

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

December 14, 2021

**RECEPTION:** “Lakewood Celebrates . . .” 6:00 p.m.

**CALL TO ORDER** 7:30 p.m.

**INVOCATION:** Reverend Tamara John, Christ Presbyterian Church Lakewood

**PLEDGE OF ALLEGIANCE:** Camp Fire Horizon Club

**ROLL CALL:** Mayor Jeff Wood  
Vice Mayor Steve Croft  
Council Member Ariel Pe  
Council Member Todd Rogers  
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 November 9, November 16, and November 23, 2021

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 receive and file the report.

RI-5 MONTHLY REPORT OF INVESTMENT TRANSACTIONS - OCTOBER 2021 AND NOVEMBER 2021 - Staff recommends City Council receive and file the reports.

RI-6 RESOLUTION NO. 2021-64; A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD EXTENDING A LOCAL EMERGENCY DUE TO THE COVID-19 VIRUS - Staff recommends City Council adopt proposed resolution.

## **City Council Agenda**

December 14, 2021

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### **ROUTINE ITEMS: - Continued**

- RI-7 PURCHASE OF SPECIAL EVENT EQUIPMENT - Staff recommends City Council approve the purchase of 79 Lifetime Eight-Foot Picnic Table from Home Depot in an amount not to exceed \$34,839.
- RI-8 AUTHORIZE PURCHASE OF PORTABLE GENERATOR FROM GENERAC POWER SYSTEMS - Staff recommends City Council authorize the Purchasing Officer to purchase the Generac 75 kVa portable generator (Model No. MDG75DF4) in an amount not to exceed \$50,000.
- RI-9 REQUEST FOR APPROVAL OF SUBSTITUTION OF SUB-CONTRACTOR FOR PUBLIC WORKS CONTRACT 2020-3 - Staff recommends City Council approve the request for substitution of Robertson Industries Inc. with SpectraTurf as submitted by Deark E&C Inc., the General Contractor for “Improvements to the Existing San Martin Park” project.
- RI-10 APPROVAL OF TRAFFIC ENGINEERING SERVICES FOR PREPARATION OF SIGNAL TIMING CHARTS - Staff recommends City Council authorize Willdan Engineering’s services to prepare the new signal timing charts, under their existing Agreement for Engineering Services, in an amount of \$29,680 and authorize the Mayor to sign the proposal.
- RI-11 APPROVAL OF CITYWIDE UNCONTROLLED MARKED CROSSWALKS STUDY - Staff recommends City Council authorize Willdan Engineering’s services to conduct phase two of the Uncontrolled Marked Crosswalks Study, under their existing Agreement for Engineering Services, in an amount of \$41,545 and authorize the Mayor to sign the proposal.
- RI-12 ARCHITECTURAL SERVICES AUTHORIZATION – DAHLIN GROUP – MODULAR OFFICE UNIT - Staff recommends City Council authorize architectural services for the CD/PW modular office unit, per the Dahlin Group proposal dated November 30, 2021, in an amount not-to-exceed \$97,500, and authorize the Mayor to sign the proposal.

### **LEGISLATION:**

- 2.1 RESOLUTION NO. 2021-65; APPOINTMENT TO THE RECREATION AND COMMUNITY SERVICES COMMISSION - Staff recommends City Council adopt proposed resolution.
- 2.2 AUTHORIZE CALIFORNIA UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT (CUPCAA) RESOLUTION NO. 2021-66 AND ORDINANCE NO. 2021-9 - Staff recommends City Council adopt the proposed resolution to become subject to the California Uniform Public Construction Cost Accounting Act; introduce the proposed ordinance and conduct the first reading to adopt the informal bidding procedures under the California Uniform Public Construction Cost Accounting Act; and increase the City Manager’s contracting authority on public projects to \$60,000 or as modified by the Act in the future.

### **REPORTS:**

- 3.1 REVIEW OF ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) FOR YEAR ENDED JUNE 30, 2021, AND PRESENTATION OF GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA) AWARD - Staff recommends City Council receive and file the ACFR for year ended June 30, 2021, and accept the GFOA Certificate of Achievement for Excellence in Financial Reporting award for fiscal year ending June 30, 2020.
- 3.2 UPDATE ON IMPLEMENTATION OF NEW CITY WEBSITE - Staff recommends City Council receive and file the report.

## **City Council Agenda**

December 14, 2021

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### **REPORTS: - Continued**

- 3.3 FORMAL APPROVAL OF THE NEW TENNIS COURTS AT MAYFAIR PARK - Staff recommends City Council approve the dedication of the new tennis courts as the "Howard L. Chambers Memorial Tennis Courts at Mayfair Park."

## **AGENDA**

### **LAKEWOOD HOUSING SUCCESSOR AGENCY**

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

### **ORAL COMMUNICATIONS:**

### **ADJOURNMENT**

In compliance with the Americans with Disabilities Act, if you are a qualified individual with a disability and need an accommodation to participate in the City Council meeting, please contact the City Clerk's Office, 5050 Clark Avenue, Lakewood, CA, at 562/866-9771, ext. 2200; or at [cityclerk@lakewoodcity.org](mailto: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](http://www.lakewoodcity.org)

# Routine Items

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

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

**COUNCIL AGENDA**


December 14, 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>
<b>1. FULL-TIME EMPLOYEES</b>			
<b>A. Appointments</b>			
None			
<b>B. Changes</b>			
None			
<b>C. Separations</b>			
None			
<b>2. PART-TIME EMPLOYEES</b>			
<b>A. Appointments</b>			
Dominic Braggs	Maintenance Services Aide III	B	11/01/2021
Ricardo Ceron Gonzales	Maintenance Services Aide III	B	10/31/2021
Gavin Swain	Maintenance Services Aide III	B	11/29/2021
Jabe Marvis Williams	Maintenance Services Aide III	B	11/01/2021
<b>B. Changes</b>			
George Aguilera	Maintenance Services Aide III Maintenance Trainee I	B to B	11/28/2021
Gilberto Arteaga-Ceja	Recreation Leader II Community Services Leader III	A to B	10/31/2021
Trevor Ridgway	Maintenance Services Aide III Maintenance Trainee I	B to B	11/28/2021
<b>C. Separations</b>			
Samuel Bautista	Maintenance Services Aide III	B	10/31/2021

Personnel Transactions  
December 14 , 2021  
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Jeffrey Casillas	Community Services Leader III	B	12/01/2021
Martin Fischer	Maintenance Trainee II	B	11/27/2021
Luis Gomez	Maintenance Trainee II	B	11/25/2021
David Richard	Community Services Specialist	B	10/17/2021
David Spreitzer	Maintenance Trainee I	B	11/22/2021
Josue Varela	Water Utility Worker	12A	11/10/2021



Thaddeus McCormack  
City Manager



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

**CITY OF LAKEWOOD  
FUND SUMMARY 11/10/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 104316 through 104401. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	141,380.24
1025	AMERICAN RESCUE PLAN	1,194.19
1050	COMMUNITY FACILITY	4,082.99
1623	LA CNTY MEASURE W	7,139.47
1740	STATE PARK BOND ACT 2000	80,560.00
3001	CAPITAL IMPROV PROJECT FUND	22,131.25
5010	GRAPHICS AND COPY CENTER	465.67
5020	CENTRAL STORES	1,604.22
5030	FLEET MAINTENANCE	4,242.26
6020	GEOGRAPHIC INFORMATION SYSTEM	1,348.22
7500	WATER UTILITY FUND	291,690.49
8020	LOCAL REHAB LOAN	14,491.00
8030	TRUST DEPOSIT	20,232.85
		<hr/>
		<b>590,562.85</b>

Council Approval

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Date

\_\_\_\_\_

City Manager

Attest

\_\_\_\_\_

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
104316	11/10/2021	2453	LAKEWOOD EDUCATION FOUNDATION	1,516.65	0.00	1,516.65
104317	11/10/2021	53311	LAKEWOOD MEALS ON WHEELS	515.00	0.00	515.00
104318	11/10/2021	53311	LAKEWOOD MEALS ON WHEELS	3,321.20	0.00	3,321.20
104319	11/10/2021	2453	LAKEWOOD EDUCATION FOUNDATION	9,927.40	0.00	9,927.40
104320	11/10/2021	69	LAKEWOOD PROJECT SHEPHERD	1,855.20	0.00	1,855.20
104321	11/10/2021	38918	SOROPTIMIST INTL. LKWD/LONG BEACH	904.50	0.00	904.50
104322	11/10/2021	4842	A T & T CORP	292.18	0.00	292.18
104323	11/10/2021	4113	SHAKER NERMINE	1,925.00	0.00	1,925.00
104324	11/10/2021	2701	AIRE RITE A/C & REFRIGERATION INC	21,576.64	0.00	21,576.64
104325	11/10/2021	4684	AMAZON.COM LLC	1,009.10	0.00	1,009.10
104326	11/10/2021	50163	AMERICAN PUBLIC WORKS ASSN	268.75	0.00	268.75
104327	11/10/2021	58000	AMERICAN TRUCK & TOOL RENTAL INC	2,645.73	0.00	2,645.73
104328	11/10/2021	59969	BAKERSFIELD WELL & PUMP CO	9,000.00	0.00	9,000.00
104329	11/10/2021	5158	BANNER BANK	22,131.25	0.00	22,131.25
104330	11/10/2021	5266	BAY AREA DRIVING SCHOOL. INC.	25.35	0.00	25.35
104331	11/10/2021	4278	BEAR COMMUNICATIONS INC	125.69	0.00	125.69
104332	11/10/2021	7500	CENTRAL BASIN MUNICIPAL WATER	45.00	0.00	45.00
104333	11/10/2021	4815	CHESSMAN. RONALD	325.00	0.00	325.00
104334	11/10/2021	45894	CINTAS CORPORATION	70.03	0.00	70.03
104335	11/10/2021	57070	CITY LIGHT & POWER LKWD INC	2,063.76	0.00	2,063.76
104336	11/10/2021	5561	CRAFTWATER ENGINEERING. INC.	5,973.00	0.00	5,973.00
104337	11/10/2021	5540	DE LAGE LANDEN FINANCIAL SERVICES	394.81	0.00	394.81
104338	11/10/2021	5583	DEARK E&C. INC.	80,560.00	0.00	80,560.00
104339	11/10/2021	4680	DIAZ. ISABELLE	349.17	0.00	349.17
104340	11/10/2021	5340	DOXIM INC.	9,631.87	0.00	9,631.87
104341	11/10/2021	3199	EDCO WASTE SERVICES LLC	10,445.82	0.00	10,445.82
104342	11/10/2021	51393	EMPLOYMENT DEVELOPMENT DEPT	6,108.21	0.00	6,108.21
104343	11/10/2021	4947	FILE KEEPERS. LLC	21.40	0.00	21.40
104344	11/10/2021	4884	FRONTIER CALIFORNIA INC.	2,652.85	0.00	2,652.85
104345	11/10/2021	52875	FROST. VALARIE A.	460.43	0.00	460.43
104346	11/10/2021	5343	GALLS PARENT HOLDINGS. LLC	129.02	0.00	129.02
104347	11/10/2021	4422	GARIBALDO'S NURSERY	699.54	0.00	699.54
104348	11/10/2021	56711	GILLIBRAND P W CO INC	1,720.70	0.00	1,720.70
104349	11/10/2021	34845	GLASBY MAINTENANCE SUPPLY CO	205.86	0.00	205.86
104350	11/10/2021	33150	GRAINGER W W INC	985.64	0.00	985.64
104351	11/10/2021	5257	GRANITE TELECOMMUNICATIONS. LLC	85.08	0.00	85.08
104352	11/10/2021	35477	HARA M LAWNMOWER CENTER	473.05	0.00	473.05
104353	11/10/2021	42031	HOME DEPOT	3,683.25	0.00	3,683.25
104354	11/10/2021	41897	HOSE-MAN THE	81.59	0.00	81.59
104355	11/10/2021	4622	JHM SUPPLY INC	453.29	0.00	453.29
104356	11/10/2021	53365	KENNY'S AUTO SERVICE	304.00	0.00	304.00
104357	11/10/2021	53849	LAKEWOOD ROTARY CLUB	212.00	0.00	212.00
104358	11/10/2021	18550	LAKEWOOD. CITY OF	100.00	0.00	100.00
104359	11/10/2021	21050	LOS ANGELES CO CLERK	150.00	0.00	150.00

# CITY OF LAKEWOOD SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
104360	11/10/2021	4745	LUNDERVILLE. GERALD P	8.00	0.00	8.00
104361	11/10/2021	4887	MATHESON TRI-GAS. INC.	310.79	0.00	310.79
104362	11/10/2021	4443	O'REILLY AUTOMOTIVE STORES INC	1,523.46	0.00	1,523.46
104363	11/10/2021	47554	OFFICE DEPOT BUSINESS SVCS	6.31	0.00	6.31
104364	11/10/2021	1199	PREFERRED AERIAL & CRANE TECHNOLOGY	325.00	0.00	325.00
104365	11/10/2021	5367	OUADIENT LEASING USA. INC.	23.55	0.00	23.55
104366	11/10/2021	63364	REEVES NORM HONDA	332.94	0.00	332.94
104367	11/10/2021	65297	S.T.E.A.M.	9,255.91	0.00	9,255.91
104368	11/10/2021	4033	SCHRUBBE. JACQUELINE	240.00	0.00	240.00
104369	11/10/2021	39554	SEE'S CANDIES INC	3,509.55	0.00	3,509.55
104370	11/10/2021	5379	SERVICEWEAR APPAREL INC.	122.24	0.00	122.24
104371	11/10/2021	5197	SIGNAL HILL AUTO ENTERPRISES INC.	239.79	0.00	239.79
104372	11/10/2021	61543	COMPUTER & PERIPHERALS GROUP	1,348.22	0.00	1,348.22
104373	11/10/2021	29400	SOUTHERN CALIFORNIA EDISON CO	40,558.71	0.00	40,558.71
104374	11/10/2021	4026	SPASEFF TED C	112.50	0.00	112.50
104375	11/10/2021	49529	SPICERS PAPER INC	70.86	0.00	70.86
104376	11/10/2021	4893	TENG. WHEA-FUN	308.00	0.00	308.00
104377	11/10/2021	2372	TGIS CATERING SVCS INC	70.00	0.00	70.00
104378	11/10/2021	2533	TNEMEC COMPANY INC.	563.38	0.00	563.38
104379	11/10/2021	3110	TORRES LOPEZ JAVIER	183.00	0.00	183.00
104380	11/10/2021	57989	U S BANK	64.82	0.00	64.82
104381	11/10/2021	5284	UNIFIRST CORPORATION	139.77	0.00	139.77
104382	11/10/2021	5291	VENECIANO. KRISTINA	141.04	0.00	141.04
104383	11/10/2021	64652	CELLCO PARTNERSHIP	5,217.18	0.00	5,217.18
104384	11/10/2021	7400	WATER REPLENISHMENT DISTRICT OF	267,569.34	0.00	267,569.34
104385	11/10/2021	3943	WATERLINE TECHNOLOGIES INC	1,065.01	0.00	1,065.01
104386	11/10/2021	17640	WAXIE ENTERPRISES INC	310.41	0.00	310.41
104387	11/10/2021	62628	WELLS C. PIPELINE MATERIALS	294.17	0.00	294.17
104388	11/10/2021	40925	WEST COAST ARBORISTS INC	27,497.25	0.00	27,497.25
104389	11/10/2021	37745	WESTERN EXTERMINATOR CO	62.70	0.00	62.70
104390	11/10/2021	5582	COMPREHENSIVE PRINT GROUP LLC	6,546.65	0.00	6,546.65
104391	11/10/2021	3837	WORTHINGTON FORD	1,034.78	0.00	1,034.78
104392	11/10/2021	2145	WYNN. LAKYN	48.75	0.00	48.75
104393	11/10/2021	3699	CONLEY. TAMIA	36.95	0.00	36.95
104394	11/10/2021	3699	CROFT. TERESITA	250.00	0.00	250.00
104395	11/10/2021	3699	DONTAS. ERIKA	38.00	0.00	38.00
104396	11/10/2021	3699	GIBBONS. DONIELLE	250.00	0.00	250.00
104397	11/10/2021	3699	LONG BEACH CITY COLLEGE	17.00	0.00	17.00
104398	11/10/2021	3699	RANGEL. ANA	250.00	0.00	250.00
104399	11/10/2021	3699	SEARCY. RAYMOND	601.81	0.00	601.81
104400	11/10/2021	3699	VIGIL AIR	14,491.00	0.00	14,491.00
104401	11/10/2021	3699	WALLACE. WANDA	100.00	0.00	100.00
<b>Totals:</b>				<u>590,562.85</u>	<u>0.00</u>	<u>590,562.85</u>

**CITY OF LAKEWOOD  
FUND SUMMARY 11/18/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 104402 through 104486. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	1,740,633.14
1030	CDBG CURRENT YEAR	3,224.83
1050	COMMUNITY FACILITY	17,253.03
1336	STATE COPS GRANT	20,675.78
1500	MISC-SPECIAL REVENUE FUND	1,506.25
3070	PROPOSITION "C"	1,917.43
5020	CENTRAL STORES	3,037.13
5030	FLEET MAINTENANCE	4,272.12
6020	GEOGRAPHIC INFORMATION SYSTEM	271.74
7500	WATER UTILITY FUND	56,460.18
8030	TRUST DEPOSIT	200.00
		<hr/>
		<b>1,849,451.63</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
104402	11/15/2021	1813	BIOMETRICS4ALL INC	21.75	0.00	21.75
104403	11/18/2021	62243	4IMPRINT	2,034.69	0.00	2,034.69
104404	11/18/2021	61142	ADAMS-HILLERY SHARRON	3,199.58	0.00	3,199.58
104405	11/18/2021	1700	ALLIED REFRIGERATION INC	50.78	0.00	50.78
104406	11/18/2021	4684	AMAZON.COM LLC	505.03	0.00	505.03
104407	11/18/2021	4693	APEX DRUM COMPANY. INC.	1,119.04	0.00	1,119.04
104408	11/18/2021	4564	ARAMARK UNIFORM&CAREER APPAREL GRP	260.96	0.00	260.96
104409	11/18/2021	5322	N. HARRIS COMPUTER CORPORATION	30,275.70	0.00	30,275.70
104410	11/18/2021	4126	AUTOZONE PARTS INC	27.32	0.00	27.32
104411	11/18/2021	48108	BERG. APRIL	390.00	0.00	390.00
104412	11/18/2021	5280	BROWN. BONNIE	245.05	0.00	245.05
104413	11/18/2021	46162	C S M F O	470.00	0.00	470.00
104414	11/18/2021	46162	C S M F O	370.00	0.00	370.00
104415	11/18/2021	307	CALIF. STATE DISBURSEMENT UNIT	1,141.77	0.00	1,141.77
104416	11/18/2021	53983	CALIF STATE FRANCHISE TAX BOARD	40.36	0.00	40.36
104417	11/18/2021	6600	CALIFORNIA STATE DEPT OF JUSTICE	224.00	0.00	224.00
104418	11/18/2021	5382	CANNON CORPORATION	7,986.53	0.00	7,986.53
104419	11/18/2021	36824	CARWOOD HAND CARWASH & DETAIL CTR. LLC	204.00	0.00	204.00
104420	11/18/2021	45894	CINTAS CORPORATION	60.53	0.00	60.53
104421	11/18/2021	57070	CITY LIGHT & POWER LKWD INC	4,095.00	0.00	4,095.00
104422	11/18/2021	5214	CLEANCOR HOLDINGS LLC DBA CLEANCOR LNG L	465.00	0.00	465.00
104423	11/18/2021	5368	CAMERON WELDING SUPPLY	324.44	0.00	324.44
104424	11/18/2021	5523	COLE. KODE	748.80	0.00	748.80
104425	11/18/2021	4776	CORELOGIC. INC.	75.75	0.00	75.75
104426	11/18/2021	4876	CREATE A PARTY INC.	5,225.75	0.00	5,225.75
104427	11/18/2021	5326	COLOMRICAN. INC.	3,095.93	0.00	3,095.93
104428	11/18/2021	27200	DICKSON R F CO INC	51,661.62	0.00	51,661.62
104429	11/18/2021	5229	DUNRITE PEST CONTROL INC.	130.00	0.00	130.00
104430	11/18/2021	5542	ECONOMIC & PLANNING SYSTEMS INC.	1,506.25	0.00	1,506.25
104431	11/18/2021	3199	EDCO WASTE SERVICES LLC	453,725.89	0.00	453,725.89
104432	11/18/2021	5343	GALLS PARENT HOLDINGS. LLC	81.96	0.00	81.96
104433	11/18/2021	52540	GONSALVES JOE A & SON	4,526.00	0.00	4,526.00
104434	11/18/2021	42031	HOME DEPOT	681.61	0.00	681.61
104435	11/18/2021	36589	IMMEDIATE MEDICAL CARE	395.00	0.00	395.00
104436	11/18/2021	4622	JHM SUPPLY INC	458.64	0.00	458.64
104437	11/18/2021	59873	JJS PALOMO'S STEEL INC	631.34	0.00	631.34
104438	11/18/2021	5605	LAGERLOF. LLP	3,420.00	0.00	3,420.00
104439	11/18/2021	18300	LAKEWOOD CHAMBER OF COMMERCE	1,833.33	0.00	1,833.33
104440	11/18/2021	55469	LAKEWOOD CITY EMPLOYEE ASSOCIATION	2,040.00	0.00	2,040.00
104441	11/18/2021	59671	WOODWARDS MICHAEL	441.89	0.00	441.89
104442	11/18/2021	3564	LONG BEACH. CITY OF	631.49	0.00	631.49
104443	11/18/2021	21050	LOS ANGELES CO CLERK	75.00	0.00	75.00
104444	11/18/2021	21050	LOS ANGELES CO CLERK	75.00	0.00	75.00
104445	11/18/2021	21600	LOS ANGELES CO SHERIFFS DEPT	1,016,657.95	0.00	1,016,657.95

