

AGENDA
REGULAR CITY COUNCIL MEETING
WEINGART BALLROOM
5000 CLARK AVENUE
LAKEWOOD, CALIFORNIA

February 9, 2021

Pursuant to Governor Newsom's Executive Order No. N-29-20, members of the City Council of the City of Lakewood or staff may participate in this meeting via teleconference. While maintaining appropriate social distancing, members of the public may participate in person at 5000 Clark Avenue, Lakewood, California. Public comments and questions pertaining to any item on the agenda will be accepted via email at cityclerk@lakewoodcity.org up to 5:30 p.m. on the day of the meeting. We ask that you please indicate the specific item on which you wish to be heard or whether your comments will be under oral communications.

ADJOURNED MEETING:

Fiscal Year (FY) 2020-21 Midyear Budget Review & Adjustments and Presentation of the FY 2021-22 Revised Budget Preparation Calendar

6:00 p.m.

MAPLE ROOM

CALL TO ORDER

7:30 p.m.

INVOCATION:

PLEDGE OF ALLEGIANCE:

ROLL CALL: Mayor Todd Rogers
Vice Mayor Jeff Wood
Council Member Steve Croft
Council Member Ariel Pe
Council Member Vicki Stuckey

ANNOUNCEMENTS AND PRESENTATIONS:

ROUTINE ITEMS:

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

RI-1 MEETING MINUTES - Staff recommends City Council approve Minutes of the Meetings held June 2, and September 22, 2020

RI-2 PERSONNEL TRANSACTIONS - Staff recommends City Council approve report of personnel transactions.

RI-3 REGISTERS OF DEMANDS - Staff recommends City Council approve registers of demands.

RI-4 CITY COUNCIL COMMITTEES' ACTIVITIES - Staff recommends City Council approve report of City Council Committees' activities.

City Council Agenda

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ROUTINE ITEMS: - Continued

RI-5 AUTHORIZE WORK BY DA VINCI DIGITALE FOR PILLARS OF COMMUNITY - Staff recommends City Council authorize work for phase three fabrication of the Pillars of Community art piece by Da Vinci Digitale in an amount not-to-exceed \$21,400; authorize work on the Name Plate art piece by Da Vinci Digitale in an amount not-to-exceed \$16,777; and authorize staff to approve a cumulative total of change orders as necessary not-to-exceed \$5,000.

RI-6 RESOLUTION NO. 2021-4; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD ADDING A JOB CLASSIFICATION AND AMENDING EXISTING PAY RATE IN ATTACHMENT B OF RESOLUTION NO 2020-15 - Staff recommends City Council adopt proposed resolution.

RI-7 PURCHASE OF EQUIPMENT - DRIVE-IN OUTDOOR MOVIE SYSTEM - Staff recommends City Council approve the purchase of a drive-in outdoor movie system from TheBigPictures located in Malibu, California at an amount not to exceed \$45,495.

REPORTS:

3.1 FISCAL YEAR (FY) 2020-21 MIDYEAR BUDGET REVIEW & ADJUSTMENTS AND PRESENTATION OF THE FY 2021-22 REVISED BUDGET PREPARATION CALENDAR - Staff recommends the City Council adopt the noted changes for inclusion into the City's FY 2020-21 Revised Budget and direct staff to make all related adjustments to the City's budget appropriations and receive and file the FY 2021-22 Revised Budget Preparation Calendar and provide direction to staff regarding the preparation of the upcoming budget.

AGENDA

LAKWOOD HOUSING SUCCESSOR AGENCY

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

ORAL COMMUNICATIONS:

ADJOURNMENT

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

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

COUNCIL AGENDA

February 9, 2021

TO: The Honorable Mayor and City Council**SUBJECT:** Fiscal Year (FY) 2020-21 Midyear Budget Review and Adjustments
and Presentation of the FY 2021-22 Mid-Cycle Budget Preparation Calendar**INTRODUCTION**

The City is currently in the first year of the FY 2020-22 Two-Year Budget adopted in June 2020. With approximately seven months of FY 2020-21 data available, it is appropriate to review current budget estimates and revise where needed especially in light of the widespread economic effects of the ongoing pandemic. Not surprisingly, there has been more volatility and fluctuation for both revenues and expenditures than in most years. Nevertheless, the city continues in a sound fiscal path. Still, the uncertainty of the current economic environment and organizational needs stemming from the pandemic make it more difficult to forecast into the future.

Following is an overview of the City's two major funds, the General Fund and the Water Utility Enterprise Fund.

STATEMENT OF FACTGeneral Fund

The General Fund is the largest City fund and one which the Council has discretionary authority. When adopted last summer, the General Fund budget anticipated a surplus of \$1,521,807 where revenues would be greater than expenditures by this amount for the year. After taking into account year-to-date information and fiscal trends, a revised budget projection for the General Fund is expected to result in an increased surplus of \$688,471 or about 45% more than anticipated in the Adopted Budget. The table below summarizes the adopted and revised budget snapshots:

GENERAL FUND SUMMARY	ADOPTED BUDGET	REVISED BUDGET	FAVORABLE / (UNFAVORABLE)
SOURCES / REVENUES	\$ 58,897,248	\$ 59,734,323	\$ 837,075
USES / EXPENDITURES	57,375,441	57,524,045	(148,604)
PROJECTED GENERAL FUND SURPLUS	\$ 1,521,807	\$ 2,210,278	\$ 688,471

General Fund - Revenues

As a whole, General Fund revenues are expected to end the year \$837,075 (1.4%) higher than the \$58,897,248 originally budgeted. Within that relatively modest increase there are a number of items worth highlighting. The following table provides an overall view of General Fund revenues, with further specifics below the table:

Fiscal Year 2020-21 Midyear-Budget Review and Adjustments

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REVENUES	ADOPTED	REVISED	FAVORABLE/
ACCOUNT DESCRIPTION	BUDGET	BUDGET	(UNFAVORABLE)
40 PROPERTY TAXES			
CURRENT YEAR-SECURED	\$ 5,222,000	\$ 5,267,000	\$ 45,000
CURRENT YEAR-UNSECURED	194,000	194,000	-
PRIOR YEARS SECURED/UNSECURED	(2,000)	(3,000)	(1,000)
OTHER PROPERTY TAXES	(90,000)	219,000	309,000
PENALTIES & INT ON DELQ TAXES	15,000	15,000	-
RESIDUAL PROPERTY TAX	250,000	230,000	(20,000)
	<u>\$ 5,589,000</u>	<u>\$ 5,922,000</u>	<u>\$ 333,000</u>
41 OTHER TAXES			
SALES AND USE TAX	\$ 13,348,000	\$ 13,482,000	\$ 134,000
SALES AND USE TAX- MEASURE L	9,275,000	9,455,000	180,000
FRANCHISES	1,515,000	1,475,000	(40,000)
BUSINESS LICENSE TAX	490,500	580,000	89,500
DOCUMENTARY TRANSFER TAX	204,000	334,000	130,000
TRANSIENT OCCUPANCY TAX	46,000	46,000	-
UTILITY USERS TAX	2,667,500	2,671,000	3,500
	<u>\$ 27,546,000</u>	<u>\$ 28,043,000</u>	<u>\$ 497,000</u>
42 LICENSES & PERMITS			
BUILDING & SAFETY PERMITS	1,095,500	1,266,600	171,100
WIRELESS TELECOM APPL FEE	3,500	2,000	(1,500)
	<u>\$ 1,099,000</u>	<u>\$ 1,268,600</u>	<u>\$ 169,600</u>
43 FINE FORFEITURE PENALTIES	<u>\$ 728,100</u>	<u>\$ 520,100</u>	<u>\$ (208,000)</u>
44 USE OF MONEY & PROP			
INVESTMENT EARNINGS	\$ 350,000	\$ 300,000	\$ (50,000)
RENTS AND LEASES	649,418	431,400	(218,018)
PASSPORT PROCESSING	20,000	-	(20,000)
CENTRE CONCESSIONS	198,000	-	(198,000)
	<u>\$ 1,217,418</u>	<u>\$ 731,400</u>	<u>\$ (486,018)</u>
45 FROM OTHER AGENCIES			
STATE HOME OWNERS PROP TAX RLF	\$ 26,000	\$ 26,000	\$ -
ERAF IN-LIEU OF VLF	9,962,000	10,032,230	70,230
FEDERAL GRANTS	-	1,137,970	1,137,970
LRA PASS THROUGH AGREEMENT	65,000	50,000	(15,000)
	<u>\$ 10,053,000</u>	<u>\$ 11,246,200</u>	<u>\$ 1,193,200</u>

