00	100.00
74150	12/15/2016	3699	MYERS. ANNIE	234.00	0.00	234.00
74151	12/15/2016	3699	NUWAVE INTERNATIONAL	819.00	0.00	819.00
74152	12/15/2016	3699	OH. JENNIFER	10.00	0.00	10.00
74153	12/15/2016	3699	OLSEN ROOFING CO	579.98	0.00	579.98
74154	12/15/2016	3699	ORTIZ. LISA	6.00	0.00	6.00
74155	12/15/2016	3699	OWENS. HELEN	40.00	0.00	40.00
74156	12/15/2016	3699	PACIFIC HOMEWORKS INC	826.73	0.00	826.73
74157	12/15/2016	3699	PACIFIC LAND CONSTRUCTORS	1,918.80	0.00	1,918.80
74158	12/15/2016	3699	PADILLA. JENNIFER	55.00	0.00	55.00
74159	12/15/2016	3699	PAINE. JOSEPH M.	800.00	0.00	800.00
74160	12/15/2016	3699	PANGASINAN ASSN OF GREATER	250.00	0.00	250.00
74161	12/15/2016	3699	PASILLAS CONSTRUCTION	3,393.00	0.00	3,393.00
74162	12/15/2016	3699	PATIO WAREHOUSE	181.80	0.00	181.80
74163	12/15/2016	3699	PEREZ. GLORIA	7.50	0.00	7.50
74164	12/15/2016	3699	PEREZ. IRENE	6.00	0.00	6.00
74165	12/15/2016	3699	PETERSON DEAN INC	57.10	0.00	57.10
74166	12/15/2016	3699	PLATINUM CONSTRUCTION	351.00	0.00	351.00
74167	12/15/2016	3699	POOL LOGIC	468.00	0.00	468.00
74168	12/15/2016	3699	PRECISION IRON WORKS	117.00	0.00	117.00

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74169	12/15/2016	3699	PREMIER POOLS & SPAS	561.60	0.00	561.60
74170	12/15/2016	3699	PREZA. JOSE	250.00	0.00	250.00
74171	12/15/2016	3699	PROCESS CELLULAR INC	702.00	0.00	702.00
74172	12/15/2016	3699	PROFESSIONAL ROOFING	187.20	0.00	187.20
74173	12/15/2016	3699	PURE SOLAR CO	73.60	0.00	73.60
74174	12/15/2016	3699	R E CRAWFORD CONSTRUCCION LLC	8,424.00	0.00	8,424.00
74175	12/15/2016	3699	RAMIREZ. JESSICA	55.00	0.00	55.00
74176	12/15/2016	3699	ROBERTSON. LINDA	21.00	0.00	21.00
74177	12/15/2016	3699	ROBERTSON. VICIENT	250.00	0.00	250.00
74178	12/15/2016	3699	ROCHE. SHIRLEY	6.00	0.00	6.00
74179	12/15/2016	3699	RODGERS. LUCI	16.00	0.00	16.00
74180	12/15/2016	3699	S J CONTRACTOR	26.60	0.00	26.60
74181	12/15/2016	3699	SAETANG. PATARAPORN	10.00	0.00	10.00
74182	12/15/2016	3699	SARGENT. LAROYLA	250.00	0.00	250.00
74183	12/15/2016	3699	SAYLOR INSURANCE AGENCY	250.00	0.00	250.00
74184	12/15/2016	3699	SCARLETT. MARIA	9.00	0.00	9.00
74185	12/15/2016	3699	SIMMONS. DEBRA	15.00	0.00	15.00
74186	12/15/2016	3699	SMITH. TANISHA	250.00	0.00	250.00
74187	12/15/2016	3699	SOUTHERN CALIFORNIA BLADES	250.00	0.00	250.00
74188	12/15/2016	3699	STARR. TERRY	9.00	0.00	9.00
74189	12/15/2016	3699	STEWART. BRANDY	250.00	0.00	250.00
74190	12/15/2016	3699	STEWART. CONNIE	250.00	0.00	250.00
74191	12/15/2016	3699	THOMAS. EDNA	50.00	0.00	50.00
74192	12/15/2016	3699	THOMAS. JOVITA	60.00	0.00	60.00
74193	12/15/2016	3699	VELASQUEZ-AVILA. KATHLEEN	322.00	0.00	322.00
74194	12/15/2016	3699	VILLARINO. EDGAR	250.00	0.00	250.00
74195	12/15/2016	3699	VOS. KEN	143.64	0.00	143.64
74196	12/15/2016	3699	WILKINSON. JULIE	3.00	0.00	3.00
74197	12/15/2016	3699	WILLIAMS. ANGELA	250.00	0.00	250.00
74198	12/15/2016	3699	WILLIAMS. TYREASE	250.00	0.00	250.00
74199	12/15/2016	3699	WOODRUFF. CARLA	8.00	0.00	8.00
74200	12/15/2016	3699	WOODRUFF. STEPHEN	7.00	0.00	7.00
74201	12/15/2016	3699	YIN. JENNY	6.00	0.00	6.00
74202	12/15/2016	3699	L&M MECHANICAL INC	1,170.00	0.00	1,170.00
<b>Totals:</b>				<u>1,535,853.50</u>	<u>25.07</u>	<u>1,535,828.43</u>

**CITY OF LAKEWOOD**  
**FUND SUMMARY 12/22/2016**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 74203 through 74383. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	1,563,747.82
1020	CABLE TV	1,595.63
1030	CDBG CURRENT YEAR	1,958.33
1050	COMMUNITY FACILITY	10,838.87
1336	STATE COPS GRANT	16,228.45
1710	PROPOSITION "A" RECREATION	2,002.04
3001	CAPITAL IMPROV PROJECT FUND	122,660.52
3070	PROPOSITION "C"	1,062.25
5010	GRAPHICS AND COPY CENTER	6,650.67
5020	CENTRAL STORES	614.77
5030	FLEET MAINTENANCE	6,312.60
6020	GEOGRAPHIC INFORMATION SYSTEM	73.22
7500	WATER UTILITY FUND	41,474.80
8020	LOCAL REHAB LOAN	2,870.00
8030	TRUST DEPOSIT	468.50
		<hr/>
		<b>1,778,558.47</b>

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
74203	12/22/2016	61307	PERRIS FENCE & SUPPLY	40.33	0.00	40.33
74204	12/22/2016	2701	AIRE RITE A/C & REFRIGERATION INC	1,073.88	0.00	1,073.88
74205	12/22/2016	1700	ALLIED REFRIGERATION INC	140.61	0.00	140.61
74206	12/22/2016	65668	ANICETO. SANDRA	500.50	0.00	500.50
74207	12/22/2016	4126	AUTOZONE PARTS INC	78.07	0.00	78.07
74208	12/22/2016	66012	BARTKUS. KRISTIN	97.50	0.00	97.50
74209	12/22/2016	4965	DULAC ENTERPRISES	1,350.00	0.00	1,350.00
74210	12/22/2016	66457	BRENNTAG PACIFIC INC	1,602.07	0.00	1,602.07
74211	12/22/2016	307	CALIF. STATE DISBURSEMENT UNIT	155.07	0.00	155.07
74212	12/22/2016	53983	CALIF STATE FRANCHISE TAX BOARD	1,451.70	0.00	1,451.70
74213	12/22/2016	62164	CARD INTEGRATORS CORP	149.20	0.00	149.20
74214	12/22/2016	2997	CARDINAL TRACKING INC	4,741.46	0.00	4,741.46
74215	12/22/2016	1035	CHASE BANK	3,100.00	0.00	3,100.00
74216	12/22/2016	45894	CINTAS CORPORATION	67.99	0.00	67.99
74217	12/22/2016	162	CITY & COUNTY ENGINEER'S ASSOC	80.00	0.00	80.00
74218	12/22/2016	3778	COMMERCIAL AOUATIC SERVICES INC	177.81	0.00	177.81
74219	12/22/2016	53451	COMMUNITY FAMILY GUIDANCE CTR	750.00	0.00	750.00
74220	12/22/2016	4380	CAPITAL ONE NATIONAL ASSOCIATION	385.84	0.00	385.84
74221	12/22/2016	60195	CR TRANSFER INC	5,421.24	0.00	5,421.24
74222	12/22/2016	4442	DANIEL'S TIRE SERVICE INC	138.55	0.00	138.55
74223	12/22/2016	4641	DAO. THAO	286.00	0.00	286.00
74224	12/22/2016	27200	DICKSON R F CO INC	45,661.55	0.00	45,661.55
74225	12/22/2016	3199	EDCO WASTE SERVICES LLC	390,020.85	0.00	390,020.85
74226	12/22/2016	4411	EPOWER NETWORK INC	617.76	0.00	617.76
74227	12/22/2016	4435	ELLIOTT AUTO SUPPLY COMPANY INC	31.39	0.00	31.39
74228	12/22/2016	3946	FERGUSON ENTERPRISES INC	817.50	0.00	817.50
74229	12/22/2016	66217	MAGNASYNC-MOVIOLA CORP	40.33	0.00	40.33
74230	12/22/2016	64215	GOLD COAST AWARDS INC	1,884.66	0.00	1,884.66
74231	12/22/2016	65779	GOLDEN STATE WATER COMPANY	9,217.97	0.00	9,217.97
74232	12/22/2016	33150	GRAINGER W W INC	45.85	0.00	45.85
74233	12/22/2016	4483	GREENFIX AMERICA. LLC	465.00	0.00	465.00
74234	12/22/2016	65575	HAP'S AUTO PARTS	32.69	0.00	32.69
74235	12/22/2016	35477	HARA M LAWNMOWER CENTER	16.35	0.00	16.35
74236	12/22/2016	59486	HERMAN. LINDA	225.00	0.00	225.00
74237	12/22/2016	4791	HESS. CAROL	150.00	0.00	150.00
74238	12/22/2016	42031	HOME DEPOT	1,492.35	0.00	1,492.35
74239	12/22/2016	65891	HUMAN SERVICES ASSOCIATION	458.33	0.00	458.33
74240	12/22/2016	36589	IMMEDIATE MEDICAL CARE	35.00	0.00	35.00
74241	12/22/2016	4149	INFOSEND INC	6,156.52	0.00	6,156.52
74242	12/22/2016	64040	ISA	180.00	0.00	180.00
74243	12/22/2016	40994	JACOBY. CAROL FLYNN	524.90	0.00	524.90
74244	12/22/2016	4622	JHM SUPPLY INC	616.54	0.00	616.54
74245	12/22/2016	4180	JONES RICHARD D. A PROF LAW CORP	16,750.00	0.00	16,750.00
74246	12/22/2016	2956	KICK IT UP KIDZ. LLC	15.60	0.00	15.60

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74247	12/22/2016	4696	NORTH AMERICAN YOUTH ACTIVITIES LLC	224.25	0.00	224.25
74248	12/22/2016	153	KUMAR. SANDRA	304.00	0.00	304.00
74249	12/22/2016	4939	LAKEWOOD AOUATIC SPORTS CLUB	514.80	0.00	514.80
74250	12/22/2016	55469	LAKEWOOD CITY EMPLOYEE ASSOCIATION	2,180.00	0.00	2,180.00
74251	12/22/2016	53311	LAKEWOOD MEALS ON WHEELS	318.50	0.00	318.50
74252	12/22/2016	18400	LAKEWOOD. CITY WATER DEPT	21,148.10	0.00	21,148.10
74253	12/22/2016	19400	LEAGUE OF CALIFORNIA CITIES	45.00	0.00	45.00
74254	12/22/2016	34532	LITZINGER. PAUL	113.75	0.00	113.75
74255	12/22/2016	21600	LOS ANGELES CO SHERIFFS DEPT	843,125.29	0.00	843,125.29
74256	12/22/2016	45069	LOS ANGELES CO/DEPT PW BLDG SVCS	73,367.00	0.00	73,367.00
74257	12/22/2016	36844	LA COUNTY DEPT OF PUBLIC WORKS	7,325.59	0.00	7,325.59
74258	12/22/2016	62080	MARKLEY. ELIZABETH	97.50	0.00	97.50
74259	12/22/2016	4887	MATHESON TRI-GAS. INC.	11.14	0.00	11.14
74260	12/22/2016	4224	MATT-CHLOR INC	224.22	0.00	224.22
74261	12/22/2016	66339	MC ENROE. BARBARA	325.00	0.00	325.00
74262	12/22/2016	4625	MERCHANT'S BUILDING MAINTENANCE LLC	13,964.38	0.00	13,964.38
74263	12/22/2016	61672	MUSCULAR DYSTROPHY ASSOC INC	20.00	0.00	20.00
74264	12/22/2016	4207	NOVAK. NORA	100.00	0.00	100.00
74265	12/22/2016	4443	O'REILLY AUTOMOTIVE STORES INC	462.13	8.49	453.64
74266	12/22/2016	47554	OFFICE DEPOT BUSINESS SVCS	816.78	0.00	816.78
74267	12/22/2016	63708	DY-JO CORPORATION	740.00	0.00	740.00
74268	12/22/2016	50512	PATHWAYS VOLUNTEER HOSPICE	750.00	0.00	750.00
74269	12/22/2016	4720	PATRIOT ENVIRONMENTAL LABORATORY	1,627.00	0.00	1,627.00
74270	12/22/2016	51171	PERS LONG TERM CARE PROGRAM	301.10	0.00	301.10
74271	12/22/2016	66116	PETERSEN. LOUISE	156.00	0.00	156.00
74272	12/22/2016	2174	PETTY CASH/LOVENEL REVELDEZ	1,079.85	0.00	1,079.85
74273	12/22/2016	4494	PIERSON. JEREMY L.	647.40	0.00	647.40
74274	12/22/2016	42543	PLANTZ. KAREN	150.00	0.00	150.00
74275	12/22/2016	4926	RAM AIR ENGINEERING. INC.	14,397.86	0.00	14,397.86
74276	12/22/2016	4753	RAMIREZ. EDUARDO	500.00	0.00	500.00
74277	12/22/2016	39640	RAYVERN LIGHTING SUPPLY CO INC	34.75	0.00	34.75
74278	12/22/2016	4459	READWRITE EDUCATIONAL SOLUTIONS INC	385.12	0.00	385.12
74279	12/22/2016	42754	CERRITOS FORD INC	78.01	0.00	78.01
74280	12/22/2016	2496	PETREE. ROBERT	2,151.91	0.00	2,151.91
74281	12/22/2016	4309	SAFESHRED	25.00	0.00	25.00
74282	12/22/2016	4436	SESAC	1,292.00	0.00	1,292.00
74283	12/22/2016	52279	SMART & FINAL INC	27.17	0.00	27.17
74284	12/22/2016	26900	SO CALIF SECURITY CENTERS INC	157.49	0.00	157.49
74285	12/22/2016	29400	SOUTHERN CALIFORNIA EDISON CO	60,955.91	0.00	60,955.91
74286	12/22/2016	29500	SOUTHERN CALIFORNIA GAS CO	3,053.73	0.00	3,053.73
74287	12/22/2016	4368	SPECIALTY TIRES LLC	129.68	0.00	129.68
74288	12/22/2016	44104	STATE WATER RESOURCES CONTROL BOARD	41,127.00	0.00	41,127.00
74289	12/22/2016	44104	STATE WATER RESOURCES CONTROL BOARD	60.00	0.00	60.00
74290	12/22/2016	4666	STEIN. PAUL	125.00	0.00	125.00

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74291	12/22/2016	2995	STRICTLY BACKFLOW INC	225.00	0.00	225.00
74292	12/22/2016	2732	TANNEN. MITCH	208.00	0.00	208.00
74293	12/22/2016	38679	WESTERN EXTERMINATOR COMPANY	1,312.91	0.00	1,312.91
74294	12/22/2016	1676	U S TELEPACIFIC CORP	415.13	0.00	415.13
74295	12/22/2016	59212	TETRA TECH INC	118,662.60	0.00	118,662.60
74296	12/22/2016	2372	TGIS CATERING SVCS INC	3,900.00	0.00	3,900.00
74297	12/22/2016	4364	THE RINKS-LAKEWOOD ICE	58.50	0.00	58.50
74298	12/22/2016	4849	TIFCO INDUSTRIES. INC.	19.59	0.00	19.59
74299	12/22/2016	982	TOSHIBA BUSINESS SOLUTIONS	2,648.08	0.00	2,648.08
74300	12/22/2016	65737	U S BANK NATIONAL ASSOCIATION	3,006.89	0.00	3,006.89
74301	12/22/2016	4873	TRANSAMERICA LIFE INSURANCE COMPANY	2,490.57	0.00	2,490.57
74302	12/22/2016	47854	TRUESDAIL LABORATORIES INC	662.50	0.00	662.50
74303	12/22/2016	1437	U S BANK NATIONAL ASSOCIATION	847.56	0.00	847.56
74304	12/22/2016	53760	UNITED WAY- GREATER LOS ANGELES	22.00	0.00	22.00
74305	12/22/2016	4942	VAN DIEST BROS. INC	3,300.00	0.00	3,300.00
74306	12/22/2016	33200	WALTERS WHOLESALE ELECTRIC CO	1,350.70	24.81	1,325.89
74307	12/22/2016	61019	CHRISTMAN WILLIAM B	175.00	0.00	175.00
74308	12/22/2016	17640	WAXIE ENTERPRISES INC	198.98	0.00	198.98
74309	12/22/2016	36166	WEGENER. KATHY	678.60	0.00	678.60
74310	12/22/2016	37745	WESTERN EXTERMINATOR CO	287.50	0.00	287.50
74311	12/22/2016	50058	WHITE HOUSE FLORIST INC	81.75	0.00	81.75
74312	12/22/2016	35146	WILLDAN ASSOCIATES	9,734.00	0.00	9,734.00
74313	12/22/2016	3837	WORTHINGTON FORD	3,803.62	0.00	3,803.62
74314	12/22/2016	2145	WYNN. LAKYN	29.25	0.00	29.25
74315	12/22/2016	4837	XEROX CORPORATION	995.70	0.00	995.70
74316	12/22/2016	3699	ABRO. DOLORES	25.00	0.00	25.00
74317	12/22/2016	3699	BALUNDO. NORMA	250.00	0.00	250.00
74318	12/22/2016	3699	BARRERA. RACHEL	250.00	0.00	250.00
74319	12/22/2016	3699	BOY SCOUT TROOP 67	250.00	0.00	250.00
74320	12/22/2016	3699	CALACSAN. JAIME	250.00	0.00	250.00
74321	12/22/2016	3699	CARNES. LINDA	28.00	0.00	28.00
74322	12/22/2016	3699	CUB SCOUT PACK #134	250.00	0.00	250.00
74323	12/22/2016	3699	DAVIS. PATTI	54.00	0.00	54.00
74324	12/22/2016	3699	DEMARCO. ADAM J	2,024.64	0.00	2,024.64
74325	12/22/2016	3699	DENSMORE. NANCY	13.00	0.00	13.00
74326	12/22/2016	3699	DUPONT. JAMES	24.00	0.00	24.00
74327	12/22/2016	3699	GATES. ELAINE	5.00	0.00	5.00
74328	12/22/2016	3699	GODOY. ANTHONY	250.00	0.00	250.00
74329	12/22/2016	3699	GODOY. ENRIOUE & CHAVEZ. JOY	7.70	0.00	7.70
74330	12/22/2016	3699	GUEVARRA. ROWENA	250.00	0.00	250.00
74331	12/22/2016	3699	HARDY. SANDRA	250.00	0.00	250.00
74332	12/22/2016	3699	HARRIS. MERLENE	14.00	0.00	14.00
74333	12/22/2016	3699	HERMAN. RICHARD B JR	238.68	0.00	238.68
74334	12/22/2016	3699	HERMOSURA. HAROLD	15.00	0.00	15.00

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74335	12/22/2016	3699	HLACA. YOSHIE	38.00	0.00	38.00
74336	12/22/2016	3699	HUNKL. R & G S	137.96	0.00	137.96
74337	12/22/2016	3699	INTEGRITY TERMITE COMPANY	1,695.00	0.00	1,695.00
74338	12/22/2016	3699	JOHN P. COURTNEY PLUMBING	1,175.00	0.00	1,175.00
74339	12/22/2016	3699	JONES. MARGARET	250.00	0.00	250.00
74340	12/22/2016	3699	KNIGHT. DAVID	128.00	0.00	128.00
74341	12/22/2016	3699	LOWES. MARGUERITE	36.00	0.00	36.00
74342	12/22/2016	3699	MABON. MICHAEL	250.00	0.00	250.00
74343	12/22/2016	3699	MADISON. DON	250.00	0.00	250.00
74344	12/22/2016	3699	MILLER. HOWARD	5.00	0.00	5.00
74345	12/22/2016	3699	MOMS CLUB OF LAKEWOOD	250.00	0.00	250.00
74346	12/22/2016	3699	MUTTARAID. TOMMY	25.28	0.00	25.28
74347	12/22/2016	3699	OEURN. MARCHELE	250.00	0.00	250.00
74348	12/22/2016	3699	OLIVARES. EVELYN	250.00	0.00	250.00
74349	12/22/2016	3699	ORBON. ANNELI	250.00	0.00	250.00
74350	12/22/2016	3699	OROZCO. DANIEL	250.00	0.00	250.00
74351	12/22/2016	3699	R3 CONSTRUCTION SERVICES INC	2,737.80	0.00	2,737.80
74352	12/22/2016	3699	RC ENTERPRISE INC	205.92	0.00	205.92
74353	12/22/2016	3699	REEVES. GINA	36.00	0.00	36.00
74354	12/22/2016	3699	RON ANDERSON ROOFING	201.24	0.00	201.24
74355	12/22/2016	3699	RYDEN CONSTRUCTION	121.68	0.00	121.68
74356	12/22/2016	3699	S AND W ROOFING	174.95	0.00	174.95
74357	12/22/2016	3699	SAFE STEP WALK-IN TUB	175.50	0.00	175.50
74358	12/22/2016	3699	SCOTS ROOFING	462.25	0.00	462.25
74359	12/22/2016	3699	SECARD POOLS	550.80	0.00	550.80
74360	12/22/2016	3699	SEIB. JOHN	250.00	0.00	250.00
74361	12/22/2016	3699	SLOTTERBECK ROOFING CO	205.56	0.00	205.56
74362	12/22/2016	3699	SMART SOLAR MARKETING	210.60	0.00	210.60
74363	12/22/2016	3699	SOLARCITY CORP	860.69	0.00	860.69
74364	12/22/2016	3699	SOLARMAX RENEWABLE	92.90	0.00	92.90
74365	12/22/2016	3699	SOUTHWEST SUN SOLAR	93.80	0.00	93.80
74366	12/22/2016	3699	STAY DRY ROOFING	196.56	0.00	196.56
74367	12/22/2016	3699	STRONG BUILDERS	187.20	0.00	187.20
74368	12/22/2016	3699	STURDY BUILT INC	9,360.00	0.00	9,360.00
74369	12/22/2016	3699	SUDDUTH CONSTRUCTION INC	327.60	0.00	327.60
74370	12/22/2016	3699	SUNRUN INSTALLATION SVCS INC	218.44	0.00	218.44
74371	12/22/2016	3699	TENCO SOLAR	187.20	0.00	187.20
74372	12/22/2016	3699	THD AT HOME SERVICES	258.83	0.00	258.83
74373	12/22/2016	3699	TILL ROOFING INC	100.62	0.00	100.62
74374	12/22/2016	3699	TIMBERLINE CONSTRUCTION INC	3,084.12	0.00	3,084.12
74375	12/22/2016	3699	TIZCARENO. VANESSA	250.00	0.00	250.00
74376	12/22/2016	3699	US DEVELOPERS INC	140.40	0.00	140.40
74377	12/22/2016	3699	VALLEJO ROOFING	128.70	0.00	128.70
74378	12/22/2016	3699	VIVINT SOLAR INC	91.29	0.00	91.29

# CITY OF LAKEWOOD

## 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>
74379	12/22/2016	3699	WALDEN, KATHY	250.00	0.00	250.00
74380	12/22/2016	3699	WARREN ROOFING	173.16	0.00	173.16
74381	12/22/2016	3699	WEST COAST POOL CONSTRUCTION	351.00	0.00	351.00
74382	12/22/2016	3699	WEST LA CUSTOM WINDOWS LLC	175.50	0.00	175.50
74383	12/22/2016	3699	WINDOR INC	44.40	0.00	44.40
<b>Totals:</b>				<u>1,778,591.77</u>	<u>33.30</u>	<u>1,778,558.47</u>

**CITY OF LAKEWOOD  
FUND SUMMARY 1/5/2017**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 74384 through 74514. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	215,303.67
1020	CABLE TV	1,350.00
1030	CDBG CURRENT YEAR	2,936.67
3001	CAPITAL IMPROV PROJECT FUND	18,505.75
5010	GRAPHICS AND COPY CENTER	86.18
5020	CENTRAL STORES	4,614.71
5030	FLEET MAINTENANCE	2,783.10
7500	WATER UTILITY FUND	2,713.40
8020	LOCAL REHAB LOAN	9,010.70
8030	TRUST DEPOSIT	5,098.92
		<hr/>
		<b>262,403.10</b>

Council Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

Attest

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City Clerk

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Director of Administrative Services

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74384	01/05/2017	4113	SHAKER NERMINE	1,750.00	0.00	1,750.00
74385	01/05/2017	61142	ADAMS-HILLERY SHARRON	2,936.67	0.00	2,936.67
74386	01/05/2017	4964	AIRSTAR AMERICA, INC.	9,378.62	0.00	9,378.62
74387	01/05/2017	65668	ANICETO, SANDRA	858.00	0.00	858.00
74388	01/05/2017	4693	APEX DRUM COMPANY, INC.	490.50	0.00	490.50
74389	01/05/2017	4465	ATALLA, IBRAHIM	156.00	0.00	156.00
74390	01/05/2017	66012	BARTKUS, KRISTIN	3,234.73	0.00	3,234.73
74391	01/05/2017	2808	BITHELL, INC.	5,022.00	0.00	5,022.00
74392	01/05/2017	62737	BOYES, GOBIND	94.25	0.00	94.25
74393	01/05/2017	1935	BREA, CITY OF	29,923.75	0.00	29,923.75
74394	01/05/2017	66457	BRENNTAG PACIFIC INC	1,118.26	0.00	1,118.26
74395	01/05/2017	307	CALIF. STATE DISBURSEMENT UNIT	155.07	0.00	155.07
74396	01/05/2017	53983	CALIF STATE FRANCHISE TAX BOARD	1,453.00	0.00	1,453.00
74397	01/05/2017	7500	CENTRAL BASIN MUNICIPAL WATER	1,035.00	0.00	1,035.00
74398	01/05/2017	45894	CINTAS CORPORATION	58.82	0.00	58.82
74399	01/05/2017	4911	CONVERGINT TECHNOLOGIES LLC	3,098.00	0.00	3,098.00
74400	01/05/2017	4380	CAPITAL ONE NATIONAL ASSOCIATION	209.51	0.00	209.51
74401	01/05/2017	60195	CR TRANSFER INC	4,873.65	0.00	4,873.65
74402	01/05/2017	4435	ELLIOTT AUTO SUPPLY COMPANY INC	147.09	0.00	147.09
74403	01/05/2017	4289	FRAZIER, ROBERT C	172.25	0.00	172.25
74404	01/05/2017	4884	FRONTIER CALIFORNIA INC.	79.99	0.00	79.99
74405	01/05/2017	56711	GILLIBRAND P W CO INC	1,506.71	0.00	1,506.71
74406	01/05/2017	2153	GOETTEL & ASSOCIATES INC	277.50	0.00	277.50
74407	01/05/2017	61769	GRAUTEN, EVELYN R	351.00	0.00	351.00
74408	01/05/2017	62491	HANDS ON MAILING &	741.38	0.00	741.38
74409	01/05/2017	4723	HANSEN SOFTWARE CORP	250.00	0.00	250.00
74410	01/05/2017	65575	HAP'S AUTO PARTS	430.79	0.00	430.79
74411	01/05/2017	35477	HARA M LAWNMOWER CENTER	378.73	0.00	378.73
74412	01/05/2017	42031	HOME DEPOT	297.61	0.00	297.61
74413	01/05/2017	41897	HOSE-MAN THE	58.40	0.00	58.40
74414	01/05/2017	4688	HUNTER, JOHN L & ASSOCIATES	492.50	0.00	492.50
74415	01/05/2017	4962	HUNTINGTON PARK RUBBER STAMP CO	105.05	0.00	105.05
74416	01/05/2017	62707	JACOBY, MARK	86.18	0.00	86.18
74417	01/05/2017	4622	JHM SUPPLY INC	1,250.96	0.00	1,250.96
74418	01/05/2017	4023	JOSEPH, OLIVIA DIANE	175.00	0.00	175.00
74419	01/05/2017	4668	SALES, KEVIN DBA	1,820.00	0.00	1,820.00
74420	01/05/2017	18300	LAKEWOOD CHAMBER OF COMMERCE	1,833.33	0.00	1,833.33
74421	01/05/2017	18400	LAKEWOOD, CITY WATER DEPT	13,812.61	0.00	13,812.61
74422	01/05/2017	20300	LONG BEACH CITY GAS & WATER DEPT	521.81	0.00	521.81
74423	01/05/2017	4858	LYNN'S AUTO AIR INC	532.99	0.00	532.99
74424	01/05/2017	58414	MANAGED HEALTH NETWORK	372.02	0.00	372.02
74425	01/05/2017	2564	MARSAN TURF & IRRIGATION	1,410.02	0.00	1,410.02
74426	01/05/2017	4625	MERCHANT'S BUILDING MAINTENANCE LLC	758.10	0.00	758.10
74427	01/05/2017	64333	MOSES-CALDERA, ISABEL	296.40	0.00	296.40