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
104446	11/18/2021	45069	LOS ANGELES CO/DEPT PW BLDG SVCS	72,049.41	0.00	72,049.41
104447	11/18/2021	36844	LA COUNTY DEPT OF PUBLIC WORKS	1,835.34	0.00	1,835.34
104448	11/18/2021	4287	MEJIA. EDMUNDO	81.00	0.00	81.00
104449	11/18/2021	5153	MIDWEST MOTOR SUPPLY CO. INC.	652.24	0.00	652.24
104450	11/18/2021	5134	NORRIS. RICHARD	3,869.25	0.00	3,869.25
104451	11/18/2021	4443	O'REILLY AUTOMOTIVE STORES INC	728.08	0.00	728.08
104452	11/18/2021	47554	OFFICE DEPOT BUSINESS SVCS	902.99	0.00	902.99
104453	11/18/2021	63708	DY-JO CORPORATION	1,710.00	0.00	1,710.00
104454	11/18/2021	4866	SCOTT. REBECCA DBA PONY TIME	400.00	0.00	400.00
104455	11/18/2021	15600	LONG BEACH PUBLISHING CO	3,019.15	0.00	3,019.15
104456	11/18/2021	5367	OUADIENT LEASING USA. INC.	456.59	0.00	456.59
104457	11/18/2021	4680	SCHULTZ. ISABELLE	684.75	0.00	684.75
104458	11/18/2021	3153	SECTAN SECURITY INC	162.25	0.00	162.25
104459	11/18/2021	5230	SITEONE LANDSCAPE SUPPLY. LLC	3,721.98	0.00	3,721.98
104460	11/18/2021	26900	SO CALIF SECURITY CENTERS INC	69.61	0.00	69.61
104461	11/18/2021	61543	COMPUTER & PERIPHERALS GROUP	271.74	0.00	271.74
104462	11/18/2021	36658	SOUTH COAST A.O.M.D.	1,165.48	0.00	1,165.48
104463	11/18/2021	29400	SOUTHERN CALIFORNIA EDISON CO	76,460.54	0.00	76,460.54
104464	11/18/2021	29500	SOUTHERN CALIFORNIA GAS CO	5,256.82	0.00	5,256.82
104465	11/18/2021	2559	STANLEY CONVERGENT SECURITY	57,643.36	0.00	57,643.36
104466	11/18/2021	4770	MANCE. MIKE J.	175.64	0.00	175.64
104467	11/18/2021	977	STEVEN ENTERPRISES	634.33	0.00	634.33
104468	11/18/2021	2372	TGIS CATERING SVCS INC	8,969.09	0.00	8,969.09
104469	11/18/2021	5278	THE TECHNOLOGY DEPOT	2,627.92	0.00	2,627.92
104470	11/18/2021	5297	THURSTON ELEVATOR CONCEPTS. INC.	143.00	0.00	143.00
104471	11/18/2021	4480	TYLER BUSINESS FORMS	613.26	0.00	613.26
104472	11/18/2021	5284	UNIFIRST CORPORATION	23.61	0.00	23.61
104473	11/18/2021	4907	VARSITY BRANDS HOLDING CO INC	478.27	0.00	478.27
104474	11/18/2021	4840	VERITIV OPERATING COMPANY	237.41	0.00	237.41
104475	11/18/2021	17640	WAXIE ENTERPRISES INC	520.54	0.00	520.54
104476	11/18/2021	37745	WESTERN EXTERMINATOR CO	57.25	0.00	57.25
104477	11/18/2021	3699	BROOKS. LATANYA	250.00	0.00	250.00
104478	11/18/2021	3699	CARSON. BRIANA	250.00	0.00	250.00
104479	11/18/2021	3699	GENTLE. CHENEL	250.00	0.00	250.00
104480	11/18/2021	3699	GOFORTH. AILEEN	250.00	0.00	250.00
104481	11/18/2021	3699	MADDAHI. DARIUSH	100.00	0.00	100.00
104482	11/18/2021	3699	MADRIGAL. MICHELLE	250.00	0.00	250.00
104483	11/18/2021	3699	PATEL. MAHEISH	100.00	0.00	100.00
104484	11/18/2021	3699	SANTOS. ROBERT	250.00	0.00	250.00
104485	11/18/2021	3699	WILLIAMS. TEONA	250.00	0.00	250.00
104486	11/18/2021	3699	ZAMARRIPA. ALFREDO	250.00	0.00	250.00
<b>Totals:</b>				<u>1,849,451.63</u>	<u>0.00</u>	<u>1,849,451.63</u>

**CITY OF LAKEWOOD  
FUND SUMMARY 11/24/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 104487 through 104582. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	136,986.91
1020	CABLE TV	894.27
1025	AMERICAN RESCUE PLAN	19,928.98
1050	COMMUNITY FACILITY	7,256.33
1622	LA CNTY MEASURE M	1,076.00
1623	LA CNTY MEASURE W	8,748.00
1640	BEV CONTAINER REC GRANT	39,602.00
3070	PROPOSITION "C"	225.09
5010	GRAPHICS AND COPY CENTER	40.00
5020	CENTRAL STORES	6,341.49
5030	FLEET MAINTENANCE	7,378.91
7500	WATER UTILITY FUND	455,453.67
8030	TRUST DEPOSIT	13,644.50
		<hr/>
		<b>697,576.15</b>

Council Approval

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Date

\_\_\_\_\_

City Manager

Attest

\_\_\_\_\_

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
104487	11/24/2021	5314	ALESHIRE & WYNDER LLP	1,430.00	0.00	1,430.00
104488	11/24/2021	4684	AMAZON.COM LLC	121.20	0.00	121.20
104489	11/24/2021	5588	APPLIED PLANNING. INC.	13,344.50	0.00	13,344.50
104490	11/24/2021	35016	ASSOCIATED SOILS ENGINEERING INC	1,010.00	0.00	1,010.00
104491	11/24/2021	46678	AUTOLIFT SERVICES INC	750.00	0.00	750.00
104492	11/24/2021	4126	AUTOZONE PARTS INC	102.30	0.00	102.30
104493	11/24/2021	443	B&M LAWN AND GARDEN INC	155.61	0.00	155.61
104494	11/24/2021	5154	BANC OF AMERICA PUBLIC CAPITAL CORP.	390,154.69	0.00	390,154.69
104495	11/24/2021	4278	BEAR COMMUNICATIONS INC	39.69	0.00	39.69
104496	11/24/2021	5184	BEGINNERS EDGE SPORTS TRAINING. LLC	2,408.25	0.00	2,408.25
104497	11/24/2021	4721	BELL EVENT SERVICES INC	3,970.00	0.00	3,970.00
104498	11/24/2021	5601	TWO SHELLS ENTERPRISES INC.	40.00	0.00	40.00
104499	11/24/2021	59955	CALIFORNIA ELECTRIC SUPPLY CO	999.42	0.00	999.42
104500	11/24/2021	5528	SEMA. INC.	40.00	0.00	40.00
104501	11/24/2021	45894	CINTAS CORPORATION	70.03	0.00	70.03
104502	11/24/2021	5214	CLEANCOR HOLDINGS LLC DBA CLEANCOR LNG L	465.00	0.00	465.00
104503	11/24/2021	5585	CLEARSTREAM RECYCLING. INC.	39,602.00	0.00	39,602.00
104504	11/24/2021	5326	COLOMRICAN. INC.	75.32	0.00	75.32
104505	11/24/2021	4348	D&J INTERNATIONAL INC	3,399.01	0.00	3,399.01
104506	11/24/2021	4498	DELTA DENTAL INSURANCE COMPANY	968.99	0.00	968.99
104507	11/24/2021	56889	DELTA DENTAL OF CALIFORNIA	7,833.80	0.00	7,833.80
104508	11/24/2021	4660	ZW USA INC.	529.03	0.00	529.03
104509	11/24/2021	5229	DUNRITE PEST CONTROL INC.	130.00	0.00	130.00
104510	11/24/2021	52316	FEDERAL EXPRESS CORP	157.29	0.00	157.29
104511	11/24/2021	34845	GLASBY MAINTENANCE SUPPLY CO	96.63	0.00	96.63
104512	11/24/2021	5584	GLOBE GAS CORPORATION	69.45	0.00	69.45
104513	11/24/2021	33150	GRAINGER W W INC	177.76	0.00	177.76
104514	11/24/2021	35477	HARA M LAWNMOWER CENTER	575.70	0.00	575.70
104515	11/24/2021	42031	HOME DEPOT	20,324.69	0.00	20,324.69
104516	11/24/2021	41897	HOSE-MAN THE	44.12	0.00	44.12
104517	11/24/2021	4622	JHM SUPPLY INC	357.76	0.00	357.76
104518	11/24/2021	4180	JONES RICHARD D. A PROF LAW CORP	16,750.00	0.00	16,750.00
104519	11/24/2021	36167	KARTER. JANET	518.70	0.00	518.70
104520	11/24/2021	18550	LAKEWOOD. CITY OF	300.00	0.00	300.00
104521	11/24/2021	44733	LIEBERT CASSIDY WHITMORE	1,092.00	0.00	1,092.00
104522	11/24/2021	59113	MACRO AUTOMATICS	9,438.25	0.00	9,438.25
104523	11/24/2021	58414	MANAGED HEALTH NETWORK	361.57	0.00	361.57
104524	11/24/2021	23130	MC MASTER-CARR SUPPLY CO	1,743.31	0.00	1,743.31
104525	11/24/2021	332	MERRIMAC PETROLEUM INC	3,986.11	0.00	3,986.11
104526	11/24/2021	4190	NATIONAL UNION FIRE INSURANCE CO	505.70	0.00	505.70
104527	11/24/2021	4443	O'REILLY AUTOMOTIVE STORES INC	900.79	0.00	900.79
104528	11/24/2021	5203	OC VACUUM INC.	7,841.00	0.00	7,841.00
104529	11/24/2021	47554	OFFICE DEPOT BUSINESS SVCS	77.05	0.00	77.05
104530	11/24/2021	63708	DY-JO CORPORATION	2,090.00	0.00	2,090.00

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
104531	11/24/2021	46945	TAYLOR CORPORATION	502.47	0.00	502.47
104532	11/24/2021	65659	PHASE II SYSTEMS INC	2,903.05	0.00	2,903.05
104533	11/24/2021	5360	PAYMENTUS CORPORATION	7,500.94	0.00	7,500.94
104534	11/24/2021	5532	CHEN. PATRICIA P.C.	300.00	0.00	300.00
104535	11/24/2021	1919	POLLARD JOSEPH G COMPANY INC	1,163.28	0.00	1,163.28
104536	11/24/2021	4956	ROSS AVIATION INVESTMENT. LLC	5,445.76	0.00	5,445.76
104537	11/24/2021	45437	S & J SUPPLY CO	2,387.85	0.00	2,387.85
104538	11/24/2021	5045	SAN JUAN. CLYDE J	104.00	0.00	104.00
104539	11/24/2021	4761	SANCHEZ. EUGENE	500.00	0.00	500.00
104540	11/24/2021	5379	SERVICEWEAR APPAREL INC.	2,452.15	0.00	2,452.15
104541	11/24/2021	5197	SIGNAL HILL AUTO ENTERPRISES INC.	191.84	0.00	191.84
104542	11/24/2021	5230	SITEONE LANDSCAPE SUPPLY. LLC	1,110.54	0.00	1,110.54
104543	11/24/2021	52279	SMART & FINAL INC	889.50	0.00	889.50
104544	11/24/2021	5135	SOLID SURFACE CARE. INC.	10,930.40	0.00	10,930.40
104545	11/24/2021	29400	SOUTHERN CALIFORNIA EDISON CO	46,032.37	0.00	46,032.37
104546	11/24/2021	37930	STANDARD INSURANCE CO UNIT 22	2,381.60	0.00	2,381.60
104547	11/24/2021	37930	STANDARD INSURANCE CO UNIT 22	9,495.18	0.00	9,495.18
104548	11/24/2021	60792	STEPHENS. ERIC	962.00	0.00	962.00
104549	11/24/2021	977	STEVEN ENTERPRISES	751.59	0.00	751.59
104550	11/24/2021	4873	TRANSAMERICA LIFE INSURANCE COMPANY	1,590.40	0.00	1,590.40
104551	11/24/2021	65224	TUMBLE-N-KIDS. INC	9,518.60	0.00	9,518.60
104552	11/24/2021	60685	TURF STAR	50.47	0.00	50.47
104553	11/24/2021	1437	U S BANK NATIONAL ASSOCIATION	35,527.95	0.00	35,527.95
104554	11/24/2021	5284	UNIFIRST CORPORATION	27.23	0.00	27.23
104555	11/24/2021	49848	USA BLUE BOOK A DIVISION OF	710.18	0.00	710.18
104556	11/24/2021	4907	VARSITY BRANDS HOLDING CO INC	58.54	0.00	58.54
104557	11/24/2021	57135	VISION SERVICE PLAN	4,467.70	0.00	4,467.70
104558	11/24/2021	17640	WAXIE ENTERPRISES INC	167.43	0.00	167.43
104559	11/24/2021	37745	WESTERN EXTERMINATOR CO	282.45	0.00	282.45
104560	11/24/2021	5582	COMPREHENSIVE PRINT GROUP LLC	17.52	0.00	17.52
104561	11/24/2021	5279	ZUMAR INDUSTRIES. INC.	1,076.00	0.00	1,076.00
104562	11/24/2021	3699	AGUILAR. ALLEN	250.00	0.00	250.00
104563	11/24/2021	3699	BARBER. HOLLYS	250.00	0.00	250.00
104564	11/24/2021	3699	BOUNLEUTH. KRISTENA	250.00	0.00	250.00
104565	11/24/2021	3699	CHRISTENSEN. CORY	250.00	0.00	250.00
104566	11/24/2021	3699	CORNELIUS. LESLEY	250.00	0.00	250.00
104567	11/24/2021	3699	ETEUATI. LOUISE	250.00	0.00	250.00
104568	11/24/2021	3699	GUADRON. RAFAEL	250.00	0.00	250.00
104569	11/24/2021	3699	JAMISON. GARLAND	250.00	0.00	250.00
104570	11/24/2021	3699	JESSUP. KERSHERAL	250.00	0.00	250.00
104571	11/24/2021	3699	LAKEWOOD LITTLE LEAGUE	8,269.00	0.00	8,269.00
104572	11/24/2021	3699	MOINE. LAURA	17.16	0.00	17.16
104573	11/24/2021	3699	MORAST. BRIDGETTE	250.00	0.00	250.00
104574	11/24/2021	3699	PEREZ. LIDIA	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>
104575	11/24/2021	3699	PINEDA, MARIA	250.00	0.00	250.00
104576	11/24/2021	3699	PUGA, JESSICA	250.00	0.00	250.00
104577	11/24/2021	3699	RIVERA, DEBBIE	250.00	0.00	250.00
104578	11/24/2021	3699	ROXAS, ROSE	435.00	0.00	435.00
104579	11/24/2021	3699	SUNRUN INSTALLATION SERVICES	199.28	0.00	199.28
104580	11/24/2021	3699	SUR, CRYSTAL	110.00	0.00	110.00
104581	11/24/2021	3699	TIKU, MASHU	250.00	0.00	250.00
104582	11/24/2021	3699	TOLENTINO, CATHERINE	250.00	0.00	250.00
<b>Totals:</b>				<u>697,576.15</u>	<u>0.00</u>	<u>697,576.15</u>

# CITY OF LAKEWOOD

## SUMMARY ACH/WIRE REGISTER NOV 2021

ACH date	Amount	Recipient	Purpose	Period
11/3/21	\$103,019.74	IRS via F&M	Fed taxes	Oct 17-30, 2021
11/4/21	\$3,530.00	F&A Fed C/U	employee savings account	Oct 17-30, 2021
11/4/21	\$6,422.00	Southland C/U	employee savings account	Oct 17-30, 2021
11/4/21	\$28,949.25	EDD	State taxes	Oct 17-30, 2021
11/4/21	\$3,029.74	MidAmerica	ARS aka APPLE	Oct 17-30, 2021
11/4/21	\$13,758.41	VOYA	VOYA 401(a)	Oct 17-30, 2021
11/4/21	\$3,425.00	PARS via U.S. Bank	excess stackable plan	Oct 17-30, 2021
11/4/21	\$5,344.96	PARS via U.S. Bank	stackable plan	Oct 17-30, 2021
11/4/21	\$32,800.70	VOYA	VOYA 457 & ROTH	Oct 17-30, 2021
11/12/21	\$109,719.74	CalPERS	PERS contribution	Oct 17-30, 2021
11/12/21	\$1,516.65	LEF	EVENT RECAP PAYOUT	OCT 2021
11/12/21	\$515.00	MEALS ON WHEELS	DONATIONS	APR-JUN 2021
11/12/21	\$3,321.20	MEALS ON WHEELS	DONATIONS	JUL-SEP 2021
11/12/21	\$9,927.40	LEF	DONATIONS	JUL-SEP 2021
11/12/21	\$1,855.20	PROJECT SHEPHERD	DONATIONS	JUL-SEP 2021
11/12/21	\$904.50	SOROPTOMIST, INT.	DONATIONS	JUL-SEP 2021
11/17/21	\$128,225.17	IRS via F&M	Fed taxes	Oct 31-Nov 13, 2021
11/17/21	\$24,688.94	MidAmerica	HRA aka CEMRB	Nov 2021
11/18/21	\$3,530.00	F&A Fed C/U	employee savings account	Oct 31-Nov 13, 2021
11/18/21	\$6,422.00	Southland C/U	employee savings account	Oct 31-Nov 13, 2021
11/18/21	\$35,126.60	EDD	State taxes	Oct 31-Nov 13, 2021
11/18/21	\$3,231.91	MidAmerica	ARS aka APPLE	Oct 31-Nov 13, 2021
11/18/21	\$43,206.70	VOYA	VOYA 401(a)	Oct 31-Nov 13, 2021
11/18/21	\$9,063.07	PARS via U.S. Bank	stackable plan	Oct 31-Nov 13, 2021
11/18/21	\$31,129.70	VOYA	VOYA 457 & ROTH	Oct 31-Nov 13, 2021
11/26/21	\$59,984.26	City Light & Power	monthly maint fee	Nov 2021
11/26/21	\$107,290.71	CalPERS	PERS Health	Dec 2021
11/26/21	\$110,821.73	CalPERS	PERS contribution	Oct 31-Nov 13, 2021
11/30/21	\$800,000.00	LAIF	investment	Oct 2021

Council Approval

\_\_\_\_\_

Date

\_\_\_\_\_

City Manager

Attest:

\_\_\_\_\_

City Clerk

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Director of Finance & Administrative Services