Fiscal Year 2020-21 Midyear-Budget Review and Adjustments

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REVENUES ACCOUNT DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	INCREASE / (DECREASE)
46 CURRENT SERVICE CHARGE			
REFUSE COLLECTION CHARGES	\$ 6,107,900	\$ 6,107,900	\$ -
RCS FEES	863,430	203,480	(659,950)
PUBLIC SAFETY FEES	619,300	618,000	(1,300)
BUILDING & SAFETY FEES	419,700	474,343	54,643
OTHER CHARGES	124,200	100,100	(24,100)
CATV SUBSCRIBER FEES	186,000	155,000	(31,000)
	<u>\$ 8,320,530</u>	<u>\$ 7,658,823</u>	<u>\$ (661,707)</u>
47 OTHER REVENUE			
SALE OF PROP A	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>
49 BUDGETED TRANSFERS			
TRANSFER FM WTR UTILITY FUND	\$ 1,795,700	\$ 1,795,700	\$ -
TRANSFER FM GAS TAX	1,848,500	1,848,500	-
	<u>\$ 3,644,200</u>	<u>\$ 3,644,200</u>	<u>\$ -</u>
REVENUE TOTAL	<u>\$ 58,897,248</u>	<u>\$ 59,734,323</u>	<u>\$ 837,075</u>

Noteworthy items from above:

- Federal Grants - \$1,137,970 increase. This revenue came in the form of CARES Act funds from the federal government. There were no funds originally included in the adopted budget. The same amount of funds are also reflected in the revised expenditure budget, reflecting COVID-19 related items.
- RCS Fees - \$659,950 decrease. While not anticipated in the adopted budget, many recreation classes have been cancelled for the fiscal year as a result of the pandemic. All corresponding revenue is being adjusted as are all related expenditures.
- Rents and Leases - \$218,018 decrease. Similar to the item above, facility room rentals have been cancelled for the fiscal year as a result of the pandemic. All corresponding revenue is being adjusted as are all related expenditures.
- Centre Concessions - \$198,000 decrease. As facility room rentals have been cancelled, corresponding concession revenues to the city are also impacted.
- Other Property Taxes - \$309,000 increase. As a result of an audit of the Los Angeles County property tax program, one-time revenues were received. In past years, this account has reflected property tax refund adjustments made by the county, therefore the negative \$90,000 included in the adopted budget.

- Sales and Use Tax: “Traditional” and Measure L – Combined \$314,000 increase. While individual retailer performance has varied greatly, citywide retail sales have been stronger than anticipated. This is particularly evident with online sales as the pandemic has boosted shopping via the internet. Of the \$314,000 above, the majority of the increase (\$180,000) is from the Measure L sales tax component. That said, sales and use tax revenue is lower overall than the amounts forecasted prior to the pandemic.

General Fund - Expenditures

Operational expenditures are largely trending as expected in alignment with the adopted budget. It is anticipated that they will increase by \$133,000 (0.25%), with the changes stemming from contractual services and office expense items previously presented to the City Council. Following is a table summarizing those changes, with further specifics below the table:

EXPENDITURE ACCOUNT DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	INCREASE / (DECREASE)
50 - EMPLOYEE SERVICES	\$ 22,311,010	\$ 21,839,265	\$ (471,745)
51 - CONTRACTS / GRANTS	25,581,173	25,892,914	311,741
52 - FACILITIES EXPENSES	1,864,744	1,859,894	(4,850)
53 - OFFICE EXPENSES	151,149	152,116	967
54 - MEETING EXPENSES	99,909	102,509	2,600
55 - DEPART. SUPPLIES	1,651,991	1,710,970	58,979
56 - OPERATING EXPENSES	2,693,289	2,802,856	109,567
57 - INTERDEPT. TRANSFERS	1,216,820	1,191,320	(25,500)
58 - CAPITAL OUTLAY	305,356	472,201	166,845
XX - CAPITAL IMP. PROJECTS	1,500,000	1,500,000	-
TOTAL EXPENDITURES	\$ 57,375,441	\$ 57,524,045	\$ 148,604

Noteworthy items from above:

- Employee Services - \$471,745 decrease. Almost the entirety of this amount is the result of the effects of the pandemic. As discussed in the revenue analysis, many classes offered by the city were cancelled as well as facility rentals and special events. The majority of the increase (\$89,000) is the result of allocating additional funds toward a program that further educates and informs residents of the March 2020 municipal election by way of additional printed material and electronic media. The additional \$20,000 reflects an increase in City Prosecutor services related to ongoing court cases.

The Employee Services revised budget does include five personnel recommendations totaling \$46,641 for the remainder of the fiscal year. They are as follows:

- One Utility Billing Supervisor position (Finance & Admin. Services) – This position would be dedicated to overseeing the billing function that the city assumed after Fathom’s demise one year ago. Existing staff has assumed these functions during the transition and it has become evident that it is not sustainable. 80% of the costs would be paid by the Water Fund (\$26,287 this year) with 20% coming from the General Fund (\$6,571 this year) accounting for the refuse billing that would be managed by the position.
- Two Maintenance Trainee positions (Public Works and Recreation & Community Services) – The positions are necessary to help maintain the city’s many facilities. These positions previously existed and were “frozen” prior to the passage of Measure L as part of the comprehensive budget actions taken. The incremental cost included in the revised budget for both is \$28,266
- Reclassification of one Management Aide to Senior Management Analyst (Public Works) – The duties currently being performed are more in line with a Senior Management Analyst position. This has become evident and even more so with the slate of capital improvement projects that are currently being initiated. The incremental cost included in the revised budget is \$2,649
- Reclassification of one Management Trainee II to Community Development Technician (Community Development) – Similar to the position above, the duties currently being performed are more in line with a different position. This too has become evident with the city’s increased use and reliance on a geographic information system (GIS). The incremental cost included in the revised budget is \$12,155.
- Contracts/Grants - \$311,741 increase. The increase was the result of \$540,000 in CARES Act grants provided to 108 local business in \$5,000 increments. (Note: additional \$1,000 grants were provided to 60 business using non-General Fund monies and not included here) The \$540,000 was then offset by savings from contractual services not realized due to the pandemic.
- Operating Expenses - \$109,567 increase. The increase was the result of additional state unemployment insurance payments brought about from unemployment benefit claims. CARES Act revenues were used to fund these unanticipated costs.
- Capital Outlay - \$166,845 increase. The increase is the result of additional purchases identified with a slight offset from other items. They are as follows:
 - Forklift - \$75,000 (Public Works) - Replacement of an existing forklift that has reached the end of its useful life. Over the years, Staff has extended its operational life however no further repair options remain.
 - Automated License Plate Reader (ALPR) Cameras \$55,000 (Public Safety) - Upgrade of aging camera system heavily used around the Lakewood Mall area. The current system has experienced functionality issues and malfunctions, and the ongoing repair costs make it no longer practical.

- Outdoor Movie Equipment - \$48,000 (RCS) - Purchase of outdoor cinema equipment in lieu of using rental services. This will allow the city to run own outdoor movies and offer flexibility in scheduling movies this fiscal year and beyond.

Water Utility Enterprise Fund

The Water Utility Enterprise Fund is the City's second largest fund. It accounts for the full operation of the City's robust water system.

The adopted budget anticipated a surplus of \$1,429,172. After taking into account year-to-date information and fiscal trends, a revised budget projection incorporates a long-anticipated capital improvement project (CIP) and reflects a \$1,322,847. The table below summarizes the adopted and revised budget snapshots:

WATER FUND SUMMARY	ADOPTED BUDGET	REVISED BUDGET	FAVORABLE / (UNFAVORABLE)
SOURCES / REVENUES	\$ 14,346,250	\$ 13,589,070	\$ (757,180)
USES / EXPENSES			
OPERATIONAL	12,917,078	\$ 12,931,930	(14,852)
CAPITAL IMPROVEMENTS	-	1,979,987	(1,979,987)
TOTAL USES	12,917,078	14,911,917	(1,994,839)
PROJECTED WATER SURPLUS/(DEFICIT)	\$ 1,429,172	\$ (1,322,847)	\$ (2,752,019)

Water Fund - Revenues

Overall, water revenues are anticipated to be \$757,180 or about 5.3% less than originally expected. As the City has experienced historically, water meter sales (the largest revenue source) are highly sensitive to weather patterns and may vary significantly depending on rainfall experienced. The table below provides an overall view of revenues, followed by some brief notations.

Fiscal Year 2020-21 Midyear-Budget Review and Adjustments

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WATER REVENUE		ADOPTED	REVISED	INCREASE /
ACCOUNT DESCRIPTION		BUDGET	BUDGET	(DECREASE)
44000	INVESTMENT EARNINGS	\$ 200,000	\$ 200,000	\$ -
44100	RENTS AND CONCESSIONS	56,750	56,750	-
46406	ENERGY UTILITY REBATES	11,000	11,000	-
46415	OTHER REVENUE	75,000	54,820	(20,180)
48000	METERED WATER SALES	11,720,000	11,720,000	-
48010	METERED WTR SALES-INTERCONNECT	1,302,000	758,000	(544,000)
48050	FIRE PROTECTION SERVICES	195,000	208,000	13,000
48100	RECLAIMED WATER	470,000	434,000	(36,000)
48250	SERVICE INITIATION FEES	46,500	46,500	-
48300	SERVICE RESTORATION CHARGES	70,000	-	(70,000)
48400	LEASE/SALE OF PUMPING RIGHTS	200,000	100,000	(100,000)
TOTAL REVENUE		\$ 14,346,250	\$ 13,589,070	\$ (757,180)

Noteworthy items from above:

- Metered Water Sales: Interconnect - \$544,000 decrease. This adjustment reflects very low activity in water sales to the City of Long Beach during the first half of the year. Second half sales, however, are anticipated to be much more significant
- Lease of Pumping Rights - \$100,000. Based on current market conditions, it is anticipated that the city will be able to generate \$100,000 in revenue by leasing available water rights. While significant, it is half of the \$200,000 originally anticipated in the adopted budget.

