

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

June 10, 2014

ADJOURNED MEETING: Budget Study Session 6:30 p.m.

CALL TO ORDER 7:30 p.m.

INVOCATION: Pastor Mike Conan, Christ Presbyterian Church

PLEDGE OF ALLEGIANCE: Lakewood High School Jr. ROTC

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

ANNOUNCEMENTS AND PRESENTATIONS:

Presentation by Marla Harold of the Lakewood Rotary Club Regarding a Project Shepherd Event

ROUTINE ITEMS:

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

RI-1 Approval of Minutes of the Meeting held May 27, 2014

RI-2 Approval of Personnel Transactions

RI-3 Approval of Registers of Demands

RI-4 Directing Biennial Review of Conflict of Interest Codes

RI-5 Approval of Permits for Street Closures for July 4th Block Parties

PUBLIC HEARINGS:

1.1 Authorizing the Purchase of Backhoe Loader Tractor for Water Resources Department

REPORTS:

3.1 Establishing Acceptable Use Policy for City Information Technologies, Resolution No. 2014-19

3.2 Preview of 2014 Civic Center Block Party

City Council Agenda

June 10, 2014

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**AGENDA
LAKEWOOD SUCCESSOR AGENCY**

1. Approval of Register of Demands

ORAL COMMUNICATIONS:

CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS – Pursuant to Govt. Code §54957.6

Designated Representative: City Manager Howard Chambers

Employee Organization: Lakewood City Employees' Association

ADJOURNMENT

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

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

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STUDY SESSION

June 10, 2014

TO: The Honorable Mayor and City Council

SUBJECT: Introduction of Financial, Operating Budget, and Capital Improvement and Replacement of Assets Policies

INTRODUCTION

Financial and budgetary policies are common and serve as a means to “put on paper” management practices that are widely known to ensure fiscal stability and viability.

STATEMENT OF FACT

The attached policies mirror the fiscally sound management practices that have been in place in the City of Lakewood for decades. The importance of these policies will be to ensure prudent fiscal management of the city in the future, and a means to convey to the public the City’s fiscal management practices.

These policies will be presented with the adoption of the City’s Budget at the City Council’s regular meeting on June 24, 2014.



Diane Perkin
Director of Administrative Services

Howard L. Chambers
City Manager



CITY OF LAKEWOOD

Financial Policy

Introduction

Financial policies serve as the guiding principles for the City's financial management and annual budgetary process. The purpose of financial policies is to maintain or improve an entity's financial position, financial management and credit rating(s). The City's financial policies comply with applicable state statutes.

It is the policy of the City Council that all financial transactions conducted by or on behalf of the City of Lakewood, its departments, officials and authorized agents shall be made in a manner and method that efficiently and effectively utilizes available financial resources and demonstrates good stewardship in the management of public funds and resources according to established financial management practices, accounting standards, and auditing requirements.

Applicability of Financial Policies

The financial policies adopted by the Lakewood City Council shall apply to all elected officials, employees, departments, boards, commissions, representatives and authorized agents in the performance of their official duties for or on behalf of the City of Lakewood.

Process for Amending the Financial Policies

The City Council, City Manager or Director of Finance may initiate at any time changes to the existing financial policy. In addition, the City Manager or his/her designee shall review the City's financial policies on a periodic basis. If changes to existing financial policies appear necessary and appropriate, the City Manager shall submit a recommendation to the City Council for consideration and action.

Establishment of Financial Procedures

The City Manager or his/her designee shall establish and maintain financial procedures. These procedures shall be consistent with existing financial policies and will comply with applicable state statute.

Fiscal Year, Generally Accepted Accounting Principles (GAAP), and Financial Reporting

The City's fiscal year is July 1st through June 30th.

It is the policy that:

- The City will follow accounting principles generally accepted in the United States of America as applicable to governmental units (GAAP), as promulgated by the Governmental Accounting Standards Board (GASB), in the preparation of the City's annual audited financial statements.

CITY OF LAKEWOOD Financial Policy

- The City will submit to an annual audit by an independent certified public accountant.
- The City will annually prepare a Comprehensive Annual Financial Report (CAFR).
- The City will follow standards of full disclosure in all financial reporting and debt offering statements.

For financial reporting purposes according to generally accepted accounting principles, all unencumbered appropriations lapse at the end of the fiscal year.

The Director of Finance is responsible for establishing a solicitation and selection process for securing professional auditing services from an independent certified public accountant. Goals of the solicitation process shall include encouraging participation from qualified service providers and securing services at competitive prices.

Explanation of Measurement Focus and Basis of Accounting

The financial accounts of the City are organized and operated on the basis of funds, each of which is considered a separate accounting entity with self-balancing set of accounts, established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

The term "measurement focus" can be either an economic resources measurement focus where all assets and liabilities (current and long-term) are reported, or a current resources management focus where only current assets and liabilities are considered.

The term "basis of accounting" is used to describe the timing of recognition for financial transactions.

Governmental fund financial statements are reported using the current financial resources focus and modified accrual basis of accounting.

- Under the current financial resources measurement focus, generally only current assets and current liabilities are reported in the governmental funds. Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.
- Under the modified accrual basis of accounting, revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or sixty (60) days after, which is considered soon enough to pay liabilities of the current fiscal year. Expenditures are recorded when the liability is incurred, except for principal and interest on general long-term liabilities, claims and judgments, and compensated absences which are recognized as expenditures only when the payment is due.

CITY OF LAKEWOOD Financial Policy

Proprietary funds distinguish operating transactions (revenues and expenses) from non-operating. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the fund's principal operations. All revenue and expenses not meeting this definition are reported as nonoperational revenues and expenses.

Fiduciary funds account for assets held by the city as trustee or agent for individuals, private organizations or other governmental units.

Reserves

Reserves are the difference between current assets (cash, accounts receivable, investments, etc.) and current liabilities (salary and wages payable, accounts payable, etc.) of each city fund. Reserves are also known by other names, such as rainy day funds and contingency funds.

Reserves can accumulate through planned budgeting, or due to unexpected events such as one-time revenues, unpredictable revenues, expenditures being less than originally budgeted, or the accumulation of resources through capital asset replacement and/or for prepayment of outstanding debt.

Excess reserves are amounts that exceed the target level for reserves established by the Governmental Fund Balance Policy, and are held as "unreserved" in the fund balance.

Related: Governmental Fund Balance Policy

Audit Committee and Auditor Selection

All of the City's financial records are annually subjected to an independent audit performed by a certified public accountant.

The Audit Committee serves as an oversight body on behalf of the City Council during preparation of the annual audit. The Audit Committee selects and recommends to the City Council the retention of the City's independent audit firm and, when appropriate, the removal of such firm. The external independent auditor shall be selected through a competitive process at least every five (5) years. The Committee also acts as an internal audit and review body upon request by the Mayor.

Audit Committee members, appointed by the Mayor, have expertise in the area of financial administration and auditing. The committee shall meet as needed to review the draft Comprehensive Annual Financial Report (CAFR) for recommendation to the City Council, and address matters related to finance.

CITY OF LAKEWOOD

Operating Budget Policy

Introduction

The adoption of a balanced annual operating fiscal year budget promotes efficiency and effectiveness in the management and operation of city programs and the utilization of available financial resources. It is the responsibility of all elected officials, city manager, department directors, and employees to exercise good stewardship in the management of public funds and resources according to applicable statutes city policies, and approved budgets.

The City Council shall plan the orderly operation of the city by the adoption of a balanced annual operating budget of anticipated revenues and proposed expenditures for the fiscal year.

The proposed expenditures are presented in broad classifications:

- Employee Services – Include regular and part-time employees, overtime wages, retirement contributions, benefits and employer costs.
- Contract Services – Professional and specialized services performed by firms or persons who are not employees of the City.
- Supplies and Expenses – Account for the operational costs that are not labor or contract services. These costs include maintenance and repair of buildings and structures, and utilities; the depreciation expense of fixed assets for the Water Utility and Fleet Maintenance Division; office expenses and specialized supplies include postage, publications, office equipment maintenance, small tools, equipment for individual departments, uniforms and safety equipment; and meeting expenses that cover travel to attend meetings of organizations of which the City is a member. This category also includes costs for lobbying efforts in Washington and Sacramento and miscellaneous training activities. Other Operating Expenses include insurance, membership dues, and the cost of groundwater replenishment and the purchase of reclaimed water.
- Interdepartmental Charges – Include printing and reproduction services from the City's Graphics and Copy Center and vehicle maintenance and fuel from the City's Fleet Maintenance Division. Charges are allocated to departments by use tracked by work order systems.
- Equipment – Includes Capital Outlay for machinery and equipment with a unit price of \$5,000 or more and a useful life longer than one year, as well as non-capital equipment valued less than \$5,000 with a useful life greater than one year.
- Construction – Includes Capital Outlay for construction contracts and materials.
- Debt service – Includes the interest and accrued costs of debt service payments on municipal, revenue and other bonds, as well as city loans to other agencies.

The proposed expenditures are also presented in broad municipal functions:

CITY OF LAKEWOOD Operating Budget Policy

- General government
- Public safety
- Transportation
- Community development
- Health and sanitation
- Culture and leisure

Upon adoption of the budget, the proposed expenditures become appropriations of monies for that stated purpose. Use of funds shall be as appropriated unless transfers, amendments, or revisions are approved.

Responsibilities

The City manager is responsible for recommending a prudent, balanced annual operating budget to the City Council for adoption.

The Director of Finance is responsible for:

- Drafting and monitoring the budget calendar.
- Coordinating departmental budget requests and development
- Coordinating and evaluating revenue and expenditure estimations, and financial impacts of budget requests.
- Ensuring requirements with applicable budgetary statutes and requirements.
- Providing the City Council the information necessary to make resource allocation decisions.
- Administering policies and procedures regarding the annual operating budget.
- Preparing periodic financial reports that monitor actual financial results as compared to the annual operating budget.

Department Directors are responsible in anticipating and providing input on annual budgetary needs, including revenue and expenditure estimates, explaining and justifying annual budget requests, and complying with the budget calendar and budgetary policies and procedures.

Budget Calendar for Single year Budget

- January – Current year mid-year review
- February – Expenditure estimates projected
- March – Revenue estimates projected

CITY OF LAKEWOOD Operating Budget Policy

- April – Budget revenue and expenditure analysis
- April – Capital improvement projects budgeted
- May – Preliminary budget prepared
- June – City Council study session and adoption

Multi-year Budget Projection

The multi-year projection is a forecasting model that includes estimates of revenues, expenditures and reserves.

The Director of Finance shall maintain a multi-year budget projection of revenues, expenditures and reserves for the City's main operational fund, the General Fund. The projection shall be reviewed by the City Manager and updated periodically due to changes in policy, legislation, and the economy. The projection will cover a minimum of five years.

Project Accounts

Project accounts are used to track project related revenues and expenditures. These project accounts, which may have financial transactions that occur in multiple years, shall be included in the annual budget, or appropriated during the fiscal year for a specific project.

Revenue Estimation and Budgeting

The Director of Finance is responsible for coordinating and evaluating the estimation of major revenue sources included in the annual operating budget. Revenues shall be estimated using a conservative approach to avoid budget shortfalls during the fiscal year. Revenues restricted by either statute or City Council direction shall be expended in accordance with the specified intent.

If a revenue shortfall is anticipated after the annual budget is adopted, the City Manager shall submit a recommended plan to the City Council, as soon as practical but not to exceed ninety (90) days following receipt of notice from the Director of Finance, to balance the estimated fiscal year's revenues and expenditures.

Fees for Service

In an attempt to reduce the City's degree of reliability on tax revenues to fund annual operating expenditures, the city will annually identify and fully cost city provided personal-choice public services, also known as fee based services. Personal choice service is distinguishable in that it is a service received by an individual person or group, from services that are used by the community as a whole.

CITY OF LAKEWOOD

Operating Budget Policy

The city will establish fees to recover the full cost of services rendered, subject to pricing elasticity and historical trends. When possible, fees will be adjusted annually to recover inflationary cost increases to avoid large increase in any single year.

Fees for services will be reviewed annually by the Director of Finance in conjunction with the affiliated Department Director as part of the budget development cycle, who are also responsible for explaining and justifying the amount of the fees for service included in the annual proposed budget.

Use of One-time and Unpredictable Revenues

One-time revenues are the result of a unique or special event (sale of building, auction revenues, excess reserves, etc.). Unpredictable revenues are the increment of a volatile revenue source, which is above the amount that can normally be expected to be collected during a fiscal year.

One-time revenues (non-reoccurring) and unpredictable revenues shall not be used to fund on-going expenditures. On-going expenditures shall be funded with on-going sources of revenue. However, reserves may be used on a short-term basis to offset the impact of economic downturns, so long as adjustments are made to restore structural balance of the operating budget within one to two fiscal years.

At a minimum, potential uses for one-time and unpredictable revenues (including excess reserves) will be reviewed on an annual basis by the City Council as part of the operating budget development.

Operating Deficits

A current operating deficit occurs when total revenues are less than total expenditures during a given fiscal year. For the purposes of the deficit calculation, total expenses exclude one-time expenditures that have been approved by the City Council and are funded through the use of reserves (such as one-time capital projects).

The city seeks to maintain or improve fiscal stability and existing credit ratings through strong financial management, including the avoidance of operating deficits and short-term borrowing options. It is the policy of the City Council that the City's annual adopted operating budget will avoid the following situations for the General Fund:

- Two (2) consecutive years of operating deficits
- A current operating deficit greater than the previous year
- A current deficit in two (2) of the last five (5) years.

If any of the events listed above is reflected in the actual audited financial statements using the above explained calculation, the City Manager who is responsible for monitoring financial operations and reviewing the reason(s) for operating deficits, shall review and address the situation(s) in a timely manner.

CITY OF LAKEWOOD Operating Budget Policy

Department Directors are responsible for managing their annual budgets and working with the Finance Department to anticipate potential problems. By anticipating potential problems, delays in processing financial transactions due to insufficient budgetary appropriations can be avoided.

Unexpected or Unfunded Expenditures – Budget Transfers and Amendments

Since the annual operating budget is formulated well in advance of its execution, the City Council recognizes that it may be necessary to revise the budget.

A budget transfer is defined as a change in the current fiscal year budget expenditure authority for any department that does not result in an increase in the Budget adopted by the City Council. A budget revision may involve changes in expenditure classifications (employee services, contract services, supplies and operation expenses, inter-departmental, and capital outlay) within a single department budget. A budget revision may also involve increasing a department budget and decreasing another department budget or reserve account within the same fund.

Department Directors are expected to manage their available resources, economize, and reevaluate priorities before requesting a budget transfer. However, if unexpected or unfunded expenditures must be made:

- Department Directors may authorize budget transfers within their department budget.
- The City Manager or his/her designee has the authority to authorize budget revisions to reallocate budget expenditures between department budgets, without the formal approval of the City Council.
- If the budget transfer will materially alter any specific department budget or potentially conflict with a policy direction of the City Council, then prior to authorizing and transfer, the City Manager must provide notice to the City Council.

A budget amendment is defined as an increase in the city Council adopted budget authority, at the fund level, for the current fiscal year operating budget. Budget amendments, as further clarified in the Purchasing Policy and the annual Resolution adopted by the City Council adopting the current fiscal year budget and appropriating revenue for the current year, require formal City Council approval if the amendment is \$20,000 or greater. The City Manager may authorize the following:

- Budget amendments that are less than \$20,000.00, without the formal approval of the City Council.
- Budget amendments of \$20,000.00 and greater if the budget amendment:
 - Is advisable to carry out the policies and/or priorities of the City Council.

CITY OF LAKEWOOD Operating Budget Policy

Is necessary to provide responsive service for urgent situations.

- Budget amendments to increase the current fiscal year expenditure budget for the General Fund in a cumulative amount up to \$250,000.00, funded from the General Fund reserve, with approval of the City Council. Any budget amendments, on a cumulative basis, which increases the expenditure budget by greater than \$250,000, funded from the General Fund reserves, require approval of the City Council.
- Budget amendments to increase the current level expenditure budget for non-General Funds, in a cumulative amount up to \$100,000.00. Any budget amendments, on a cumulative basis, which increases the expenditure budget by greater than \$100,000.00 require approval of the City Council.
- The increase of the current fiscal year expenditure budget for any city fund in any amount if the increase is funded from unanticipated grant revenue, state subvention revenue, or reimbursement revenue.
- The reallocation of existing budgeted full-time equivalent positions (FTEs) between departments. The City Manager may not increase the total number of FTEs authorized in the operational budget. The City Council must approve any increase in the authorized FTE count.

The Director of Finance is responsible for coordinating department budget transfers and ensuring compliance with this policy.

Department directors are responsible for submitting, explaining and justifying budget transfer or amendment request.

Vacation/Sick Leave Payout Estimation and Budgeting

The city budgets and appropriates sufficient funds in each budget year to pay the estimated and expected expenditures occurring during that fiscal year for the payout of accrued leave to employees:

- Who have retired or otherwise terminated their employment with the city in good standing as per the Memorandum of Understanding with the Employees group (MOU), and/or Personnel Rules, Regulations and Procedures.
- Their annual payout of excess accrued sick leave as provided for in the MOU.
- Their biweekly transfer of excess vacation and sick leave into the employees' individual retirement savings account (401a).

Encumbrances and Budgeting

An encumbrance is a commitment of budgeted funds to purchase an item or service to actual payment and prior to delivery of the item or service.

CITY OF LAKEWOOD Operating Budget Policy

Encumbrances for outstanding purchase orders lapse at the close of the fiscal year, unless the following circumstances apply:

- The encumbrance is for a multi-year capital project
- The encumbrance is for a multi-year professional and/or contract service
- The encumbrance is for equipment already ordered that will be received in the following fiscal year.

The Director of Finance is authorized to increase budget amounts recorded in the City's financial system as necessary for the financial system to properly process, during the current fiscal year, those open encumbrances derived from outstanding purchase orders from previous fiscal years.

CITY OF LAKEWOOD

Capital Improvement Program and Replacement of Assets Policy

Capital Improvement Program/Plan

It is the policy of the City Council to adopt a five-year Capital Improvement Program/Plan (CIP). The annual CIP shall be appropriated as the City's capital improvement budget for the upcoming fiscal year.

The CIP shall be reviewed, evaluated, prioritized and updated on an annual basis in conjunction with the operating budget cycle. The CIP shall include a schedule of capital improvement projects by year, including the estimated total capital cost, estimated annual costs or savings, and anticipated funding source(s) for each project.

A capital improvement project is an investment of public or private funds in the physical assets of the city. Capital improvement projects include, but are not limited to:

- Land acquisition
- New construction or acquisition of public buildings or structures
- Remodeling and/or additions to public building or structures
- Construction of new and replacement infrastructure
 - Roads
 - Bridges
 - Water lines
 - Water wells
 - Reservoirs
 - Sewers
 - Storm drains
- Equipment, vehicles, and major computer/software systems
- Soft costs related to the above, including legal, engineering and architectural design costs
- Studies related to the above, which are preparatory to a capital project

The CIP shall meet the following objectives:

- Reflect the City's strategic planning regarding the Preserving the Neighborhood Quality of Life
- Identify all capital improvement project requests in the five-year period covered by the CIP
- Link plans for physical facilities to available financial resources
- Calculate the estimated financial impact of the five-year CIP on the City's debt structures and multi-year budget projection, including the estimated annual operating costs for each project.
- Illustrate and communicate the City's proactive control over the management and issuance of debt.
- Encourage orderly growth by informing the private sector of public facility plans.

CITY OF LAKEWOOD

Capital Improvement Program and Replacement of Assets Policy

The City Manager is responsible for presenting a five-year CIP to the City Council, and making a final recommendation to the City Council.

The Director of Public Works is responsible for preparing and submitting a preliminary CIP to the City Manager, which includes compiling agency and departmental capital improvement requests. The Director of Public Works and the Director of Finance are responsible in evaluating the impact of each request in the City's debt structure and multi-year budget projection. The Director of Public Works shall insure that project costs are indexed for estimated inflation.

Department Directors with the Director of Public Works are responsible for preparing, submitting, explaining and justifying capital improvement project requests for the annual CIP. Project requests will include a specific percentage of the project budget as a contingency amount to reduce the probability of cost overruns if the project is approved for funding.

Replacement of Assets

It is the policy of the City Council to budget for the orderly replacement of existing capital and non-capital assets through the annual operating budget and capital improvement program/plan (CIP). Capital refers to assets having a cost of \$5,000.00 or greater and have a useful life of at least five (5) years.

Funding for the replacement of capital assets shall be budgeted through the annual operating budget, unless tied to a public works project and then it is to be budgeted through the CIP.

The City Manager is responsible for recommending a prudent, well balanced annual operating budget to the City Council that includes the orderly replacement of existing capital and non-capital assets.

The Director of Finance is responsible for compiling agency and department asset replacement schedules and assisting the City Manager with a recommendation regarding the amount of asset replacement funding to include in the proposed operating budget.

Department Directors are responsible for preparing, submitting, explaining and justifying annual replacement schedules.

Financing Philosophy

It is the policy of the City Council to finance tax-supported projects included in the annual CIP with a combination of pay-as-you-go (cash) financing and debt financing. Cash financing shall be considered first before any debt is issued. If debt financing is

CITY OF LAKEWOOD
Capital Improvement Program and Replacement of Assets Policy

necessary for the annual CIP, the debt shall be issued and managed according to the Capital Financing and Debt Management Policy.

It is the policy of the City Council to finance asset replacement with either pay-as-you-go (cash) financing or lease financing through the annual operating budget. The Director of Finance shall include appropriate funding and financing for the replacement of existing capital and non-capital assets in the proposed operating budget for City Manager review.