**CITY OF LAKEWOOD  
FUND SUMMARY 12/02/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 104583 through 104649. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	104,438.53
1020	CABLE TV	414.97
1025	AMERICAN RESCUE PLAN	9,439.76
1030	CDBG CURRENT YEAR	2,874.98
1070	RETIREE BENEFITS	229,345.00
1500	MISC-SPECIAL REVENUE FUND	1,950.00
3070	PROPOSITION "C"	279.54
5020	CENTRAL STORES	2,127.01
5030	FLEET MAINTENANCE	5,697.79
7500	WATER UTILITY FUND	21,308.89
8020	LOCAL REHAB LOAN	100.00
		<hr/>
		<b>377,976.47</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
104583	12/02/2021	4961	4WALL LOS ANGELES INC	5,450.00	0.00	5,450.00
104584	12/02/2021	4113	SHAKER NERMINE	1,925.00	0.00	1,925.00
104585	12/02/2021	2701	AIRE RITE A/C & REFRIGERATION INC	452.50	0.00	452.50
104586	12/02/2021	5567	ALL CITY MANAGEMENT SERVICES. INC.	11,943.88	0.00	11,943.88
104587	12/02/2021	4684	AMAZON.COM LLC	4,695.54	0.00	4,695.54
104588	12/02/2021	4514	MR WHELLS INC	2,174.13	0.00	2,174.13
104589	12/02/2021	57770	B & H FOTO & ELECTRONICS CORP	4,143.86	0.00	4,143.86
104590	12/02/2021	7500	CENTRAL BASIN MUNICIPAL WATER	1,800.00	0.00	1,800.00
104591	12/02/2021	40572	CHICAGO TITLE CO	100.00	0.00	100.00
104592	12/02/2021	45894	CINTAS CORPORATION	60.53	0.00	60.53
104593	12/02/2021	66284	COCHICO. WILFRED Z	51.96	0.00	51.96
104594	12/02/2021	53451	COMMUNITY FAMILY GUIDANCE CTR	666.66	0.00	666.66
104595	12/02/2021	5200	DAHLIN GROUP. INC.	10,556.60	0.00	10,556.60
104596	12/02/2021	4442	DANIEL'S TIRE SERVICE INC	1,477.85	0.00	1,477.85
104597	12/02/2021	4043	DIAMOND ENVIRONMENTAL SERVICES LP	5,517.90	0.00	5,517.90
104598	12/02/2021	3213	DIRECTV INC	35.00	0.00	35.00
104599	12/02/2021	4734	DOSSIER SYSTEMS. INC.	1,500.00	0.00	1,500.00
104600	12/02/2021	4435	ELLIOTT AUTO SUPPLY COMPANY INC	292.23	0.00	292.23
104601	12/02/2021	5608	FARMERS & MERCHANTS BANK	3,067.00	0.00	3,067.00
104602	12/02/2021	63519	FLUE STEAM INC	225.00	0.00	225.00
104603	12/02/2021	5116	FUN EXPRESS LLC	546.36	0.00	546.36
104604	12/02/2021	5343	GALLS PARENT HOLDINGS. LLC	183.10	0.00	183.10
104605	12/02/2021	65779	GOLDEN STATE WATER COMPANY	11,710.99	0.00	11,710.99
104606	12/02/2021	61769	GRAUTEN. EVELYN R	104.00	0.00	104.00
104607	12/02/2021	43869	HARPER & ASSOCIATES ENGINEERING. INC.	3,430.00	0.00	3,430.00
104608	12/02/2021	4880	HODGE PRODUCTS INC.	514.33	0.00	514.33
104609	12/02/2021	42031	HOME DEPOT	2,256.10	0.00	2,256.10
104610	12/02/2021	65891	HUMAN SERVICES ASSOCIATION	708.33	0.00	708.33
104611	12/02/2021	50740	INTERNAL REVENUE SERVICE	1,024.19	0.00	1,024.19
104612	12/02/2021	4622	JHM SUPPLY INC	231.89	0.00	231.89
104613	12/02/2021	4458	KIM. YVONNE	563.20	0.00	563.20
104614	12/02/2021	53311	LAKEWOOD MEALS ON WHEELS	833.33	0.00	833.33
104615	12/02/2021	59671	WOODWARDS MICHAEL	469.85	0.00	469.85
104616	12/02/2021	18400	LAKEWOOD. CITY WATER DEPT	24,033.37	0.00	24,033.37
104617	12/02/2021	20300	LONG BEACH CITY GAS & WATER DEPT	309.21	0.00	309.21
104618	12/02/2021	4705	MAG-TROL. INC.	701.57	0.00	701.57
104619	12/02/2021	49927	MAYFAIR HIGH SCHOOL MUSIC DEPT	300.00	0.00	300.00
104620	12/02/2021	23130	MC MASTER-CARR SUPPLY CO	181.96	0.00	181.96
104621	12/02/2021	5525	MICHAEL BAKER INTERNATIONAL. INC.	1,950.00	0.00	1,950.00
104622	12/02/2021	4446	MIDAMERICA ADMIN & RETIREMENT	631.00	0.00	631.00
104623	12/02/2021	5607	MOTA. DANIEL	550.00	0.00	550.00
104624	12/02/2021	5547	MURRAYSMITH. INC.	10,759.50	0.00	10,759.50
104625	12/02/2021	55607	MYRON CORP	326.70	0.00	326.70
104626	12/02/2021	3843	EDSON JAMES T	2,237.63	0.00	2,237.63

# CITY OF LAKEWOOD SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
104627	12/02/2021	4443	O'REILLY AUTOMOTIVE STORES INC	58.00	0.00	58.00
104628	12/02/2021	47554	OFFICE DEPOT BUSINESS SVCS	56.96	0.00	56.96
104629	12/02/2021	5136	OPUS INSPECTION. INC.	139.05	0.00	139.05
104630	12/02/2021	43079	ORKIN SERVICES OF CALIFORNIA. INC.	80.00	0.00	80.00
104631	12/02/2021	46945	TAYLOR CORPORATION	401.27	0.00	401.27
104632	12/02/2021	50512	PATHWAYS VOLUNTEER HOSPICE	666.66	0.00	666.66
104633	12/02/2021	39640	RAYVERN LIGHTING SUPPLY CO INC	253.62	0.00	253.62
104634	12/02/2021	52279	SMART & FINAL INC	131.05	0.00	131.05
104635	12/02/2021	4972	CHARTER COMMUNICATIONS HOLDINGS. LLC	4,238.52	0.00	4,238.52
104636	12/02/2021	37930	STANDARD INSURANCE CO UNIT 22	200.27	0.00	200.27
104637	12/02/2021	60792	STEPHENS. ERIC	457.60	0.00	457.60
104638	12/02/2021	65224	TUMBLE-N-KIDS. INC	4,671.55	0.00	4,671.55
104639	12/02/2021	4356	U S BANK PARS ACCT #6746022500	228,714.00	0.00	228,714.00
104640	12/02/2021	5284	UNIFIRST CORPORATION	27.23	0.00	27.23
104641	12/02/2021	33200	WALTERS WHOLESALE ELECTRIC CO	377.74	0.00	377.74
104642	12/02/2021	5155	WATER SYSTEM SERVICES LLC	175.00	0.00	175.00
104643	12/02/2021	3943	WATERLINE TECHNOLOGIES INC	4,001.49	0.00	4,001.49
104644	12/02/2021	17640	WAXIE ENTERPRISES INC	1,046.16	0.00	1,046.16
104645	12/02/2021	62628	WELLS C. PIPELINE MATERIALS	936.34	0.00	936.34
104646	12/02/2021	37745	WESTERN EXTERMINATOR CO	62.70	0.00	62.70
104647	12/02/2021	35146	WILLDAN ASSOCIATES	10,219.01	0.00	10,219.01
104648	12/02/2021	3699	BOWIE. LAWRENCE	120.00	0.00	120.00
104649	12/02/2021	3699	HETRICK. HEATHER	250.00	0.00	250.00
<b>Totals:</b>				<u>377,976.47</u>	<u>0.00</u>	<u>377,976.47</u>

**CITY OF LAKEWOOD**  
**FUND SUMMARY 12/9/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 104651 through 104747. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	183,188.61
1025	AMERICAN RESCUE PLAN	15,060.55
1050	COMMUNITY FACILITY	9,489.74
1622	LA CNTY MEASURE M	45,461.47
1623	LA CNTY MEASURE W	161.00
1740	STATE PARK BOND ACT 2000	77,388.90
3001	CAPITAL IMPROV PROJECT FUND	241.40
3070	PROPOSITION "C"	1,006.91
5010	GRAPHICS AND COPY CENTER	810.03
5020	CENTRAL STORES	3,368.06
5030	FLEET MAINTENANCE	2,858.86
6020	GEOGRAPHIC INFORMATION SYSTEM	57.88
7500	WATER UTILITY FUND	268,113.73
		<hr/>
		<b>607,207.14</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
104651	12/09/2021	4842	A T & T CORP	285.56	0.00	285.56
104652	12/09/2021	5179	ALS GROUP USA. CORP.	2,701.50	0.00	2,701.50
104653	12/09/2021	4684	AMAZON.COM LLC	322.10	0.00	322.10
104654	12/09/2021	4465	ATALLA. IBRAHIM	156.00	0.00	156.00
104655	12/09/2021	5322	N. HARRIS COMPUTER CORPORATION	16,770.60	0.00	16,770.60
104656	12/09/2021	443	B&M LAWN AND GARDEN INC	96.77	0.00	96.77
104657	12/09/2021	4721	BELL EVENT SERVICES INC	3,970.00	0.00	3,970.00
104658	12/09/2021	5601	TWO SHELLS ENTERPRISES INC.	302.00	0.00	302.00
104659			VOID			
104660	12/09/2021	307	CALIF. STATE DISBURSEMENT UNIT	1,109.70	0.00	1,109.70
104661	12/09/2021	5103	CALIFORNIA DEPARTMENT OF	5,592.63	0.00	5,592.63
104662	12/09/2021	5244	CAMERON WELDING SUPPLY	74.55	0.00	74.55
104663	12/09/2021	5550	CARLOS CERECEDO INC.	1,625.00	0.00	1,625.00
104664	12/09/2021	5528	SEMA. INC.	415.22	0.00	415.22
104665	12/09/2021	4815	CHESSMAN. RONALD	325.00	0.00	325.00
104666	12/09/2021	45894	CINTAS CORPORATION	70.03	0.00	70.03
104667	12/09/2021	57070	CITY LIGHT & POWER LKWD INC	5,905.49	0.00	5,905.49
104668	12/09/2021	64932	CJ CONCRETE CONSTRUCTION INC	45,461.47	0.00	45,461.47
104669	12/09/2021	5008	COLOR CARD ADMINISTRATOR CORP.	487.99	0.00	487.99
104670	12/09/2021	5596	COSTANTINO. NICHOLAS CHARLES	74.75	0.00	74.75
104671	12/09/2021	5540	DE LAGE LANDEN FINANCIAL SERVICES	394.81	0.00	394.81
104672	12/09/2021	5583	DEARK E&C. INC.	101,270.00	0.00	101,270.00
104673	12/09/2021	5229	DUNRITE PEST CONTROL INC.	260.00	0.00	260.00
104674	12/09/2021	4435	ELLIOTT AUTO SUPPLY COMPANY INC	378.16	0.00	378.16
104675	12/09/2021	52316	FEDERAL EXPRESS CORP	38.16	0.00	38.16
104676	12/09/2021	4947	FILE KEEPERS. LLC	21.40	0.00	21.40
104677	12/09/2021	4422	GARIBALDO'S NURSERY	325.24	0.00	325.24
104678	12/09/2021	5272	GREENE BACKFLOW	1,880.00	0.00	1,880.00
104679	12/09/2021	65575	HAP'S AUTO PARTS	20.00	0.00	20.00
104680	12/09/2021	35477	HARA M LAWNMOWER CENTER	2,238.39	0.00	2,238.39
104681	12/09/2021	49520	HINDERLITER DE LLAMAS & ASSOC	2,914.16	0.00	2,914.16
104682	12/09/2021	4880	HODGE PRODUCTS INC.	267.37	0.00	267.37
104683	12/09/2021	42031	HOME DEPOT	16,614.31	0.00	16,614.31
104684	12/09/2021	5558	INTERIOR DEMOLITION. INC	6,104.25	0.00	6,104.25
104685	12/09/2021	4622	JHM SUPPLY INC	635.00	0.00	635.00
104686	12/09/2021	4180	JONES RICHARD D. A PROF LAW CORP	11,582.00	0.00	11,582.00
104687	12/09/2021	2956	KICK IT UP KIDZ. LLC	45.50	0.00	45.50
104688	12/09/2021	4783	LANDCARE HOLDINGS INC	7,807.92	0.00	7,807.92
104689	12/09/2021	271	LOS ANGELES CO DEPT OF HEALTH SVCS	629.00	0.00	629.00
104690	12/09/2021	36844	LA COUNTY DEPT OF PUBLIC WORKS	241.40	0.00	241.40
104691	12/09/2021	66074	R AND I HOLDING INC	89.14	0.00	89.14
104692	12/09/2021	66339	MC ENROE. BARBARA	377.00	0.00	377.00
104693	12/09/2021	23130	MC MASTER-CARR SUPPLY CO	258.96	0.00	258.96
104694	12/09/2021	62741	MITCHELL REPAIR INFORMATION CO LLC	197.35	0.00	197.35

# CITY OF LAKEWOOD

## SUMMARY CHECK REGISTER

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
104695	12/09/2021	64333	MOSES-CALDERA, ISABEL	343.20	0.00	343.20
104696	12/09/2021	4892	NESTLE WATERS NORTH AMERICA	127.94	0.00	127.94
104697	12/09/2021	4443	O'REILLY AUTOMOTIVE STORES INC	480.05	0.00	480.05
104698	12/09/2021	47554	OFFICE DEPOT BUSINESS SVCS	400.28	0.00	400.28
104699	12/09/2021	4494	PIERSON, JEREMY L.	316.80	0.00	316.80
104700	12/09/2021	15600	LONG BEACH PUBLISHING CO	568.96	0.00	568.96
104701	12/09/2021	45437	S & J SUPPLY CO	720.76	0.00	720.76
104702	12/09/2021	66280	BARRY SANDLER ENTERPRISES	136.50	0.00	136.50
104703	12/09/2021	5230	SITEONE LANDSCAPE SUPPLY, LLC	145.56	0.00	145.56
104704	12/09/2021	52279	SMART & FINAL INC	68.45	0.00	68.45
104705	12/09/2021	26900	SO CALIF SECURITY CENTERS INC	164.77	0.00	164.77
104706	12/09/2021	5022	MWB COPY PRODUCTS, INC.	115.76	0.00	115.76
104707	12/09/2021	29400	SOUTHERN CALIFORNIA EDISON CO	91,288.80	0.00	91,288.80
104708	12/09/2021	4893	TENG, WHEA-FUN	255.20	0.00	255.20
104709	12/09/2021	5350	THE HITT COMPANIES	138.93	0.00	138.93
104710	12/09/2021	5278	THE TECHNOLOGY DEPOT	1,128.55	0.00	1,128.55
104711	12/09/2021	60685	TURF STAR	533.27	0.00	533.27
104712	12/09/2021	4480	TYLER BUSINESS FORMS	109.54	0.00	109.54
104713	12/09/2021	64024	U S POSTAL SERVICE	265.00	0.00	265.00
104714	12/09/2021	35089	UNDERGROUND SERVICE ALERT	255.85	0.00	255.85
104715	12/09/2021	5284	UNIFIRST CORPORATION	27.23	0.00	27.23
104716	12/09/2021	49848	USA BLUE BOOK A DIVISION OF	227.79	0.00	227.79
104717	12/09/2021	4907	VARSITY BRANDS HOLDING CO INC	158.76	0.00	158.76
104718	12/09/2021	4840	VERITIV OPERATING COMPANY	266.62	0.00	266.62
104719	12/09/2021	64652	CELLCO PARTNERSHIP	4,480.44	0.00	4,480.44
104720	12/09/2021	5592	VOORHEES, RONDA	83.20	0.00	83.20
104721	12/09/2021	7400	WATER REPLENISHMENT DISTRICT OF	236,510.32	0.00	236,510.32
104722	12/09/2021	3943	WATERLINE TECHNOLOGIES INC	2,538.28	0.00	2,538.28
104723	12/09/2021	17640	WAXIE ENTERPRISES INC	866.81	0.00	866.81
104724	12/09/2021	40925	WEST COAST ARBORISTS INC	11,754.85	0.00	11,754.85
104725	12/09/2021	5582	COMPREHENSIVE PRINT GROUP LLC	498.23	0.00	498.23
104726	12/09/2021	33800	WESTERN WATER WORKS SUPPLY CO	6,608.72	0.00	6,608.72
104727	12/09/2021	3837	WORTHINGTON FORD	40.76	0.00	40.76
104728	12/09/2021	3699	ADKINS, CURTIS	250.00	0.00	250.00
104729	12/09/2021	3699	ALEXANDER, KURT	250.00	0.00	250.00
104730	12/09/2021	3699	BLOOM, TERRY	250.00	0.00	250.00
104731	12/09/2021	3699	BRANCHMAN, KATHERINE	250.00	0.00	250.00
104732	12/09/2021	3699	BROWN, KENESHIA	250.00	0.00	250.00
104733	12/09/2021	3699	COLEY, LAKEDA	478.00	0.00	478.00
104734	12/09/2021	3699	JENKINS, LAMIAH	250.00	0.00	250.00
104735	12/09/2021	3699	JONES, JEREMY	250.00	0.00	250.00
104736	12/09/2021	3699	LEARY, ANTONETTE	250.00	0.00	250.00
104737	12/09/2021	3699	MCCALL, MILESHA	250.00	0.00	250.00
104738	12/09/2021	3699	RUIZ, JEANETTE	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>
104739	12/09/2021	3699	SCOTT, RAINA	250.00	0.00	250.00
104740	12/09/2021	3699	SEAN'S JEWELERS	13.08	0.00	13.08
104741	12/09/2021	3699	SPEARS, DIANNE	250.00	0.00	250.00
104742	12/09/2021	3699	UTU, INEZ	250.00	0.00	250.00
104743	12/09/2021	3699	VALLES, LAOUITTA	250.00	0.00	250.00
104744	12/09/2021	3699	WEATHERS, OLIVIA	250.00	0.00	250.00
104745	12/09/2021	3699	WOODS, CHEYANA	250.00	0.00	250.00
104746	12/09/2021	3699	ZAMARRIPA, ALFREDO	250.00	0.00	250.00
104747	12/09/2021	1025	C A C E O	504.00	0.00	504.00
<b>Totals:</b>				<u>607,207.14</u>	<u>0.00</u>	<u>607,207.14</u>

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

## **COUNCIL AGENDA**

December 14, 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: Public Safety, and Water Resources Committees.

### **STATEMENT OF FACT**

**On October 21, 2021, the Public Safety Committee met and discussed:**

#### Crime Trends and Statistics

Overall, Part I crimes in 2021 were slightly lower when compared to 2020 citywide. Grand theft autos numbers fluctuated but are steadily trending downward. Deputies have been proactive and conducted operations that have resulted in arrests.

#### Traffic Related Issues Update

A study of traffic light timing at 53 intersections has been completed, the results of which were reviewed. Minor adjustments at some intersections was recommended. Los Angeles County is responsible for the maintenance of traffic signals within the city and estimated adjustments will be completed in nine months.

A report was given on ingress and egress to the commercial developments on the east and west sides of Woodruff Ave. between Harvey Way and Carson St. Public Works will research costs for suggested options to simplify access off of Woodruff Ave. The Committee also asked to schedule a meeting with City of Long Beach staff regarding signal synchronization at shared intersections along our two cities' border.

#### Abatement Deputy Update

Updates were provided on clean-up efforts throughout the city. Outreach was made to inhabitants of several encampments prior to clearance.

#### Public Outreach

Staff promoted Patriot Day, and Public Safety and Emergency Preparedness Expo events with the public via social media and e-mag articles. A featured story recognized a Community Safety Officer who helped locate a missing senior citizen in the community. Staff will promote shopping and home safety tips in the coming months.

#### Public Safety Department Update

Updates were provided on the successful return of in-person events. Social media content has increased resident interaction with the department.

#### Use of Force Policy Review Update

Draft findings were presented to the committee for review. In keeping with the last steps of the Mayor's Pledge, it was recommended for the committee to make certain findings based on received public comments and the previous input of the Committee, which would then be shared with the City Council and communicated to the public at-large to solicit further feedback. After receiving final input from the public, the Council would then review the final comments, revise the findings if appropriate and communicate recommendations to the Sheriff's Department. The committee agreed to move forward with the recommendation.

#### Award of Valor Bridge Builder Award

Staff suggested the award be presented to those involved in the recent Fest-of-All event. The committee agreed and proposed recognition for the various departments, city staff and deputies who made it possible.

#### Follow-Up Items

A letter expressing the City Council's concerns with the newly implemented District Attorney's special directives policies was sent to elected officials, legislative representatives, and surrounding law enforcement associations. Sheriff Villanueva was the only recipient who responded, sending a letter confirming his receipt of the letter and thanking the city for their thoughtful comments.

The Sky Knight marketing plan is moving along. Public Safety is reaching out to aerial photography professions for assistance in creation of the promotional video.

#### **On November 2, 2021, the Water Resources Committee met and discussed:**

##### Solar Panel Performance

- City Light & Power staff presented slides and reported on the performance of photovoltaic systems at the Water Department's Arbor Yard (one above Plant 4 reservoir and the other above the warehouse).
- The Committee provided feedback and requested incorporation of year-over-year net energy comparisons and continued discussions with staff regarding maintenance issues.

##### Water Capital Improvement Program (CIP) Projects Update

- Staff provided updates on the following CIP projects: Well 28 equipping, Plant 13 treatment plant installation, Plant 4 tanks 1 & 2 repairs, Plant 27 pipe repair, and Well 15 rehab.

##### Water Supply and Water Rights Update

- Staff presented a 3-month comparison of potable and recycled water data over the prior year in addition to 5-year averages.

- Staff informed the Committee that the Water Replenishment District acknowledged its accounting error regarding Allowed Pumping Amount in the Watermaster Report and agreed to Lakewood's proposed resolution.
- Staff went over details of the proposed resolution and informed it will be presented at the next Central Basin Water Right Panel meeting on November 8, 2021.