Water Fund - Expenses

Water expenses are expected to be \$14,911,917, or \$1,994,839 more than included in the adopted budget. This is the result of formally incorporating the Well #28 Construction CIP into the budget. Prior year funds have been set aside for this project are now being incorporated into the budget.

EXPENDITURE ACCOUNT DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	INCREASE / (DECREASE)
50 - EMPLOYEE SERVICES	\$ 2,733,832	\$ 2,716,885	\$ (16,947)
51 - CONTRACTS	919,220	889,020	(30,200)
52 - FACILITIES EXPENSES	2,528,900	2,518,160	(10,740)
53 - OFFICE EXPENSES	3,000	3,000	-
54 - MEETING EXPENSES	6,500	6,500	-
55 - DEPART. SUPPLIES	611,443	587,143	(24,300)
56 - OPERATING EXPENSES	4,125,120	4,164,720	39,600
57 - INTERDEPT. TRANSFERS	165,363	165,363	-
58 - CAPITAL OUTLAY	28,000	85,439	57,439
59 - TRANSFER TO GEN FUND	1,795,700	1,795,700	-
XX - CIP	-	1,979,987	1,979,987
TOTAL EXPENDITURES	\$ 12,917,078	\$ 14,911,917	\$ 1,994,839

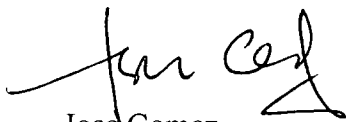
REVIEW AND UPDATE: FY 2021-22 MID-CYCLE BUDGET PREPARATION CALENDAR

As planning begins for the review of the city's FY 2021-22 Budget, expenditure changes are not anticipated. It is likely that projected city revenues may vary based on the anticipated "reopening of the economy." Attached is a draft budget review calendar.

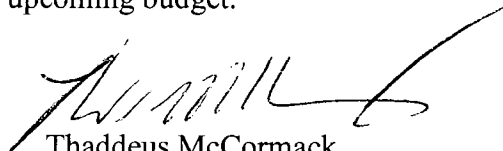
RECOMMENDATION

It is recommended that the City Council:

- 1) Adopt the noted changes for inclusion into the City's FY 2020-21 Revised Budget and direct staff to make all related adjustments to the City's budget appropriations.
- 2) Receive and file the FY 2021-22 Revised Budget Preparation Calendar and provide direction to staff regarding the preparation of the upcoming budget.



Jose Gomez
Director of Finance & Administrative Services



Thaddeus McCormack
City Manager

Attached:
Mid-Cycle Budget Review - Preparation Calendar



DRAFT

**FY 2021-22
Budget Review Calendar**

By When?	Who?	What?
March 29th	Admin. Services	Provide departments with Budget Development reports: <ul style="list-style-type: none"> ◆ Full-time Position Allocation report (PDF) ◆ Dept. budget analysis revenue and expend. reports (MS Excel) ◆ Year-to-date revenue and expenditure detail reports (MS Excel)
April 15th	All Departments	◆ Update FT Position Allocation report. Input budget figures into MS Excel reports for 1) FY 2020-21 Final Estimate and 2) FY 2021-22 Revised Budget. Email worksheets to assigned Budget Analyst. (Note: ASD will update Sal & Ben. Information)
May 2nd	CM/ASD	◆ Review department adjustment requests in MS Excel reports and update revenue and expenditure budgets as needed
May 3rd - 10th	CM/ASD	<ul style="list-style-type: none"> ◆ Hold budget meetings with each departments ◆ Provide updated budget analysis reports (MS Excel) ◆ Prepare preliminary budget summaries
May 17th - 21st	Council/CM/ASD	◆ Meet w/ Council Committees
May 21st - 25th	Admin. Services	◆ Update budget w/ input from CM and Council Committees
June 1st	Admin. Services	◆ Submit budget agenda report
June 8th	City Council	◆ Adopt Revised FY 2021-22 Budget

Department Budget Analyst Assignments

Department	Budget Analyst
Administration	TBD
Community Development	TBD
Administrative Services	TBD
Public Works	TBD
Public Safety	TBD
Rec and Com Services	TBD
Water Resources	TBD

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

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

February 9, 2021

TO: The Honorable Mayor and City Council

SUBJECT: Report of Personnel Transactions

	<u>Name</u>	<u>Title</u>	<u>Schedule</u>	<u>Effective Date</u>
1. FULL-TIME EMPLOYEES				
A. Appointments				
	None			
B. Changes				
	None			
C. Separations				
	Janet Mondragon	Community Transportaion Supervisor	24B	12/30/2020
2. PART-TIME EMPLOYEES				
A. Appointments				
	Omar Hernandez	Maintenance Trainee I	B	01/25/2021
	Jalen Rudd	Maintenance Trainee I	B	01/25/2021
B. Changes				
	Kyle Jaffke	Maintenance Trainee I	B to	01/10/2021
		Maintenance Trainee II	B	
C. Separations				


Thaddeus McCormack
City Manager

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

**CITY OF LAKEWOOD
FUND SUMMARY 1/21/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 100835 through 100897. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	1,570,538.96
1020	CABLE TV	20.50
1030	CDBG CURRENT YEAR	2,375.00
1050	COMMUNITY FACILITY	2,468.13
1336	STATE COPS GRANT	20,287.38
1622	LA CNTY MEASURE M	682.83
3001	CAPITAL IMPROV PROJECT FUND	443,064.29
3070	PROPOSITION "C"	145.42
5010	GRAPHICS AND COPY CENTER	218.56
5020	CENTRAL STORES	2,380.82
5030	FLEET MAINTENANCE	1,351.06
7500	WATER UTILITY FUND	47,434.33
8030	TRUST DEPOSIT	100.00
		<hr/>
		2,091,067.28

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
100835	01/21/2021	5393	MARK. ADAM	3,486.13	0.00	3,486.13
100836	01/21/2021	4684	AMAZON.COM LLC	114.56	0.00	114.56
100837	01/21/2021	5158	BANNER BANK	16,668.21	0.00	16,668.21
100838	01/21/2021	5158	BANNER BANK	5,485.00	0.00	5,485.00
100839	01/21/2021	4389	BEST ROLL UP DOOR INC	4,969.24	0.00	4,969.24
100840	01/21/2021	1935	BREA. CITY OF	21,140.63	0.00	21,140.63
100841	01/21/2021	5103	CALIFORNIA DEPARTMENT OF	3,180.00	0.00	3,180.00
100842	01/21/2021	7500	CENTRAL BASIN MUNICIPAL WATER	1,755.00	0.00	1,755.00
100843	01/21/2021	43135	CERRITOS. CITY OF	26,312.00	0.00	26,312.00
100844	01/21/2021	45894	CINTAS CORPORATION	74.86	0.00	74.86
100845	01/21/2021	66284	COCHICO. WILFRED Z	66.09	0.00	66.09
100846	01/21/2021	4963	COUCH. RON JR.	4,775.00	0.00	4,775.00
100847	01/21/2021	5194	CUOMO. BIAGIO	83.80	0.00	83.80
100848	01/21/2021	27200	DICKSON R F CO INC	7,285.00	0.00	7,285.00
100849	01/21/2021	3199	EDCO WASTE SERVICES LLC	442,837.33	0.00	442,837.33
100850	01/21/2021	52316	FEDERAL EXPRESS CORP	13.71	0.00	13.71
100851	01/21/2021	1542	FRENETTE. ROBIN	170.98	0.00	170.98
100852	01/21/2021	4422	GARIBALDO'S NURSERY	98.55	0.00	98.55
100853	01/21/2021	65779	GOLDEN STATE WATER COMPANY	8,337.84	0.00	8,337.84
100854	01/21/2021	5257	GRANITE TELECOMMUNICATIONS. LLC	85.08	0.00	85.08
100855	01/21/2021	4880	HODGE PRODUCTS INC.	267.37	0.00	267.37
100856	01/21/2021	42031	HOME DEPOT	288.23	0.00	288.23
100857	01/21/2021	65891	HUMAN SERVICES ASSOCIATION	750.00	0.00	750.00
100858	01/21/2021	36589	IMMEDIATE MEDICAL CARE	300.00	0.00	300.00
100859	01/21/2021	4622	JHM SUPPLY INC	172.04	0.00	172.04
100860	01/21/2021	18300	LAKEWOOD CHAMBER OF COMMERCE	1,833.33	0.00	1,833.33
100861	01/21/2021	53311	LAKEWOOD MEALS ON WHEELS	875.00	0.00	875.00
100862	01/21/2021	69	LAKEWOOD PROJECT SHEPHERD	377.00	0.00	377.00
100863	01/21/2021	18550	LAKEWOOD. CITY OF	100.00	0.00	100.00
100864	01/21/2021	21050	LOS ANGELES CO CLERK	75.00	0.00	75.00
100865	01/21/2021	21600	LOS ANGELES CO SHERIFFS DEPT	989,730.08	0.00	989,730.08
100866	01/21/2021	45069	LOS ANGELES CO/DEPT PW BLDG SVCS	79,799.34	0.00	79,799.34
100867	01/21/2021	60037	LOS ANGELES ENGINEERING. INC	316,696.08	0.00	316,696.08
100868	01/21/2021	66339	MC ENROE. BARBARA	19.50	0.00	19.50
100869	01/21/2021	600	MEZA. ALEJANDRO	171.00	0.00	171.00
100870	01/21/2021	3843	EDSON JAMES T	1,930.64	0.00	1,930.64
100871	01/21/2021	4443	O'REILLY AUTOMOTIVE STORES INC	370.37	0.00	370.37
100872	01/21/2021	47554	OFFICE DEPOT BUSINESS SVCS	329.30	0.00	329.30
100873	01/21/2021	63708	DY-JO CORPORATION	570.00	0.00	570.00
100874	01/21/2021	65659	PHASE II SYSTEMS INC	2,876.75	0.00	2,876.75
100875	01/21/2021	50512	PATHWAYS VOLUNTEER HOSPICE	750.00	0.00	750.00
100876	01/21/2021	5360	PAYMENTUS CORPORATION	7,604.78	0.00	7,604.78
100877	01/21/2021	62371	EMPLOYERWARE LLC	555.26	0.00	555.26
100878	01/21/2021	4829	MARTINEZ-RADZIUK. SONYA	616.00	0.00	616.00