Related – Capital Financing and Debt Management Policy, 2010

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Routine Items

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

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COUNCIL AGENDA

June 10, 2014

TO: The Honorable Mayor and City Council

SUBJECT: Report of Personnel Transactions

<u>Name</u>	<u>Title</u>	<u>Schedule</u>	<u>Effective Date</u>
1. FULL-TIME EMPLOYEES			
A. Appointments			
Sallie Cordova-Gallagher	Video Operations Specialist I	B to	05/25/2014
	Media Operations Specialist	14A	
Tiffany Karzen	Support Services Clerk	B to	05/27/2014
	Senior Clerk	6A	
Karen Mahr	Capital Project Clerk	B to	05/25/2014
	Senior Clerk	6A	
B. Changes			
None			
C. Separations			
None			
2. PART-TIME EMPLOYEES			
A. Appointments			
Samantha Chambers	Capital Project Clerk	B	05/25/2014
B. Changes			
Donald Fowler	Parking Enforcement Technician I	B to	05/25/2014
	Parking Enforcement Technician II	B	
C. Separations			
Shay Kelley	Maintenance Trainee II	B	05/28/2014

Lisa Novotny *LBN*
Assistant City Manager

AG for HLC
Howard L. Chambers
City Manager

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**CITY OF LAKEWOOD
FUND SUMMARY 5/22/2014**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 57157 through 57274. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	150,944.47
1015	SPECIAL OLYMPICS	68.79
1020	CABLE TV	1,841.64
1030	CDBG CURRENT YEAR	1,125.00
1050	COMMUNITY FACILITY	37,674.16
3060	PROPOSITION "A"	12.00
3070	PROPOSITION "C"	38,684.26
5010	GRAPHICS AND COPY CENTER	3,634.33
5020	CENTRAL STORES	3,865.19
5030	FLEET MAINTENANCE	21,230.40
6020	GEOGRAPHIC INFORMATION SYSTEM	156.50
7500	WATER UTILITY FUND	38,996.41
8020	LOCAL REHAB LOAN	4,177.05
8030	TRUST DEPOSIT	100.00
		302,510.20

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
57157	05/19/2014	53046	C.P.R.S.	24.16	0.00	24.16
57158	05/21/2014	4615	AMERICAN RADIO RELAY LEAGUE	270.00	0.00	270.00
57159	05/22/2014	4208	AIRGAS INC	264.49	0.00	264.49
57160	05/22/2014	60819	AIRGAS SAFETY	136.03	1.25	134.78
57161	05/22/2014	1700	ALLIED REFRIGERATION INC	311.48	0.00	311.48
57162	05/22/2014	4613	ARNDT. MARY	15.50	0.00	15.50
57163	05/22/2014	43808	BELLFLOWER AUTO TRIM & UPHOLSTERY	128.50	0.00	128.50
57164	05/22/2014	48108	BERG. APRIL	130.00	0.00	130.00
57165	05/22/2014	48469	BURWELL MICHAEL RAY	550.00	0.00	550.00
57166	05/22/2014	524	CARE FOR THE CHILDREN	6,529.60	0.00	6,529.60
57167	05/22/2014	7300	CARSON SUPPLY CO	21.45	0.00	21.45
57168	05/22/2014	42754	CERRITOS FORD INC	147.81	0.00	147.81
57169	05/22/2014	45894	CINTAS CORPORATION	64.86	0.00	64.86
57170	05/22/2014	4380	CAPITAL ONE NATIONAL ASSOCIATION	347.49	0.00	347.49
57171	05/22/2014	62407	CRN AM CAR WASH INC.	84.00	0.00	84.00
57172	05/22/2014	4442	DANIEL'S TIRE SERVICE INC	214.37	0.00	214.37
57173	05/22/2014	2548	DAY. KATHY	273.00	0.00	273.00
57174	05/22/2014	4498	DELTA DENTAL INSURANCE COMPANY	1,508.41	0.00	1,508.41
57175	05/22/2014	56889	DELTA DENTAL OF CALIFORNIA	7,647.59	0.00	7,647.59
57176	05/22/2014	4043	DIAMOND ENVIRONMENTAL SERVICES LP	652.70	0.00	652.70
57177	05/22/2014	27200	DICKSON R F CO INC	4,030.00	0.00	4,030.00
57178	05/22/2014	10475	DU BOIS. DIANE	925.19	0.00	925.19
57179	05/22/2014	3199	EDCO WASTE SERVICES LLC	10,311.21	0.00	10,311.21
57180	05/22/2014	3188	GALLS LLC/OUARMASTER LLC	134.62	0.00	134.62
57181	05/22/2014	4585	GARCIA. SILVESTRE AND	4,161.55	0.00	4,161.55
57182	05/22/2014	58614	GHC SPECIALTY BRANDS LLC	48.02	0.00	48.02
57183	05/22/2014	65779	GOLDEN STATE WATER COMPANY	8,295.34	0.00	8,295.34
57184	05/22/2014	33150	GRAINGER W W INC	46.48	0.00	46.48
57185	05/22/2014	38311	H & H NURSERY	601.68	0.00	601.68
57186	05/22/2014	51384	LOS ANGELES PHILHARMONIC ASSOC	1,461.00	0.00	1,461.00
57187	05/22/2014	42031	HOME DEPOT	337.80	0.00	337.80
57188	05/22/2014	3959	HORIZON MECHANICAL CONTRACTORS OF CALIF	1,095.44	0.00	1,095.44
57189	05/22/2014	65891	HUMAN SERVICES ASSOCIATION	375.00	0.00	375.00
57190	05/22/2014	36589	IMMEDIATE MEDICAL CARE	185.00	0.00	185.00
57191	05/22/2014	60043	SCHOEPF DANIEL A	1,700.40	0.00	1,700.40
57192	05/22/2014	36167	KARTER. JANET	331.50	0.00	331.50
57193	05/22/2014	54365	KNORR SYSTEMS INC	1,043.59	0.00	1,043.59
57194	05/22/2014	18400	LAKEWOOD. CITY WATER DEPT	7,465.84	0.00	7,465.84
57195	05/22/2014	43017	LARSEN. DEBRA	169.87	0.00	169.87
57196	05/22/2014	4238	LEOMITI. ALIKA	20.80	0.00	20.80
57197	05/22/2014	4482	MALTY INTERNATIONAL GROUP INC	68.58	0.00	68.58
57198	05/22/2014	58414	MANAGED HEALTH NETWORK	412.49	0.00	412.49
57199	05/22/2014	62080	MARKLEY. ELIZABETH	130.00	0.00	130.00
57200	05/22/2014	332	MERRIMAC PETROLEUM INC	17,866.33	0.00	17,866.33

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
57201	05/22/2014	46696	MEYER & ASSOCIATES	2,690.00	0.00	2,690.00
57202	05/22/2014	1077	MILK BARN THE INC	199.50	0.00	199.50
57203	05/22/2014	4190	NATIONAL UNION FIRE INSURANCE CO	704.86	0.00	704.86
57204	05/22/2014	2546	NIFTY AFTER FIFTY	14.40	0.00	14.40
57205	05/22/2014	3725	OAKDEN DOOR & GLASS	675.00	0.00	675.00
57206	05/22/2014	47554	OFFICE DEPOT BUSINESS SVCS	221.64	0.00	221.64
57207	05/22/2014	65659	PHASE II SYSTEMS INC	3,968.53	0.00	3,968.53
57208	05/22/2014	50512	PATHWAYS VOLUNTEER HOSPICE	750.00	0.00	750.00
57209	05/22/2014	2174	PETTY CASH/LOVENEL REVELDEZ OR	721.21	0.00	721.21
57210	05/22/2014	49903	PROMUSIC GROUP LLC	11,135.99	0.00	11,135.99
57211	05/22/2014	63228	PROACTIVE POWER SERVICE INC.	1,400.00	0.00	1,400.00
57212	05/22/2014	64796	OUARTO. ROBERT	463.45	0.00	463.45
57213	05/22/2014	36404	R H F INC.	120.48	0.00	120.48
57214	05/22/2014	4459	READWRITE EDUCATIONAL SOLUTIONS INC	421.85	0.00	421.85
57215	05/22/2014	4599	ARGO ENTERPRISES	717.22	0.00	717.22
57216	05/22/2014	47285	ROTARY CORP	1,285.36	0.00	1,285.36
57217	05/22/2014	4607	ROYAL PAPER CORPORATION	273.86	0.00	273.86
57218	05/22/2014	4309	SAFESHRED	50.00	0.00	50.00
57219	05/22/2014	41691	SAFETY-KLEEN CORP	1,161.85	0.00	1,161.85
57220	05/22/2014	240	SGS TESTCOM	5.17	0.00	5.17
57221	05/22/2014	39268	SHARRARD. RICHARD	117.60	0.00	117.60
57222	05/22/2014	59218	SIERRA INSTALLATIONS INC	6,503.00	0.00	6,503.00
57223	05/22/2014	52279	SMART & FINAL INC	354.91	0.00	354.91
57224	05/22/2014	4177	SOUTHERN CALIF ACADEMY OF MUSIC. INC	422.50	0.00	422.50
57225	05/22/2014	29400	SOUTHERN CALIFORNIA EDISON CO	73,380.71	0.00	73,380.71
57226	05/22/2014	29500	SOUTHERN CALIFORNIA GAS CO	5,391.13	0.00	5,391.13
57227	05/22/2014	4026	SPASEFF TED C	350.00	0.00	350.00
57228	05/22/2014	3755	SPECTRA SYSTEMS INC	1,860.80	0.00	1,860.80
57229	05/22/2014	49529	SPICERS PAPER INC	629.94	6.73	623.21
57230	05/22/2014	59693	SPRINT SPECTRUM LP	2,849.19	0.00	2,849.19
57231	05/22/2014	64602	STAPLES CONTRACT & COMMERCIAL INC	22,691.36	0.00	22,691.36
57232	05/22/2014	53927	SUNNY HILLS ASSOCIATES	1,628.90	0.00	1,628.90
57233	05/22/2014	38679	WESTERN EXTERMINATOR COMPANY	549.05	0.00	549.05
57234	05/22/2014	1676	U S TELEPACIFIC CORP	332.62	0.00	332.62
57235	05/22/2014	3110	TORRES LOPEZ JAVIER	63.50	0.00	63.50
57236	05/22/2014	65737	U S BANK NATIONAL ASSOCIATION	2,903.32	0.00	2,903.32
57237	05/22/2014	1437	U S BANK NATIONAL ASSOCIATION	14,523.38	0.00	14,523.38
57238	05/22/2014	1682	VELOCITY AIR ENGINEERING INC	342.50	0.00	342.50
57239	05/22/2014	17640	WAXIE ENTERPRISES INC	685.62	0.00	685.62
57240	05/22/2014	1311	WEBER PRINTING	1,406.10	0.00	1,406.10
57241	05/22/2014	62628	WELLS C. PIPELINE MATERIALS	1,082.13	0.00	1,082.13
57242	05/22/2014	37745	WESTERN EXTERMINATOR CO	42.50	0.00	42.50
57243	05/22/2014	50172	PRIMUS INC	297.00	0.00	297.00
57244	05/22/2014	4248	WILDLIFE LEARNING CENTER	775.00	0.00	775.00

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
57245	05/22/2014	35146	WILLDAN ASSOCIATES	38,418.00	0.00	38,418.00
57246	05/22/2014	3837	WORTHINGTON FORD	5.58	0.00	5.58
57247	05/22/2014	3699	FORD. JOHN	93.97	0.00	93.97
57248	05/22/2014	3699	GRINT. T A	32.20	0.00	32.20
57249	05/22/2014	3699	BALDERIAN. MICHELLE	250.00	0.00	250.00
57250	05/22/2014	3699	BENJAMIN. SHERETHA	50.00	0.00	50.00
57251	05/22/2014	3699	BORDERS. KELI	250.00	0.00	250.00
57252	05/22/2014	3699	BRASSELL. CATHERINE	45.00	0.00	45.00
57253	05/22/2014	3699	DAVIS. LAVERNE	250.00	0.00	250.00
57254	05/22/2014	3699	DEL CAMPO. CRISTINA	250.00	0.00	250.00
57255	05/22/2014	3699	DIEGO. ENRICO	250.00	0.00	250.00
57256	05/22/2014	3699	DYKENS. RICHARD	215.00	0.00	215.00
57257	05/22/2014	3699	FOSTER. ERIN	250.00	0.00	250.00
57258	05/22/2014	3699	GLORYTOGOD. ARMIDA	250.00	0.00	250.00
57259	05/22/2014	3699	HALL. KIM	250.00	0.00	250.00
57260	05/22/2014	3699	JOHNSON. KEIAUNA	250.00	0.00	250.00
57261	05/22/2014	3699	JOHNSON. RUBY	250.00	0.00	250.00
57262	05/22/2014	3699	LAKEWOOD HIGH SCHOOL	250.00	0.00	250.00
57263	05/22/2014	3699	LAKEWOOD HIGH SCHOOL	250.00	0.00	250.00
57264	05/22/2014	3699	MOTA. JAVIER	100.00	0.00	100.00
57265	05/22/2014	3699	PABLO. ARMANDO	435.00	0.00	435.00
57266	05/22/2014	3699	PICHON. D M & R M	75.00	0.00	75.00
57267	05/22/2014	3699	RICASATA. ANNABELLA	250.00	0.00	250.00
57268	05/22/2014	3699	SHAW. DEBORAH	250.00	0.00	250.00
57269	05/22/2014	3699	SLADE. ANNETTE	250.00	0.00	250.00
57270	05/22/2014	3699	STEVENSON-WILLIAMS. LA TANYA	250.00	0.00	250.00
57271	05/22/2014	3699	TALAG. ROSA	250.00	0.00	250.00
57272	05/22/2014	3699	VINLUAN. JOANNA	250.00	0.00	250.00
57273	05/22/2014	3699	WIESER. JAMES ANTHONY	10.00	0.00	10.00
57274	05/22/2014	64024	U S POSTAL SERVICE	11,836.13	0.00	11,836.13
Totals:				<u>302,518.18</u>	<u>7.98</u>	<u>302,510.20</u>

**CITY OF LAKEWOOD ePAYABLES
FUND SUMMARY 05/22/14**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by ePayable 8756 through 8761. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager

1010	GENERAL FUND	10,520.18
7500	WATER UTILITY FUND	5,229.67
		<hr style="width: 100%; border: 0.5px solid black; margin-bottom: 5px;"/> 15,749.85

Council Approval

Date

City Manager

Attest

City Clerk

Director of Administrative Services

CITY OF LAKEWOOD
SUMMARY ePAYABLES REGISTER

<u>ePAYABLE #</u>	<u>CHECK DATE</u>	<u>VEND #</u>	<u>VENDOR NAME</u>	<u>GROSS</u>	<u>DISC.</u>	<u>CHECK AMOUNT</u>
8756	05/22/2014	2279	AMERICAN PACIFIC PRINTERS COLLEGE	632.75	0.00	632.75
8757	05/22/2014	47854	TRUESDAIL LABORATORIES	1,350.00	0.00	1,350.00
8758	05/22/2014	60195	CR TRANSFER INC	7,182.33	0.00	7,182.33
8759	05/22/2014	61282	TRUGREEN LANDCARE	1,400.00	0.00	1,400.00
8760	05/22/2014	65712	IDMODELING INC	1,625.00	0.00	1,625.00
8761	05/22/2014	66457	BRENNTAG PACIFIC INC	3,559.77	0.00	3,559.77
Totals:				<u>15,749.85</u>	<u>0.00</u>	<u>15,749.85</u>

**CITY OF LAKEWOOD
FUND SUMMARY 5/29/2014**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 57275 through 57477. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

1010	GENERAL FUND	1,185,140.87
1020	CABLE TV	-980.76
1050	COMMUNITY FACILITY	3,239.04
1336	STATE COPS GRANT	22,577.90
1621	LA CNTY MEASURE R	20,657.23
3070	PROPOSITION "C"	9,593.64
5010	GRAPHICS AND COPY CENTER	2,168.18
5020	CENTRAL STORES	2,043.26
5030	FLEET MAINTENANCE	4,599.76
6020	GEOGRAPHIC INFORMATION SYSTEM	138.93
7500	WATER UTILITY FUND	3,224.60
8020	LOCAL REHAB LOAN	300.30
8030	TRUST DEPOSIT	100.00
		<hr/>
		1,252,802.95

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
57275	05/27/2014	42248	DISNEYLAND RESORT TICKET MAIL ORDER SVCS	9,010.00	0.00	9,010.00
57276	05/29/2014	3876	ALCANTAR, GILBERT	175.00	0.00	175.00
57277	05/29/2014	4604	BARNETT, KEVIN	175.50	0.00	175.50
57278	05/29/2014	66012	BARTKUS, KRISTIN	13.00	0.00	13.00
57279	05/29/2014	59748	BIG STUDIO INC	5,267.64	0.00	5,267.64
57280	05/29/2014	4236	MANHATTAN STITCHING CO INC	516.24	0.00	516.24
57281	05/29/2014	491	LEE, YOUNG	761.91	0.00	761.91
57282	05/29/2014	60304	BSN SPORTS	849.51	0.00	849.51
57283	05/29/2014	307	CALIF. STATE DISBURSEMENT UNIT	442.60	0.00	442.60
57284	05/29/2014	53983	CALIFORNIA ST OF -FRANCHISE TAX BOARD CHECKS 57285-57380 VOIDED - PRINTER ERROR	200.00	0.00	200.00
57381	05/29/2014	4621	CANADA, ROBIN TRENT	70.00	0.00	70.00
57382	05/29/2014	62164	CARD INTEGRATORS CORP	99.70	0.00	99.70
57383	05/29/2014	7300	CARSON SUPPLY CO	90.43	0.00	90.43
57384	05/29/2014	40572	CHICAGO TITLE CO	100.00	0.00	100.00
57385	05/29/2014	50988	CITY CLERKS ASSN OF CALIFORNIA	200.00	0.00	200.00
57386	05/29/2014	4380	CAPITAL ONE NATIONAL ASSOCIATION	87.19	0.00	87.19
57387	05/29/2014	4442	DANIEL'S TIRE SERVICE INC	168.72	0.00	168.72
57388	05/29/2014	27200	DICKSON R F CO INC	40,203.70	0.00	40,203.70
57389	05/29/2014	60797	DUTHIE POWER SERVICES INC	2,027.92	0.00	2,027.92
57390	05/29/2014	3199	EDCO WASTE SERVICES LLC	363,320.66	0.00	363,320.66
57391	05/29/2014	4435	ELLIOTT AUTO SUPPLY COMPANY INC	1.94	0.00	1.94
57392	05/29/2014	52316	FEDERAL EXPRESS CORP	82.02	0.00	82.02
57393	05/29/2014	49562	FITZPATRICK JOHN KELLY	2,400.00	0.00	2,400.00
57394	05/29/2014	63519	FLUE STEAM INC	24.00	0.00	24.00
57395	05/29/2014	33150	GRAINGER W W INC	60.44	0.00	60.44
57396	05/29/2014	61769	GRAUTEN, EVELYN R	702.00	0.00	702.00
57397	05/29/2014	62491	HANDS ON MAILING &	213.63	0.00	213.63
57398	05/29/2014	49031	HDL COREN & CONE	4,875.00	0.00	4,875.00
57399	05/29/2014	42031	HOME DEPOT	297.53	0.00	297.53
57400	05/29/2014	41897	HOSE-MAN THE	87.79	0.00	87.79
57401	05/29/2014	36589	IMMEDIATE MEDICAL CARE	305.00	0.00	305.00
57402	05/29/2014	2956	KICK IT UP KIDZ, LLC	521.30	0.00	521.30
57403	05/29/2014	4458	KIM, YVONNE	31.20	0.00	31.20
57404	05/29/2014	2822	LAGERLOF SENEAL GOSNEY &	332.88	0.00	332.88
57405	05/29/2014	18300	LAKEWOOD CHAMBER OF COMMERCE	1,833.37	0.00	1,833.37
57406	05/29/2014	18550	LAKEWOOD, CITY OF	100.00	0.00	100.00
57407	05/29/2014	4099	LEON'S TRANSMISSION SERVICES INC	2,715.00	0.00	2,715.00
57408	05/29/2014	52357	LESLIE'S POOLMART INC	16.60	0.00	16.60
57409	05/29/2014	20300	LONG BEACH CITY GAS & WATER DEPT	299.12	0.00	299.12
57410	05/29/2014	21600	LOS ANGELES CO SHERIFFS DEPT	734,913.74	0.00	734,913.74
57411	05/29/2014	41545	PACIFIC PREMIER RETAIL TRUST	5,008.33	0.00	5,008.33
57412	05/29/2014	4055	MANSFIELD GAS EQUIPMENT SYSTEMS CORP	601.93	0.00	601.93
57413	05/29/2014	46658	MARTUCCI, CHUCK	273.00	0.00	273.00
57414	05/29/2014	52588	MILLER DON & SONS	50.33	0.92	49.41
57415	05/29/2014	2546	NIFTY AFTER FIFTY	38.40	0.00	38.40

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
57416	05/29/2014	3922	NOBLE R.J. COMPANY	31,697.83	0.00	31,697.83
57417	05/29/2014	4443	O'REILLY AUTOMOTIVE STORES INC	1,068.27	23.54	1,044.73
57418	05/29/2014	48035	OCAJ INC	9.50	0.00	9.50
57419	05/29/2014	47554	OFFICE DEPOT BUSINESS SVCS	55.86	0.00	55.86
57420	05/29/2014	4509	PACHECO, ARVIN & ELIZABETH	190.80	0.00	190.80
57421	05/29/2014	46945	TAYLOR CORPORATION	47.97	0.00	47.97
57422	05/29/2014	51171	PERS LONG TERM CARE PROGRAM	266.84	0.00	266.84
57423	05/29/2014	1615	PFM ASSET MANAGEMENT LLC	2,965.38	0.00	2,965.38
57424	05/29/2014	39640	RAYVERN LIGHTING SUPPLY CO INC	2,477.13	0.00	2,477.13
57425	05/29/2014	47285	ROTARY CORP	30.75	0.00	30.75
57426	05/29/2014	59218	SIERRA INSTALLATIONS INC	437.00	0.00	437.00
57427	05/29/2014	64790	SKOLNIK STEVEN N	16,777.87	0.00	16,777.87
57428	05/29/2014	26900	SO CALIF SECURITY CENTERS INC	149.50	0.00	149.50
57429	05/29/2014	61543	COMPUTER & PERIPHERALS GROUP	138.93	0.00	138.93
57430	05/29/2014	29500	SOUTHERN CALIFORNIA GAS CO	14.30	0.00	14.30
57431	05/29/2014	50299	SPENCER, GORDON	150.00	0.00	150.00
57432	05/29/2014	49529	SPICERS PAPER INC	507.78	4.66	503.12
57433	05/29/2014	60792	STEPHENS, ERIC	140.40	0.00	140.40
57434	05/29/2014	4364	THE RINKS-LAKEWOOD ICE	87.10	0.00	87.10
57435	05/29/2014	528	TIME WARNER CABLE	2,281.48	0.00	2,281.48
57436	05/29/2014	49866	TRIGG, CARTER	250.00	0.00	250.00
57437	05/29/2014	1833	TUSTIN, CITY OF	275.00	0.00	275.00
57438	05/29/2014	4216	U.S. DEPARTMENT OF HUD	125.00	0.00	125.00
57439	05/29/2014	60430	VERIZON CALIFORNIA INC	79.99	0.00	79.99
57440	05/29/2014	17640	WAXIE ENTERPRISES INC	1,193.75	0.00	1,193.75
57441	05/29/2014	41559	WEIGHT WATCHERS	215.76	0.00	215.76
57442	05/29/2014	62628	WELLS C. PIPELINE MATERIALS	1,924.12	0.00	1,924.12
57443	05/29/2014	3699	GNC INC., #2751	13.91	0.00	13.91
57444	05/29/2014	3699	DAUZ, JOSEPHINE	281.87	0.00	281.87
57445	05/29/2014	3699	BALL, JEANNINE	29.00	0.00	29.00
57446	05/29/2014	3699	BURTON, SCHUYLER	215.00	0.00	215.00
57447	05/29/2014	3699	CATHOLIC DAUGHTERS OF THE AMERICAS	250.00	0.00	250.00
57448	05/29/2014	3699	CLEMSON, CECELIA	250.00	0.00	250.00
57449	05/29/2014	3699	COBB, LATASHA	250.00	0.00	250.00
57450	05/29/2014	3699	DAVID, JENNIFER	250.00	0.00	250.00
57451	05/29/2014	3699	DOMINGUEZ, EDITH	250.00	0.00	250.00
57452	05/29/2014	3699	ESPINOZA, JENA	250.00	0.00	250.00
57453	05/29/2014	3699	FRUHWIRTH, ANN	24.00	0.00	24.00
57454	05/29/2014	3699	GALLEGOS, REYNA	250.00	0.00	250.00
57455	05/29/2014	3699	GODINA, MARGARET	24.00	0.00	24.00
57456	05/29/2014	3699	GODINEZ, MARIA	250.00	0.00	250.00
57457	05/29/2014	3699	KIRCHNER, MARILYN	250.00	0.00	250.00
57458	05/29/2014	3699	KRAMER, STACEY I	12.00	0.00	12.00
57459	05/29/2014	3699	LEVITT, JOYCE	37.00	0.00	37.00
57460	05/29/2014	3699	MC GINEST, SHANDRA	250.00	0.00	250.00
57461	05/29/2014	3699	MEDRANO, LEOBARDO	250.00	0.00	250.00

**CITY OF LAKEWOOD
SUMMARY CHECK REGISTER**

CHECK #	CHECK DATE	VEND #	VENDOR NAME	GROSS	DISC.	CHECK AMOUNT
57462	05/29/2014	3699	MOSLEY, TRAVONNE	250.00	0.00	250.00
57463	05/29/2014	3699	PAGATPATAN, RONALD	250.00	0.00	250.00
57464	05/29/2014	3699	PENA-ARNAUT, MYRNA	250.00	0.00	250.00
57465	05/29/2014	3699	SAYLOR, ROGER	48.00	0.00	48.00
57466	05/29/2014	3699	SCHOCH, LISA	24.00	0.00	24.00
57467	05/29/2014	3699	TAUTOLO, HERLAN	250.00	0.00	250.00
57468	05/29/2014	3699	VARGAS, PATRICIA	250.00	0.00	250.00
57469	05/29/2014	3699	WILSON, KATHY	250.00	0.00	250.00
57470	05/29/2014	3699	ZABALA, TEOFIL0 JR	250.00	0.00	250.00
57471	05/29/2014	4442	DANIEL'S TIRE SERVICE INC	25.73	0.00	25.73
57472	05/29/2014	3188	GALLS LLC/QUARTERMASTER LLC	84.70	0.00	84.70
57473	05/29/2014	54365	KNORR SYSTEMS INC	304.58	0.00	304.58
57474	05/29/2014	450	PACIFIC EH & S SERVICES INC	1,728.00	0.00	1,728.00
57475	05/29/2014	926	RICOH AMERICAS CORPORATION	1,561.50	0.00	1,561.50
57476	05/29/2014	1737	SOUTHERN COUNTIES LUBRICANTS	692.64	0.00	692.64
57477	05/29/2014	65737	U S BANK NATIONAL ASSOCIATION	103.56	0.00	103.56
Totals:				<u>1,252,832.07</u>	<u>29.12</u>	<u>1,252,802.95</u>

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COUNCIL AGENDA

June 10, 2014

TO: The Honorable Mayor and City Council

SUBJECT: Biennial Review of Conflict of Interest Codes

INTRODUCTION

State law mandates that conflict of interest codes be reviewed each even-numbered year. As the reviewing body for City of Lakewood codes, the City Council has until July 1st to direct that such a review be performed.