#### State Water Payment Assistance Program


- Staff provided details on its communication with the State Water Resources Control Board including the amount allocated to the program (\$985 million for water portion of delinquent accounts in the period of March 4, 2020 – June 15, 2021; a timeline of acquiring arrearage data; and a December 6, 2021 deadline for submitting the application).
- Staff also informed that there are about 1,800 residential accounts totaling \$412,500 and 48 commercial accounts totaling \$12,842 that qualify for assistance and that some customers have paid or begun to pay on delinquent accounts.
- Allocation of funding is still being discussed, as it depends on a determination as to the taxable status of the funds.

#### Utility Billing and Customer Service – Monthly Update

- Staff informed that effective December 31, 2021, the Utility Bill printing vendor will transition from Utilitec back to Infosend; the new contract begins in January 2022.
- Assurances have been set in place to mitigate any bill viewing issues that may arise during the transition.
- The transition to a new printing vendor comes with the opportunity to create three separate bill templates along with specific messaging and layouts tailored for each.

### **RECOMMENDATION**

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

  
Thaddeus McCormack  
City Manager

# DIVIDER SHEET



**COUNCIL AGENDA**  
December 14, 2021

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

**SUBJECT:** Monthly Report of Investment Transactions – October 2021

**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**

Date	Amount at Cost	Investment	Transaction	Rate*
01-Oct-21	\$ 100.44	CAMP	Interest	0.050%
01-Oct-21	2,953.13	CORP	Interest	3.375%
01-Oct-21	0.77	MMF	Interest	0.050%
05-Oct-21	330.98	CORP	Interest	0.731%
12-Oct-21	735,875.00	AGENCY	Maturity	3.000%
13-Oct-21	1,300,000.00	LAIF	Maturity	0.240%
14-Oct-21	1,475.00	AGENCY	Interest	0.500%
15-Oct-21	23,452.86	LAIF	Maturity	0.240%
15-Oct-21	37.63	ABS	Interest	0.430%
15-Oct-21	403.13	TREAS	Interest	0.375%
15-Oct-21	63.80	ABS	Interest	0.580%
15-Oct-21	25.33	ABS	Interest	0.380%
15-Oct-21	112.29	ABS	Interest	0.550%
15-Oct-21	39.58	ABS	Interest	0.500%
15-Oct-21	54.17	ABS	Interest	0.520%
15-Oct-21	36.67	ABS	Interest	0.400%
15-Oct-21	17.00	ABS	Interest	0.340%
15-Oct-21	34.38	ABS	Interest	0.550%
15-Oct-21	51.33	ABS	Interest	0.440%
15-Oct-21	433.13	ABS	Interest	1.890%
18-Oct-21	50.88	ABS	Interest	0.370%
18-Oct-21	4,218.75	CORP	Interest	2.250%
20-Oct-21	170.10	SUPRA	Interest	0.126%
20-Oct-21	78.33	ABS	Interest	0.470%
20-Oct-21	35.63	ABS	Interest	0.450%
20-Oct-21	56.67	ABS	Interest	0.340%

## Monthly Investment Transactions

December 14, 2021

Page 2

Date	Amount at Cost	Investment	Transaction	Rate*
20-Oct-21	\$ 1,096.88	AGENCY	Interest	0.375%
20-Oct-21	18.75	ABS	Interest	0.500%
21-Oct-21	2,000,000.00	LAIF	Purchase	0.240%
22-Oct-21	2,109.38	AGENCY	Interest	0.625%
24-Oct-21	682.50	CORP	Interest	2.100%
25-Oct-21	32.00	ABS	Interest	0.470%
25-Oct-21	22.96	ABS	Interest	0.290%
25-Oct-21	169,889.50	CORP	Purchase	0.850%
25-Oct-21	38.46	AGENCY	Interest	3.203%
26-Oct-21	187.50	CORP	Interest	0.500%
28-Oct-21	3,000,000.00	LAIF	Maturity	0.240%
30-Oct-21	756.60	CORP	Interest	0.776%
31-Oct-21	9,229.76	AGENCY	Paydown	3.203%
31-Oct-21	375.00	TREAS	Interest	0.125%
31-Oct-21	3,000.00	TREAS	Interest	1.500%
31-Oct-21	234.38	TREAS	Interest	0.125%
31-Oct-21	1,875.00	TREAS	Interest	0.750%
31-Oct-21	5,156.25	TREAS	Interest	1.875%
31-Oct-21	12,000.00	TREAS	Interest	2.000%

\* Rate shown for MMF, LAIF, and CAMP are distribution yields. All others are coupon rates.

## INVESTMENT GLOSSARY

### **ABS (Asset-Backed Securities)**

A mortgage pass-through security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate, or consumer receivable-backed bond.

### **AGENCY (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 issues.

### **BOND (Municipal Bonds or Note)**

Registered treasury notes or bonds issued by states or municipalities, 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.

### **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 an investment pool at a reasonable cost. Participation is limited to California public agencies.

**CD (Certificate 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) CDs, that are either issued at a discount on its par value, or at a fixed interest rate payable at maturity.

**COM (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.

**CORP (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.

**FNMA (Federal National Mortgage Association)**

A government-sponsored, privately owned corporation established to create a secondary market for Federal Housing Administration mortgages.

**LAIF (Local Agency Investment Fund, State of California)**

The Treasurer of the State of California administers this investment pool, providing a high-level of liquidity and strong safety through diversification of investments.

**MMF (Money Market Fund)**

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

**SUPRA (Supra-National Agency Bonds or Notes)**

Supranational bonds and notes are debt of international or multi-lateral financial agencies. 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.

**TREAS (U.S. Treasury Notes)**

A Treasury obligation of the U.S. Government to provide for the cash flow needs of the Federal Government.

**RECOMMENDATION**

It is recommended that the City Council receive and file the Monthly Report of Investment Transactions rendered for the month of October 2021.

Jose Gomez



Director of Finance & Administrative Services

Thaddeus McCormack



City Manager

**COUNCIL AGENDA**  
December 14, 2021

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

**SUBJECT:** Monthly Report of Investment Transactions – November 2021

**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**

Date	Amount at Cost	Investment	Transaction	Rate*
01-Nov-21	\$ 367.25	BOND	Interest	0.565%
01-Nov-21	104.82	CAMP	Interest	0.050%
01-Nov-21	458.21	CORP	Interest	0.981%
01-Nov-21	3.08	MMF	Interest	0.050 %
03-Nov-21	386,249.92	CD	Sell	1.860%
03-Nov-21	384,958.66	CD	Sell	1.850%
03-Nov-21	795,635.88	TREAS	Purchase	2.875%
08-Nov-21	4,085.00	CORP	Interest	2.150%
10-Nov-21	115,000.00	BOND	Purchase	1.455%
11-Nov-21	1,631.25	CORP	Interest	1.125%
11-Nov-21	627.55	CORP	Interest	1.141%
12-Nov-21	247.50	CORP	Interest	0.450%
13-Nov-21	335.63	CORP	Interest	0.537%
15-Nov-21	36.67	ABS	Interest	0.400%
15-Nov-21	17.00	ABS	Interest	0.340%
15-Nov-21	34.38	ABS	Interest	0.550%
15-Nov-21	5,890.63	TREAS	Interest	1.625%
15-Nov-21	37.63	ABS	Interest	0.430%
15-Nov-21	25.33	ABS	Interest	0.380%
15-Nov-21	228.56	CORP	Interest	0.550%
15-Nov-21	112.29	ABS	Interest	0.550%
15-Nov-21	2,970.00	CORP	Interest	3.300%
15-Nov-21	39.58	ABS	Interest	0.500%
15-Nov-21	54.17	ABS	Interest	0.520%
15-Nov-21	433.13	ABS	Interest	1.890%

Monthly Investment Transactions

December 14, 2021

Page 2

Date	Amount at Cost	Investment	Transaction	Rate*
15-Nov-21	\$ 193.75	TREAS	Interest	0.250%
15-Nov-21	51.33	ABS	Interest	0.440%
15-Nov-21	6,750.00	TREAS	Interest	2.500%
15-Nov-21	106.33	ABS	Interest	0.580%
15-Nov-21	4,054.66	ABS	Paydown	0.550%
16-Nov-21	4,550.00	CORP	Interest	2.600%
17-Nov-21	469,940.50	TREAS	Purchase	0.250%
17-Nov-21	278,874.58	ABS	Sell	1.890%
18-Nov-21	1,300,000.00	LAIF	Maturity	0.240%
18-Nov-21	50.88	ABS	Interest	0.370%
20-Nov-21	56.67	ABS	Interest	0.340%
20-Nov-21	18.75	ABS	Interest	0.500%
20-Nov-21	35.63	ABS	Interest	0.450%
20-Nov-21	78.33	ABS	Interest	0.470%
23-Nov-21	193,018.54	TREAS	Sell	0.875%
23-Nov-21	194,846.11	CORP	Purchase	1.650%
23-Nov-21	196,327.76	CORP	Purchase	2.950%
23-Nov-21	182,002.42	TREAS	Sell	0.750%
24-Nov-21	700.00	SUPRA	Interest	0.250%
24-Nov-21	1,012.50	SUPRA	Interest	0.500%
25-Nov-21	12.94	AGENCY	Paydown	3.203%
25-Nov-21	934.13	ABS	Paydown	0.480%
25-Nov-21	5,625.00	TREAS	Interest	1.500%
25-Nov-21	13.82	AGENCY	Interest	3.203%
25-Nov-21	32.00	ABS	Interest	0.480%
25-Nov-21	22.96	ABS	Interest	0.290%
28-Nov-21	690.00	CORP	Interest	1.200%
28-Nov-21	472.50	CORP	Interest	0.700%
29-Nov-21	800,000.00	LAIF	Purchase	
29-Nov-21	94,211.50	TREAS	Sell	0.875%
30-Nov-21	1,875.00	TREAS	Interest	0.750%
30-Nov-21	10,781.25	TREAS	Interest	2.875%
30-Nov-21	276,799.12	TREAS	Sell	2.375%
30-Nov-21	1,453.13	TREAS	Interest	0.375%
30-Nov-21	6,093.75	TREAS	Interest	1.625%
30-Nov-21	284,960.73	ABS	Purchase	1.040%
30-Nov-21	93,837.94	CORP	Purchase	1.150%

\* Rate shown for MMF, LAIF, and CAMP are distribution yields. All others are coupon rates.

## **INVESTMENT GLOSSARY**

### **ABS (Asset-Backed Securities)**

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### **CAMP (California Asset Management Program)**

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**TREAS (U.S. Treasury Notes)**

A Treasury obligation of the U.S. Government to provide for the cash flow needs of the Federal Government.

**RECOMMENDATION**

It is recommended that the City Council receive and file the Monthly Report of Investment Transactions rendered for the month of November 2021.



Jose Gomez  
Director of Finance & Administrative Services



Thaddeus McCormack  
City Manager

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



## RESOLUTION NO. 2021-64

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD EXTENDING A LOCAL EMERGENCY DUE TO THE COVID-19 VIRUS.

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

SECTION 1. On March 24, 2020, the City Council adopted Resolution No. 2020-5, ratifying a Proclamation of a Local Emergency that the City Manager, acting in his capacity as the City's Director of Emergency Services, had issued on March 17, 2020, due to the COVID-19 virus. On May 12, 2020, the City Council adopted Resolution No. 2020-14, extending such Local Emergency. On June 23, 2020, the City Council adopted Resolution No. 2020-35, extending such Local Emergency. On July 28, 2020, the City Council adopted Resolution No. 2020-37, extending such Local Emergency. On September 22, 2020, the City Council adopted Resolution No. 2020-52, extending such Local Emergency. On November 10, 2020, the City Council adopted Resolution No. 2020-58, extending such Local Emergency. On December 8, 2020, the City Council adopted Resolution No. 2020-61, extending such Local Emergency. On January 26, 2021, the City Council adopted Resolution No. 2021-3, extending such Local Emergency. On March 23, 2021, the City Council adopted Resolution No. 2021-6, extending such Local Emergency. On May 11, 2021, the City Council adopted Resolution No. 2021-15, extending such Local Emergency. On June 22, 2021, the City Council adopted Resolution No. 2021-32, extending such Local Emergency. On July 27, 2021, the City Council adopted Resolution No. 2021-38, extending such Local Emergency. On September 14, 2021, the City Council adopted Resolution No. 2021-55, extending such Local Emergency. On November 9, 2021, the City Council adopted Resolution No. 2021-60, extending such Local Emergency. The City Council hereby extends such Local Emergency, on the same terms and conditions.

SECTION 2. The Local Emergency shall remain in effect until the expiration of the State Declaration of Emergency. The City Council shall review the need for continuing the Local Emergency at least once every 60 days until the City Council terminates the Local Emergency, as required by section 8630 of the California Government Code.

SECTION 3. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Resolution, or any part hereof, is held invalid or unconstitutional, such decision shall not affect the validity of the remaining sections or portions of this Resolution. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase in this Resolution irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases may be declared invalid or unconstitutional.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

ADOPTED AND APPROVED THIS 14TH DAY OF DECEMBER, 2021.

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Mayor

ATTEST:

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City Clerk

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

## **COUNCIL AGENDA**

December 14, 2021

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

**SUBJECT:** Purchase of Special Event Equipment

### **INTRODUCTION**

The General Fund of Lakewood has been supplemented this year by funds from the federal American Rescue Plan Act (ARPA). On September 28, 2021, Council authorized the ARPA Ad Hoc committee's recommended use of the Federal American Rescue Act (ARPA) funds, including \$137,000 for Special Events Related Equipment, inclusive of \$35,000 for the purchase of commercial grade folding picnic tables to be used at the city special events. Staff is seeking approval of the purchase of 79 Lifetime Eight-Foot Picnic Table in an amount not to exceed \$34,839.

### **STATEMENT OF FACT**

Staff researched all available options for commercial grade folding picnic tables, noting manufacturer's warranty, durability and ease of storage. The selected table is the Lifetime Eight-Foot Picnic Table, made of high-density polyethylene tabletops, which are stain resistant, easy to clean and fold flat for storage. These tables will replace the city's aged and dilapidated wood picnic tables, which can only be stored outdoors and are thus subjected to the deteriorating effects of year-round weather conditions. Additionally, the ability to fold the recommended picnic tables creates more flexible storage solutions.

Special events offered to the community that the Lifetime Eight-Foot Picnic Tables will be used at include but are not limited to:

- |                            |                         |
|----------------------------|-------------------------|
| • Pan American Fiesta      | • Fest-Of-All           |
| • Civic Center Block Party | • Lollipop Lane         |
| • Family Play Day          | • Halloween Carnivals   |
| • Play at Palms            | • Holiday Tree Lighting |

The events listed are long-standing and highly attended events that have been offered to the community for many years. Given the condition of the current tables and the outside storage of the tables, the city would be well served investing in picnic tables that meet the needs of all special events and can be stored inside a storage bin to avoid outdoor weathering. The equipment can also be successfully deployed without the use of a forklift.

Staff secured three quotes for the purchase of the Lifetime Eight-Foot Picnic Table. Inclusive of tax and delivery, Home Depot provided the lowest cost at \$441 per unit, followed by Lifetime Products at \$481.23 per unit and Amazon at \$544.83.

Given the uncertain market conditions of fluctuating prices, supply chain issues, and delivery, the city's purchasing officer proactively placed orders for the requested equipment from Home Depot, locking in the quoted price per unit and allowing for 79 folding picnic tables be purchased with the approved allocation of \$35,000.

### **SUMMARY**

The RCS department will use the Lifetime Picnic Tables at several special events, annually. The maintenance for the tables will be minimal due to the ability to store the tables indoors, and will further extend their life.

### **STAFF RECOMMENDATION**

Staff recommends that the City Council approve the purchase of 79 Lifetime Eight-Foot Picnic Table from Home Depot in an amount not to exceed \$34,839.

VF

Valarie Frost  
Director of Recreation & Community Services



Thaddeus McCormack  
City Manager

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

## COUNCIL AGENDA

December 14, 2021

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

**SUBJECT:** Authorize Purchase of Portable Generator from Generac Power Systems

### INTRODUCTION

The General Fund of Lakewood has been supplemented this year by funds from the federal American Rescue Plan Act (ARPA). On September 28, 2021 Council authorized the ARPA Ad Hoc committee's recommended use of the Federal American Rescue Act (ARPA) funds, including \$137,000 for Special Events Related Equipment, inclusive of \$50,000 for the purchase of a portable generator to be used during City events. Staff is seeking authorization to purchase the portable generator utilizing the Sourcewell cooperative government purchasing program.

### STATEMENT OF FACT

The City's Purchasing Policy allows for purchases to be made on behalf of the City through any governmental entity, including, but not limited to, the State of California, the County of Los Angeles, other cities or special districts, or cooperatives, provided that the entity acquiring the supplies or equipment substantially adhere to the procedures set forth in the policy. Sourcewell, formerly known as the National Joint Powers Alliance (NJPA), is a self-sustaining government organization with over 40 years of dedicated service helping local government operate more efficiently by offering over 400 competitively-bid 400 cooperative contracts. By utilizing cooperative purchasing, government agencies save time during the solicitation process and money by leveraging the combined purchasing power of over 50,000 agencies nationwide.


Sourcewell awarded a cooperative contract to Generac Power Systems (#041719-GEN) for the sale of a full line of equipment including generators and portable generators. As a member of Sourcewell, the City of Lakewood is authorized to purchase the Generac 75 kVa portable generator (Model No. MDG75DF4) at a 48% discount in retail pricing. The total contract amount for the purchase of the portable generator is \$48,430.26, inclusive of taxes and delivery. Sufficient funds have been budgeted for this purchase in Account No. 10257400-58200.

### RECOMMENDATION

Staff recommends that the City Council:

1. Authorize the Purchasing Officer to purchase the Generac 75 kVa portable generator (Model No. MDG75DF4) in an amount not to exceed \$50,000.

  
Lisa Rapp  
Director of Public Works

  
Thaddeus McCormack  
City Manager

# QUOTE

**Government Sales**  
Generac Power Systems Inc.  
S45 W29290 Hwy 59  
Waukesha WI 53189 USA  
Phone: 920-230-1280  
Fax: 920-230-1201  
www.Generac.com



Quote No: 20543446R1

Date: 11/16/21

Frank Spiegel, City of Lakewood 6929 Nixon Street Lakewood CA 90713  Sourcewell Member #: 18508		Dealer/Distributor:	
QTY	Description	LIST Price (US \$)	Sourcewell Price (48% off list)
1	MDG75DF4-STD3 mobile diesel generator	\$81,356.00	\$42,305.00
Notes:	Current Lead time is 14-16 weeks ARO, subject to change without notice. Terms of Delivery: ExWorks Factory. Sourcewell Contract 041719-GEN. Unit ships via flatbed. Forklift or crane needed to offload from truck.	Sub - Total	\$42,305.00
		Shipping	\$ 1,789.00
		Sales Tax	\$ 4,336.26
		<b>Grand Total</b>	<b>\$48,430.26</b>

Authorized by:

Pricing reflects TAX EXEMPT: Tax Exempt Form is required for Quote Validity

Generac has active continuous improvement programs in place for our products and processes. We reserve the right to supply any material or use any process or equipment we deem to be equivalent to the part or model number originally quoted or ordered as a result of this quotation. All prices quoted are valid for 30 calendar days from the date of this quotation and are subject to change after that time frame. As the purchaser of these products on a direct basis from Generac, you are responsible for the off-loading, troubleshooting, start-up and service, if needed, for these units. Neither Generac nor their domestic / commercial / international dealers are responsible to perform these functions. All equipment is shipped via common carrier, flatbed semi-trailer or standard ocean container. Any deviation from this practice must be discussed and approved prior to PO receipt and acceptance. **Any subsequent order that is intended to ship to an international location will need a customer provided commercial invoice and shippers letter of instruction to accompany shipment.**

This quotation is governed by and subject to Generac's Quotation Terms and Conditions located at [www.generac.com/about-us/customer-support](http://www.generac.com/about-us/customer-support) which are incorporated by reference. Generac's Quotation Terms and Conditions are subject to change at any time and Buyer is advised to review the same before acceptance of future orders. Unless pursuant to a written agreement mutually executed by both parties, the terms of this Quotation shall be binding upon the parties, and any other terms, communications or documents concerning this order are to be disregarded and hereby expressly rejected.

Generac will use our standard commercial practice serial number / data tag. It shall be deemed acceptable for meeting all unique item identifier requirements stated in the Contract.



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

## **COUNCIL AGENDA**

December 14, 2021

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

**SUBJECT:** Request for Approval of Substitution of Subcontractor - PW Contract 20-03

### **INTRODUCTION**

On July 27, 2021 the City Council awarded a contract to Deark E&C Inc. for the Improvements to the Existing San Martin Park project. One of the subcontractors listed in the original bid documents has refused to sign a contract with Deark E&C Inc. Approval to substitute the listed subcontractor with the replacement subcontractor SpectraTurf is requested.