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74428	01/05/2017	4190	NATIONAL UNION FIRE INSURANCE CO	669.95	0.00	669.95
74429	01/05/2017	4892	NESTLE WATERS NORTH AMERICA	572.95	0.00	572.95
74430	01/05/2017	4714	CRON, ASHLEY	12,660.00	0.00	12,660.00
74431	01/05/2017	4207	NOVAK, NORA	600.00	0.00	600.00
74432	01/05/2017	4443	O'REILLY AUTOMOTIVE STORES INC	287.07	5.27	281.80
74433	01/05/2017	4513	OCEAN BLUE ENVIRONMENTAL SERVICES	2,960.00	0.00	2,960.00
74434	01/05/2017	47554	OFFICE DEPOT BUSINESS SVCS	855.84	0.00	855.84
74435	01/05/2017	4497	PACIFIC COACHWAYS CHARTER SERVICES	250.00	0.00	250.00
74436	01/05/2017	65659	PHASE II SYSTEMS INC	4,057.97	0.00	4,057.97
74437	01/05/2017	51171	PERS LONG TERM CARE PROGRAM	301.10	0.00	301.10
74438	01/05/2017	1615	PFM ASSET MANAGEMENT LLC	2,972.00	0.00	2,972.00
74439	01/05/2017	4374	PITNEY BOWES INC	213.99	0.00	213.99
74440	01/05/2017	4926	RAM AIR ENGINEERING, INC.	10,958.38	0.00	10,958.38
74441	01/05/2017	2374	RICHARDS WATSON & GERSHON INC	2,978.92	0.00	2,978.92
74442	01/05/2017	4949	ROSSI, GEORGE	200.00	0.00	200.00
74443	01/05/2017	4468	SHERRARD, DONNA HOUSTON	153.40	0.00	153.40
74444	01/05/2017	59218	SIERRA INSTALLATIONS INC	4,784.00	0.00	4,784.00
74445	01/05/2017	52279	SMART & FINAL INC	149.63	0.00	149.63
74446	01/05/2017	26900	SO CALIF SECURITY CENTERS INC	6.27	0.00	6.27
74447	01/05/2017	29450	SOUTHERN CALIFORNIA EDISON	40,033.85	0.00	40,033.85
74448	01/05/2017	29500	SOUTHERN CALIFORNIA GAS CO	2,766.82	0.00	2,766.82
74449	01/05/2017	4201	AUDIO MESSAGING SOLUTIONS LLC	239.60	0.00	239.60
74450	01/05/2017	4624	SUNBELT FLOORING, INC.	9,075.00	0.00	9,075.00
74451	01/05/2017	4893	TENG, WHEA-FUN	124.80	0.00	124.80
74452	01/05/2017	2372	TGIS CATERING SVCS INC	7,785.09	0.00	7,785.09
74453	01/05/2017	4364	THE RINKS-LAKEWOOD ICE	117.00	0.00	117.00
74454	01/05/2017	60685	TURF STAR	898.79	0.00	898.79
74455	01/05/2017	35089	UNDERGROUND SERVICE ALERT	94.50	0.00	94.50
74456	01/05/2017	519	UNIVAR USA	3,662.40	0.00	3,662.40
74457	01/05/2017	4907	VARSITY BRANDS HOLDING CO INC	945.85	0.00	945.85
74458	01/05/2017	17640	WAXIE ENTERPRISES INC	2,451.38	0.00	2,451.38
74459	01/05/2017	40925	WEST COAST ARBORISTS INC	13,860.00	0.00	13,860.00
74460	01/05/2017	2279	AMERICAN PACIFIC PRINTERS COLLEGES	6,006.86	0.00	6,006.86
74461	01/05/2017	35146	WILLDAN ASSOCIATES	20,906.75	0.00	20,906.75
74462	01/05/2017	3699	ACUNA, ERIC	100.00	0.00	100.00
74463	01/05/2017	3699	ANCHETA, NANETTE	20.00	0.00	20.00
74464	01/05/2017	3699	ANDRION, CRISTETA	5.00	0.00	5.00
74465	01/05/2017	3699	ARMAS, TERESITA	657.00	0.00	657.00
74466	01/05/2017	3699	AVITA, SANDRA	50.00	0.00	50.00
74467	01/05/2017	3699	BERGER, AMY	15.00	0.00	15.00
74468	01/05/2017	3699	BIGGER, BARBARA	60.00	0.00	60.00
74469	01/05/2017	3699	BOLTER, JENNY	60.00	0.00	60.00
74470	01/05/2017	3699	CANNADY, RAENELL	10.00	0.00	10.00
74471	01/05/2017	3699	CASHION, KATIE	75.00	0.00	75.00



# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74472	01/05/2017	3699	CHEATHAM, JAMIRA	250.00	0.00	250.00
74473	01/05/2017	3699	COLEMAN, JOHN	18.00	0.00	18.00
74474	01/05/2017	3699	CUDD, TAMMY	9.00	0.00	9.00
74475	01/05/2017	3699	DAVIS, REBECCA	72.00	0.00	72.00
74476	01/05/2017	3699	DIAZ, JONATHAN	90.00	0.00	90.00
74477	01/05/2017	3699	DIMAS, BLANCA	21.00	0.00	21.00
74478	01/05/2017	3699	DOBBS, PATRICIA	37.00	0.00	37.00
74479	01/05/2017	3699	DOTSON, MELODY	250.00	0.00	250.00
74480	01/05/2017	3699	EASTON, KATIE	60.00	0.00	60.00
74481	01/05/2017	3699	FERNANDO, ANASTACIA	7.00	0.00	7.00
74482	01/05/2017	3699	FIERSTEIN, CHUCK	12.50	0.00	12.50
74483	01/05/2017	3699	FINN, YOLANDA	33.00	0.00	33.00
74484	01/05/2017	3699	GADALKARIM, GORGEIT	40.00	0.00	40.00
74485	01/05/2017	3699	GAJDOS, BARBARA	5.00	0.00	5.00
74486	01/05/2017	3699	GLASSER, ANDREA	10.00	0.00	10.00
74487	01/05/2017	3699	GOGGIN, BARBARA	10.00	0.00	10.00
74488	01/05/2017	3699	GUAY, CLAUDINE	35.00	0.00	35.00
74489	01/05/2017	3699	HENDRICKS, OTTIS	250.00	0.00	250.00
74490	01/05/2017	3699	HILL, DEBORAH	60.00	0.00	60.00
74491	01/05/2017	3699	HILL, LISA	24.00	0.00	24.00
74492	01/05/2017	3699	HIRANO, GAIL	60.00	0.00	60.00
74493	01/05/2017	3699	HURTE, YOLANDA	250.00	0.00	250.00
74494	01/05/2017	3699	ITCHON, JONATHAN	250.00	0.00	250.00
74495	01/05/2017	3699	JACOBSEN, JOANNE	90.00	0.00	90.00
74496	01/05/2017	3699	LAKEWOOD UNITED METHODIST CHURCH	100.00	0.00	100.00
74497	01/05/2017	3699	LITTRELL, JT	60.00	0.00	60.00
74498	01/05/2017	3699	LOCKYEAR, RUTH	120.00	0.00	120.00
74499	01/05/2017	3699	MARTIN, BRENDA	250.00	0.00	250.00
74500	01/05/2017	3699	MARTIN, VICKI	75.00	0.00	75.00
74501	01/05/2017	3699	MORENO, CINDY	250.00	0.00	250.00
74502	01/05/2017	3699	MUNGUIA, MARCENA	250.00	0.00	250.00
74503	01/05/2017	3699	ORCHARD SUPPLY HARDWARE	100.00	0.00	100.00
74504	01/05/2017	3699	PHABMIXAY, JET & RODRIGUEZ, HUGO	245.76	0.00	245.76
74505	01/05/2017	3699	PRICHARD, CAROL	60.00	0.00	60.00
74506	01/05/2017	3699	REAMER, ANTRINEAU	30.00	0.00	30.00
74507	01/05/2017	3699	SANCHEZ, HECTOR	6.00	0.00	6.00
74508	01/05/2017	3699	SCHIFFNER, MARK	30.00	0.00	30.00
74509	01/05/2017	3699	SCIARRA, MICHAEL	60.00	0.00	60.00
74510	01/05/2017	3699	TATE, JOAN	11.00	0.00	11.00
74511	01/05/2017	3699	VADEN, JR., CHARLES	15.00	0.00	15.00
74512	01/05/2017	3699	WELLS, WENDY	75.00	0.00	75.00
74513	01/05/2017	3699	WIN-DOR INC	9,010.70	0.00	9,010.70
74514	01/05/2017	3699	WRIGHT, MARIE	60.00	0.00	60.00

# CITY OF LAKEWOOD 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>
			<b>Totals:</b>	<u>262,408.37</u>	<u>5.27</u>	<u>262,403.10</u>

**CITY OF LAKEWOOD  
FUND SUMMARY 1/12/2017**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 74515 through 74642. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	360,557.37
1020	CABLE TV	3,381.83
1030	CDBG CURRENT YEAR	2,189.69
1050	COMMUNITY FACILITY	43,307.08
1070	RETIREE MEDICAL	448.00
1621	LA CNTY MEASURE R	22,850.00
3001	CAPITAL IMPROV PROJECT FUND	171,173.05
3070	PROPOSITION "C"	1,368.76
5010	GRAPHICS AND COPY CENTER	1,114.75
5020	CENTRAL STORES	804.36
5030	FLEET MAINTENANCE	4,049.31
7500	WATER UTILITY FUND	32,403.55
8020	LOCAL REHAB LOAN	56.81
		<hr/>
		<b>643,704.56</b>

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
74515	01/12/2017	4842	A T & T CORP	222.08	0.00	222.08
74516	01/12/2017	860	ALLIANT INSURANCE SERVICES	7,505.00	0.00	7,505.00
74517	01/12/2017	4684	AMAZON.COM LLC	673.28	0.00	673.28
74518	01/12/2017	50163	AMERICAN PUBLIC WORKS ASSN	237.50	0.00	237.50
74519	01/12/2017	58000	AMERICAN TRUCK & TOOL RENTAL INC	148.95	0.00	148.95
74520	01/12/2017	4724	ARC DOCUMENT SOLUTIONS. LLC	1,036.59	0.00	1,036.59
74521	01/12/2017	4465	ATALLA. IBRAHIM	13.00	0.00	13.00
74522	01/12/2017	53835	C.P.R.S. DIST X	260.00	0.00	260.00
74523	01/12/2017	46288	CA ASSOC FOR COORDINATED TRANSPORTN	535.00	0.00	535.00
74524	01/12/2017	7600	CENTRAL BASIN WATER ASSN	75.00	0.00	75.00
74525	01/12/2017	43135	CERRITOS. CITY OF - WATER DIVISION	20,776.50	0.00	20,776.50
74526	01/12/2017	4542	CHAHO. MICHELLE	325.00	0.00	325.00
74527	01/12/2017	4972	CHARTER COMMUNICATIONS HOLDINGS. LLC	5,392.96	0.00	5,392.96
74528	01/12/2017	45894	CINTAS CORPORATION	126.81	0.00	126.81
74529	01/12/2017	57070	CITY LIGHT & POWER LKWD INC	30,479.31	0.00	30,479.31
74530	01/12/2017	3778	COMMERCIAL AOUATIC SERVICES INC	660.54	0.00	660.54
74531	01/12/2017	60195	CR TRANSFER INC	4,327.53	0.00	4,327.53
74532	01/12/2017	2055	DALY. PAMELA	325.00	0.00	325.00
74533	01/12/2017	4442	DANIEL'S TIRE SERVICE INC	1,299.78	0.00	1,299.78
74534	01/12/2017	4890	DATABASE SYSTEMS CORP	88.27	0.00	88.27
74535	01/12/2017	4524	DEKRA-LITE INDUSTRIES INC	40,848.19	0.00	40,848.19
74536	01/12/2017	4498	DELTA DENTAL INSURANCE COMPANY	1,418.15	0.00	1,418.15
74537	01/12/2017	56889	DELTA DENTAL OF CALIFORNIA	6,948.96	0.00	6,948.96
74538	01/12/2017	4435	ELLIOTT AUTO SUPPLY COMPANY INC	269.77	0.00	269.77
74539	01/12/2017	63519	FLUE STEAM INC	24.00	0.00	24.00
74540	01/12/2017	4884	FRONTIER CALIFORNIA INC.	5,819.92	0.00	5,819.92
74541	01/12/2017	61688	FULL COMPASS SYSTEMS LTD	383.21	0.00	383.21
74542	01/12/2017	52540	GONSALVES JOE A & SON	4,526.00	0.00	4,526.00
74543	01/12/2017	65575	HAP'S AUTO PARTS	75.05	0.00	75.05
74544	01/12/2017	35477	HARA M LAWNMOWER CENTER	2,054.63	0.00	2,054.63
74545	01/12/2017	309	HAWAIIAN GARDENS. CITY OF	22,850.00	0.00	22,850.00
74546	01/12/2017	42031	HOME DEPOT	2,234.27	0.00	2,234.27
74547	01/12/2017	57716	HUBBARD. PAUL S	325.00	0.00	325.00
74548	01/12/2017	65712	IDMODELING INC	2,037.50	0.00	2,037.50
74549	01/12/2017	4149	INFOSEND INC	8,236.11	0.00	8,236.11
74550	01/12/2017	40994	JACOBY. CAROL FLYNN	216.50	0.00	216.50
74551	01/12/2017	4622	JHM SUPPLY INC	148.12	0.00	148.12
74552	01/12/2017	53365	KENNY'S AUTO SERVICE	134.00	0.00	134.00
74553	01/12/2017	2956	KICK IT UP KIDZ. LLC	175.50	0.00	175.50
74554	01/12/2017	53311	LAKEWOOD MEALS ON WHEELS	875.00	0.00	875.00
74555	01/12/2017	18400	LAKEWOOD. CITY WATER DEPT	24,348.80	0.00	24,348.80
74556	01/12/2017	4783	LANDCARE HOLDINGS INC	7,184.28	0.00	7,184.28
74557	01/12/2017	44733	LIEBERT CASSIDY WHITMORE	1,050.00	0.00	1,050.00
74558	01/12/2017	3491	TRUCK LIGHTHOUSE THE	2,854.80	52.50	2,802.30

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74559	01/12/2017	46658	MARTUCCI, CHUCK	58.50	0.00	58.50
74560	01/12/2017	4446	MIDAMERICA ADMIN & RETIREMENT	448.00	0.00	448.00
74561	01/12/2017	65277	MILLIKEN & COMPANY	34,429.06	0.00	34,429.06
74562	01/12/2017	4798	MURTISHAW, JESSICA	19.50	0.00	19.50
74563	01/12/2017	4892	NESTLE WATERS NORTH AMERICA	207.90	0.00	207.90
74564	01/12/2017	4443	O'REILLY AUTOMOTIVE STORES INC	600.27	11.86	588.41
74565	01/12/2017	47414	O'NEAL, DINK	325.00	0.00	325.00
74566	01/12/2017	47554	OFFICE DEPOT BUSINESS SVCS	491.58	0.00	491.58
74567	01/12/2017	63708	DY-JO CORPORATION	635.00	0.00	635.00
74568	01/12/2017	4543	PETERSON, ERIC	325.00	0.00	325.00
74569	01/12/2017	42922	POLYDOROS, STEVE	413.85	0.00	413.85
74570	01/12/2017	4966	RAMIREZ, KASON	325.00	0.00	325.00
74571	01/12/2017	4946	REYES CONSTRUCTION, INC.	171,173.05	0.00	171,173.05
74572	01/12/2017	50796	S C P L R C	300.00	0.00	300.00
74573	01/12/2017	52279	SMART & FINAL INC	772.49	0.00	772.49
74574	01/12/2017	29400	SOUTHERN CALIFORNIA EDISON CO	28,416.31	0.00	28,416.31
74575	01/12/2017	29400	SOUTHERN CALIFORNIA EDISON CO	39,106.05	0.00	39,106.05
74576	01/12/2017	49529	SPICERS PAPER INC	471.06	2.70	468.36
74577	01/12/2017	37930	STANDARD INSURANCE CO UNIT 22	2,387.90	0.00	2,387.90
74578	01/12/2017	37930	STANDARD INSURANCE CO UNIT 22	9,997.14	0.00	9,997.14
74579	01/12/2017	66215	SUPERIOR COURT OF CALIFORNIA	6,703.00	0.00	6,703.00
74580	01/12/2017	66215	SUPERIOR COURT OF CALIFORNIA	8,415.00	0.00	8,415.00
74581	01/12/2017	2732	TANNEN, MITCH	686.40	0.00	686.40
74582	01/12/2017	2372	TGIS CATERING SVCS INC	5,285.63	0.00	5,285.63
74583	01/12/2017	3110	TORRES LOPEZ JAVIER	44.50	0.00	44.50
74584	01/12/2017	52484	TREND OFFSET PRINTING SERVICES INC	17,793.02	0.00	17,793.02
74585	01/12/2017	4967	TROY, MARC	325.00	0.00	325.00
74586	01/12/2017	47854	TRUESDAIL LABORATORIES INC	563.00	0.00	563.00
74587	01/12/2017	64024	U S POSTAL SERVICE	2,261.39	0.00	2,261.39
74588	01/12/2017	4642	UTILITY COST MANAGEMENT LLC	4,062.74	0.00	4,062.74
74589	01/12/2017	64652	CELLCO PARTNERSHIP	2,739.62	0.00	2,739.62
74590	01/12/2017	57135	VISION SERVICE PLAN	4,454.45	0.00	4,454.45
74591	01/12/2017	17640	WAXIE ENTERPRISES INC	8,942.99	0.00	8,942.99
74592	01/12/2017	40925	WEST COAST ARBORISTS INC	71,345.30	0.00	71,345.30
74593	01/12/2017	50058	WHITE HOUSE FLORIST INC	1,292.65	0.00	1,292.65
74594	01/12/2017	3837	WORTHINGTON FORD	117.33	0.00	117.33
74595	01/12/2017	2145	WYNN, LAKYN	39.00	0.00	39.00
74596	01/12/2017	4837	XEROX CORPORATION	646.39	0.00	646.39
74597	01/12/2017	3699	APLEDOORN, SUSAN	56.81	0.00	56.81
74598	01/12/2017	3699	AVILA, BLANCA	250.00	0.00	250.00
74599	01/12/2017	3699	BATALLA, AUBREY	250.00	0.00	250.00
74600	01/12/2017	3699	BIBA, KAY	46.00	0.00	46.00
74601	01/12/2017	3699	BLODGETT, CINDY & DAN	17.24	0.00	17.24
74602	01/12/2017	3699	BOWDRY, LISA	250.00	0.00	250.00

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74603	01/12/2017	3699	BRIONY, SHIRLEY	240.00	0.00	240.00
74604	01/12/2017	3699	CABLE, APRIL	27.64	0.00	27.64
74605	01/12/2017	3699	DANDRADE, HAILE	170.00	0.00	170.00
74606	01/12/2017	3699	DONALDSON, LA'STACIA	5.00	0.00	5.00
74607	01/12/2017	3699	ECLARINAL, CARMELA	250.00	0.00	250.00
74608	01/12/2017	3699	EGBERT, DANIEL	250.00	0.00	250.00
74609	01/12/2017	3699	FIELDS, BATINA	325.00	0.00	325.00
74610	01/12/2017	3699	FOXX, DIANNA	250.00	0.00	250.00
74611	01/12/2017	3699	GIRL SCOUT TROOP 113-3433	250.00	0.00	250.00
74612	01/12/2017	3699	GUALTO, JESSIE	40.00	0.00	40.00
74613	01/12/2017	3699	GUETTLER, TONIA	250.00	0.00	250.00
74614	01/12/2017	3699	HALABASO, MARLOUN	250.00	0.00	250.00
74615	01/12/2017	3699	HANDLEY DEVELOPMENT INC	198.58	0.00	198.58
74616	01/12/2017	3699	HECHANOVA, DEM	250.00	0.00	250.00
74617	01/12/2017	3699	J M A PATIO & CONSTRUCTION	152.02	0.00	152.02
74618	01/12/2017	3699	JACKSON, ANGELA	45.00	0.00	45.00
74619	01/12/2017	3699	JAMES, ASHLEY	250.00	0.00	250.00
74620	01/12/2017	3699	JORDA, TOBIAS	250.00	0.00	250.00
74621	01/12/2017	3699	LANDS, HEATHER	101.80	0.00	101.80
74622	01/12/2017	3699	LISSAK, JOSEPH	84.24	0.00	84.24
74623	01/12/2017	3699	LOPEZ, LUZ	250.00	0.00	250.00
74624	01/12/2017	3699	MALALUAN, GAYZEL	250.00	0.00	250.00
74625	01/12/2017	3699	MAMA SHERMANS LOVE AND CARING	108.00	0.00	108.00
74626	01/12/2017	3699	MANIS, LINDA	250.00	0.00	250.00
74627	01/12/2017	3699	MC COY, DONNA	10.00	0.00	10.00
74628	01/12/2017	3699	MCGILL, JUDITH L	35.69	0.00	35.69
74629	01/12/2017	3699	MOSOUEDA, CLAUDIA	36.00	0.00	36.00
74630	01/12/2017	3699	NEWMAN, JENNIFER	250.00	0.00	250.00
74631	01/12/2017	3699	ROSS, SHARON	400.00	0.00	400.00
74632	01/12/2017	3699	SCHWENDENER, ALAN	468.00	0.00	468.00
74633	01/12/2017	3699	SLAVITTER, SUZANNE	31.00	0.00	31.00
74634	01/12/2017	3699	SMITH, YVONNE	240.00	0.00	240.00
74635	01/12/2017	3699	THORPE, E M & D G	42.67	0.00	42.67
74636	01/12/2017	3699	TORRES, JASMIN	14.00	0.00	14.00
74637	01/12/2017	3699	VAN, BRANDEE	16.00	0.00	16.00
74638	01/12/2017	3699	WASHINGTON, LEKEISA	45.00	0.00	45.00
74639	01/12/2017	3699	WHITE, MARIA	25.00	0.00	25.00
74640	01/12/2017	3699	WOLDCLARK, DASHAWNA	250.00	0.00	250.00
74641	01/12/2017	4954	DESCANSO GARDENS GUILD, INC.	125.00	0.00	125.00
74642	01/12/2017	66070	RAMONA BOWL AMPHITHEATRE	250.00	0.00	250.00
<b>Totals:</b>				<u>643,771.62</u>	<u>67.06</u>	<u>643,704.56</u>

**CITY OF LAKEWOOD  
FUND SUMMARY 1/19/2017**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 74643 through 74737. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	124,206.97
1020	CABLE TV	2,051.33
1050	COMMUNITY FACILITY	3,798.86
3000	AIR QUALITY IMPROVEMENT	163.20
3060	PROPOSITION "A"	0.27
3070	PROPOSITION "C"	93.09
5010	GRAPHICS AND COPY CENTER	885.12
5020	CENTRAL STORES	988.41
5030	FLEET MAINTENANCE	4,141.79
6020	GEOGRAPHIC INFORMATION SYSTEM	47.11
7500	WATER UTILITY FUND	162,755.12
8030	TRUST DEPOSIT	2,499.70
		<hr/>
		<b>301,630.97</b>

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
74643	01/19/2017	1700	ALLIED REFRIGERATION INC	101.50	0.00	101.50
74644	01/19/2017	58000	AMERICAN TRUCK & TOOL RENTAL INC	375.70	0.00	375.70
74645	01/19/2017	4820	WORKFORCE PRODUCTS INC.	70.06	0.00	70.06
74646	01/19/2017	1003	AMER.SOCIETY OF COMPOSERS	818.00	0.00	818.00
74647	01/19/2017	4878	B.R. BREWER SIGN & GRAPHICS	183.43	0.00	183.43
74648	01/19/2017	51467	BADGER METER INC	307.94	0.00	307.94
74649	01/19/2017	4973	BOWMAN, RYAN	2,081.00	0.00	2,081.00
74650	01/19/2017	66457	BRENNTAG PACIFIC INC	2,189.18	0.00	2,189.18
74651	01/19/2017	307	CALIF. STATE DISBURSEMENT UNIT	174.02	0.00	174.02
74652	01/19/2017	53983	CALIF STATE FRANCHISE TAX BOARD	1,453.03	0.00	1,453.03
74653	01/19/2017	4270	CARROLL MEGAN J	100.49	0.00	100.49
74654	01/19/2017	3778	COMMERCIAL AQUATIC SERVICES INC	3,361.76	0.00	3,361.76
74655	01/19/2017	62407	CRN AM CAR WASH INC.	36.00	0.00	36.00
74656	01/19/2017	4442	DANIEL'S TIRE SERVICE INC	146.94	0.00	146.94
74657	01/19/2017	63519	FLUE STEAM INC	78.77	0.00	78.77
74658	01/19/2017	3934	FREEMAN, MARK	2,529.59	0.00	2,529.59
74659	01/19/2017	3188	GALLS LLC/QUARTERMASTER LLC	69.31	0.00	69.31
74660	01/19/2017	33150	GRAINGER W W INC	64.47	0.00	64.47
74661	01/19/2017	62491	HANDS ON MAILING &	192.59	0.00	192.59
74662	01/19/2017	42031	HOME DEPOT	1,430.48	0.00	1,430.48
74663	01/19/2017	41897	HOSE-MAN THE	560.82	0.00	560.82
74664	01/19/2017	4622	JHM SUPPLY INC	6.71	0.00	6.71
74665	01/19/2017	59873	JJS PALOMO'S STEEL INC	214.73	0.00	214.73
74666	01/19/2017	4668	SALES, KEVIN DBA	1,180.00	0.00	1,180.00
74667	01/19/2017	55469	LAKEWOOD CITY EMPLOYEE ASSOCIATION	2,180.00	0.00	2,180.00
74668	01/19/2017	18550	LAKEWOOD, CITY OF	100.00	0.00	100.00
74669	01/19/2017	18400	LAKEWOOD, CITY WATER DEPT	14,175.84	0.00	14,175.84
74670	01/19/2017	19450	LEAGUE OF CALIFORNIA CITIES	19,755.00	0.00	19,755.00
74671	01/19/2017	2409	LIFTECH ELEVATOR SERVICES INC	507.00	0.00	507.00
74672	01/19/2017	3564	LONG BEACH, CITY OF	337.84	0.00	337.84
74673	01/19/2017	36844	LA COUNTY DEPT OF PUBLIC WORKS	24,561.49	0.00	24,561.49
74674	01/19/2017	63809	MACAULAY, CHRISTINA	150.00	0.00	150.00
74675	01/19/2017	65220	STEVEN MAHR PRINTING INC.	65.40	0.00	65.40
74676	01/19/2017	2564	MARSAN TURF & IRRIGATION	704.90	0.00	704.90
74677	01/19/2017	4887	MATHESON TRI-GAS, INC.	38.48	0.00	38.48
74678	01/19/2017	23130	MC MASTER-CARR SUPPLY CO	25.77	0.00	25.77
74679	01/19/2017	41831	MIEIR-KING, RICHARD	558.35	0.00	558.35
74680	01/19/2017	61672	MUSCULAR DYSTROPHY ASSOC INC	20.00	0.00	20.00
74681	01/19/2017	1028	NETWORK INNOVATION ASSOCIATES INC	2,160.00	0.00	2,160.00
74682	01/19/2017	4443	O'REILLY AUTOMOTIVE STORES INC	48.10	4.30	43.80
74683	01/19/2017	47554	OFFICE DEPOT BUSINESS SVCS	718.64	0.00	718.64
74684	01/19/2017	450	PACIFIC EH & S SERVICES INC	1,792.00	0.00	1,792.00
74685	01/19/2017	63708	DY-JO CORPORATION	740.00	0.00	740.00
74686	01/19/2017	3888	RP AUTOMOTIVE UAG CERRITOS 1 LLC	391.06	0.00	391.06



# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
74687	01/19/2017	51171	PERS LONG TERM CARE PROGRAM	301.10	0.00	301.10
74688	01/19/2017	2374	RICHARDS WATSON & GERSHON INC	1,219.70	0.00	1,219.70
74689	01/19/2017	65297	S.T.E.A.M.	11,060.03	0.00	11,060.03
74690	01/19/2017	4309	SAFESHRED	25.00	0.00	25.00
74691	01/19/2017	3153	SECTRAN SECURITY INC	127.20	0.00	127.20
74692	01/19/2017	52279	SMART & FINAL INC	220.11	0.00	220.11
74693	01/19/2017	26900	SO CALIF SECURITY CENTERS INC	71.07	0.00	71.07
74694	01/19/2017	29500	SOUTHERN CALIFORNIA GAS CO	4,786.89	0.00	4,786.89
74695	01/19/2017	50299	SPENCER, GORDON	150.00	0.00	150.00
74696	01/19/2017	2559	STANLEY CONVERGENT SECURITY	4,140.01	0.00	4,140.01
74697	01/19/2017	64602	STAPLES CONTRACT & COMMERCIAL INC	1,336.84	0.00	1,336.84
74698	01/19/2017	48147	STATE BOARD OF EQUALIZATION	1,105.22	0.00	1,105.22
74699	01/19/2017	48147	STATE BOARD OF EQUALIZATION	1,270.44	0.00	1,270.44
74700	01/19/2017	48147	STATE BOARD OF EQUALIZATION	11,208.00	0.00	11,208.00
74701	01/19/2017	2995	STRICTLY BACKFLOW INC	195.00	0.00	195.00
74702	01/19/2017	60359	CNS INDUSTRIES INC	853.49	0.00	853.49
74703	01/19/2017	38679	WESTERN EXTERMINATOR COMPANY	781.90	0.00	781.90
74704	01/19/2017	2372	TGIS CATERING SVCS INC	11,654.28	0.00	11,654.28
74705	01/19/2017	4849	TIFCO INDUSTRIES, INC.	65.35	0.00	65.35
74706	01/19/2017	53760	UNITED WAY- GREATER LOS ANGELES	10.00	0.00	10.00
74707	01/19/2017	7400	WATER REPLENISHMENT DISTRICT OF	158,211.90	0.00	158,211.90
74708	01/19/2017	2279	AMERICAN PACIFIC PRINTERS COLLEGES	413.25	0.00	413.25
74709	01/19/2017	4837	XEROX CORPORATION	181.04	0.00	181.04
74710	01/19/2017	3699	BACA, SYLVIA	250.00	0.00	250.00
74711	01/19/2017	3699	BALINGIT AGATEP, STEVEN	250.00	0.00	250.00
74712	01/19/2017	3699	BELISO, KATI	240.00	0.00	240.00
74713	01/19/2017	3699	BERNAL, ANGELICA	250.00	0.00	250.00
74714	01/19/2017	3699	BRETON, JOANNE	250.00	0.00	250.00
74715	01/19/2017	3699	CELENTANO, VIOLA	250.00	0.00	250.00
74716	01/19/2017	3699	DANIELS, SHANETTA	250.00	0.00	250.00
74717	01/19/2017	3699	DE GUZMAN, HEPZHIBAH	250.00	0.00	250.00
74718	01/19/2017	3699	FINK, JAMES PATRICK	250.00	0.00	250.00
74719	01/19/2017	3699	GIGGLES, REBECCA	250.00	0.00	250.00
74720	01/19/2017	3699	GREEN, YOLANDA	250.00	0.00	250.00
74721	01/19/2017	3699	KALOMBY, MANDELA	10.00	0.00	10.00
74722	01/19/2017	3699	MARSH, KATHY	250.00	0.00	250.00
74723	01/19/2017	3699	MARTINEZ, ANTONIO	250.00	0.00	250.00
74724	01/19/2017	3699	MENENDEZ, ERICA	80.00	0.00	80.00
74725	01/19/2017	3699	MUAMUA, ANIVA	250.00	0.00	250.00
74726	01/19/2017	3699	PEL, JAERITH	250.00	0.00	250.00
74727	01/19/2017	3699	RICO DE LA FUENTE, ANTONIO	250.00	0.00	250.00
74728	01/19/2017	3699	RODRIQUEZ, MARY	250.00	0.00	250.00
74729	01/19/2017	3699	ROMERO, DAISY J	145.06	0.00	145.06
74730	01/19/2017	3699	SALVADOR CHAN, TERESA	250.00	0.00	250.00

**CITY OF LAKEWOOD  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
74731	01/19/2017	3699	SHELLMAN, TANYA	250.00	0.00	250.00
74732	01/19/2017	3699	SUNG, NOIDA	250.00	0.00	250.00
74733	01/19/2017	3699	VALDEZ, GINA	250.00	0.00	250.00
74734	01/19/2017	3699	WONG, CAROLINE	16.00	0.00	16.00
<b>Totals:</b>				<u>301,635.27</u>	<u>4.30</u>	<u>301,630.97</u>

**CITY OF LAKEWOOD  
SUMMARY WIRE REGISTER DECEMBER 2016**

<b>Wire date</b>	<b>Amount</b>	<b>Recipient</b>	<b>Purpose</b>	<b>Period</b>
12/6/16	103,563.61	IRS via BofA	Fed taxes	Nov 20 - Dec 3, 2016
12/7/16	7,215.65	Southland C/U	employee savings account	Nov 20 - Dec 3, 2016
12/7/16	18,283.60	ICMA	ICMA 457	Nov 20 - Dec 3, 2016
12/7/16	1,750.50	MidAmerica	ARS aka APPLE	Nov 20 - Dec 3, 2016
12/7/16	3,425.00	PARS via U.S. Bank	excess stackable plan	Nov 20 - Dec 3, 2016
12/7/16	7,770.79	PARS via U.S. Bank	stackable plan	Nov 20 - Dec 3, 2016
12/7/16	14,768.05	PARS via Citibank	defined contribution	Nov 20 - Dec 3, 2016
12/7/16	5,948.50	F&A Fed C/U	employee savings account	Nov 20 - Dec 3, 2016
12/9/16	26,023.65	EDD	State taxes	Nov 20 - Dec 3, 2016
12/12/16	130,799.38	CalPERS	PERS contribution	Nov 20 - Dec 3, 2016
12/12/16	5,057.82	CalPERS	PERS 457	Nov 20 - Dec 3, 2016
12/19/16	56,964.01	City Light & Power	monthly maint fee	Dec 2016
12/20/16	106,755.72	IRS via BofA	Fed taxes	Dec 4-17, 2016
12/21/16	7,215.65	Southland C/U	employee savings account	Dec 4-17, 2016
12/21/16	18,318.73	ICMA	ICMA 457	Dec 4-17, 2016
12/21/16	2,832.77	MidAmerica	ARS aka APPLE	Dec 4-17, 2016
12/21/16	3,425.00	PARS via U.S. Bank	excess stackable plan	Dec 4-17, 2016
12/21/16	7,779.87	PARS via U.S. Bank	stackable plan	Dec 4-17, 2016
12/21/16	16,362.28	PARS via Citibank	defined contribution	Dec 4-17, 2016
12/21/16	5,948.50	F&A Fed C/U	employee savings account	Dec 4-17, 2016
12/22/16	133,161.22	CalPERS	PERS contribution	Dec 4-17, 2016
12/22/16	4,057.82	CalPERS	PERS 457	Dec 4-17, 2016
12/22/16	101,425.85	CalPERS	PERS Health	Jan 2016
12/23/16	26,463.70	EDD	State taxes	Dec 4-17, 2016

Council Approval

\_\_\_\_\_

Date

\_\_\_\_\_

City Manager

Attest

\_\_\_\_\_

City Clerk

\_\_\_\_\_

Director of Administrative Services

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

**COUNCIL AGENDA**

January 24, 2017

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

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

**STATEMENT OF MONTHLY ACTIVITY**

<u>Date</u>	<u>Amount at Cost</u>	<u>Vehicle</u>	<u>Transaction</u>
12-01-2016	\$ 38,710.89	FNMA	Paydown <sup>1.246%</sup>
12-01-2016	\$ 357.06	FNMA	Interest <sup>1.246%</sup>
12-01-2016	\$ 452.65	FNMA	Interest <sup>1.646%</sup>
12-01-2016	\$ 245.17	FNMA	Interest <sup>1.898%</sup>
12-01-2016	\$ 219.58	FNMA	Interest <sup>1.55%</sup>
12-01-2016	\$ 416.50	FNMA	Interest <sup>1.785%</sup>
12-01-2016	\$ 757,233.71	FHLMC	Sell
12-01-2016	\$ 725,310.28	CD	Sell
12-01-2016	\$ 294,352.54	TREAS	Sell
12-01-2016	\$ 726,076.83	CD	Sell
12-01-2016	\$ 899,341.63	FNMA	Sell
12-01-2016	\$ 724,434.50	CD	Purchase
12-01-2016	\$ 2,003,537.09	TREAS	Purchase
12-01-2016	\$ 725,000.00	CD	Purchase
12-03-2016	\$ 2,537.50	CORP	Interest <sup>1.45%</sup>
12-05-2016	\$ 3,062.50	CORP	Interest <sup>1.75%</sup>
12-07-2016	\$ 1,469.74	CORP	Interest <sup>2.05%</sup>
12-07-2016	\$ 722,250.93	TREAS	Sell
12-07-2016	\$ 724,971.00	FHLB	Purchase
12-15-2016	\$ 5,156.25	CORP	Interest <sup>1.65%</sup>
12-22-2016	\$ 300,000.00	LAIF	Withdrawal
12-29-2016	\$ 2,953.13	FHLB	Interest <sup>0.875%</sup>
12-29-2016	\$ 4,943.75	FHLB	Interest <sup>0.875%</sup>
12-29-2016	\$ 0.55	MMKT	Interest
12-31-2016	\$ 14,062.50	TREAS	Interest <sup>1.5%</sup>
12-31-2016	\$ 26.35	CAMP	Interest <sup>0.72%</sup>
12-31-2016	\$ 404.77	CAMP	Interest <sup>0.72%</sup>

**RECOMMENDATION**

It is recommended that the City Council receive and file the Monthly Report of Investment Transactions rendered for the month of December 2016.