STATEMENT OF FACT

In 1990, the Political Reform Act was amended by adding Government Code Section 87306.5. This section requires every local agency to review conflict of interest codes within their authority for necessary amendments during even-numbered years. Therefore, the City Council has until July 1st to direct that such a review be performed.

Upon receiving such direction, the City Clerk will submit the conflict of interest code to affected officers and agencies for evaluation to determine if any changes are necessary. Written statements will then be submitted to the City Clerk's office advising of proposed changes or stating that no changes are necessary.

The completed review must be submitted to the City Council, with any recommended changes, by October 1st.

RECOMMENDATION

It is the recommendation of staff that the City Council direct the City Clerk to commence a review of the City of Lakewood Conflict of Interest Code and report the results to the City Council on or before October 1, 2014.

Denise R. Hayward
City Clerk



Howard L. Chambers
City Manager



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COUNCIL AGENDA

June 10, 2014

TO: The Honorable Mayor and City Council

SUBJECT: Applications for Street Closure (Block Party)

INTRODUCTION

The City Council adopted Resolution No. 2008-5, establishing rules and regulations pertaining to the temporary closing of local City streets. The resolution was adopted pursuant to provisions of the Vehicle Code authorizing the City Council to adopt rules and regulations for the temporary closing of a portion of the street for celebrations or special events when the City Council finds such closing necessary for the safety and protection of persons who are to use that portion of the street during the temporary closing.

STATEMENT OF FACT

The City Clerk's Office was contacted by residents with requests to hold block parties on Friday, July 4, 2014. A copy of the resolution outlining the rules and regulations pertaining to the temporary closure of local City streets was given to each of them, together with the form for obtaining signatures of all residents within the area to be closed (maps attached). The responsible applicants, areas and times of closure are as follows:

- Jim Flaro, 4302-4459 Albury Avenue, 10 a.m. to 10 p.m.;
- Joe Footdale, 5903-5968 Autry Avenue, 10 a.m. to 10 p.m.;
- Denise Desmond, 5402-5519 Bonfair Avenue, 10 a.m. to 10 p.m.;
- Becky Miller, 4702-4832 Briercrest Avenue, 10 a.m. to 10 p.m.;
- Michael Rorwick, 3602-3738 Candor Street, 10 a.m. to 10 p.m.;
- Aaron Pacheco, 5702-5756 Capetown Street, 10 a.m. to 10 p.m.;
- Robert Kerr, 5703-5846 Cardale Street, 10 a.m. to 10 p.m.;
- Michelle Lewis, 20711-20837 Claretta Avenue, 10 a.m. to 10 p.m.;
- Heyman Hakimi, 4712-4833 Coldbrook Avenue, 10 a.m. to 10 p.m.;
- Fe Beasley, 2862-2969 Daneland Street, 10 a.m. to 10 p.m.;

- Vincent Basile, 6502-6543 Denmead Street, 10 a.m. to 10 p.m.;
- Megan Arce, 5103-5249 Fidler Avenue, 10 a.m. to 10 p.m.;
- Marcela MacLean, 6401-6433 Glorywhite Street, including adjacent 6400-6424 Nixon Street, 10 a.m. to 10 p.m.;
- Wendy Mullins, 6516-6563 Glorywhite Street, 10 a.m. to 10 p.m.;
- Debbie Balue, 5300-5353 Hackett Avenue, 1 p.m. to 9 p.m.;
- Don Mabbott, 2402-2633 Hardwick Street, 10 a.m. to 10 p.m.;
- Jay Hubatch, 5402-5536 Hayter Avenue, 10 a.m. to 10 p.m.;
- Jennifer Smith, 4502-4657 Josie Avenue, 10 a.m. to 10 p.m.;
- Ciseal Amorelli, 4502-4657 Koxville Avenue, 10 a.m. to 10 p.m.;
- Sarah Singleton, 4702-4753 Knoxville Avenue, 10 a.m. to 10 p.m.;
- Nick Pratte, 2702-2951 Loomis Street, 10 a.m. to 9 p.m.;
- Valarie Frost, 4902-5053 Lorelei Avenue, 10 a.m. to 10 p.m.;
- Jenny Bapp, 4202-4258 Maybank Avenue, including adjacent 4207-4277 Nelsonbark Avenue, 10 a.m. to 10 p.m.;
- Nestor Duran, 5102-5255 Minturn Avenue, 10 a.m. to 10 p.m.;
- Terri Panter, 4102-4218 Monogram Avenue, 12 p.m. to 10 p.m.;
- David Wickhart, 5108-5249 Pearce Avenue, 10 a.m. to 10 p.m.;
- Michelle Kaeka, 5602-5745 Pennswood Avenue, 10 a.m. to 10 p.m.;
- David Aroz, 4253-4297 Petaluma Avenue, 10 a.m. to 10 p.m.; and
- Kelli Beveridge, 4702-4859 Snowden Avenue, 10 a.m. to 10 p.m.

The staff of the Public Works Department has reviewed the maps and canvassed the areas of proposed closure for traffic safety conditions. They will provide a determination regarding the appropriate types and placement of barricades and warning devices to be utilized at the locations.

Should the Council approve the requests for temporary street closures, the Public Works Department will arrange for the placement and removal of the barricades for the event. Notification of said closures will be provided to the Sheriff's Station and the appropriate Fire Station.

SUMMARY

Area residents have complied with all the necessary requirements to obtain street closure permits for block parties to be held on July 4th. Such closings would provide a measure of safety and protection for persons who are to use a portion of those streets during the temporary closures.

RECOMMENDATION

Staff recommends that permits be issued to the responsible applicants authorizing temporary closure at the requested locations on Friday, July 4, 2014.

Denise R. Hayward
City Clerk



Howard L. Chambers
City Manager

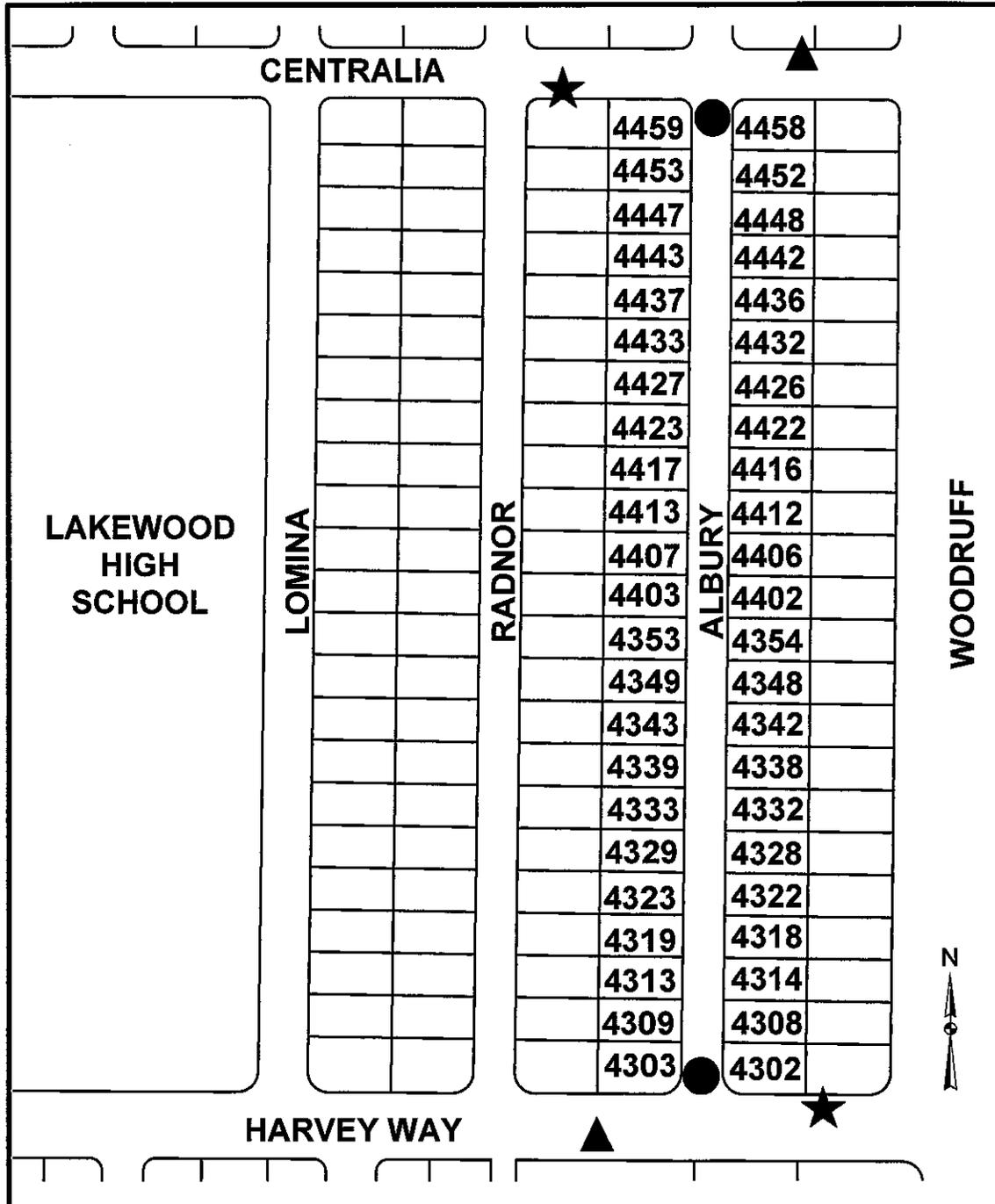


BLOCK PARTY

JULY 4, 2014

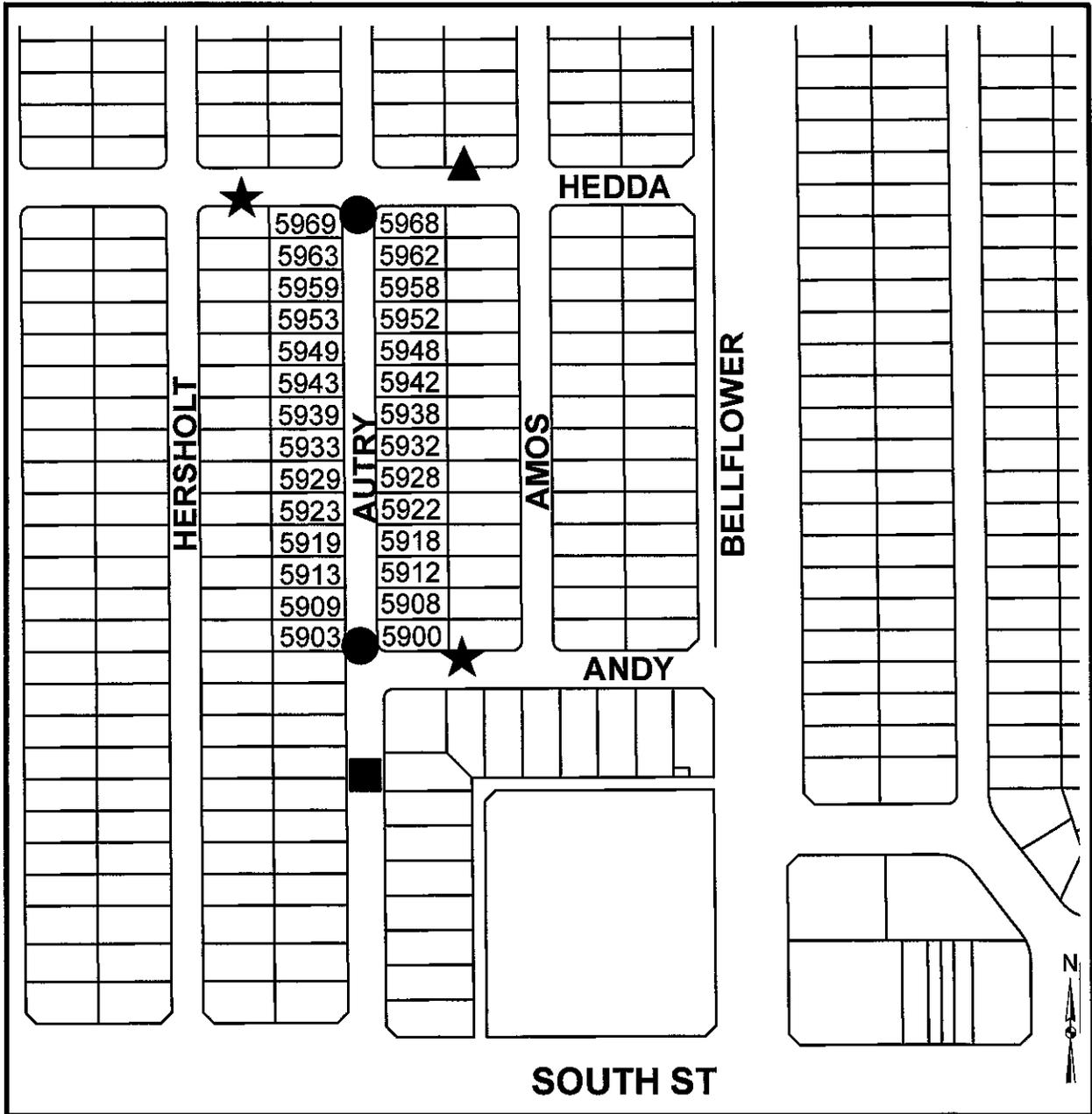
10 AM - 10 PM

4302-4459 ALBURY AVENUE



- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGN
- 0 "ROAD CLOSED AHEAD" SIGN
- ★ 2 "NO RIGHT TURN" SIGN
- ▲ 2 "NO LEFT TURN" SIGN
- 6 BARRICADES
- 8 DELINEATORS

BLOCK PARTY
JULY 4, 2014
10 P.M. TO 10 P.M.
5903-5968 AUTRY AVENUE



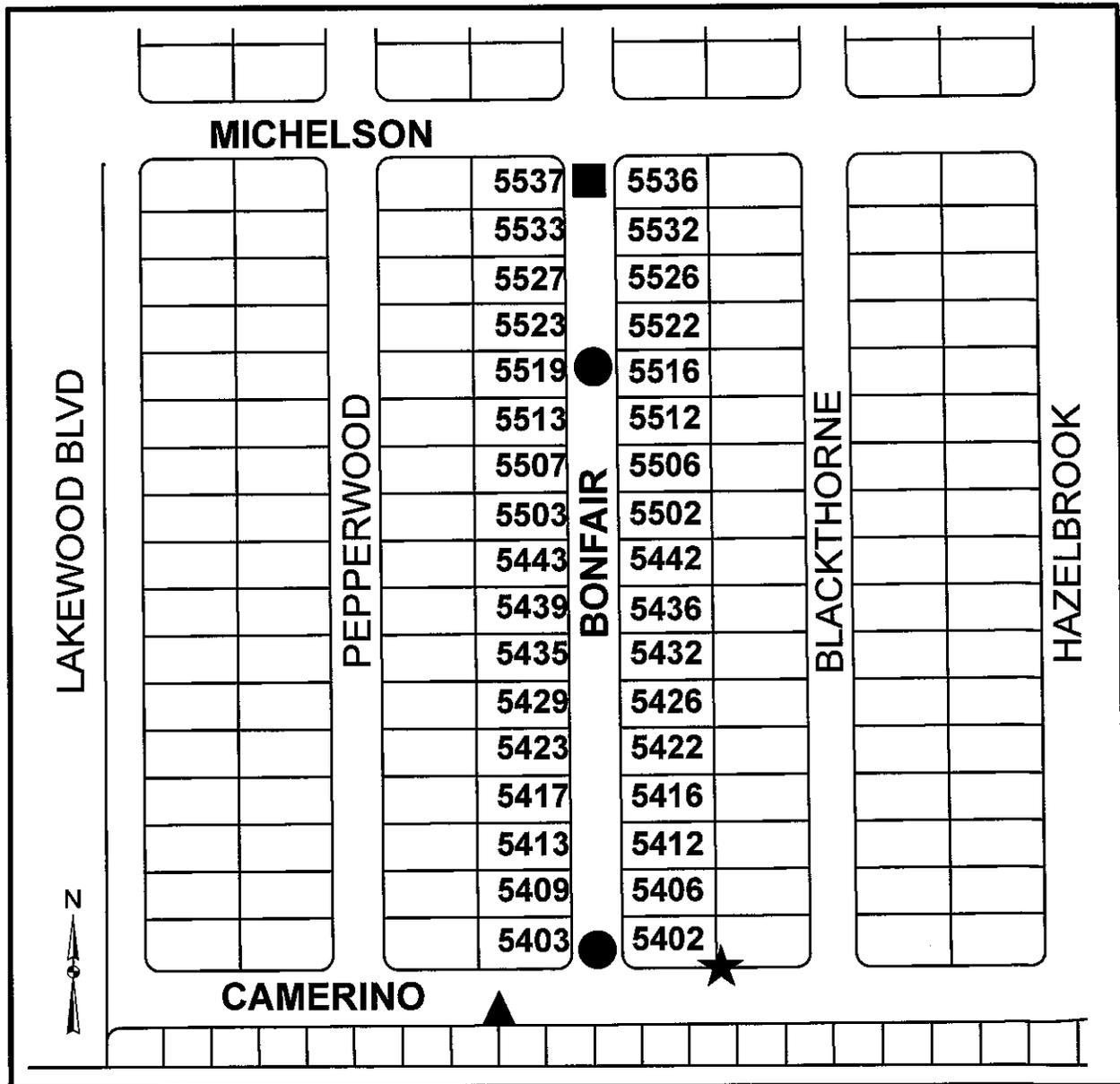
- FULL CLOSURE POINT "ROAD CLOSED" SIGNS
- ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS
- ★ NO RIGHT TURN SIGNS
- ▲ NO LEFT TURN SIGN
- 6 BARRICADES
- 8 DELINEATORS

BLOCK PARTY

JULY 4, 2014

10 A.M. TO 10 P.M.

5402-5519 BONFAIR AVENUE



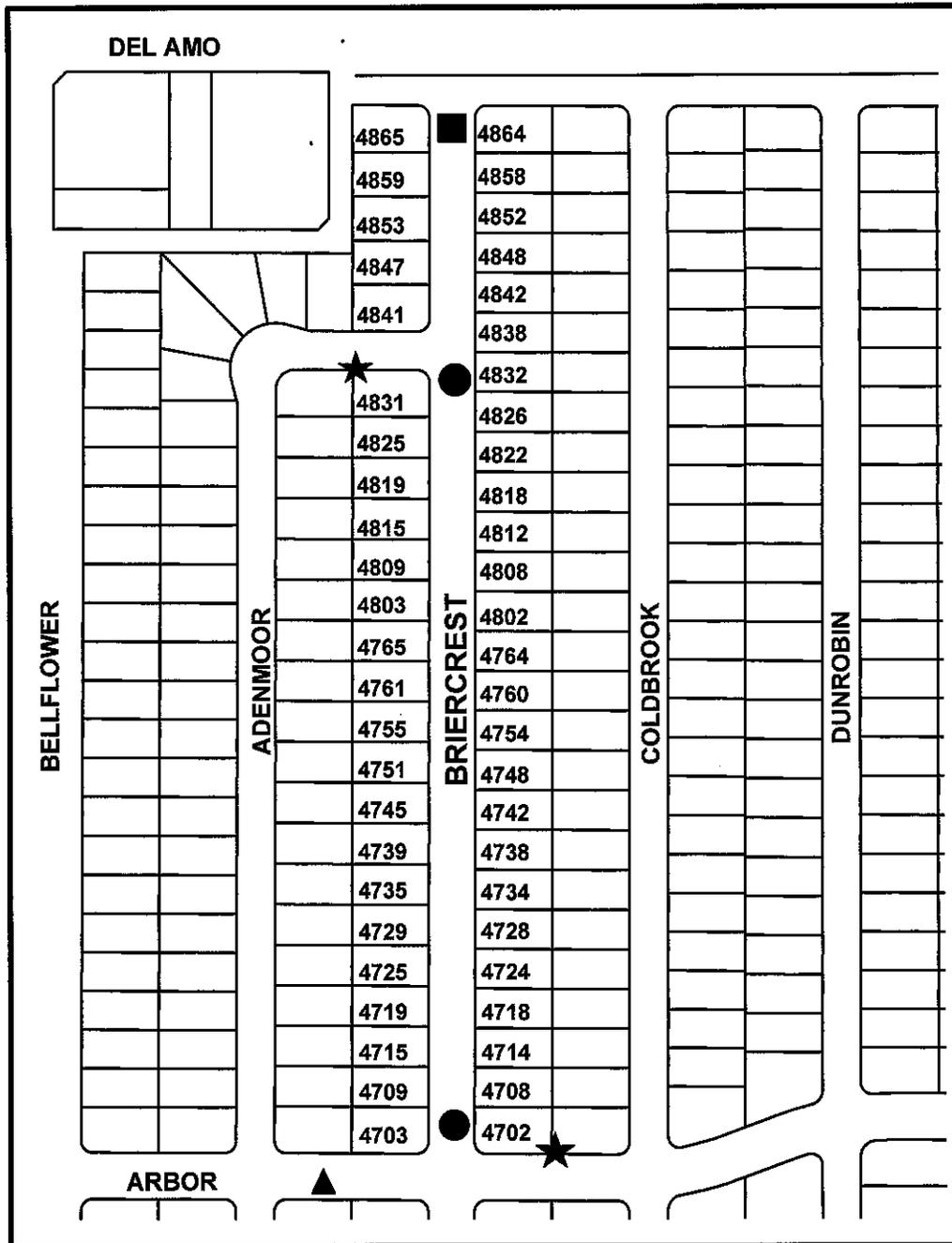
- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
 - 1 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS
 - ★ 1 NO RIGHT TURN SIGNS
 - ▲ 1 NO LEFT TURN SIGNS
 - 6 BARRICADES
 - 7 DELINEATORS
- PICKUP ADDRESS _____

BLOCK PARTY

JULY 4, 2014

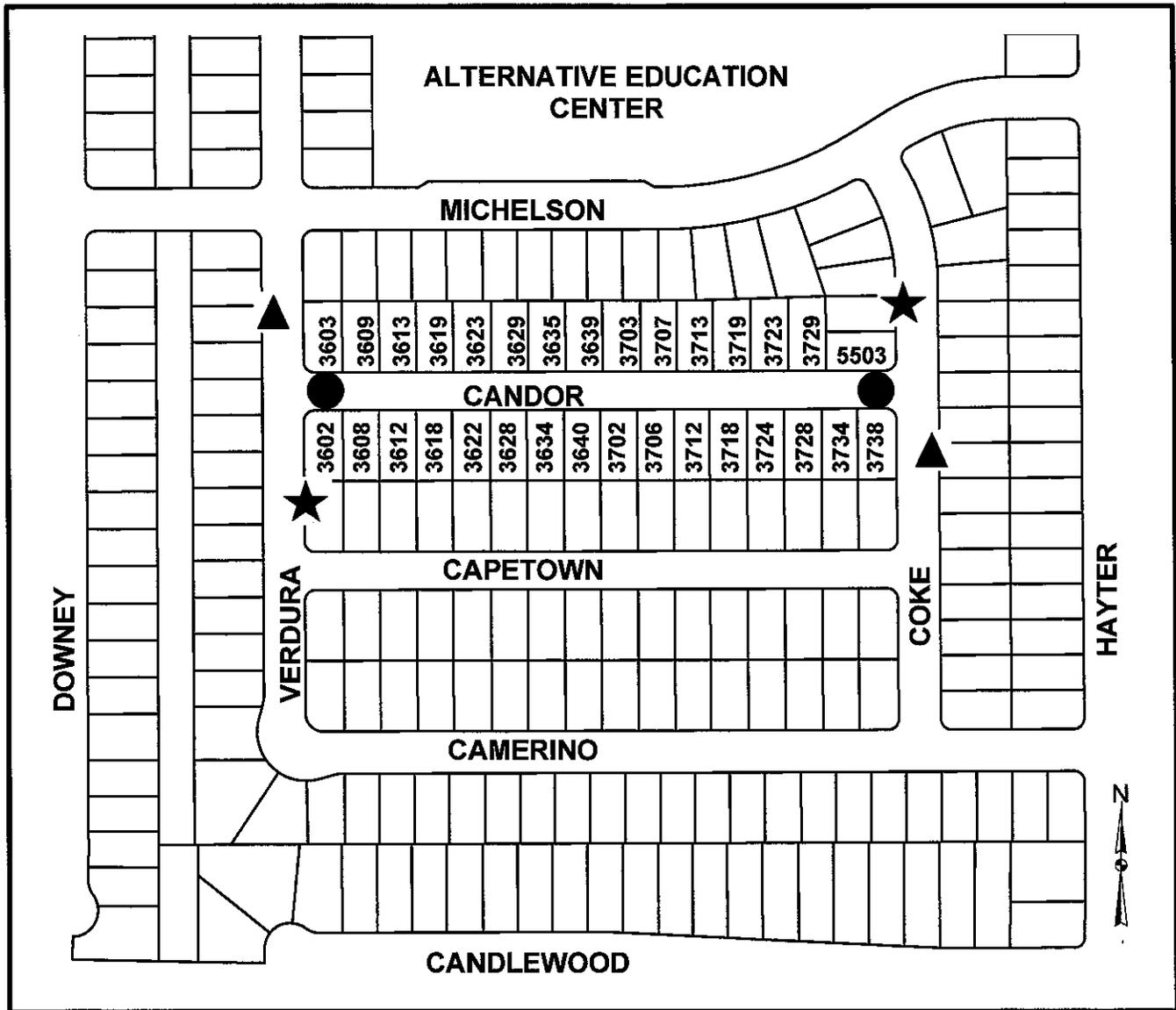
10 A.M. - 10 P.M.