CITY OF LAKEWOOD

SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
100879	01/21/2021	63364	REEVES NORM HONDA	284.43	0.00	284.43
100880	01/21/2021	4956	ROSS AVIATION INVESTMENT. LLC	3,420.25	0.00	3,420.25
100881	01/21/2021	4309	SAFESHRED	25.00	0.00	25.00
100882	01/21/2021	3153	SECTRAN SECURITY INC	154.78	0.00	154.78
100883	01/21/2021	5197	SIGNAL HILL AUTO ENTERPRISES INC.	123.63	0.00	123.63
100884	01/21/2021	52279	SMART & FINAL INC	7.93	0.00	7.93
100885	01/21/2021	26900	SO CALIF SECURITY CENTERS INC	32.63	0.00	32.63
100886	01/21/2021	29400	SOUTHERN CALIFORNIA EDISON CO	12,650.01	0.00	12,650.01
100887	01/21/2021	29500	SOUTHERN CALIFORNIA GAS CO	12,905.61	0.00	12,905.61
100888	01/21/2021	5128	SUKUT CONSTRUCTION. LLC	104,215.00	0.00	104,215.00
100889	01/21/2021	2372	TGIS CATERING SVCS INC	274.47	0.00	274.47
100890	01/21/2021	60685	TURF STAR	375.58	0.00	375.58
100891	01/21/2021	17640	WAXIE ENTERPRISES INC	906.74	0.00	906.74
100892	01/21/2021	37745	WESTERN EXTERMINATOR CO	321.50	0.00	321.50
100893	01/21/2021	4837	XEROX CORPORATION	183.11	0.00	183.11
100894	01/21/2021	5524	YOUNG. NICHOLAUS	400.00	0.00	400.00
100895	01/21/2021	5279	ZUMAR INDUSTRIES. INC.	664.53	0.00	664.53
100896	01/21/2021	3699	CARDONA. LILIA	26.00	0.00	26.00
100897	01/21/2021	3699	COX. KIM AND SHANE	100.00	0.00	100.00
Totals:				<u>2,091,067.28</u>	<u>0.00</u>	<u>2,091,067.28</u>

**CITY OF LAKEWOOD
FUND SUMMARY 1/28/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 100898 through 100959. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	145,830.72
1020	CABLE TV	2,507.08
1050	COMMUNITY FACILITY	27.55
1622	LA CNTY MEASURE M	33,836.99
3001	CAPITAL IMPROV PROJECT FUND	11,876.00
3060	PROPOSITION "A"	3,073.10
3070	PROPOSITION "C"	119.98
5010	GRAPHICS AND COPY CENTER	1,416.22
5020	CENTRAL STORES	4,757.84
5030	FLEET MAINTENANCE	1,434.18
6020	GEOGRAPHIC INFORMATION SYSTEM	134.79
7500	WATER UTILITY FUND	114,677.17
8020	LOCAL REHAB LOAN	109.50
8030	TRUST DEPOSIT	37,851.31
		<hr/>
		357,652.43

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
100898	01/28/2021	2453	LAKEWOOD EDUCATION FOUNDATION	2,808.68	0.00	2,808.68
100899	01/28/2021	4644	AGRI-TURF DISTRIBUTING	900.00	0.00	900.00
100900	01/28/2021	5179	ALS GROUP USA. CORP.	2,988.00	0.00	2,988.00
100901	01/28/2021	4684	AMAZON.COM LLC	859.52	0.00	859.52
100902	01/28/2021	1003	AMER.SOCIETY OF COMPOSERS	881.00	0.00	881.00
100903	01/28/2021	307	CALIF. STATE DISBURSEMENT UNIT	405.80	0.00	405.80
100904	01/28/2021	5382	CANNON CORPORATION	3,643.25	0.00	3,643.25
100905	01/28/2021	40572	CHICAGO TITLE CO	100.00	0.00	100.00
100906	01/28/2021	45894	CINTAS CORPORATION	60.51	0.00	60.51
100907	01/28/2021	4361	CN SCHOOL AND OFFICE SOLUTIONS INC	877.79	0.00	877.79
100908	01/28/2021	4524	DEKRA-LITE INDUSTRIES INC	42,003.29	0.00	42,003.29
100909	01/28/2021	57945	DELL MARKETING LP	12,961.43	0.00	12,961.43
100910	01/28/2021	1686	DI MICELI. DEBORAH	150.00	0.00	150.00
100911	01/28/2021	3213	DIRECTV INC	941.13	0.00	941.13
100912	01/28/2021	4435	ELLIOTT AUTO SUPPLY COMPANY INC	16.64	0.00	16.64
100913	01/28/2021	4641	FONTELA. THAO	192.27	0.00	192.27
100914	01/28/2021	5343	GALLS PARENT HOLDINGS. LLC	157.95	0.00	157.95
100915	01/28/2021	47841	GARDNER TRACTOR SERVICE	6,953.00	0.00	6,953.00
100916	01/28/2021	35477	HARA M LAWNMOWER CENTER	8.76	0.00	8.76
100917	01/28/2021	49554	HAWK. TRUDY (FAHTIEM)	68.25	0.00	68.25
100918	01/28/2021	42031	HOME DEPOT	677.04	0.00	677.04
100919	01/28/2021	4180	JONES RICHARD D. A PROF LAW CORP	16,750.00	0.00	16,750.00
100920	01/28/2021	4414	KNOWBE4 LLC	2,340.00	0.00	2,340.00
100921	01/28/2021	53311	LAKEWOOD MEALS ON WHEELS	7,464.66	0.00	7,464.66
100922	01/28/2021	69	LAKEWOOD PROJECT SHEPHERD	25,840.48	0.00	25,840.48
100923	01/28/2021	18550	LAKEWOOD. CITY OF	100.00	0.00	100.00
100924	01/28/2021	20700	LONG BEACH PUBLIC TRANSPORTATION CO	3,073.10	0.00	3,073.10
100925	01/28/2021	3564	LONG BEACH. CITY OF	876.36	0.00	876.36
100926	01/28/2021	36844	LA COUNTY DEPT OF PUBLIC WORKS	2,574.87	0.00	2,574.87
100927	01/28/2021	4443	O'REILLY AUTOMOTIVE STORES INC	164.00	0.00	164.00
100928	01/28/2021	48035	OCAJ INC	9.50	0.00	9.50
100929	01/28/2021	47554	OFFICE DEPOT BUSINESS SVCS	133.05	0.00	133.05
100930	01/28/2021	43079	ORKIN SERVICES OF CALIFORNIA. INC.	80.00	0.00	80.00
100931	01/28/2021	63708	DY-JO CORPORATION	886.00	0.00	886.00
100932	01/28/2021	5019	WGJ ENTERPRISES. INC.	33,836.99	0.00	33,836.99
100933	01/28/2021	1615	PFM ASSET MANAGEMENT LLC	3,248.42	0.00	3,248.42
100934	01/28/2021	65297	S.T.E.A.M.	14,504.19	0.00	14,504.19
100935	01/28/2021	41691	SAFETY-KLEEN CORP	683.37	0.00	683.37
100936	01/28/2021	66280	BARRY SANDLER ENTERPRISES	118.05	0.00	118.05
100937	01/28/2021	54204	SHAMROCK SUPPLY CO	187.25	0.00	187.25
100938	01/28/2021	5197	SIGNAL HILL AUTO ENTERPRISES INC.	651.58	0.00	651.58
100939	01/28/2021	5230	SITEONE LANDSCAPE SUPPLY. LLC	1,202.07	0.00	1,202.07
100940	01/28/2021	4736	SKILL SURVEY. INC.	250.00	0.00	250.00
100941	01/28/2021	52279	SMART & FINAL INC	50.65	0.00	50.65