Diane Perkin   
Director of Administrative Services

for Howard L. Chambers   
City Manager

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

## COUNCIL AGENDA

January 24, 2017

**TO:** The Honorable Mayor and City Council

**SUBJECT:** Quarterly Schedule of Investments

### INTRODUCTION

Effective January 1, 1996, the California Government Code, Section 53646 requires that: *“The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, the internal auditor and the legislative body of the local agency. The quarterly report shall be so submitted within 30 days following the end of the quarter covered by the report.”* In compliance with this section of the code, the schedule of investments is being rendered to be received and filed.

### STATEMENT OF FACT

The investments represented in this report are allocated to a variety of funds such as the General Fund, Water Fund, Redevelopment Funds, Restricted Special Revenue Funds, and Fiduciary Funds.

The City's idle funds are invested in compliance with the City's investment policy, which was last reviewed and approved in January 2015 by the City Council, and is compliance with the updated Investment Policy proposed for adoption. Specifically, the city's investment objectives in the investment of public funds are safety, liquidity and yield. To accomplish these objectives, the following types of investments have been chosen and the City is currently or in the past invested in the following securities:

#### Treasury Notes

TREAS Obligations of the U.S. Government to provide for the cash flow needs of the Federal Government.

#### Federal Agency Bonds or Notes:

Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

- FHLB (Federal Home Loan Bank Bonds)  
Bonds and discount notes issued by the Federal Home Loan Bank to provide funding to member institutions and make available money to the residential mortgage market.
- FHLMC (Federal Home Loan Mortgage Corp)  
A publicly chartered agency that buys qualifying residential mortgages from lenders, packages them into new securities backed by those pooled mortgages, provides certain guarantees and then re-sells the securities on the open market.
- FNMA (Federal National Mortgage Association)  
National Mortgage Association is a government-sponsored, privately owned corporation established to create a secondary market for Federal Housing Administration mortgages.
- FFCB (Federal Farm Credit Bank)

The Federal Farm Credit Bank is an independent agency of the U.S. Government which issues bonds and discount notes to provide short- and long-term credit and credit-related services to farmers, ranchers, rural homeowners, producers and harvesters.

**Supra-National Agency Bond or Notes**

Supranational debt is debt of international or multi-lateral financial agency; the debt is used to finance economic/infrastructure development, environmental protection, poverty reduction and renewable energy around the globe, rated AAA, highly liquid and issued in a range of maturities.

**Negotiable Certificates of Deposit**

Negotiable CDs are issued by large banks and are freely traded in secondary markets as short term (2 to 52 weeks), large denomination (\$100,000 minimum) CD, that is either issued at a discount on its par value, or at a fixed interest rate payable at maturity.

**Municipal Bonds or Notes:**

Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California.

**Corporate Notes:**

Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States, or any state and operating within the United States. Medium-term corporate notes shall be rated in a rating category of "A" or its equivalent or better.

**Commercial Paper:**

Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization.

**Pooled Funds:**

LAIF (Local Agency Investment Fund, State of California)

This investment pool is administered by the Treasurer of the State of California, and provides a high-level of liquidity and strong safety through diversification of investments.

CAMP (California Asset Management Program)

A Joint Powers Authority established in 1989 by the treasurers and finance directors of several California public agencies to provide professional investment services at a reasonable cost. Participation is limited to California public agencies.

Los Angeles County Pool

Investment in the Los Angeles County Pool may not exceed the current pool limits and should be reviewed periodically.



MMKT (Money Market)

This is a money market interest-bearing checking account that is fully insured and collateralized.

**SUMMARY**

**City of Lakewood**  
**Schedule of Investments - December 31, 2016**

<u>Type</u>	<u>Rating</u>	<u>Inst.</u>	<u>Par Value</u>	<u>Amortized Cost</u>	<u>Market Value</u>	<u>Yield</u>	<u>Duration</u>
<b>Marketable Securities</b>							
Federal Agency	AA+	US Bank	\$10,295,000.00	\$10,286,216.25	\$10,215,088.83	1.01	2.170
Fed Agency CMO	AA+	US Bank	\$1,201,508.48	\$1,207,480.84	\$1,202,227.62	1.03	1.190
US Treasury	AA+	US Bank	\$9,135,000.00	\$9,191,314.01	\$9,165,113.37	1.11	2.130
Supra-National	AAA	US Bank	\$1,230,000.00	\$1,228,312.46	\$1,213,164.58	0.99	2.150
Certificate of Deposit	AA-:A-1+	US Bank	\$6,525,000.00	\$6,524,186.11	\$6,540,066.24	1.41	0.930
Municipal Bond	AAA:AA:SP-1	US Bank	\$0.00	\$0.00	\$0.00	0.00	0.000
Commercial Paper	A-1+:A-1	US Bank	\$0.00	\$0.00	\$0.00	0.00	0.000
Corporate Note	AA+:A	US Bank	\$7,680,000.00	\$7,679,140.65	\$7,666,114.84	1.55	1.610
			<b>\$36,066,508.48</b>	<b>\$36,116,650.32</b>	<b>\$36,001,775.48</b>	<b>1.22</b>	<b>1.780</b>
(See attached report provided by PFM for more detail)							
<b>Pooled Investment Accounts</b>							
City L.A.I.F.		Calif		\$5,533,190.35	\$5,536,380.28	0.68	Life 171 days
City C.A.M.P.		US Bank		\$43,369.21	\$43,369.21	0.72	WAM 1 day
				<b>\$5,576,559.56</b>	<b>\$5,579,749.49</b>		
<b>Bank Accounts</b>							
City - Checking		BofA		\$3,092,671.30	\$3,092,671.30	0.25	
City- Payroll		BofA		\$38,204.15	\$38,204.15	0.25	
Successor Housing - Checking		BofA		\$428,092.88	\$428,092.88	0.25	
				<b>\$3,558,968.33</b>	<b>\$3,558,968.33</b>		
<b>Portfolio</b>				<b>\$45,252,178.21</b>	<b>\$45,140,493.30</b>	<b>1.08</b>	
<b>Funds held in reserve as required by debt issuance or non-agency funds - not available for City expenditures:</b>							
Successor Agency - checking		BofA		\$34,699.86	\$34,699.86	0.25	
LRA C.A.M.P. - Arbitrage		US Bank		\$665,765.94	\$665,765.94	0.64	
LRA - Reserve		US Bank		\$790,095.17	\$790,095.17	-	
Business Dev Loan MMKT		BofA		\$796,280.79	\$796,280.79	0.20	
City Light & Power- Reserve		Union Bank		\$205,429.11	\$205,429.11	0.08	
				<b>\$2,492,270.87</b>	<b>\$2,492,270.87</b>		
<b>Total Portfolio:</b>				<b>\$47,744,449.08</b>	<b>\$47,632,764.17</b>	<b>1.04</b>	

The attached Managed Account Summary Statement is provided by the city's investment advisor Public Financial Management (PFM). The report is divided into the following sections:

- (A) Managed Account Summary – total portfolio value, transactions and earnings
- (B) Portfolio Summary – summary of the characteristics of the portfolio
- (C) Managed Account Issuer Summary – breakdown of issuer concentration and credit quality
- (D) Managed Account Details of Securities Held – an analysis of each security holding in the portfolio as of the last day of the quarter
- (E) Managed Account Fair Market Value & Analysis – summary of unrealized gains and losses reflected in market values
- (F) Managed Account Securities Transactions & Interest – detail of all transactions related to securities that either have a trade or settle date during the most recent month; this information is provided to the Council monthly.

**STAFF RECOMMENDATION**

It is recommended that the City Council receive and file the Quarterly Schedule of Investments rendered for the 2<sup>nd</sup> Quarter of Fiscal Year 2016-2017.



Diane Perkin  
Director of Administrative Services



Howard L. Chambers  
City Manager





## Managed Account Summary Statement

For the Month Ending **December 31, 2016**

CITY OF LAKEWOOD - 51260100

### Transaction Summary - Managed Account

<b>Opening Market Value</b>	<b>\$35,985,330.82</b>
Maturities/Calls	(38,710.89)
Principal Dispositions	(4,119,679.81)
Principal Acquisitions	4,177,530.50
Unsettled Trades	0.00
Change in Current Value	(2,695.14)
<b>Closing Market Value</b>	<b>\$36,001,775.48</b>

### Cash Transactions Summary - Managed Account

Maturities/Calls	0.00
Sale Proceeds	4,124,565.92
Coupon/Interest/Dividend Income	35,876.88
Principal Payments	38,710.89
Security Purchases	(4,177,942.59)
Net Cash Contribution	(56,077.23)
Reconciling Transactions	0.00

### Earnings Reconciliation (Cash Basis) - Managed Account

Interest/Dividends/Coupons Received	40,762.99
Less Purchased Interest Related to Interest/Coupons	(412.09)
Plus Net Realized Gains/Losses	(2,942.41)
<b>Total Cash Basis Earnings</b>	<b>\$37,408.49</b>

### Cash Balance

**Closing Cash Balance** **\$112,404.45**

### Earnings Reconciliation (Accrual Basis)

	<b>Total</b>
Ending Amortized Value of Securities	36,116,650.32
Ending Accrued Interest	91,295.73
Plus Proceeds from Sales	4,124,565.92
Plus Proceeds of Maturities/Calls/Principal Payments	38,710.89
Plus Coupons/Dividends Received	35,876.88
Less Cost of New Purchases	(4,177,942.59)
Less Beginning Amortized Value of Securities	(36,103,212.37)
Less Beginning Accrued Interest	(92,065.31)
<b>Total Accrual Basis Earnings</b>	<b>\$33,879.47</b>



## Portfolio Summary and Statistics

For the Month Ending **December 31, 2016**

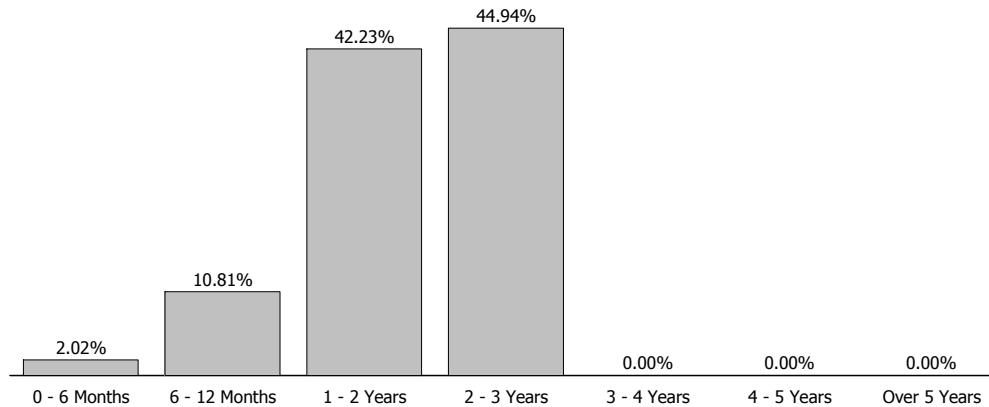
CITY OF LAKEWOOD - 51260100

### Account Summary

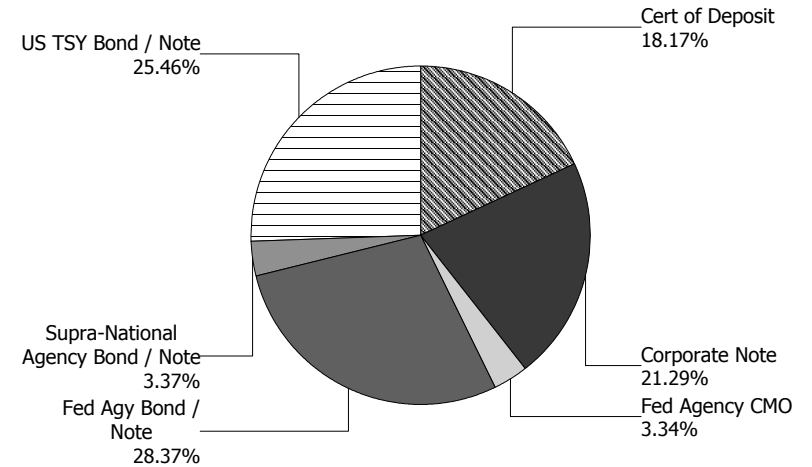
Description	Par Value	Market Value	Percent
U.S. Treasury Bond / Note	9,135,000.00	9,165,113.37	25.46
Supra-National Agency Bond / Note	1,230,000.00	1,213,164.58	3.37
Federal Agency Collateralized Mortgage Obligation	1,201,508.48	1,202,227.62	3.34
Federal Agency Bond / Note	10,295,000.00	10,215,088.83	28.37
Corporate Note	7,680,000.00	7,666,114.84	21.29
Certificate of Deposit	6,525,000.00	6,540,066.24	18.17
<b>Managed Account Sub-Total</b>	<b>36,066,508.48</b>	<b>36,001,775.48</b>	<b>100.00%</b>
Accrued Interest		91,295.73	
<b>Total Portfolio</b>	<b>36,066,508.48</b>	<b>36,093,071.21</b>	

**Unsettled Trades** **0.00** **0.00**

### Maturity Distribution



### Sector Allocation



### Characteristics

Yield to Maturity at Cost	1.22%
Yield to Maturity at Market	1.37%
Duration to Worst	1.82
Weighted Average Days to Maturity	679



## Managed Account Issuer Summary

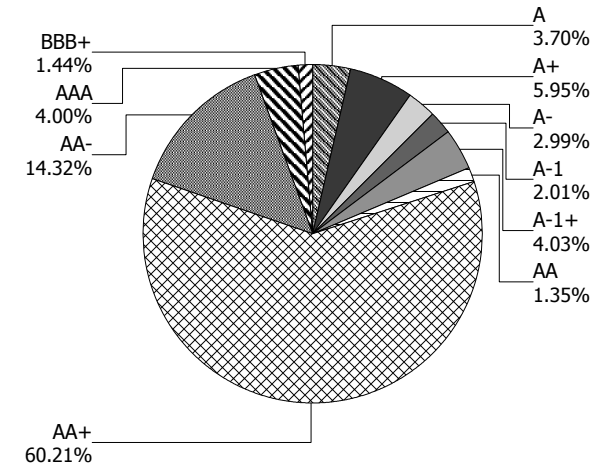
For the Month Ending **December 31, 2016**

CITY OF LAKEWOOD - 51260100

### Issuer Summary

Issuer	Market Value of Holdings	Percent
AMERICAN EXPRESS CO	350,450.10	0.97
AMERICAN HONDA FINANCE	334,952.43	0.93
APPLE INC	344,771.00	0.96
BANK OF AMERICA CORP	349,985.30	0.97
BANK OF NEW YORK CO INC	725,305.95	2.01
BANK OF NOVA SCOTIA	725,638.00	2.02
BERKSHIRE HATHAWAY INC	139,524.66	0.39
CANADIAN IMPERIAL BANK OF COMMERCE	730,850.75	2.03
CHEVRON CORP	348,562.55	0.97
CISCO SYSTEMS INC	626,885.63	1.74
CITIGROUP INC	144,452.63	0.40
EXXON MOBIL CORP	749,822.25	2.08
FANNIE MAE	5,609,789.87	15.58
FEDERAL HOME LOAN BANKS	4,023,056.98	11.17
FREDDIE MAC	1,784,469.60	4.96
GOLDMAN SACHS GROUP INC	373,510.50	1.04
HSBC HOLDINGS PLC	726,261.50	2.02
IBM CORP	897,954.30	2.49
INTER-AMERICAN DEVELOPMENT BANK	497,932.53	1.38
INTL BANK OF RECONSTRUCTION AND DEV	715,232.05	1.99
JP MORGAN CHASE & CO	724,934.03	2.01
MICROSOFT CORP	226,907.19	0.63
NORDEA BANK AB	730,850.75	2.03
PEPSICO, INC	129,011.74	0.36
PFIZER INC	347,868.15	0.97
ROYAL BANK OF CANADA	725,822.88	2.02
SKANDINAVISKA ENSKIDA BANKEN AB	723,771.13	2.01
SVENSKA HANDELSBANKEN	725,406.00	2.01
THE WALT DISNEY CORPORATION	100,096.30	0.28
TORONTO-DOMINION BANK	725,324.08	2.01
TOYOTA MOTOR CORP	374,906.63	1.04
UNITED STATES TREASURY	9,165,113.37	25.47

### Credit Quality (S&P Ratings)





## Managed Account Issuer Summary

For the Month Ending **December 31, 2016**

CITY OF LAKEWOOD - 51260100

<b>Issuer</b>	<b>Market Value of Holdings</b>	<b>Percent</b>
US BANCORP	726,141.15	2.02
WELLS FARGO & COMPANY	376,213.50	1.04
<b>Total</b>	<b>\$36,001,775.48</b>	<b>100.00%</b>



## Managed Account Detail of Securities Held

For the Month Ending **December 31, 2016**

### CITY OF LAKEWOOD - 51260100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>U.S. Treasury Bond / Note</b>											
US TREASURY NOTES DTD 04/30/2013 0.625% 04/30/2018	912828UZ1	800,000.00	AA+	Aaa	04/28/15	04/30/15	793,562.50	0.90	856.35	797,127.97	796,093.60
US TREASURY NOTES DTD 05/31/2013 1.000% 05/31/2018	912828VE7	580,000.00	AA+	Aaa	12/28/15	12/30/15	577,122.66	1.21	509.89	578,310.47	579,773.22
US TREASURY NOTES DTD 12/02/2013 1.250% 11/30/2018	912828A34	530,000.00	AA+	Aaa	11/05/15	11/09/15	531,076.56	1.18	582.42	530,678.37	530,765.85
US TREASURY NOTES DTD 12/02/2013 1.250% 11/30/2018	912828A34	1,000,000.00	AA+	Aaa	05/03/16	05/06/16	1,010,546.88	0.83	1,098.90	1,007,874.02	1,001,445.00
US TREASURY NOTES DTD 12/31/2013 1.500% 12/31/2018	912828A75	1,875,000.00	AA+	Aaa	12/01/15	12/04/15	1,890,893.55	1.22	77.69	1,885,399.28	1,885,912.50
US TREASURY NOTES DTD 02/29/2012 1.375% 02/28/2019	912828SH4	275,000.00	AA+	Aaa	02/01/16	02/03/16	277,943.36	1.02	1,284.79	277,079.88	275,773.30
US TREASURY NOTES DTD 04/30/2014 1.625% 04/30/2019	912828D23	890,000.00	AA+	Aaa	11/10/16	11/14/16	902,167.97	1.06	2,477.00	901,519.70	896,952.68
US TREASURY NOTES DTD 04/30/2014 1.625% 04/30/2019	912828D23	1,185,000.00	AA+	Aaa	06/27/16	06/29/16	1,215,735.94	0.70	3,298.03	1,210,275.36	1,194,257.22
US TREASURY NOTES DTD 12/01/2014 1.500% 11/30/2019	912828G61	2,000,000.00	AA+	Aaa	12/01/16	12/05/16	2,003,125.00	1.45	2,637.36	2,003,048.96	2,004,140.00
<b>Security Type Sub-Total</b>		<b>9,135,000.00</b>					<b>9,202,174.42</b>	<b>1.11</b>	<b>12,822.43</b>	<b>9,191,314.01</b>	<b>9,165,113.37</b>
<b>Supra-National Agency Bond / Note</b>											
INTL BANK OF RECON AND DEV SN NOTES DTD 04/19/2016 0.875% 07/19/2018	459058FE8	375,000.00	AAA	Aaa	04/12/16	04/19/16	374,336.25	0.95	1,476.56	374,540.59	372,661.50
INTER-AMERICAN DEVELOPMENT BANK DTD 04/12/2016 1.000% 05/13/2019	458182DX7	505,000.00	AAA	Aaa	04/05/16	04/12/16	503,485.00	1.10	673.33	503,834.81	497,932.53
INTL BANK OF RECON AND DEV SN NOTE DTD 07/13/2016 0.875% 08/15/2019	459058FK4	350,000.00	AAA	Aaa	07/06/16	07/13/16	349,926.50	0.88	1,156.94	349,937.06	342,570.55
<b>Security Type Sub-Total</b>		<b>1,230,000.00</b>					<b>1,227,747.75</b>	<b>0.99</b>	<b>3,306.83</b>	<b>1,228,312.46</b>	<b>1,213,164.58</b>



## Managed Account Detail of Securities Held

For the Month Ending **December 31, 2016**

**CITY OF LAKEWOOD - 51260100**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Federal Agency Collateralized Mortgage Obligation</b>											
FNMA SERIES 2012-M13 ASQ2 DTD 09/01/2012 1.246% 08/01/2017	3136A8G38	266,508.48	AA+	Aaa	06/18/15	06/23/15	269,388.66	0.99	276.72	266,598.80	266,330.13
FNMA SERIES 2015-M7 ASQ2 DTD 04/01/2015 1.550% 04/01/2018	3136ANJY4	170,000.00	AA+	Aaa	04/15/15	04/30/15	171,699.39	0.83	219.58	170,577.43	170,097.48
FNMA SERIES 2015-M15 ASQ2 DTD 11/01/2015 1.898% 01/01/2019	3136AQSW1	155,000.00	AA+	Aaa	11/06/15	11/30/15	156,549.98	1.20	245.17	155,908.02	155,551.83
FNMA SERIES 2016-M9 ASQ2 DTD 06/01/2016 1.785% 06/01/2019	3136ASPX8	280,000.00	AA+	Aaa	06/09/16	06/30/16	282,799.86	1.05	416.50	282,238.48	280,644.81
FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AODO0	330,000.00	AA+	Aaa	10/07/15	10/30/15	333,304.59	1.08	452.65	332,158.11	329,603.37
<b>Security Type Sub-Total</b>		<b>1,201,508.48</b>					<b>1,213,742.48</b>	<b>1.03</b>	<b>1,610.62</b>	<b>1,207,480.84</b>	<b>1,202,227.62</b>
<b>Federal Agency Bond / Note</b>											
FEDERAL HOME LOAN BANKS AGCY DTD 05/27/2016 0.875% 06/29/2018	3130A8BD4	675,000.00	AA+	Aaa	08/11/16	08/12/16	675,256.50	0.85	32.81	675,205.08	672,653.03
FEDERAL HOME LOAN BANKS AGCY DTD 05/27/2016 0.875% 06/29/2018	3130A8BD4	1,130,000.00	AA+	Aaa	05/26/16	05/27/16	1,127,276.70	0.99	54.93	1,128,044.69	1,126,070.99
FHLB NOTES DTD 07/08/2016 0.625% 08/07/2018	3130A8PK3	665,000.00	AA+	Aaa	08/10/16	08/12/16	662,619.30	0.81	1,662.50	663,079.40	659,714.58
FHLB NOTES DTD 12/08/2016 1.250% 01/16/2019	3130AAE46	725,000.00	AA+	Aaa	12/07/16	12/08/16	724,971.00	1.25	578.99	724,971.00	724,746.98
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	300,000.00	AA+	Aaa	08/05/16	08/08/16	300,759.00	0.90	1,041.67	300,642.09	298,134.90
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	600,000.00	AA+	Aaa	05/03/16	05/06/16	600,552.64	0.97	2,083.33	600,426.66	596,269.80
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	900,000.00	AA+	Aaa	02/19/16	02/23/16	897,876.00	1.08	3,125.00	898,473.12	894,404.70
FREDDIE MAC NOTES DTD 03/21/2016 1.125% 04/15/2019	3137EADZ9	900,000.00	AA+	Aaa	05/26/16	05/31/16	900,693.00	1.10	2,137.50	900,556.04	896,357.70





## Managed Account Detail of Securities Held

For the Month Ending **December 31, 2016**

### CITY OF LAKEWOOD - 51260100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Federal Agency Bond / Note</b>											
FHLMC REFERENCE NOTE DTD 07/20/2016 0.875% 07/19/2019	3137EAEB1	900,000.00	AA+	Aaa	07/19/16	07/20/16	897,822.00	0.96	3,521.88	898,143.08	888,111.90
FNMA BENCHMARK NOTE DTD 08/02/2016 0.875% 08/02/2019	3135G0N33	650,000.00	AA+	Aaa	07/29/16	08/02/16	648,908.00	0.93	2,353.99	649,056.91	640,970.85
FNMA NOTES DTD 09/02/2016 1.000% 08/28/2019	3135G0P49	800,000.00	AA+	Aaa	10/03/16	10/05/16	799,520.00	1.02	2,644.44	799,559.75	791,112.80
FNMA NOTES DTD 09/02/2016 1.000% 08/28/2019	3135G0P49	1,200,000.00	AA+	Aaa	08/31/16	09/02/16	1,198,128.00	1.05	3,966.67	1,198,332.13	1,186,669.20
FHLB GLOBAL NOTES DTD 09/09/2016 1.000% 09/26/2019	3130A9EP2	850,000.00	AA+	Aaa	10/03/16	10/05/16	849,702.50	1.01	2,243.06	849,726.30	839,871.40
<b>Security Type Sub-Total</b>		<b>10,295,000.00</b>					<b>10,284,084.64</b>	<b>1.01</b>	<b>25,446.77</b>	<b>10,286,216.25</b>	<b>10,215,088.83</b>
<b>Corporate Note</b>											
IBM CORP NOTES DTD 02/06/2015 1.125% 02/06/2018	459200HZ7	900,000.00	AA-	Aa3	02/03/15	02/06/15	897,255.00	1.23	4,078.13	898,984.54	897,954.30
JP MORGAN CHASE CORP NOTES (CALLABLE) DTD 03/02/2015 1.700% 03/01/2018	46623EKD0	725,000.00	A-	A3	10/01/15	10/06/15	724,180.75	1.75	4,108.33	724,600.16	724,934.03
EXXON MOBIL CORP NOTES DTD 03/06/2015 1.305% 03/06/2018	30231GAL6	750,000.00	AA+	Aaa	03/04/15	03/06/15	750,000.00	1.31	3,126.56	750,000.00	749,822.25
AMERICAN HONDA FINANCE CORP NOTES DTD 03/13/2015 1.500% 03/13/2018	02665WAT8	335,000.00	A+	A1	03/10/15	03/13/15	334,551.10	1.55	1,507.50	334,818.02	334,952.43
BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 05/29/2015 1.600% 05/22/2018	06406HDB2	725,000.00	A	A1	05/22/15	05/29/15	724,934.75	1.60	1,256.67	724,968.75	725,305.95
BANK OF AMERICA BANK NOTES DTD 06/05/2015 1.750% 06/05/2018	06050TMC3	350,000.00	A+	A1	10/06/15	10/09/15	350,721.00	1.67	442.36	350,393.02	349,985.30
CISCO SYSTEMS INC CORP NOTE DTD 06/17/2015 1.650% 06/15/2018	17275RAU6	625,000.00	AA-	A1	06/10/15	06/17/15	624,893.75	1.66	458.33	624,947.59	626,885.63