### **STATEMENT OF FACT**

Deark E&C Inc. entered into a contract on August 11, 2021 with the City for PW Contract 20-03, and began notifying all listed subcontractors of the award and their obligation to sign subcontracts. The subcontractor – Robertson Industries – was listed for the rubberized playground surfacing. This subcontractor has refused to sign the contract for the specified scope of work and at the price specified in their bid to Deark E&C.

Public Contract Code Section 4107 identifies seven conditions under which a general contractor can request approval to substitute a subcontractor. The reason for the substitution request was given as P.C.C Section 4107.a.1: “When the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract for the scope of work specified in the subcontractor’s bid and at the price specified in the subcontractor’s bid, when that written contract, based upon the general terms, conditions, plans, and specifications for the project involved or the terms of that subcontractor’s written bid, is presented to the subcontractor by the prime contractor.” Deark E&C Inc. intends to have subcontractor SpectraTurf perform the work. A notice was sent on December 1, 2021 notifying Robertson Industries of the substitution request, as required by the Public Contract Code. This subcontractor substitution will require no change in Contract Price, and no additional costs to the City.

### **RECOMMENDATION**

Staff recommends that the City Council:

Approve the request for substitution of Robertson Industries Inc. with SpectraTurf as submitted by Deark E&C Inc., the General Contractor for “Improvements to the Existing San Martin Park” project, Public Works Contract 20-03.



Lisa Ann Rapp  
Director of Public Works



Thaddeus McCormack  
City Manager



Date: November 22, 2021

**Request of Substitution**

Date : 11/22/2021

Prime Contractor : Deark E&C, Inc.

Project : San Martin Park Improvement

Subject : Poured in Place Safety Surfacing in Playground


Dear City of Lakewood.

*I am requesting substitution of listed subcontractor Robertson Industries Inc. ("Robertson") on the project identified as City of Lakewood – Improvements to the Existing San Martin Park ("Project") based on the scope of work Robertson was to perform. After Deark E&C Inc. was awarded the contract for the project, it sought to have Robertson execute a subcontract for performance of work on the project. However, Robertson ultimately refused to sign the subcontract for the scope of work and at the price they submitted in their bid to Deark E&C. Deark E&C accordingly requests that City of Lakewood consent to the formal substitution of Robertson in accordance with Public Contract Code section 4107. Public Contract Code section 4107 provides: 'A prime contractor whose bid is accepted may not: (a) Substitute a person as subcontractor in place of the subcontractor listed in the original bid, except that the awarding authority, or its duly authorized officer, may, except as otherwise provided in Section 4107.5, consent to the substitution of another person as a subcontractor in any of the following situations: (1) When the subcontractor listed in the bid, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract for the scope of work specified in the subcontractor's bid and at the price specified in the subcontractor's bid, when that written contract, based upon the general terms, conditions, plans, and specifications for the project involved or the terms of that subcontractor's written bid, is presented to the subcontractor by the prime contractor.' Therefore, Deark E&C Inc. would like to formally request substitution of the listed subcontractor Robertson to subcontractor SpectraTurf (555 S Promenade Ave, Suite 103, Corona, CA92879 / 800-858-0519 / CA#854429). Robertson's address and contact information is as follows*

Roberson Industries, Inc.

2414 West 12<sup>th</sup> St. #5, Tempe, AZ85281

Vince Brantley (Ph: 714-904-8219 , Tel: 800-858-0519 )

  
Deark E&C Inc.

# DIVIDER SHEET

## **COUNCIL AGENDA**

December 14, 2021

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

**SUBJECT:** Approval of Traffic Engineering Services for Preparation of Signal Timing Charts

### **INTRODUCTION**

Willdan has submitted a proposal to provide traffic engineering services to prepare signal timing charts for fifty three (53) signalized intersections. These locations were part of a Citywide signal timing study that was recently completed by Willdan. Staff recommends that the proposal to provide the signal timing charts be approved.

### **STATEMENT OF FACT**

Staff requested a proposal from Willdan to prepare new signal timing charts for the 53 signalized intersections identified in the recently completed Citywide signal timing study. The timing parameters will be updated with the recommended timing settings from Willdan's citywide signal timing study. Willdan will coordinate with staff and the LA County Department of Public Works for the review of timing charts by LA County. They will revise the signal timing charts as necessary based on review comments provided by LA County. The final signal timing charts will be provided to the City for implementation at each intersection.

Willdan estimates the work will take about six weeks to complete, and the study would begin in January 2022, following the holiday season. The fee for the traffic engineering services to provide the signal timing charts is not-to-exceed \$29,680.

### **RECOMMENDATION**

That the City Council:

1. Authorize Willdan Engineering's services to prepare the new signal timing charts, under their existing Agreement for Engineering Services, in an amount of \$29,680 and authorize the Mayor to sign the proposal.

  
Lisa Ann Rapp  
Director of Public Works

  
Thaddeus McCormack  
City Manager

December 6, 2021

Ms. Lisa Rapp  
Public Works  
City of Lakewood  
5050 Clark Avenue  
Lakewood, CA 90713

**Subject: Proposal to Provide Professional Traffic Engineering Services to Prepare Signal Timing Charts at Fifty-Three (53) Signalized Intersections**

Dear Ms. Rapp:

Willdan Engineering (Willdan) is pleased to submit this proposal to provide professional traffic engineering services to prepare signal timing charts for fifty-three (53) signalized intersections. These locations were part of the Citywide Signal Timing Study that Willdan completed recently. It is our understanding that the City requests Willdan to prepare new signal timing charts that include the recommended signal timing changes that were included as part of the Citywide Signal Timing Study. Once completed, the signal timing charts will be provided to the City for implementation at each intersection. Signal timing charts will be prepared for the following intersections maintained by the City of Lakewood:

Signal Timing Charts to be Prepared	
1. Bellflower Blvd at Ashworth St	2. Bellflower Blvd at South St
3. Bellflower Blvd at Candlewood St	4. Candlewood St at Downey Ave
5. Candlewood St at Hazelbrook Ave	6. Candlewood St at Graywood Ave
7. Candlewood St at Lakewood Mall	8. Candlewood St at Woodruff Ave
9. Carson St at Paramount Blvd	10. Carson St at Obispo Ave
11. Carson St at Clubhouse/Watson Plaza	12. Centralia St at Norwalk Blvd
13. Centralia St at Claretta Ave	14. Centralia St at Bloomfield Ave
15. Clark Ave at Ashworth St	16. Clark Ave at Hedda St
17. Clark Ave at South St	18. Clark Ave at Candlewood St
19. Clark Ave at Hardwick St	20. Clark Ave at Del Amo Blvd
21. Del Amo Blvd at Downey Ave	22. Del Amo Blvd at Graywood Ave
23. Del Amo Blvd at Bellflower Blvd	24. Del Amo Blvd at Woodruff Ave
25. Del Amo Blvd at Palo Verde Ave	26. Del Amo Blvd at Studebaker Rd
27. Del Amo Blvd at State Rd	28. Del Amo Blvd at Mapes Ave

Signal Timing Charts to be Prepared	
29. Del Amo Blvd at Roseton Ave	30. Del Amo Blvd at Pioneer Blvd
31. Del Amo Blvd at Norwalk Blvd	32. Del Amo Blvd at Bloomfield Ave
33. Lakewood Blvd at Ashworth St	34. Lakewood Blvd at South St
35. Lakewood Blvd at Candlewood St	36. Lakewood Blvd at Hardwick St
37. Lakewood Blvd at Del Amo Blvd	38. South St at Woodruff Ave
39. South St at Canehill Ave	40. South St at Palo Verde Ave
41. Paramount Blvd at Candlewood St	42. Paramount Blvd at Hardwick St
43. Paramount Blvd at Del Amo Blvd	44. Paramount Blvd at Arbor Rd
45. Paramount Blvd at Bomberly St	46. Paramount Blvd at Cover St
47. Pioneer Blvd at Centralia St	48. Pioneer Blvd at 215 St
49. Woodruff Ave at Allington St	50. Woodruff Ave at Arabella St
51. Woodruff Ave at Arbor Rd	52. Woodruff Ave at Centralia St
53. Woodruff Ave at Harvey Way	

The following is our proposed scope of work, schedule and fee:

## SCOPE OF WORK

1. Prepare new signal timing charts in Microsoft Excel and PDF formats for 53 project intersections. Timing parameters will be updated with the recommended timing settings from Willdan's Citywide Signal Timing Study. Signal timing charts will feature Willdan's logo, date of the update, and name of individual who prepared the timing.
2. Coordinate with City staff and Los Angeles County Department of Public Works for the review of timing charts by Los Angeles County.
3. Revise signal timing charts based on any review comments provided by Los Angeles County.
4. Submit final Signal Timing Charts to the City for implementation by the City's signal maintenance contractor.



## SCHEDULE

Upon authorization to proceed, we estimate the scope of work can be completed within 6 weeks. Due to upcoming holiday vacations for key personnel, the scope of work will not begin until January 2022.

## FEE

We propose to provide the professional traffic engineering services outlined in this proposal for a total lump sum fixed fee of **\$29,680** based on 53 study intersections at \$560 per intersection.

Please indicate the City's approval and authorization to proceed by either printing out and signing two originals and returning one hard copy original to our office, or by scanning one signed original and returning it by e-mail.

Thank you for the opportunity to be of continuing service to the City of Lakewood. We recognize the importance of the study to the City and are committed to realizing its timely completion. Should you have any questions regarding this proposal, please contact Mr. Jeff Lau at (562) 364-8526 or Mr. Farhad Iranitalab at (562) 368-4893.

Respectfully submitted,

Approval and Authorization to Proceed By:

### WILLDAN ENGINEERING

### CITY OF LAKEWOOD



Vanessa Muñoz, PE, TE, PTOE  
*President/Director of Engineering*

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Signature

---

Date

910005/WW.00.60/P21-411\_22761





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

## **COUNCIL AGENDA**

December 14, 2021

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

**SUBJECT:** Approval of Citywide Uncontrolled Marked Crosswalks Study

### **INTRODUCTION**

The General Fund of Lakewood has been supplemented this year by funds from the federal American Rescue Plan Act (ARPA). On September 28, 2021 Council authorized the ARPA Ad Hoc committee's recommended use of the Federal American Rescue Act (ARPA) funds, inclusive of \$250,000 for various traffic and pedestrian safety upgrades. On November 24, 2021 the City Manager authorized the first phase in a comprehensive study of uncontrolled marked crosswalks in an amount not-to-exceed \$18,480, to allow Willdan to collect data on twenty-eight uncontrolled marked crosswalks throughout the City prior to the winter holiday. The second phase of the study will determine if traffic control devices are warranted to address the needs of the crosswalk locations. Staff is proposing that phase two of a comprehensive study of uncontrolled marked crosswalks be conducted Citywide.

### **STATEMENT OF FACT**

The City provided Willdan with a list of 28 intersections to be included in the analysis (Attachment A). Up to five of these intersections will be evaluated for installation of flashing beacon systems as a pilot program. Willdan will field review each study location, and will identify existing conditions, including type of crosswalk, signs and pavement markings, curb markings / parking restrictions, visibility of crosswalks and signs, etc. They will also gather the most recent five year collision history at each of the study locations. This data will assist in the analysis of the need for additional traffic control.

Willdan will then review the data collected in phase one and in the field review task of phase two, and will determine the appropriate next analysis step to address the uncontrolled marked crosswalks. If the vehicle counts will not satisfy minimum volume requirements of the traffic signal warrants, they will then look at other traffic controls that would be more appropriate for the intersection. Willdan will then provide a technical memorandum on the data and will identify the next steps analysis for each intersection. Their analysis will include: update/addition of traffic signs and pavement markings, warning/flashing beacons, rectangular rapid flashing beacons (RRFB), in-roadway warning lights (IRWL), pedestrian hybrid beacons (High Intensity Activated Crosswalk or HAWK), stop sign warrants, and traffic signal warrants.

RTC Manufacturing Inc. (RTC) provides a line of pedestrian crossing systems that include a full line of customizable solar and AC options inclusive of mix and match flashing options, activation methods, pole size, color, and additional features such as video passive detection. RTC has offered to provide the City with three pedestrian crossing beacon systems at no cost, to be installed by the City as part of the initial pilot program. The City proposes the use of the on-call agreement with CJ Concrete Construction for the installation of the beacons at a cost not-to-exceed \$20,000. Based on the configuration of the initial three pilot locations, the City may elect to purchase two

additional pedestrian crossing beacons to be added to the pilot study. The City is waiting for a proposal for the cost of the equipment from the manufacturer.


A draft study will be prepared to document the findings, analysis and recommendations to the City. It will also include the traffic count and other relevant data. After the City reviews the draft study, a final study will be submitted to incorporate the City's comments into the study. The second phase proposal also includes attendance and presentation for any public meetings or hearings on a time and material basis based on Willdan's schedule of hourly rates on their current contract agreement. The work for phase two is expected to take approximately four months. The Public Safety Committee has recommended that this study be conducted.

### **RECOMMENDATION**

That the City Council:

1. Authorize Willdan Engineering's services to conduct phase two of the Uncontrolled Marked Crosswalks Study, under their existing Agreement for Engineering Services, in an amount of \$41,545 and authorize the Mayor to sign the proposal.

  
Lisa Ann Rapp  
Director of Public Works

  
Thaddeus McCormack  
City Manager

December 3, 2021

Ms. Lisa Rapp  
Director of Public Works  
City of Lakewood  
5050 Clark Avenue  
Lakewood, CA 90713

**Subject: Proposal to Provide Professional Engineering Services for the  
Analysis of Uncontrolled Marked Crosswalks Citywide – Phase 2  
Analysis**

Dear Ms. Rapp:

Willdan Engineering is pleased to submit this proposal to the City of Lakewood (City) for Phase 2 of the analysis of twenty-eight (28) uncontrolled marked crosswalks throughout the City. Phase 1 Data Collection is currently in process to be completed prior to the Winter school holiday period.

We understand the City is interested in analyzing the current traffic control conditions with respect to maintenance needs and CA MUTCD standards. Under Phase 2, Willdan proposes to analyze the data from Phase 1 along with the scope of work described below to determine if additional traffic control devices are necessary to address the needs at the crosswalk locations.

The following is our proposed scope of work, schedule, and fee for Phase 2:

## **SCOPE OF WORK**

### **Task 1: Kick-off Meeting**

Willdan will schedule a kick-off meeting with City staff to discuss and confirm/clarify the proposed project scope, study methodology and identify any special needs the City may have regarding the analysis of the uncontrolled marked crosswalks. At this meeting, Willdan will discuss any City policies regarding the installation and maintenance of the uncontrolled marked crosswalks. We will also provide an update on the traffic count data collected in Phase 1. The kick-off meeting can be a teleconference or in-person meeting.

#### **Deliverables:**

- ✓ Meeting Minutes within 7 working days of Kick-off meeting

## Task 2: Field Observations and Collision History

The City provided a list of 28 intersections to be included in this analysis. These intersections include the following:

- |                                       |                                     |                                      |
|---------------------------------------|-------------------------------------|--------------------------------------|
| 1. Bellflower Bl-Hardwick St          | Av                                  | 20. 214 <sup>th</sup> St-Rossford Av |
| 2. Bloomfield Av-Lemming St           | 10. Del Amo Bl-Claretta Av          | 21. 215 <sup>th</sup> St-Rossford Av |
| 3. Bloomfield Av-215 <sup>th</sup> St | 11. Downey Av-Michelson St          | 22. Fairway Dr-Country Club Dr       |
| 4. Candlewood St-Hayter Av            | 12. Harvey Wy-Marwick Av            | 23. Haston Pl-214 <sup>th</sup> St   |
| 5. Candlewood St-Briercrest Av        | 13. Harvey Wy-Lomina Av             | 24. Massinger St-Alburtis Av         |
| 6. Centralia St-Briercrest Av         | 14. Harvey Wy-Gondar Av             | 25. Michelson St-Coke Av             |
| 7. Centralia St-Dunrobin Av           | 15. Lakewood Bl-Hedda St            | 26. Michelson St-Pearce Av           |
| 8. Clark Av-Michelson St              | 16. Lakewood Bl-Michelson St        | 27. Roseton Av-205 <sup>th</sup> St  |
| 9. Del Amo Bl-Coldbrook               | 17. Norwalk Bl-207 <sup>th</sup> St | 28. St. Pancratius Pl-Verdura Av     |
|                                       | 18. Pioneer Bl-205 <sup>th</sup> St |                                      |
|                                       | 19. Woodruff Av-Hardwick St         |                                      |

Willdan will field review each study location. The field observations will identify existing conditions including type of crosswalk, signs and pavement markings, curb markings/parking restrictions, visibility of crosswalk and signs, etc.

Willdan will gather the most recent 5-year collision history at each of the study locations. This data will assist in the analysis of the need for additional traffic control.

### Deliverables:

- ✓ Existing conditions exhibits
- ✓ 5-year reported collision history

## Task 3: Needs Analysis for Additional Traffic Control Devices

Willdan will review the data collected in Phase 1 and in Task 2 to determine the appropriate next analysis step to address the uncontrolled marked crosswalks. For example, if the vehicle counts don't satisfy minimum volume requirements of the traffic signal warrants, Willdan will not complete a full traffic signal warrant analysis. Willdan would then look at other traffic controls that would be appropriate for the intersection.

Willdan will provide a Technical Memorandum on the data collected for the 28 intersections. This Memo will also identify the next analysis steps Willdan will take for each intersection.

The analysis of the study intersections regarding additional traffic control devices will include, as appropriate, analysis of the following warrants/guidelines:

- Update/addition of traffic signs and pavement markings
- Warning/flashing beacons
- Rectangular rapid flashing beacons (RRFB)
- In-roadway warning lights (IRWL)



- Pedestrian hybrid beacons (High intensity Activated crossWalk – HAWK),
- Stop sign warrants
- Traffic signal warrants

A Draft Study will be prepared to document the methodology, findings, and recommendations of the analysis for the City to review. Conceptual work order exhibits will be provided for our recommendations, as appropriate. The Draft Study will also include the traffic count and other relevant data. Willdan will provide an electronic copy of the Draft Study. If requested, Willdan can provide up to 3 hard copies of the Draft Study.

After the City reviews the Draft Study, a Final Study will be submitted that incorporates the City's comments on the Draft Study. The Final Study will also be submitted electronically. If requested, Willdan can provide up to 3 hard copies of the Final Report.

**Deliverables:**

- ✓ Technical Memorandum
- ✓ Draft Study
- ✓ Final Study

#### **Task 4 – Pilot Project Locations**

Willdan will evaluate up to 5 locations for installation of solar powered rectangular rapid flashing beacon (RRFB) or other flashing beacon systems as a pilot program. These locations will be specifically analyzed to determine if the guidelines for the installation of flashing beacons is satisfied.

Willdan will provide a standard construction detail for the installation of the flashing beacons on a standard sign post. However, it should be noted that any unusual field conditions, construction conflicts, or ADA ramp/sidewalk improvements will require a complete design plan which is not included as part of this Task.

Willdan will assist the City in ordering the appropriate flashing beacon equipment to be delivered to the City.

**Deliverables:**

- ✓ Flashing Beacon Analysis Memorandum
- ✓ Construction detail for flashing beacon installation on a standard sign post
- ✓ Assistance in ordering flashing beacon equipment

#### **Optional Task 5: Public Meeting Attendance**

Attendance and presentation for any public meetings or hearings (City Council, Town Hall, Commission/Committees, etc.) will be on a time-and-materials basis based on the Schedule of Hourly Rates of our current contract agreement.



## PROPOSED SCHEDULE

Upon authorization to proceed, we estimate that approximately 10 weeks from receipt of traffic counts would be needed to provide the Draft Study to the City for review. Willdan will provide the Final Study 4 weeks after receipt of comments by the City.

## PROPOSED FEE

We propose to provide the above professional services of Phase 2 for a not-to-exceed fee of **\$41,545.00**.

Please indicate the City's approval and authorization to proceed by either printing out and signing two originals and returning one hard copy original to our office, or by scanning one signed original and returning it by e-mail.

Thank you for the opportunity to be of service to the City of Lakewood. We recognize the importance of this project to the City and are committed to realizing its timely and successful completion. Should you have questions regarding this proposal, please contact Mr. Jeff Lau at (562) 364-8526 or via email [jlau@willdan.com](mailto:jlau@willdan.com).