CITY OF LAKEWOOD

SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
100942	01/28/2021	29400	SOUTHERN CALIFORNIA EDISON CO	54,033.95	0.00	54,033.95
100943	01/28/2021	4972	CHARTER COMMUNICATIONS HOLDINGS. LLC	4,274.49	0.00	4,274.49
100944	01/28/2021	44104	STATE WATER RESOURCES CONTROL BOARD	54,983.09	0.00	54,983.09
100945	01/28/2021	66215	SUPERIOR COURT OF CALIFORNIA	5,883.00	0.00	5,883.00
100946	01/28/2021	66215	SUPERIOR COURT OF CALIFORNIA	7,755.00	0.00	7,755.00
100947	01/28/2021	1437	U S BANK NATIONAL ASSOCIATION	22,581.94	0.00	22,581.94
100948	01/28/2021	5284	UNIFIRST CORPORATION	47.22	0.00	47.22
100949	01/28/2021	3943	WATERLINE TECHNOLOGIES INC	1,627.53	0.00	1,627.53
100950	01/28/2021	17640	WAXIE ENTERPRISES INC	248.18	0.00	248.18
100951	01/28/2021	62628	WELLS C. PIPELINE MATERIALS	137.92	0.00	137.92
100952	01/28/2021	40925	WEST COAST ARBORISTS INC	735.00	0.00	735.00
100953	01/28/2021	37745	WESTERN EXTERMINATOR CO	53.50	0.00	53.50
100954	01/28/2021	2279	AMERICAN PACIFIC PRINTERS COLLEGES	969.07	0.00	969.07
100955	01/28/2021	5319	WILBER. BILL	50.00	0.00	50.00
100956	01/28/2021	35146	WILLDAN ASSOCIATES	10,140.00	0.00	10,140.00
100957	01/28/2021	4837	XEROX CORPORATION	1,416.22	0.00	1,416.22
100958	01/28/2021	3699	ANDERSON. DEANNA TAYLOR	25.00	0.00	25.00
100959	01/28/2021	3699	PRICE. ASTYNE	12.42	0.00	12.42
Totals:				<u>357,652.43</u>	<u>0.00</u>	<u>357,652.43</u>

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

COUNCIL AGENDA

February 9, 2021

TO: The Honorable Mayor and City Council

SUBJECT: Report of City Council Committees' Activities

INTRODUCTION

A brief update is provided for City Council review on the activities of the following standing committees: Capital Improvement Projects, and Public Safety Committees.

STATEMENT OF FACT

On December 17, 2020, the Public Safety Committee met and discussed:

Crime Trends and Statistics

LASD personnel reported that overall Part 1 crimes throughout the city were down compared to last year, although, grand theft autos (GTAs) and aggravated assaults (AGs) were up, which has been a general trend experienced by most communities through the pandemic. August had the highest number of AGs. As a whole, the total number of incidents was very high. However, once broken down into categories, the numbers move into average for each type.

There have been 232 GTA incidents reported through the end of November with Honda Accord, Civic and CR-V models being the most commonly stolen. When recoveries are made, they are made within surrounding cities. It was determined that 16 of those stolen vehicles were taken from Lakewood Mall. LASD team had a pending warrant to serve a repeat car thief. LASD hopes the spike of stolen vehicles will subside once the suspect is taken into custody. Auto recoveries can be credited to LASD team observations, cameras and targeted arrests. LASD has worked closely with the Public Safety Department to educate public and promote awareness of the issue.

Lakewood Mall Part 1 Crimes were down overall with 192 incidents reported this year. LASD staff attributed this to most business being closed on the interior due to COVID. Larceny thefts and GTAs were the top crimes combined.

Abatement Deputy Update

The Abatement Deputy gave a verbal report on hot spots within the city with regards to transients and continued outreach and clean-up efforts.

The anticipated homeless count has been put-off for 2020 due to COVID-19. No street count will take place. Instead, LASA will get numbers from shelters.

It was brought to the concern of Chairman Rogers that several fences at the end of Los Coyotes Diagonal had been compromised, allowing unauthorized access to the neighborhood from the

Nature Trail. The lock and chain had been cut to gain access to the gate. The issue has been rectified and Community Safety Officers (CSO's) and early morning deputy patrols are conducting spot checks on the area daily.

Public Outreach

Public Information Officer Bill Grady reported the Public Information Office will publicize articles on scam prevention, include a video regarding the Award of Valor event, and include a special thank you to businesses and residents who supported deputies in the recent barricade incident in an upcoming e-Magazine article.

CityTV will be re-branding their Inside Scoop video series. More intense publicity will be conducted towards future virtual Coffee with a Deputy events to help the public be cognizant of programs that allow the community to interact with deputies. Member Wood suggested that this event be mentioned on CityTV, with raffle incentives for registration to raise awareness while promoting local businesses as well. Chairman Rogers agreed and suggested the use all media resources available to disseminate information to residents.

Use of Force Policies

Bill Grady sent out a summary of comments for the committee's review and asked the committee in considering its relevance and form an appropriate response to the community as they deem necessary. Roughly 60% of the population is in support of deputies' current actions in keeping Lakewood safe. The remaining percentage would like to know extensive details on topics such as public education on interactions with law enforcement, officer training hours on de-escalation methods, and use of mental health professionals when interacting with mentally disabled persons. Chairman Rogers agrees with the majority of comments that the Sheriff's Department is doing a great job and supports intervention/prevention programs and putting forth more resources into social service oriented support programs for Public Safety, but not taking resources from law enforcement to do so. It is important to provide feedback to the Sheriff's Department regarding Use of Force policies and to report these details to the community as a response to these concerns. The Public Information Office will describe and publicize the intensive trainings deputies undergo before patrolling the city, in an effort to educate the public.

Public Safety Department Update

The Public Safety Program Coordinator recruitment position received approximately 140 applications, of which 10 candidates will move forward with a written examination and a second selection of candidates will be invited to a panel interview. The department hopes to have the position filled by the end of January.

The Virtual Neighborhood Watch Quarterly Seminar was held at the beginning of December. The theme was "12 Figures of Public Safety" in which guest speakers shared with the block captains their roles in public safety. The webinar had good community participation. Great feedback was received by block captains who attended. The Public Safety Department is currently preparing for 2021 with events geared towards promoting participation in the Neighborhood Watch Program, National Night Out, and the Emergency Preparedness Expo.

Los Angeles County Criminal Justice Update

Public Safety Director Joshua Yordt reported on current county budget reductions that affect the city directly include programs being cut, positions remaining vacant and reduction of overtime hours within the Sheriff's Department. LASD Captain Sprengel stated that the county is working with the Board of Supervisors and going in a positive direction. The Department is still well-staffed and there are no current concerns with delivery of service. LASD continues to expect proactive policing. In November, the Board of Supervisors approved the formation of an advisory committee related to Measure J. The recommended structure, spending details and development report is due back by January 19, 2021 to the Board.

The new District Attorney has been sworn into office and has issued eight new directives that will significantly change how future cases will be handled. New directive details include focus on rehabilitation programs, elimination of cash bail, and elimination of special enhancements, to name a few. Avoidance of dehumanizing language when referring to offenders is also mentioned in one of the new directives.

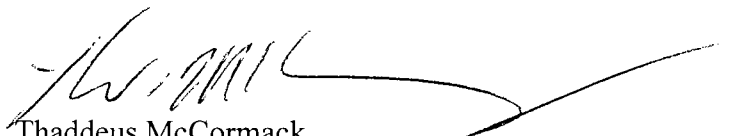
Recently, a City of Lakewood Parking Control Officer was a victim of battery while on the job. The offender was arrested and held at Lakewood Station for a court appearance. Under the new directive, this case would be held as an office hearing instead of going to trial. This is an example of how these new directives substantially change how unprovoked violent crime cases will be handled. Chairman Rogers requested a full report to the Committee on how the use of City Prosecutor services for misdemeanor offenses as the city acting alone or in conjunction with surrounding cities.

Sky Knight Campaign

Joshua Yordt updated the committee on how we can summon surrounding cities into the Sky Knight Program to help offset costs. The City of Paramount expressed interest in utilizing Sky Knight patrol services to combat street racing. Mr. Yordt presented a cost model-based formula to the Committee for review that is currently used by neighboring cities for helicopter patrol services. Cities would pay a retainer up front to begin services and be invoiced accordingly on a monthly basis. This formula takes into account maintenance costs, and is competitive with the county's hourly rates. Mr. Yordt is currently working on a draft agreement. City Manager Thaddeus McCormack and Mr. Yordt have met with officials from the City of Cerritos who are on-board and supportive of these efforts.

RECOMMENDATION

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


Thaddeus McCormack
City Manager

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

COUNCIL AGENDA

February 9, 2021

TO: The Honorable Mayor and City Council

SUBJECT: Authorize Work by Da Vinci Digitale for Pillars of Community

INTRODUCTION

At the Study Session on September 22, 2020, staff presented the full scale mock-up of the proposed art piece that would replace the Pillars of Community previously located on the plaza in front of the Centre. The City Council asked staff to consider updating several photographs from the previous content, and to develop means of displaying the names of the honorees. On October 27, 2020, Council authorized staff to continue with development and pricing for the art piece and a secondary name plate piece, to be located outside the Maple room. Staff now has finalized designs and Da Vinci Digitale is ready to begin with fabrication of the art pieces.