## Managed Account Detail of Securities Held

For the Month Ending **December 31, 2016**

**CITY OF LAKEWOOD - 51260100**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
TOYOTA MOTOR CREDIT CORP DTD 07/13/2015 1.550% 07/13/2018	89236TCP8	375,000.00	AA-	Aa3	07/08/15	07/13/15	374,681.25	1.58	2,712.50	374,835.22	374,906.63
AMERICAN EXPRESS CRD CRP NT (CALLABLE) DTD 07/31/2015 1.800% 07/31/2018	0258M0DV8	350,000.00	A-	A2	10/05/15	10/08/15	351,354.50	1.66	2,642.50	350,753.34	350,450.10
BERKSHIRE HATHAWAY INC GLOBAL NOTES DTD 08/15/2016 1.150% 08/15/2018	084670BX5	85,000.00	AA	Aa2	08/08/16	08/15/16	84,989.80	1.16	369.28	84,991.71	84,573.39
THE WALT DISNEY CORPORATION DTD 01/08/2016 1.650% 01/08/2019	25468PDH6	100,000.00	A	A2	01/05/16	01/08/16	99,866.00	1.70	792.92	99,909.06	100,096.30
BERKSHIRE HATHAWAY INC NOTES DTD 03/15/2016 1.700% 03/15/2019	084664CG4	55,000.00	AA	Aa2	03/08/16	03/15/16	54,958.20	1.73	275.31	54,969.07	54,951.27
WELLS FARGO & COMPANY DTD 04/22/2014 2.125% 04/22/2019	94974BFU9	375,000.00	A	A2	03/10/16	03/15/16	376,533.75	1.99	1,527.34	376,152.09	376,213.50
GOLDMAN SACHS GRP INC CORP NT (CALLABLE) DTD 04/25/2016 2.000% 04/25/2019	38141GVT8	50,000.00	BBB+	A3	04/20/16	04/25/16	49,861.00	2.10	183.33	49,891.93	49,801.40
GOLDMAN SACHS GRP INC CORP NT (CALLABLE) DTD 04/25/2016 2.000% 04/25/2019	38141GVT8	325,000.00	BBB+	A3	04/21/16	04/26/16	324,792.00	2.02	1,191.67	324,838.24	323,709.10
CHEVRON CORP NOTES DTD 05/16/2016 1.561% 05/16/2019	166764BH2	350,000.00	AA-	Aa2	05/09/16	05/16/16	350,000.00	1.56	682.94	350,000.00	348,562.55
PFIZER INC CORP NOTES DTD 06/03/2016 1.450% 06/03/2019	717081DU4	350,000.00	AA	A1	05/31/16	06/03/16	349,601.00	1.49	394.72	349,676.50	347,868.15
CITIGROUP INC CORP NOTES DTD 06/09/2016 2.050% 06/07/2019	172967KS9	145,000.00	BBB+	Baa1	06/02/16	06/09/16	144,924.60	2.07	198.17	144,938.32	144,452.63
APPLE INC CORP NOTES DTD 08/04/2016 1.100% 08/02/2019	037833CB4	350,000.00	AA+	Aa1	07/28/16	08/04/16	349,650.00	1.13	1,572.08	349,697.06	344,771.00
MICROSOFT CORP NOTES DTD 08/08/2016 1.100% 08/08/2019	594918BN3	230,000.00	AAA	Aaa	08/01/16	08/08/16	229,763.10	1.14	1,004.97	229,794.03	226,907.19



## Managed Account Detail of Securities Held

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### CITY OF LAKEWOOD - 51260100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	S&P Rating	Moody's Rating	Trade Date	Settle Date	Original Cost	YTM at Cost	Accrued Interest	Amortized Cost	Market Value
<b>Corporate Note</b>											
PEPSICO, INC CORP NOTES DTD 10/06/2016 1.350% 10/04/2019	713448DJ4	130,000.00	A	A1	10/03/16	10/06/16	129,980.50	1.36	414.38	129,982.00	129,011.74
<b>Security Type Sub-Total</b>		<b>7,680,000.00</b>					<b>7,677,492.05</b>	<b>1.55</b>	<b>28,939.99</b>	<b>7,679,140.65</b>	<b>7,666,114.84</b>
<b>Certificate of Deposit</b>											
TORONTO DOMINION BANK NY YCD DTD 06/19/2015 1.240% 06/16/2017	89113ESN7	725,000.00	AA-	Aa1	06/16/15	06/19/15	725,000.00	1.25	4,869.58	725,000.00	725,324.08
SVENSKA HANDELSBANKEN NY FLT CERT DEPOS DTD 11/24/2015 1.375% 08/24/2017	86958DH54	725,000.00	A-1+	P-1	11/20/15	11/24/15	725,000.00	0.84	1,050.13	725,000.00	725,406.00
US BANK NA CINCINNATI (CALLABLE) CD DTD 09/11/2014 1.375% 09/11/2017	90333VPF1	725,000.00	AA-	Aa1	09/09/14	09/11/14	723,832.75	1.41	3,046.01	724,730.55	726,141.15
BANK OF NOVA SCOTIA HOUSTON YCD DTD 11/09/2015 1.560% 11/06/2017	06417GAS7	725,000.00	A+	Aa3	11/06/15	11/09/15	725,000.00	1.55	1,727.92	725,000.00	725,638.00
SKANDINAVISKA ENSKILDA BANKEN NY CD DTD 11/17/2015 1.480% 11/16/2017	83050FBG5	725,000.00	A-1	P-1	11/16/15	11/17/15	725,000.00	1.48	1,371.06	725,000.00	723,771.13
HSBC BANK USA NA FLOATING CERT DEPOS DTD 11/18/2015 1.496% 11/17/2017	40428AR41	725,000.00	A-1+	P-1	11/17/15	11/18/15	725,000.00	0.97	1,355.95	725,000.00	726,261.50
ROYAL BANK OF CANADA NY CD DTD 03/15/2016 1.700% 03/09/2018	78009NZZ2	725,000.00	AA-	Aa3	03/11/16	03/15/16	725,000.00	1.69	3,834.44	725,000.00	725,822.88
CANADIAN IMPERIAL BANK NY CD DTD 12/05/2016 1.760% 11/30/2018	13606A5Z7	725,000.00	A+	Aa3	12/01/16	12/05/16	724,434.50	1.78	957.00	724,455.56	730,850.75
NORDEA BANK FINLAND NY CD DTD 12/05/2016 1.760% 11/30/2018	65558LWA6	725,000.00	AA-	Aa3	12/01/16	12/05/16	725,000.00	1.74	957.00	725,000.00	730,850.75
<b>Security Type Sub-Total</b>		<b>6,525,000.00</b>					<b>6,523,267.25</b>	<b>1.41</b>	<b>19,169.09</b>	<b>6,524,186.11</b>	<b>6,540,066.24</b>
<b>Managed Account Sub-Total</b>		<b>36,066,508.48</b>					<b>36,128,508.59</b>	<b>1.22</b>	<b>91,295.73</b>	<b>36,116,650.32</b>	<b>36,001,775.48</b>



## Managed Account Detail of Securities Held

For the Month Ending **December 31, 2016**

**CITY OF LAKEWOOD - 51260100**

<b>Securities Sub-Total</b>	<b>\$36,066,508.48</b>	<b>\$36,128,508.59</b>	<b>1.22%</b>	<b>\$91,295.73</b>	<b>\$36,116,650.32</b>	<b>\$36,001,775.48</b>
<b>Accrued Interest</b>						<b>\$91,295.73</b>
<b>Total Investments</b>						<b>\$36,093,071.21</b>



## Managed Account Fair Market Value & Analytics

For the Month Ending **December 31, 2016**

### CITY OF LAKEWOOD - 51260100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	Duration to Worst at Mkt	YTM
<b>U.S. Treasury Bond / Note</b>											
US TREASURY NOTES DTD 04/30/2013 0.625% 04/30/2018	912828UZ1	800,000.00	JPMCHASE		99.51	796,093.60	2,531.10	(1,034.37)	1.32	1.32	0.99
US TREASURY NOTES DTD 05/31/2013 1.000% 05/31/2018	912828VE7	580,000.00	MORGANST		99.96	579,773.22	2,650.56	1,462.75	1.40	1.40	1.03
US TREASURY NOTES DTD 12/02/2013 1.250% 11/30/2018	912828A34	530,000.00	MORGANST		100.14	530,765.85	(310.71)	87.48	1.89	1.89	1.17
US TREASURY NOTES DTD 12/02/2013 1.250% 11/30/2018	912828A34	1,000,000.00	HSBC		100.14	1,001,445.00	(9,101.88)	(6,429.02)	1.89	1.89	1.17
US TREASURY NOTES DTD 12/31/2013 1.500% 12/31/2018	912828A75	1,875,000.00	NOMURA		100.58	1,885,912.50	(4,981.05)	513.22	1.97	1.97	1.20
US TREASURY NOTES DTD 02/29/2012 1.375% 02/28/2019	912828SH4	275,000.00	BARCLAYS		100.28	275,773.30	(2,170.06)	(1,306.58)	2.12	2.12	1.24
US TREASURY NOTES DTD 04/30/2014 1.625% 04/30/2019	912828D23	890,000.00	CITIGRP		100.78	896,952.68	(5,215.29)	(4,567.02)	2.28	2.28	1.28
US TREASURY NOTES DTD 04/30/2014 1.625% 04/30/2019	912828D23	1,185,000.00	MORGANST		100.78	1,194,257.22	(21,478.72)	(16,018.14)	2.28	2.28	1.28
US TREASURY NOTES DTD 12/01/2014 1.500% 11/30/2019	912828G61	2,000,000.00	BARCLAYS		100.21	2,004,140.00	1,015.00	1,091.04	2.84	2.84	1.43
<b>Security Type Sub-Total</b>		<b>9,135,000.00</b>				<b>9,165,113.37</b>	<b>(37,061.05)</b>	<b>(26,200.64)</b>	<b>2.13</b>	<b>2.13</b>	<b>1.24</b>
<b>Supra-National Agency Bond / Note</b>											
INTL BANK OF RECON AND DEV SN NOTES DTD 04/19/2016 0.875% 07/19/2018	459058FE8	375,000.00	BNP PARI		99.38	372,661.50	(1,674.75)	(1,879.09)	1.53	1.53	1.28
INTER-AMERICAN DEVELOPMENT BANK DTD 04/12/2016 1.000% 05/13/2019	458182DX7	505,000.00	HSBC		98.60	497,932.53	(5,552.47)	(5,902.28)	2.32	2.32	1.60
INTL BANK OF RECON AND DEV SN NOTE DTD 07/13/2016 0.875% 08/15/2019	459058FK4	350,000.00	BNP PARI		97.88	342,570.55	(7,355.95)	(7,366.51)	2.57	2.57	1.71
<b>Security Type Sub-Total</b>		<b>1,230,000.00</b>				<b>1,213,164.58</b>	<b>(14,583.17)</b>	<b>(15,147.88)</b>	<b>2.15</b>	<b>2.15</b>	<b>1.53</b>
<b>Federal Agency Collateralized Mortgage Obligation</b>											
FNMA SERIES 2012-M13 ASQ2 DTD 09/01/2012 1.246% 08/01/2017	3136A8G38	266,508.48	MORGANST		99.93	266,330.13	(3,058.53)	(268.67)	0.48	0.48	1.21



## Managed Account Fair Market Value & Analytics

For the Month Ending **December 31, 2016**

**CITY OF LAKEWOOD - 51260100**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	Duration to Worst	YTM at Mkt
<b>Federal Agency Collateralized Mortgage Obligation</b>											
FNMA SERIES 2015-M7 ASQ2 DTD 04/01/2015 1.550% 04/01/2018	3136ANJY4	170,000.00	GOLDMAN		100.06	170,097.48	(1,601.91)	(479.95)	1.09	1.08	1.40
FNMA SERIES 2015-M15 ASQ2 DTD 11/01/2015 1.898% 01/01/2019	3136AQSW1	155,000.00	GOLDMAN		100.36	155,551.83	(998.15)	(356.19)	1.32	1.79	1.63
FNMA SERIES 2016-M9 ASQ2 DTD 06/01/2016 1.785% 06/01/2019	3136ASPX8	280,000.00	CSFB		100.23	280,644.81	(2,155.05)	(1,593.67)	1.31	2.21	1.63
FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AQDQ0	330,000.00	MORGANST		99.88	329,603.37	(3,701.22)	(2,554.74)	1.67	2.45	1.65
<b>Security Type Sub-Total</b>		<b>1,201,508.48</b>				<b>1,202,227.62</b>	<b>(11,514.86)</b>	<b>(5,253.22)</b>	<b>1.19</b>	<b>1.68</b>	<b>1.51</b>
<b>Federal Agency Bond / Note</b>											
FEDERAL HOME LOAN BANKS AGCY DTD 05/27/2016 0.875% 06/29/2018	3130A8BD4	675,000.00	NOMURA		99.65	672,653.03	(2,603.47)	(2,552.05)	1.48	1.48	1.11
FEDERAL HOME LOAN BANKS AGCY DTD 05/27/2016 0.875% 06/29/2018	3130A8BD4	1,130,000.00	MORGANST		99.65	1,126,070.99	(1,205.71)	(1,973.70)	1.48	1.48	1.11
FHLB NOTES DTD 07/08/2016 0.625% 08/07/2018	3130A8PK3	665,000.00	GOLDMAN		99.21	659,714.58	(2,904.72)	(3,364.82)	1.58	1.58	1.13
FHLB NOTES DTD 12/08/2016 1.250% 01/16/2019	3130AAE46	725,000.00	BAML		99.97	724,746.98	(224.02)	(224.02)	2.01	2.01	1.27
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	300,000.00	BMO		99.38	298,134.90	(2,624.10)	(2,507.19)	2.11	2.11	1.29
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	600,000.00	CITIGRP		99.38	596,269.80	(4,282.84)	(4,156.86)	2.11	2.11	1.29
FNMA BENCHMARK NOTE DTD 02/23/2016 1.000% 02/26/2019	3135G0J53	900,000.00	JPMCHASE		99.38	894,404.70	(3,471.30)	(4,068.42)	2.11	2.11	1.29
FREDDIE MAC NOTES DTD 03/21/2016 1.125% 04/15/2019	3137EADZ9	900,000.00	HSBC		99.60	896,357.70	(4,335.30)	(4,198.34)	2.25	2.25	1.30
FHLMC REFERENCE NOTE DTD 07/20/2016 0.875% 07/19/2019	3137EAEB1	900,000.00	TD SEC U		98.68	888,111.90	(9,710.10)	(10,031.18)	2.50	2.50	1.40
FNMA BENCHMARK NOTE DTD 08/02/2016 0.875% 08/02/2019	3135G0N33	650,000.00	GOLDMAN		98.61	640,970.85	(7,937.15)	(8,086.06)	2.54	2.54	1.42
FNMA NOTES DTD 09/02/2016 1.000% 08/28/2019	3135G0P49	800,000.00	HSBC		98.89	791,112.80	(8,407.20)	(8,446.95)	2.60	2.60	1.43



## Managed Account Fair Market Value & Analytics

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<b>Federal Agency Bond / Note</b>											
FNMA NOTES DTD 09/02/2016 1.000% 08/28/2019	3135G0P49	1,200,000.00	GOLDMAN		98.89	1,186,669.20	(11,458.80)	(11,662.93)	2.60	2.60	1.43
FHLB GLOBAL NOTES DTD 09/09/2016 1.000% 09/26/2019	3130A9EP2	850,000.00	TD SEC U		98.81	839,871.40	(9,831.10)	(9,854.90)	2.68	2.68	1.45
<b>Security Type Sub-Total</b>		<b>10,295,000.00</b>				<b>10,215,088.83</b>	<b>(68,995.81)</b>	<b>(71,127.42)</b>	<b>2.17</b>	<b>2.17</b>	<b>1.31</b>
<b>Corporate Note</b>											
IBM CORP NOTES DTD 02/06/2015 1.125% 02/06/2018	459200HZ7	900,000.00	CITIGRP		99.77	897,954.30	699.30	(1,030.24)	1.08	1.08	1.33
JP MORGAN CHASE CORP NOTES (CALLABLE) DTD 03/02/2015 1.700% 03/01/2018	46623EKD0	725,000.00	NOMURA	02/01/18	99.99	724,934.03	753.28	333.87	1.10	1.14	1.71
EXXON MOBIL CORP NOTES DTD 03/06/2015 1.305% 03/06/2018	30231GAL6	750,000.00	JPMCHASE		99.98	749,822.25	(177.75)	(177.75)	1.16	1.16	1.32
AMERICAN HONDA FINANCE CORP NOTES DTD 03/13/2015 1.500% 03/13/2018	02665WAT8	335,000.00	MORGANST		99.99	334,952.43	401.33	134.41	1.18	1.18	1.51
BANK OF NEW YORK MELLON CORP (CALLABLE) DTD 05/29/2015 1.600% 05/22/2018	06406HDB2	725,000.00	GOLDMAN	04/22/18	100.04	725,305.95	371.20	337.20	1.34	1.29	1.57
BANK OF AMERICA BANK NOTES DTD 06/05/2015 1.750% 06/05/2018	06050TMC3	350,000.00	MERRILL		100.00	349,985.30	(735.70)	(407.72)	1.40	1.40	1.75
CISCO SYSTEMS INC CORP NOTE DTD 06/17/2015 1.650% 06/15/2018	17275RAU6	625,000.00	GOLDMAN		100.30	626,885.63	1,991.88	1,938.04	1.43	1.43	1.44
TOYOTA MOTOR CREDIT CORP DTD 07/13/2015 1.550% 07/13/2018	89236TCP8	375,000.00	JPMCHASE		99.98	374,906.63	225.38	71.41	1.50	1.50	1.57
AMERICAN EXPRESS CRD CRP NT (CALLABLE) DTD 07/31/2015 1.800% 07/31/2018	0258M0DV8	350,000.00	MERRILL	06/30/18	100.13	350,450.10	(904.40)	(303.24)	1.52	1.46	1.72
BERKSHIRE HATHAWAY INC GLOBAL NOTES DTD 08/15/2016 1.150% 08/15/2018	084670BX5	85,000.00	WELLSFAR		99.50	84,573.39	(416.41)	(418.32)	1.59	1.59	1.46
THE WALT DISNEY CORPORATION DTD 01/08/2016 1.650% 01/08/2019	25468PDH6	100,000.00	CITIGRP		100.10	100,096.30	230.30	187.24	1.96	1.96	1.60



## Managed Account Fair Market Value & Analytics

For the Month Ending **December 31, 2016**

### CITY OF LAKEWOOD - 51260100

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	Duration to Worst at Mkt	YTM
<b>Corporate Note</b>											
BERKSHIRE HATHAWAY INC NOTES DTD 03/15/2016 1.700% 03/15/2019	084664CG4	55,000.00	JPMCHASE		99.91	54,951.27	(6.93)	(17.80)	2.15	2.15	1.74
WELLS FARGO & COMPANY DTD 04/22/2014 2.125% 04/22/2019	94974BFU9	375,000.00	NOMURA		100.32	376,213.50	(320.25)	61.41	2.23	2.23	1.98
GOLDMAN SACHS GRP INC CORP NT (CALLABLE) DTD 04/25/2016 2.000% 04/25/2019	38141GVT8	50,000.00	GOLDMAN	03/25/19	99.60	49,801.40	(59.60)	(90.53)	2.22	2.24	2.18
GOLDMAN SACHS GRP INC CORP NT (CALLABLE) DTD 04/25/2016 2.000% 04/25/2019	38141GVT8	325,000.00	MIZUHO	03/25/19	99.60	323,709.10	(1,082.90)	(1,129.14)	2.22	2.24	2.18
CHEVRON CORP NOTES DTD 05/16/2016 1.561% 05/16/2019	166764BH2	350,000.00	WELLSFAR		99.59	348,562.55	(1,437.45)	(1,437.45)	2.32	2.32	1.74
PFIZER INC CORP NOTES DTD 06/03/2016 1.450% 06/03/2019	717081DU4	350,000.00	MORGANST		99.39	347,868.15	(1,732.85)	(1,808.35)	2.37	2.37	1.71
CITIGROUP INC CORP NOTES DTD 06/09/2016 2.050% 06/07/2019	172967KS9	145,000.00	CITIGRP		99.62	144,452.63	(471.97)	(485.69)	2.36	2.36	2.21
APPLE INC CORP NOTES DTD 08/04/2016 1.100% 08/02/2019	037833CB4	350,000.00	GOLDMAN		98.51	344,771.00	(4,879.00)	(4,926.06)	2.52	2.52	1.69
MICROSOFT CORP NOTES DTD 08/08/2016 1.100% 08/08/2019	594918BN3	230,000.00	MERRILL		98.66	226,907.19	(2,855.91)	(2,886.84)	2.54	2.54	1.63
PEPSICO, INC CORP NOTES DTD 10/06/2016 1.350% 10/04/2019	713448DJ4	130,000.00	CITIGRP		99.24	129,011.74	(968.76)	(970.26)	2.69	2.69	1.63
<b>Security Type Sub-Total</b>		<b>7,680,000.00</b>				<b>7,666,114.84</b>	<b>(11,377.21)</b>	<b>(13,025.81)</b>	<b>1.61</b>	<b>1.61</b>	<b>1.62</b>
<b>Certificate of Deposit</b>											
TORONTO DOMINION BANK NY YCD DTD 06/19/2015 1.240% 06/16/2017	89113ESN7	725,000.00	TD SEC U		100.04	725,324.08	324.08	324.08	0.46	0.46	1.14
SVENSKA HANDELSBANKEN NY FLT CERT DEPOS DTD 11/24/2015 1.375% 08/24/2017	86958DH54	725,000.00	MERRILL		100.06	725,406.00	406.00	406.00	0.25	0.65	1.29
US BANK NA CINCINNATI (CALLABLE) CD DTD 09/11/2014 1.375% 09/11/2017	90333VPF1	725,000.00	US BANK	08/11/17	100.16	726,141.15	2,308.40	1,410.60	0.72	0.61	1.11





## Managed Account Fair Market Value & Analytics

For the Month Ending **December 31, 2016**

**CITY OF LAKEWOOD - 51260100**

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Par	Broker	Next Call Date	Market Price	Market Value	Unreal G/L On Cost	Unreal G/L Amort Cost	Effective Duration	Duration to Worst at Mkt	YTM
<b>Certificate of Deposit</b>											
BANK OF NOVA SCOTIA HOUSTON YCD DTD 11/09/2015 1.560% 11/06/2017	06417GAS7	725,000.00	UBS AG		100.09	725,638.00	638.00	638.00	0.84	0.84	1.43
SKANDINAVISKA ENSKILDA BANKEN NY CD DTD 11/17/2015 1.480% 11/16/2017	83050FBG5	725,000.00	GOLDMAN		99.83	723,771.13	(1,228.87)	(1,228.87)	0.86	0.86	1.65
HSBC BANK USA NA FLOATING CERT DEPOS DTD 11/18/2015 1.496% 11/17/2017	40428AR41	725,000.00	HSBC		100.17	726,261.50	1,261.50	1,261.50	0.25	0.87	1.31
ROYAL BANK OF CANADA NY CD DTD 03/15/2016 1.700% 03/09/2018	78009NZZ2	725,000.00	RBC CAP		100.11	725,822.88	822.88	822.88	1.18	1.18	1.57
CANADIAN IMPERIAL BANK NY CD DTD 12/05/2016 1.760% 11/30/2018	13606A5Z7	725,000.00	GOLDMAN		100.81	730,850.75	6,416.25	6,395.19	1.90	1.90	1.25
NORDEA BANK FINLAND NY CD DTD 12/05/2016 1.760% 11/30/2018	65558LWA6	725,000.00	MERRILL		100.81	730,850.75	5,850.75	5,850.75	1.90	1.90	1.25
<b>Security Type Sub-Total</b>		<b>6,525,000.00</b>				<b>6,540,066.24</b>	<b>16,798.99</b>	<b>15,880.13</b>	<b>0.93</b>	<b>1.03</b>	<b>1.33</b>
<b>Managed Account Sub-Total</b>		<b>36,066,508.48</b>				<b>36,001,775.48</b>	<b>(126,733.11)</b>	<b>(114,874.84)</b>	<b>1.78</b>	<b>1.82</b>	<b>1.37</b>
<b>Securities Sub-Total</b>		<b>\$36,066,508.48</b>				<b>\$36,001,775.48</b>	<b>(\$126,733.11)</b>	<b>(\$114,874.84)</b>	<b>1.78</b>	<b>1.82</b>	<b>1.37%</b>
<b>Accrued Interest</b>						<b>\$91,295.73</b>					
<b>Total Investments</b>						<b>\$36,093,071.21</b>					



## Managed Account Security Transactions & Interest

For the Month Ending **December 31, 2016**

**CITY OF LAKEWOOD - 51260100**

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L Cost	Realized G/L Amort Cost	Sale Method
Trade	Settle									
BUY										
12/01/16	12/05/16	CANADIAN IMPERIAL BANK NY CD DTD 12/05/2016 1.760% 11/30/2018	13606A5Z7	725,000.00	(724,434.50)	0.00	(724,434.50)			
12/01/16	12/05/16	US TREASURY NOTES DTD 12/01/2014 1.500% 11/30/2019	912828G61	2,000,000.00	(2,003,125.00)	(412.09)	(2,003,537.09)			
12/01/16	12/05/16	NORDEA BANK FINLAND NY CD DTD 12/05/2016 1.760% 11/30/2018	65558LWA6	725,000.00	(725,000.00)	0.00	(725,000.00)			
12/07/16	12/08/16	FHLB NOTES DTD 12/08/2016 1.250% 01/16/2019	3130AAE46	725,000.00	(724,971.00)	0.00	(724,971.00)			

<b>Transaction Type Sub-Total</b>				<b>4,175,000.00</b>	<b>(4,177,530.50)</b>	<b>(412.09)</b>	<b>(4,177,942.59)</b>			
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<b>INTEREST</b>										
12/01/16	12/25/16	FNMA SERIES 2012-M13 ASQ2 DTD 09/01/2012 1.246% 08/01/2017	3136A8G38	305,219.37	0.00	357.06	357.06			
12/01/16	12/25/16	FNMA SERIES 2015-M15 ASQ2 DTD 11/01/2015 1.898% 01/01/2019	3136AOSW1	155,000.00	0.00	245.17	245.17			
12/01/16	12/25/16	FANNIE MAE SERIES 2015-M13 ASQ2 DTD 10/01/2015 1.646% 09/01/2019	3136AODO0	330,000.00	0.00	452.65	452.65			
12/01/16	12/25/16	FNMA SERIES 2016-M9 ASQ2 DTD 06/01/2016 1.785% 06/01/2019	3136ASPX8	280,000.00	0.00	416.50	416.50			
12/01/16	12/25/16	FNMA SERIES 2015-M7 ASQ2 DTD 04/01/2015 1.550% 04/01/2018	3136ANJY4	170,000.00	0.00	219.58	219.58			
12/03/16	12/03/16	PFIZER INC CORP NOTES DTD 06/03/2016 1.450% 06/03/2019	717081DU4	350,000.00	0.00	2,537.50	2,537.50			
12/05/16	12/05/16	BANK OF AMERICA BANK NOTES DTD 06/05/2015 1.750% 06/05/2018	06050TMC3	350,000.00	0.00	3,062.50	3,062.50			
12/07/16	12/07/16	CITIGROUP INC CORP NOTES DTD 06/09/2016 2.050% 06/07/2019	172967KS9	145,000.00	0.00	1,469.74	1,469.74			
12/15/16	12/15/16	CISCO SYSTEMS INC CORP NOTE DTD 06/17/2015 1.650% 06/15/2018	17275RAU6	625,000.00	0.00	5,156.25	5,156.25			
12/29/16	12/29/16	FEDERAL HOME LOAN BANKS AGCY DTD 05/27/2016 0.875% 06/29/2018	3130A8BD4	675,000.00	0.00	2,953.13	2,953.13			
12/29/16	12/29/16	MONEY MARKET FUND	MONEY0002	0.00	0.00	0.55	0.55			
12/29/16	12/29/16	FEDERAL HOME LOAN BANKS AGCY DTD 05/27/2016 0.875% 06/29/2018	3130A8BD4	1,130,000.00	0.00	4,943.75	4,943.75			



## Managed Account Security Transactions & Interest

For the Month Ending **December 31, 2016**

**CITY OF LAKEWOOD - 51260100**

Transaction Type		Security Description	CUSIP	Par	Principal Proceeds	Accrued Interest	Total	Realized G/L	Realized G/L	Sale Method
Trade	Settle							Cost	Amort Cost	
INTEREST										
12/31/16	12/31/16	US TREASURY NOTES DTD 12/31/2013 1.500% 12/31/2018	912828A75	1,875,000.00	0.00	14,062.50	14,062.50			
Transaction Type Sub-Total				6,390,219.37	0.00	35,876.88	35,876.88			
PAYDOWNS										
12/01/16	12/25/16	FNMA SERIES 2012-M13 ASQ2 DTD 09/01/2012 1.246% 08/01/2017	3136A8G38	38,710.89	38,710.89	0.00	38,710.89	(418.35)	0.00	
Transaction Type Sub-Total				38,710.89	38,710.89	0.00	38,710.89	(418.35)	0.00	
SELL										
12/01/16	12/05/16	FHLMC REFERENCE NOTE DTD 09/16/2016 0.875% 10/12/2018	3137EAED7	760,000.00	755,774.40	1,459.31	757,233.71	(3,898.80)	(3,933.52)	SPEC LOT
12/01/16	12/05/16	NORDEA BANK FINLAND NY CD DTD 05/29/2015 1.150% 05/26/2017	65558LFA5	725,000.00	725,148.16	162.12	725,310.28	148.16	148.16	SPEC LOT
12/01/16	12/05/16	US TREASURY NOTES DTD 04/01/2013 0.750% 03/31/2018	912828UU2	295,000.00	293,951.37	401.17	294,352.54	1,083.20	(107.37)	SPEC LOT
12/01/16	12/05/16	CANADIAN IMPERIAL BANK NY YCD DTD 04/10/2015 1.010% 04/06/2017	13606JYY9	725,000.00	724,876.75	1,200.08	726,076.83	(123.25)	(123.25)	SPEC LOT
12/01/16	12/05/16	FNMA NOTE DTD 03/04/2016 0.875% 03/28/2018	3135G0J61	900,000.00	897,876.00	1,465.63	899,341.63	(324.00)	(975.02)	SPEC LOT
12/07/16	12/08/16	US TREASURY NOTES DTD 12/02/2013 1.250% 11/30/2018	912828A34	720,000.00	722,053.13	197.80	722,250.93	590.63	1,100.09	SPEC LOT
Transaction Type Sub-Total				4,125,000.00	4,119,679.81	4,886.11	4,124,565.92	(2,524.06)	(3,890.91)	
Managed Account Sub-Total					(19,139.80)	40,350.90	21,211.10	(2,942.41)	(3,890.91)	
Total Security Transactions					(19,139.80)	40,350.90	21,211.10	(2,942.41)	(3,890.91)	

# DIVIDER SHEET

## **CITY COUNCIL AGENDA**

January 24, 2017

**TO:** The Honorable Mayor and City Council

**SUBJECT:** Appointment of Mr. Ron Couch Jr., Architect, to the Development Review Board

### **INTRODUCTION**

The operating procedures for the Development Review Board (“Board”) were originally established 44 years ago by Ordinance 72-20 and subsequently amended in 1974 by Ordinance 74-7 regarding provisions referencing the Lakewood Redevelopment Agency, in 1981 by Ordinance 81-6 pertaining to clarification of the purpose of the Board and expansion of the authority of the Board to review single-family dwelling projects, and most recently in 2016 by Ordinance 16-2 which updated and clarified operating procedures. Pursuant to Section 9481 of the Lakewood Municipal Code, the Board is to consist of three members: the Director of Community Development, a registered A.I.A. architect or equivalent, and a qualified landscape architect or equivalent. The quorum requirement is satisfied by two of the three Board members, all of whom serve at the pleasure of the City Council.

From August 2012 to October 2016, the architect position on the Board was served by Mr. Randy Meyer. Mr. Meyer has recently accepted the position of City Architect for the City of Lakewood. Consequently, this seat on the Board is vacant, and must be filled by a qualified registered A.I.A. Architect or equivalent.

### **STATEMENT OF FACT**

Staff has been fortunate to locate a highly qualified and experienced individual to fill Mr. Meyer’s vacancy on the Board. Mr. Ron Couch Jr. is an Architect, has served on the Board in a temporary status since November 9, 2016, and has expressed an interest in becoming a permanent Board member.

Mr. Ron Couch Jr. has a bachelor degree in Architecture from Southern California Institute of Architecture and has been the owner of the Architectural Design/Built firm of Dynasty Developments since 1984. Mr. Ron Couch Jr. has served on the board of the National Association of the Remodeling Industry (NARI, LA/OC Chapter) as a board member, VP and President. Mr. Ron Couch Jr. has substantial experience within the City of Lakewood having designed, managed and built many projects over the last 30 years in the Lakewood and Long Beach area. The depth of Mr. Ron Couch Jr. experience should prove to be a tremendous asset to the Board and to the City.