4702-4832 BRIERCREST AVENUE



- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
- 1 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS
- ★ 2 NO RIGHT TURN SIGNS
- ▲ 1 NO LEFT TURN SIGNS
- 6 BARRICADES
- 8 DELINEATORS

BLOCK PARTY
JULY 4, 2014
10 A.M. - 10 P.M.
3602-3738 CANDOR STREET



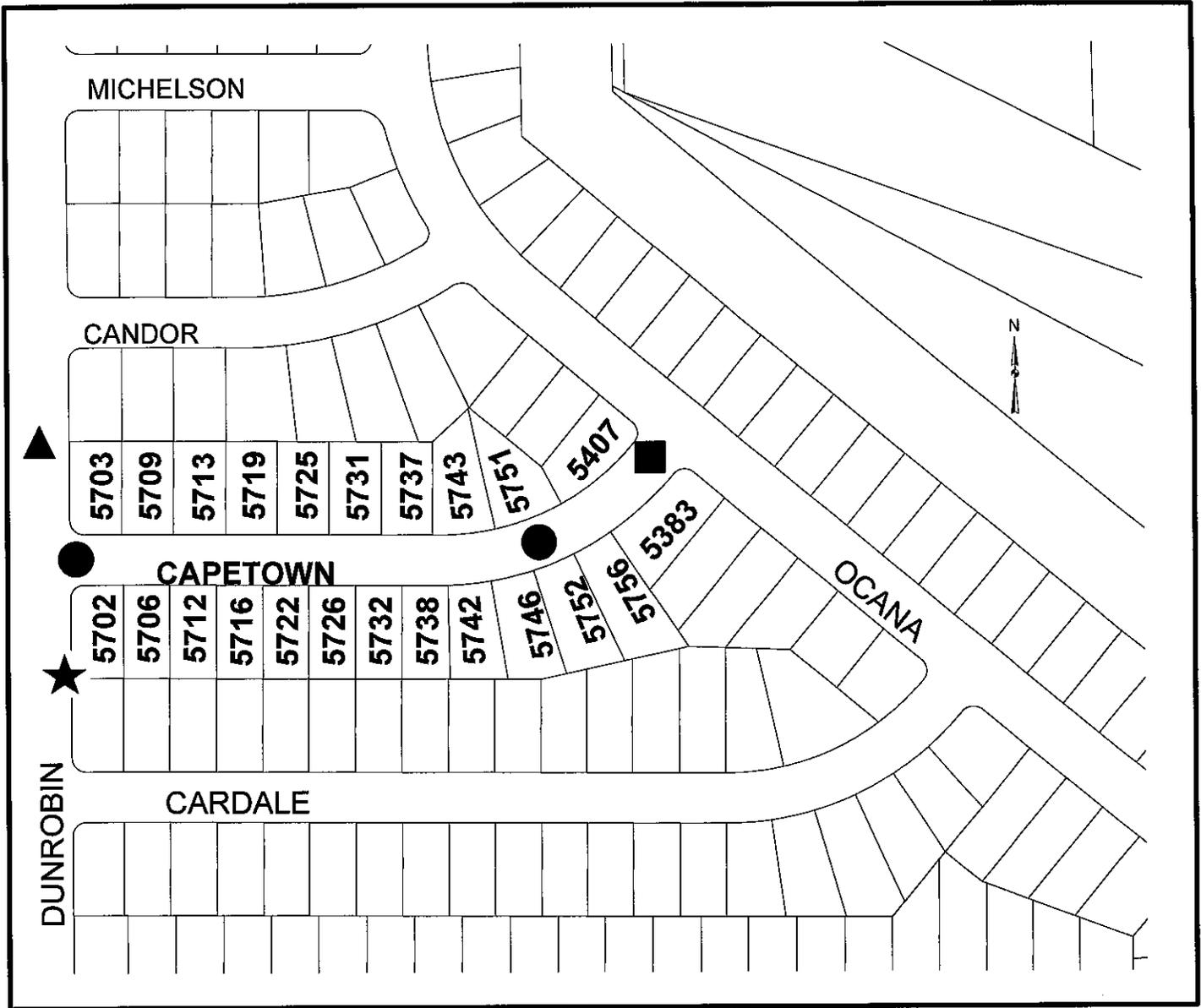
- | | | | |
|---|--|---|-------------|
| ● | 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS | 6 | BARRICADES |
| ■ | 0 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS | 8 | DELINEATORS |
| ★ | 2 NO RIGHT TURN SIGNS | | |
| ▲ | 2 NO LEFT TURN SIGNS | | |

BLOCK PARTY

JULY 4, 2014

10 A.M. TO 10 P.M.

5702-5756 CAPETOWN STREET



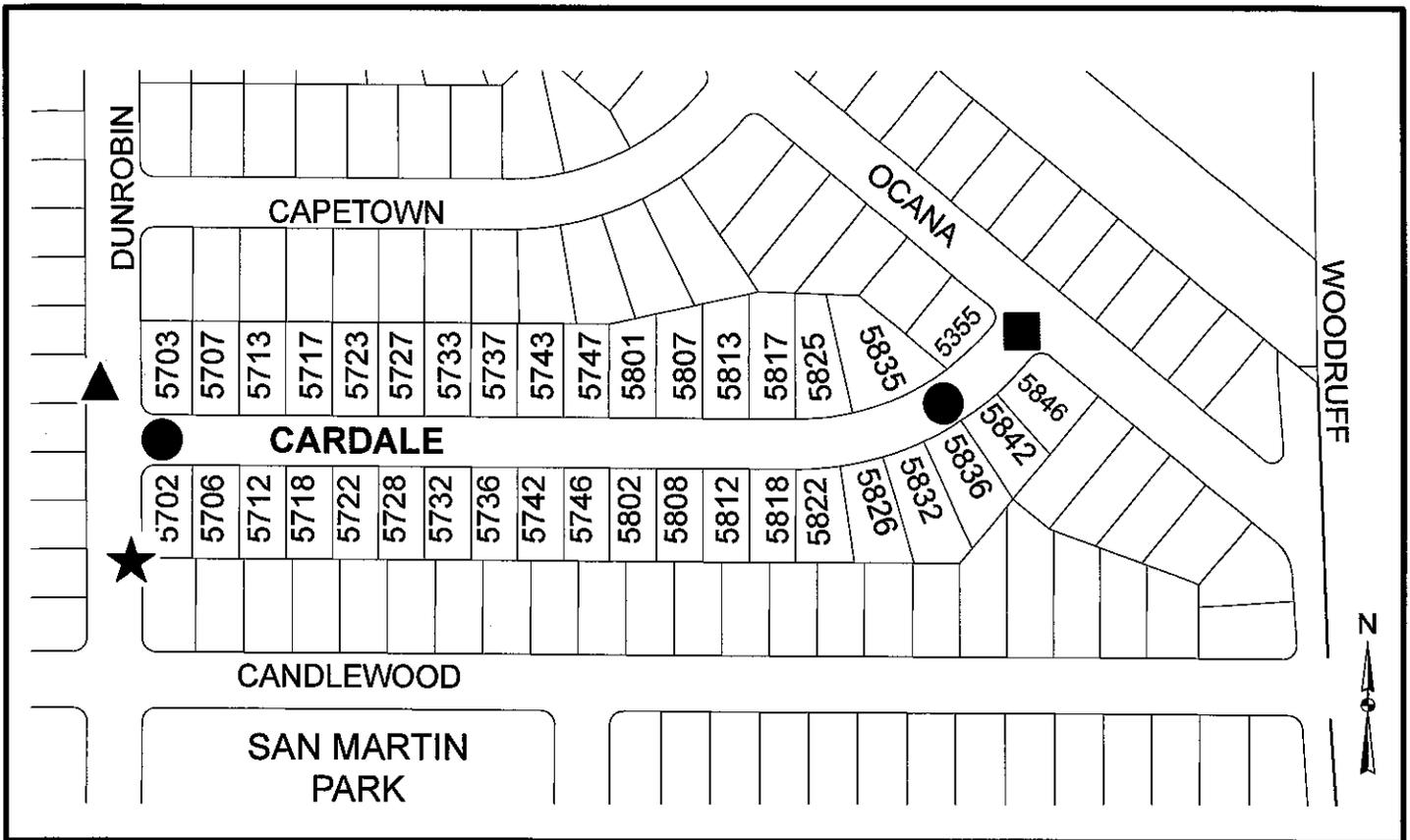
- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
- 1 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGN
- ★ 1 NO RIGHT TURN SIGN
- ▲ 1 NO LEFT TURN SIGN
- 6 BARRICADES
- 7 DELINEATORS

BLOCK PARTY

JULY 4, 2014

10 A.M. TO 10 P.M.

5703-5846 CARDALE STREET



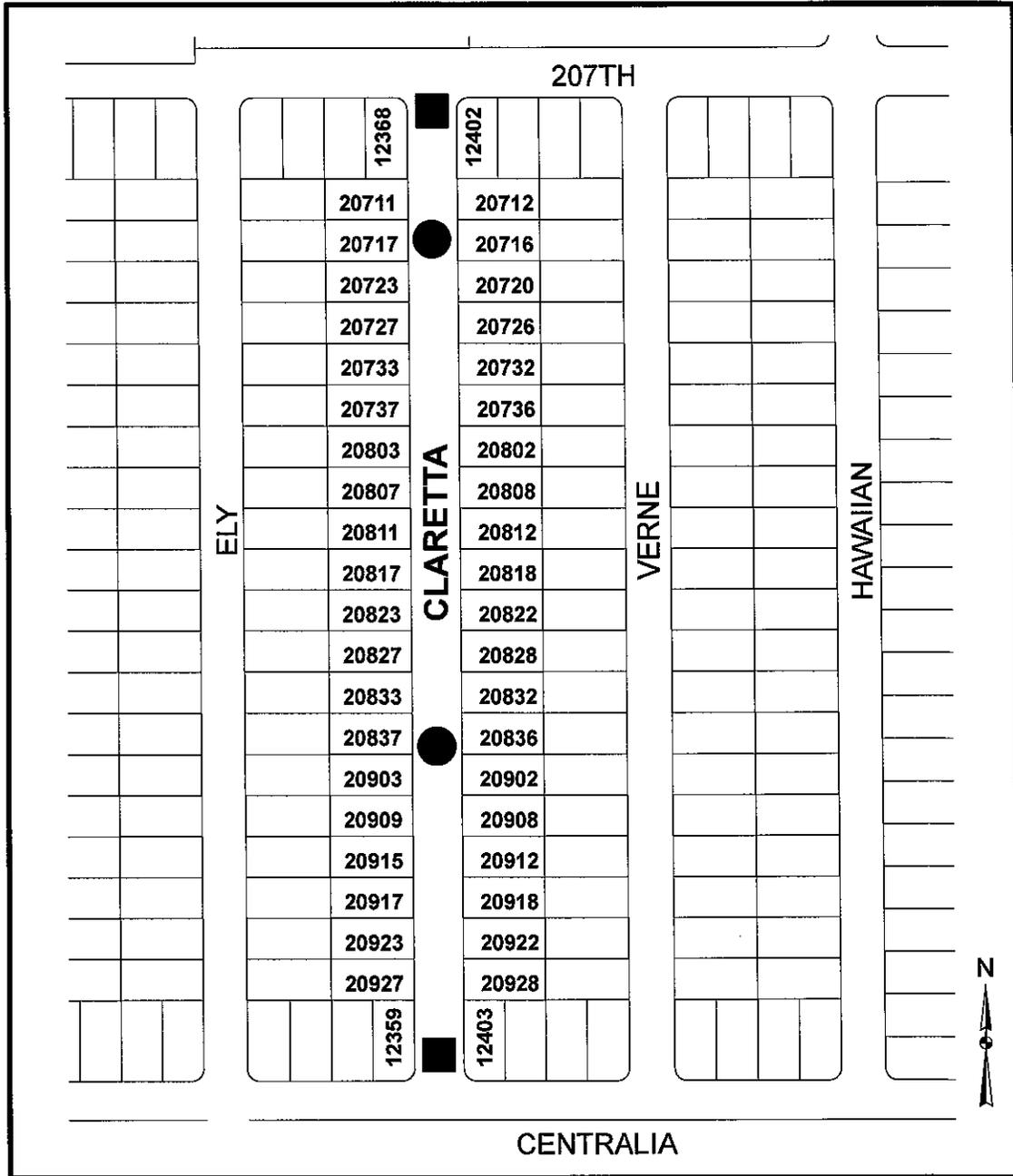
- | | | | |
|---|--|---|-------------|
| ● | 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS | 6 | BARRICADES |
| ■ | 1 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS | 7 | DELINEATORS |
| ★ | 1 NO RIGHT TURN SIGNS | | |
| ▲ | 1 NO LEFT TURN SIGNS | | |

BLOCK PARTY

JULY 4, 2014

10 A.M. TO 10 P.M.

20711-20837 CLARETTA AVENUE



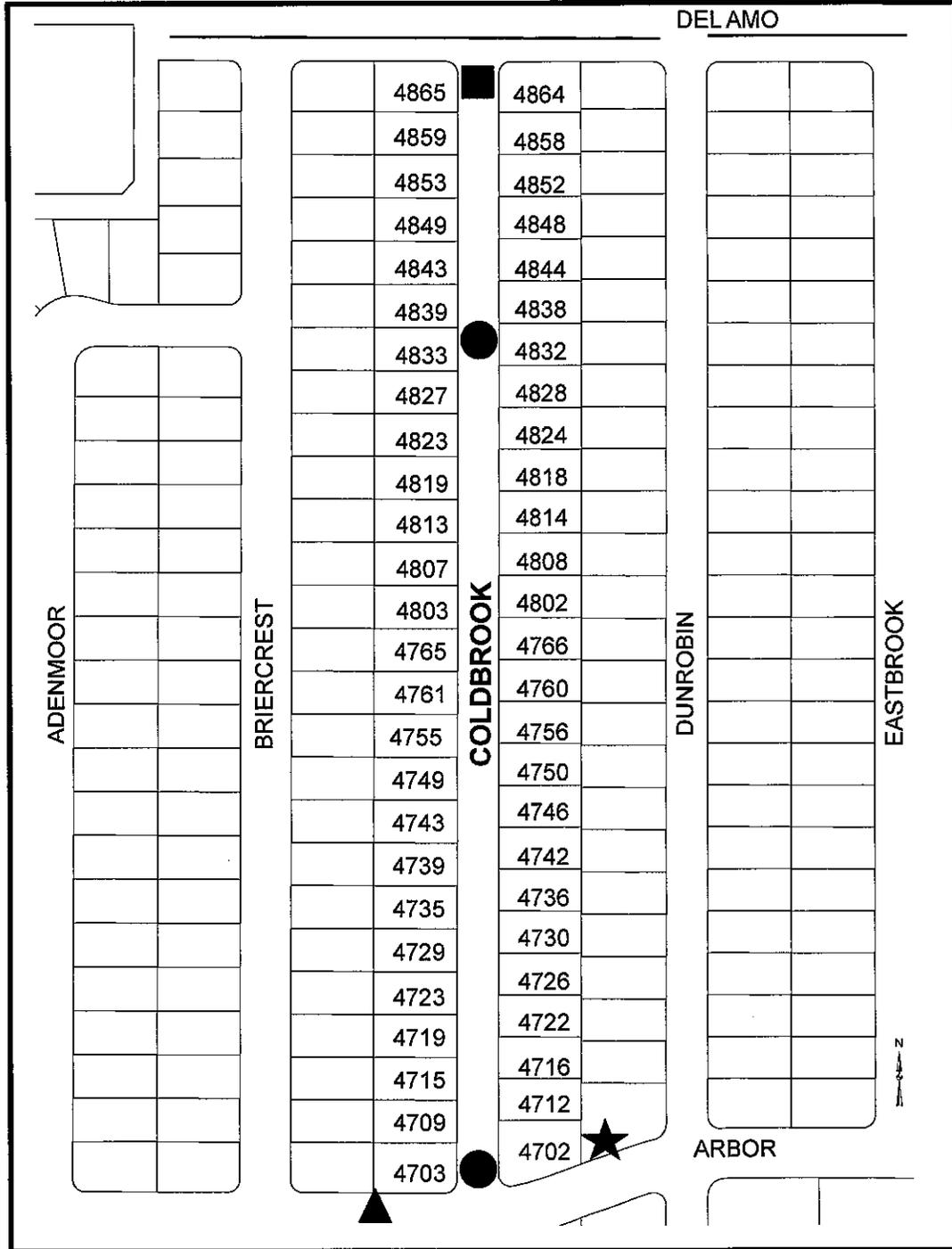
- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGN 6 BARRICADES
 - 2 "ROAD CLOSED AHEAD" SIGN 6 DELINEATORS
 - ★ 0 "NO RIGHT TURN" SIGN
 - ▲ 0 "NO LEFT TURN" SIGN
- PICKUP ADDRESS _____

BLOCK PARTY

JULY 4, 2014

10 A.M. TO 10 P.M.

4712-4833 COLDBROOK AVENUE



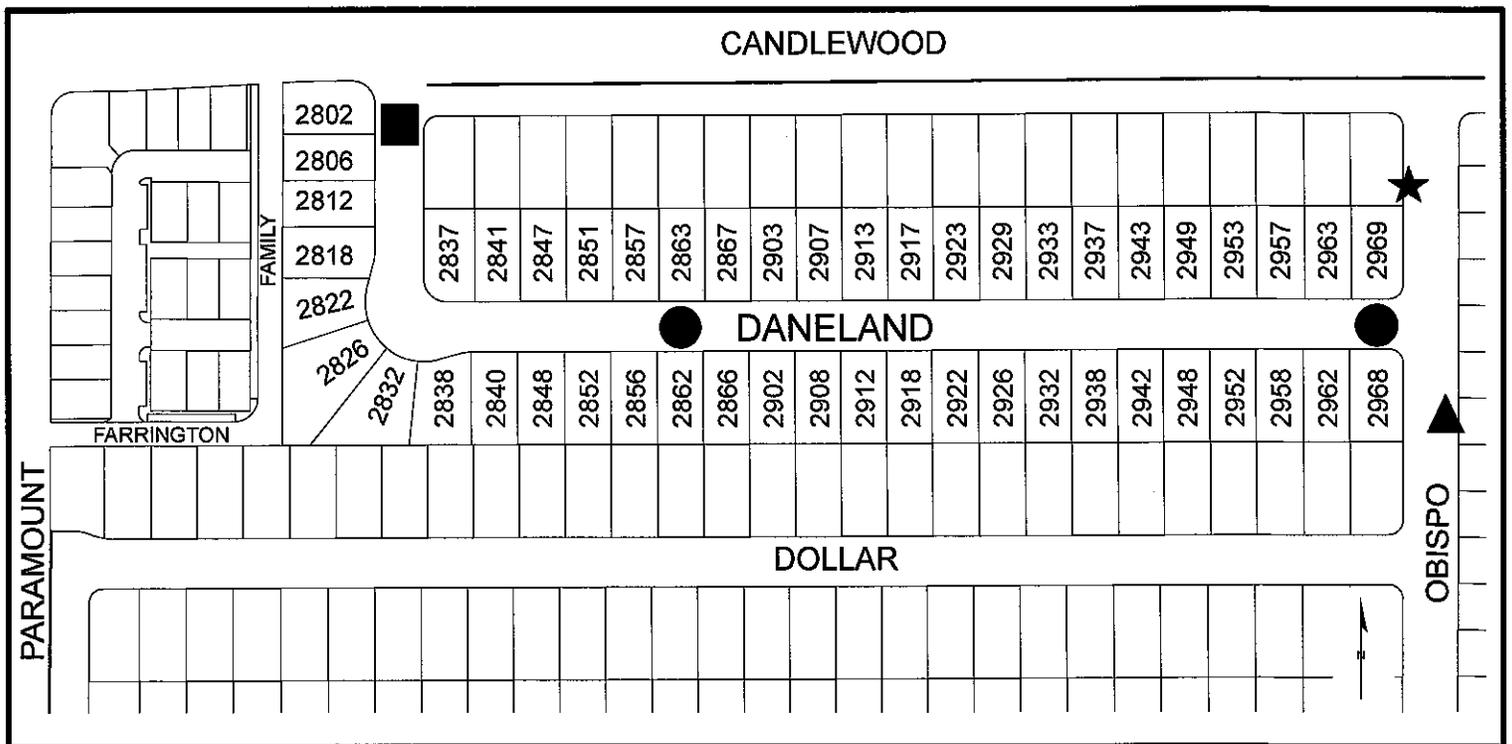
- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
 - 1 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGN
 - ★ 1 NO RIGHT TURN SIGN
 - ▲ 1 NO LEFT TURN SIGN
 - 6 BARRICADES
 - 7 DELINEATORS
- PICKUP ADDRESS _____