Respectfully submitted,

Approval and Authorization to Proceed By:

### WILLDAN ENGINEERING

### CITY OF LAKEWOOD

  
Vanessa Muñoz, PE, TE, PTOE  
President/Director of Engineering

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

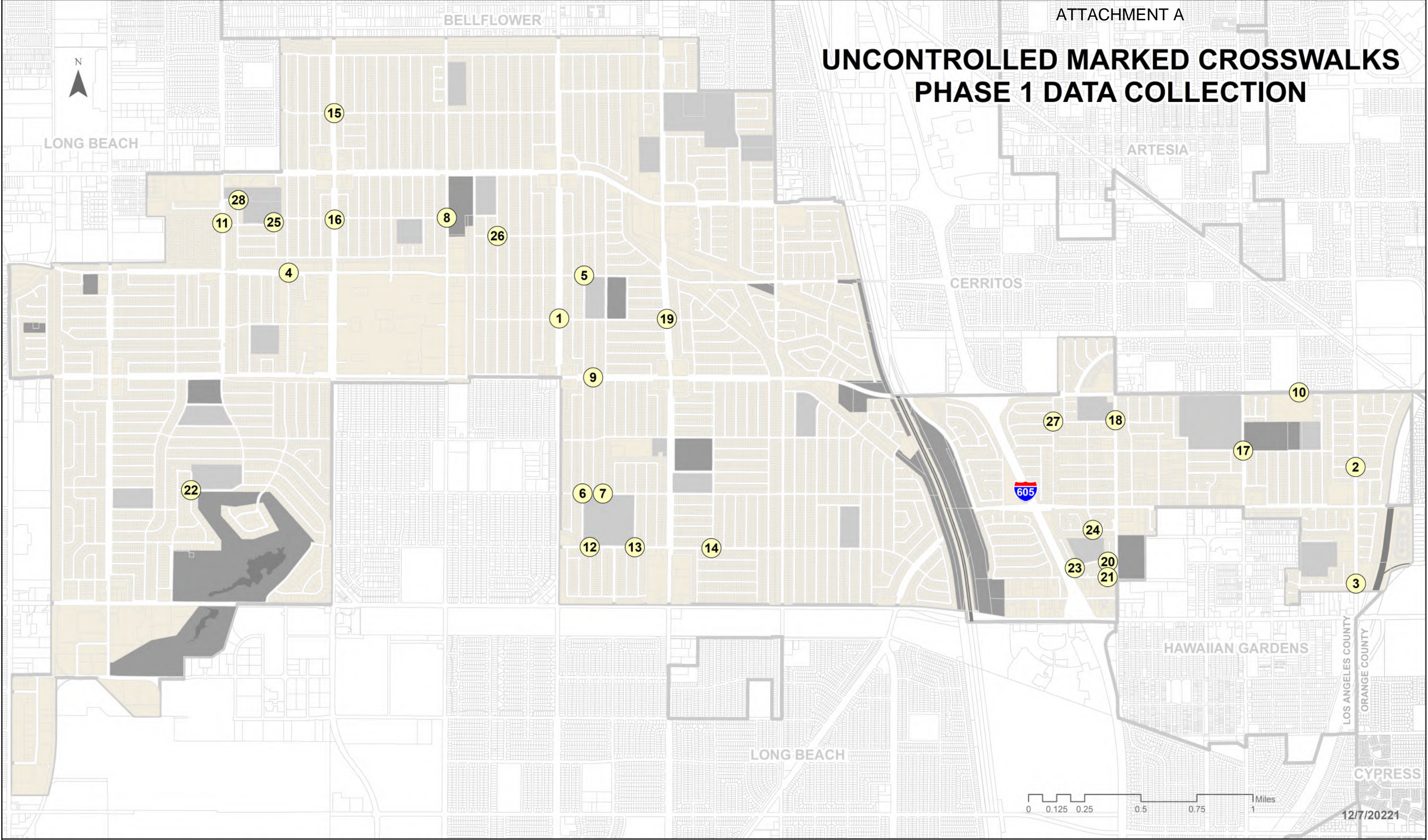
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# UNCONTROLLED MARKED CROSSWALKS PHASE 1 DATA COLLECTION



- |                               |                                |                             |                               |                              |                                 |                                   |
|-------------------------------|--------------------------------|-----------------------------|-------------------------------|------------------------------|---------------------------------|-----------------------------------|
| 1 Bellflower Bl & Hardwick St | 5 Candlewood St & Briercrest   | 9 Del Amo Bl & Coldbrook Av | 13 Harvey Wy & Lomina Av      | 17 Norwalk Bl & 207th St     | 21 215th St & Rossford Av       | 25 Michelson St & Coke Av         |
| 2 Bloomfield Av & Lemming St  | 6 Centralia St & Briercrest Av | 10 Del Amo Bl & Claretta Av | 14 Harvey Wy & Gondar Av      | 18 Pioneer Bl & 205th St     | 22 Fairway Dr & Country Club Dr | 26 Michelson St & Pearce Av       |
| 3 Bloomfield Av & 215th St    | 7 Centralia St & Dunrobin Av   | 11 Downey Av & Michelson St | 15 Lakewood Bl & Hedda St     | 19 Woodruff Av & Hardwick St | 23 Haston Pl & 214th St         | 27 Roseton Av & 205th St          |
| 4 Candlewood St & Hayter Av   | 8 Clark Av Av & Michelson St   | 12 Harvey Wy & Marwick Av   | 16 Lakewood Bl & Michelson St | 20 214th St & Rossford Av    | 24 Massinger St & Alburts Av    | 28 St. Pancratius Pl & Verdura Av |



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

## **COUNCIL AGENDA**

December 14, 2021

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

**SUBJECT:** Architectural Services Authorization – Dahlin Group – Modular Office Unit

### **INTRODUCTION**

The City of Lakewood established a consulting Architectural Services on-call agreement with the Dahlin Group in December 2018. On September 28, 2021 Council authorized the ARPA Ad Hoc committee's recommended use of the Federal American Rescue Act (ARPA) funds, inclusive of \$550,000 for the purchase and installation of a modular office unit, to house the Code Enforcement Division of the Community Development Department and the Project Management Division of the Public Works department. The two offices in the modular unit will allow staff to further spread out their work spaces. Dahlin Group has submitted a proposal for the final architectural services required for this project.

### **STATEMENT OF FACT**

On September 14, 2021, the City held a meeting on site at City Hall with our on-call City Architect the Dahlin Group to go over the potential scope of work for the installation of a new modular office unit that would hold offices of the Community Development and Public Works department. Dahlin Group previously submitted a proposal for the initial programming, concept design, conceptual code review, detailed design survey, conceptual utility plan, and conceptual Stormwater analysis. The preliminary proposal was in the amount of \$19,750 and was approved by the City Manager under his signing authority. Dahlin Group has now submitted the proposal for the architectural services required through project close out.

The Dahlin Group will prepare preliminary plans for review and final plans and specifications suitable for bidding the site work needed, as well as the details needed to coordinate with the modular manufacturer. The scope of work for this proposal includes site planning, schematic design, construction documents, government and agency plan review, bidding phase, construction administration, and consultant services. They will also prepare an estimate and a schedule. It would be staff's intention to get the work done as soon as possible. Dahlin Group is ready to begin work immediately upon authorization of the agreement. Their fee for this scope of work will not exceed \$97,500.

### **RECOMMENDATION**

Staff recommends that the City Council:

- (1) Authorize architectural services for the CD/PW modular office unit, per the Dahlin Group proposal dated November 30, 2021, in an amount not-to-exceed \$97,500, and authorize the Mayor to sign the proposal.



Lisa Ann Rapp  
Director of Public Works



Thaddeus McCormack  
City Manager

## EXHIBIT A TO MASTER AGREEMENT

Dahlin Group, Inc. ("DAHLIN") will provide architectural services to **CITY OF LAKEWOOD** ("OWNER"), for the **CITY HALL MODULAR** ("PROJECT") in **LAKEWOOD**, California ("CITY") based on the following Project Description, Scope of Services, and Compensation noted herein, including the terms and conditions set forth in the OWNER's Master Agreement dated December 11, 2018.

<b>PROJECT NAME:</b>	CITY HALL MODULAR	<b>AGREEMENT DATE:</b>	NOVEMBER 30, 2021
<b>DAHLIN PROJECT ID:</b>	1533-005		
<b>ARCHITECT:</b>	DAHLIN GROUP, INC.	<b>OWNER:</b>	CITY OF LAKEWOOD
<b>OFFICE ADDRESS:</b>	18818 Teller Avenue, Suite 26018818 Irvine, CA 92612	<b>ADDRESS:</b>	5050 N. Clark Avenue Lakewood, CA 90712
<b>BILLING ADDRESS:</b>	5865 Owens Drive Pleasanton, CA 94588		
<b>REPRESENTATIVE:</b>	Erica DiCioccio, Architect / Associate Stephanie Fujimura, Principal	<b>REPRESENTATIVE:</b>	Lisa Rapp Director of Public Works
<b>PHONE:</b>	925-251-7200	<b>PHONE:</b>	562-866-9771
<b>EMAIL:</b>	erica.dicioccio@dahlingroup.com stephanie.fujimura@dahlingroup.com	<b>EMAIL:</b>	lrapp@lakewoodcity.org

### I. PROJECT DESCRIPTION

#### A. Location and Site Description:

City of Lakewood City Hall  
5050 Clark Ave, Lakewood, CA 90713

#### B. General Project Description: A new 12' x 98' Modular building on the west side of the existing City Hall per attached Exhibit C.

#### C. Existing Conditions: Design for demolition, grading and utility systems will be limited to the extent necessary to accommodate the construction of PROJECT. Design for upgrade or corrective work for deficiencies in the existing conditions, not defined in PROJECT scope, are not included and may be provided upon written request as Additional Services.

1. There is sufficient existing power capacity on site (adjacent to the existing equipment for current structure) for the new building.
2. OWNER will coordinate the removal of the existing trailer from the site prior to construction.
3. Pit set foundation will be the basis of the design.
4. OWNER will provide Geotechnical Report if needed

#### D. Project Consultants: Architecture, Civil Engineering and Cost Estimating services are included in the Scope of this Agreement. See Section II.H.

#### E. Statement of Probable Cost: Cost estimating services are included with the following milestones, as provided by DAHLIN's Cost Estimating Consultant.

- Schematic Design – site design.
- Construction Documents – site design.

#### F. Project Schedule: Unknown at time of this Agreement

#### G. Design and Construction Approaches: Design-Bid-Build - Modular building to be purchased by OWNER. The installation and site work will be designed, publically bid and built.

- H. **Code Cycle**: The design and construction documents shall be based upon applicable sections of the current (as of the date of this Fully Executed Agreement) 2019 CBC code and local regulations.
- I. **Green Building Requirements**: It is not anticipated that PROJECT will be submitted to any outside certification / awarding parties for independent review, such as LEED, WELL, or Green Globes.

## II. SCOPE OF SERVICES

### A. **PHASE 10.0 - PROGRAMMING AND CONCEPT DESIGN** – *Provided under Previous Agreement dated September 30, 2021.*

### B. **PHASE 20.0 - SITE PLANNING**

1. DAHLIN's Civil Engineer will provide an AutoCAD base map for the site that includes elements such as the regional road alignments, topography, easements, adjacent uses, existing utilities, and ownership parcels. The base plan will also illustrate easements and right of ways, proposed setbacks, allowable building envelopes, trees, and any other physical constraints.
2. Using the base map provided by DAHLIN's Civil Engineer and working with PROJECT team, DAHLIN will prepare two (2) Alternative Concept Site Plans to include:
  - a. Modular Building Siting;
  - b. Review of applicable building code requirements for the existing City Hall Building and City zoning.
3. Based on the feedback received on the two (2) Alternative Concept Site Plans, DAHLIN will refine the preferred Concept Design Plan. The preferred Concept Design Plan will become the Basis of Design for Schematic Design.
4. DAHLIN will attend meetings and presentations as noted:
  - a. Up to One (1) Staff Meeting with Civil Engineer;
  - b. Up to One (1) Meeting with CITY Staff.

### C. **PHASE 30.0 - SCHEMATIC DESIGN**

- a. With OWNER's written approval of the Basis of Design Concept Design Plan, DAHLIN will prepare Schematic Design documents to include the following:
  - a. Schematic site plan, showing building layouts, and site circulation;
  - b. Preliminary exiting and occupancy plans;
  - c. Schematic floor plans showing overall dimensions and square footages, designation and location of rooms;
  - d. Manufacturer's roof plan;
  - e. Manufacturer's Exterior elevations showing exterior materials;
  - f. Building sections to describe the relationship and height of the various levels;
  - g. Manufacturer's Interior elevations.

DAHLIN's consultants will provide documentation of the following:

- a. DAHLIN's Civil Engineer will provide a Schematic Design grading and drainage plan, and Schematic Design Utility Plan.
- b. DAHLIN's fee is based on an assumption of minor modifications to the Basis of Design. Substantial revisions may require Additional Services.

- c. DAHLIN will attend meetings and presentations as noted:
  - a. Up to One (1) Schematic Design Meeting with CITY to select finish materials.
  - b. Up to One (1) Site meeting with the Civil Engineer.

#### **D. PHASE 50.0 - CONSTRUCTION DOCUMENTS**

- 1. With OWNER's written approval of the Schematic Design documents, DAHLIN will prepare Construction Documents that will set forth the requirements for construction of the PROJECT.
- 2. Construction Documents will be produced solely for use by a knowledgeable and experienced General Contractor. Any or part of all systems, materials, connections, and details not specifically provided in these plans are the sole and complete responsibility of the General Contractor to properly verify and install.
- 3. Construction Documents will reflect information required for general construction and building permit purposes. These documents will include:
  - a. Title Sheet and CITY/Agency-required Project Data;
  - b. Generic Code-required signage details and specifications;
  - c. CalGreen Compliance Forms;
  - d. Accessibility, Notes/Details Sheets;
  - e. Code Analysis, Building Occupancy and Exiting Plans and Details;
  - f. Architectural Site Plan;
  - g. Building Slab Plan(s) – for reference only;
  - h. Building Floor Plan(s) – for reference only;
  - i. Enlarged Area Plan(s) – for reference only;
  - j. Interior Finish Plan(s);
  - k. Building Reflected Ceiling Plan(s) – for reference only;
  - l. Building Roof Plan(s) – for reference only;
  - m. Building Exterior Elevation(s) (includes Architectural detail callouts to explain specific materials and methods);
  - n. Architectural Building Sections and wall details (as required to describe space / construction);
  - o. Door and Window Schedules (as required to describe construction);
  - p. Interior Elevations of major building elements;
  - q. Architectural Details;
  - r. Consultant documentation according to Section H.

DAHLIN's consultants will provide documentation of the following:

- a. DAHLIN's Civil Engineer will provide a site demolition plan, final engineered site plan, final grading and drainage plan, final utility plan, final erosion control plan and prepare the SWPPP and NOI.
- 2. OWNER's Pre-Manufactured Building Consultant will provide the following Drawings and information as a Deferred Submittal:
  - a. Foundation Plan;
  - b. Building Plans;
  - c. Reflected Ceiling Plans;
  - d. Roof Plans;
  - e. Exterior Elevations;
  - f. Building Sections;
  - g. Interiors;
  - h. Roof Plans;
  - i. Door and Window Schedules;
  - j. Construction Details;
  - k. Mechanical and Plumbing Drawings, Details, Calculations and Product specifications;
  - l. Telecom and Electrical Connections Plans;
  - m. Structural Drawings, Details and Calculations.

3. At the completion of Construction Documents phase, DAHLIN will provide a Project Manual that includes the Conditions of the Contract for Construction and Specifications in a "Master Spec" format to support the design documents. Specifications for products may also be called out by notes on the plans and will be considered "or equal" to establish the general product standards for quality, finish and design intent. DAHLIN will work with OWNER to coordinate their construction / finish standards and general project specifications with OWNER's required materials to be used on PROJECT. For the architectural components of PROJECT, DAHLIN will coordinate with OWNER's consultants to include their appropriate sections into the Project Manual.
  - a. DAHLIN will incorporate OWNER's Division 0 and Division 1 Specifications into overall Project Specification Book. DAHLIN can develop and provide Division 0 and Division 1 Specifications if requested as an Additional Service.
5. DAHLIN will attend meetings or presentations as noted:
  - b. Weekly call with CITY Project Manager.
  - c. Up to One (1) 50% Construction Document Page Turn with CITY Staff.

**E. PHASE 50.2 - GOVERNMENT AND AGENCY PLAN REVIEW**

1. After completion of Construction Documents, DAHLIN will provide copies of Construction Documents to OWNER for submittal to CITY's Building Department for building permit. CITY may elect to send these documents to subcontractors for Plan Check review. OWNER is responsible for the preparation and submission of applications to any building department, agency, or governing body having jurisdiction over PROJECT, including the paying of any and all fees associated with required applications.
2. DAHLIN will revise the documents as required by CITY and/or its Plan Check subcontractor for up to two (2) rounds of Plan Review comments returned to DAHLIN.
3. DAHLIN's fee is based on the assumption of a customary number of modifications to the Construction Documents resulting from Government and Agency Plan Review. Substantial revisions, generated by multiple, unanticipated rounds of review, may require Additional Services.
4. OWNER is responsible for ensuring that any Plan Check comments are reviewed and revised by OWNER's consultants.

**F. PHASE 60.0 – BIDDING (PROCUREMENT PHASE SERVICES)**

1. Bidding Assistance services will be provided by DAHLIN as requested by OWNER.
2. If required, advertising for and solicitation of construction bidders shall be provided by OWNER and is not included in DAHLIN's Scope of Services.
3. DAHLIN will coordinate the reproduction of Construction Documents for distribution to CITY, construction bidders and others, as may be required for PROJECT.
4. During the Bidding phase, DAHLIN will participate in a pre-bid conference and the bid-opening if requested, and will provide consultation as requested by OWNER for architectural opinions on the bids, methods, and cost of construction. DAHLIN will also answer bidding questions, issue addenda, and prepare additions and revisions to Construction Documents as clarifications for bid purposes as Additional Services.
5. OWNER and General Contractor will review and select subcontractor's bids, materials, finishes, fixtures, and items for PROJECT and is responsible for all issues of quality control and installation.

6. DAHLIN will attend meetings or presentations as noted:
  - a. Up to One (1) Bid Walk;
  - b. Up to One (1) Bid Opening.

#### **G. PHASE 70.0 - CONSTRUCTION ADMINISTRATION**

1. Prior to start of Construction, DAHLIN, OWNER, and General Contractor will have a pre-construction meeting to establish expectations for performance of Construction Administration and the scope of services described below. If the scope of services described below for Construction Administration are adjusted during or after this meeting, Additional Services may be required.
2. As the PROJECT proceeds into Construction, DAHLIN will provide Construction Administration services, limited to forty (40) hours of professional services. The scope and fee herein are based on and estimated Five (5) month construction period. Services required beyond that period and/or beyond the estimated hours are Additional Services. Scope may include:
  - a. Interpretation of the documents and responding to Requests for Information (RFI's);
  - b. Reviewing and processing submittals limited to;
    - i. Review of initial submittal and one (1) re-submittal per product or material classification.
    - ii. Additional review of submittals are Additional Service.
  - c. Issuing ASI's and processing Change Orders as required;
  - d. Construction Project meetings and site visits limited to:
    - i. Up to One (1) onsite meeting bi-weekly including one (1) hour of travel per meeting;
    - ii. Up to Two (2) onsite meetings and one (1) punch list site visits by DAHLIN's Consultants, per discipline.
  - e. PROJECT Completion:
    - i. DAHLIN will provide up to one (1) onsite visits for punch. Backpunch (2nd+ rounds) are not included.

#### **H. CONSULTANT SERVICES**

1. Per attached Exhibit B – Design Responsibility Matrix.

### III. COMPENSATION

#### A. FEE SUMMARY

SCOPE OF SERVICES	FIXED FEE
II.B.PH 20.0 – SITE PLANNING	\$8,500
II.C. PH 30.0 - SCHEMATIC DESIGN	\$15,500
II.D.PH 50.0 - CONSTRUCTION DOCUMENTS	\$48,500
II.E. PH 50.2 – GOVERNMENT AND AGENCY PLAN REVIEW	<i>Included above</i>
PH 50.3 – PROJECT MANUAL SPECIFICATIONS	<i>Included above</i>
II.F. PH 60.0 – BIDDING	\$7,000
II.G. PH 70.0 - CONSTRUCTION ADMINISTRATION	\$18,000

<b>TOTAL FEES:</b>	<b>\$97,500</b>
--------------------	-----------------

VI. PH 99.0 – REIMBURSABLE EXPENSE ESTIMATE:	\$10,000
--	----------

#### B. BILLING AND PAYMENT

- Compensation may be subject to renegotiation if:
  - Agreement is not signed by both parties (fully executed) within six (6) weeks of the date of this Agreement; or
  - Work is stopped for more than sixty (60) days; or
  - Construction Documents start beyond 3 months of the date of this Agreement.
- Invoices shall be based on the percentage of completion of the contract and shall be issued monthly via email to the Project Representative indicated in this Agreement. Invoices are due upon presentation. Wire transfer or ACH information (including changes) must be verified through phone confirmation with DAHLIN's CFO, Tim Williams at 925-251-7212, any deviation from this is at OWNER's sole risk. OWNER shall review invoices and contact DAHLIN within seven (7) days if there are any questions or problems that would delay payment. Invoices become delinquent if not paid within 30 days of invoice date. Services may be suspended if not paid within forty-five (45) days, and DAHLIN shall not be liable to OWNER for delay or damage resulting to OWNER due to such suspension of services. Past due invoices are subject to a late charge of 1.5 percent per month.