Compensation for the members of the Board is \$50 per hour of Board meeting time. Board members are also compensated for any extra time expended on special projects or for any assistance provided the City above and beyond Board meeting times. Historically, expenditures for the Board’s professional services have stayed well within the DRB budget.

Staff is confident that Mr. Ron Couch Jr. will prove to be a very worthwhile and invaluable asset to the City and highly recommends his appointment to the Development Review Board by the City Council.

### **SUMMARY**

The architect position on the Development Review Board is vacant and must be filled pursuant to Section 9482 of the Lakewood Municipal Code. Staff has found a highly qualified and experienced candidate in Mr. Ron Couch Jr. He is, therefore, recommended for appointment to the Board by the City Council, as its architect.

### **RECOMMENDATION**

It is recommended that the City Council appoint Mr. Ron Couch Jr. to the Development Review Board as its architect.



Sonia Dias Southwell, AICP  
Director of Community Development

 for Howard L. Chamber  
City Manager 

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

## COUNCIL AGENDA

January 24, 2017

**TO:** The Honorable Mayor and City Council

**SUBJECT:** Ratify Purchase of Catch Basin Insert Equipment

### INTRODUCTION

Council previously approved the purchase of catch basin insert equipment. The final purchase order required equipment revision and therefore the order total exceeded the amount authorized by Council. Staff requests the revised purchase be ratified.

### STATEMENT OF FACT

Staff advised the City Council in November 2016 that the purchase of catch basin insert equipment was required per compliance with the Municipal Storm Water Permit. Staff utilized pricing from the County of Orange Master Plan Agreement for the purchase and installation of inserts in City-owned catch basins. During the installation of the new inserts the contractor found that several catch basins had two outlet points that drain into the storm drain system and that additional catch basin inserts would need to be fabricated and installed. Additionally, there were catch basins that had existing curb inlet baskets that needed to be removed in order to install the new equipment. Staff decided to have the contractor remove the baskets for possible re-use in other catch basins in the city.


Council previously authorized a purchase order in the amount of \$29,000. The new order totaled \$32,500, an increase of \$3,500. Council also previously appropriated \$29,000 for the purchase of this catch basin equipment, which now has to be increased by \$3,500 in order to cover the revised purchase order.

### RECOMMENDATION

Staff recommends that the City Council:

1. Ratify the purchase order to G2 Construction Inc. for catch basin insert equipment, in the amount of \$32,500.
2. Appropriate \$3,500 from the General Fund to Account 9922-58800-70996 for the increase in cost of Purchase Order 17001492 for the catch basin insert equipment.

Lisa Rapp   
Director of Public Works

Howard L. Chambers   
City Manager



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

## **COUNCIL AGENDA**

January 24, 2017

**TO:** The Honorable Mayor and City Council

**SUBJECT:** Bolivar Park Water Capture Project - Approve Use and Maintenance Agreement with Los Angeles County Flood Control District

### **INTRODUCTION**

A portion of the Bolivar Park Water Capture Project will be built on Los Angeles County Flood Control District owned land and within a flood control channel. The proposed agreement would allow the City of Lakewood to construct, maintain and operate the inlet structure, inflatable dam, and pump station that are integral to the project.

### **STATEMENT OF FACT**

The Bolivar Park Water Capture Project is presently under construction within Bolivar Park. A portion of the project, the pump station, will be located on the landscape side panel on the south side of Del Amo Blvd. between Downey Avenue and the flood control channel to the east. In addition, an inflatable rubber dam and a drop inlet structure are to be constructed inside the flood control channel just east of the pump station area. This property is owned in fee title by the Los Angeles County Flood Control District, and they must grant permission for the city to use the property for this purpose.



The agreement is a 50 year agreement with provisions to allow for 10 year extensions thereafter. The agreement also states that the City will operate and maintain all of the improvements at our expense (which will be shared with the other cities in the watershed that contribute flow to the facility.) The agreement allows the City and its contractors to take access to the flood control channel and the pump station property, and it requires the City to be responsible for the liability of operations, and removal of the improvements should that ever be necessary. It also includes termination clauses for both parties.

The agreement has been thoroughly reviewed by staff, the City Attorney, and the city's consulting team for the project. It will be presented to the Board of Supervisors for approval in February. Although we cannot enter into the flood control channel until after April 15 and with forecast of good weather, our contractor is anxious to begin work on the pump station as soon as possible. Once the City has approved the agreement, staff is hopeful that the County will issue a temporary entry permit for the pump station site while the agreement continues the BOS approval and signature process. Because the County recognizes that they and the City share a mutual interest in improving water quality through this project, there will no fee charged for the use of the property for this project.

**RECOMMENDATION**

That the City Council approve Use and Maintenance Agreement with the Los Angeles County Flood Control District for the Bolivar Park Water Capture Project and authorize the Mayor to sign the agreement in a form approved by the City Attorney.

  
Lisa Ann Rapp  
Director of Public Works

 for Howard L. Chambers  
City Manager 

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

*Reports*

## **COUNCIL AGENDA**

January 24, 2017

**TO:** Honorable Mayor and City Council

**SUBJECT:** City of Lakewood Investment Policy

### **INTRODUCTION**

Lakewood's investment policy is reviewed and approved by the City Council annually, as required by law, the last time being at the meeting of January 27, 2015. As expressed in our Investment Policy, the city's investment objectives continue to be safety, liquidity and yield in the investment of public funds.

### **STATEMENT OF FACTS**

Attached is a copy of the investment policy of the City of Lakewood. The City's investment policy has been in place since September 1980, and is periodically updated to conform to sound investment practices and laws regarding the investment of public funds as amended. The policy was last updated in January 2015 to add supranationals to the list of suitable investments, previously in January 2011 commercial paper, and in January 2012 corporate notes were added.

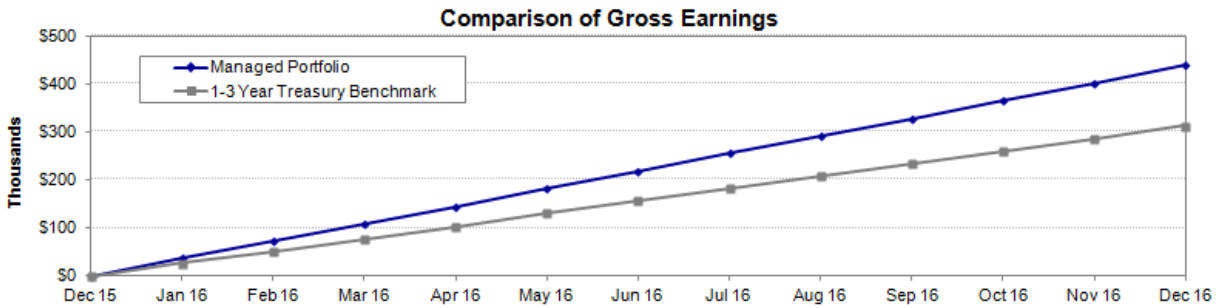
The City's investment portfolio includes deposits in Local Agency Investment Fund (LAIF) a state-wide pooled account, as well as investments in bonds, notes, certificates of deposit and commercial paper which are managed by Public Financial Management (PFM). In addition to reviewing the list of suitable investments, PFM's performance is also reviewed annually. This performance review includes a comparison of PFM's returns to a market index.

We anticipated that in 2016 we would see fluctuations in yields as the Federal Reserve began raising rates, but the real impacts came from China's slowing growth, dropping oil prices, global negative interest rates, and Brexit. As the year ended with strong jobs numbers, low unemployment, and rising wage earnings, the Federal Reserve then determined that the economy was on solid enough footing to raise the interest rate by a quarter of a percent. The third quarter of GDP showed the nation's economy expanded at a healthy pace of 3.5 percent. December marked the 75<sup>th</sup> consecutive month of employment growth, more than 2 million jobs were added in 2016, and the unemployment rate ended the year at 4.7 percent. Additionally, average hourly earnings saw their largest increase of 2.9 percent in December, the largest since 2009.

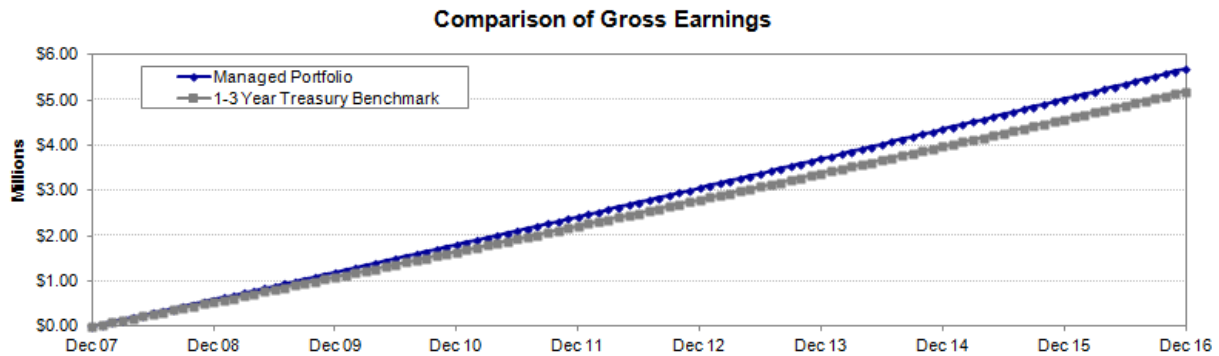
Since inception, the portfolio under management of Public Financial Management (PFM) has gained greater total return than the benchmark, the 1-3 Year Treasury Index provided by Bloomberg Financial Markets. The following tables show the one-year and nine-year review of portfolio performance net fees and based on an average portfolio size of \$35 million. The table for the one-year review shows the portfolio exceeding the benchmark by 26 basis points – earning an additional \$91,252 over the years net of fees for the city.

## Managed Portfolio vs. 1-3 Year Treasury Benchmark

December 31, 2015 – December 31, 2016						
Investment Vehicle	Duration <sup>2</sup>	Annual (2016) Performance	Cumulative Gross Value of \$35 million <sup>4</sup>	Gross Earnings	Cumulative Net Value of \$35 million <sup>4</sup>	Net Earnings <sup>5</sup>
Managed Portfolio	1.78	1.25% <sup>3</sup>	\$35,438,706	\$438,706	\$35,403,609	\$403,609
1-3 Year Treasury Index	1.82	0.89%	\$35,312,357	\$312,357	\$35,312,357	\$312,357



December 31, 2007 – December 31, 2016						
Investment Vehicle	Duration <sup>2</sup>	Since Inception Performance	Cumulative Gross Value of \$35 million <sup>4</sup>	Gross Earnings	Cumulative Net Value of \$35 million <sup>4</sup>	Net Earnings <sup>5</sup>
Managed Portfolio	1.78	1.69% <sup>3</sup>	\$40,703,532	\$5,703,532	\$40,344,375	\$5,344,375
1-3 Year Treasury Index	1.82	1.55%	\$40,201,504	\$5,201,504	\$40,201,504	\$5,201,504



1. Source: BofA Merrill Lynch Global Bond Indices.

2. Duration is based on the City of Lakewood's portfolio and the BofA Merrill Lynch Index as of December 31, 2016.

3. Annual return is based on City of Lakewood's portfolio from December 31, 2007 to December 31, 2016.

4. Assumes no withdrawals and that all funds are reinvested.

5. Assumes 0.10% (annualized) fees on only PFM managed portfolio.

### RECOMMENDATION

Staff recommends that the Council approve the attached Investment Policy and continue the investment management services of PFM.

Diane Perkin  
Director of Administrative Services

Howard L. Chambers  
City Manager

CITY OF LAKEWOOD  
INVESTMENT POLICY  
January 24, 2017

**I. Scope**

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

**II. Objectives**

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

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

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

*Yield.* The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints, liquidity needs, and cash flow characteristics of the portfolio. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

**III. Standards of Care**

*Prudence*

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

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

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



#### *Ethics and Conflicts of Interest*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

#### *Delegation of Authority*

The authority to invest City funds rests with the Administrative Services Director and his/her designated staff, herein referred to as investment staff. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established. The Administrative Services Director shall be responsible for all transactions undertaken and will establish a system of controls to regulate the activities of subordinate officials.

The City may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

#### **IV. Authorized and Suitable Investments**

Surplus funds of local agencies may only be invested in certain eligible securities as listed below. The investment strategy for the City of Lakewood is to administer an operational portfolio. A definition of an operational portfolio is to have adequate funds available at all times to meet appropriated and projected cash flow requirements for the City of Lakewood.

The City of Lakewood does **NOT** purchase or sell securities on **MARGIN**.

1. *U.S. Treasury Obligations.* United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest. There are no portfolio percentage limits for U.S. Treasury obligations.
2. *U.S. Government Agency Issues.* Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises. There are no portfolio percentage limits for U.S. Government Agency obligations.
3. *Municipal Investments.* Registered treasury notes or bonds of any of the other 49 United States in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California. Obligations are required to be rated in one of the two highest categories by a nationally recognized statistical rating organization (NRSRO). There are no portfolio percentage limits for municipal obligations.

4. *Negotiable Certificates of Deposit.* Negotiable certificates of deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank. Eligible negotiable certificates of deposit shall be rated in category "AA" or its equivalent or better by a NRSRO. No more than 30% of the City's portfolio may be invested in negotiable certificates of deposit and no more than 10% may be invested with a single issuer.

5. *Time Deposits/Time Certificates of Deposit (CDs).* Time Deposits/Time Certificates of Deposit (CDs) placed with commercial banks and savings and loans. Time certificates of deposit shall meet the conditions in either paragraph (a) or paragraph (ib) below:

(a) Time certificates of deposit shall meet the requirements for deposit under Government Code Section 53635 et. seq. The Administrative Services Director, for deposits up to the current FDIC insurance limit, may waive collateral requirements if the institution insures its deposits with the Federal Deposit Insurance Corporation (FDIC). The City shall have a signed agreement with the depository per California Government Code (Hereafter Code) 53649.

(b) Fully insured time certificates of deposit placed through a deposit placement service shall meet the requirements under Code Section 53601.8.

There is no portfolio percentage limit for Time Deposits/Time Certificates of Deposit (CDs). The maximum maturity shall be limited to one year.

6. *Money Market Funds.* Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1, et seq.). To be eligible for investment pursuant to this subdivision, these companies shall either: (1) attain the highest ranking or the highest letter and numerical rating provided by not less than two nationally recognized statistical rating organizations; or (2) retain an investment advisor registered or exempt from registration with the Securities and Exchange commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000). A maximum of 20% of the City's portfolio may be invested in money market funds.

The purchase price of shares shall not exceed 20 % of the City's surplus money nor include any commission charged by the fund. No more than 10% of the City's portfolio may be invested in any one fund.

7. *Government Pools.* Shares of beneficial interest issued by a joint powers authority (6509.7) that invests in securities authorized by Section 53601 of the California Government Code. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

(a) The adviser is registered or exempt from registration with the Securities and Exchange Commission.

(b) The adviser has not less than five years of experience investing in the securities and obligations authorized in California Government Code section subdivisions (a) to (q), inclusive.

(c) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

There is no portfolio percentage limit for Government Pool holdings.

8. *State of California's Local Agency Investment Fund.* Investment in LAIF may not exceed the current LAIF limit and should be reviewed periodically.

9. *Los Angeles County Pool.* Investment in the Los Angeles County Pool may not exceed the current pool limits and should be reviewed periodically.

10. *Commercial paper.* Commercial paper of “prime” quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical-rating organization. The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (a) or paragraph (b):

(a) The entity meets the following criteria: (i) Is organized and operating in the United States as a general corporation. (ii) Has total assets in excess of five hundred million dollars (\$500,000,000). (iii) Has debt other than commercial paper, if any, that is rated “A” or higher by a NRSRO.

(b) The entity meets the following criteria: (i) Is organized within the United States as a special purpose corporation, trust, or limited liability company. (ii) Has program wide credit enhancements including, but not limited to, over collateralization, letters of credit, or surety bond. (iii) Has commercial paper that is rated “A-1” or higher, or the equivalent, by a NRSRO.

Purchases of eligible commercial paper may not exceed 25% of the City’s portfolio, 270 days maturity nor represent more than 10% of the outstanding paper of an issuing corporation. Additionally, no more than 10% of the City’s funds may be invested with a single issuer.

11. *Corporate Notes.* Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States, or any state and operating within the United States. Medium-term corporate notes shall be rated in a rating category of “A” or its equivalent or better by a NRSRO. Purchase of medium-term notes may not exceed 30% of the City’s investment Portfolio. No more than 10% of the City’s total investment portfolio may be invested in the debt of any one corporation.

12. *Supranationals.* Supranationals, defined as United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Supranationals shall be rated “AA” or its

equivalent or better by a NRSRO. Purchase of supranationals may not exceed 30% of the Authority's investment portfolio.

## **V. Ineligible Investments**

Any security type or structure not specifically approved by this policy is hereby prohibited; these include, but are not restricted to, the following:

(a) "Complex" derivative securities such as range notes, dual index notes, inverse floating-rate notes, leveraged or deleveraged floating-rate notes, or any other complex variable-rate or structured note.

(b) Interest-only strips that are derived from a pool of mortgages, or any security that could result in zero interest accrual if held to maturity.

(c) Financial Futures and Financial Options also known as forward contracts for securities.

## **VI. Investment Parameters**

*Diversification.* The City's investments shall be diversified by:

- Limiting investments to avoid over concentration in securities from a specific issuer or sector.
- Limiting investment in securities that have higher credit risks.
- Investing in securities with varying maturities.
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools or money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

*Maximum Maturities.* To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless stated otherwise in Section IV of this Policy or approval made by the City's executive body, the maximum maturity of the City's eligible investments will not exceed five years.

*Sale of Securities.* The City does not make investments for the purpose of trading or speculation, but buys with the prevalent intent to hold securities to maturity. The prohibition of speculative investment precludes pursuit of profit through unusual risk or conjectural fluctuations in market prices. However, fluctuations in market rates or changes in credit quality may produce situations where securities may be sold at a nominal loss in order to mitigate further erosion of principal or to reinvest proceeds of sale in securities that will out-perform the original investment.

## **VII. Depository Services**

### *Legal Constraints*

Money must be deposited in state or national banks, state or federal savings associations, or state or federal credit unions in the state. It may be in inactive deposits, active deposits or interest-bearing active deposits. The deposits cannot exceed the amount of the bank's or savings and loan's paid up capital and surplus.

The bank or savings and loan must secure the active and inactive deposits with eligible securities having a market value of 110% of the total amount of the deposits. State law also allows, as an eligible security, first trust deeds having a value of 150% of the total amount of the deposits. A third class of collateral is letters of credit drawn on the Federal Home Loan Bank (FHLB). As a matter of policy, the City does not accept 150% collateral in first trust deeds or 105% Letters of Credit drawn on the FHLB, even though the state statutes allow municipalities to accept them.

The treasurer may at his discretion waive security for that portion of a deposit which is insured pursuant to federal law. Currently, the first \$250,000 of a deposit is federally insured. It is to the City's advantage to waive this collateral requirement for the first \$250,000 because we receive a higher interest rate. If funds are to be collateralized, the collateral we accept is 110% of the deposit in government securities.

#### *Depository Services*

**Active deposits** are demand or checking accounts which receive revenues and pay disbursements. The City of Lakewood has three demand accounts:

- General checking account
- Payroll checking account
- Redevelopment Agency bond proceeds checking account

**Interest-bearing active deposits** are money market accounts at a financial institution (i.e., bank, savings and loan, credit union). These accounts are demand accounts (i.e., checking accounts) with restricted transaction activity. The City of Lakewood has one account of this nature for the Lakewood Redevelopment Agency.

**Inactive deposits** are Certificates of Deposit issued in any amount for periods of time as short as 14 days and as long as several years. Interest must be calculated on a 360-day basis, actual number of days. At any given time, the City may have certificates of deposit in 30 or 40 financial institutions. As a matter of policy, we do not invest in CD's for longer than one year.

We require that each financial institution submit current financial statements which are evaluated by staff prior to the investment of funds. We use the following criteria:

- The institution must have been in business at least three years.

- The institution must submit audited financial statements.

- The institution must have assets of at least \$50 million and a net worth to liability ratio of 3.5 to 1. For calculations, net worth does not include subordinated debt and Reserves for Allowance for Loan Losses.

- City investments of less than 180 days to maturity can use a net worth to asset ratio of 3 to 1.

- Investments in Credit Unions require an Equity (net worth) to Asset Value of 5.0%. The loan balance to share draft ratio is compared to industry standards, but should not exceed 90%. The City may invest funds for a period up to 120 days in institutions with a Regular Reserve

to Loan Balance ratio of at least 3.25%. For longer periods of time, the ratio must be at least 4.0%.

In addition, examination is made of the Reserve for Loan Losses category to evaluate the financial trend of the institution's asset base. Comparison is made of institution ratio values to the industry averages.

Under deposits, if data is available, we track the ratio of \$100,000 certificates of deposit (brokered money) to the total deposit base. A percent greater than 50% is an area of concern.

Whenever possible, the use of several years' financial data is evaluated to present a trend of activity in the institution.

We also require that interest be paid to the City on a monthly basis (current state law only requires quarterly payment). We do not place more than \$100,000 in a savings and loan, small bank, or credit union.

## **VIII. Safekeeping and Custody**

### *Delivery vs. Payment*

All investment transactions will be executed on a delivery versus payment basis. Securities will be held in safekeeping by a third party custodian designated by the City. The custodian will be required to provide timely (written or on-line) confirmation of receipt and monthly position and transaction reports.

## **IX. Reporting Requirements**

### *Monthly Reporting*

The Administrative Services Director will provide to the City Council monthly investment reports that provide a detailed summary of transactions in the City's portfolio.

### *Quarterly Reporting*

The Administrative Services Director will provide to the City Council quarterly investment reports which provide a detailed summary of the status of the investment program. The quarterly report will contain the following:

- The type of investment, issuer, and date of maturity par and dollar amount invested on all securities, investments and moneys held by the local agency.
- A description of any of the local agency's funds, investments, or programs that are under the management of contracted parties, including lending programs.

- A current market value as of the date of the report and the source of this same valuation for all securities held by the local agency, and under management of any outside party that is not also a local agency or the State of California Local Agency Investment Fund.
- A statement of compliance with the Government Code and this policy.
- A statement denoting the ability of the local agency to meet its pool's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available.

#### **X. Performance Standards**

The City's portfolios are managed with the objective of obtaining a market rate of return, commensurate with identified risk constraints and cash flow characteristics. Because the composition of the portfolio fluctuates, depending on market and credit conditions, various indices will be used to monitor performance.

#### **XI. Investment Advisor Review**

The performance of the city's investment advisor and investment advisory firm shall be reviewed annually based on the following criteria:

- Understanding of the city's overall investment program and the investment objectives and constraints unique to the city, and approach to management of the city's portfolio.
- Experience, resources, and qualifications of the firm and individuals assigned to this account.
- Experience of the firm in managing state/local/district government reserve funds.
- Performance of the managed portion of the city's portfolio.
- Reporting methodology and additional investment of financial services offered or available through affiliation.
- Fees, relative to services.

#### **XII. Policy Considerations**

This policy shall be reviewed on an annual basis. Any changes must be approved by the investment officer and any other appropriate authority, as well as the individual(s) charged with maintaining internal controls.

# DIVIDER SHEET



## **COUNCIL AGENDA**

January 24, 2017

**TO:** The Honorable Mayor and City Council

**SUBJECT:** Adoption of Amended Emergency Operations Plan

### **INTRODUCTION**

The City of Lakewood City Council originally adopted the Emergency Plan in September, 1979. Revisions to the plan were approved in May 1983, April 1991 and January 1999. A fourth revision of the plan has been completed in December 2016. The plan addresses the City's response to extraordinary emergency situations associated with natural and man-made disasters and describes the overall responsibilities of the City for protecting life and property and assuring the well-being of the population.

### **STATEMENT OF FACT**

The updated Emergency Operations Plan (EOP) has been developed utilizing the latest directives and guidance from the Federal Emergency Management Agency (FEMA) contained in the Comprehensive Preparedness Guide (CPG) 101, Version 2.0 and best practices from jurisdictions within California and throughout the nation. In accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), the City has reviewed the State of California Emergency Plan and the Los Angeles County Operational Area EOP to ensure that the City's EOP is consistent and compatible with those documents.

In its entirety, the EOP includes functional annexes (i.e. emergency management, utilities, public information officer (PIO) duties, etc.) that address a range of possible hazards. Each of these annexes is classified as operational. Therefore, only the EOP-Basic Plan is being approved by the City Council. The objective of the EOP-Basic Plan is to coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency. As such, it provides a framework for the City to use in performing emergency functions before, during and after an emergency event, natural disaster or technological incident regardless of cause, size or complexity.

The process of updating the EOP included several meetings with representatives from each City department, including Administration, Administrative Services, Community Development, Public Works, Recreation and Community Services, and Water Resources. A considerable amount of time was also spent creating a "whole community strategy." Residents, community leaders, business owners and government officials met to discuss, understand and assess the needs of their respective areas to organize and strengthen resources, capabilities and interests. At this meeting, staff presented the EOP revision process, facilitated discussions and received input from those in attendance.

## **SUMMARY**


The California Office of Emergency Services (Cal OES), under Government Code Section 8607, has required cities to employ the Standardized Emergency Management System (SEMS) to be eligible for state funding of response-related personnel costs following a major emergency or disaster. The revisions made to the City's EOP satisfy the City's obligation and is consistent with state and federal standards.

## **RECOMMENDATION**

Staff recommends that the City Council approve the attached resolution for adoption of the amended City of Lakewood Emergency Operations Plan, revised in accordance with current state and federal guidelines.



Lisa Litzinger, Director  
Recreation and Community Services

 Howard L. Chambers  
City Manager



RESOLUTION NO. 2017-1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD ADOPTING AN AMENDED EMERGENCY  
OPERATIONS PLAN-BASIC PLAN

WHEREAS, the City Council approved an official Emergency Plan on September 11, 1979, which was revised in May, 1983, April, 1991, and January, 1999;

WHEREAS, the City of Lakewood Emergency Operations Plan-Basic Plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of the City's response to emergencies consistent with the California Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS); and

WHEREAS, the City of Lakewood Emergency Operations Plan-Basic Plan is an extension of the Los Angeles County Operational Area Emergency Operations Plan and the California Emergency Plan. It will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

SECTION 1. That the City Council of the City of Lakewood does hereby adopt an Emergency Operations Plan-Basic Plan, attached hereto as Exhibit "A," a copy of which is on file with the City Clerk; and

SECTION 2. That the Director of Emergency Services be empowered to supplement and make minor modifications in such Plan as he deems necessary to strengthen and carry out the basic scheme and purposes of such plan; and

SECTION 3. Such Plan supersedes the City's previously adopted Emergency Plan.

SECTION 4. That the City Clerk shall certify to the adoption of this Resolution and forward one copy of such Plan and Resolution to all parties named in the Plan.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Lakewood does hereby adopt the Emergency Operations Plan-Basic Plan and gives its full support to this plan and urges officials, employees and citizens, individually and collectively, to do their share in the total emergency effort of the City.

ADOPTED AND APPROVED THIS 24TH DAY OF JANUARY, 2017.

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Mayor

Resolution No. 2017-1  
Page 2

ATTEST:

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City Clerk



# EMERGENCY OPERATIONS PLAN

## *Basic Plan*

### CITY OF LAKEWOOD

EMERGENCY PLANNING CONSULTANTS | JANUARY 24, 2017





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### PROMULGATION

The City of Lakewood has updated its Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for the maximum benefit and protection of life, property, and the environment during an emergency. This plan supersedes the 1999 revision along with any other previous plans promulgated for this purpose.

The objective of the EOP is to coordinate all the facilities and personnel of the City into an efficient organization capable of responding to any emergency. As such, this plan provides a framework for the City of Lakewood to use in performing emergency functions before, during, and after an emergency event, natural disaster or technological incident—regardless of cause, size or complexity. While no plan can prevent death and destruction, good plans carried out by knowledgeable and well trained personnel will minimize losses. Therefore, this plan describes the emergency organization, assigns tasks, and specifies policies, procedures, and the coordination of planning efforts of staff utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). In accordance with SEMS and NIMS, this EOP is an extension of the State of California Emergency Plan and the Los Angeles County Operational Area EOP. It has been reviewed by staff, will be tested through training and exercise, and revised as necessary. As per the City's Emergency Services Ordinance No. 2011-9, **An Ordinance of the City Council of the City of Lakewood Regarding Emergency Services and Organizational Responsibilities Relating Thereto** (referred to later in document as Emergency Services Ordinance), dated September 27, 2011, the City's Disaster Council is responsible for the development of the EOP. The Disaster Council membership includes the Mayor, Director of Emergency Services (City Manager), Assistant Director of Emergency Services (Assistant City Manager), Manager of Emergency Services (Emergency Services Coordinator), and Emergency Services Chiefs (Emergency Management Committee) and other community representatives as desired. Section 6 of the Ordinance identifies tasking of the development and maintenance of emergency plans to the Manager of Emergency Services with the assistance of the Emergency Services Chiefs.

This plan is intended to be in accordance with all existing Federal, State and local statutes. All Federal, State, and local laws supersede the policies and procedures listed in this plan. All recipients are requested to advise the City of Lakewood regarding recommendations for improvement.

The City's EOP supports the overall mission of the City. As such, the City Council endorses and gives its full support to this plan and urges all officials, employees, and residents, individually and collectively, to support the total emergency preparedness and response efforts of the City of Lakewood.

This document is hereby approved and promulgated as the City of Lakewood Emergency Operations Plan.





### RESOLUTION

#### RESOLUTION NO. 2017-1

#### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD ADOPTING AN AMENDED EMERGENCY OPERATIONS PLAN-BASIC PLAN

WHEREAS, the City Council approved an official Emergency Plan on September 11, 1979, which was revised in May, 1983, April, 1991, and January, 1999;

WHEREAS, the City of Lakewood Emergency Operations Plan-Basic Plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of the City's response to emergencies consistent with the California Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS); and

WHEREAS, the City of Lakewood Emergency Operations Plan-Basic Plan is an extension of the Los Angeles County Operational Area Emergency Operations Plan and the California Emergency Plan. It will be reviewed, exercised periodically, and revised as necessary to meet changing conditions.

SECTION 1. That the City Council of the City of Lakewood does hereby adopt an Emergency Operations Plan-Basic Plan, attached hereto as Exhibit "A," a copy of which is on file with the City Clerk; and

SECTION 2. That the Director of Emergency Services be empowered to supplement and make minor modifications in such Plan as he deems necessary to strengthen and carry out the basic scheme and purposes of such plan; and

SECTION 3. Such Plan supersedes the City's previously adopted Emergency Plan.

SECTION 4. That the City Clerk shall certify to the adoption of this Resolution and forward one copy of such Plan and Resolution to all parties named in the Plan.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Lakewood does hereby adopt the Emergency Operations Plan-Basic Plan and gives its full support to this plan and urges officials, employees and citizens, individually and collectively, to do their share in the total emergency effort of the City.

ADOPTED AND APPROVED THIS 24TH DAY OF JANUARY, 2017.

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Mayor  
ATTEST:

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City Clerk



### APPROVAL AND IMPLEMENTATION

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The City of Lakewood has a commitment to the safety of its citizens. Their safety and security depend upon the continuation of public services before, during, and after an emergency/disaster.

The City of Lakewood is mandated by federal, state, and local laws to ensure that mitigation efforts are enhanced, preparedness is encouraged, responsiveness is assured, and recovery is achieved efficiently and effectively, before, during, and after natural disasters, technological incidents, and human-caused events which may occur within the City, or have an impact on the City.

One of the primary responsibilities of the City's Disaster Council is to develop an Emergency Operations Plan, update the plan and maintain a record of changes. This plan seeks to address, to the extent possible, emergency response functions of City departments, supporting agencies, public officials, and other public and private organizations during emergencies/disasters.