BLOCK PARTY

JULY 4, 2014

10 AM TO 10 PM

2862-2969 DANELAND STREET



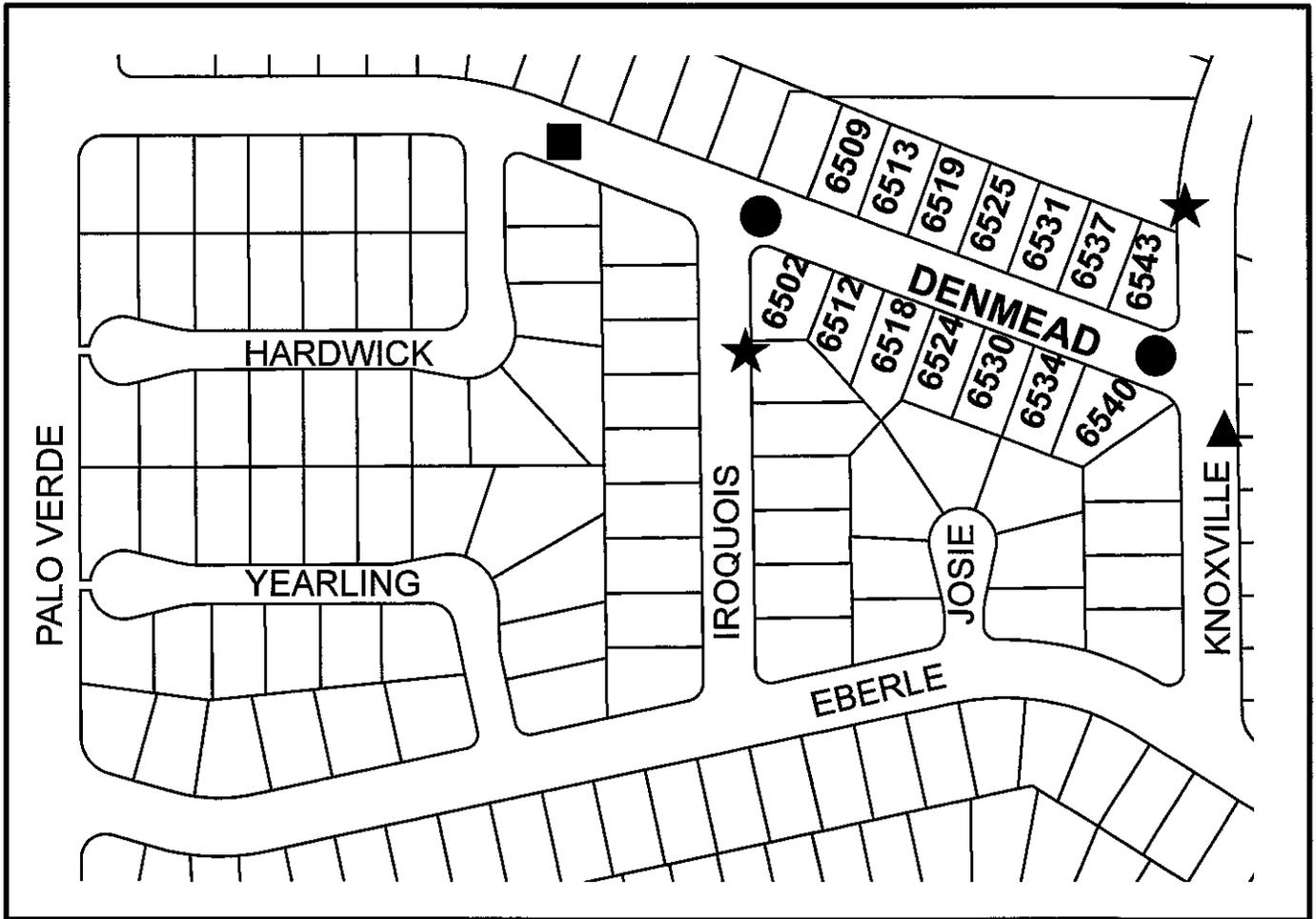
- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGN
 - 1 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGN
 - ★ 1 "NO RIGHT TURN" SIGN
 - ▲ 1 "NO LEFT TURN" SIGN
 - 6 BARRICADES
 - 7 DELINEATORS
- PICKUP ADDRESS _____

BLOCK PARTY

JULY 4, 2014

10 A.M. TO 10 P.M.

6502-6543 DENMEAD STREET



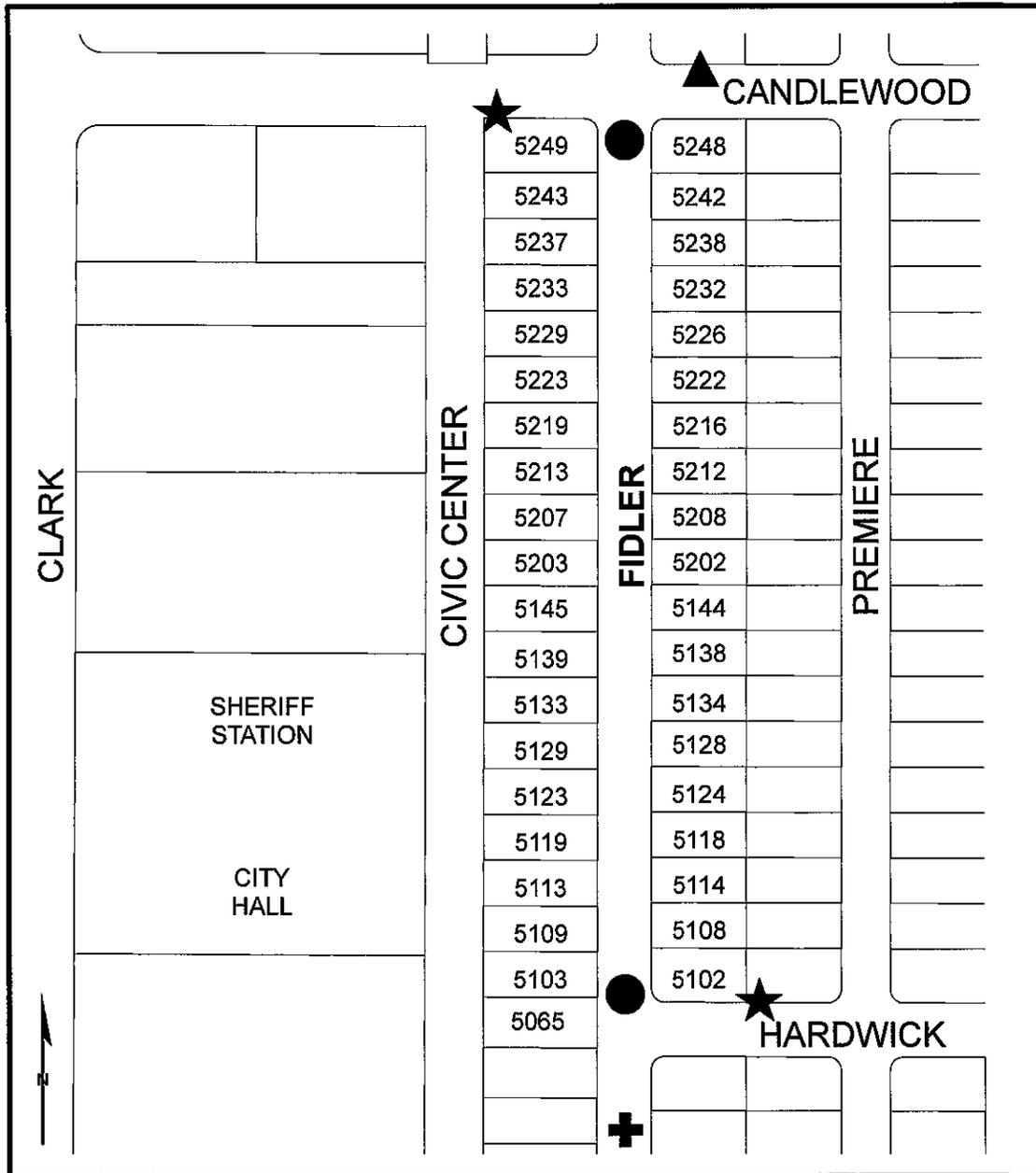
- | | | | | |
|---|---|---|---|-------------|
| ● | 2 | FULL CLOSURE POINT "ROAD CLOSED" SIGN | 6 | BARRICADES |
| ■ | 1 | ADVANCED WARNING "ROAD CLOSED AHEAD" SIGN | 8 | DELINEATORS |
| ★ | 2 | "NO RIGHT TURN" SIGN | | |
| ▲ | 1 | "NO LEFT TURN" SIGN | | |
- PICKUP ADDRESS _____

BLOCK PARTY

JULY 4, 2014

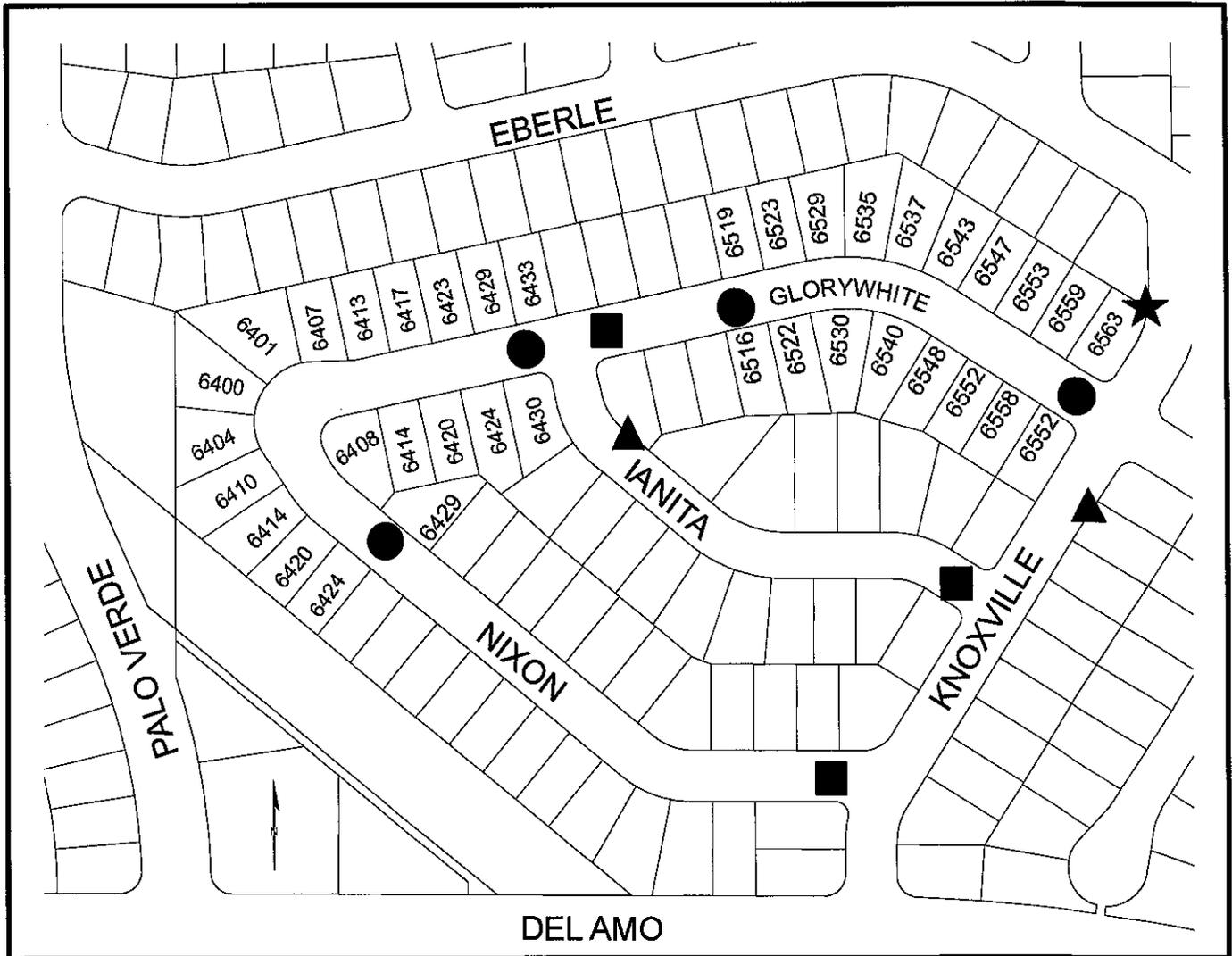
10 A.M. TO 10 P.M.

5103-5249 FIDLER AVENUE



- | | | |
|---|--|---------------|
| ● | 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS | 6 BARRICADES |
| ■ | 0 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS | 8 DELINEATORS |
| ★ | 2 NO RIGHT TURN SIGNS | |
| ▲ | 1 NO LEFT TURN SIGNS | |
| + | 1 RIGHT TURN ONLY SIGN | |

BLOCK PARTY
JULY 4, 2014
10 A.M. TO 10 P.M.
6401-6433 GLORYWHITE STREET
6516-6563 GLORYWHITE STREET
INCLUDING 6400-6424 NIXON STREET



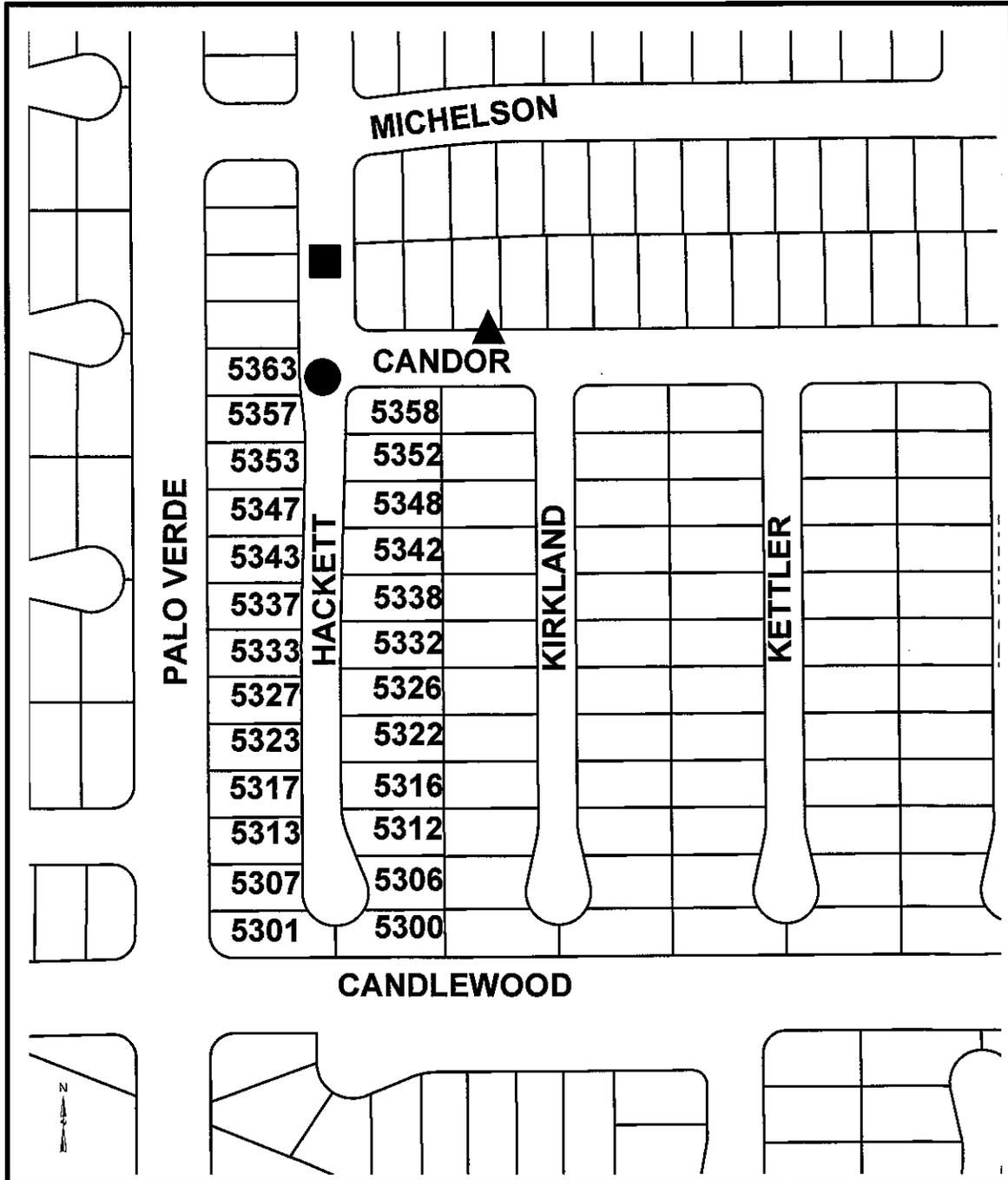
- | | | | |
|---|--|----|-------------|
| ● | 4 FULL CLOSURE POINT "ROAD CLOSED" SIGNS | 12 | BARRICADES |
| ■ | 3 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS | 14 | DELINEATORS |
| ★ | 1 NO RIGHT TURN SIGNS | | |
| ▲ | 2 NO LEFT TURN SIGNS | | |

BLOCK PARTY

JULY 4, 2014

1 PM - 9 PM

5300-5363 HACKETT AVENUE



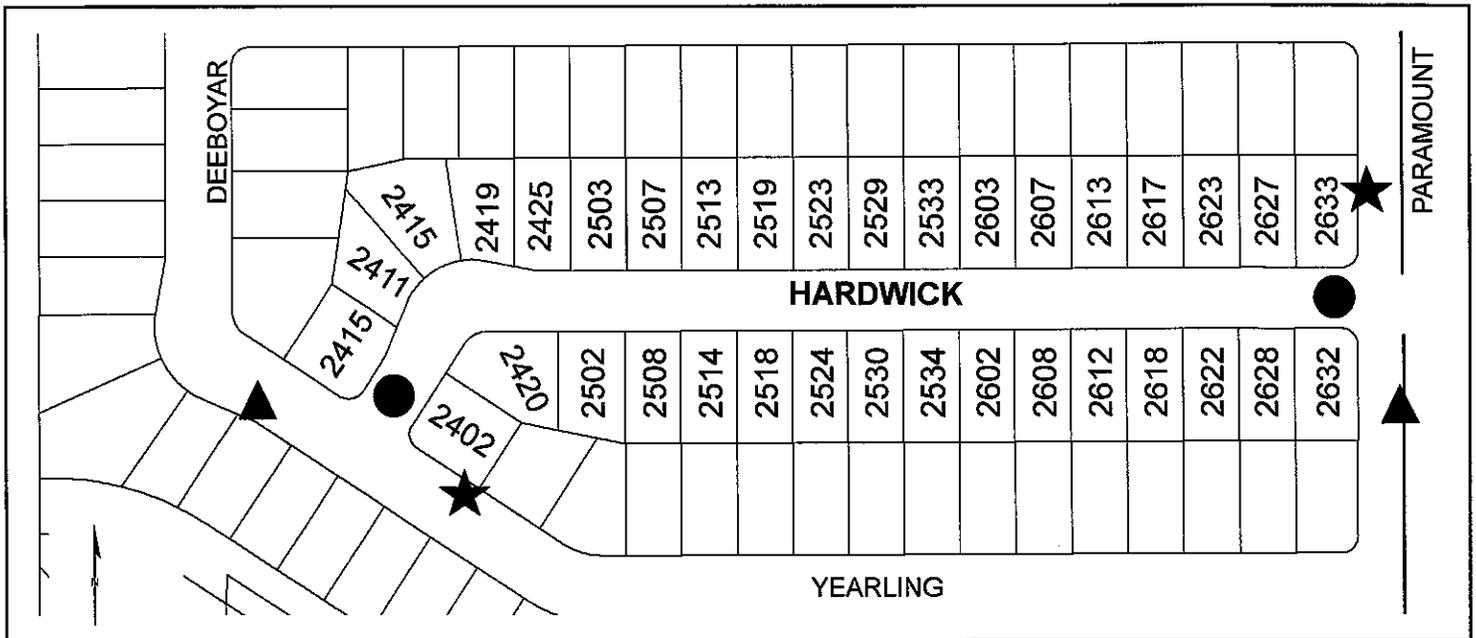
- 1 FULL CLOSURE POINT "ROAD CLOSED" SIGN
 - 1 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGN
 - ★ 0 "NO RIGHT TURN" SIGN
 - ▲ 1 "NO LEFT TURN" SIGN
- 3 BARRICADES
 - 4 DELINEATORS

BLOCK PARTY

JULY 4, 2014

10 A.M. TO 10 P.M.

2402-2633 HARDWICK STREET



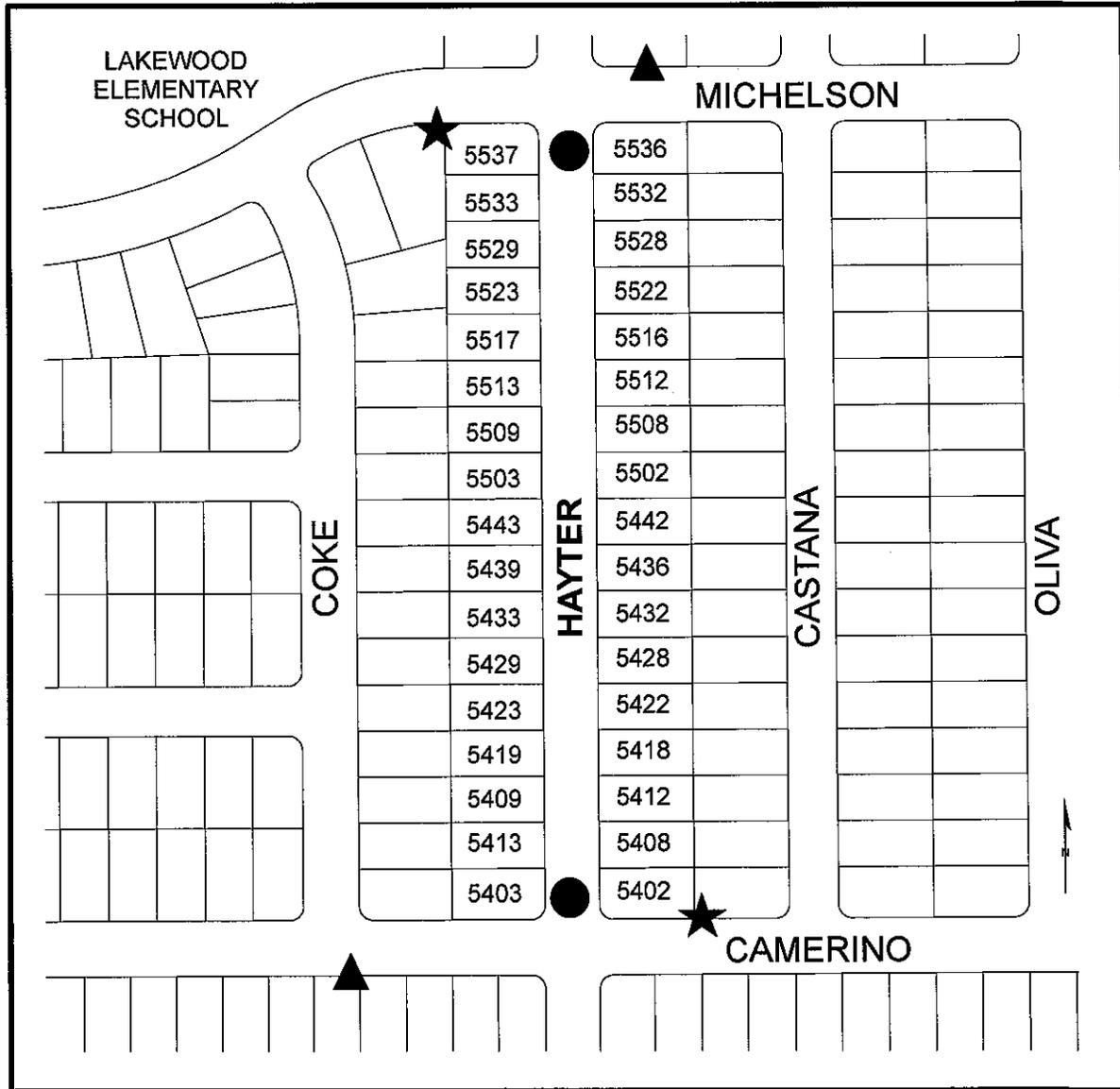
- | | | |
|---|---|---------------|
| ● | 2 FULL CLOSURE POINT "ROAD CLOSED" SIGN | 6 BARRICADES |
| ■ | 0 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGN | 8 DELINEATORS |
| ★ | 2 "NO RIGHT TURN" SIGN | |
| ▲ | 2 "NO LEFT TURN" SIGN | |