STATEMENT OF FACT

Phase one and two of the Pillars of Community project involved the computer work and fabrication of the mock-up of the art piece by Da Vinci Digitale, for a cost of \$16,700 which was approved by the City Manager. An additional cost of \$2,138.75 was added to the PO to rework the photos and layout of the piece, as well as to provide additional prints and sample materials. The total cost of phase one and two of the project was \$18,838.75. Phase three of the project will be the fabrication, finish work and assembly of the Pillars of Community art piece, at a total cost of \$21,400. Staff recommends Council approves this work, so we can proceed with the final steps of the project.

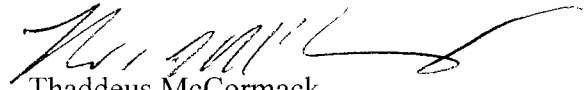
At the Study session on September 22, Council requested that we consider an additional display of the names of the honorees. On the wall just outside the Maple room doors, there is a blank space that has three vertical framed prints. These would be replaced with three brushed aluminum-like pillar silhouettes, similar to those used in the art piece, which would be the background for name tiles. There is enough space for a maximum of fifty-seven 3" x 7" name tiles. If there are three honorees every five years, this piece would accommodate about fifty years of future recognition. The total cost for the name plate art piece is \$16,777, and it includes fabrication. Drawing and samples will be provided before fabrication. Installation will be completed by City staff. Staff recommends Council approves this proposal to proceed with the work. There are adequate funds in the Pillars of Community capital project account for this work.

RECOMMENDATION

Staff recommends that the City Council:

1. Authorize work for phase three fabrication of the Pillars of Community art piece by Da Vinci Digitale in an amount not-to-exceed \$21,400.
2. Authorize work on the Name Plate art piece by Da Vinci Digitale in an amount not-to-exceed \$16,777.
3. Authorize staff to approve a cumulative total of change orders as necessary not-to-exceed \$5,000.


Lisa Ann Rapp
Director of Public Works


Thaddeus McCormack
City Manager



12/28/2020

Samantha Chambers
City of Lakewood, Dept of Public Works
5050 Clark Avenue
Lakewood CA 90712

Project: Pillars of Community, Legends of Lakewood Proposal

PHASE THREE:

CHANGE ORDER:

Plexi pop outs

Add 3/8" thick acrylic with beveled and polished edge
to match sample.

(Instead of 1/4" thick material with no bevel.)

\$ 2,400.00

Fabrication, Finish work, Assembly

\$ 19,000.00. Orig amount

\$ 21,400.00 Revised

Title Project Letters:

"Pillars of Community Legends of Lakewood"

Layout per concept drawing.

Individual fabricated letters, material tbd.

Background

- Substrate: brushed silver aluminum composite (Dibond)
Three arrow shaped pillars (2 -2 piece) (1 3-piece)
- Each panel: approximately 23"w.x 108"h; total of 3 panels
- Outside dimension: approx. 9'x10'
- Back with Aluminum bar of varying depths (for attaching to wall)

Foreground

- City Outline Panels Qty 4-5
- Composite (photos of varying sizes) on photo glossy paper, facemounted to plexi
- 2nd layer (overlay) of photos, satin finish, white aluminum composite (Dibond)
- Committee of Lakewood to finalize photo selection
- ready to be installed

23361 Peralta Drive Laguna Hills, Ca 92653 Phone 949 582 5983 Fax 949 582 3001



1/4/2021

Randy Meyer
City of Lakewood
5050 Clark Avenue
Lakewood CA 90712

Project: Pillars of Community, Name Plaque Pillars

PHASE ONE:

Design and layout per drawings and spec's provided by Lakewood
Drawings to be provided before production begins.

\$ 2835.00

PHASE TWO:

Wall Lettering

1/2' Thick dimensional lettering, stud mount. with 1/4" spacers.
Color TBD

Arrows

1/4 inch thick brushed aluminum dibond panel
with 1/4" wall spacers - returns painted silver. Tapped for stud mounting.

Name Plaques

3/8" thick clear beveled and polished acrylic with
sub surface digitally printed names. (57 Names + 10 extra, 67 total)

Provide sample material prior to production.

Install name plaques onto arrows prior to packaging.

Provide pattern for installation by City of Lakewood.

\$ 13,942.00

Total \$ 16,777.00

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

RESOLUTION NO. 2021-4

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD
ADDING A JOB CLASSIFICATION AND AMENDING EXISTING PAY
RATE IN ATTACHMENT B OF RESOLUTION NO 2020-15

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

SECTION 1. The following job classifications and monthly pay rate is hereby added to
Schedule B, attached to Resolution No. 2020-15:

Schedule	Classification	Step 1	Step 2	Step 3	Step 4	Step 5
15A	Community Development Technician	4863	5104	5362	5630	5911
24B	Utility Billing Supervisor	6085	6391	6712	7048	7401

ADOPTED AND APPROVED THIS 9TH DAY OF FEBRUARY 2021.

Mayor

ATTEST:

City Clerk

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

COUNCIL AGENDA

February 9, 2021

TO: The Honorable Mayor and City Council

SUBJECT: Purchase of Equipment - Drive-In Outdoor Movie System

INTRODUCTION

Since the onset of the COVID-19 global pandemic in March 2020, the city's special event calendar has been severely affected with the cancellation of several community and family special events. Among the events canceled were the Movie Night Under the Stars series of outdoor movies scheduled at city parks. When the County of Los Angeles Department of Public Health (Public Health) provided protocols for offering outdoor drive-in movie theater operations, the Movie Nights Under the Stars series were reimagined as drive-in movies held at Lakewood Center.

STATEMENT OF FACT

Nine drive-in movies have been offered to the community since August 2020, and all have sold out with 100 parking spaces reserved by advanced registration. Given the number of drive-in movies which have already been offered and the possibility of hosting six additional movies before the close of Fiscal Year 2021, the city would be well served owning the equipment needed to produce a drive-in movie experience for residents in the immediate future and for years to come. The equipment can also be successfully employed to complement other city special events including outdoor concerts.

In seeking a package of equipment consistent with what has been successfully experienced by the community, staff has secured quotes from three qualified vendors. System components include a 40-foot inflatable projection screen accompanied with an air blower and anchors, a pre-wired portable projection console, an FM radio transmitter and required power cables.

The lowest of the three quotes received is from TheBigPictures, the company which the city has been renting equipment from for the drive-in movies previously offered.


SUMMARY

The RCS department will continue to offer drive-in movies whereby residents can participate in an outdoor event in a safe manner amid the COVID-19 pandemic. The drive-in movies have been well received and will likely become a mainstay in the slate of special events offered to residents. There are sufficient funds in the current FY21 budget for this purchase within the Recreation and Community Services Department allocation. No additional appropriation is being requested.

STAFF RECOMMENDATION

Staff recommends that the City Council approve the purchase of a drive-in outdoor movie system from TheBigPictures located in Malibu, California at an amount not to exceed \$45,495.

Valarie Frost VF
Director of Recreation & Community Services


Thaddeus McCormack
City Manager

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

TO: The Honorable Mayor and City Council

SUBJECT: Fiscal Year (FY) 2020-21 Midyear Budget Review and Adjustments
and Presentation of the FY 2021-22 Mid-Cycle Budget Preparation Calendar

INTRODUCTION

The City is currently in the first year of the FY 2020-22 Two-Year Budget adopted in June 2020. With approximately seven months of FY 2020-21 data available, it is appropriate to review current budget estimates and revise where needed especially in light of the widespread economic effects of the ongoing pandemic. Not surprisingly, there has been more volatility and fluctuation for both revenues and expenditures than in most years. Nevertheless, the city continues in a sound fiscal path. Still, the uncertainty of the current economic environment and organizational needs stemming from the pandemic make it more difficult to forecast into the future.

Following is an overview of the City's two major funds, the General Fund and the Water Utility Enterprise Fund.