Based on the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide 101 Version 2.0, this plan was developed with the cooperation of all City departments, and agencies including the County of Los Angeles Office of Emergency Management, Area E Disaster Management Area Coordinator (DMAC), Sheriff's Department, and Fire Department. Many such external organizations play a pivotal and functional role in responding to a major emergency or disaster.

The EOP consists of this Basic Plan and Annexes. The Basic Plan includes:

- The purpose and scope of the plan;
- A description of the City's hazards, or the situation overview, and planning assumptions;
- The general Concept of Operation for emergency activities within the City, to include a description of the City's emergency management organization, assigned roles and responsibilities and continuity of government principles;
- The coordination mechanism, or direction and control mechanisms, utilized in the emergency management process;
- Information collection, analysis and dissemination methods;
- Communications methods;
- Administration, finance, and logistics;
- Plan maintenance procedures; and
- Authorities and references.

The EOP is supported with the following Attachments:

- Continuity of Government
- Mutual Aid
- Glossary of Terms

The Annexes are considered operational documents and therefore maintained separately. The Annexes contain information about the emergency functions of the responsible departments, agencies and organizations. There are five (5) Annexes, one for each of the functional areas within the City's Emergency Management Organization: Management, Operations, Planning & Intelligence, Logistics, and Finance & Administration.



### RECORD OF CHANGES

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DATE OF REVISION	REVISION DESCRIPTION	SECTION/COMPONENT	REVISION COMPLETED BY
January 2017	Update EOP to align with Federal, State, Operational Area Plans	Basic Plan	Emergency Services Coordinator and Emergency Planning Consultants
February 2017	Develop Annexes	Management Operations Planning & Intelligence Logistics Finance & Administration	Emergency Services Coordinator and Emergency Planning Consultants



### RECORD OF DISTRIBUTION

Agency/ Jurisdiction	Title or Department	Date of Delivery	Number of Copies Delivered
City of Lakewood	Administration		1
	Administrative Services		1
	City Attorney		1
	City Council Members		5
	Community Development		1
	Personnel		1
	Public Information Office		1
	Public Works		1
	Recreation & Community Services		1
	Water Resources		1
County of Los Angeles	Fire		1
	Disaster Management Area E Coordinator		1
	Law Enforcement		1

The EOP and its annexes are also available electronically to City of Lakewood employees on the City's network drive. Printed copies are maintained in the primary and back-up EOC locations. It's important to note that printed copies are of particular importance in the event of power loss or other emergency where the network drive is not accessible.

### DISCLOSURE EXEMPTIONS

The information in this document is sensitive in nature and public disclosure of this document would have a reasonable likelihood of threatening public safety and security of the City of Lakewood employees and facilities. Therefore, the information contained herein is exempt from the provisions of the California Public Records Act (California Government Code §§ 6250 - 6276.48). Accordingly, the City of Lakewood is withholding portions of this Plan (Annexes) from full public disclosure. Refer any request for a copy of the Emergency Operations Plan – Basic Plan to the Emergency Services Coordinator.



### INTRODUCTION

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Saving lives and the protection of life, environment, and property are the primary goals of governmental public safety agencies. Emergency plans provide the basis for response and recovery operations. The success of these plans depends largely, in part, on the collaboration of the agencies and jurisdictions responsible for the development and maintenance of these plans. The formation of an emergency organization, policies, and roles and responsibilities are essential aspects of all effective emergency plans.

Utilizing the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), successful emergency planning utilizes a comprehensive approach to prepare and plan for all hazards, disasters and emergencies. Much like other cities in the United States, the City of Lakewood faces challenges unlike any that have been seen before. The City of Lakewood is vulnerable to a host of natural hazards including earthquakes, floods, dam failure, drought, and windstorms; technological hazards including hazardous materials spills, major transportation accidents, and utility emergencies; and human-caused events including civil unrest, terrorism, and disease pandemics.

Per Municipal Code Ordinance No. 2011-9, **Emergency Services Ordinance**, the City's Disaster Council is charged with ensuring the City is prepared for all hazards and emergencies. Accordingly, the Disaster Council is responsible for review, development and recommendation for adoption by the City Council of the City's Emergency Operations Plan (EOP). These specific tasks are more specifically assigned in the Ordinance to the Manager of Emergency Services (Emergency Services Coordinator).

The EOP was developed utilizing the guidance provided in FEMA's Comprehensive Preparedness Guide 101.v.2, and best practices from jurisdictions within California. In accordance with SEMS and NIMS, the City of Lakewood has reviewed the 2012 Los Angeles County Operational Area (OA) Emergency Response Plan to ensure that the City's EOP is consistent.

### EOP PURPOSE

The Emergency Operations Plan describes a comprehensive emergency management system which provides for a planned response to disaster situations associated with natural disasters, technological incidents, and human-caused events. It delineates operational concepts relating to various emergency situations, identifies components of the Emergency Management Organization, and describes the overall responsibilities for protecting life and property and assuring the overall well-being of the population.

The Plan also details the coordination of response services and support within the City and the City's relationships, obligations and dependencies with other response organizations and governmental entities, to include mutual aid and specific statutory authorities, as well as state and federal agencies and the private sector. It provides detail regarding reporting requirements, as well as an overview of the City's concept of operation for all hazards disaster management and coordination. ***This plan is designed to be flexible enough so that the City's capabilities can adapt to a changing response environment and to the needs of supporting organizations.***



The Plan is supported by function-specific Annexes which describe roles and responsibilities of internal and supporting departments with duties in the City's Emergency Operations Center (EOC). The Annexes are considered operational documents and therefore maintained separately. There are five (5) Annexes, one for each of the functional areas within the City's Emergency Management Organization - Management, Operations, Planning & Intelligence, Logistics, and Finance & Administration.

In addition, there are stand-alone emergency plans and assessments that exist that serve to support the City's Emergency Management Program. These plans are, by reference, a part of this plan. Brief descriptions of each plan are included below:

1. **City of Lakewood Hazard Mitigation Plan.** The Mitigation Plan documents all of the ongoing and future actions that contribute to minimizing or eliminating threats associated with natural hazards. The Plan is federally mandated and ensures the City's eligibility for public assistance funds following a major regional disaster. An important component in the Mitigation Plan is a thorough analysis of the natural hazards and their impacts on City-owned facilities and the City at large. The City's first Mitigation Plan was adopted by City Council in 2007 and an update was approved in 2016.
2. **City of Lakewood General Plan Safety Element.** The General Plan Safety Element is intended to reduce the potential risk of death, injuries, property damage, and economic and social dislocation resulting from fires, floods, earthquakes, landslides, and other hazards. Other locally relevant safety issues, such as emergency response, hazardous materials spills, and crime reduction, are also included. The City's General Plan Safety Element was adopted by City Council in 1996.

### SCOPE

The City of Lakewood's EOP applies to any extraordinary emergency associated with any hazard – natural, technological or human-caused - which may affect the City and result in a planned, coordinated response by multiple departments and/or supporting agencies. The EOP establishes an emergency organization and defines responsibilities for all departments and individuals (public and private) having roles in emergency preparedness, response, recovery and/or mitigation in the City. The EOP is designed to be compliant with SEMS and NIMS. The "City" consists of the City's geographic boundaries, to include all citizens, governmental entities and departments, businesses and non-profit organizations within the bounds of the City, and/or those individuals and entities operating or transiting the City.

The City contracts key services that have a direct bearing on the City's emergency response organization; specifically, law enforcement (Los Angeles County Sheriff's Department), fire prevention, fire suppression, and hazardous materials response and compliance (Los Angeles County Fire Department), trash/recycling services (EDCO), tree trimming (West Coast Arborists), and animal control services (Southeast Area Animal Control Authority - SEAACA). As such, close planning and coordination with these agencies and organizations is essential to the preparedness and response capabilities of the City.

During emergencies, the City Manager leads the City's response as the Director of Emergency Services. The City of Lakewood is a part of the Los Angeles County Operational Area (OA), which includes the County and its political subdivisions (e.g. cities and special districts). In accordance with SEMS, the City of Lakewood sends requests for additional support through the



OA and its designated emergency management organization, which is under the Los Angeles County's Office of Emergency Management. In the event that the OA cannot meet the needs of the City, requests are then sent to the Region, State and Federal levels in accordance with SEMS/NIMS.

This EOP has been developed to provide guidance for the City of Lakewood based on the following objectives:

- Establish the City's policy and procedures for response to emergencies.
- Describe the City's Emergency Management Organization and establish an integrated system for the effective management of emergencies.
- Describe how people (unaccompanied minors, individuals with disabilities, others with access and functional needs, individuals with limited English speaking proficiency, and service animals and household pets) and property are protected and addressed.
- Describe the City's dependencies and relationships with outside agencies and jurisdictions, as it relates to emergency response activities in the City.
- Identify lines of authority and relationships.
- Assign tasks and responsibilities.
- Describe the resources available and means to acquire additional resources to support emergency response activities in the City.
- Provide a framework to allow for the smooth transition from the response phase to the recovery phase.
- Describe the functionality of the City's EOC.

## SITUATION AND PLANNING ASSUMPTIONS

### Situation

The City of Lakewood is approximately 9.5 square miles located in the greater Los Angeles metropolitan area, approximately 25 miles southeast of the Los Angeles civic center and about ten miles northeast of the Port of Long Beach. Lakewood is located in the South Coast Air Basin of California, a 6,600 square-mile area encompassing Orange County and the non-desert portions of Los Angeles, Riverside, and San Bernardino counties. The South Coast Air Basin is bounded by the Pacific Ocean to the west and the San Gabriel and San Jacinto Mountains to the north and east. Lakewood, a fully urbanized city, is contiguous to the jurisdictions of Long Beach, Bellflower, and Cerritos which are to the north, La Palma and Cypress to the east, Hawaiian Gardens and Long Beach to the south, and Long Beach to the west. The figure below provided by Lakewood's Community Development Department illustrates Lakewood's regional location. Lakewood's environment, both locally and regionally, is primarily urban.

Lakewood is the 23rd largest city in Los Angeles County, ranked by population. According to the State of California Department of Finance's Demographic Unit, the population of the City of Lakewood was 81,601 as of January 1, 2015 which is an increase of 1,553 persons from the 2010 population level of 80,048, and an increase of 2,256 persons from the 2000 population level of 79,345.

The City of Lakewood's regional access is provided from several major and secondary arterials and the regional network of freeways. The City of Lakewood is served directly by the Interstate 605 and via major arterials to the State Route 91, Interstate 405, and Interstate 710, which connect Lakewood to the rest of Los Angeles County. The north/south arterials, Cherry Avenue, Paramount Boulevard, Lakewood Boulevard, Bellflower Boulevard, and Pioneer Boulevard,





connect with interchanges on the State Route 91 and Interstate 405. Lakewood's major east/west arterial roadways are South Street, Del Amo Boulevard, and Carson Street. Access to the Interstate 605 is provided by all three of these streets, and access to the Interstate 710 is available directly from Del Amo Boulevard.



Lakewood meets its public transportation needs through a mixture of regional transit systems. Public transportation in the City of Lakewood is offered by three public transit providers: Long Beach Transit District, Metro, and Orange County Transportation Authority (OCTA). In addition, the City offers a free shuttle for seniors and disabled persons called Dependable, Accessible, Senior and Handicapped (DASH) Transportation. DASH travels within and outside the City's boundaries. Dial-a-Lift is a fee-for-service transit system subsidized by the City to provide affordable transportation for seniors and disabled residents.

Currently, there is no light rail, heavy rail, or railroad passenger service provided to Lakewood. The nearest Amtrak station is located about 12 miles to the east, in the City of Fullerton. The Fullerton station is also utilized by Metrolink commuter trains. A closer Metrolink station is about six miles to the north, in the City of Santa Fe Springs. The closest Metro Green Line light rail





station is approximately three miles to the north in the City of Downey, and the closest Metro Blue Line light rail station is approximately 2.5 miles to the west, in the City of Long Beach.

The City's General Plan identifies the location of bicycle routes and the classification of such routes (i.e. bike route, bike lane, and bike path) within Lakewood and the relation of those routes with the regional bikeway system.

The City of Lakewood's air travel needs are primarily served by three area airports: Los Angeles International Airport, Long Beach Airport, and John Wayne/Orange County Airport. Los Angeles International Airport provides international air-carrier service, while the Long Beach and John Wayne/Orange County Airports provide less-extensive air-carrier, air taxi, and air-charter services.

Two active Union Pacific Railroad lines traverse the western portion of the City in a north/south direction. One line traverses the northwest corner of the City diagonally and operates several times during the course of a 24-hour period, based on customer needs. The second line is a spur line that normally operates a few times a week and connects with the aforementioned line just north of Candlewood Street. An unused rail line passes a corner of the City near Del Amo Boulevard and the Los Angeles/Orange County line. This rail line was once part of the Pacific Electric system and was later a Southern Pacific Railroad branch line. Metro now owns the right-of-way and is evaluating a potential new transit system connecting southeast Los Angeles County to downtown Los Angeles. This project is known as the West Santa Ana Branch Corridor and stretches about 20 miles from downtown Los Angeles to the City of Artesia. The project is funded in part by Measure R, a one-half cent sales tax approved by Los Angeles County voters in November 2008. The project is contained in Metro's 2009 Long Range Transportation Plan (LRTP) and is expected to start operation in 2027.

### **Planning Assumptions**

1. The City of Lakewood is responsible for emergency response operations and will commit all available resources to save lives, minimize injury to persons, protect the environment, and minimize damage to property.
2. The City will use SEMS and NIMS principles in its emergency management activities.
3. The Director of Emergency Services (City Manager) serves as the EOC Director during times of activation, coordinating the City's disaster response in conformance with the City's Municipal Code, Ordinance No. 2011-9, Emergency Services Ordinance.
4. The City is a member of, and will participate, in the Los Angeles County Operational Area.
5. City resources will be made available to local agencies and citizens to cope with disasters affecting this area.
6. Mitigation activities conducted prior to the occurrence of a disaster result in a potential reduction in loss of life, injuries, and damage.
7. Mutual aid assistance will be requested when emergency requirements exceed the City's ability to meet them; and will be provided as available.
8. The City is dependent upon external and/or contracted services for some of its primary emergency response-related activities: the Los Angeles County Fire Department for fire suppression, fire prevention, emergency medical services, and hazardous materials response and compliance, the Los Angeles County Sheriff's Department for law enforcement, and the Los Angeles County Health and Human Services Department for public health services. The City also contracts its trash/recycling (EDCO), tree trimming



(West Coast Arborists), and animal control services (Southeast Area Animal Control Authority - SEAACA).

9. Supporting plans and procedures are updated and maintained by responsible parties.

### HAZARD ANALYSIS

The City is exposed to a number of hazards, all of which have the potential for disrupting the community, causing damage, and creating casualties. The **Hazard Mitigation Plan** identified earthquakes, flooding (including dam failure), windstorm, and drought as the hazards posing the greatest threat. Also, technological hazards including hazardous materials releases, major transportation accidents, and utility emergencies were included in the analysis as well as human-caused hazards including terrorism, civil unrest, and disease pandemics. Additional information on hazards is available in the **Hazard Mitigation Plan**.

The following hazards are specifically addressed in the EOP Hazard Analysis due to the potential for catastrophic impacts:

- Earthquake – Newport/Inglewood Fault, Palos Verdes Fault, San Andreas Fault
- Dam Failure - Hansen Dam, Whittier Narrows Dam

Based on research and analysis, data was entered into the Hazard Analysis Calculated Priority Risk Index (CPRI). The CPRI approach attempts to quantify priorities for mitigation and preparedness by assigning weighted numerical values to a range of hazard-related characteristics. The following pages detail the weighted key used for the CPRI followed by the CPRI Summary for the City of Lakewood.



## EMERGENCY OPERATIONS PLAN - *Basic Plan*

### CPRI Key

CPRI Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index Value	
Probability	Unlikely	Extremely rare with no documented history of occurrences or events. Annual probability of less than 1 in 1,000 (<0.1%)	1	45%
	Possibly	Rare occurrences. Annual probability between 1 in 1,000 and 1 in 100 (0.1%-1%)	2	
	Likely	Periodic occurrences with at least 2 or more documented historic events. Annual probability of between 1 in 100 and 1 in 10 (1%-10%)	3	
	Highly Likely	Frequent events with a well-documented history of occurrence. Annual probability of greater than 1 in 10 (>10%)	4	
Magnitude/ Severity	Negligible	Negligible property damages (less than 5% of critical and non-critical facilities and infrastructure owned by the Jurisdiction). Injuries or illnesses are treatable with first aid and there are no deaths. Negligible loss of quality of life. Shut down of critical public facilities for less than 24 hours.	1	30%
	Limited	Slight property damage (greater than 5% and less than 25% of critical and non-critical facilities and infrastructure owned by the Jurisdiction). Injuries or illnesses do not result in permanent disability, and there are no deaths. Moderate loss of quality of life. Shut down of critical public facilities for more than 1 day and less than 1 week.	2	
	Critical	Moderate property damage (greater than 25% and less than 50% of critical and non-critical facilities and infrastructure owned by the Jurisdiction). Injuries or illnesses result in permanent disability and at least 1 death. Shut down of critical public facilities for more than 1 week and less than 1 month.	3	
	Catastrophic	Severe property damage (greater than 50% of critical and non-critical facilities and infrastructure owned by the Jurisdiction). Injuries and illnesses result in permanent disability and multiple deaths. Shut down of critical public facilities for more than 1 month.	4	
Warning Time	> 24 hours	Population will receive greater than 24 hours of warning.	1	15%
	12-24 hours	Population will receive between 12-24 hours of warning.	2	
	6-12 hours	Population will receive between 6-12 hours of warning.	3	
	< 6 hours	Population will receive less than 6 hours of warning.	4	
Duration	< 6 hours	Disaster event will last less than 6 hours	1	10%
	< 24 hours	Disaster event will last less than 6-24 hours	2	
	< 1 week	Disaster event will last between 24 hours and 1 week.	3	
	> 1 week	Disaster event will last more than 1 week	4	



### CPRI Summary

Hazard	Probability	Weighted 45% (x.45)	Magnitude Severity	Weighted 30% (x.3)	Warning Time	Weighted 15% (x.15)	Duration	Weighted 10% (x.1)	CPRI Total
EQ - Newport-Inglewood M6.9	3	1.35	4	1.2	4	0.6	1	0.1	<b>2.95</b>
EQ – Palos Verdes M7.1	3	1.35	4	1.2	4	0.6	1	0.1	<b>2.95</b>
EQ – San Andreas Fault M7.8	3	1.35	2	0.6	4	0.6	1	0.1	<b>2.65</b>
Dam Failure – Whittier Narrows	1	.45	4	1.2	4	0.6	1	0.1	<b>2.35</b>
Dam Failure – Hansen	1	.45	2	0.6	4	0.6	1	0.1	<b>1.75</b>



Refer to the **Hazard Mitigation Plan** and **General Plan Safety Element** for additional information regarding these hazards.

In light of the City's susceptibility and vulnerability to hazards, continuing emphasis must be placed on emergency planning, training of full-time, part-time and reserve personnel, public awareness and education, and assuring the adequacy and availability of sufficient resources to cope with the range of emergencies. The City is engaged in ongoing public education programs, including programs administered under the Los Angeles County Office of Emergency Management Disaster Management Area Coordinator (DMAC), of which the City is a member of "Area E". The programs focus on the need of individuals to be knowledgeable about the nature of disasters and proper responses to those disasters. They also encourage citizens to make the necessary preparations for disasters and emergencies.

### HAZARD MITIGATION

As mentioned earlier, the City maintains a **Hazard Mitigation Plan** in compliance with the federal Disaster Mitigation Act of 2000 (DMA 2000). The Plan is updated every five years and contains a thorough analysis of hazards and a summary of mitigation actions ongoing and planned for Lakewood. Hazard mitigation is defined as actions taken to minimize or eliminate threats associated with hazards. The Plan is written to address pre-disaster opportunities for mitigation. Post-disaster activities are regulated through federal regulations discussed below.

This section of the EOP establishes actions, policies and procedures for implementing Section 409 (Minimum Standards for Public and Private Structures) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93 288, as amended), following a Presidential Declaration of Emergency or Major Disaster. It also assigns hazard mitigation responsibilities to various elements of federal, state, and local governments in California.

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards. Section 409 of Public Law 93 288 requires, as a condition to receiving federal disaster aid that repairs and reconstruction be done in accordance with applicable codes, specifications, and standards. It also requires that the state or local government recipients of federal aid evaluate the natural hazards of the area in which the aid is to be used, and take action to mitigate them, including safe land use and construction practices.

To be effective, hazard mitigation actions must be taken in advance of a disaster. Nevertheless, the immediate post-disaster period does present opportunities for mitigation. Section 409 deals with the opportunities presented in a current disaster to mitigate potential hardship and loss resulting from future disasters. Thus, hazard mitigation is a continuing year-round effort and activity in which all local communities and state agencies are encouraged to prepare hazard mitigation plans that identify ways to reduce damage caused by disasters. Hazard mitigation includes such activities as:

- Improving structures and facilities at risk.
- Identifying hazard prone areas and developing standards for prohibited or restricted use.
- Recovery and relief from loss, including insurance.
- Providing hazard warning and protecting the population.

Following a Presidential Declaration of Emergency or Major Disaster, the Hazard Mitigation Grant Program (HMGP) is activated. The HMGP is authorized by Section 404. The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of



future damage, hardship, loss or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only.

The HMGP fund is based upon a 15 percent share of the Federal Emergency Management Agency (FEMA) estimate of all Damage Survey Reports (DSRs) for public assistance work performed, and Individual Assistance costs. The federal contribution can be up to 75 percent of the cost of the hazard mitigation project approved for funding, with applicants providing match funding through a combination of either state, local or private sources. HMGP funds cannot be used as the sole match for other federally funded programs.

Section 404 funding may not be used to fund any mitigation project that might be eligible under Public Assistance or other federal programs, although it might be used to complement or enhance mitigation funded under Individual or Public Assistance. By regulation Section 404 funding is the funding of last resort.

Following each Presidential Declaration of Emergency or Major Disaster, the Regional Director of the Federal Emergency Management Agency (FEMA) and the Governor execute a document called the Federal/State Agreement. This agreement includes appropriate provisions for hazard mitigation. Under the "typical paragraph" set out to serve this purpose, the State agrees to:

- Evaluate or have the applicant evaluate specific natural hazards in the disaster area, and make appropriate recommendations to mitigate them.
- Follow up with applicants to ensure that the appropriate hazard mitigation actions are taken.
- Follow up with applicants to ensure that the appropriate hazard mitigation plan or plans are developed and submitted to the FEMA Regional Director for concurrence.
- Review and update as necessary disaster mitigation portions of emergency plans.

A Hazard Mitigation Officer is appointed for the state and local applicant. These individuals will constitute the hazard mitigation survey team that will:

- Identify significant hazards in the affected areas, giving priority to disaster related hazards.
- Evaluate impacts of these hazards and recommend mitigation measures.

The hazard mitigation survey team uses information from Damage Survey Reports and visits selected sites where significant damage has occurred. The state and local representatives on the hazard mitigation survey team are responsible for ensuring that there is adequate consultation among interested federal, state, and local parties.

The hazard mitigation survey team also prepares a hazard mitigation plan which is submitted to the FEMA Regional Director through the Governor's authorized representative within 180 days after a Presidential Declaration. The objectives of the plan are to:

- Recommend hazard mitigation measures for local, state, and federal agencies.
- Establish short and long term planning frameworks for implementation of hazard mitigation efforts.

Each applicant is expected to use its resources and capabilities as necessary to perform emergency work, such as debris removal or emergency measures to save lives, or to protect



public health and safety, or to protect property, before requesting assistance from state or federal government. Local, state, and federal preliminary damage assessments are used to identify major hazards and opportunities for hazard mitigation activities prior to a declaration of Major Disaster or Emergency. Damage survey reports shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The Federal/State hazard mitigation survey team shall review applicable land use regulations, construction standards, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, Damage Survey Reports, and all other pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard the team shall include appropriate hazard mitigation recommendations.

In cases where no plans for hazard mitigation exist or are inadequate, the team shall report its findings and make recommendations to develop, improve or maintain hazard mitigation plans. Existing local and state hazard mitigation plans shall be updated and new ones developed as deemed necessary. Technical advice and assistance will be sought from federal, state and local agencies in developing new plans or updating existing plans to mitigate hazards identified.

The hazard mitigation survey team shall make recommendations on any needs for new mapping or re-mapping of high hazard areas. A set procedure has been established for hazard mitigation following a disaster, to avoid similar disasters in the future. Hazard mitigation measures include avoidance, reduction and land use regulations.

The FEMA Regional Director is responsible for hazard mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall provide overall leadership with respect to the general administration of Section 409 to ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished. The Regional Director also provides technical advice and assistance.

State and local governments will be encouraged to adopt safe land use practices and construction standards. A representative of the California Governor's Office of Emergency Services (Cal OES) will be appointed by the Governor and will be responsible for state performance of hazard mitigation activities under the Federal/State Agreement.

The applicant's authorized representative, appointed locally, is responsible for local performance of hazard mitigation measures under the terms of the Federal/State Agreement. The applicant's authorized representative shall, to the extent of legal authority, implement and enforce land use regulations and safe construction practices which are agreed upon as conditions for FEMA grants or loans. Each city and county is charged with implementing and enforcing its own hazard mitigation measures.





### Local Government Responsibilities

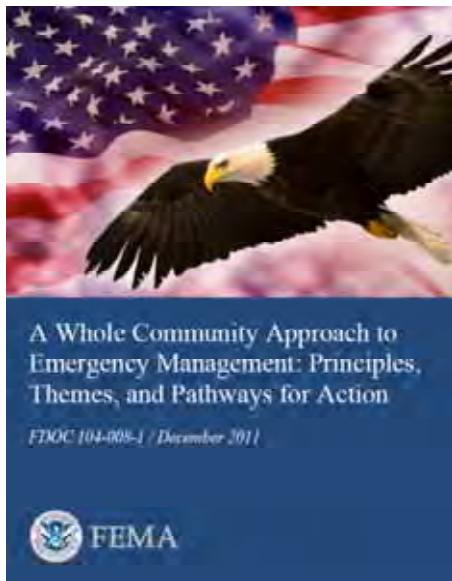
The key responsibilities of local governments are to:

- Participate in the process of evaluating hazards and adoption of appropriate hazard mitigation measures, including land use and construction standards.
- Appoint a Local Hazard Mitigation Officer, if appropriate.
- Participate on Hazard Mitigation Survey Teams and Inter-agency Hazard Mitigation Teams, as appropriate.
- Participate in the development and implementation of Section 409 plans or plan updates, as appropriate.
- Coordinate and monitor the implementation of local hazard mitigation measures.

### WHOLE COMMUNITY STRATEGY AND INCLUSION

The whole community concept is a process by which residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capacities, and interests. Engaging in whole community emergency management planning builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities on a daily basis.



In 2011 FEMA published ***A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action***. The ***Whole Community*** document recognizes that effects of natural and manmade disasters have become more frequent, far-reaching, and widespread. Also, that the Nation's traditional approach to managing the risks associated with disasters relies too heavily on the government.

In keeping with the whole community approach, the City's EOP was developed with the guidance of representatives from City departments, County departments/agencies, law enforcement, fire services, emergency management, the access and functional needs communities, business and industry, and various other stakeholders. The effectiveness of the emergency response is largely predicated on the preparedness and resiliency of the collective community.

Community resiliency consists of three key factors:

- 1) The ability of first response agencies (e.g., fire, law, emergency medical, public works) to divert from their day-to-day operations to the emergency effectively and efficiently.
- 2) The strength and inclusivity of the emergency management system and organizations within the City, to include the Emergency Operations Center (EOC), and emergency public information systems and tools (e.g., mass notification and communication systems, etc.).
- 3) The preparedness of the City's citizens, businesses and community organizations.





Focusing on enhancing all three of these components constantly focuses the City on improving overall resiliency.

During the course of this plan's development, a "Whole Community" meeting was conducted to specifically solicit information and input for the Emergency Operations Plan. Invitees included members of the City's CERT Program and Neighborhood Watch, the Chamber of Commerce and residents. The meeting was well attended and several ideas were shared between members of the public and members of the City's Emergency Management Committee.

The purpose of the City's Emergency Management Committee is to serve as an advisory group in matters relating to emergency management including plans, training, and exercises. As mentioned earlier the Emergency Management Committee is a "member" of the Disaster Council.

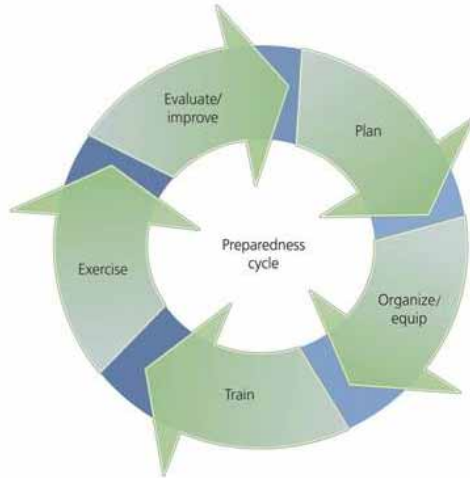
The Committee meets on a quarterly basis with a total of eleven (11) members selected by the Emergency Services Coordinator. These meetings are a good opportunity for presenting and discussing community matters pertaining to emergency management. Input from these meetings are documented, and where appropriate, incorporated into emergency policies and planning documents, inclusive of this EOP and its Annexes.

Position	Department
Community Services Manager (City's Emergency Services Coordinator)	Recreation and Community Services
Community Services Supervisor	Recreation and Community Services
Administrative Assistant I	Recreation and Community Services
Environmental Resources Supervisor	Recreation and Community Services
Purchasing Officer	Administrative Services
Public Information Officer	Administration
Human Resources Analyst	Administration
Administrative Assistant II	Administration
Community Development Coordinator	Community Development
Assistant Director	Public Works
Water Resources Manager	Water

The City of Lakewood recognizes and understands that the community of "Lakewood" is only as strong as its most vulnerable members and seeks to ensure that all persons regardless of socioeconomic status, physical or cognitive ability, language, age, race, ethnicity, sexual orientation, gender, or residence have equal access to emergency systems and resources in the event of a disaster.

Given, however, the diverse needs of the City it is also understood that "government" alone cannot accomplish this. Therefore, the City calls upon all its members (citizens, businesses and organizations) to engage, participate, and take ownership of the collective preparedness and resiliency effort in and for the City.

Whether an individual, family, neighborhood, community, business, government, place of worship, or other gathering of people, there is a common need to prepare for disaster. The National Preparedness System outlines an organized process for everyone in the whole



community to move forward with their preparedness activities and achieve the National Preparedness Goal.

### **PUBLIC AWARENESS AND EDUCATION**

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Pre-disaster awareness and education programs must be viewed as equal in importance to all other preparation for emergencies and receive an adequate level of planning.

The City of Lakewood places a high priority on public disaster education. The City's Emergency Management Committee is an advocate for involving staff and residents in programs and training such as Community Emergency Response Team (CERT), cardiopulmonary resuscitation (CPR), automatic external defibrillator (AED), and first aid. Following is a description of additional opportunities afforded to staff and residents relating to disaster response and recovery:

- ✓ The City supports amateur radio (ham) operators in the community. Ham radio is a popular hobby and service that brings people, electronics and communication together. People use ham radio to talk across town, around the world, or even into space, all without the Internet or cell phones. It's fun, social, educational, and serves as a critical lifeline during times of need. Several City staff members are trained ham operators and a base station is maintained in the Emergency Operations Center.



- ✓ The City continues to dedicate a prominent and easily-referenced section of its Recreation & Community Services Department portion of the City's website to the provision of emergency management-related information to the public. Posted information includes this EOP, Lakewood-specific hazard and threat information, and links to tools and resources to support individual and collective readiness and resilience.



- ✓ The State of California made a special effort to provide citizens with access to the hazards that could impact where people live, work, and play. State of California's "MyHazards" website (<http://myhazards.caloes.ca.gov>), GIS-based online software that provides site-specific hazard information including proximity to earthquake faults, floodplains, and dam inundation areas.