BLOCK PARTY

JULY 4, 2014

10 A.M. TO 10 P.M.

5402-5536 HAYTER AVENUE



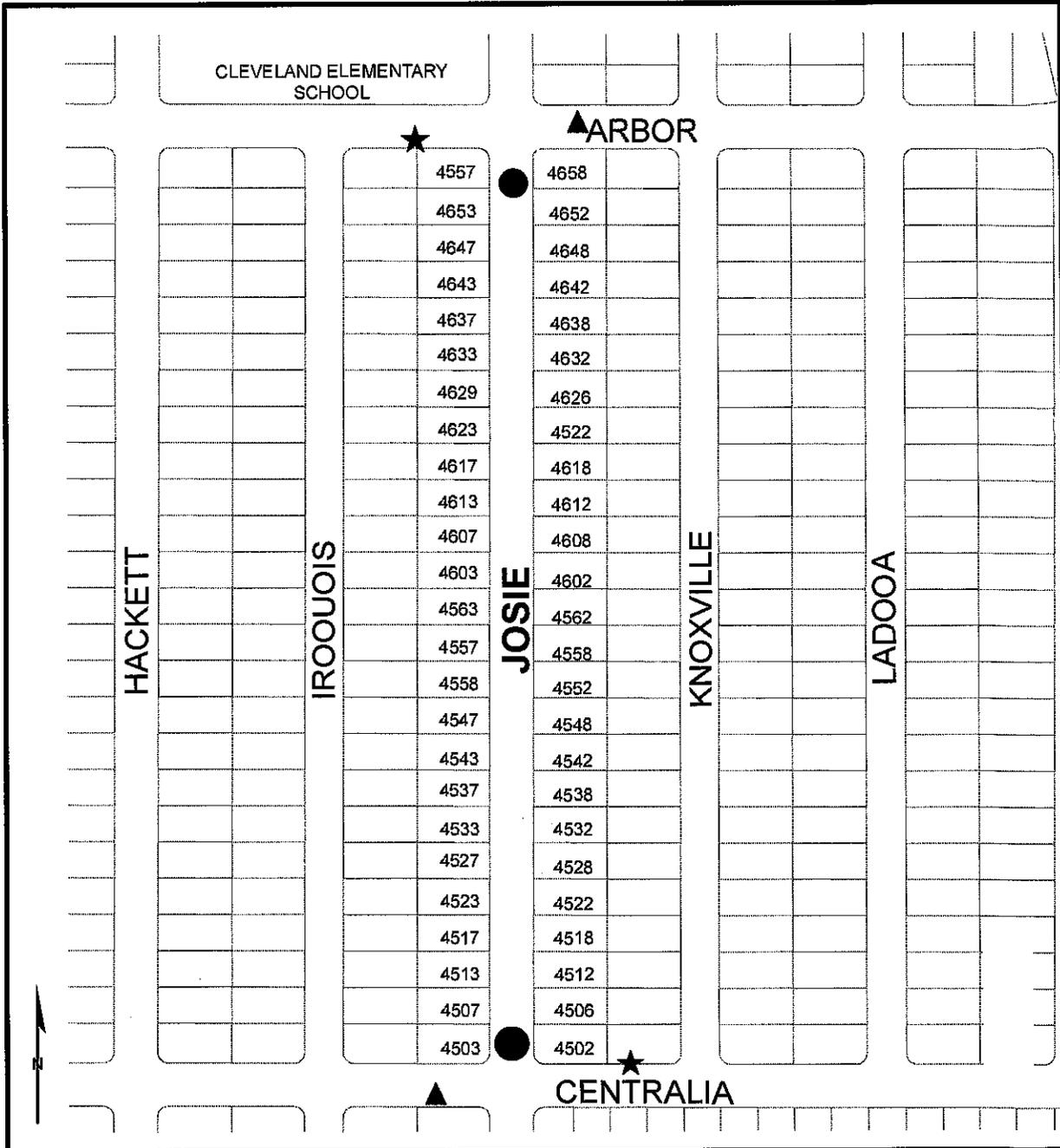
- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
- 0 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS
- ★ 2 NO RIGHT TURN SIGNS
- ▲ 2 NO LEFT TURN SIGNS
- 6 BARRICADES
- 8 DELINEATORS

BLOCK PARTY

JULY 4, 2014

10 A.M. TO 10 P.M.

4502-4657 JOSIE AVENUE



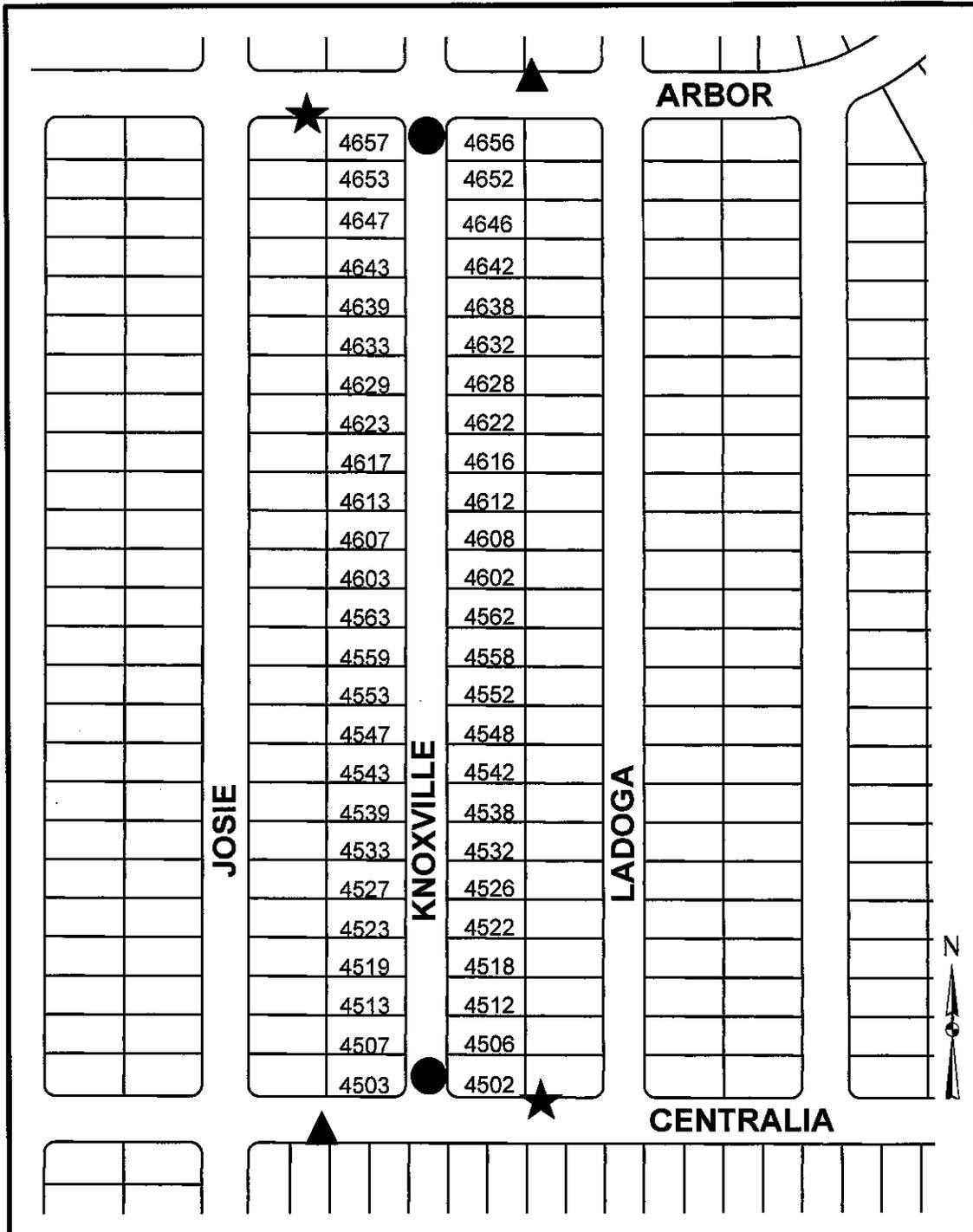
- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
- 0 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS
- ★ 2 NO RIGHT TURN SIGNS
- ▲ 2 NO LEFT TURN SIGNS
- 8 BARRICADES
- 8 DELINEATORS

BLOCK PARTY

JULY 4, 2014

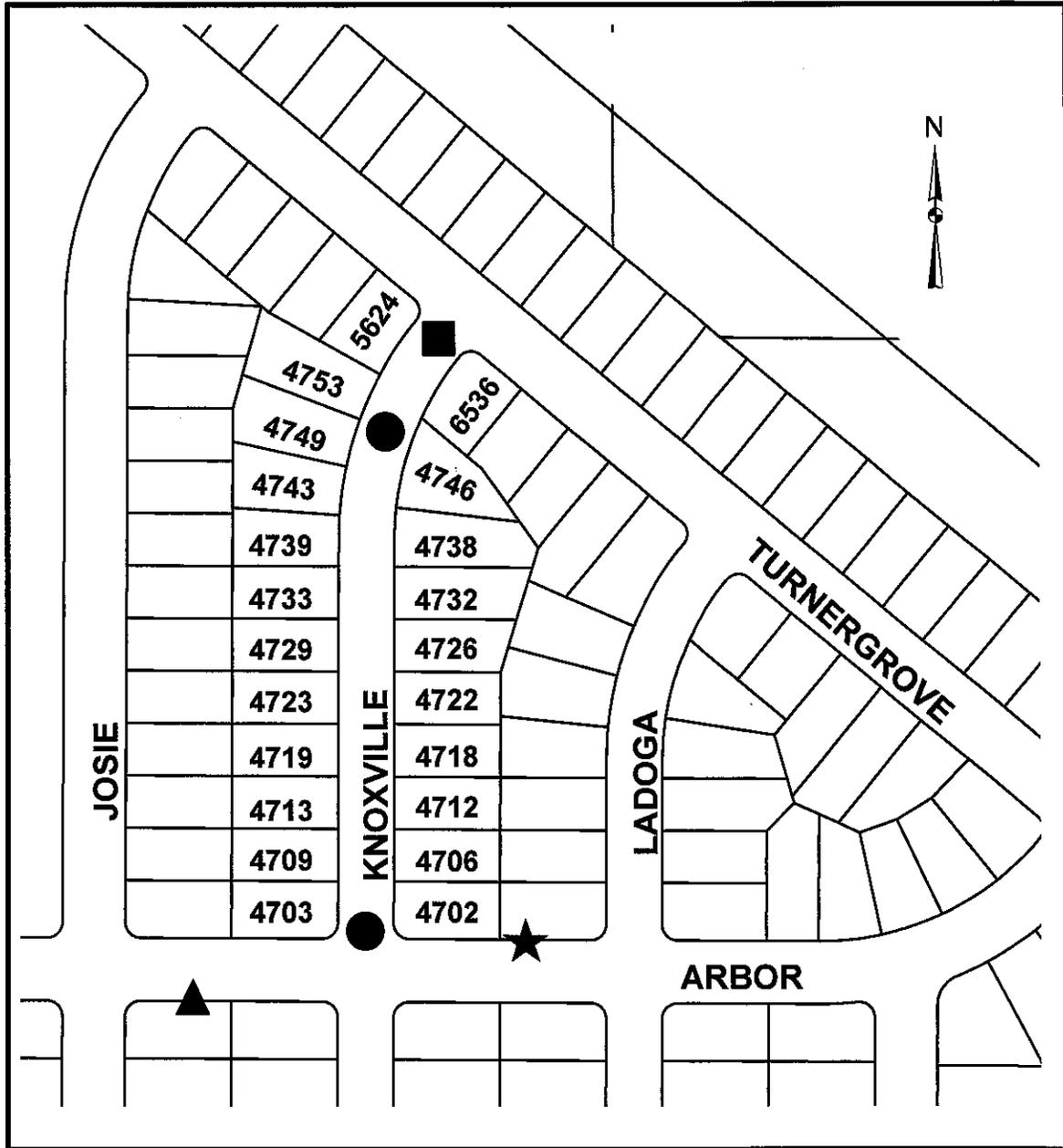
10 A.M. - 10 P.M.

4502-4657 KNOXVILLE AVENUE



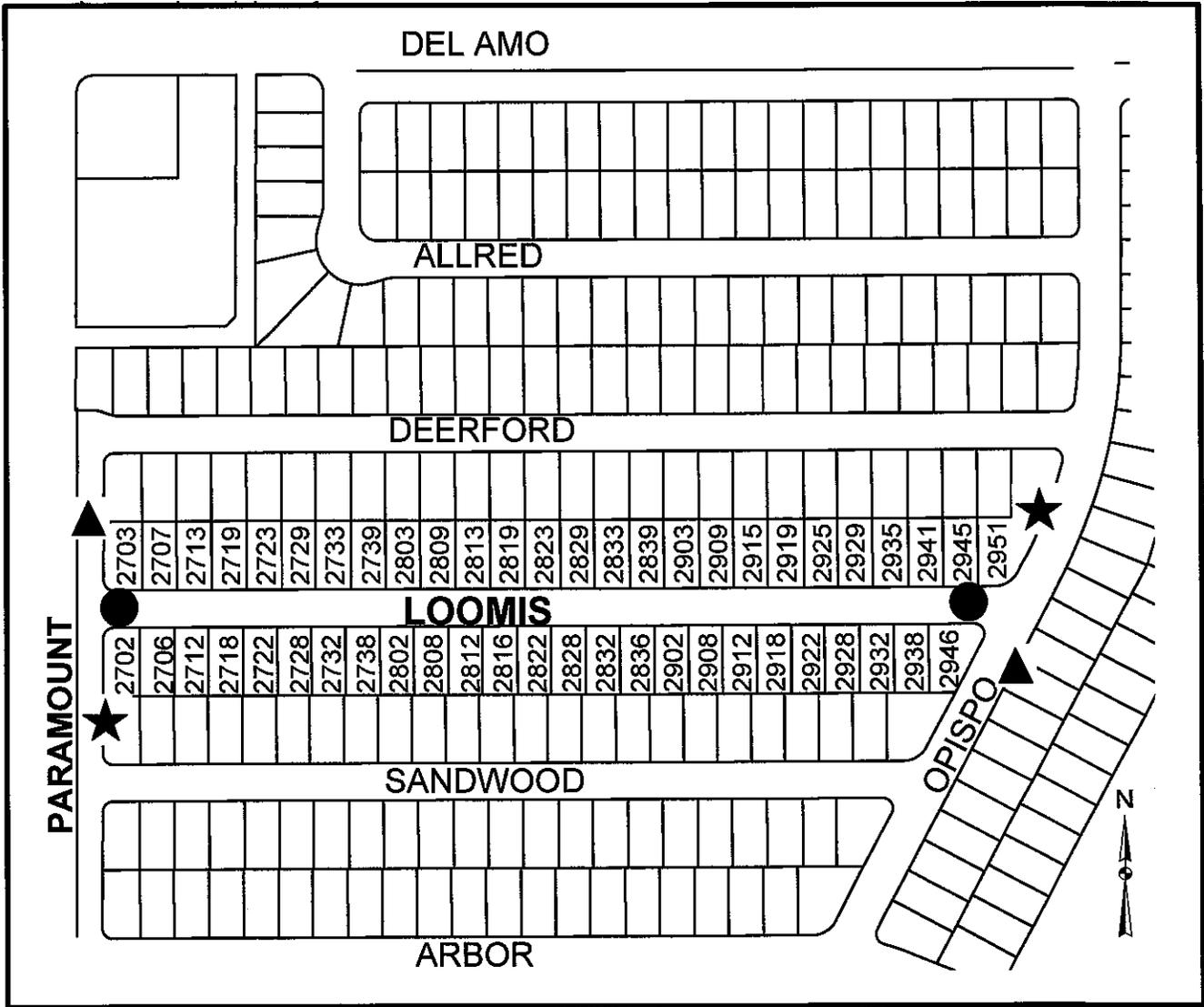
- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS 6 BARRICADES
- 0 "ROAD CLOSED AHEAD" SIGNS 8 DELINEATORS
- ★ 2 NO RIGHT TURN SIGNS
- ▲ 2 NO LEFT TURN SIGNS

BLOCK PARTY
JULY 4, 2014
10 A.M. - 10 P.M.
4702-4753 KNOXVILLE AVENUE



- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
- 1 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS
- ★ 1 NO RIGHT TURN SIGNS
- ▲ 1 NO LEFT TURN SIGNS
- 6 BARRICADES
- 7 DELINEATORS

**BLOCK PARTY
 JULY 4, 2014
 10 A.M. - 9 P.M.
 2702-2951 LOOMIS STREET**



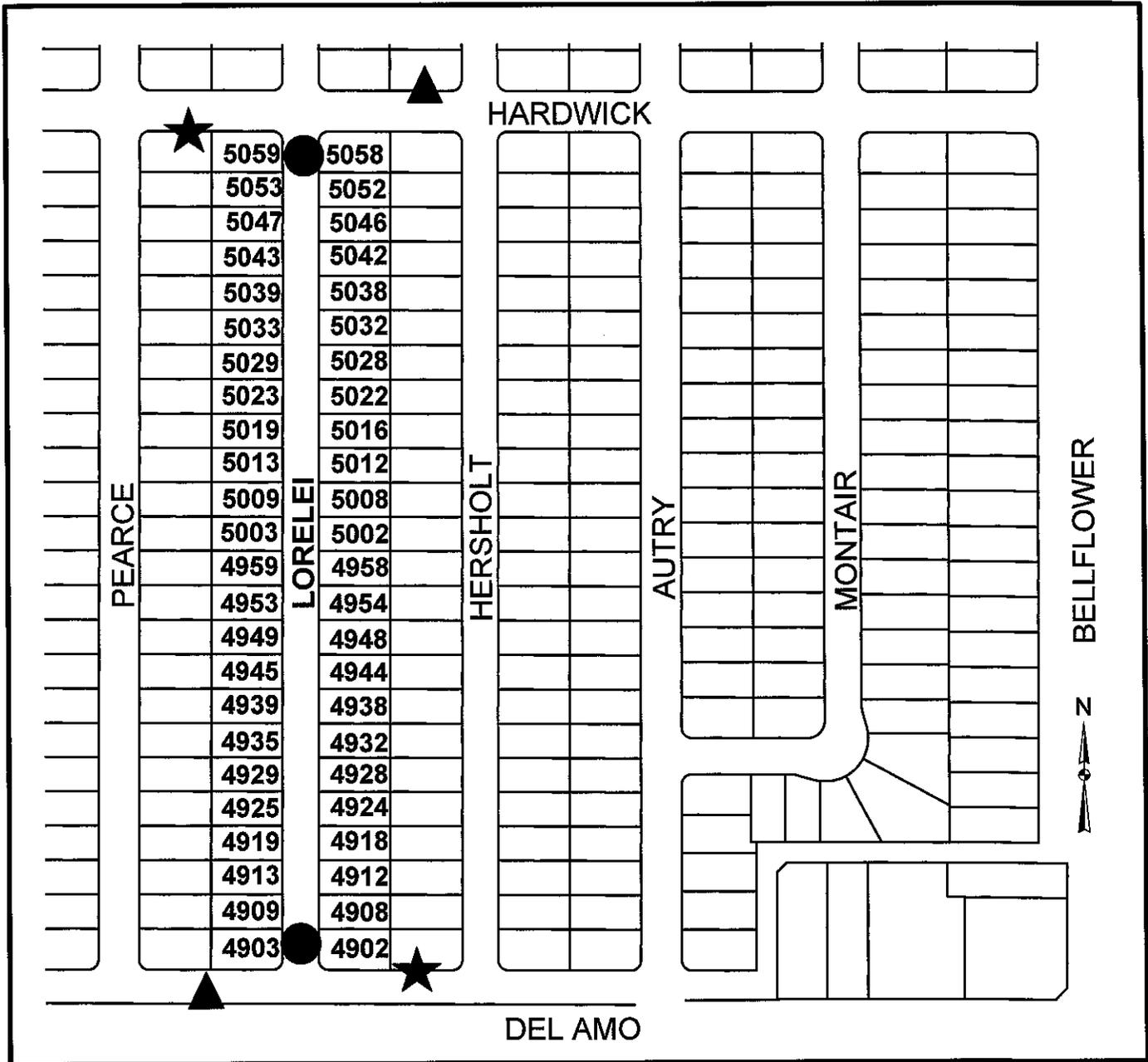
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|---|--|---|-------------|
| ● | 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS | 6 | BARRICADES |
| ■ | 0 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS | 8 | DELINEATORS |
| ★ | 2 NO RIGHT TURN SIGNS | | |
| ▲ | 2 NO LEFT TURN SIGNS | | |

BLOCK PARTY

JULY 4, 2014

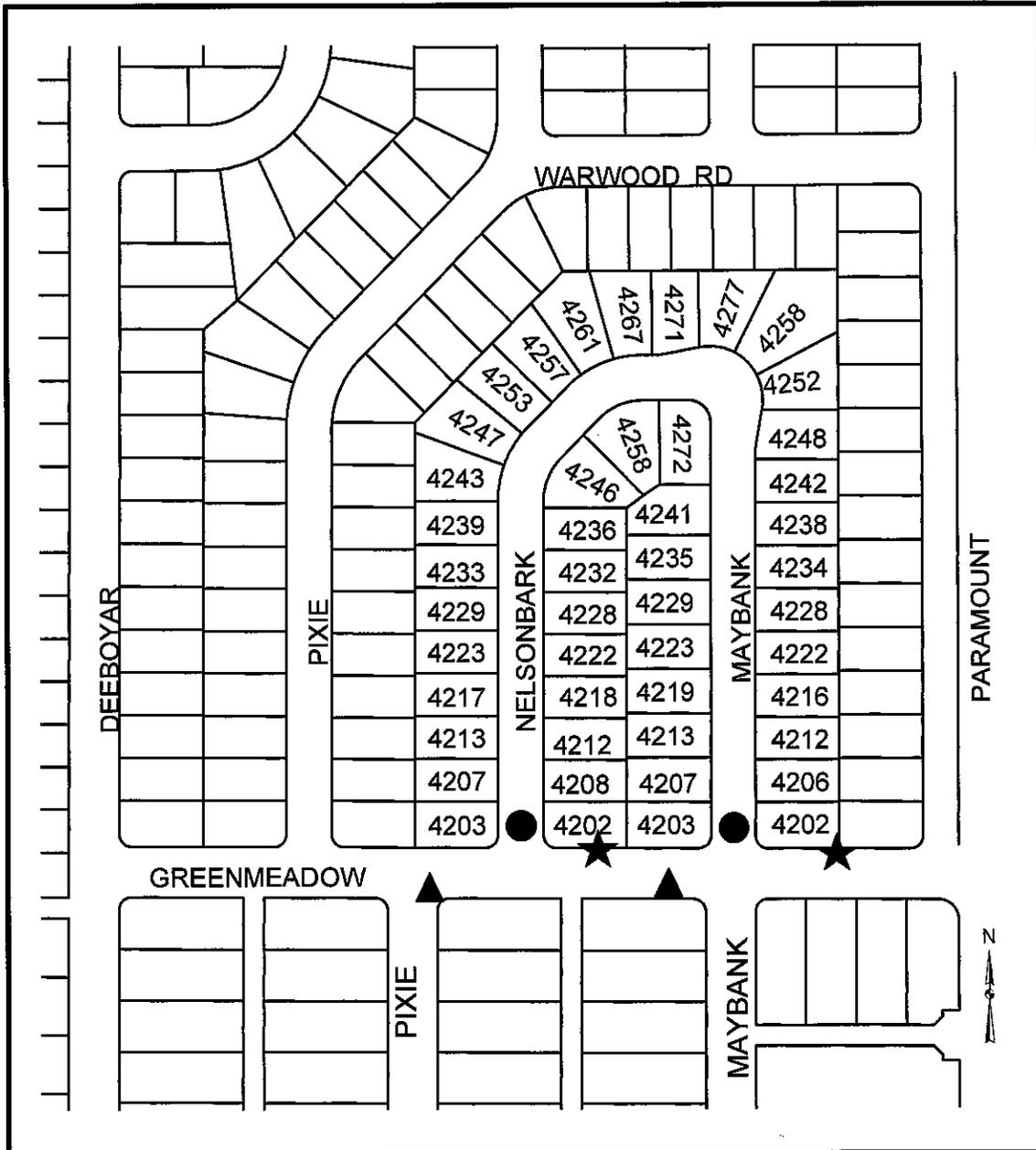
10 A.M. - 10 P.M.