STATEMENT OF FACT

General Fund

The General Fund is the largest City fund and one which the Council has discretionary authority. When adopted last summer, the General Fund budget anticipated a surplus of \$1,521,807 where revenues would be greater than expenditures by this amount for the year. After taking into account year-to-date information and fiscal trends, a revised budget projection for the General Fund is expected to result in an increased surplus of \$688,471 or about 45% more than anticipated in the Adopted Budget. The table below summarizes the adopted and revised budget snapshots:

GENERAL FUND SUMMARY	ADOPTED BUDGET	REVISED BUDGET	FAVORABLE / (UNFAVORABLE)
SOURCES / REVENUES	\$ 58,897,248	\$ 59,734,323	\$ 837,075
USES / EXPENDITURES	57,375,441	57,524,045	(148,604)
PROJECTED GENERAL FUND SURPLUS	\$ 1,521,807	\$ 2,210,278	\$ 688,471

General Fund - Revenues

As a whole, General Fund revenues are expected to end the year \$837,075 (1.4%) higher than the \$58,897,248 originally budgeted. Within that relatively modest increase there are a number of items worth highlighting. The following table provides an overall view of General Fund revenues, with further specifics below the table:

Fiscal Year 2020-21 Midyear-Budget Review and Adjustments

February 9, 2021

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REVENUES	ADOPTED	REVISED	FAVORABLE/ (UNFAVORABLE)
ACCOUNT DESCRIPTION	BUDGET	BUDGET	
40 PROPERTY TAXES			
CURRENT YEAR-SECURED	\$ 5,222,000	\$ 5,267,000	\$ 45,000
CURRENT YEAR-UNSECURED	194,000	194,000	-
PRIOR YEARS SECURED/UNSECURED	(2,000)	(3,000)	(1,000)
OTHER PROPERTY TAXES	(90,000)	219,000	309,000
PENALTIES & INT ON DELQ TAXES	15,000	15,000	-
RESIDUAL PROPERTY TAX	250,000	230,000	(20,000)
	<u>\$ 5,589,000</u>	<u>\$ 5,922,000</u>	<u>\$ 333,000</u>
41 OTHER TAXES			
SALES AND USE TAX	\$ 13,348,000	\$ 13,482,000	\$ 134,000
SALES AND USE TAX- MEASURE L	9,275,000	9,455,000	180,000
FRANCHISES	1,515,000	1,475,000	(40,000)
BUSINESS LICENSE TAX	490,500	580,000	89,500
DOCUMENTARY TRANSFER TAX	204,000	334,000	130,000
TRANSIENT OCCUPANCY TAX	46,000	46,000	-
UTILITY USERS TAX	2,667,500	2,671,000	3,500
	<u>\$ 27,546,000</u>	<u>\$ 28,043,000</u>	<u>\$ 497,000</u>
42 LICENSES & PERMITS			
BUILDING & SAFETY PERMITS	1,095,500	1,266,600	171,100
WIRELESS TELECOM APPL FEE	3,500	2,000	(1,500)
	<u>\$ 1,099,000</u>	<u>\$ 1,268,600</u>	<u>\$ 169,600</u>
43 FINE FORFEITURE PENALTIES	<u>\$ 728,100</u>	<u>\$ 520,100</u>	<u>\$ (208,000)</u>
44 USE OF MONEY & PROP			
INVESTMENT EARNINGS	\$ 350,000	\$ 300,000	\$ (50,000)
RENTS AND LEASES	649,418	431,400	(218,018)
PASSPORT PROCESSING	20,000	-	(20,000)
CENTRE CONCESSIONS	198,000	-	(198,000)
	<u>\$ 1,217,418</u>	<u>\$ 731,400</u>	<u>\$ (486,018)</u>
45 FROM OTHER AGENCIES			
STATE HOME OWNRS PROP TAX RLF	\$ 26,000	\$ 26,000	\$ -
ERAF IN-LIEU OF VLF	9,962,000	10,032,230	70,230
FEDERAL GRANTS	-	1,137,970	1,137,970
LRA PASS THROUGH AGREEMENT	65,000	50,000	(15,000)
	<u>\$ 10,053,000</u>	<u>\$ 11,246,200</u>	<u>\$ 1,193,200</u>

Fiscal Year 2020-21 Midyear-Budget Review and Adjustments

February 9, 2021

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REVENUES ACCOUNT DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	INCREASE / (DECREASE)
46 CURRENT SERVICE CHARGE			
REFUSE COLLECTION CHARGES	\$ 6,107,900	\$ 6,107,900	\$ -
RCS FEES	863,430	203,480	(659,950)
PUBLIC SAFETY FEES	619,300	618,000	(1,300)
BUILDING & SAFETY FEES	419,700	474,343	54,643
OTHER CHARGES	124,200	100,100	(24,100)
CATV SUBSCRIBER FEES	186,000	155,000	(31,000)
	<u>\$ 8,320,530</u>	<u>\$ 7,658,823</u>	<u>\$ (661,707)</u>
47 OTHER REVENUE			
SALE OF PROP A	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>
49 BUDGETED TRANSFERS			
TRANSFER FM WTR UTILITY FUND	\$ 1,795,700	\$ 1,795,700	\$ -
TRANSFER FM GAS TAX	1,848,500	1,848,500	-
	<u>\$ 3,644,200</u>	<u>\$ 3,644,200</u>	<u>\$ -</u>
REVENUE TOTAL	<u>\$ 58,897,248</u>	<u>\$ 59,734,323</u>	<u>\$ 837,075</u>

Noteworthy items from above:

- Federal Grants - \$1,137,970 increase. This revenue came in the form of CARES Act funds from the federal government. There were no funds originally included in the adopted budget. The same amount of funds are also reflected in the revised expenditure budget, reflecting COVID-19 related items.
- RCS Fees - \$659,950 decrease. While not anticipated in the adopted budget, many recreation classes have been cancelled for the fiscal year as a result of the pandemic. All corresponding revenue is being adjusted as are all related expenditures.
- Rents and Leases - \$218,018 decrease. Similar to the item above, facility room rentals have been cancelled for the fiscal year as a result of the pandemic. All corresponding revenue is being adjusted as are all related expenditures.
- Centre Concessions - \$198,000 decrease. As facility room rentals have been cancelled, corresponding concession revenues to the city are also impacted.
- Other Property Taxes - \$309,000 increase. As a result of an audit of the Los Angeles County property tax program, one-time revenues were received. In past years, this account has reflected property tax refund adjustments made by the county, therefore the negative \$90,000 included in the adopted budget.

- Sales and Use Tax: “Traditional” and Measure L – Combined \$314,000 increase. While individual retailer performance has varied greatly, citywide retail sales have been stronger than anticipated. This is particularly evident with online sales as the pandemic has boosted shopping via the internet. Of the \$314,000 above, the majority of the increase (\$180,000) is from the Measure L sales tax component. That said, sales and use tax revenue is lower overall than the amounts forecasted prior to the pandemic.

General Fund - Expenditures

Operational expenditures are largely trending as expected in alignment with the adopted budget. It is anticipated that they will increase by \$133,000 (0.25%), with the changes stemming from contractual services and office expense items previously presented to the City Council. Following is a table summarizing those changes, with further specifics below the table:

EXPENDITURE ACCOUNT DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	INCREASE / (DECREASE)
50 - EMPLOYEE SERVICES	\$ 22,311,010	\$ 21,839,265	\$ (471,745)
51 - CONTRACTS / GRANTS	25,581,173	25,892,914	311,741
52 - FACILITIES EXPENSES	1,864,744	1,859,894	(4,850)
53 - OFFICE EXPENSES	151,149	152,116	967
54 - MEETING EXPENSES	99,909	102,509	2,600
55 - DEPART. SUPPLIES	1,651,991	1,710,970	58,979
56 - OPERATING EXPENSES	2,693,289	2,802,856	109,567
57 - INTERDEPT. TRANSFERS	1,216,820	1,191,320	(25,500)
58 - CAPITAL OUTLAY	305,356	472,201	166,845
XX - CAPITAL IMP. PROJECTS	1,500,000	1,500,000	-
TOTAL EXPENDITURES	\$ 57,375,441	\$ 57,524,045	\$ 148,604

Noteworthy items from above:

- Employee Services - \$471,745 decrease. Almost the entirety of this amount is the result of the effects of the pandemic. As discussed in the revenue analysis, many classes offered by the city were cancelled as well as facility rentals and special events. The majority of the increase (\$89,000) is the result of allocating additional funds toward a program that further educates and informs residents of the March 2020 municipal election by way of additional printed material and electronic media. The additional \$20,000 reflects an increase in City Prosecutor services related to ongoing court cases.

The Employee Services revised budget does include five personnel recommendations totaling \$46,641 for the remainder of the fiscal year. They are as follows:

- One Utility Billing Supervisor position (Finance & Admin. Services) – This position would be dedicated to overseeing the billing function that the city assumed after Fathom’s demise one year ago. Existing staff has assumed these functions during the transition and it has become evident that it is not sustainable. 80% of the costs would be paid by the Water Fund (\$26,287 this year) with 20% coming from the General Fund (\$6,571 this year) accounting for the refuse billing that would be managed by the position.
- Two Maintenance Trainee positions (Public Works and Recreation & Community Services) – The positions are necessary to help maintain the city’s many facilities. These positions previously existed and were “frozen” prior to the passage of Measure L as part of the comprehensive budget actions taken. The incremental cost included in the revised budget for both is \$28,266
- Reclassification of one Management Aide to Senior Management Analyst (Public Works) – The duties currently being performed are more in line with a Senior Management Analyst position. This has become evident and even more so with the slate of capital improvement projects that are currently being initiated. The incremental cost included in the revised budget is \$2,649
- Reclassification of one Management Trainee II to Community Development Technician (Community Development) – Similar to the position above, the duties currently being performed are more in line with a different position. This too has become evident with the city’s increased use and reliance on a geographic information system (GIS). The incremental cost included in the revised budget is \$12,155.
- Contracts/Grants - \$311,741 increase. The increase was the result of \$540,000 in CARES Act grants provided to 108 local business in \$5,000 increments. (Note: additional \$1,000 grants were provided to 60 business using non-General Fund monies and not included here) The \$540,000 was then offset by savings from contractual services not realized due to the pandemic.
- Operating Expenses - \$109,567 increase. The increase was the result of additional state unemployment insurance payments brought about from unemployment benefit claims. CARES Act revenues were used to fund these unanticipated costs.
- Capital Outlay - \$166,845 increase. The increase is the result of additional purchases identified with a slight offset from other items. They are as follows:
 - Forklift - \$75,000 (Public Works) - Replacement of an existing forklift that has reached the end of its useful life. Over the years, Staff has extended its operational life however no further repair options remain.
 - Automated License Plate Reader (ALPR) Cameras \$55,000 (Public Safety) - Upgrade of aging camera system heavily used around the Lakewood Mall area. The current system has experienced functionality issues and malfunctions, and the ongoing repair costs make it no longer practical.