- ✓ The City continues to support its successful Community Emergency Response Team (CERT) program. CERT volunteers must attend the 21-hour course to participate on CERT. Graduates are trained to help themselves, their families and their neighborhoods during a disaster and are also trained to work effectively with emergency responders. Citizens interested in participating in CERT are directed to the Emergency Services Coordinator.



- ✓ The City encourages participation in Volunteers on Patrol (VOP) which is led by the Los Angeles County Sheriff's Department, Lakewood Station. The primary objective for the volunteer members is to prevent crime by mere presence while identifying public hazards. Members also act as the eyes and ears of the Sheriff's Department by identifying suspicious activities, crimes in progress, or dangerous circumstances. The members do not take action themselves, but are trained to notify the proper authorities.



### CONCEPT OF OPERATIONS

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It is the responsibility of government to undertake an ongoing comprehensive approach to emergency management in order to mitigate the effects of hazardous events. The ultimate goals of emergency management (inclusive of prevention, mitigation, preparedness, response and recovery) are to:

- Provide effective life safety measures, reduce property loss, and protect the environment.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts.

Local government has the primary responsibility for emergency management activities within its jurisdiction. When an emergency exceeds the local government's capability to respond, assistance is requested from other local jurisdictions, and State and Federal governments. In any case, incident command and response operations remain with the local jurisdiction.

All jurisdictions within California operate under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). ***In the State of California, the use of SEMS is mandatory to be eligible for reimbursement of response-related personnel costs.*** The basic frameworks for SEMS and NIMS incorporate the use of the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). This EOP is based on SEMS and NIMS. It is understood that in an emergency scenario, the day-to-day activities, which do not contribute directly to the emergency operation, may need to be suspended for the duration of the emergency.

### OPERATING UNDER SEMS/NIMS: WHAT IT MEANS FOR LAKEWOOD

Fully activated, SEMS consists of the emergency management systems of all local jurisdictions (including special districts), Operational Areas (county-wide), California Mutual Aid Regions (two or more counties) and State Government. ***Exhibit 1: SEMS Organizational Levels*** identifies the five organizational SEMS levels, which are activated as necessary: field response, local government, operational area, region, and State.

As a local jurisdiction, the City of Lakewood is responsible for directing and/or coordinating emergency operations within the City, with the other levels being responsible for coordinating with, and/or providing support to the City, and other local jurisdictions.

- **What “Field” and “Local” mean to Lakewood:** Under SEMS/NIMS, the City is responsible for two (2) of the five (5) levels—namely, the “field response” and “local government”. At the field response level, all department and agencies will use the Incident Command System (ICS) to standardize the emergency response and report emergency related information to the emergency management organization in the City’s Emergency Operations Center (EOC). The EOC manages the overall city response to major disasters and coordinates inter-departmental activity, implements city policy, determines the mission and priorities, and provides direction and the authority to act. EOC personnel engage in long range planning and coordination with outside agencies. The EOC also is the source of information coordination for dissemination to the public, and provides support for cost recovery efforts for the city, by tracking and reporting the personnel, supplies and equipment used by the city departments. The City of Lakewood Emergency Management Organization is described in more detail in the ***Organization and Assignment of Responsibilities*** section below.



- **What the “Operational Area” means to the City of Lakewood:** The City’s EOC reports to the Los Angeles County Operational Area EOC, which is managed by the Los Angeles County Office of Emergency Management. In the event that needed resources exceed the capabilities of the City EOC, requests will be sent to the OA EOC.
- **What “Region” means to the City of Lakewood:** The OA EOC reports to the Southern Regional Emergency Operations Center (REOC), which has additional resources in the event that OA EOC resources are exceeded. The OA (and by extension, the City of Lakewood) is in Region I, which includes Los Angeles, Orange, Ventura, Santa Barbara, and San Luis Obispo Counties. Region VI is also a part of the Southern Region and includes Riverside, Imperial and San Diego counties.
- **What “State” and “Federal” mean to the City of Lakewood:** From the REOC, additional assistance can be requested from the State, who can then request Federal assistance if necessary.

EXHIBIT 1: SEMS ORGANIZATIONAL LEVELS

FIELD RESPONSE	Commands on-scene information, resources, and priorities
LOCAL	Manages and/or coordinates information, resources, and priorities within its jurisdiction
OPERATIONAL AREA	Manages and/or coordinates information, resources, and priorities among all local governments within the boundary of a county
REGION	Manages and coordinates information and resources among operational areas
STATE	Statewide resource coordination integrated with Federal agencies





### EMERGENCY RESPONSE LEVELS

Based on SEMS, the State of California and the Los Angeles Operational Area Emergency Response Plan (OA ERP) identify three levels of emergencies used to categorize the response to an emergency. This categorization is also utilized by the City of Lakewood. These levels are common to all annexes in this plan. It is noted that the Federal government uses levels that are in REVERSE of this local/state system. These are noted below in ***Exhibit 2: Emergency Response Levels***.

#### EXHIBIT 2: EMERGENCY RESPONSE LEVELS

LAKEWOOD   LOS ANGELES OPERATIONAL AREA   STATE OF CALIFORNIA	
<b>LEVEL 1</b>	A minor to moderate incident wherein local resources are adequate and available. A <b>LOCAL EMERGENCY</b> may or may not be proclaimed.
<b>LEVEL 2</b>	A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A <b>LOCAL EMERGENCY</b> may or may not be proclaimed and a <b>STATE OF EMERGENCY</b> might be proclaimed.
<b>LEVEL 3</b>	A major disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A <b>LOCAL EMERGENCY</b> and a <b>STATE OF EMERGENCY</b> will be proclaimed and a <b>PRESIDENTIAL DECLARATION OF EMERGENCY</b> or <b>MAJOR DISASTER</b> may be requested.

Details regarding the City of Lakewood's proclamation process can be found in the ***Management Annex***.



### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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The City of Lakewood has the overall responsibility to provide an effective emergency response in the City. The City uses SEMS and NIMS for incident management. These emergency management systems provide not only for the on-scene management of an incident, but also for the coordination of response activities between the City and other jurisdictions (such as neighboring cities, the OA EOC, supporting agencies, etc.).

The City of Lakewood's emergency management structure and organization cover all emergency management phases, specifically – mitigation, preparedness, response and recovery.

All references within this section are as defined, and/or derived from the description and authority in the City's Municipal Code, Ordinance No. 2011-9, ***Emergency Services Ordinance***.

#### GENERAL

The structure of the Emergency Management Organization is based on the following principles:

- Compatibility with the structure of governmental and private organizations
- Use of SEMS/NIMS
- All-hazards approach
- Clear lines of authority and channels of communication
- Simplified functional structure
- Incorporation into the emergency organization of all available personnel resources having disaster capabilities
- Formation of special purpose units to perform those activities particular to major emergencies
- Inclusive of mitigation, preparedness, response and recovery

A major emergency can change the working relationships between government and industry and among government agencies. For example:

- Consolidation of several departments under a single chief, even though such departments normally work independently.
- Formation of special purpose units (situation intelligence, emergency information, management) to perform functions not normally required. Personnel assigned to such units may be detached from their regular employment when the units are activated.
- Formation of multiple agencies or multiple jurisdiction commands to facilitate the response to an emergency.

Changes in the emergency organization as designed may be required for an effective response to specific incidents. Specific operational concepts, including the emergency response actions of City departments and supporting agencies, are reflected in the annexes and supplemental guides to this plan.

#### DISASTER COUNCIL

The City of Lakewood Disaster Council consists of the following entities:

- Mayor - Chair



- Director of Emergency Services (City Manager) – Vice Chair
- Assistant Director of Emergency Services (Assistant City Manager)
- Manager of Emergency Services (Emergency Services Coordinator)
- Emergency Services Chiefs (as determined by responsibilities identified in the Emergency Operations Plan)
- Representatives of civic, business, labor, veteran, professional or other organizations having official emergency responsibilities (as determined by the City Manager with City Council consent)

## ASSIGNMENT OF RESPONSIBILITIES

### Disaster Council

It shall be the duty of the Disaster Council:

- To develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements, and such ordinances, resolutions, rules and regulations as are necessary to implement such plans and agreements.
- To forward a copy of any emergency plan developed and adopted by the City to the State Office of Emergency Services, including without limitation, the City's Emergency Plan.

The Disaster Council is also empowered to register, maintain registration, and direct the activities of disaster service workers in the City.

### Director of Emergency Services

The City Manager is designated as the Director of Emergency Services. The City Manager will control and direct the efforts of the City's Emergency Management Organization in order to carry out the duties identified in **Municipal Code, Ordinance 2011-9, Emergency Services Ordinance**.

## LINES OF SUCCESSION – DIRECTOR OF EMERGENCY SERVICES AND DEPARTMENTAL

### Director of Emergency Services

The Director of Emergency Services is authorized to establish an order of succession to the office of the Director of Emergency Services should the Director not be available to serve. The Emergency Operations Plan identifies the intentions of the Director of Emergency Services regarding the order of succession.

The successor, as approved by the City Council, shall act as the Director of Emergency Services, with all the same powers and authorities. Only these alternates will be empowered to exercise the powers and authorities of the Director of Emergency Services.

ORDER OF SUCCESSION	DAY TO DAY JOB TITLE	DEPARTMENT
Director of Emergency Services	City Manager	Administration
First Alternate	Assistant City Manager	Administration
Second Alternate	Director of Public Works	Public Works
Third Alternate	Director of Recreation & Community Services	Recreation & Community Services





Notification of any successor changes shall be made through the established chain of command.

### Departmental

All levels of government are required to provide for the continuity of government in the event that current officials are unable to carry out their responsibilities. (SEMS, NIMS)

DEPARTMENT	TITLE
Administration	1. City Manager 2. Assistant City Manager
Administrative Services	1. Director 2. Assistant Director
Recreation & Community Services Department	1. Director 2. Assistant Director
Community Development Department	1. Director 2. Assistant Director
Public Works Department	1. Director 2. Assistant Director
Water Resources	1. Director 2. Assistant Director

### TEMPORARY CITY SEAT

Section 23600 of the California Government Code provides among other things:

- The City Council shall designate alternative city seats that may be located outside city boundaries.
- Real property cannot be purchased for this purpose.
- A resolution designating the alternate city seats must be filed with the Secretary of State.
- Additional sites may be designated subsequent to the original site designations if circumstances warrant.

In the event the primary location is not usable because of emergency conditions, the temporary seat of city government will be as follows. It is incumbent upon all levels of government to designate temporary seats of government in the event the normal location is not available. For example, the normal seat of government for the City is located at City Hall, 5050 Clark Avenue, Lakewood, CA 90712. In the event this location is not available, additional sites have been identified, in priority order, as the temporary seat of government. These sites shall have the capacity and capability to conduct operations, inclusive of the necessary equipment, communications, planning and response tools necessary to function as the seat of government.

- First Alternate: Water Operations Office - Arbor Road Yard
- Second Alternate: Nixon Street Maintenance Yard

### EMERGENCY MANAGEMENT ORGANIZATIONAL STRUCTURE

In this plan, emergency operations are divided into five emergency functions: Management, Operations, Planning & Intelligence, Logistics, and Finance & Administration. Within those functional areas are positions assigned to City departments and outside organizations. The **EOC Staffing Assignments** chart on the following page identifies the distribution of assignments between departments and outside organizations.



**EOC Staffing Assignments  
Primary (P) and Alternate (A) Assignments**

Functions/Positions	Administration	Administrative Services	Community Development	Los Angeles County Fire	Los Angeles County Sheriff	Public Works	Recreation & Community Services	Water Resources
MANAGEMENT SECTION CHIEF								
EOC Director	P/A							
EOC Coordinator							P/A	
EOC Safety Officer							P/A	
EOC Security Officer							P/A	
Public Information Officer	P/A							
Legal Advisor	P/A							
Liaison Officer	P/A							
OPERATIONS SECTION CHIEF						P		A
Construction and Engineering Unit						P/A		
Water Unit								P/A
Damage/Safety Assessment Unit			P			A		
Fire Unit				P/A				
Law Unit					P/A			
Health & Welfare Unit						P	A	
PLANNING & INTELLIGENCE SECTION CHIEF			P/A					
Situation Status Unit			P/A					
Documentation Unit			P/A					
Advance Planning Unit			P/A					
Recovery Planning Unit			P/A					
Technical Specialist (filled as needed by external hazard expert)								
LOGISTICS SECTION CHIEF							P/A	
Information & Communication Systems Unit		P				A		
Transportation Unit							P/A	
Personnel Unit	P/A							
Procurement Unit		P/A						
Facilities Unit							P/A	
Resource Tracking Unit		P/A						
FINANCE & ADMINISTRATION SECTION CHIEF		P/A						
Time Unit		P/A						
Cost Analysis Unit		P/A						



Functions/Positions	Administration	Administrative Services	Community Development	Los Angeles County Fire	Los Angeles County Sheriff	Public Works	Recreation & Community Services	Water Resources
Cost Recovery Documentation Unit		P/A						
Compensation & Claims Unit		P/A						
Purchasing Unit		P/A						



### **DIRECTION, CONTROL, AND COORDINATION**

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The Disaster Council and the City's EOP provide the structures, based upon SEMS and NIMS, for implementing city-level policy and operational coordination for domestic incident response. It can be partially or fully implemented in response to a potential/actual threat, in anticipation of a significant event, or in response to an incident. Selective implementation allows for a scaled response, delivery of the exact resources needed, and a level of coordination appropriate to each incident.

#### **LOCAL RESPONSE STRUCTURE**

All incidents will be managed at the lowest possible level. Responders will use ICS to manage response operations. In accordance with SEMS/NIMS, the City will exhaust its resources, enact established mutual aid agreements, and then seek support from the Los Angeles County Operational Area (OA). In the event the needs of the City exceed that of the OA, the OA will then request regional, and if needed State support.

#### **CITY OF LAKEWOOD EMERGENCY OPERATIONS CENTER (EOC)**

The decision to activate the EOC will be made by the Director of Emergency Services, when there is a significant incident in the City (e.g. a major incident resulting in discontinuation of City services and or the displacement of City residents or businesses for an extended time); there is an incident that has occurred or is likely to occur that will require a large commitment of resources by two or more city departments over an extended period of time; or where additional resource support and/or coordination of response assets is necessary.

The decision to activate the EOC may also come upon receiving a request from an Incident Commander, in charge of the field Incident Command Post, who determines that additional resources or capabilities are needed for incident response.

See above Lines of Succession for the individuals with authority to activate the EOC.

The EOC will help to form a common operating picture of the incident; assist on-scene command with external coordination and the securing of additional resources; and coordinate/liase with other jurisdictions and special districts, to include the County OA.

Core functions of the EOC include coordination, communications, resource allocation and tracking, and information collection, analysis, and dissemination. To accomplish this, the EOC will be activated and staffed to the appropriate level necessary for the response.

The EOC is organized into five (5) functional sections, each responsible for carrying out different aspects of the coordination and support provided to the field response incident commander(s): Management, Operations, Planning & Intelligence, Logistics, and Finance & Administration.

- **Management Section.** Responsible for overall emergency policy and coordination through joint efforts of governmental agencies and private organizations.
- **Operations Section.** Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's action plan.



- **Planning & Intelligence Section.** Responsible for collecting, evaluating, and disseminating information; developing the local government's action plan in coordination with other functions; and maintaining documentation.
- **Logistics Section.** Responsible for providing facilities, services, personnel, equipment, and materials.
- **Finance & Administration Section.** Responsible for financial activities and other administrative aspects.

### ON-SCENE INCIDENT COMMAND AND MANAGEMENT

At the scene of the actual emergency, an Incident Commander is responsible for command of all response activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. When multiple command authorities are involved, the incident may be led by a Unified Command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The Unified Command provides direct, on-scene control of tactical operations. At the tactical level, on-scene incident command and management organization are located at an Incident Command Post, which is typically comprised of local and mutual aid responders.



### INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

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The EOC serves as the hub for information collection, analysis, and dissemination of information relating to the incident or event.

Establishing a common operating picture and maintaining situational awareness are essential to effective incident management. Information gathered by responders on scene, by communications centers and dispatch centers, the media, and the public in general will be analyzed and verified by stakeholders, departments, agencies, and organizations.

Information needing to be disseminated to responders will be disseminated via the on-scene incident command staff and information needing to be disseminated to the public will be disseminated via the EOC's Public Information Officer (PIO). The PIO will utilize available media outlets, to include social media, to get necessary information to the public as soon as possible.

Periodic EOC briefings will be held to update agencies, departments, organizations, and other entities of the current status of the incident, event, or disaster. Briefings should occur at least once per shift, with the understanding that the schedule may be, and will be, adjusted to suit the needs of the situation.

The Joint Information Center (JIC) plays a large role in the collection, analysis, and dissemination of information, and provides support to the City. See ***Management Annex - Emergency Public Information and Warning*** for additional information regarding the City's JIC/emergency public information system.

Information needing to be shared with other levels of government, other agencies and departments outside the city, and the private sector will be shared as necessary to ensure public safety, economic integrity, and effective resources for response and recovery.



### COMMUNICATIONS

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Communication inside the EOC should be a two-way flow (both top down, and bottom up) through the established ICS structure. All communications should use plain language and avoid acronyms or jargon.

The EOC serves as the hub of information for the incident, and will communicate necessary information and response actions to the field. Information will be communicated from the field to the EOC. The Management Section in the EOC will make priority decisions and provide guidance and direction to the EOC General Staff (Section Chiefs), who will coordinate the management of the incident per the direction of the Management Section, and in conjunction with City Council.

Communication will be coordinated between the City EOC and all responding departments and supporting agencies through various forms of communications devices, channels and methods. If the EOC is activated, all incident related information, updates, resource requests, etc. will be done in accordance with communications policies and procedures outlined in the ***Management Annex***. Communications with the Los Angeles OA EOC include Operational Area Response and Recovery System (OARRS) in addition to other methods chosen to communicate, and as requested by the OA EOC.

Currently, the City maintains alternate systems for emergency communications. The EOC is equipped with a variety of communications systems in addition to the public dial network (phone and Internet access). The systems, inclusive of amateur radio (e.g., "ham radio"), analog, VOIP, and cellular, provides alternate modes of communications to City departments and support agencies and to a broad range of OA, State and other agencies. In addition to radio-based and cellular-based communications, staff has been issued Government Emergency Telecommunications Service (GETS) cards allowing for priority phone dialing.

The Public Works Department, and contracted Fire and Law Enforcement, possess the greatest number and types of communication devices in the City inclusive of phones, cellular devices, computers, radios, etc.



### ADMINISTRATION, FINANCE, AND LOGISTICS

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#### ADMINISTRATION

All assets (human resources, facility, and equipment resources) of the City will become the purview of the EOC to direct in any way necessary to respond to an emergency.

Incident Command in the field will be instrumental in monitoring and documenting needs and requests to the EOC. Personnel in the EOC will handle and document available resources and requests, as well as keep disaster records in relation to damage, expenses, time, assistance and recovery. Accounting is necessary to keep records dealing with documentation, damages, and costs associated with the incident.

On a day-to-day basis, the following departments provide financial, accounting, procurement and human resource management services:

- Finance. The Administrative Services Department is responsible for all cash management functions, accounting functions, and ensuring compliance with the annual adopted budget.
- Public Works. The Public Works Department frequently is involved in conducting bids for major capital projects and professional services. This is accomplished in strict compliance with the Purchasing Ordinance. Depending on the nature of work being bid, and the estimated value of the resulting purchase or contract, the Public Works Department may directly seek informal bids in order to secure the product or service. Other products or services of a higher value may require joint participation with the Purchasing Division and ultimate approval of the City Manager or City Council.
- Administration. The Administration Department - Personnel Division is responsible for personnel recruitment and selection activities, labor negotiations, job classification and compensation analysis, employee benefits administration, organizational development and training, Employee Assistance Program (EAP), discipline and grievance handling, and employee recognition.

In an incident, personnel from these departments will fulfill roles within the Finance and Administration and Logistics Sections of the EOC. The Administrative Services Department will serve as the lead for the EOC Finance & Administration Section.

The Recreation & Community Services Department will serve as the lead department for the EOC Logistics Section.

In addition to adhering to the City's Purchasing Policy, the City of Lakewood will comply with the following Codes of Federal Regulations (CFR) for Documentation, Time, Compensation and Cost Accounting, and Purchasing and emergency procedures as outlined in the California Emergency Services Act (CESA) Legal Authority for Emergency Expenditures and the California Disaster Assistance Act (CDAA), as noted below:

- 2 CFR Part 200 (200.333 Record Retention through 200.337 Restrictions on public access to records). (Documentation)
- 2 CFR Part 200 (200.430 Compensation—personal services through 200.439 Equipment and other capital expenditures). (Time, Compensation and Cost Accounting)
- 2 CFR Part 200 (200.318 General procurement standards through 200.326 Contract provisions). (Purchasing)
- CESA, Article 16 (8654.b Authority of Governor during emergency or major disaster)





### CDA, Article 4 Allocations to Local Agencies and Article 5 – Funds

The City of Lakewood should comply with their own procurement procedures in accordance with applicable state and local laws and regulations, provided they conform to applicable federal laws and standards. If there is a question regarding applicable law(s), ordinance(s), etc., the more stringent policy shall apply.

### **FINANCE**

State and local entities do not normally integrate emergency expenditures into their budgeting process. Nevertheless, events occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

The EOC Finance & Administration Section will manage all financial, administrative and cost analysis aspects of an emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at alternate locations and/or concurrently within the bounds of normal operating procedures.

Disaster-related expenditures and obligations of state agencies, local jurisdictions and organizations may be reimbursed under a number of federal programs. The federal government may authorize reimbursement of approved costs for work performed in the restoration of certain public facilities after a major disaster declaration by the President of the United States under the statutory authority of certain federal agencies.

The EOC Finance & Administration Section is responsible for the following functions and documentation:

- Expenditures
- Purchase authorizations
- Timekeeping records (Force Account Labor)
- Equipment use (Force Account Equipment)
- Vendor contracting
- Property damage
- Injury claims
- Cost accounting

The EOC Finance & Administration Section works closely with the EOC Logistics Section to ensure proper documentation of human, equipment, and other resources, as well as procurement processes.

Audits of state and local jurisdiction emergency expenditures will be conducted in the normal course of state and local government audits. Audits of projects approved for funding with federal disaster assistance funds are necessary to determine the eligibility of the costs claimed by the applicant. The City recognizes that proper documentation in accordance with established codes and regulations is essential for state and/or federal reimbursement.

In the City of Lakewood, event documentation shall be captured and tracked by various methods which may include activating one or more “Emergency Activity Codes” and/or establishing a “Disaster Fund” in the City’s financial accounting system based upon the size and complexity of the emergency response required. In the City’s financial accounting system, activities are used to track all of the expenses associated with a particular function.



Lakewood Purchasing Policy (Council Resolution No. 2013-28) states that in emergency situations, the competitive bidding procedure does not have to be observed if requirements of Section 20168 and 22050 of the Public Contract Code are met. Consult the Purchasing Policy for additional information on this topic.

### **LOGISTICS**

The EOC Logistics Section provides guidance for coordinating resources needed to support planned events, emergency response, and recovery operations. The Logistics Section primarily addresses protocols, processes, and systems for requesting, utilizing, tracking and reporting resources that are outside the standard practices of pre-existing discipline-specific mutual aid agreements (e.g., Fire and Law Enforcement).

For the purposes of this document, and its associated annexes, a “resource” is defined as “personnel, equipment, facilities, and supplies needed to achieve an identified task.”

The EOC Logistics Section is responsible for the coordination and management of citywide resources during an event. Logistics main functions include, but are not limited to:

- Identification of Logistics / Resource Requirements
- Inventory of Resources
- Requesting Resources
- Ordering and Acquiring Resources
- Mobilizing Resources
- Resource Allocation and Prioritization
- Resource Tracking and Reporting
- Donations and Volunteer Management
- Certification and Credentialing
- Recovery and Demobilization
- Reimbursement

To ensure proper documentation and to maximize cost recovery, the EOC Logistics Section works closely with the EOC Finance & Administration Section.

Additional details regarding the EOC Logistics Section may be found in ***Logistics Annex***.



## PLAN DEVELOPMENT AND MAINTENANCE

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### PLAN REVISION AND MAINTENANCE CYCLE

The objective of any Emergency Management Organization is an efficient and timely response during emergencies. The City EOP is the first step toward that objective. The Disaster Council is responsible for making revisions to the plan that will enhance the conduct of response operations and will prepare, coordinate, publish and distribute any necessary changes to the plan to all entities as shown on the record of distribution list of this Plan. Basic Plan changes will be approved by the City of Lakewood City Council. To ensure the EOP is a relevant, up-to-date tool, and in compliance with State-level regulations, the City of Lakewood EOP will be reviewed and updated every three (3) years.

Changes to improve the plan will be incorporated into the plan based on deficiencies during drills, exercises or actual emergencies and/or best practices/lessons learned from jurisdictions outside the City. Significant changes at the local (City and/or County/OA), state and/or federal levels may precipitate an out of cycle emergency update and/or review.

Annexes to the Plan are designed to be able to readily adapt to changes in policy, doctrine, processes and to the specifics of various hazards, which can occur frequently. As such, they are not tied to the Basic Plan maintenance process or City Council approval. Therefore, the annexes will be updated on an ongoing basis, and at a minimum, in cycle with revisions to the Basic Plan every three years.

The EOP Basic Plan, and all Attachments, Appendices and Annexes incorporated into the Basic Plan:

1. Shall be kept as a “Master Copy” on paper and electronically on the City of Lakewood network and on a memory stick in the EOC-in-a-Box.
2. Shall be distributed to all EOC staff with “primary responsibilities” in hard copy. A list of Plan holders will be maintained by the Emergency Services Coordinator.
3. Shall have at least five (5) hard and electronic memory stick copies of the Plan (one for the EOC Director and each Section Chief) kept in the EOC-in-a-Box in the EOC supply area at both the primary and alternate EOC sites.

### TRAINING

Planning alone will not achieve preparedness or build and maintain resilience. Training and exercising are essential to make emergency operations personnel, and their support systems, operationally ready.

As a member of the Operational Area (OA), all agency and department staff who have designated roles in an emergency (e.g. field and EOC responders) in the OA EOC must receive appropriate SEMS, NIMS, and other specialized training as required by SEMS regulations, NIMS policy, or their job function, respectively. Individual departments should coordinate with the Emergency Services Coordinator to coordinate and execute training.

Training records will be maintained by the Recreation and Community Services Department – Emergency Services Coordinator’s Office. All contracted Fire and Law Enforcement staff will maintain their training records with their respective departments.



Although some of the NIMS trainings below are available online through the FEMA's Emergency Management Institute Independent Study Program, live training deliveries provide a much richer environment for learning and sharing of important information. Following are the recommended trainings developed by Cal OES. ***The City of Lakewood will use its discretion in adhering to the NIMS and SEMS training recommendations for those with designated emergency roles:***

NIMS/SEMS TRAINING COMPLIANCE STANDARDS  <i>SOURCE: ADAPTED FROM CAL OES TRAINING REFERENCE CHART (JUNE 2012)</i>	NIMS AWARENESS (IS 700)	SEMS INTRODUCTION	ICS INTRODUCTION (ICS 100)	SEMS EMERGENCY OPERATIONS CENTER	ICS BASIC (ICS 200)	ICS INTERMEDIATE (ICS 300)	ICS ADVANCED (ICS 400)	NATIONAL RESPONSE PLAN (IS 800)
All City executives and decision makers (response-related department heads and elected officials)	•	•	•					
All City staff who may be tasked to assist during a major emergency	•	•	•					
All first responders and registered volunteers (e.g., CERT, etc.)	•	•	•					
All staff with assignments in the Emergency Operations Center	•	•	•	•	•	•		•
All EOC staff members who may serve as “ <b>Management Staff</b> ” (e.g., member of the Management Section) or “ <b>General Staff</b> ” (Section Chief)	•	•	•	•	•	•	•	•
Any field responder who may serve as “ <b>Command Staff</b> ” (e.g., member of the Command Section) or “ <b>General Staff</b> ” (Section Chief)	•	•	•	•	•	•	•	•
Any whose primary responsibility is emergency management (e.g., Emergency Services Coordinator)	•	•	•	•	•	•	•	•



According to the U.S. Department of Homeland Security *NIMS Training Program* (September 2011), in conjunction with participating in exercises and real events, emergency management and response personnel should refresh their mandated NIMS training every three years.

Specialized training courses (e.g., tactical operations, disaster finance, etc.) for first responders are the responsibility of the primary responsible City department (e.g. Administrative Services) to identify, develop, execute and attend. The Recreation and Community Services Department, Emergency Services Coordinator's Office, maintains documentation of all disaster training programs, including evidence of

SEMS and NIMS training.

In addition to the above-identified state and federal training requirements, the City of Lakewood requires new employees to attend training on their responsibilities relating to serving as a Disaster Service Worker. Each public employee takes an oath upon entrance into public service stating their knowledge and willingness to serve as a Disaster Service Worker. The expectations and regulations relating to the service will be included in the City's Disaster Service Worker Training.

## EXERCISES

The best method for putting training to the test and for allowing staff to demonstrate and practice their skills in a near real-world situation is through exercises. Exercises allow personnel to become thoroughly familiar with the procedures, facilities and systems which will be used in emergency situations.

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

### HSEEP EXERCISE CONTINUUM



Following HSEEP doctrine and best practices, a regular exercise program should be progressive and exercises can be accomplished in several ways. California's SEMS Guidelines recommend the following exercise protocols and schedule:

- **Tabletop Exercises** provide a convenient and low cost method of introducing officials to problem situations for discussion and problem solving. Such exercises are a good way to see if adequate emergency policies and procedures exist.
- **Functional Exercises** simulate actual emergencies. They typically involve complete emergency management staffs and are designed not only to exercise procedures, but to also test the readiness of personnel, communications, and facilities. EOC Functional Exercises are typically conducted at least once per year in the City of Lakewood.
- **Full-Scale Exercises** (also known as Field Exercise) involve the actual movement of people and equipment to respond to a simulated event in the field. EOCs are activated, as well as



the field component to provide all players with as realistic an experience as possible. These exercises are the final step in the exercise progression and provide all players with valuable information. These “lessons” can then be applied to existing plans to improve response.