4902-5059 LORELEI AVENUE



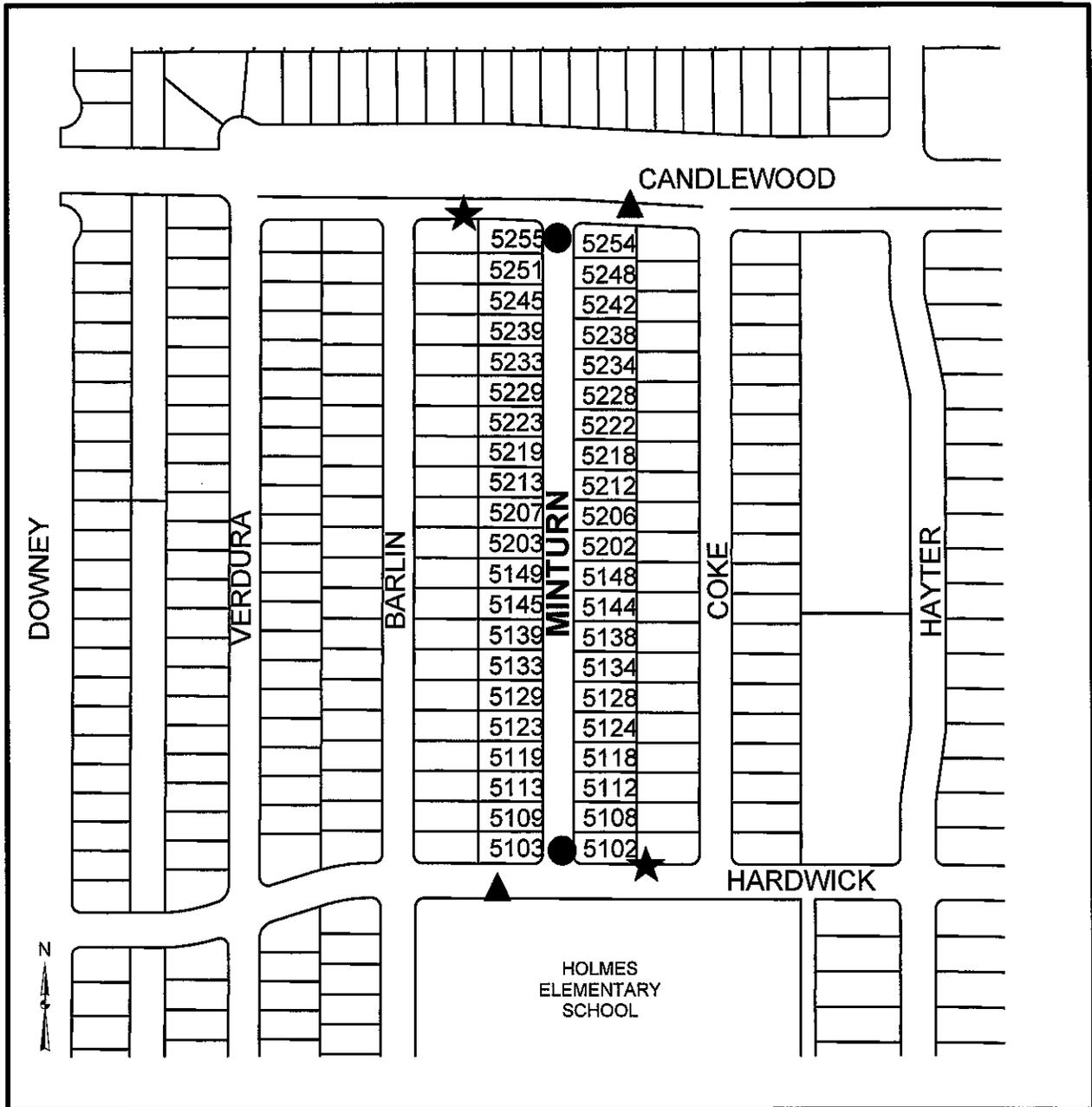
- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
- 0 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS
- ★ 2 NO RIGHT TURN SIGNS
- ▲ 2 NO LEFT TURN SIGNS
- 6 BARRICADES
- 8 DELINEATORS

BLOCK PARTY
JULY 4, 2014
10 A.M. TO 10 P.M.
4202-4258 MAYBANK AVENUE
4202-4277 NELSONBARK AVENUE



- | | | | |
|---|--|---|-------------|
| ● | 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS | 6 | BARRICADES |
| ■ | 0 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS | 8 | DELINEATORS |
| ★ | 2 NO RIGHT TURN SIGNS | | |
| ▲ | 2 NO LEFT TURN SIGNS | | |

BLOCK PARTY
JULY 4, 2014
10 A.M. TO 10 P.M.
5102-5255 MINTURN AVENUE



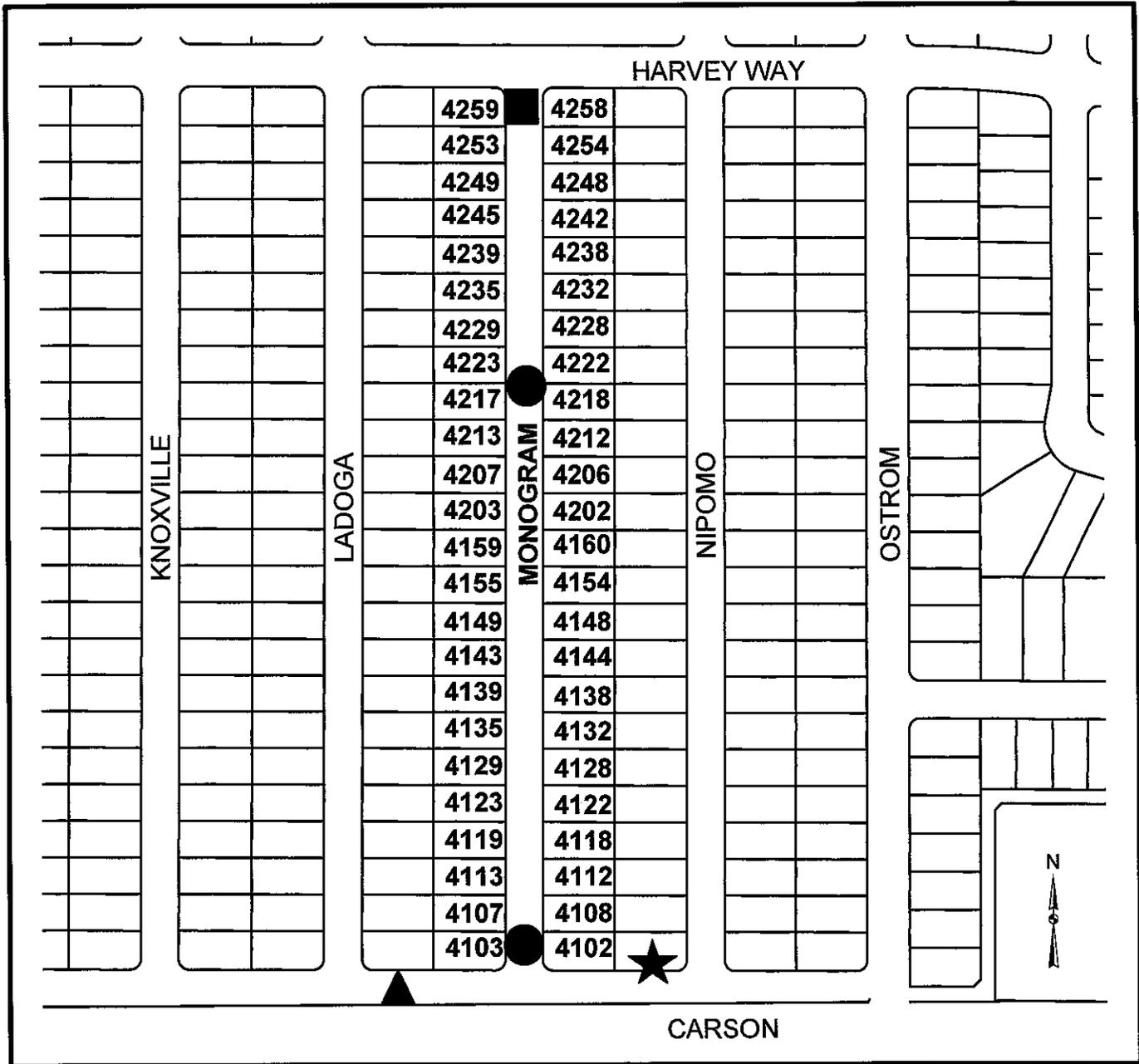
- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
- 0 "ROAD CLOSED AHEAD" SIGNS
- ★ 2 NO RIGHT TURN SIGNS
- ▲ 2 NO LEFT TURN SIGNS
- 6 BARRICADES
- 8 DELINEATORS

BLOCK PARTY

JULY 4, 2014

12 NOON - 10 P.M.

4102-4218 MONOGRAM AVENUE



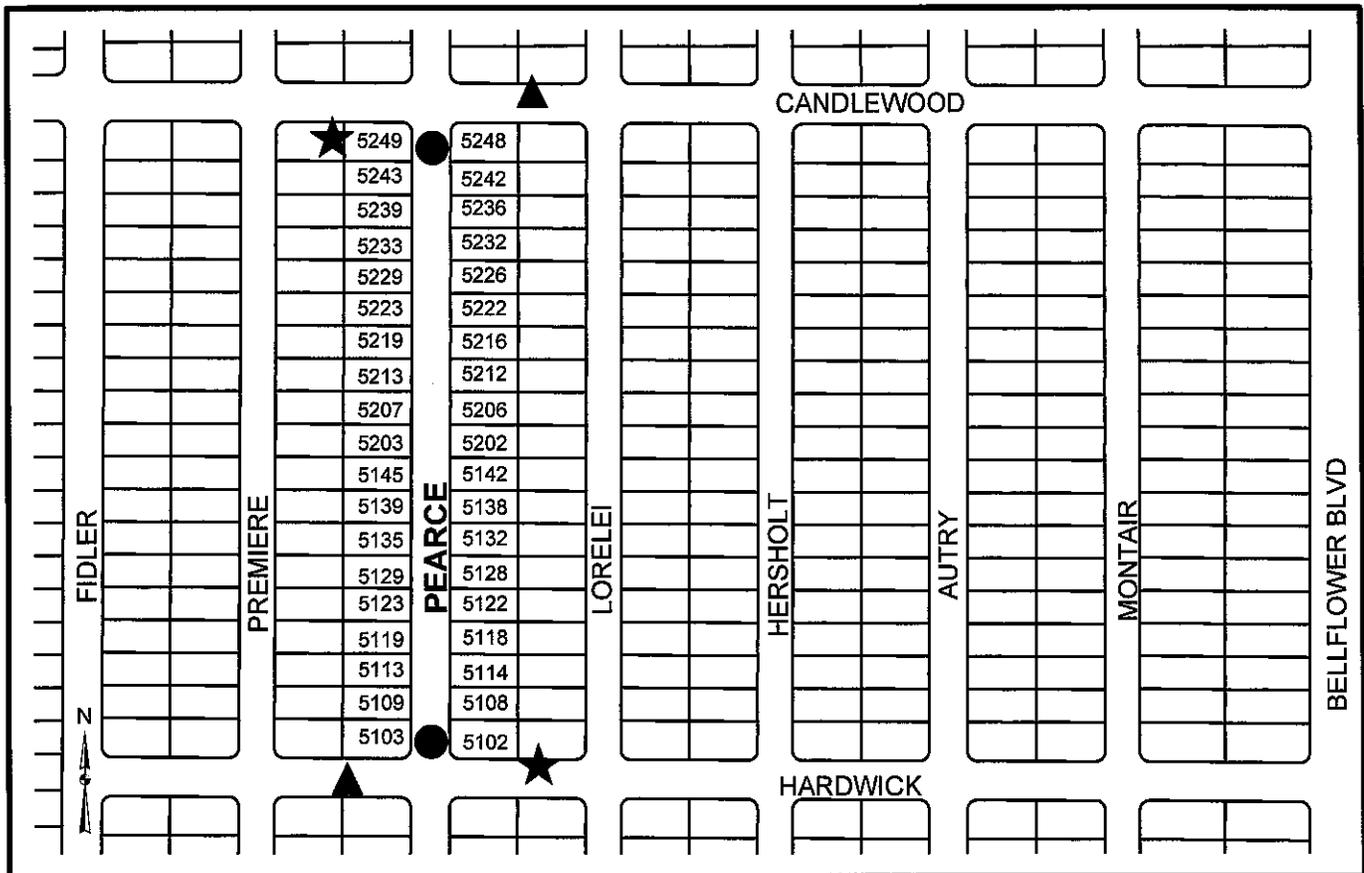
- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
- 1 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGN
- ★ 1 NO RIGHT TURN SIGN
- ▲ 1 NO LEFT TURN SIGN
- 6 BARRICADES
- 7 DELINEATORS

BLOCK PARTY

JULY 4, 2014

10 A.M. TO 10 P.M.

5108-5249 PEARCE AVENUE



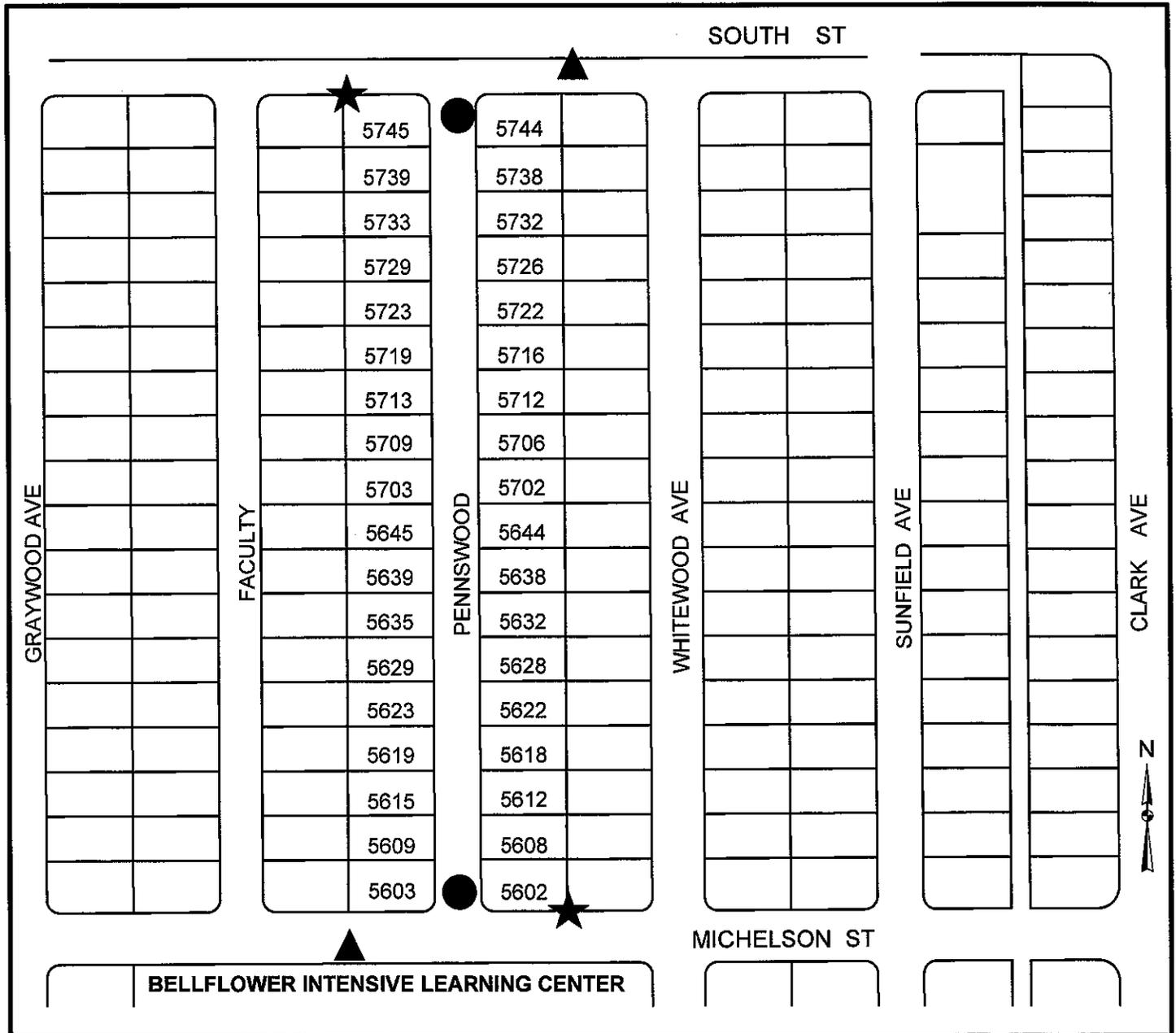
- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
- 0 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS
- ★ 2 NO RIGHT TURN SIGNS
- ▲ 2 NO LEFT TURN SIGNS
- 6 BARRICADES
- 8 DELINEATORS

BLOCK PARTY

JULY 4, 2014

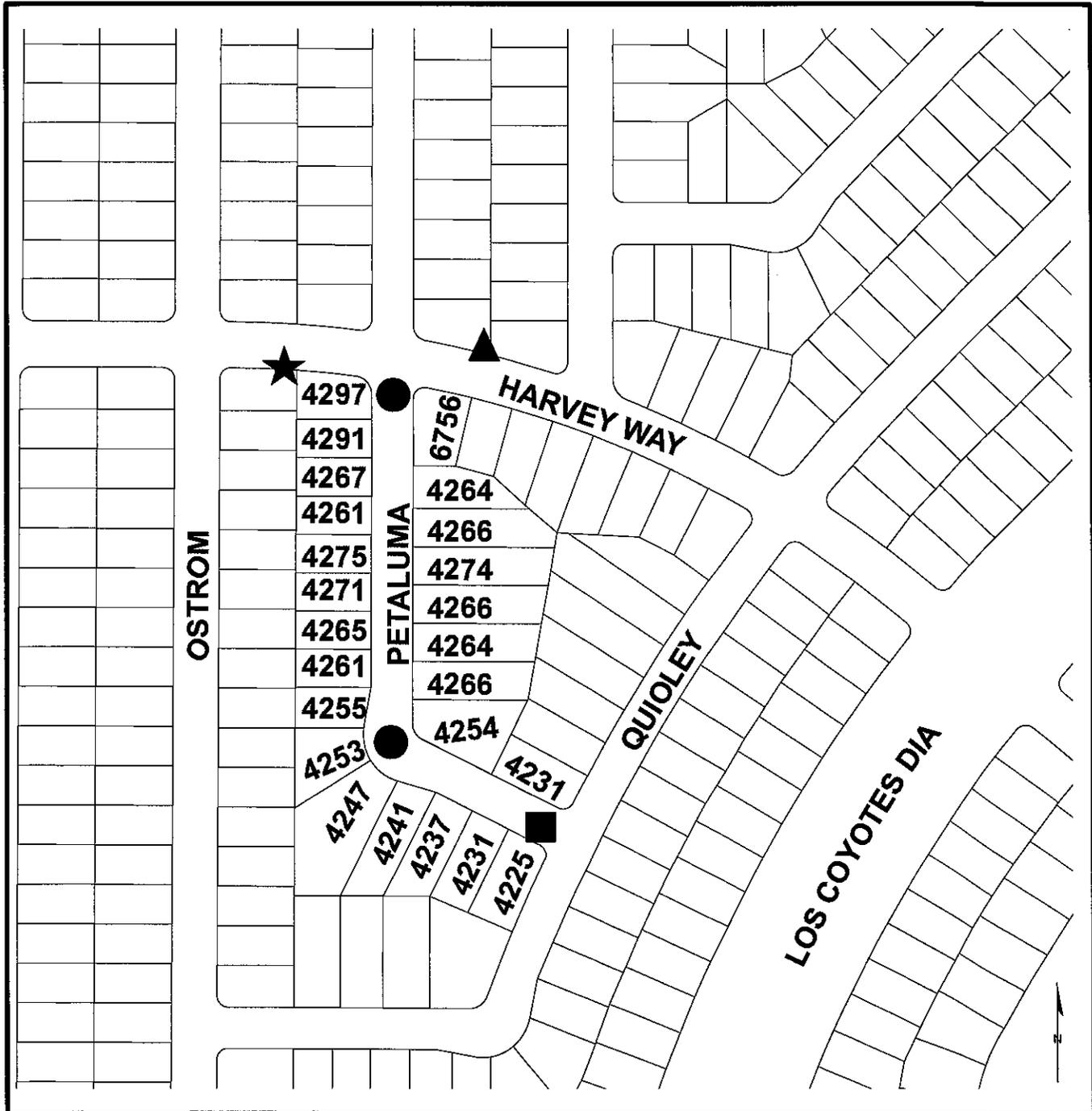
10 A.M. TO 10 P.M.

5602-5745 PENNSWOOD AVENUE



- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
- 0 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS
- ★ 2 NO RIGHT TURN SIGNS
- ▲ 2 NO LEFT TURN SIGNS
- 6 BARRICADES
- 8 DELINEATORS

BLOCK PARTY
JULY 4, 2014
19 A.M. TO 10 P.M.
4253-4297 PETALUMA AVENUE



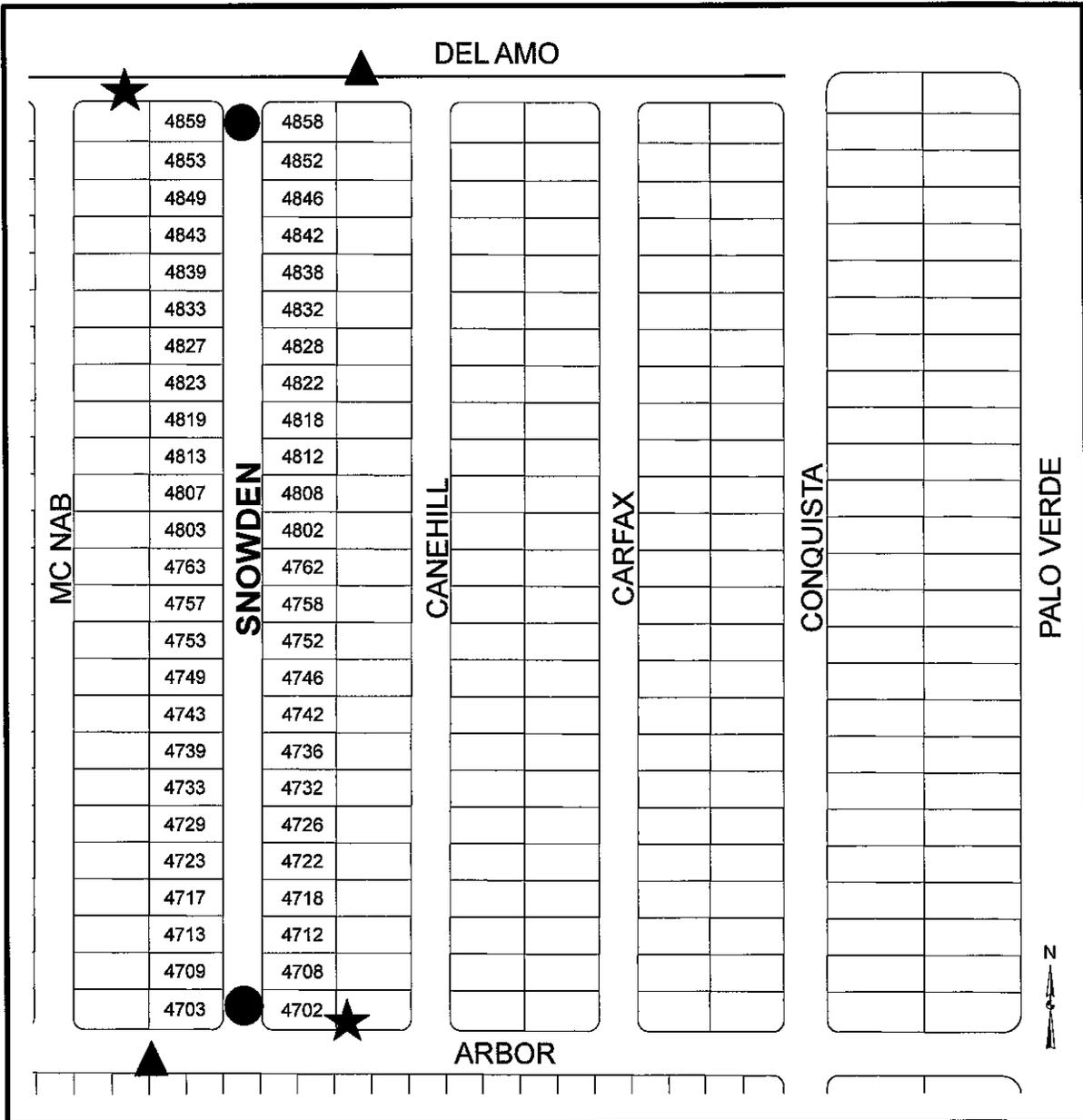
- | | | | |
|---|---|---|-------------|
| ● | 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS | 6 | BARRICADES |
| ■ | 1 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGN | 7 | DELINEATORS |
| ★ | 1 NO RIGHT TURN SIGN | | |
| ▲ | 1 NO LEFT TURN SIGN | | |

BLOCK PARTY

JULY 4, 2014

10 A.M. TO 10 P.M.

4702-4859 SNOWDEN AVENUE



- 2 FULL CLOSURE POINT "ROAD CLOSED" SIGNS
 - 0 ADVANCED WARNING "ROAD CLOSED AHEAD" SIGNS
 - ★ 2 NO RIGHT TURN SIGNS
 - ▲ 2 NO LEFT TURN SIGNS
 - 6 BARRICADES
 - 8 DELINEATORS
- PICKUP ADDRESS _____

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Public Hearings

COUNCIL AGENDA

June 10, 2014

TO: The Honorable Mayor and City Council

SUBJECT: Backhoe Loader Tractor for Water Resources Department

INTRODUCTION

The Director of Water Resources has determined a need to replace one of the City's model 1989 Ford 555C backhoe tractors. The current equipment has reached end of life. The replacement of this equipment will also provide the additional benefit of clean diesel technology.