- Outdoor Movie Equipment - \$48,000 (RCS) - Purchase of outdoor cinema equipment in lieu of using rental services. This will allow the city to run own outdoor movies and offer flexibility in scheduling movies this fiscal year and beyond.

Water Utility Enterprise Fund

The Water Utility Enterprise Fund is the City's second largest fund. It accounts for the full operation of the City's robust water system.

The adopted budget anticipated a surplus of \$1,429,172. After taking into account year-to-date information and fiscal trends, a revised budget projection incorporates a long-anticipated capital improvement project (CIP) and reflects a \$1,322,847. The table below summarizes the adopted and revised budget snapshots:

WATER FUND SUMMARY	ADOPTED BUDGET	REVISED BUDGET	FAVORABLE / (UNFAVORABLE)
SOURCES / REVENUES	\$ 14,346,250	\$ 13,589,070	\$ (757,180)
USES / EXPENSES			
OPERATIONAL	12,917,078	\$ 12,931,930	(14,852)
CAPITAL IMPROVEMENTS	-	1,979,987	(1,979,987)
TOTAL USES	12,917,078	14,911,917	(1,994,839)
PROJECTED WATER SURPLUS/(DEFICIT)	\$ 1,429,172	\$ (1,322,847)	\$ (2,752,019)

Water Fund - Revenues

Overall, water revenues are anticipated to be \$757,180 or about 5.3% less than originally expected. As the City has experienced historically, water meter sales (the largest revenue source) are highly sensitive to weather patterns and may vary significantly depending on rainfall experienced. The table below provides an overall view of revenues, followed by some brief notations.

Fiscal Year 2020-21 Midyear-Budget Review and Adjustments

February 9, 2021

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WATER REVENUE		ADOPTED	REVISED	INCREASE /
ACCOUNT DESCRIPTION		BUDGET	BUDGET	(DECREASE)
44000	INVESTMENT EARNINGS	\$ 200,000	\$ 200,000	\$ -
44100	RENTS AND CONCESSIONS	56,750	56,750	-
46406	ENERGY UTILITY REBATES	11,000	11,000	-
46415	OTHER REVENUE	75,000	54,820	(20,180)
48000	METERED WATER SALES	11,720,000	11,720,000	-
48010	METERED WTR SALES-INTERCONNECT	1,302,000	758,000	(544,000)
48050	FIRE PROTECTION SERVICES	195,000	208,000	13,000
48100	RECLAIMED WATER	470,000	434,000	(36,000)
48250	SERVICE INITIATION FEES	46,500	46,500	-
48300	SERVICE RESTORATION CHARGES	70,000	-	(70,000)
48400	LEASE/SALE OF PUMPING RIGHTS	200,000	100,000	(100,000)
TOTAL REVENUE		\$ 14,346,250	\$ 13,589,070	\$ (757,180)

Noteworthy items from above:

- Metered Water Sales: Interconnect - \$544,000 decrease. This adjustment reflects very low activity in water sales to the City of Long Beach during the first half of the year. Second half sales, however, are anticipated to be much more significant
- Lease of Pumping Rights - \$100,000. Based on current market conditions, it is anticipated that the city will be able to generate \$100,000 in revenue by leasing available water rights. While significant, it is half of the \$200,000 originally anticipated in the adopted budget.

Water Fund - Expenses

Water expenses are expected to be \$14,911,917, or \$1,994,839 more than included in the adopted budget. This is the result of formally incorporating the Well #28 Construction CIP into the budget. Prior year funds have been set aside for this project are now being incorporated into the budget.

EXPENDITURE ACCOUNT DESCRIPTION	ADOPTED BUDGET	REVISED BUDGET	INCREASE / (DECREASE)
50 - EMPLOYEE SERVICES	\$ 2,733,832	\$ 2,716,885	\$ (16,947)
51 - CONTRACTS	919,220	889,020	(30,200)
52 - FACILITIES EXPENSES	2,528,900	2,518,160	(10,740)
53 - OFFICE EXPENSES	3,000	3,000	-
54 - MEETING EXPENSES	6,500	6,500	-
55 - DEPART. SUPPLIES	611,443	587,143	(24,300)
56 - OPERATING EXPENSES	4,125,120	4,164,720	39,600
57 - INTERDEPT. TRANSFERS	165,363	165,363	-
58 - CAPITAL OUTLAY	28,000	85,439	57,439
59 - TRANSFER TO GEN FUND	1,795,700	1,795,700	-
XX - CIP	-	1,979,987	1,979,987
TOTAL EXPENDITURES	\$ 12,917,078	\$ 14,911,917	\$ 1,994,839

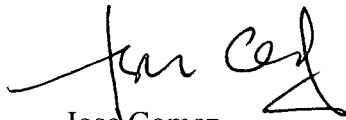
REVIEW AND UPDATE: FY 2021-22 MID-CYCLE BUDGET PREPARATION CALENDAR

As planning begins for the review of the city's FY 2021-22 Budget, expenditure changes are not anticipated. It is likely that projected city revenues may vary based on the anticipated "reopening of the economy." Attached is a draft budget review calendar.

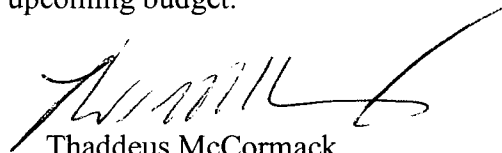
RECOMMENDATION

It is recommended that the City Council:

- 1) Adopt the noted changes for inclusion into the City's FY 2020-21 Revised Budget and direct staff to make all related adjustments to the City's budget appropriations.
- 2) Receive and file the FY 2021-22 Revised Budget Preparation Calendar and provide direction to staff regarding the preparation of the upcoming budget.



Jose Gomez
Director of Finance & Administrative Services



Thaddeus McCormack
City Manager

Attached:
Mid-Cycle Budget Review - Preparation Calendar



DRAFT

**FY 2021-22
Budget Review Calendar**

By When?	Who?	What?
March 29th	Admin. Services	Provide departments with Budget Development reports: <ul style="list-style-type: none"> ◆ Full-time Position Allocation report (PDF) ◆ Dept. budget analysis revenue and expend. reports (MS Excel) ◆ Year-to-date revenue and expenditure detail reports (MS Excel)
April 15th	All Departments	◆ Update FT Position Allocation report. Input budget figures into MS Excel reports for 1) FY 2020-21 Final Estimate and 2) FY 2021-22 Revised Budget. Email worksheets to assigned Budget Analyst. (Note: ASD will update Sal & Ben. Information)
May 2nd	CM/ASD	◆ Review department adjustment requests in MS Excel reports and update revenue and expenditure budgets as needed
May 3rd - 10th	CM/ASD	<ul style="list-style-type: none"> ◆ Hold budget meetings with each departments ◆ Provide updated budget analysis reports (MS Excel) ◆ Prepare preliminary budget summaries
May 17th - 21st	Council/CM/ASD	◆ Meet w/ Council Committees
May 21st - 25th	Admin. Services	◆ Update budget w/ input from CM and Council Committees
June 1st	Admin. Services	◆ Submit budget agenda report
June 8th	City Council	◆ Adopt Revised FY 2021-22 Budget

Department Budget Analyst Assignments

Department	Budget Analyst
Administration	TBD
Community Development	TBD
Administrative Services	TBD
Public Works	TBD
Public Safety	TBD
Rec and Com Services	TBD
Water Resources	TBD

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**CITY OF LAKEWOOD SUCCESSOR AGENCY - HOUSING
FUND SUMMARY 1/21/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 398 through 398. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

3901	HOUSING SUCCESSOR AGENCY	18,000.00
		<hr/>
		18,000.00

Council Approval

Date

City Manager

Attest

City Clerk

Director of Administrative Services

CITY OF LAKEWOOD SUCCESSOR AGENCY - HOUSING

SUMMARY CHECK REGISTER

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>VEND #</u>	<u>VENDOR NAME</u>	<u>GROSS</u>	<u>DISC.</u>	<u>CHECK AMOUNT</u>
398	01/21/2021	3699	ROBERSON, APRIL AND	18,000.00	0.00	18,000.00
Totals:				<u>18,000.00</u>	<u>0.00</u>	<u>18,000.00</u>