SEMS EXERCISE RECOMMENDATIONS	ANNUAL	FOUR-YEAR CYCLE
EOC Tabletop Exercise	•	
EOC Functional Exercise	•	
EOC Full-Scale Exercise (with field response)		•



### **AUTHORITIES AND REFERENCES**

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The following provides emergency authorities for conducting and/or supporting emergency operations:

#### **City of Lakewood**

- Municipal Code, Ordinance 2011-9, Emergency Services Ordinance
- City of Lakewood Hazard Mitigation Plan (2016)
- City of Lakewood Standardized Emergency Management System Multi-Hazard Functional Plan (1999)

#### **County of Los Angeles**

- Los Angeles County Operational Area Emergency Response Plan (June 2012)
- County of Los Angeles Resolution, adopting the California Master Mutual Aid Agreement, adopted November 28, 1950
- Los Angeles County Operational Area Emergency Alert System Plan (1999)
- County of Los Angeles Hazardous Materials Area Plan (1992)
- Los Angeles County Law Enforcement Mutual Aid Compact
- Los Angeles County Fire Service Operational Area Mutual Aid Plan

#### **State of California, Office of Emergency Services**

- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the State of California Government Code)
- California State Emergency Plan (July 2009) and sub-plans/Annexes
- Governor's Orders and Regulations for a War Emergency, 1971
- Article 9, Emergency Services, Section 8605 of the Government Code, Operational Areas
- Petris (SEMS) SB 1841 Chapter 1069 - Amendments to the Government Code, Article 7, California Emergency Services Act
- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan (December 2014)
- California Emergency Management Mutual Aid Plan (November 2012)
- California Law Enforcement Mutual Aid Plan (2014)
- California Fire and Rescue Operations Plan
- Standardized Emergency Management System Guidelines
- California Disaster Assistance Act (California Government Code, Title 2, Division 1, Chapter 7.5)
- Disaster Assistance Procedure Manual (State Office of Emergency Services)
- California Emergency Resources Management Plan
- Emergency Managers Mutual Aid Plan (dated November 1997)

#### **Federal**

- Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101 Version 2.0 (November 2010)
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelter (November 2010)





- A Whole Community Approach to Emergency Management: Principles, Themes and Pathways for Action (December 2011)
- Disability, Access and Functional Needs Emergency Management Planning Guidance (June 2015)
- Americans with Disabilities Act (1990)
- ADA Amendments Act (2008), P.L. 110-325, and those associated with them
- Rehabilitation Act (1973), Sections 501, 503, 504 and 508
- Older Americans Act (1965), Title III
- Emergency Management Assistance Compact (EMAC) (1996)
- Executive Order 13407 - Public Alert and Warning System
- 1995 Presidential Memorandum "Emergency Alert System (EAS) Statement of Requirements"
- Civil Defense Act
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Post Katrina Emergency Management Reform Act of 2006
- National Response Framework (As revised)
- National Incident Management System (NIMS)
- Presidential Decision Directive (PDD) 39 (*U.S. Policy on Counterterrorism*) and 62 (*Combating Terrorism*): terrorism investigations delegated to U.S. Dept. of Justice/FBI
- Debris Removal Guidelines for State and Local Officials (FEMA DAP-15)
- A Guide to Federal Aid and Disasters (DAP-19)
- Digest of Federal Disaster Assistance (DAP-21)





### ANNEXES

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While the Basic Plan covers general emergency policy and doctrine, many functions require more specific guidance. Also, various types of emergencies need more detailed guidelines and discussions of policies. The City of Lakewood's EOP Annexes fill these needs.

Nationwide it is common to find three types of annexes: functional, hazard-specific, and site-specific:

- **Functional Annexes** discuss certain functions or operations that cut across most or all emergencies, such as emergency management or public information.
- **Hazard-Specific Annexes** concern the peculiarities of certain types of emergencies, and how the general policies and doctrines in the Basic Plan may need to be modified in those circumstances, such as a catastrophic dam failure.
- **Site-Specific Annexes** provide emergency coordination details regarding specific properties within the bounds of the City that, if impacted, could have major ramifications for the City and where additional coordination with groups external to the City are required, such as a school or shopping center.

At present there are five (5) functional Annexes including:

- Management Annex
- Operations Annex
- Planning & Intelligence Annex
- Logistics Annex
- Finance & Administration Annex

The City reserves the right to add additional Annexes in the future. ***Due to the sensitivity of the information contained in the Annexes, these are redacted from public view.***



### ATTACHMENT 1: CONTINUITY OF GOVERNMENT

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A major disaster or attack could result in great loss of life and property; including the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a disaster or attack, during the reconstruction period, law and order must be preserved and, as much as possible, government services must be maintained. It is essential that local government continues to function. Applicable portions of the California Government Code and the State Constitution (see below) provide authority for the continuity and preservation of State and local government.

#### RESPONSIBILITIES

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (prevention, preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information throughout any disaster a community might face.

#### Preservation of Local Government

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order or in furnishing public services relating to health and safety. The article also outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, is unavailable to serve.

To this end, Lakewood's Municipal Code provides instruction on how Continuity of Government shall be met. If only one City Council member is available, he/she may designate up to three standby officers for each absent City Council Member. The standby Council Members shall have the same authority and powers as the regular Council Members. Pursuant to Section 8641 of the Government Code, each standby Council Member shall take the oath of office required for the office of City Council Member. Persons appointed as standby Council Members shall serve in their posts at the pleasure of the City Council appointing them and may be removed and replaced at any time with or without cause. Standby Council Members serve only until the regular Council Member becomes available or until a new Council Member is either elected or appointed. In the event a standby office becomes vacant because of removal, death, resignation, or other cause, the City Council shall have the power to appoint another person to fill said office.

Should all Council Members (including all standbys) be unavailable, temporary officers shall be appointed as follows:

- By the chair of the board of the county in which the political subdivision is located, or



- By the chair of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated), or
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

### **PRESERVATION OF VITAL RECORDS**

In the City of Lakewood, the following individuals are responsible for the preservation of vital records:

- City Clerk
- City Clerk's Office- Management Aide

Vital records are defined as those records that are essential to:

- Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here.

Vital records of the City of Lakewood are routinely stored in the downstairs vault room at City Hall.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be available following any disaster.

Each department within the city should identify, maintain and protect its own essential records.

### **REFERENCES**

- Continuity of Government in California (Article IV, Section 21 of the State Constitution).
- Preservation of Local Government (Article 15 of the California Emergency Services Act).
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code).
- Temporary County Seats (Section 23600, Title 3, Division 1, Chapter 4, Article 1 of the Government Code).
- Member of the Legislature (Section 9004, Title 2, Division 2, Part 1, Chapter 1.5, Article 1 of the Government Code).
- Legislative Session after War or Enemy-Caused Disaster (Sections 9035\_9038, Title 2, Division 2, Part 1, Chapter 1.5, Article 2.5 of the Government Code).
- Succession to the Office of Governor (Article V, Section 10 of the State Constitution).
- Succession to the Office of Governor (Sections 12058\_12063, Title 2, Division 3, Part 2, Chapter 1, Articles 5.5 and 6 of the Government Code).



- Succession to Constitutional Offices (Sections 12700\_12704, Title 2, Division 3, Part 2, Chapter 7 of the Government Code).
- Preservation of State Records (Sections 14745\_14750, Title 2, Division 3, Part 5.5, Chapter 5, Articles 2 and 3 of the Government Code).



### ATTACHMENT 2: MUTUAL AID

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The foundation of California's emergency planning and response is a statewide mutual aid system, designed to ensure that adequate resources, facilities, and other support services are provided to jurisdictions whenever their own resource capabilities are exceeded or overwhelmed during any incident.

The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. The Civil Defense Master Mutual Aid Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It created a formal structure, in which each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies. The Standardized Emergency Management System (SEMS) includes mutual aid as an essential element in responding to disasters and emergencies.

Through this system, each local jurisdiction relies first on its own resources, and then calls for assistance:

- City to city,
- City to county,
- County to county, and
- County to the regional office of the OES, which relays unmet requests to the State.

To facilitate the coordination and flow of mutual aid, the state has been divided into six (6) Cal OES Mutual Aid Regions. Through this mutual aid system, Cal OES can receive a constant flow of information from every geographic and organizational area of the state. This includes direct notification from a state agency or department or from a local government official that a disaster exists or is imminent. In some cases, it also includes information that makes it possible to anticipate an emergency and mitigate its effects by accelerated preparations, or perhaps prevent an incident from developing to disaster proportions.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue, and Law Enforcement Coordinators have been selected and function at the Operational Area (countywide), Mutual Aid Region (two or more counties), and at the state level. It is expected that during a catastrophic event, such as an earthquake, Coordinators will be assigned at all levels for other essential services (e.g., Medical, Care and Shelter, Rescue).

The City of Lakewood is located within OES Mutual Aid Region I, and the OES Southern Administrative Region. The Southern Administrative Region contains two of the six Mutual Aid Regions, which are managed through the Cal OES Southern Regional Operations Center (See **Figure: California Mutual Aid Regions**). The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC.



**Figure: California Mutual Aid Regions**



The following Mutual Aid Region designations apply to Lakewood:

- OES Mutual Aid Region I
- Law Enforcement Mutual Aid Region I, however, for Law Enforcement, Region I encompasses Orange and Los Angeles Counties. Region 1-A added Ventura, Santa Barbara and San Luis Obispo Counties.
- Fire and Rescue Division Mutual Aid Region I, which includes Orange, Los Angeles, Ventura, Santa Barbara, and San Luis Obispo Counties.



### RESPONSIBILITIES

#### Local Jurisdictions

Local jurisdictions are responsible for:

- Developing and maintaining current emergency plans that are compatible with the California Master Mutual Aid Agreement and the plans of neighboring jurisdictions, and are designed to apply local resources to the emergency requirements of the immediate community or its neighbors.
- Maintaining liaison with the appropriate Cal OES Mutual Aid Region Office and neighboring jurisdictions.
- Identifying Multipurpose Staging Areas (MSA) to provide rally points for incoming mutual aid and/or a staging area for support and recovery activities.
- Responding to requests for mutual aid.
- Dispatching situation reports to the appropriate Operational Area Coordinator and/or Cal OES Mutual Aid Region as the emergency develops and as changes in the emergency dictate.
- Requesting assistance from neighboring jurisdictions, and/or the Operational Area, as necessary and feasible.
- Receiving and employing resources as may be provided by neighboring jurisdictions, state, federal, and private agencies.
- Carrying out emergency regulations issued by the Governor.

#### Operational Area

The Operational Area (OA) is responsible for:

- Coordinating intra-county mutual aid.
- Maintaining liaison with the appropriate Cal OES Mutual Aid Region Coordinator, the local jurisdictions within the county, and neighboring jurisdictions.
- Identifying Multi-purpose Staging Areas (MSA) to provide rally points for incoming mutual aid and/or staging areas for support and recovery activities.
- Channeling local mutual aid requests which cannot be satisfied from within the county to the appropriate Cal OES Mutual Aid Region Coordinator.
- Dispatching reports to the appropriate OES Mutual Aid Region Coordinator as the emergency develops and as changes in the emergency dictate.
- Receiving and employing resources provided by other counties, state, federal, and private agencies.
- Carrying out emergency regulations issued by the Governor.

#### Cal OES Mutual Aid Region

Cal OES Mutual Aid Region is responsible for:

- Coordinating inter-county mutual aid.
- Maintaining liaison with appropriate state, federal, and local emergency response agencies located within the Region.
- Providing planning guidance and assistance to local jurisdictions.
- Responding to mutual aid requests submitted by jurisdictions and/or Operational Area Coordinators.





- Receiving, evaluating, and disseminating information on emergency operations.
- Providing the State Director, OES, with situation reports and, as appropriate, recommending courses of action.

### **California Governor's Office of Emergency Services**

California Governor's Office of Emergency Services (Cal OES) is responsible for:

- Performs executive functions assigned by the Governor.
- Coordinates the extraordinary emergency activities of all state agencies.
- Receives, evaluates, and disseminates information on emergency operations.
- Prepares emergency proclamations and orders for the Governor and disseminates to all concerned.
- Receives, processes, evaluates, and acts on requests for mutual aid.
- Coordinates the application of state mutual aid resources and services.
- Receives, processes, and transmits requests for federal assistance.
- Directs the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.
- Maintains liaison with appropriate state, federal, and private agencies.
- Coordinates emergency operations with bordering states.

### **Other State Agencies**

Other State Agencies may provide mutual aid assistance to local jurisdictions based on capabilities and available resources.

### **Interstate**

The Emergency Management Assistance Compact (EMAC) defines the interstate mutual aid system within the United States. EMAC is a congressionally ratified mutual aid compact that legally establishes a national system to facilitate resources across state lines during an emergency or disaster. In 1996, EMAC was ratified as Public Law 104-321, making EMAC the first national disaster compact to be ratified by Congress since the Civil Defense Act of 1950. Through EMAC (which is administered through the National Emergency Management Association), assistance can be offered during governor-declared states of emergency through a system that allows states to send personnel, equipment, services, and commodities to help disaster relief efforts in other states. EMAC covers all hazards, and may also be used to support special events—so long as they are governor-declared emergencies by the requesting State.

## **POLICIES AND PROCEDURES**

### **Lakewood-Specific Policies and Procedures**

The City of Lakewood contracts fire and law enforcement services to Los Angeles County Fire Department and Los Angeles County Sheriff's Department. During local emergencies, mutual aid will be requested by the Incident Commander or their liaison. All other mutual aid requests are processed through the Los Angeles Operational Area EOC. The Operational Area then requests public works, emergency managers or other mutual aid through its regular channels.





- If mutual aid is not available due to a lack of communications, lack of an existing system or the City of Lakewood has been so devastated that managers are not sure of what steps to take, a request for Operational Area support will be made to the Operational Area.
- The Operational Area will inform the requesting City of Lakewood the status of the request and also provide updated information to the EOC in a periodic Situation Report.
- Existing mutual aid agreements and financial protocols will be followed.

### **General Mutual Aid System Policies and Procedures**

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:
  - Subject to state or federal control
  - Subject to military control
  - Located outside the requesting jurisdiction
  - Allocated on a priority basis
- Due to the variety of radio communications systems, local agencies should coordinate, where possible, with incoming mutual aid forces to provide an interoperable communications plan.
- Requests for and coordination of mutual aid support will normally be accomplished through established channels (cities to Operational Areas, to Mutual Aid Regions, to State). Requests should include, as applicable:
  - Number of personnel needed
  - Type and amount of equipment
  - Reporting time and location
  - Authority to whom they are to report
  - Access routes
  - Estimated duration of operations

### **REFERENCES**

Mutual aid assistance may be provided under one or more of the following authorities:

- State of California Fire and Rescue Emergency Plan
- State of California Law Enforcement Mutual Aid Plan
- Local Mutual Aid Agreement
- Federal Disaster Relief Act of 1974. (Public Law 93\_288) (Provides federal support to state and local disaster activities.)
- State of California Emergency Management Mutual Aid Plan



### ATTACHMENT 3: GLOSSARY OF TERMS

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#### Glossary

**Activation:** (1) The notification and recall of jurisdiction staff to respond to an emergency. (2) Bringing a facility or resource into operation.

**After-Action Report (AAR):** A post-incident report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. AARs are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days of the emergency's end.

**Agency:** An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency and Multi-agency.)

**Agency Administrator or Executive:** Chief Executive Officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

**Agency Representative:** An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

**Area Command:** An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

**Branch:** The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequence at the SEMS EOC Levels.

**Branch Director:** The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

**Chain of Command:** A series of management positions in order of authority.

**Command Post:** (See Incident Command Post)



**Command Staff:** The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, Legal Officer and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

**Compacts:** Formal working agreements among agencies to obtain mutual aid.

**Continuity of Operations Planning:** Helps ensure that the facility can sustain operations that are absolutely vital including administrative and business components immediately following a crisis or disaster situation.

**Cooperating Agency:** An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, utilities, etc.).

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

**Cost-Sharing Agreements:** Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

**Department Operations Center (DOC):** A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. DOCs may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

**Deputy:** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

**Division:** Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.



**Division or Group Supervisor:** The position title for individuals responsible for command of a Division or Group at an Incident. At the EOC level, the title is Division Coordinator.

**Emergency:** A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**Emergency Services Director / Emergency Management Director:** The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

**Emergency Operations Center (EOC):** A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

**Emergency Operations Plan (EOP):** The plan that each jurisdiction has and maintains for responding to appropriate hazards.

**EOC Action Plan:** The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

**Field Operations Guide (FOG):** A pocket-size manual of instructions on the application of the Incident Command System.

**Finance Section:** One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

**Function:** In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

**General Staff:** The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field and EOC SEMS level, the General Staff consists of:

- Operations Section Chief
- Planning and Intelligence Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

**Group:** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division) Groups are located between Branches (when activated) and Resources in the Operations Section.



**Incident:** An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Action Plan (IAP):** The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

**Incident Commander (IC):** The individual responsible for the command of all functions at the field response level.

**Incident Command Post (ICP):** The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

**Incident Command System (ICS):** The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or Federal boundary lines), or functional (e.g., police department, health department, etc.). (See Multi-jurisdiction)



**Liaison Officer:** A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

**Local Government:** Means local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district or special district.

**Local Government Advisory Committee (LGAC):** Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid Region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of OES Executive Management.

**Logistics Section:** One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

**Master Mutual Aid Agreement:** An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resource during an emergency Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often formed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations Federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-Agency or Inter-Agency Coordination:** The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

**Multi-Agency Coordination System (MACS):** The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multijurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.





**Mutual Aid Agreement:** Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

**Mutual Aid Coordinator:** An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

**National Incident Management System (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**Office of Emergency Services (OES):** The Governor's Office of Emergency Services.

**Operational Area (OA):** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

**Operational Period:** The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** One of the five primary functions found at all SEMS levels. The Section is responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

**Planning Meeting:** A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

**Planning and Intelligence Section:** One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as technical specialists. Other units may be added at the EOC level.



**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Public Information Officer (PIO):** A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Public Information Officer per incident. The PIO may have assistants. This position is also referred to as Public Affairs or Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

**Region Emergency Operations Center (REOC):** Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level. The Southern Region REOC is located at Joint Training Base Los Alamitos.

**Resources:** Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

**Recovery:** The development, coordination, and execution of service-and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

**Safety Officer:** A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**Section:** That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Finance & Administration.

**Section Chief:** The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Finance & Administration. At the EOC level, the position title will be Section Coordinator.





**Service Branch:** A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

**Special District:** A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint-powers authority established under section 6500 et seq. of the Code.

**Staging Area:** Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

**Standardized Emergency Management System (SEMS):** A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, State.

**State Operations Center (SOC):** An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

**Support Branch:** A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

**Type:** Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command and Unified Command.)

**Unified Command:** In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

**Unit:** An organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance sections and can be used in Operations for some applications. Units are also found in EOC organizations.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person.

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

*Successor  
Agency*

**CITY OF LAKEWOOD SUCCESSOR AGENCY - PROJECT AREAS  
FUND SUMMARY 12/22/2016**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 91 through 91. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

2902	ENFORCEABLE OBLIGATIONS	798.00
		<hr/>
		<b>798.00</b>

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>
91	12/22/2016	4428	COLANTUONO HIGHSMITH & WHATLEY	798.00	0.00	798.00
<b>Totals:</b>				<u>798.00</u>	<u>0.00</u>	<u>798.00</u>

**CITY OF LAKEWOOD SUCCESSOR AGENCY - PROJECT AREAS  
FUND SUMMARY 1/12/2017**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 92 through 92. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

2902	ENFORCEABLE OBLIGATIONS	120.00
		<hr/>
		<b>120.00</b>

Council Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

Attest

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Director of Administrative Services

**CITY OF LAKEWOOD SUCCESSOR AGENCY - PROJECT AREAS  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
92	01/12/2017	4659	CASE ANYWHERE LLC	120.00	0.00	120.00
<b>Totals:</b>				<u>120.00</u>	<u>0.00</u>	<u>120.00</u>

**CITY OF LAKEWOOD SUCCESSOR AGENCY - PROJECT AREAS  
FUND SUMMARY 1/19/2017**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 93 through 95. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

2902	ENFORCEABLE OBLIGATIONS	6,726.00
		<b>6,726.00</b>

Council Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

Attest

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Director of Administrative Services



**CITY OF LAKEWOOD SUCCESSOR AGENCY - PROJECT AREAS  
SUMMARY CHECK REGISTER**

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
93	01/19/2017	4428	COLANTUONO HIGHSMITH & WHATLEY	126.00	0.00	126.00
94	01/19/2017	57989	U S BANK	3,300.00	0.00	3,300.00
95	01/19/2017	57989	U S BANK	3,300.00	0.00	3,300.00
<b>Totals:</b>				<u>6,726.00</u>	<u>0.00</u>	<u>6,726.00</u>

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

## SUCCESSOR AGENCY AGENDA

January 24, 2017

**TO:** The Members of the Successor Agency

**SUBJECT:** Recognized Obligation Payment Schedule for July 1, 2017 Through June 30, 2018 – ROPS 17-18

### INTRODUCTION

The Successor Agency is now required to submit an Annual Recognized Obligation Payment Schedule pursuant to California Health and Safety Code Section 34177(o)(1) to the county auditor controller and Department of Finance no later than February 1<sup>st</sup>, with an annual amendment process as stated in Section 34177(o)(1)(E).

### STATEMENT OF FACT

The Recognized Obligation Payment Schedule (ROPS) 16-17 includes the following updates:

- Per H&S Code 34191.4(b) upon issue of finding of completion by the DOF and approval of the oversight board, loan agreements entered into between the redevelopment agency and the city shall be deemed to be enforceable and shall be recalculated at four percent. Twenty percent of repayment will be set-aside for Successor Housing Agency. Loans will be re-assessed at four percent after DOF approval of the Last and Final ROPS.
- Per DOF letter dated December 17, 2015, the DOF approved the unfunded pension obligation but stated that liabilities calculation be based on the dissolution year 2012 and not 2013 as originally requested by the Agency. CalPERS recalculated pension liabilities in 2013 to reflect new factors such as mortality rate. The Agency's stance is that although the Successor Agency ceased to exist in January 2012, the liabilities continue to exist therefore calculation should be updated accordingly.


The ROPS 17-18 will be submitted to the Oversight Board for their approval on January 26, 2017.

### RECOMMENDATION

It is recommended that Successor Agency approve the Recognized Obligations Payment Schedule for July 1, 2017 Through June 30, 2018 – ROPS 17-18.



Diane Perkin  
Director of Administrative Services

for Howard L. Chambers  
City Manager 

## Recognized Obligation Payment Schedule (ROPS 17-18) - Summary

Filed for the July 1, 2017 through June 30, 2018 Period

**Successor Agency:**

**Lakewood**

**County:**

**Los Angeles**

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)		17-18A Total (July - December)	17-18B Total (January - June)	ROPS 17-18 Total
<b>A</b>	<b>Enforceable Obligations Funded as Follows (B+C+D):</b>	<b>\$ 45,420</b>	<b>\$ -</b>	<b>\$ 45,420</b>
B	Bond Proceeds	-	-	-
C	Reserve Balance	-	-	-
D	Other Funds	45,420	-	45,420
<b>E</b>	<b>Redevelopment Property Tax Trust Fund (RPTTF) (F+G):</b>	<b>\$ 2,240,107</b>	<b>\$ 175,393</b>	<b>\$ 2,415,500</b>
F	RPTTF	2,115,107	50,393	2,165,500
G	Administrative RPTTF	125,000	125,000	250,000
<b>H</b>	<b>Current Period Enforceable Obligations (A+E):</b>	<b>\$ 2,285,527</b>	<b>\$ 175,393</b>	<b>\$ 2,460,920</b>

Certification of Oversight Board Chairman:

Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Name	Title
Signature	Date

Lakewood Recognized Obligation Payment Schedule (ROPS 17-18) - ROPS Detail																						
July 1, 2017 through June 30, 2018																						
(Report Amounts in Whole Dollars)																						
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name/Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	ROPS 17-18 Total	17-18A (July - December)					17-18A Total	17-18B (January - June)					17-18B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
								\$ 8,511,170		\$ 2,460,920	\$ -	\$ -	\$ 45,420	\$ 2,115,107	\$ 125,000	\$ 2,285,527	\$ -	\$ -	\$ -	\$ 50,393	\$ 125,000	\$ 175,393
2	1999 Tax Allocation Bonds Series A	Bonds Issued On or Before 12/31/10	10/1/1999	9/1/2017	US Bank	Bonds issue to fund non-housing projects	Project Area 1	647,010	N	\$ 647,010			45,420	601,590		\$ 647,010						\$ -
3	2003 Tax Allocation Bonds Series A	Bonds Issued On or Before 12/31/10	10/28/2003	9/1/2017	US Bank	Bonds issue to fund non-housing projects	Project Area 1	500,168	N	\$ 500,168				500,168		\$ 500,168						\$ -
4	2003 Tax Allocation Bonds Series B	Bonds Issued On or Before 12/31/10	10/28/2003	9/1/2017	US Bank	Bonds issue to fund non-housing projects	Project Area 1	277,547	N	\$ 277,547				277,547		\$ 277,547						\$ -
5	Fiscal Agent Fees	Fees	10/1/1999	1/31/2018	US Bank	Trustee Fees for 1999A, 2003A, and 2003B bonds	Project Area 1	11,000	N	\$ 11,000				4,400		\$ 4,400				6,600		\$ 6,600
6	Bond Disclosure Fees	Fees	2/1/2012	1/31/2018	Harrell & Company	Bonds disclosure fees for 1999A, 2003A, and 2003B bonds	Project Area 1	2,843	N	\$ 2,843						\$ -				2,843		\$ 2,843
7	County Deferral	Unfunded Liabilities	6/27/1989	6/30/2042	County of Los Angeles	County Deferral Loan	Project Area 2	843,589	N	\$ -						\$ -						\$ -
8	City Advance to Agency	City/County Loan (Prior 06/28/11), Other	7/10/1973	6/30/2023	City of Lakewood	Initial funds to operate plan area	Project Area 1	191,000	N	\$ 38,200						\$ -				38,200		\$ 38,200
9	Housing Fund Deficit	Unfunded Liabilities	6/30/1999	6/30/2022	Low and Moderate Income Housing Fund	Housing fund deficit repayments (HSC section 3334.6(d))	Project Area 1	1,085,310	N													
10	Owner Participation Agreement	OPA/DDA/Construction	12/16/1998	9/30/2016	Pacific Premier Retail Trust (formerly known as Lakewood Mall Business Co./Macerich)	Parking Facilities Lease	Project Area 1	163,674	N	\$ 163,674				163,674		\$ 163,674						\$ -
17	Administrative Costs	Admin Costs	7/1/2016	6/30/2017	City of Lakewood	Administrative costs including audit and payroll	All Project Areas	200,000	N	\$ 200,000					100,000	\$ 100,000					100,000	\$ 100,000
18	LMIHF Loan (SERAF)	SERAF/ERAF	5/10/2010	6/30/2042	Low and Moderate Income Housing Fund	Loan for SERAF payment to County for FY 09/10 (HSC section 33690 (c)(1))	All Project Areas	3,215,951	N													
19	LMIHF Loan (SERAF)	SERAF/ERAF	5/4/2011	6/30/2042	Low and Moderate Income Housing Fund	Loan for SERAF payment to County for FY 10/11 (HSC section 33690 (c)(1))	All Project Areas	662,108	N													
20	LMIHF Loan (ERAF)	SERAF/ERAF	5/10/2005	6/30/2042	Low and Moderate Income Housing Fund	Loan for ERAF payment to County for FY 04/05 (HSC section 33681.12 (b))	All Project Areas	90,492	N													
21	City Loans and Advances to Agency	City/County Loans On or Before 6/27/11	12/17/1985	6/30/2042	City of Lakewood (80%)	Loans for development and financial assistance of Project Areas 1, 2, and 3	All Project Areas		N													
22	City Loans and Advances to Agency	City/County Loans On or Before 6/27/11	12/17/1985	6/30/2042	Lakewood Housing Successor (20%)	Loans for development and financial assistance of Project Areas 1, 2, and 3	All Project Areas		N													
24	Owner Participation Agreement Payment Penalty	OPA/DDA/Construction	1/1/2013	12/31/2013	Pacific Premier Retail Trust (formerly known as Lakewood Mall Business Co./Macerich)	Late payment penalty as stated on the Parking Facilities Lease Agreement.	Project Area 1		N	\$ -						\$ -						\$ -

Lakewood Recognized Obligation Payment Schedule (ROPS 17-18) - ROPS Detail																						
July 1, 2017 through June 30, 2018																						
(Report Amounts in Whole Dollars)																						
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name/Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	ROPS 17-18 Total	17-18A (July - December)					17-18A Total	17-18B (January - June)					17-18B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
26	Legal Fee	Admin Costs - Litigation	6/11/2013	6/30/2023	City of Lakewood/ Colantuono & Levin	Temporary city loan for legal counsel paid to firm Colantuono & Levin for Successor Agency litigation over DOF.	All Project Areas	50,000	N	\$ 50,000					25,000	\$ 25,000					25,000	\$ 25,000
28	Bond Arbitrage Compliance Review	Fees	7/23/2014	6/30/2017	PFM Asset Management LLC	Arbitrage Rebate Compliance Services for 1999A Tax Allocation Bonds Series	Project Area 1	2,500	N	\$ 2,500						\$ -				2,500		\$ 2,500
29	LAUSD v. LAC	Miscellaneous	9/1/2014	6/30/2017	Case Anywhere, LLC	System Access Fee for the legal case LAUSD v. LA County, et al- Case Number BS108180	All Project Areas	500	N	\$ 500				250		\$ 250				250		\$ 250
30	Proportional Share of Unfunded Pension Liabilities	Unfunded Liabilities	1/1/2016	6/30/2017	City of Lakewood	Obligation to Share in Payment of Unfunded	All Project Areas	567,478	N	567,478				567,478		567,478						
31									N	\$ -						\$ -						\$ -
32									N	\$ -						\$ -						\$ -
33									N	\$ -						\$ -						\$ -
34									N	\$ -						\$ -						\$ -
35									N	\$ -						\$ -						\$ -
36									N	\$ -						\$ -						\$ -
37									N	\$ -						\$ -						\$ -
38									N	\$ -						\$ -						\$ -
39									N	\$ -						\$ -						\$ -
40									N	\$ -						\$ -						\$ -
41									N	\$ -						\$ -						\$ -
42									N	\$ -						\$ -						\$ -

**Lakewood Recognized Obligation Payment Schedule (ROPS 17-18) - Report of Cash Balances**  
**(Report Amounts in Whole Dollars)**

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, [see Cash Balance Tips Sheet.](#)

A	B	C	D	E	F	G	H	I
		<b>Fund Sources</b>						<b>Comments</b>
		<b>Bond Proceeds</b>		<b>Reserve Balance</b>		<b>Other</b>	<b>RPTTF</b>	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS period balances and DDR RPTTF balances retained	Prior ROPS RPTTF distributed as reserve for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	
	<b>Cash Balance Information by ROPS Period</b>							
<b>ROPS 15-16B Actuals (01/01/16 - 06/30/16)</b>								
1	<b>Beginning Available Cash Balance (Actual 01/01/16)</b>	1,457,585				14,298	-	
2	<b>Revenue/Income (Actual 06/30/16)</b> RPTTF amounts should tie to the ROPS 15-16B distribution from the County Auditor-Controller during January 2016	1,010				109,642	822,231	HJCH II/ Pacific Ford Payments for 2 quarters and advance from the City for obligations
3	<b>Expenditures for ROPS 15-16B Enforceable Obligations (Actual 06/30/16)</b>					81,046	819,705	
4	<b>Retention of Available Cash Balance (Actual 06/30/16)</b> RPTTF amount retained should only include the amounts distributed as reserve for future period(s)	1,458,595						
5	<b>ROPS 15-16B RPTTF Balances Remaining</b>	No entry required						
6	<b>Ending Actual Available Cash Balance</b> C to G = (1 + 2 - 3 - 4), H = (1 + 2 - 3 - 4 - 5)	\$ -	\$ -	\$ -	\$ -	\$ 42,894	\$ 2,526	

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



# *Housing Successor*

**CITY OF LAKEWOOD SUCCESSOR AGENCY - HOUSING  
FUND SUMMARY 1/5/2017**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 102 through 103. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

3901	HOUSING SUCCESSOR AGENCY	75.88
		<hr/>
		<b>75.88</b>

Council Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager

Attest

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Director of Administrative Services

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

<b>CHECK #</b>	<b>CHECK DATE</b>	<b>VEND #</b>	<b>VENDOR NAME</b>	<b>GROSS</b>	<b>DISC.</b>	<b>CHECK AMOUNT</b>
102	01/05/2017	40572	CHICAGO TITLE CO	31.00	0.00	31.00
103	01/05/2017	3699	WFG NATIONAL TITLE INSURANCE CO	44.88	0.00	44.88
<b>Totals:</b>				<u>75.88</u>	<u>0.00</u>	<u>75.88</u>

**CITY OF LAKEWOOD SUCCESSOR AGENCY - HOUSING  
FUND SUMMARY 1/12/2017**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 104 through 104. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

3901	HOUSING SUCCESSOR AGENCY	31.00
		<hr/>
		<b>31.00</b>

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>
104	01/12/2017	40572	CHICAGO TITLE CO	31.00	0.00	31.00
<b>Totals:</b>				<u>31.00</u>	<u>0.00</u>	<u>31.00</u>