The Water Resources approved budget has enough funds for the purchase of one backhoe loader to support its operations at the Water Resources Department.

STATEMENT OF FACT

The Director of Water Resources and the Fleet Manager have identified John Deere and Caterpillar as meeting specifications. Both vendors are highly reputable brands in the heavy equipment industry. John Deere is one of the largest manufacturers of agricultural machinery in the world building tractors for more than 135 years. Caterpillar has grown to be the largest maker of construction and mining equipment, diesel and natural gas engines, and industrial gas turbines in the world. Both companies were awarded purchasing cooperative contracts by the National Joint Powers Alliance (NJPA).

National Joint Powers Alliance (NJPA) is a public agency that serves as a member-focused cooperative for over 50,000 member agencies nationally. NJPA offers a multitude of cooperatively contracted products, equipment and service opportunities to education and government entities throughout the country. The City of Lakewood is a member of the NJPA.

The Director of Water Resources obtained proposals from Coastline Equipment and Quinn Company, local dealers of John Deere and Caterpillar respectively. City staff went to these offices and inspected their equipment.

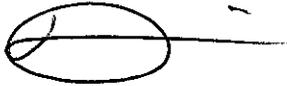
Following is a summary of the bids. The bid totals include all necessary attachments, accessories, sales tax and other charges.

1. Coastline Equipment (for John Deere) - \$99,142.49
2. Quinn Company (for Caterpillar) - \$104,138.51

Our Purchasing Policy authorizes the purchase through any governmental entity that substantially adheres to our procedures for the purchase of supplies and equipment.

STAFF RECOMMENDATION

That the City Council hold a public hearing and authorize the purchase of one Backhoe Loader 310SK at a contract price of \$99,142.49 from Coastline Equipment/John Deere Construction Retail Sales.

A handwritten signature consisting of a large, loopy 'D' followed by a horizontal line extending to the right.

Diane Perkin
Director – Administrative Services

Howard L. Chambers
City Manager

A handwritten signature consisting of a stylized 'H' followed by a vertical line and a small flourish.

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Reports

June 10, 2014

TO: The Honorable Mayor and City Council

SUBJECT: Establishing an Acceptable Use Policy: City Information Technologies

INTRODUCTION

The City's information technology guidelines are currently provided for in an Electronic Mail Use, Voice Mail and Internet Policy, related resolutions, and an Online Privacy Personal Information Administrative Guide; all of these documents were put in place in 2003. Technological advances have been fairly dramatic over the past eleven years since the adoption of these documents and do not represent current best practices.

STATEMENT OF FACT

The attached policy was developed from the current language in the Electronic Mail Use, Voice Mail and Internet Policy, related resolutions, and an Online Privacy Personal Information Administrative Guide, as well as policies put in place by other municipalities. Staff researched and constructed the policy over the past year to ensure it met all the City's information technology uses requirements while maintaining security. The policy is written to take into account current available technologies and technological advances in the near future.

The City of Lakewood provides information technology systems to conduct City business. The purpose of this proposed policy is to ensure City data and information technology are protected against threats that risk or compromise confidentiality, integrity, or availability.

This policy would apply to all City employees using the City's information technology and data in the performance of their job duties, as well as all others, such as employees of independent contractors, consultants, elected officials, appointed officials, authorized volunteers, special committee members and other users who are authorized to use the City's information technology and data in the performance of City business.

STAFF RECOMMENDATION

It is respectfully recommended that the City Council adopt the Resolution Establishing the Acceptable Use Policy for City Information Technologies as presented.



Diane Perkin
Director of Administrative Services

Howard L. Chambers
City Manager



RESOLUTION NO. 2014-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKEWOOD ADOPTING AN ACCEPTABLE USE POLICY OF CITY
INFORMATION TECHNOLOGIES

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

SECTION 1. The City Council hereby adopts the "Acceptable Use Policy: City Information Technologies" attached hereto as Exhibit "A" as the official Use of Information Technologies Policy of the City of Lakewood. In the event of any conflict between such Use of Information Technologies Policy and any other City Ordinance, Resolution or policy, the provisions of the attached Use of Information Technologies Policy shall prevail.

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

ADOPTED AND APPROVED THIS 10TH DAY OF JUNE, 2014.

Mayor

ATTEST:

City Clerk



Acceptable Use Policy: City Information Technologies

A. PURPOSE

The City of Lakewood provides information technology systems to conduct City business. Users of the City's systems are expected to do so responsibly, to comply with state and federal laws, with this and other policies of the City, and with normal standards of professional and personal courtesy and conduct.

The purpose of this policy is to ensure City Data and IT assets are protected against threats that risk or compromise confidentiality, integrity, or availability. Inappropriate use of City data and IT assets exposes the City to risks including virus attacks, compromise of systems and services, and legal liability. This policy is intended to protect the City by providing a framework of Acceptable Use.

B. SCOPE

This policy applies to all City employees using the City's IT assets and data in the performance of their job duties ("employees"), as well as all other persons, such as employees of independent contractors, consultants, elected officials, appointed officials, authorized volunteers, special committee members and other persons ("other users") who are authorized to use the City's IT Assets and Data in the performance of City business.

C. DEFINITIONS

1. *Acceptable Use* – The use of City data and IT Assets that is permitted.
2. *Availability* – data available when it is needed to serve its purpose. This means that the computing systems used to store and process the data, the security controls used to protect it, and the communication channels used to access and transmit it shall be functioning correctly.
3. *BYOD (Bring Your Own Device)* – Using a personally owned client device, such as a smart phone or tablet, to connect to City IT Assets, access City Data, or conduct City business.
4. *Confidentiality* – Restrictions upon the disclosure of information about individuals or systems.
5. *Confidential City Information* – Information exempt from the disclosure provisions of the *California Public Records Act* that could be harmful to an individual or to the City if disclosed.
6. *Internal Network* – voice and data transport networks and connected systems protected by the City's firewall.



7. *Data* – information represented in a format that can be digitally stored, transmitted, or processed. For purposes of this policy, the term *data* will refer to the items represented by the data including but not limited to text, spreadsheets, documents, email, voicemail, photos, music, videos, images, presentations, and application databases.
8. *De Minimis* – levels that are so small as to be of little consequence.
9. *IT Asset (Information Technology Asset)* - A resource that is used to store, transmit, process, access, or manipulate data. These resources can be physical, virtual, wired, wireless, externally hosted, and/or on-premises. Some examples are software, computer hardware, network infrastructure, Internet services, mobile devices, cloud storage, and communication services.
10. *Integrity* – Data cannot be modified undetectably.
11. *Mobile Device* – A portable, wireless computer or communications device. Some examples are smart phones, tablets, radios, and hand-held data collection devices.
12. *Peripheral Device* – An input/output device that is connected to a host computer and depends on that host computer to function. Examples include USB Storage devices, printers, cameras, etc. Note: A cell phone functions as a peripheral storage device when it is connected to a computer by a USB cable.
13. *Personal Device* – Any device not owned, leased, or controlled by the City.
14. *Public Information* – Any data or information, regardless of physical form or characteristics that is subject to the *California Public Records Act*.
15. *Secured Network* – A wired or wireless network that requires a password.
16. *Unsecured Network* – A public wired or wireless network that does not require a password, e.g. a public library.
17. *Users* – Employees and other individuals who are authorized to use City IT assets.
18. *Virtual Private Network (VPN)* – A network that is constructed by using a public infrastructure such as the Internet to connect to a private network, such as the City's internal network, using encryption and other security mechanisms to ensure that only authorized users can access the network and that the data cannot be intercepted.
19. *Encrypted* – Information that is encoded into a form that cannot be easily understood by unauthorized people.

D. POLICY

1. *Institute Appropriate Controls* – City will institute mandatory appropriate controls for all users subject to this policy to protect the City's data and IT Assets from all threats, internal or external, deliberate or accidental, as well as ensure compliance with all applicable laws, regulations, and legal obligations.



2. *Policy Awareness and Compliance* – All current users shall read and sign a copy of this policy, known as the “Acceptable Use Policy.” Prior to being granted access to City IT Assets, new users shall read this policy and, by signing it, acknowledge that they have read and understood the policy.
3. *Obligation of Users*– All users subject to this policy shall:
 - a) Comply with all applicable laws;
 - b) Protect the City’s Data and IT Assets; and
 - c) Avoid creating risk to the City by misuse of the City’s Data or IT Assets
4. *Consequences of Violation* – Violation of this policy may result in disciplinary action, up to and including termination.

E. SECURITY

1. *User Accounts* – User accounts and passwords given to individual authorized users are confidential, and shall not be shared, displayed, or stored digitally on any personal or City owned equipment unless encrypted. Users must not use the same password to access both their City accounts and their non-City accounts such as personal banking or social networking.
2. *Unauthorized Use* – Users shall not attempt to disable any security feature or virus protection or to gain access to another user’s account, City IT Asset, or Data for which they are not authorized.
3. *Connection to City Network* – Users shall not connect any device, whether City-Owned or personally-owned, directly to the City’s internal network via Ethernet or wireless connection without prior authorization from the IT division. This includes but is not limited to laptops, network printers, computers, mobile devices, and wireless access points. Connection of peripheral devices to the user’s own workstation is permitted.
4. *Outside Connection to City Network* – Certain employees may be permitted by their Department Director to access the City’s network from outside the City’s firewall through a Virtual Private Network (VPN). If an employee is granted VPN access to the City’s network, such access is permitted only through a secured network. If a personally-owned device is used to connect to the City’s VPN, the employee shall make sure the device is current with required operating system security and anti-malware updates prior to connecting to the VPN.

F. MOBILE DEVICE

1. *Authorized Use* – Certain employees may be required by their Department Director to be available via mobile device. Such employees may choose to use either a City-owned or personally-owned mobile device to conduct City business and sync his or her City email account to the device. Use of the device shall be in accordance with this policy and the



Overtime and Compensatory Time section of the current Memorandum of Understanding (***MOU***) or ***City Resolution***.

2. ***Data Management*** – Mobile Devices are used as convenience and productivity enhancing tools. Due to their somewhat volatile nature, the data on these devices is considered as transient convenience copies. Users are required to maintain a copy of any data that needs to be retained per the California Public Records Act on a City file system other than the mobile Device.
3. ***Device Wipe*** – A wipe may be limited to City data and applications only or it may apply to the entire device contents. The City will not be held responsible for the loss of any non-City related data stored on any device covered under this policy whether the device is personally-owned or City-owned. Devices covered under this policy may be wiped under the following circumstances:
 - The device is identified as stolen.
 - The device has been reported as lost.
 - The security of the device is compromised.
 - The user of a City-owned device is no longer required to use the device for City work.

G. BRING YOUR OWN DEVICE (BYOD)

1. ***Bring Your Own Device (BYOD)*** –If an employee's personal mobile device is used to conduct City business, such use shall be authorized and approved by the Department Head or designee and shall be in accordance with the ***Overtime and Compensatory Time*** section of the current ***MOU***.
2. ***No BYOD Support Services*** – Users shall have no expectation of direct support for any personal mobile device or for connecting the device to the City's email system. Users of personal mobile devices will need to leverage vendor, manufacturer, and/or carrier services for device support once approval is received.
3. ***BYOD is Voluntary*** – The use of an employee's personal device for conducting City business is voluntary and is being allowed for the employee's convenience; therefore, this policy shall not entitle employees to any compensation for charges related to the use of their personal devices. Use of the device to conduct City business shall be in accordance with this policy and the ***Overtime and Compensatory Time*** section of the current ***MOU***.

H. CITY OWNED MOBILE DEVICES

1. ***Support Services for City Owned Devices*** – The City IT Division will provide support for connecting City-owned mobile devices to the City's email system. The Public Works Department will provide first level support for City Owned mobile devices.
2. ***Notification of Loss or Theft*** – Loss or Theft of a City Owned Mobile Device must be reported to the IT Help Desk as soon as possible after the loss/theft is discovered.



3. *Return Upon Separation* – City-owned mobile devices must be returned to the City upon separation from city employment.

I. E-MAIL

1. *Attorney-Client Privileged Communications* – Some messages transmitted over the City's email system may constitute confidential, privileged communications between the City and its legal counsel. Upon receipt of a message either from or to legal counsel, employees shall not forward it to anyone without legal counsel's authorization. The text portion of such messages must always begin with the wording, "Confidential. Not open to Public Inspection. Attorney-Client Privileged Communication."
2. *Confidential Communications* – Any communication that is exempt from the Public Records Act must always contain the exact phrase "PRA-Exempt" in the subject line. Some examples of this are attorney-client privileged and personnel-related communications.
3. *Automatic Forwarding* – Automatic forwarding of email from an employee's City email address to any outside email address is prohibited.
4. *Email Backup Policy* – Email backups are retained for 30 days. Email messages cannot be restored beyond 30 days after that message is deleted by the user. Employees are required to maintain a copy of any data that needs to be retained per the California Public Records Act on a City file system other than the City's email system.

J. INCIDENTAL PERSONAL USE

1. *Personal Use of City IT Assets and Data Restricted* – Incidental personal use of City IT Assets and Data shall not result in direct costs to the City, cause legal action against, or cause embarrassment to the City. Incidental personal use shall be de minimis and not interfere with the normal performance of an employee's work duties.
2. *Storage of Personal Data Restricted* – Employees may store personal data such as personal photos, recipes, etc. on their assigned City workstation (C drive). Storage of personal data on any shared network drives, City-controlled cloud storage, or any other City IT Asset other than the employee's assigned workstation is prohibited.
3. *No City Responsibility for Personal Data* – Any personal data stored on City IT Assets will not be recovered should any rebuild become necessary. All personal data is stored at the employee's risk. City assumes no responsibility for loss or recovery of personal data. Personal data stored on City IT Assets shall be considered non-private and subject to disclosure under applicable law.
4. *No For-Profit or Personal Mass Communications* – City IT Assets and Data, including internal or external mailing lists or contact information, shall not be used in any for-profit or personal activities. Mass communications, such as those sent to "All Users", shall not be sent for personal use.



- 5. *Non-Profit Mass Communications* - Mass communications for non-profit event notification, awareness, or fundraisers must be authorized by the City Manager or designee prior to using City IT Assets or Data.
- 6. *Personal Use of City Internet Connection* – Employees are permitted de minimis personal use of the City’s Internet connection. The City reserves the right to monitor employee Internet browsing history to ensure compliance with this policy.

K. NO EXPECTATION OF PRIVACY

- 1. *No Personal Property Rights to Data* – All data stored within City IT Assets is the property of the City regardless of format. Users (employees and other authorized individuals) have no personal or property right to this data and no expectation of privacy. The City reserves the right to access or disclose this data without the user’s permission or knowledge.
- 2. *Communications Monitoring* – The City reserves the right to monitor all communications created or received using City IT Assets regardless of the form of communication used. This includes but is not limited to email, voicemail, text messages, tweets, and Internet activity. The City reserves the right to access or disclose these communications without the user’s permission or knowledge.
- 3. *Device Management & Monitoring* – The City reserves the right to manage and monitor any City-owned device.

L. UNACCEPTABLE USE

- 1. *Prohibited Uses of City IT Assets and Data* –Prohibited uses of the City’s IT Assets and Data include any activity deemed a violation of any City Ordinance, State or Federal law, or any other City policy regardless of the medium used. This includes but is not limited to the transmission of or viewing of defamatory material (see Key Conduct Policies).

I have read, understand and will abide by the City’s Administrative Policy on Acceptable Use of City Information Technologies.

Employee Name: _____

Employee Signature: _____ **Date:** ___/___/___

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TO: The Honorable Mayor and City Council

SUBJECT: 2014 Civic Center Block Party

INTRODUCTION

The 2014 Civic Center Block Party is slated for Saturday, June 28 from 4 p.m. to 9:30 p.m. on Clark Avenue between Del Amo Blvd. and Candlewood Street. This event continues to be a popular family attraction with an estimated attendance of 25,000 participants and spectators each year.

STATEMENT OF FACTS

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

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

FAMILY FUN ZONE

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

TASTE OF LAKEWOOD

Twenty local restaurants and specialty food vendors will be selling a wide variety of food and beverage items to benefit the Friends of the Lakewood Libraries. The Taste of Lakewood will begin at 4 p.m. with ticket sales ending at 8 p.m. The Taste of Lakewood will be located on Clark Avenue, on the east curb adjacent to The Centre at Sycamore Plaza building. Lines will form across Clark Avenue, toward the west. Taste of Lakewood tickets are now on sale at both the Jacoboni and Nye Libraries. Tickets are sold in packets of 4 for \$5 or 10 for \$10. Single tickets are available only at the Block Party venue at \$1.50 each.

The following businesses have confirmed their participation in this year's Taste of Lakewood.

Council Agenda
2014 Civic Center Block Party
June 10, 2014
Page 2

Foggia Italian Market & Deli (Contributing Platinum Sponsor)

Albertsons	Honey Baked Ham	South Bay Italian Ice
Baskin-Robbins	Mr. B's Kettle Corn	StoneFire Grill
Black Angus	Outback Steakhouse	Sugar from the Heart
Steakhouse	Panera Bread	The Loft
Chronic Tacos	Piazza McDonalds	Wienerschnitzel
Costco	Pick Up Stix	Wingstop
George's Greek Café	Round Table Pizza	Yogurtland

ENTERTAINMENT

The pop band "The Zippers" will rock Clark Avenue and the Civic Center starting at 5 p.m. with popular melodies across the past six decades. This high-energy entertainment group will give the audience a dynamic show covering many musical styles including current pop hits to classic rock, R&B, disco, jazz, and swing. The band is also slated to play some familiar patriotic tunes for concertgoers.

To get the audience excited for the evening's live show, DJ Ted will take the stage at 4 p.m. He will play familiar musical tunes that the audience can sing along and dance to.

To commemorate the city's 60th anniversary, the evening's entertainment has been augmented to include a special dance performance which will highlight music and dances from the 1950s to present day.

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

BEVERAGE GARDEN

Thank Goodness It's Sofia (TGIS) will offer beer, wine, and margaritas for sale on the Maple Room patio. All alcohol sales and consumption will be restricted to the fenced-in west patio area of The Centre at Sycamore Plaza. No one under the age of 21 will be allowed into the patio area. TGIS staff will be responsible for checking identifications, and Sheriff's personnel will be monitoring the activity within the patio area. A live video feed of the main stage will be available for guests to enjoy.

SHOP LAKEWOOD PROMOTION

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

FIREWORKS

The event finale is a spectacular choreographed 15-minute fireworks display by Fireworks America, a leader in the pyrotechnics industry.

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

Event logistics for the Block Party are coordinated by several city departments and external teams including the Los Angeles County Sheriff's, Los Angeles County Public Works, and Los Angeles County Fire.

EMERGENCY ACCESS

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

STREET CLOSURE

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

Persons with urgent Sheriff business or who needs access to the Post Office will be allowed to travel south on Clark Avenue from Candlewood Street until 3 p.m., though no through traffic will be permitted the entire day. All traffic on Clark Avenue will be halted during the Block Party.

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

In order to protect Block Party guests, temporary water-filled K-rails will be located at major intersections and driveway closures throughout the Block Party venue.

PARKING

The public is encouraged to use Civic Center Way to access free parking behind city hall and The Centre at Sycamore Plaza. Additional handicapped parking will be designated in the east parking lot of city hall. Parking for recreational vehicles and trailers is not available at Lakewood Center and City Hall.

INFORMATION/FIRST AID/LOST INDIVIDUALS AND ITEMS

Two information and first aid centers will be available at the Block Party. One will be located on Clark Avenue in front of the Iacoboni Library and the second will be in the lobby at The Centre at Sycamore Plaza. Staff will also be out on foot greeting and directing guests and distributing informational handouts. Professional support for medical emergencies will be available on-site at the event. The L.A. County Fire Department will have a paramedic truck located off of Clark Avenue in Albertson's driveway.

PUBLIC RESTROOMS

Facilities will be available on both floors of The Centre at Sycamore Plaza building. Additionally, portable restrooms will be located throughout the venue and extended activity areas.

EVENT SUPERVISION

Nearly 100 city staff will be working during the course of the event, monitoring the various event components, assisting Block Party attendees, entertainers, restaurant and Fun Zone vendors, and handling crowd control issues, such as litter collection, replenishing event supplies, distributing handouts, and staffing the first aid stations. Event staff will be identifiable, as they will be wearing a Block Party signature t-shirt.

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

SUMMARY

The Civic Center Block Party continues to be the city's most popular special event. This year will be no different. The 2014 Lakewood Civic Center Block Party has something for everyone: the Taste of Lakewood, games and rides for kids, and live entertainment. And all of this will be topped off by a spectacular fireworks show.

Lisa Litzinger, Director
Recreation & Community Services



Howard L. Chambers
City Manager



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*Successor
Agency*

**CITY OF LAKEWOOD SUCCESSOR AGENCY - PROJECT AREAS
FUND SUMMARY 5/29/2014**

In accordance with section 2521 of the Lakewood Municipal Code there is presented herewith a summary of obligations to be paid by voucher 42 through 42. Each of the following demands has been audited by the Director of Administrative Services and approved by the City Manager.

2902	ENFORCEABLE OBLIGATIONS	4,421.40
		<hr/>
		4,421.40

Council Approval

Date

City Manager

Attest

City Clerk

Director of Administrative Services

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

<u>CHECK #</u>	<u>CHECK DATE</u>	<u>VEND #</u>	<u>VENDOR NAME</u>	<u>GROSS</u>	<u>DISC.</u>	<u>CHECK AMOUNT</u>
42	05/29/2014	4428	COLANTUONO HIGHSMITH & WHATLEY PC	4,421.40	0.00	4,421.40
			Totals:	<u>4,421.40</u>	<u>0.00</u>	<u>4,421.40</u>