#### C. 2021 BASIC HOURLY RATE SCHEDULE

President, Vice President, Founder	\$300
Principal, Director, Senior Principal, Senior Director	\$200 - \$250
Senior Architect, Sr. Designer, Sr. Project Manager, Sr. Planner, Sr. Interior Designer	\$180 - \$190
Architect, Designer, Project Manager, Planner, Multimedia Designer	\$150 - \$170
Job Captain, Interior Designer	\$125 - \$140
Designer/Drafter	\$100 - \$115
Administration	\$85 - \$125



Approved this date: \_\_\_\_\_  
(Filled in by OWNER)

CITY OF LAKEWOOD

\_\_\_\_\_  
MAYOR

DAHLIN GROUP, INC.



\_\_\_\_\_  
Gregor L. Markel, AIA, LEED AP  
Senior Principal  
License #C23921, Exp. 2/23

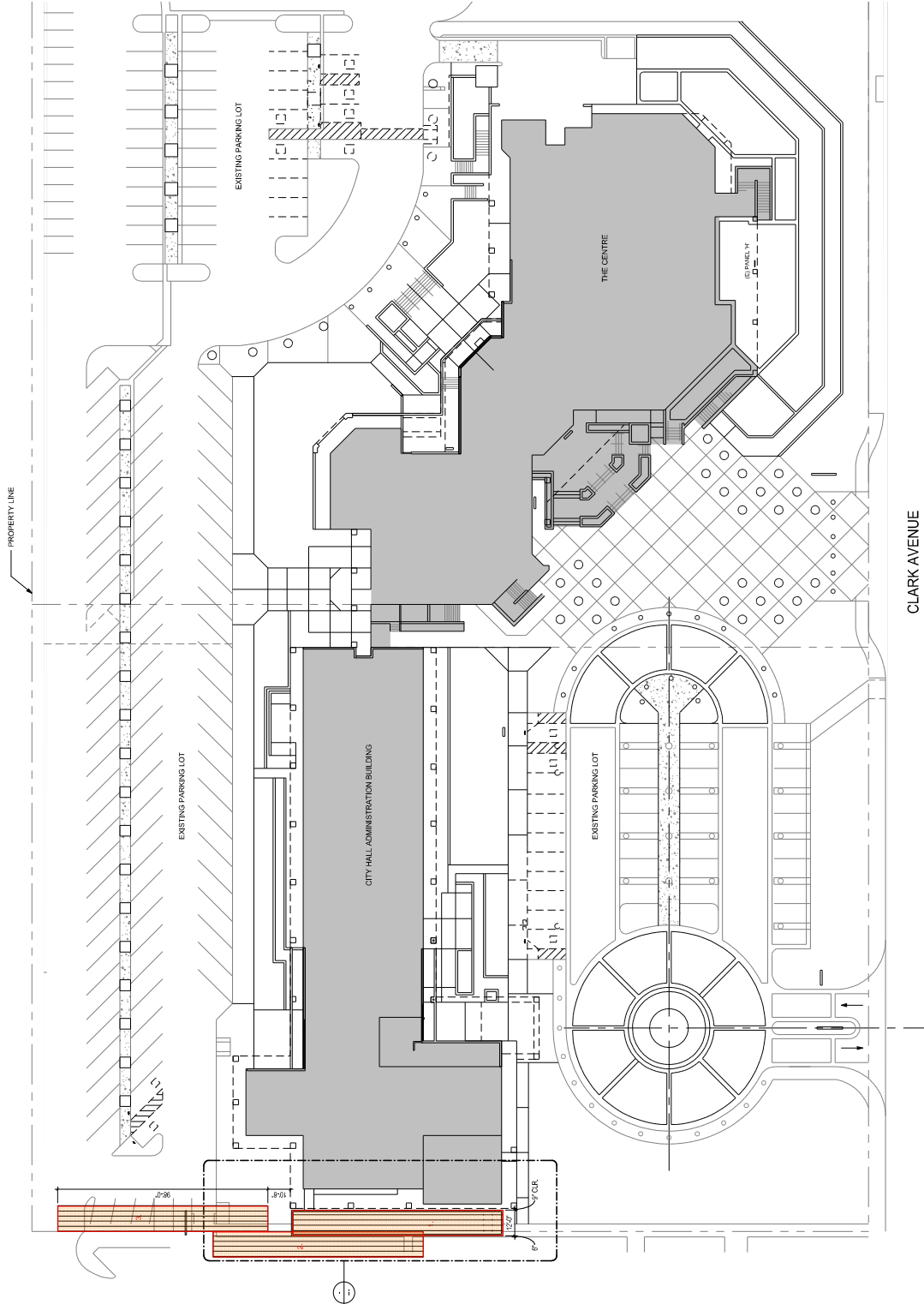
**END OF EXHIBIT A**

EXHIBIT C

SITE PLAN LEGEND

- (E) ITEMS TO BE DEMOLISHED
- (E) BUILDINGS
- (E) PANEL Y
- SCHEME OF WORK

CIVIC CENTER WAY



1 SITE PLAN - EXISTING

1"=20'0"

DAHLIN

5885 Owens Drive  
Folsom, CA 95666  
916-251-7200

CONSULTANT

CITY HALL MODULAR OFFICE BUILDING

5050 & 5000 CLARK AVE, LAKEWOOD CA, 90712

REVISIONS

JOB NO.	1531005
DRAWN	ED
CHECK	SF
SITE PLAN	



SHEET

A0.1

## EXHIBIT B DESIGN RESPONSIBILITY MATRIX

**LAKESWOOD MODULAR BUILDING**

CITY OF LAKEWOOD

	1533-005
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[illegible]

# EXHIBIT B DESIGN RESPONSIBILITY MATRIX

## LAKEWOOD MODULAR BUILDING

### CITY OF LAKEWOOD

1533-005

				DAHLIN'S CONSULTANTS		OWNER'S CONSULTANTS						
						PRE- MANUFACTURED BUILDING DESIGNER			SITE			
<b>All Consultants will provide the usual and customary services applicable to their Specialty / Discipline.</b>  <b>P</b> = Primary Responsibility <b>S</b> = Secondary Responsibility <b>s</b> = Secondary Support / Coordination  <i>Grey text indicates OWNER's Consultant / Contractor and/or specific design task is not anticipated at time of Agreement, and may require Additional Services</i>		<b>OWNER</b>	<b>DAHLIN GROUP ARCHITECTURE   PLANNING</b>	<b>CIVIL ENGINEER</b>	<b>COST ESTIMATOR</b>	<b>STRUCTURAL ENGINEER</b>	<b>MECHANICAL ENGINEER</b>	<b>PLUMBING ENGINEER</b>	<b>ELECTRICAL ENGINEER</b>	<b>LANDSCAPE ARCHITECT</b>	<b>FURNITURE PROCUREMENT</b>	<b>NOTES</b>
<b>Audio Visual &amp; Data Systems Design</b>												
	Data Systems and Equipment Design	<b>P</b>	<b>s</b>						<b>s</b>		<b>s</b>	
<b>Interior Design</b>												
	Interior Design Drawings		<b>P</b>			<b>s</b>	<b>s</b>	<b>s</b>	<b>s</b>		<b>s</b>	
	Interior Finish Selections and Specs		<b>P</b>								<b>s</b>	
	Interior Finish Schedule	<b>s</b>	<b>P</b>								<b>s</b>	
	Interior Elevation Drawings		<b>P</b>								<b>s</b>	
	Casework and Cabinetry Design and Drawings		<b>P</b>								<b>s</b>	
	Specialty Lighting Selection and Specs	<b>s</b>	<b>P</b>						<b>s</b>		<b>s</b>	

**1533-005**

				DAHLIN'S CONSULTANTS		OWNER'S CONSULTANTS						
						PRE- MANUFACTURED BUILDING DESIGNER			SITE			
All Consultants will provide the usual and customary services applicable to their Specialty / Discipline.  P = Primary Responsibility S = Secondary Responsibility s = Secondary Support / Coordination  <i>Grey text indicates OWNER's Consultant / Contractor and/or specific design task is not anticipated at time of Agreement, and may require Additional Services</i>		OWNER	DAHLIN GROUP ARCHITECTURE   PLANNING	CIVIL ENGINEER	COST ESTIMATOR	STRUCTURAL ENGINEER	MECHANICAL ENGINEER	PLUMBING ENGINEER	ELECTRICAL ENGINEER	LANDSCAPE ARCHITECT	FURNITURE PROCUREMENT	NOTES
Furniture Design												
	Furniture Design Drawings		S			S	S	S	S		P	
	Furniture Finish Selections and Specs		S								P	
	Conceptual Furniture Layout	S	S								P	
	Furniture, Fixture, and Equipment (FF&E) Specs	S	S								P	
	Purchasing Services	P									S	
Signage & Wayfinding												
	Code Required Fire Extinguisher Location Plan		P									
Civil Engineering, Surveying & Site Utilities												
	Architectural Site Plan		P	S						S		
	Accessibility Plan Coordination with Site Design		S	P						S		
	Construction Site Plan											
	Survey and Plot Plan			P								
	Grading Plans		S	P						S		
	Site Drainage Design		S	P						S		
	Civil Specifications			P								
	Parking Lot Design											
	Parking Lot Layout & Drainage Plan		S	P						S		
	Horizontal Control and Striping Plans			P						S		
	Dry Utilities outside of five (5) feet of the building		S	S					S	S		
	Transformer Base Design and Location		S	S					S	S		
Landscape Architecture												
	Landscape, Planting and Irrigation Design & Drawings	S	S	S						P		
	Hardscape Design		S	S						P		
	Landscape & Patio Drainage		S	S						P		
	Storm water pollution prevention		S	P						P		
	Irrigation design			S					S	P		
	Landscape Site Walls		S	S						P		
	Landscape Specifications									P		
	Building Accent Lighting Selection		P						P	S	S	
	Screen Walls		S	S						P		
Other												
	Cost Estimates	S	S	S	P	S	S	S	S	S	S	

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

*Legislation*

RESOLUTION NO. 2021-65

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD APPOINTING \_\_\_\_\_  
TO THE RECREATION AND COMMUNITY SERVICES  
COMMISSION REPLACING KIRK REAL

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

SECTION 1. Resolution No. 2020-13 of the City Council pertaining to the appointment of members to the various commissions is amended as provided in this Resolution.

SECTION 2. Section 2 of said resolution pertaining to residents of the City of Lakewood appointed members of the Recreation and Community Services Commission for a term of two years, terminating with the second Council Meeting following the bi-annual municipal election is hereby amended by replacing Kirk Real with \_\_\_\_\_, a resident of the City of Lakewood.

SECTION 3. The appointment of \_\_\_\_\_ herein contained shall be effective upon said member taking the Constitutional Oath of Office and filing the Statement of Economic Interest within the time and manner specified in the Conflict of Interest Code of the City of Lakewood.

ADOPTED AND APPROVED THIS 14TH DAY OF DECEMBER, 2021.

\_\_\_\_\_  
Mayor

ATTEST:

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



# DIVIDER SHEET

## **COUNCIL AGENDA**

December 14, 2021

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

**SUBJECT:** Authorize California Uniform Public Construction Cost Accounting Act (CUPCCAA) Resolution and Informal Bidding Ordinance

### **INTRODUCTION**

At the CIP Committee meeting held on November 29, 2021, as well as at the Audit Committee held on December 6, 2021, staff presented a report on the California Uniform Construction Cost Accounting Act (CUPCCAA or Act). The Act allows for simplified bidding policies and procedures which will save the City time and money on smaller projects. Staff recommends the City Council adopt by resolution to become subject to the Act, adopt the ordinance that allows for the informal bidding procedures, and increase the City Manager's contracting authority on capital improvement projects.

### **STATEMENT OF FACT**

As a general law city, the City of Lakewood is currently subject to the provisions of California Public Contract Code Sections 20160 to 20175. This Section governs how and when contracts for public works projects are to be advertised, bid and awarded. The Public Contract Code is intended to ensure that the City receives the lowest competitive bid on public works projects.

One of the provisions of this state law is that all public works projects with a value of \$5,000 or more must be competitively bid. This process requires that each project valued in excess of \$5,000 have plans and specifications prepared by an architect or engineer, be advertised, follow a formal bid process laid out in the Public Contract Code, and projects awarded by Council go to the lowest responsive and responsible bidder. This process can be time consuming and at times results in additional time to advance each project in excess of \$5,000.

On smaller projects, this requirement can impose complex procedures and processes that are out of proportion to the value of the work being contracted. The costs associated with the administrative process that accompanies a bid, including document preparation, public notice, and contract administration, can, on a small project, add 50% or more to the base construction cost. This cost is accrued on both the City's side and the contractor's, which the contractor passes on to the City. Furthermore, it can be very difficult to secure lower value contracts through the formal bidding process at reasonable prices because contractors are simply unwilling to expend the time, money and effort necessary to complete all the required paperwork and meet the bonding requirements for such small projects.

To streamline the procurement process and leverage the functions of the Public Works department to complete smaller projects, staff recommends City Council consider adopting the California Uniform Public Construction Cost Accounting Act. There are a total 1,446 public agencies who have adopted the California Uniform Public Construction Cost Accounting Act, inclusive of 277 cities of which 49 are in LA County, and 18 are in Orange County. Cities around Lakewood that are registered to use it include Artesia, Bellflower, Commerce, Costa Mesa, Fullerton, La Mirada, Lynwood, Norwalk, Santa Fe Springs, Pico Rivera, and South Gate.

**California Uniform Public Construction Cost Accounting Act (CUPCCAA)**

The California Uniform Public Construction Cost Accounting Act (CUPCCAA) is a program that was created in 1983 to help promote “uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state” (Section 22001 of the PCC). The Act is a voluntary program available to all public entities in the State, but it applies only to those public agencies that have “opted in” to the provisions set forth by the Act using the process outlined in the Act. The Uniform Public Construction Cost Accounting Act (Act) is enacted under Public Contracts Code Section 22000 through 22045.

The Act allows local agencies to perform public project work up to \$60,000 with its own work force if the agency elects to follow the cost accounting procedures set forth in the Cost Accounting Policies and Procedures Manual of the California Uniform Construction Cost Accounting Commission. In addition, the Act provides alternative bidding procedures when an agency performs public project work by contract:

1. Public projects of \$60,000 or less may be performed by negotiated contract or by purchase order.
2. Public projects of \$200,000 or less may be let to contract by the informal procedures set forth in the Act (PCC 22032(b)).
3. Public projects of more than \$200,000 shall be let to contract by formal bidding procedures.

Staff recommends that the dollar threshold of the City Manager’s contracting authority on public projects be increased to \$60,000, or as modified by the Act in the future. A \$60,000 threshold is commensurate with the City’s ability to let public contracts under the CUPCCAA without any bidding, formal or informal, and would obviate the need for Council involvement in smaller public works contracts; as well as the attendant expense and delay associated with presenting these smaller items to Council for its consideration. Any projects let to contract under the City Manager’s contracting authority will be reported to the CIP Committee.

The Act allows for a sped up award process; expedited project delivery; reduced time, effort and expense associated with bidding projects under \$200,000; and simplified administration for those projects. Many public participating agencies have found that adjustments, when required, have

been relatively simple; most required procedures were already in place, so there were few, if any, major changes to existing operations. The current Standard Accounting Codes Structure satisfies reporting requirements when used properly.

The Act is overseen by the California Uniform Construction Cost Accounting Commission, which was created to administer the Act. It consists of 14 members: 13 members appointed by the State Controller and the License “A” member of the Contractors’ State License Board. Seven members represent the public sector (counties, cities, school districts, and special districts). Six members represent the private sector (public works contractors and unions). The Commission members receive no salary, but are eligible for reimbursement of their direct expenses related to the Commission.

### **Force Account Work and Project Accounting Procedures**

Procedures are to be used for tracking costs for work performed by an Agency’s own forces on a “project” as defined by the Act (Section 22002(c)). The procedures do not apply to operations or maintenance work. These procedures are intended to capture and record all direct and indirect labor, materials, equipment, subcontractors, and supervision costs, as well as the appropriate overhead costs for the public agency associated with each “project” it performs with its own forces. The procedures follow industry standard accounting methods, and in many cases are not much different from those already in place at most agencies.

The computation of indirect costs is simplified by the allowed use of a standard 30% overhead markup for Cities with a population of more than \$75,000, such as Lakewood. If installation is performed by force account, an overhead rate must be applied to all direct costs of the project and included in the cost estimate. If materials/supplies cost \$50,000 to procure separately and the estimated labor cost to install is \$25,000, the project could not be performed with force account, but would fall within the informal bid threshold because the total cost estimate exceeds \$60,000.

### **Informal Bidding Procedures**

The informal or alternative bidding procedures apply only to work that constitutes a “public project” as defined in Section 22002(c) and has a construction cost between \$60,000 and \$200,000. The informal bidding procedures are not required for the purchase of goods or materials that are not part of a “public project.” However, a participating agency may also use the informal bidding procedures when contracting for maintenance or other work that does not fall within the definition of a “public project” if it so chooses.

At least once per calendar year, each Public Agency that has elected to become subject to the Act must establish a new list or update its existing list of qualified contractors by mailing, faxing, or emailing written notice to all construction trade journals designated for that Agency. The notice must invite all licensed contractors to submit the name of their firms to the Agency for inclusion on the Agency’s list of qualified bidders for the following twelve (12) months. A participating agency can choose a specific date of their choice in which to renew its list of qualified contractors.

*Qualified contractors* are contractors licensed by the State to perform the subject work. The Commission has determined that nothing in the Act prohibits a participating agency from using additional objective pre-qualification standards in the formation and maintenance of their Qualified Contractors Lists if they so desire.

The informal bid procedure as specified in the Act differs from the formal bidding procedure currently mandated for all projects in excess of \$5,000 in two ways:

1. Informal bid invitations need to be sent only to qualified contractors on a list adopted by the City on an annual basis and to select contractor trade journals. Invitations do not need to be printed in the newspaper.
2. Informal bid invitations do not need to be as detailed as formal bid packages. For certain types of work, this allows the City to “design/build” smaller projects, saving cost of document preparation by specifying outcome in terms of performance standards rather than design details.

On certain projects, such as small improvements, minor building renovation, and repair projects, there would be an advantage to the City if it could follow an informal bidding procedure and save the cost of preparing detailed designs when the work can be adequately specified in terms of performance criteria. The selection of contractors for this work would also be more (but not much more) in the City’s control than under the formal bidding procedure which is open to all contractors with a license.

#### **Adopting the California Uniform Public Construction Cost Accounting Act (CUPCCAA)**

A public agency may become subject to the Act once the governing body elects by resolution to become subject to the Act and files a copy of the approved resolution with the State Controller’s Office (Section 22039). An agency only needs to opt into the Act once. To withdraw from the Act, the agency can file an approved resolution of the agency’s election to withdraw made during a public meeting of the agency’s governing body.

An informal bidding ordinance, or a board adopted policy equivalent to such, that outlines the agency’s informal bidding procedure needs to be adopted before the agency can informally bid any work that has a value of no more than \$200,000. After the informal bidding ordinance is adopted, the City would establish its own list of qualified contractors and contractor clearinghouses that would receive notices of informal bid solicitations.

#### **Accounting Procedures Review**

The Commission has adopted procedures for conducting an Accounting Procedures Review, where an interested party files a complaint and presents evidence that work undertaken by a public agency falls within any of the following categories:

1. It was performed by a public agency after rejection of all bids, claiming work can be done less expensively by the public agency.
2. It exceeded the force account limit.
3. It was improperly classified as maintenance.

An "interested party" can refer to a licensed contractor eligible to bid on the public project involved in the review; a labor organization whose members would be eligible to perform work on the public project if it were performed under contract; an association of licensed contractors and/or labor organizations; or a taxpayer of the public agency cited in the account review request. The "interested party" would request for a Commission review in writing via certified or registered postal mail. The written request would need to be postmarked no later than eight business days from the date of when the agency rejected all bids or from the date of which the "interested party" submitted a formal complaint to the public agency.

Once the Commission receives the request for the review, a working group of two or more commissioners, inclusive of both public and private representation, is assigned to the review. If necessary, a consultant may be assigned to conduct a thorough review of the facts surrounding the claim and prepare a written finding and recommended decision. The working group may contact the "interested party" or the public agency for more information regarding the claim. Participating agencies are required to cooperate with any account reviews pursuant to the Act. If an agency does not cooperate, they can be found to be non-compliant.

If the Commission makes findings that the work undertaken by a public agency falls within any of the categories described above, on three separate occasions within a 10-year term, the Commission shall notify the public agency of those findings in writing by certified mail. Public agencies that receive notice of findings on three separate occasions within a 10-year term shall not use the bidding procedures provided by this article for five years from the date of the Commission's findings contained in the third notice within a 10-year term. For the purposes of these review procedures, one investigation resulting in a finding or findings shall equate to one occasion. These review procedures are based on current statutory law. An accounting procedures review could potentially hold up the project for a minimum of 45 days or a maximum of 90 days; however these types of reviews are rare in the Commissions' history.


This proposal was presented to the CIP Committee on November 29, 2021, and the Audit Committee on December 6, 2021 and they have recommended that this move forward to the City Council for approval.

## **RECOMMENDATION**

It is recommended that the City Council:

- (1) Adopt the proposed resolution to become subject to the California Uniform Public Construction Cost Accounting Act.
- (2) Introduce the proposed ordinance and conduct the first reading to adopt the informal bidding procedures under the California Uniform Public Construction Cost Accounting Act.
- (3) Increase the City Manager's contracting authority on public projects to \$60,000 or as modified by the Act in the future.

  
Lisa Ann Rapp  
Director of Public Works

  
Thaddeus McCormack  
City Manager

ORDINANCE NO. 2021-9

AN ORDINANCE OF THE CITY OF LAKEWOOD,  
CALIFORNIA ADDING CHAPTER 8 TO ARTICLE VII OF  
THE LAKEWOOD MUNICIPAL CODE REGARDING THE  
UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING  
ACT AS DEFINED IN PUBLIC CONTRACT CODE  
Section 22002(C)

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

Section 1. Chapter 8 is hereby added to Article VII of the Lakewood Municipal Code entitled "Public Works Contracts" and consisting of Sections 7800 to 7805, as set forth in Exhibit "A", attached hereto and incorporated as though fully set forth herein.

Section 2. By Resolution No. 2021-66, adopted \_\_\_\_\_, the City opted to become subject to the Uniform Public Construction Cost Accounting Act (Public Contract Code Sections 22000, et seq.).

Section 3. The City Clerk will notify the California State Controller regarding the City's adoption of Resolution No. 2021-66.

Section 4. In order to take advantage of the informal bidding procedures set forth in the Act, Public Contract Code ("PCC") Section 22034 requires that the City adopt an ordinance establishing informal bidding procedures for public projects.

Section 5. If any section, subsection, clause or phrase in this Ordinance or the application thereof to any person or circumstances is for any reason held invalid, the validity of the remainder of this Ordinance or the application of such provisions to other persons or circumstances shall not be affected thereby. The City Council hereby declares that it would have passed this Ordinance and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that one or more sections, subsections, sentences, clauses or phrases or the application thereof to any person or circumstance be held invalid.

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

Section 7. This Ordinance shall take effect and be in full force 30 days after its adoption.



ADOPTED AND APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2021, by the following roll call vote:

	AYES	NAYS	ABSENT
Council Member Croft	_____	_____	_____
Council Member Pe	_____	_____	_____
Council Member Rogers	_____	_____	_____
Council Member Stuckey	_____	_____	_____
Mayor Wood	_____	_____	_____

\_\_\_\_\_  
Mayor

ATTEST:

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

## EXHIBIT A

### CHAPTER 8 PUBLIC WORKS CONTRACTS

#### 7800 Purpose.

This Chapter is adopted pursuant to Public Contract Code Sections 22030-22045, and any succeeding or related statutes, for the purpose of implementing the informal bid procedures set forth in the Uniform Public Construction Cost Accounting Act (Public Contract Code Sections 22000, *et seq.*) (the “Act”).

#### 7801 Applicability.

This Chapter may be used for public projects with a value equal to or less than the amounts set forth in Public Contract Code Section 22032, which limits will be increased automatically as authorized in any successor statute or regulation, or, when applicable, as established pursuant to Public Contract Code Section 22020.

#### 7802 Definitions.

Unless the contrary is stated or clearly appears from the context, the definitions in Public Contract Code Section 22002 and set forth below will govern the construction of the words and phrases used in this Chapter.

#### 7803 Soliciting Bids and Awarding Contracts.

Public projects, as defined by the Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 22030-22045 of the Public Contract Code. The City Manager may execute contracts up to the lower threshold of the informal bidding limit as defined in Section 22032(a) of the Public Contract Code for public projects without approval by the City Council.

#### 7804 Contractors List.

The City shall comply with the requirements of Public Contract Code Section 22034, after performing a prequalification process in accordance with Public Contract Code Section 20101.

#### 7805 Notice Inviting Informal Bids.

Where a public project is to be performed which is subject to the provisions of this Chapter, a notice inviting informal bids shall be circulated using one or both of the following alternatives:

1. Notice inviting informal bids may be mailed, faxed, or emailed to all contractors for the for the category of work to be bid, as shown on the list developed on accordance with Section 7805.

2. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors or construction trade journals may be notified at the discretion of the City, provided however: if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

RESOLUTION NO. 2021-66

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
LAKEWOOD DECLARING THE CITY'S INTENT TO  
BECOME SUBJECT TO THE UNIFORM PUBLIC  
CONSTRUCTION COST ACCOUNTING ACT

THE CITY COUNCIL RESOLVES AS FOLLOWS:

SECTION 1. The City Council finds and declares as follows:

A. Pursuant to Public Contract Code §20160, *et seq.*, general law cities in California must competitively bid all public projects in excess of \$5,000 in accordance with state-mandated formal bidding procedures.

B. In 1983, the California Legislature adopted the Uniform Public Contract Cost Accounting Act (commencing with Public Contract Code § 22000) to provide for a uniform cost accounting standard for construction work performed or contracted by local agencies and further providing an alternative method for bidding and awarding contracts for public projects.

C. Public Contract Code § 22030 provides that any city that desires to utilize the alternative procedures for bidding and contracting for public projects must elect, by resolution, to become subject to the uniform construction cost accounting procedures set forth in the Act and must notify the State Controller of its election.

D. The City desires to become subject to the uniform construction cost accounting procedures set forth in Public Contract Code §§ 22000, *et seq.*

E. Public Contract Code § 22034 requires each public agency that elects to become subject to the uniform construction cost accounting procedures to enact an informal bidding ordinance that complies with the requirements set forth in Public Contract Code § 22034.

F. The City is adopting an Ordinance enacting informal bidding procedures consistent with the Uniform Public Construction Cost Accounting Act.

SECTION 2. The City Council of the City of Lakewood elects under Public Contract Code § 22030 to become subject to the uniform construction accounting procedures set forth in Public Contract Code §§ 22010, *et seq.*

SECTION 3. The City Clerk is directed to inform the California State Controller forthwith of the City's election to become subject to the Uniform Public Construction Cost Accounting Act.

SECTION 4. This Resolution does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Resolution's effective date. Any such amended part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Resolution.

SECTION 5. If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

SECTION 6. To the extent that any other Resolution pertaining to the City's election to become subject to the Uniform Public Construction Cost Accounting Act is incorporated into this Resolution, it is superseded in its entirety.

SECTION 7. *Electronic Signatures.* This Resolution may be executed with electronic signatures in accordance with Government Code § 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

SECTION 8. The Mayor is hereby authorized to affix his signature to this Resolution signifying its adoption by the City Council of the City of Lakewood, and the City Clerk, or her duly appointed deputy, is directed to attest thereto.

SECTION 9. This Resolution will become effective immediately upon adoption.

ADOPTED AND APPROVED THIS 14TH DAY OF DECEMBER, 2021.

---

Mayor

ATTEST:

---

City Clerk

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

*Reports*

## **COUNCIL AGENDA**

December 14, 2021

**TO:** The Honorable Mayor and Members of the Council

**SUBJECT:** Annual Comprehensive Financial Report (ACFR) - Year Ended June 30, 2021  
and Presentation of the Government Finance Officers Association (GFOA) Award

### **INTRODUCTION**

The Annual Comprehensive Financial Report (ACFR – previously known as the CAFR) is a set of City financial statements that complies with Generally Accepted Accounting Principles (GAAP) as established by the Governmental Accounting Standards Board (GASB). It presents a wide variety of information needed for readers to understand the true fiscal picture of a local government's finances.

The City of Lakewood's ACFR is compiled by the Finance & Administrative Services Department staff and audited by an independent public accounting firm (The Pun Group LLP, Certified Public Accountants) whose unmodified opinion (the most favorable that can be obtained) is included within the financial section of the report.

In preparation for the City's annual audit and the development of the ACFR, the City Council Audit Committee convened twice. The meetings, with staff and The Pun Group, took place prior to the start of the audit and after its completion when the financial statements were available in draft form. The meetings covered a wide array of subjects and materials, including management/auditor roles and responsibilities, audit approach, financial statements, indicators, compliance matters, internal controls, audit results, and upcoming GASB accounting pronouncements.

### **STATEMENT OF FACT**

The City of Lakewood's Fiscal Year 2020-21 ACFR is composed in the standard format of four sections: Introductory, Financial, Supplemental, and Statistical.

- The Introductory Section includes the Transmittal Letter to the City Council from the City Manager and the Director of Finance & Administrative Services, the City's organizational chart and the GFOA Certificate of Achievement for Excellence in Financial Reporting.
- The Financial Section includes the Independent Auditor's Report, staff's Management's Discussion and Analysis that provides a high-level review of the year-over-year changes from the prior year's ACFR, the Basic Financial Statements of the Governmental and Business Type Activities of the City, and the Fund, Proprietary and Fiduciary Financial Statements, followed by the Notes to the Basic Financial Statements.
- The Supplemental Schedules section includes schedules of the City's various special revenue funds (grants), and internal service and fiduciary funds.



- The Statistical Section contains information regarding the financial trends, revenue and debt capacity, demographic and economic data and operational information of the City.

The City of Lakewood has two major fund groups, Governmental and Proprietary (Enterprise) that fall into two types of activities: governmental and business. The City's water utility is the only Enterprise Fund and is presented as a business activity in the financial statements along with the internal service funds that serve as cost centers for all funds and functions of the City.

In the Governmental Funds financial statements, Governmental Funds are broken out into Major Funds and Non-Major Governmental Funds. The City of Lakewood has three Major Funds, the General Fund, Successor Housing Agency Fund and Capital Projects Fund; all remaining Governmental Funds are combined and represented under Non-Major Governmental Funds. The combined fund balance of the City's Governmental Funds (page 31) increased by \$20,438,573 over the prior year; this increase was mainly from the increase in the General Fund category

The Proprietary Fund financial statements primarily represent the City's Water Utility. The Water Utility is treated as an Enterprise Fund and as such has retained earnings rather than a fund balance. Unrestricted retained earnings in the Water Fund increased by \$1,771,094 (page 37). Retained earnings increases are necessary to fund future-year capital improvements. Projects on the horizon include water main replacements, as well as water treatment and operational upgrades.

## **GENERAL FUND SUMMARY**

The City's General Fund is the City's largest fund, over which the City Council has the greatest discretionary authority, and is extremely valuable in the provision of essential services. It is important to note that the presentation of information in the ACFR is different from that in the City's budget. While a municipal budget is a spending plan for a future time period, an ACFR is a set of financial statements for a prior time period that complies with very regimented accounting reporting requirements as established by GASB. More specifically, the ACFR presents expenditure information without regard to the anticipated use of reserves (i.e., capital improvement projects - CIPs) or departmental expenses. On the revenue side, accounting principles require investments to be adjusted to year-end market value on the City's books each year even though they are held through maturity. The adjustment results in an unrealized "paper" gain or loss that is recorded.

When analyzing the City's General Fund revenues versus expenditures, there was a "surplus" of \$10,111,121 (page 95) at year-end. However, when excluding reserves for Capital Improvement Project (CIP) contingencies and funds in the restricted categories, the General Fund realized an \$8,047,729 surplus. This is greater than the amount previously anticipated when developing the budget, but still in line with the City's long-term financial plan which projects revenues and expenditures out 20 years and has identified a need for surpluses over the next few years to offset expected increases in expenditures over the last 10 years of the 20-year forecast. Accordingly, the additional current-year funds received are needed and will be programmed to address identified and unanticipated fiscal needs over the subsequent years to come.

Of note, the financial activity during the year occurred under the great uncertainty and economic anomalies brought about by the COVID-19 health pandemic. While the greater than anticipated

surplus is certainly good news, it is not clear that the underlying conditions that generated the surplus represent trends that will continue into subsequent fiscal years, or if they are a function of nuanced retail behaviors associated with the pandemic and the resultant business restrictions. Whatever the case, the following are some of the major reasons for the surplus:

### **Revenues**

Overall, General Fund Revenues, plus the transfer in from other sources, were greater than budgeted by \$3,685,207. A significant portion of this due to robust economic activity despite the unprecedented impacts of the COVID-19 health pandemic. Following is a brief review of the major revenues received by the City as presented on page 97 of the ACFR.

Sales tax revenues greatly exceeded budgeted amounts. Specifically, Measure L (the City's local transaction sales tax measure) generated \$1,466,638 more than anticipated in its first year. As the pandemic limited many in-person transactions, online purchases (already on the rise) increased dramatically. The passage of Measure L allowed for the City to capture those sales tax revenue dollars that otherwise would not have been allocated locally.

Traditional sales tax revenues (also known as Bradley-Burns) also exceeded their budgeted amount by \$1,062,998. Locally, the anticipated drop in this sales tax revenue did not materialize despite the frequent store closures and scaling back of operations experienced during the pandemic. Any specific revenue decrease within a business category was more than offset by increased sales in the larger retail establishments that remained open throughout and benefitted from the lack of consumer spending opportunities in other areas (i.e., travel, entertainment, personal care, etc.).

Property tax revenues were higher than expected by \$295,972 when compared to the budgeted estimates. The increase is mostly attributed to a steep increase in property values.

Utility User's Tax (UUT) revenue was higher than budget estimates by \$298,416. This is largely reflective of the increased usage of utilities by residents staying home as many employers and schools shut down for most, if not all, of the year ending June 30<sup>th</sup>.

### **Expenditures**

Overall, General Fund Expenditures, plus the transfer out to other sources, were less than budgeted by \$5,229,912. The majority of this amount (\$3,595,007) represents funds that have been allocated to specific CIPs (typically completed over multiple years), but have not been spent. The remaining portion (\$1,634,905) is due to operational savings. Following is a brief review of City functions as presented on page 97 of the ACFR.

Culture and leisure expenditures were less than anticipated by \$619,092. Encompassing much of the City's Recreation and Community Services Department, it was the most operationally impacted by the effects of the COVID-19 pandemic. Most classes, facility rentals, and special events were cancelled, significantly "downsized," or transitioned to a virtual setting. Actual General government and Public safety costs totaled less than budgeted by \$204,618 and \$119,345, respectively. Transportation and Community development expenditures were less than budgeted by \$79,673 and \$68,866, respectively. To a lesser, but still significant level, these

operational areas could not operate at historical levels as health and safety mandates lessened the City's capacity to execute many of the day-to-day functions.

Major capital projects totaling \$500,487 in Fiscal Year 2020-21 included citywide Americans with Disabilities Act (ADA) improvements, and substantial improvements at the Lakewood Equestrian Center. The City's expenditure on capital projects decreased by \$257,842 from the prior year.

### **Fund Balance**

As mentioned previously, General Fund revenues (including transfers in) exceeded expenditures (including capital projects) by \$10,111,121 (without factoring in anticipated use of reserves). In general terms, the City has sound "rainy day" reserves. The fund balance is presented per GASB 54, which includes four components; the following is a brief review of these components as presented on page 26 of the ACFR.

The Nonspendable component includes prepaid items, inventories and loans to the Successor Agency. This component increased by \$245,509 from the prior year. The Successor agency loan receivable is the major element of this component and of the year-over-year change.

The Restricted component is zero. The prior year included \$62,478 in reserve amounts earmarked for the construction of capital improvements related to the Americans with Disabilities Act (ADA). It was the amount remaining from a low-interest \$750,000 loan obtained for this purpose.

The Committed component includes reserves for City obligations, current capital projects and economic uncertainties. This component increased by \$2,677,454 from the prior year. It was primarily due to the increase in funds committed to specific capital projects, but not yet spent.

The Assigned component includes reserves for future capital replacement and equipment replacement needs, as well as for major emergencies or catastrophes. A new item in this component was added for long-term obligations that will help offset any significant financial burden in the future that would threaten the City's sound fiscal position. This component increased by \$6,661,526, with \$4 million of it from long-term obligations.

The Unassigned component, which increased by \$589,110 compared to the last fiscal year, is available to be allocated as needed.

### **GFOA Financial Reporting Award - Fiscal Year ending June 30, 2020**

Recently, the GFOA awarded the Certificate of Achievement for Excellence in Financial Reporting to the City of Lakewood for the FY 2019-20 CAFR (prior to the name change). This is the 39<sup>th</sup> consecutive year that the City has received this prestigious award. In order to be awarded the Certificate of Achievement, the ACFR must satisfy both generally accepted accounting principles and applicable legal requirements, as well as be easily readable and efficiently organized.

Mr. Gary M. Caporicci (The Pun Group) will present this award to the Mayor and Council.

**RECOMMENDATION**

Staff recommends the City Council:

- Receive and file the City of Lakewood Annual Comprehensive Financial Report (ACFR) Year Ended June 30, 2021
- Accept the GFOA Certificate of Achievement for Excellence in Financial Reporting award for the Fiscal Year ending June 30, 2020.

Jose Gomez

Director of Finance & Administrative Services



Thaddeus McCormack

City Manager



Attached: City of Lakewood ACFR for the year ended June 30, 2021

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

## **COUNCIL AGENDA**

December 14, 2021

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

**SUBJECT:** Update on Implementation of New City Website

### **INTRODUCTION**

On April 13, 2021, the City Council authorized the complete redesign of the city website to replace the current site in place. Support for the existing site is slated to expire on December 31, 2021 and city staff have been working to migrate content to the new site prior to that date.

### **STATEMENT OF FACT**

Launched in 1995, the city's website is a news, information and service resource for city residents and employees. The site has undergone two major iterations since its launch 26 years ago. In 2002, the City purchased what is known as a content management system (CMS) to help staff operate an internet site for outside visitors and an intranet for employees. In 2013, a complete redesign of the website was completed due to the emergence of wide screen monitors and smartphones that were being increasingly used to access the internet. In the eight years since, the software company that provided the original CMS has been acquired, and the new owners have informed the city that support for their software will cease effective January 1, 2022, and the city would need to upgrade to their current product offering at a much higher cost. City staff saw this as an opportunity to explore other products in the municipal CMS and website space. An extensive RFP process was performed, and the City Council awarded the agreement to OpenCities, a software vendor that has completed many successful municipal website projects throughout the country.

Since the project's approval, City staff, working with OpenCities, have been hard at work migrating existing content to the new site, creating new pages and consolidating others, establishing a new navigational structure, holding user trainings and many other tasks. There are still many more things to be done, but the new website is scheduled to go live on December 15, 2021. The most utilized parts of the city's website will be fully functional on day 1, including online payments, class registrations, service requests, event calendar, and online meeting agendas, among others. However, staff requests that users "pardon our dust" as work will continue beyond the go live date to populate other parts of the new site with content that are not as critical. Staff welcomes user feedback and encourage residents to contact the city.

### **RECOMMENDATION**

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

Paolo Beltran  
Deputy City Manager



Thaddeus McCormack  
City Manager



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

## COUNCIL AGENDA

December 14, 2021

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

**SUBJECT:** Formal Approval of the new Tennis Courts at Mayfair Park

### INTRODUCTION

As part of the Mayfair Park Water Capture Project, the tennis courts were removed and reconstructed. As the Water Capture Project draws to a conclusion, the new tennis courts will be opened to the public, which presents an opportunity to dedicate and name them in the honor of long-time City Manager Howard L. Chambers.

### STATEMENT OF FACT

Howard L. Chambers, Lakewood's long serving City Manager passed away in June 2021 after a valiant battle with cancer. He was a renowned leader in the municipal government profession and committed city leader who had the distinction of having the longest tenure of any City Manager in a single city (41 years) in California. He was a supporter and member of many community organizations and dedicated the better part of his life to serving the community of Lakewood which he loved so much. It would be a fitting tribute to his long service to Lakewood to name the tennis courts in his honor. The following image is a representation of the sign that would be erected above the entry gate of the courts, telling his story. There would also be a larger sign with the new name of the courts fence facing Clark Avenue. In the interim, a temporary banner will be displayed. Staff is currently getting bids for the fabrication and installation of the signs.





As for the status of the Water Capture Project, construction is essentially complete, with only a few minor punch list items to finalize and operations start-up remaining. The contractor is scheduled to remove the construction fencing throughout the park on December 14 and 15, 2021, after which, the tennis courts will be available for use by the public.

**RECOMMENDATION**

That the City Council:

1. Approve the dedication of the new tennis courts as the “Howard L. Chambers Memorial Tennis Courts at Mayfair Park”.

  
Lisa Ann Rapp  
Director of Public Works

  
Thaddeus McCormack  
City Manager

# DIVIDER SHEET

# *Housing Successor*

**CITY OF LAKEWOOD SUCCESSOR AGENCY - HOUSING  
FUND SUMMARY 11/24/2021**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 422 through 422. 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/>
		<b>18,000.00</b>

Council Approval

\_\_\_\_\_  
Date

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

Attest

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

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

LHSA-1

**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>
422	11/24/2021	3699	NATHAN AND VALERIE FLAGG	18,000.00	0.00	18,000.00
			<b>Totals:</b>	<u>18,000.00</u>	<u>0.00</u>	<u>18,000.00</u>